

# Welcome To Blackford Elementary School

**We uphold high expectations and empower all students to achieve academic success.**

1970 Willow Street  
San Jose, CA 95125  
Office phone # (408) 978-4675  
Attendance phone # (408) 341-7106  
Website: <https://blackford.campbellusd.org/>

Dear Parents:

Welcome to the 2022-2023 school year. Because we are committed to developing a strong partnership between the home and school, this handbook has been prepared with information, policies, procedures, rights and responsibilities for all students and parents at Blackford School.

At Blackford we are committed to providing the highest quality education possible. You have chosen to entrust the education of your child to us, a mission we take very seriously. While your child attends Blackford Elementary School, (s)he will receive the highest level of instruction in an environment that recognizes each child's potential.

During the 2022-2023 school year we are looking forward to:

- Ensuring that all students are learning at high levels.
- Continued implementation of our school wide Positive Behavior Intervention and Support (PBIS) systems approach to students' emotional behavioral education and development.
- Continued Implementation of RAR (Respect, Achievement, Responsibility) in all places on campus.
- Continued implementation of our "Profile of a Graduate" work (Empathic, Self Directed, Collaborative, Innovative, Critical Thinker)
- Increased enrichment opportunities and family participation

Education is a partnership between the school and the parent. We look forward to working with you throughout this year. Throughout the year we will provide you with suggestions that will help your child. Please take advantage of these suggestions and stay in touch with us. Our staff is always open to your insights and observations that will help us provide the best possible education for your child. Together, as a team, we will maintain the high standards set forth at Blackford School.

We ask your support in helping us to maintain a positive school environment. This handbook has been distributed to all parents/students.

Should you have questions, please do not hesitate to call.

Sincerely,  
Anne Ajlouni  
Principal, Blackford School  
[aajlouni@campbellusd.org](mailto:aajlouni@campbellusd.org)

# Bell Schedule

## Arrival and Dismissal / Closed Campus

### Daily Schedule

School start/end time	8:15 a.m. - 2:30 p.m.	TK- 3 <sup>rd</sup> Grade
	8:15 a.m. - 2:40 p.m.	4 <sup>th</sup> - 5 <sup>th</sup> Grade

Minimum Day	8:15 a.m.- 1:30 p.m.	TK-3 <sup>rd</sup> Grade
(Wednesday)	8:15 a.m.- 1:40 p.m.	4 <sup>th</sup> – 5 <sup>th</sup> Grade

### **BREAKFAST:**

This year we are moving to serving what is called, “Second Chance Breakfast.” Breakfast type foods will be served during our morning recess. This meal is free to all students.

We will no longer be serving breakfast before school. It is our hope more students will be served and will benefit from a meal during morning recess.

### **ARRIVAL:**

Students are under the jurisdiction of the school from the time they leave home for school until the time they return home. The school's standards of behavior apply to students coming to and going from school. Students walking to school are **not to arrive at school before 8:05 a.m. Gates will open for families to enter campus at 8:05.** Parents of students in Transitional Kinder through second grade must stay with their children prior to the bell ringing at 8:13. Once a student is on the school grounds, he/she may not leave without written permission. Classroom doors will open at 8:10 AM.

At this time, parents/guardians will be allowed to walk their child(ren) to class before school begins. We are asking all parents/guardians to limit their time on campus to approx. ten minutes.

### **DISMISSAL:**

Students are expected to leave school at dismissal time. No supervision is provided after school. Unfortunately, we cannot allow siblings and students to play on the playgrounds afterschool. We have after school programs which use the facilities and need access to the playgrounds. Parents are to meet students in front of the school or at the classroom door. Students will exit the school site via the front gates. We will have specific grade level gates in an effort to streamline dismissal.

### **APPOINTMENTS:**

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday, shortened days, when possible.

### **SCHOOL OFFICE**

The school office is open from 8:00 a.m. to 4:00 p.m. on school days. Our office telephone number is 408-978-4675. If you are reporting your child absent, you may call our 24-hour absence recorder at 408-341-7106.

### **CLOSED CAMPUS**

Blackford Elementary School has a closed campus policy.

- Students may not leave campus without permission from the office from the time of their arrival on campus through the dismissal bell.
- Students who come to school after the start of the day must report to the office before going to any class.

- All school gates will be locked during school hours and all visitors must enter through the school office.
- All visitors, including parents and volunteers, must check in with the office and obtain a visitor's badge before entering the campus. All visitors must check out and leave campus through the front office.
- Parents **must come to the office to sign their student out** if they are taking him/her off campus for any reason. **Parents may not call the front office to have your student(s) sent down to the office prior to your arrival.**
- Items (such as lunches, money, special projects, etc.) that need to be delivered to students by a parent during school hours must be done through the office. Parents may not go directly to the classroom or onto the playground.
- Students may be issued a temporary or permanent lunch pass for home lunches if parents make such a request in writing to the attendance office. No student will be granted permission to purchase lunch off the school grounds unless accompanied by a parent or guardian.
- Students may not bring visitors (such as friends or relatives) to school to visit them on campus.
- If a student has legal paperwork on file stating specific guidelines for pick up, the office must follow the guidelines as written with no exception(s)!

### **GENERAL SCHOOL RULES**

All students are expected to abide by the following expectations for student behavior:

R-Respect

A-Achievement

R-Responsibility

### **COMING TO SCHOOL AND SCHOOL DISMISSAL**

#### **PARKING LOT SAFETY**

It is imperative that we work together to keep our students, families, staff and community members safe in our parking lot. Please abide by the following safety regulations:

- Drive 5 miles per hour (MPR) at all times in the parking lot
- Drive in the inside lane of the parking lane if you are driving through
- Drive in the outside lane of the parking lane if you are picking up students
- Wait patiently in line for your student to come to your vehicle once you have reached the yellow curb located at the main front gate entrance of the school
- DO NOT park along the yellow or red painted curb
- Respect all drivers in the parking lot
- Always give pedestrians the right of way
- Report violators to the office immediately

#### **STUDENT DROP OFF AND PICK UP**

Pick-up and drop-off can be a very busy time and we ask that you please support our efforts by adhering to our safety guidelines. Cars may only park in designated spaces in our parking lots. When dropping-off or picking-up your child, please use the lane on the right hand side for drop off and pick up and use the lane on the left-hand side when exiting the parking lot. **Do not leave your car unattended in the unloading/loading zone.**

#### **The front of the school via Willow Street:**

- Drive slowly through the parking lot
- **Do not park along the curb.** pull all the way forward and drop your child off on the right hand side of the car
- If you would like to walk your child on campus, or you need to visit the office, park in designated parking spots

- **It is against the law to park in front of a curb painted red or yellow and you may be ticketed.**
- Do not block neighborhood driveways at any time. Cars will be ticketed or towed.
- It is against the law to park in a space designated for disabled persons. Habitual violators will be reported to police.
- **If you have a student in 4th or 5th grade, do not park in the loading/unloading zone prior to 2:30 as this backs up traffic during the 2:40 dismissal time.**

**Leigh Avenue entrance:**

- The bus circle is located at the back of the school on Leigh Ave. Do not drive through it and do not stop in front of the entrance or exit.
- The north-bound side of Leigh Ave. (driving toward 280) is for drop off and pick up only. Please do not park in the loading zone.
- Do not park on the south-bound side of Leigh Ave. and allow your students to cross in the middle of the street. **It is illegal and dangerous.**
- A crossing guard is present before and after school at the corner of Leigh Ave. & Stokes Ave. Please use this as the only crossing point to walk your child to school from Leigh Ave.
- U-turns on Leigh Ave. are not permitted. **They are dangerous and illegal.**

**Please help us keep everyone safe. If you see any violators of traffic rules please report them immediately to traffic enforcement at (408) 277-4341 or visit [https://www.sjpd.org/forms/TEU\\_Request\\_Form.asp](https://www.sjpd.org/forms/TEU_Request_Form.asp)**

**WALKING**

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are expected to follow the school's behavioral standards and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times. Make sure your child is familiar with the safety laws and how to handle an emergency situation.

The local police department employs a crossing guard to assist students at Leigh Ave. & Stokes Ave. Students must cross only when the crossing guard has deemed it is safe. The guard will blow one whistle when s/he enters the crosswalk and then two whistles when students are safe to cross.

**RIDING BICYCLES**

Third- through fifth-grade students are eligible to ride their bicycles to school without adult supervision. Students must lock licensed bicycles (one per lock) to the racks provided through the front entrance next to the office. **The district/school will not be responsible for bicycles, which are lost, stolen, or damaged.**

The law requires children to wear helmets when riding. While on campus, students must walk their bicycles. When riding off campus, students must obey all traffic rules. Violations may result in a student losing his or her bicycle riding privilege.

**PERSONAL INFORMATION CARD**

For the safety of your child, it is imperative to complete the Personal Information Form, which was emailed to you in August, immediately. This is the only way the office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. **Without such verification, staff cannot release a child under any circumstances.**

**Be sure to call the office if your home address, work location, or telephone number changes.** If you have moved outside CUSD attendance boundaries, you **must** obtain an interdistrict attendance agreement from your resident district. The transfer must be approved by both districts for your child to continue his/her attendance in the Campbell Union School District.

For information regarding interdistrict transfers, please contact your school office or the Campbell Union School District Enrollment Department at (408) 364-4200 extension 6209.

### **STUDENT CHECK OUT PROCEDURE**

Once a student arrives on campus, he or she cannot leave during school hours except when the office has a written note from the parent and/or authorized person signs the child out in the office. If any staff member observes a child being escorted from school without such documentation, the staff member may stop and question the person or persons involved. If a student leaves without proper permission, that student will be considered truant and the police may be called.

### **VISITATIONS TO SCHOOL**

We ask that all visitors to the campus register in the office and wear an identification tag while they are on the campus. For purposes of safety, state law requires schools to register all outsiders who enter on school property. Unauthorized persons are prohibited from entering or remaining on school grounds. If a court restraining order exists, which limits a parent's access to visiting his/her child or in receiving information, it is the responsibility of the custodial parent to provide the school Administrators with a copy of such an order. **Only those persons listed on the student's pupil information card are permitted to pick up a child without specific further parent permission.**

### **LUNCHTIME VISITOR POLICY**

Lunchtime provides your child the opportunity to socialize with his/her peers as they eat independently. It is also a wonderful extension of the classroom where social learning takes place. In order to allow your student this social success at lunchtime, VISITORS ARE NOT ALLOWED AT LUNCH or RECESS unless approved by the classroom teacher and the administration on a special occasion circumstance. Please be aware the time you spend with your child during their lunchtime can affect how they interact and behave with their peers. It may increase separation anxiety with your child, as well as inhibit them from socializing with other students. Our number one focus is on your child's education and social/emotional development, and therefore it's imperative you encourage your child to be independent and learn how to eat and socialize with their fellow peers. We have ample coverage at recess and lunchtime, so your child is in good hands. We understand it can be difficult to allow your child this independence, however we firmly believe the more you allow your child to eat on their own and socialize, the more they will begin to navigate social situations and feel a sense of empowerment. If you have any questions, please feel free to stop by the office. We love having parents participate and there are many ways that you can get involved. If you would like some ideas about volunteering, or other opportunities to support our campus, please come to the front office or contact your child's teacher or school staff. Thank you so much for your continued support of Blackford and our students.

### **ATTENDANCE, TRUANCY, AND HEALTH INFORMATION**

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, the law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused.

#### **Attendance at School**

School attendance is a legal requirement.

Under [Education Code Section 48200](#), compulsory attendance is required in California for students of ages 6 through 18. There are two types of absences from school: Excused and Unjustified/Unexcused.

## Excused Absences

Absence from school shall be excused only for reasons listed below: 1 through 10, as permitted by law, Board Policy, and Administrative Regulations (except as provided for in [Education Code 46014](#) regarding participation in religious exercises or instruction).

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For attendance at their naturalization ceremony.
10. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, or is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

When a student has had absences and/or tardies of 30 minutes or more, in excess of 10 days for the current school year due to illness and verified by approved methods, any further absences or tardies of 30 minutes or more for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician, school nurse, or other school personnel, will result in these absences or tardies being recorded as unexcused.

Verification of absences must be provided to the school not more than 20 school days after the absence and not to exceed 14 calendar days after the last school day of the school year.

([Education Code 46015](#))

## **Unjustified (Unexcused) Absences**

Regarding students who are absent from school without valid excuse

Any pupil subject to full-time education who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent/guardian, by first-class mail or other reasonable means, of the following:

1. That this pupil is truant
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section [48290](#)) of Chapter 2 of Part 27.

The district also shall inform the parents/guardians of the following:

1. Alternative educational programs available in the district.
2. The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Statutes, 1983, Chapter 498)
3. The student may be subject to arrest under [Education Code Section 48264](#)
4. The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7
5. That it is recommended that the parent or guardian accompany the pupil to school attend classes with the pupil for one day. (Added Statutes, 1983, Chapter 498)

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. ([Education Code 48913](#))

## **Monitoring Attendance Records**

Stay up to date on student's attendance records throughout the year.

Parents/Guardians are encouraged to stay up to date on their student's attendance records throughout the year, and the district offers many ways to do so. An online portal to our Student Information System, PowerSchool, is available for access to the student's daily attendance. Parents/Guardians also may request that emails be sent to them with updates on the student's attendance. Login instructions are available from the school office staff. Parents/Guardians also may request a copy of their student's current attendance record, at any time, from the school office staff.

Schools provide detailed attendance reports. The following list of attendance codes definitions are provided to assist parents/guardians when viewing attendance records online.

## List of Absence Codes

The following list of attendance codes is provided to assist parents/guardians when viewing attendance records online.

A = Unverified Absence - Parent/guardian has not confirmed a reason for absence

X = Excused Absence

- Illness
- Quarantine under the directions of a county health officer
- Medical, dental, optometric, or chiropractic services
- Funeral services for an immediate family member
  - § 1 day within California
  - § 3 days outside of California
- Court appearance (letter required from the court)
- Religious observance (must be requested, in writing, in advance, by the parent/guardian, and approved by the principal)
- Spending time with an immediate family member who is in active duty with the armed services

U = Unexcused Absence\*\*

Absences that do not meet the criteria for an excused absence

L = Tardy

- Arriving to school less than 30 minutes into the school day
- Early check out less than 30 minutes at the end of the school day

Y = Excused 30 minute or more Tardy

- Arriving to school late with valid excuse
- Early check out with valid excuse

B = Unexcused Late Arrival / Early Departure\*\*

- Arriving to school 30 minutes or more late without valid excuse
- Early check out of 30 minutes or more at the end of the day without valid excuse

J = In-house Suspension

S = Out of School Suspension

\*\* Per [Education Code 48260](#)

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.



## **ILLNESS**

For health and safety purposes, students who exhibit any of the following symptoms should not be sent to school:

- A fever of more than 100 degrees
- A productive cough with yellow or green nasal discharge
- Eyes that are red, swollen, crusty, draining, or oozing
- A severe sore throat
- Diarrhea, nausea, or vomiting
- Head lice (***notify school immediately***)
- Contraction of a childhood communicable disease such as chickenpox, measles, or mumps (***notify school immediately***)
- An untreated infectious illness such as upper-respiratory infection, pink eye, strep throat, or bronchitis (***notify school immediately***)
- Rash of unknown origin (not diagnosed by health care provider)
- Acute, severe earache, or purulent drainage from ear
- Severe toothache
- Pain that does not subside after resting

## **Health Screening:**

- Parents or guardians are required to conduct symptom screening at-home with their child each day prior to arrival at school.
- Students are to stay home if they exhibit any COVID-19 symptoms. COVID-19 symptoms include:
  - Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, nausea/vomiting, or diarrhea.
- Students with any identified COVID-19 symptoms and/or a temperature of 100.0 degrees F or higher will be sent home immediately until testing and/or medical evaluation has been conducted. The student will wait in a safe, isolated area until the parent or caregiver arrives.
- As we enter the cold and flu season please be aware that children may exhibit symptoms not associated with COVID. If you are concerned about symptoms, please keep your child home and consult your physician.

## **ILLNESS AND INJURY NOTIFICATION**

Parents will be notified and asked to pick up a child if he/she exhibits any of the symptoms listed above. Please make prior arrangements to ensure that a family member or representative is able to quickly respond if called about a sick or injured child.

## **INJURY AT SCHOOL**

Students injured while at school will be treated in the following manner:

1. An injury may be inspected by a teacher or other staff member and the student kept under his/her observation.
2. If needed, the child may be sent or brought to the office. The parent will be notified if necessary. Any action taken by the office is recorded on the daily office health log.
3. The parent is notified of any student receiving a blow to the head.
4. No child is sent home until a parent is contacted and agreement is reached as to appropriate actions. Please make prior arrangements to ensure that a family member or representative is able to quickly respond if called about a sick or injured child.

A child diagnosed with a bacterial infection should return to school only after receiving at least 24 hours of antibiotic therapy **and** has been 24 hours without a fever (excluding fevers controlled by fever reducing medication, i.e. Tylenol).

In physician-confirmed cases of childhood communicable diseases, some bacterial infections, and/or head lice, the office staff will send home an exposure notice to the necessary classrooms. Be sure to read the notice carefully as it contains detailed information on symptoms and the incubation period.

### **TARDIES**

Unless approved in advance, the failure of a student to be in their assigned classroom within the first 30 minutes of the start of the school day will result in an unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered a legal truant (Ed. Code 48260)

### **Absence and Tardy Reporting**

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10 days in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professionals (on letterhead), a school nurse or health clerk verification, funeral notices, or other supportive documentation.

A verification of the reason for absence shall not be accepted after 20 school days of the occurrence or 14 calendar days after the last school day of the school year. (Ed. Code 46015)

### **Absence 24 hour Reporting Line: 408-341-7106**

**Information needed: Child's name, grade, name of parent/guardian reporting, dates absence(s), and reason for absence.**

### **SCHOOL ATTENDANCE AND REVIEW BOARD (SARB)**

Students who fall under the truancy law (Ed. Code. 48260-48263) shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district SARB, a panel of district and community representatives.

*Truant Defined:* The student was absent from school without a valid excuse for three days or was tardy or absent for more than a 30-minute period during one school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy. After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth, etc. truanancies.

*Habitual Truant Defined:* Any student is deemed a habitual truant who has been reported absent without valid excuse for three days or was tardy for more than 30 minutes, or any combination thereof, had a letter sent to the parent or guardian, and has had three more unexcused absences or tardies over 30 minutes, or combination thereof. A district employee has made a conscientious effort to hold a least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260-48261.

### **Purpose of SARB**

1. To identify and provide coordinated district and community services to assist parent(s) and student when the student is truant or has school behavior problems.

2. To ensure that appropriate district and community resources have been used prior to referral to the judicial system.
3. To consider the following options if district and community resources are unable to correct school attendance or behavior problems:
  - Propose the use of alternatives to the juvenile court system
  - Refer the student and parents to the Santa Clara county District Attorney's Office

### **SCHOOL HEALTH OFFICE**

Students sent to the health office are attended to by office staff. The District Health Services Department works in collaboration with all school health offices and trains district personnel in first aid, safety, and emergency procedures. A district nurse is on call for emergencies and oversees all specialized health services. The district nurse also administers the state-required vision and hearing screenings for specific grade levels and reports any concerns directly to parents.

**Immunizations** (CUSD AR 5141.31; CUSD BP 5141.31; California Immunization Handbook) Students entering a district school or childcare and development program, or transferring between school campuses, shall present an Immunization Record, which shows *at least* the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization regulations only as allowed by law.

\*A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school.

**TDAP** According to State law, students entering grades 7 through 12 must show evidence of TDAP booster prior to beginning school. Failure to do so will result in the student's exclusion from school.

**Tuberculosis (TB) School Mandate** The TB School mandate includes all students entering Transitional Kindergarten, Kindergarten and students transferring into grades TK through 12 from outside Santa Clara County. Refer to the CUSD Parent Notices-Communicable Disease Control; Immunization section for more information.

**Oral Health Assessment** (Ed. Code 49452.8) State Law requires that each child have an oral health assessment (dental check up) by a licensed dentist or registered dental health professional or a signed waiver on file by May 31 in either kindergarten or first grade, whichever is the child's first year in public school. An assessment completed within 12 months before a child enters school also meets this requirement.

**First Grade Physicals** (Ed. Code 49450) (Health and Safety code 321.50 and 323.5) State Law requires that each child enrolling in the first grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months, unless provisions for exemption have been made.

### **Medication**

Any student required to take medication during school hours may do so provided his or her parents and a physician complete a *Medication Administration At School* form. The medication must be in its original container with clear directions on the label, including the student's name, medication name, and dosage instructions. All medication must be stored in the health office, although special circumstances may exist to allow a student to carry an emergency medication and self-administer the medication with parent/guardian and physician approval (i.e. asthma inhalers, EpiPens). A district nurse must approve any special circumstance.

## **INDEPENDENT STUDY-SHORT TERM**

Information about how parents/guardians may request Independent Study for a student.

The district recognizes that there may be occasions during the regular school year when families choose to have their children accompany them on trips, or be absent from school for reasons other than the traditionally excused absences such as illness, doctor's appointments, or bereavement. When a student will be out of school for a minimum of 5 consecutive school days and no more than 15 school days, parents may request a short-term independent study.

A short-term independent study will be considered based upon the following factors; positive attendance, evidence of grade level achievement and positive discipline.

Requests for a short-term independent study can be made at your child's school of attendance. Requests must be received in writing and 10 school days in advance to the requested absence. All student work shall be submitted upon return to receive academic and attendance credit.

Short-term independent study may not be concurrent with any other form of absence, e.g. illness, bereavement, etc. and if the short term independent study is running concurrent with any school vacation, the time including vacation days cannot be more than 15 days total.

Students who currently hold a SARB (Student Attendance Review Board) contract and/or a Conditional Interdistrict Transfer Agreement (IDA) are ineligible for a Short Term Independent Study.

Students who have previously been granted a Short Term Independent Study Contract and have not successfully completed a previous short term Independent Study contract, are not eligible for any subsequent short-term Independent Study contracts.

Short-Term Independent Study contracts shall not be authorized for students who will be absent from school during the first and/or last ten days of the school year.

A student with disabilities, as defined in Education Code section 56026, is not eligible for independent study unless his/her individualized education program specifically provides for such participation. (Education Code 51745)

Students must be in attendance the day prior to the first day of the Short Term Independent Study contract. If the student is absent, the contract is null and void and the student's absences will be considered unexcused.

The student must complete all assignments by the due date and/or before the date he/she returns to classroom instruction, whichever occurs first. This date is final and cannot be extended under any circumstances. Completed work may be sent by USPS priority mail, email, fax, or any other agreed upon delivery method.

If the student is ill or absent from school on the due date, the short term independent study will be considered incomplete unless a doctor's note is provided. If assignments are completed or returned after the due date, academic credit may be given; but no credit will be awarded for attendance.

All short-term independent study contracts and work samples must be kept on file for auditing purposes. Only one Short Term Independent Study contract per school year will be granted per student in grades TK-8th grade.

Students may not be granted short-term independent study contracts more than three (3) times while in Campbell Union School District

## **LUNCH**

Students may bring lunch from home or have a choice of a nutritious hot lunch provided by the cafeteria for free. For those who bring their lunch, milk is also available free of cost this year. Please be certain that your child knows what to do for lunch before leaving for school. If your student forgets their lunch and you want to bring lunch to your child, please note that it must be dropped off during their regular lunch schedule. See bell schedule. **The office will not be permitted to deliver lunches to the classroom or call the classroom for your child to pick up lunch during the instructional time. This is all in an effort to support and respect your child's and teacher's instructional time.**

In addition, lunch time provides your child the opportunity to socialize with his/her peers as they eat independently. Please refer to our lunch policy in this handbook for specifics regarding visiting during this time. Encourage your child to be independent and learn how to eat with their fellow peers. It is a difficult

thing as a parent to let go, but the more you allow your child to eat on their own and socialize the more they grow socially.

### **SNACKS**

Students may bring a nutritious snack from home to be eaten at the first recess. **It is strongly encouraged to avoid non-nutritious food items such as sodas, candy bars and high fructose drinks.** Due to the fact that some food items contain red-dye, which can stain furniture, carpets and clothing, we are asking that students **not bring Hot Cheetos or Takis** to school. School staff will respectfully request the child to save the Hot Cheetos or Takis for after school or home. We appreciate all your efforts to support your child's nutritional balance, which directly relates to their academic success. Please see "Celebrations" section for information regarding special treats.

### **STUDENT INSURANCE**

Low-cost accident insurance is made available to students at the beginning of the school year. This is recommended unless the child is insured by a family policy.

### **COMMUNICATION**

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information sent home with your child's teacher, through SeeSaw or ParentSquare, by viewing the Blackford Website on a consistent basis and signing up to subscribe to the weekly school newsletter (NewsBlast), stopping by the bulletin board daily, attending monthly PTA meetings, and asking questions. Blackford School staff and PTA board members are happy to answer any questions you might have.

### **ANNOUNCEMENTS**

Daily announcements to all students will be made each morning over the public address system. These announcements are made in order to inform students and staff of important information regarding the school's activities.

### **CONCERNS AND/OR QUESTIONS**

Please contact your child's teacher if you have any concerns and/or questions. If you feel your attempts to resolve an issue with the teacher have failed, please contact the school administrators for assistance.

### **DISTRIBUTION OF COMMUNITY INFORMATION**

Blackford will distribute information for community organizations with prior permission from the District office. Please call (408) 364-4200.

**School Web Site:**      <https://blackford.campbellusd.org>

**District Web Site:**      <https://www.campbellusd.org>

**Email Addresses and phone numbers:** The office staff is also available by email and phone. The school phone number is (408) 978-4675. Email addresses include:

Principal Anne Ajlouni:	<a href="mailto:aajlouni@campbellusd.org">aajlouni@campbellusd.org</a>
Assist. Principal Jessica Smith:	<a href="mailto:jsmith@campbellusd.org">jsmith@campbellusd.org</a>
Secretary Araceli Alvarez:	<a href="mailto:aalvarez@campbellusd.org">aalvarez@campbellusd.org</a>
Health Clerk: Drucilla Almanza Sanchez	<a href="mailto:dalmanzasanchez@campbellusd.org">dalmanzasanchez@campbellusd.org</a>

## **STUDENT PLACEMENT**

### **CLASS PLACEMENT**

At the beginning of the school year, students are assigned to classes. Students receive a tentative placement in a class upon enrollment. **The placements are temporary until enrollment stabilizes, a process that often takes many weeks.** Blackford classes are designed to be balanced classes.

### **OPEN ENROLLMENT**

Open enrollment provides CUSD residents the opportunity to choose a district school for their children regardless of where they live within the district. It is an option only for CUSD residents whose students are entering kindergarten or sixth grade. Students attending CUSD schools on interdistrict transfers must apply through the Interdistrict Attendance process. The next Open Enrollment period will take place in January. CUSD fills requests depending on available space and in compliance with California law and Governing Board policy. If the number of applications exceeds the space available for the school or grade level within a school, a public lottery will determine which students will be admitted. For more information regarding Open Enrollment, please call the Enrollment Information line at (408) 364-4200 x6209.

### **INTERDISTRICT TRANSFER**

Campbell Union School District welcomes the opportunity to serve students who reside outside the district boundaries. Interdistrict transfer agreements will be approved depending upon school capacity and space in the grade level requested. Students who attend district schools on an interdistrict transfer must make satisfactory progress towards meeting academic standards, attend school regularly, arrive on time for school/class, and exhibit appropriate school behavior.

Interdistrict transfers may occur when class enrollments in the district will permit the addition of nonresident students. Continuing interdistrict transfer students must reapply on a yearly basis prior to June 1 to attend the following year.

Transportation shall not be provided for students attending on an interdistrict agreement.

A student's interdistrict agreement may be revoked because of excessive truancy, continual disruption of the educational program, or failure to progress towards meeting district standards

**(Governing Board Policy and Administrative Regulation 5117 and 5117.1).**

## **School Safety and Student Discipline**

### **EMERGENCY PROCEDURES**

All schools in the Campbell Union School District follow established procedures during emergencies. Emergency preparedness includes monthly school-wide drills. These drills help both staff and students to be better prepared should an emergency situation arise.

In the case of an area-wide emergency situation, the superintendents of all school districts act as emergency officers for their respective districts. If the school superintendent declares a state of emergency during school hours, all students will be required to remain at school or an alternate safe site supervised by district personnel. The students will be released at regular dismissal time only if it is deemed safe. At that time, students will be released to authorized adults only (the parent, legal guardian, or adult listed on the Personal Information Form). Refer to the Personal Information Form section on page 5. If bused students are on their way to school during an emergency, the bus will continue to school. Students walking to school during an emergency should proceed to school. Likewise, if they are on their way home, they should continue home.

## **CAMPUS SAFETY**

Campbell Union School District makes every effort to maintain a safe, positive school environment that promotes student welfare and academic achievement. The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct, and respect for others. Students who jeopardize the safety or welfare of others on campus shall be referred to an administrator for disciplinary action, including involvement of local law enforcement agencies when necessary.

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students or their property by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The parent/guardian of a student subject to an individualized search shall be notified by the district as soon after the search as possible.

Law enforcement officers have the right to interview and question students on school premises. Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

Campbell Union School District works closely with local law enforcement agencies in the preparation, review, and annual adoption of school safety plans. In emergency situations, which may pose a threat to campus safety, local police will work closely with school staff and will direct all safety and security operations. In order to ensure student safety, all school personnel, students, and parents must comply with the law enforcement directives in such emergency situations. Non-school personnel, including parents, will not be permitted on school grounds or access to students until the police have determined a threat to safety no longer exists.

**(Governing Board Policies and Administration Regulations 5131.4, 5145.11, and 5145.12)**

## **EXPECTED BEHAVIOR**

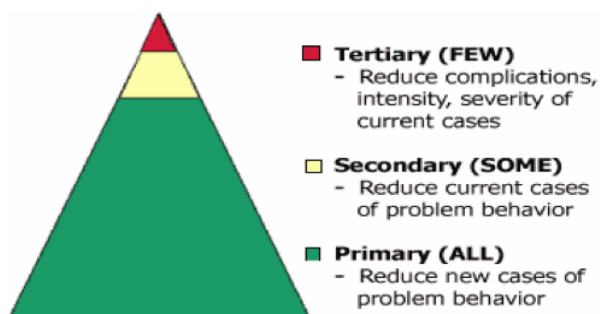
In order to provide an effective learning environment for all students, The Blackford staff works in collaboration with students and parents to provide a predictable, positive, safe, and consistent school environment.

Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

## **Positive Behavior Intervention System (PBIS)**

At Blackford we have developed a systems approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students. We have a three-tiered approach:



### **ALL Students-Primary**

Consistent expectations  
Consistent school wide lesson plans-common areas  
Common understanding-major/minor behaviors  
Consistent referral process  
Positive environment-regular recognition  
Respectful communication  
Bobcat Den (alternative recess for students)

### **Secondary and Tertiary**

Check-in-Check-out  
Individualized Behavior Plans (tiered approach)  
Intervention Team  
Possible Student Study Team

### **Primary Preventions and Interventions:**

**As part of PBIS, our students, staff, parents and community follow the RAR (Respect, Achievement, Responsibility) expectations.**

Students in grades TK-5 may earn a Bobcat ticket when recognized by any staff member for positive behavior, which are focused around RAR. We encourage recognition at home for bobcat tickets students bring home.

### **General Procedures for Dealing with Problem Behaviors**

- Observe problem behavior
- Problem solved by student "Stop-Walk-Talk"
- Problem identified as minor or major
- Minor: Classroom teacher and/or yard duty handles
- Major: Classroom teacher and/or yard duty go through the referral process to the office
- See flow chart for referral process

### **Common Definitions**

In order to provide clear and consistent consequences for violations in behavior at Blackford we have developed common definitions for identifying behaviors.

<b>Minor Behavior Problem</b>	<b>Major Problem Behavior</b>
<b>Inappropriate Language:</b> Student engages in inappropriate language not directed at an individual or group.	<b>Abusive Language:</b> Student directs inappropriate or abusive language at an individual or group.
<b>Physical Contact:</b> Student engages in non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc.)	<b>Fighting/Aggression:</b> Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, etc.)
<b>Defiance:</b> Student engages in brief or low-intensity failure to respond to multiple adult requests.	<b>Overt Defiance:</b> Refusal to comply after 3 requests (refuses to comply with stated consequences – see flow chart).
<b>Disruption:</b> Student engages in low-intensity, but inappropriate disruption.	



	<p><b>Harassment / Bullying:</b> Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.</p> <p>Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; and may or may not be sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p>
<p><b>Dress Code:</b> Student wears clothing that is not within, the dress code guidelines defined by our school/district.</p>	<p><b>Dress Code:</b> Student is unable to comply with dress code guidelines defined by our school/district without family intervention.</p>
<p><b>Property Misuse:</b> Student engages in low-intensity misuse of property.</p>	<p><b>Property Abuse:</b> Student participates in an activity that results in destruction or disfigurement of property.</p>
<p><b>Technology Violation:</b> Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera, computer, etc.</p>	<p><b>Technology Violation:</b> Student engages in inappropriate, intentional use of cell phone, pager, music/video players, camera, computer, etc.</p>

**“Stop, Walk, & Talk” Problem Solving Strategy**

Student says “Stop” and signals with hand extended (STOP)  
 If the other student doesn’t comply, student walks away (WALK)  
 If problem continues, student seeks adult assistance (TALK)

**Violations and Consequences**

Depending on the behavior, one or more of the following actions may be taken by school officials. The frequency and severity of student behaviors will determine the level of intervention or discipline administered:

1. **Suspension:** Suspension is the temporary removal of a student from ongoing instruction. Students may be suspended (or recommended for expulsion) for any of the acts summarized below (Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7)
  - a.1. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - a.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.
    - \* Possessing an explosive as defined in 18 USC 921.
  - 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 intoxicant of any kind.
  - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind, and then either 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 Stole 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
  - l 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, school officials, or other school personnel engaged in the performance of their duties.
  - l Knowingly received stolen 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. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or School-sanctioned events.
  - r Engaged in an act of bullying, including cyber bullying, directed toward a pupil or school personnel. For the purposes of this subdivision, the following terms have the following meanings:
    - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or groups of pupils as described in subdivision (k) or in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
      - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
      - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
      - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
      - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in a benefit from the services, activities, or privileges provided by a school.
    - (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication,

including, but not limited to, any of the following:

- (i) A message, text, sound, or image
- (ii) A post on a social network Internet Web site, including, but not limited to:

- Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, threat the pupil was or is the pupil who was impersonated.
- Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile using a likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the Internet.

- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his other age, or for a person of his or her age with his or her exceptional needs.

s A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occurs at any time, including, but not limited to, any of the following:

While on school grounds

While going to or coming from school

During the lunch period whether on or off the campus

During, or while going to or coming from, a school sponsored activity

Education Code 48900.5 (a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons. To correct the behavior of any student who is subject to discipline, the Superintendent, or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified.

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record (Education Code 48900.5)

Other means of correction may include, but are not limited to the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.

2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling
3. Student Study teams or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching pro-social behavior or anger management
6. Participating in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (Education Code 48900.5)
9. Detention after school hours
10. Community Service during non-instructional periods

48900.2 Committed sexual harassment (Grades 4-8 only)

48900.3 Caused, attempted to cause, or threatened to cause, or participated in an act of hate violence (Grades 4-8 only)

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that materially disrupts class work, creates substantial disorder, or creates an intimidating or hostile educational environment (applicable to grades 4 and above only)

48900.7 Made terrorist threats against school officials and/or school property

**2. Expulsion:** Expulsion is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may actually expel a student.

**Mandatory recommendation for Expulsion/Mandatory Expulsion**

- Sale, possession or furnishing a firearm
- Brandishing a knife
- Selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive

**Mandatory recommendation for Expulsion/Discretionary Expulsion**

- Causing serious injury to another person, except in self-defense
- Possession of a knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one (avoirdupois) ounce of marijuana, other than concentrated cannabis
- Robbery or Extortion
- Assault or battery of any school employee

**ZERO TOLERANCE**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

Zero tolerance requires a mandatory suspension and recommendation for expulsion of students who possess, sell or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. (Education Code [48915](#))

In addition, the Campbell Union School District has adopted countywide Zero-Tolerance Policy in conjunction with our local law enforcement agencies. This policy states that weapons are not tolerated on any school district campus. We will report any student who breaches this policy to the appropriate law enforcement agency. The student is then subject to disciplinary action up to and including expulsion from the district.

State law expressly prohibits firecrackers, knives, firearms or imitation firearms, weapons or other dangerous objects, tobacco, alcohol and other controlled substances from school grounds. Possession of any of these items will lead to disciplinary action, including suspension and/or expulsion.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

### **PERSONAL ITEMS: TOYS, GAMES, PROHIBITED ITEMS**

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Specifically, Campbell Union School District prohibits the following items on school campuses:

#### **Items Prohibited at School**

- All weapons or devices that may be used to harm others. This includes chains that may be attached to wallets, toy guns, tools, etc.
- Matches, lighters, firecrackers, BB shotguns, knives or fireworks.
- All controlled substances such as tobacco, drugs, nicotine, or alcohol.
- Mopeds, skateboards, scooters, rollerblades or rollerblade athletic shoes, or any motorized vehicle.
- All electronics including, but not limited to iPod's, iPads, cameras and other expensive equipment.
- Video game electronic devices (such as a Nintendo DS).
- Toys, (such as fidget spinners, bouncy balls, balloons, silly string, cards, dice, etc.) including electronic computer games.
- Permanent markers, whiteout, aerosol spray cans, hairspray, perfume, cologne, aftershave lotion, etc.
- Large amounts of money, card collections (including Pokemon), etc.
- Laser pointers.
- Unauthorized athletic equipment (such as footballs, basketballs, soccer balls, tennis balls, baseballs, etc.).
- Live animals can not be brought to school unless a previous arrangement has been made with the teacher and site administrator.
- Gum, sunflower seeds, or other food items that are not common to a child's lunch.

Students shall not possess, smoke or use tobacco or any product containing tobacco or nicotine while on school property or during school hours, at school-sponsored events, or while under the supervision of district employees.

Student use of nicotine delivery devices, such as electronic cigarettes, is prohibited.

School personnel may also confiscate permitted items that are used inappropriately. Students may be subject to disciplinary procedures, which may result in suspension from school.

## **CELLULAR PHONES**

Campbell Union School District permits students to carry cellular phones. However, students may not use their cellular phones during the school day. As stated in District policy, cellular phones must be turned off during the school day. Students who violate this policy may be subject to disciplinary action.

**The District assumes no liability for the loss or theft of cellular phones.**

## **RECESS RESTRICTION**

Teachers and site administrators may restrict a student's recess time under the following conditions when s/he believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

- The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- The student shall remain under a certificated employee's supervision during the period of detention.
- Teachers shall inform the principal of any recess restriction they impose.

**(Governing Board Administration Regulation 5144)**

## **DETENTION AFTER SCHOOL**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day.

If a student will miss his/her bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parent/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

**(Governing Board Administration Regulation 5144)**

## **SCHOOL PROPERTY**

Students are responsible for all textbooks, library books, desks, computers, and all other types of property issued to them during the school year. The school will solicit replacement costs in the event of loss or damage. Grades and/or transcripts may be withheld until payment has been made.

## **APPROPRIATE ATTIRE**

The home is the most encouraging environment for setting appropriate appearance standards. While we recognize the importance of individual expression, there clearly are certain styles that are not conducive to an educational environment. Students are expected to comply with the following:

- A student's clothing, jewelry, and makeup should not distract others from learning.
- Clothing with printed vulgarities and/or drug and alcohol-related themes are not acceptable.
- Gang-related apparel as defined below is not to be worn.
- Skin-tight apparel, short shorts, bare midribs, mini skirts, and clothing with large holes or cutouts are not appropriate.
- Students must wear shoes at all times. Students' sandals must have closed toes and back straps.
- Although hats may be worn outdoors, students may not wear hats or sunglasses in any classroom.

**(Governing Board Administration Regulation 5132)**

### **GANG RELATED APPAREL**

Blackford Elementary School prohibits students from wearing gang-related apparel. Gang-related apparel is defined as clothing worn for the purpose of intimidation and/or exhibiting affiliation with gangs:

- Clothing or shoes with insignias, symbols, and/or numeric references to gangs
- Clothing or shoes with violence or violence related themes
- Clothing or shoes with printed logos depicting gang-related behavior
- Clothing with weapons or weapon-related themes
- Clothing such as jumpsuits, overcoats, shoes or other seasonal items worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Clothing all in one color worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Other gang regalia known by school officials and/or local law enforcement to be associated with gangs.

### **PARENT PARTICIPATION**

Parent involvement is encouraged at Blackford Elementary School. Listed below are some of the existing programs in which parents participate:

### **PARENT-TEACHER ASSOCIATION**

The Blackford PTA aims at enhancing the educational growth of our children by sponsoring events like the Fall Festival, school-wide assemblies, and book fairs. The PTA also provides funds for much-needed classroom supplies as well as fun and exciting field trips. At each meeting, there is an opportunity for parents to hear updates from our PTA, ask and answer questions and get to know other parents in our community.

### **SCHOOL SITE COUNCIL**

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the Local Control Accountability Plan (LCAP)/Single Plan for Student Achievement (SPSA). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the SPSA and LCAP.

### **SCHOOL EVENTS**

School events are posted on the Blackford website ([blackford.campbellusd.org](http://blackford.campbellusd.org)). The PTA bulletin board outside the office contains a more detailed monthly calendar highlighting school-wide events, and posters to remind parents of school or district events.

### **BLACKFORD STUDENT RECOGNITION**

Students are eligible for various daily, weekly, and monthly ~~and yearly~~ awards for citizenship, achievement, and Profile of a Graduate competencies, including but not limited to our Bobcat Tickets and monthly Brilliant Bobcat Awards. We encourage all Blackford Elementary students to do the best they can in all areas and to share their achievements with their teachers and parents.

### **SPECIAL SERVICES AND PROGRAMS**

#### **Special Education Assistance/Section 504 Plans**

CUSD provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are incorporated into the general instructional setting. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the principal or assistant principal.

### Student Study Team (SST)

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic and/or behavioral difficulty. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the assistant principal, the child's teacher, and the child's parent. Remedial actions may include classroom accommodations, special education assessment, and/or medical or behavioral evaluations.

### **CLASSROOM COMPUTERS/ INTERNET ACCESS**

Computers, printers, and internet access are available in every classroom at Blackford Elementary. Internet access allows for expanded and global educational opportunities for students.

Blackford Elementary School is proud to host a web page through the District's home page: <http://www.campbellusd.org>.

### **LIBRARY**

The Blackford Elementary School library contains many books and reference materials, including a special section of donated materials on parenting. Each classroom has a regular schedule for visiting the library. The library staff and volunteers instruct students on using the library, caring for books, and using reference materials.

### **Homework/Makeup Work**

K-2      10-20 minutes (plus nightly reading)  
3-6      60 minutes (including nightly reading)  
7-8      60-120 minutes (including nightly reading)  
(Administrative Regulation AR6154)

Homework assignments are designed to extend and practice what has been learned in the classroom, and students should be able to complete the homework assignments independently. Parents, or persons assisting with the homework, may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

### **School Materials and Supplies**

The Governing Board furnishes assigned books, materials and instructional equipment as needed for the educational program.

### **School-Based Assistance**

The Blackford Elementary School staff recognizes that not all children learn in the same way. In order to assist students who may be experiencing difficulty, Blackford Elementary School teachers adjust either assignments or the classroom environment to meet each student's unique needs. They work with parents to design reinforcement systems and develop learning and/or contracts. Teachers also refer students to administrators, resource teachers, and other support personnel when necessary.

### **Student Council**

Under the direction of teachers, the student council coordinates spirit days and offers students opportunities to give service to the school and develop leadership skills.

### **Lost and Found**

The Lost and Found is located in the hallway behind the office. Students and/or parents may claim articles before or after school or during recess or lunch. Small items like glasses, rings, wallets, keychains, hair scrunchies, and calculators are kept in the office. On the last Friday of every month, Blackford Elementary School donates unclaimed items to charity.



### **Smoke Free Campus**

Every school in CUSD is a smoke-free school. Smoking is not permitted at any time in any campus location.

### **Personal Belongings**

Parents should be sure to write their child's name or initials in permanent marker on all personal belongings such as backpacks, lunch boxes or sacks, sweaters, coats, hats, and bicycle helmets. Unmarked items left outside the classroom will end up in the Lost and Found.

### **Annual Parental Notifications**

At the beginning of every school year, Campbell Union School District distributes the Parents Rights and District Code of Conduct. Please review these documents carefully. Questions may be directed to either the school principal or to the Director of School Services at (408)364-4200 extension 6250.

### **DO YOU HAVE A QUESTION OR CONCERN?**

Parents play an active part in our district. We encourage your involvement and welcome your questions. We ask that parents address questions or concerns to the teacher and then the school principal. If, after contacting the school principal, you would like more information, please feel free to contact the following:

- Student issues: School Services Dept. (408) 364-4200 extension 6250
- Personnel issues: Human Resources Dept (408) 364-4200 extension 7235
- Instructional issues: Educational Services Dept. (408) 364-4200 extension 6245
- Special Education issues: Special Education Dept. (408) 364-4200 extension 6253
- Enrollment issues Enrollment (408)364-4200 extension 6209