

CAPISTRANO UNIFIED SCHOOL DISTRICT

BATHGATE ELEMENTARY SCHOOL

A National Blue Ribbon and California Distinguished School



<https://bathgate.capousd.org/>

Student/Parent Handbook 2022-2023

27642 Napoli Way
Mission Viejo, CA 92692
Phone: (949) 348-0451
Call-In Absence Line (24 hours): (949) 348-8477
Fax: (949) 348-0426

A Message from the Principal:

Dear Bathgate Parents and Students,

Welcome to Bathgate Elementary School! My name is Natalie Odebunmi and I am proud to be your Principal! I hope you find our school to be a welcoming environment that provides an enriching curriculum, geared toward meeting the highest of standards.

Our philosophy is to educate the “whole child”, to help students become life-long learners and productive citizens of the 21st century. While addressing the Common Core State Standards, our lessons focus on hands-on, inquiry-based instruction, with extensive use of math manipulatives, and the tools of technology to enhance student learning. Our objective is to promote problem-solving and critical thinking skills, while encouraging students to become creative, independent thinkers, and individuals of strong moral character.

Your boys and girls -- our young scholars -- are giving their best efforts every day and they are having fun while they are learning! Our Bathgate teachers give their very best efforts every day as well. Our staff works as a collaborative team, always working on improving students' progress and finding new ways to make learning fun. In addition to our commitment to your child's success, we must have your support as parents. We need to work together, as a unified team, to successfully educate your children. We ask you to ensure that your children arrive to school on time and attend on a regular basis. Coming to school prepared with the appropriate materials, and completed homework, is extremely important. Likewise, we ask that students follow school rules and act responsibly and respectfully toward peers and adults. Finally, I would like to urge all parents to join the PTA, attend PTA and Foundation meetings and get involved at Bathgate.

I am extremely thankful for our high level of parental involvement and support at Bathgate Elementary School. The educational research clearly shows that children whose parents are involved in their child's education do better academically.

Moms and dads, do you want to know the very best thing you can do educationally for your child every day? Answers:

- Read aloud to your child every single day. (If it's not something you already do, start this most important time with your child now.)
- Structure your child's time so that he/she spends time independently reading books each and every day.
- Spend just a few minutes a day practicing math facts with your child. Our goal is for every child to know their basic addition, subtraction, multiplication, and division math facts by heart!

To have a successful school year, communication between home and school is vitally important. This Student/Parent Handbook is provided in order to clarify our policies and procedures, as well as acquaint you with our overall school philosophy. Please keep this document in a safe place so that you may refer to it throughout the year.

If you have any questions, feel free to contact the school office at any time. We will be happy to assist you. Thank you for being an important member of our Bathgate Community. Together, we make our school a success!

Sincerely,
Natalie Odebunmi, Principal
njwestodebunmi@capousd.org

Note to Parents and Guardians:

Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities are legally permissible, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds. All requests for funds are considered to be donations and are not required for participation.

BATHGATE MISSION AND VISION STATEMENTS

Mission: At Bathgate Elementary School, our mission is to provide a positive, supportive, and rigorous learning environment to ensure ALL students learn at grade level or higher.

Vision: Bathgate Elementary School will be highly respected in our community as a school of academic excellence, developmental responsiveness, and a place where ALL students thrive.

The following sections of this handbook are alphabetized for your convenience. If you cannot find the information you are looking for, please call the school office at (949) 348-0451.

AFTER SCHOOL POLICY

When school is dismissed, students are expected to go straight home, or to go to the YMCA or Kids Factory. For safety reasons, students may not stay and play on the playground or in the park, unless accompanied by their parent or caregiver. If students are not picked up from school by 2:40 p.m., they need to go to the office so that their parents can be called.

ATTENDANCE AND TARDINESS

Attendance:

As parents, you have the responsibility to make school a **#1** priority for your child. **An average absence rate of more than one day per month is considered excessive.** By making sure your child is in school every day, you ensure his or her opportunity to learn. Research indicates that when parents actively participate in their child's education, the quality of learning improves. Such participation also improves student test scores and creates an atmosphere that enhances student success.

Regular attendance at school is critical to the success of *all* students. Please call (absence line is 949-348-8477) or email the school to report your child's absence and provide the following information:

- **The date(s) of the absence**
- **The person calling**
- **Your child's full name**
- **The reason for the absence**

If you do not call in or email regarding your child's absence, your child must have a note with your signature indicating the above information for the day(s) he/she was absent from school. If you do not contact the office by 10:00 a.m. on the day of the absence, an automated calling and/or e-mail system will contact you regarding your child's absence.

Excused Absences may include: illness, medical or dental appointments, death or serious illness in

immediate family, religious holidays, quarantine, or immunization exclusion. If your child will be out of school for five school days or more, you can request an Independent Study Contract.

When to Keep Your Sick Child At Home:

We are experiencing an increasing amount of absences due to flu-like and cold symptoms. Please encourage your children to wash their hands as much as possible. Our health policies require that children with a fever need to be fever-free for at least 24 hours before returning to school. **Please keep your children home if they have these symptoms:**

- Fever of 99.6 degrees or higher; children must be fever free **without medication** for 24 hours before returning to school.
- Vomiting, diarrhea, or severe abdominal pain.
- A cold, sore throat or persistent cough.
- Nasal congestion or runny nose not associated with allergies.
- Any open sores or open wounds.
- Any undiagnosed rash.
- Red or swollen eyes. (i.e. pink eye, conjunctivitis)

Please refer to the following link for all other Health-related concerns and questions:

<https://www.capousd.org/Schools/Back-to-School-COVID-19-Safety-Plan/index.html>

Truants/Unexcused Absences: If a student is more than 30 minutes late, the student is truant.

Also, those students who stay home without permission from a parent/guardian, or have an absence that remains unexcused after 72 hours, will be recorded as truant.

Unexcused absences include all absences or trancies which may include but are not limited to: traffic, vacations, shopping, staying home to visit with friends or family, transportation breakdown, working, missing the bus, negligence, truancy, too tired, etc. A total of three days of unexcused absences or trancies can trigger the **School Attendance Review Board (SARB)** process. Parents will be sent a letter notifying them that their child is habitually absent/truant. Additional unexcused absences/trancies will prompt a mandatory meeting with the District Attorney's office and potential prosecution.

Tardy-Late to School: Please arrive at school before the first bell rings at 7:55am. Class begins promptly at 8:00am. A student is tardy when he/she is not in class when the teacher takes roll. Once roll is taken, any student who arrives late to school must check in to the attendance office to get a pass to enter class. Students who arrive to class late create a disruption, regardless of the reason, and will be marked tardy. After 15 minutes tardy, parents must escort their child into the office to sign them in. California State law excuses tardies for illness and medical appointments; unfortunately, we are unable to excuse tardies for traffic, rain, car difficulties, or any other circumstance not listed under "Excused."
*A tardy is recorded as truancy if a student is more than 30 minutes late to class.

Dismissal for Medical, Dental, or Personal Appointments: A parent or guardian must come into the office to sign the student out before he/she may leave campus. You may be asked for photo ID. Your

child may not leave campus in the custody of anyone other than a parent or guardian or person authorized on the emergency card. This is for your child's protection. Any pertinent custody information should be brought to the attention of the teacher and principal immediately and must include the appropriate documentation.

Checking your children out of school early is disruptive to instructional time. In addition, at times it may be difficult for the office staff to locate your child, as they could be participating in recess, P.E., library, etc. If you must check your child out of school early, please send the teacher a note indicating what time they should send your child to the office to meet you. **Special Note:** During the last 20 minutes of the school day, students are busy getting ready to be dismissed, reviewing homework assignments, and bringing closure to the school day. Therefore, if possible, we ask that you avoid picking up your child/children during this time.

Head Lice: If an active infestation of head lice is found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information. Excluded students may return to school when they provide proof verifying treatment. Adequate proof may be a doctor's note, written assurance by the parent or an empty package of approved pediculicide. In order for a treated student to continue to attend school, a second treatment must be done seven to ten calendar days after the initial treatment. Proof of the second treatment shall be provided to the nurse or designee (BP 5141.33).

Illness at School: If your child becomes ill at school, he/she is to request permission from his or her teacher to report to the office. If the child is too ill to continue his/her day at school, the health office will call the parent or guardian to pick up the child. **UNDER NO CIRCUMSTANCES** is a child to call his/her parents/guardians to pick him/her up and leave the premises without the school personnel being notified. **A student must be fever free, no rash, no vomiting/diarrhea for 24 hours.**

Independent Study Contract (ISC): Students who will be away from school for five or more days, other than illness, may be able to receive class work and remain up-to-date. To **request** an ISC, please notify the office **AT LEAST TEN SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE** so that the request can be reviewed, and if approved, class assignments may be organized. This process helps students to keep up with school work, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately.

BEHAVIOR PLAN

As one of CUSD's leading PBIS elementary schools, Bathgate is a model of positive behavior implementation. School-wide B.E.S.T. expectations are posted in every area on campus and are explicitly modeled by all staff. Our Blazers know what it means to Be responsible, Engage in learning, Show respect, and Try your best, on campus. Through the collaborative efforts of our PBIS leadership team and Bathgate's PTA, students can use their BEST tickets to earn prizes in Bathgate's amazing B.E.S.T. Buy Store or enter their tickets into our weekly raffle. Each of the schools in the Capistrano Unified School District is obligated by the rules and regulations of the Board of Trustees to prepare and share a behavior plan with students and parents. Every classroom has a comprehensive list of school, game, and equipment use rules. All teachers will periodically review the rules with their class. It is understood that each class has its own special rules that will also be communicated to students and

parents.

In general, our philosophy of behavior and discipline is based on the following assumptions:

- The development of self-responsibility is a prime objective of Bathgate Elementary School.
- Students, parents, and the community share the responsibility of behavior and discipline with the school.
- A safe and secure learning environment allows all students the opportunity for academic, social, and emotional growth.
- A behavior plan should incorporate student self-control and create a strong feeling of school community.
- The main emphasis of discipline should be on reinforcing positive behavior but corrective measures are necessary for students who choose to break school rules. We recognize that, at times, students make poor choices. Our philosophy is to assist children to learn from their mistakes.
- Students who experience consistent, logical, and realistic consequences for their actions learn that they have positive control over their lives.
- Parents will be expected to support the school staff in all student discipline matters so that students will learn to accept personal responsibility.

General School Rules:

- Treat all people with consideration and respect.
- Keep hands, feet, and objects to yourself.
- Use only kind words towards others.
- Follow all safety, classroom, lunch, and playground rules.
- Accept responsibility for your own actions.

Progressive Discipline Interventions: CUSD follows a system that includes positive interventions and progressive discipline where the severity of the consequence depends on the severity of the behavior and/or the pattern of behaviors a student exhibits. All interventions are at the discretion of the school administration and take into account individual student needs and the circumstances of each incident.

Please Note:

- The school practices a policy of progressive discipline where consequences increase as a result of repeated patterns of behavior or with increasing severity of behavior.
- The school official executing the discipline policies and procedures exercises the right to adapt his/her decision to meet the fair and appropriate consequence that fits each individual situation.
- The school initiates Behavior Contracts when a pattern of disruptive behavior has been established.
- 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. Board Policy 5154(a).
- During investigations, students will be questioned and may be requested to write a “Statement of Facts”. If these statements are used in an expulsion case, parents may utilize an Anonymous Witness Statement form. If law enforcement is involved in an investigation, the school will attempt to contact

a parent.

- Law enforcement officers have the right to interview students on school premises. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process and gives the student appropriate privacy. Board Policy 5153 (a).
- Family Educational Rights Privacy Act (FERPA) prevents staff from discussing any disciplinary consequences of another student.

BICYCLES/SKATEBOARDS/ROLLERBLADES/RAZORS/ROLLER SHOES Students may use bicycles, razors or skateboards to come to or leave school, under the following conditions:

1. Bicycles, razors, scooters, and skateboards may be ridden to and from school by 3rd through 5th grade students only.
2. Walk your bicycle, razor or skateboard at all times on campus, sidewalks, and blacktops.
3. Keep your bicycle, razor, or skateboards locked in an area on campus designated by the principal.
4. Helmets are mandatory when riding your bicycle, razors, or skateboards. 5.

The school is not responsible for any damage or theft.

Skateboards, razors and scooters are strictly prohibited on any CUSD campus, after school hours.

BIRTHDAYS

Due to the high number of students with severe food allergies, and the district emphasis on wellness, birthday celebrations **should not** include food. Please save donuts and cupcakes for your home celebration.

We realize many parents like to do something special in school for their child's birthday. We would like to suggest you consider donating a small gift to your child's classroom. This donation from your child might be an educational game, a book for the class library, or a pencil for each student in the room. We do not allow balloons on campus. They are very distracting to the students and our valuable instruction time. **Please do not send birthday party invitations to school for distribution unless all students from the class are included.** It is very upsetting to the students who do not receive an invitation. We appreciate your cooperation.

BOUNDARIES

Students will stay on blacktop area and on the field. Students may not go behind portables or in hallways where they cannot be seen. On the field, students can play on the soccer field, and on the grass by the Big Toy. Students may not go to the edges of the field.

BULLYING POLICIES

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District's policies are available on the CUSD website and in the school office. The District prohibits bullying as defined in Education Code 48900(r) including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, which are 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.

Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the teacher and principal. If there is sufficient corroborating information, an investigation will be initiated. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the District's policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion.

CARE OF SCHOOL PROPERTY AND TEXTBOOKS

Students are responsible for the proper care of all school property including books and supplies provided by the school. Students who damage school property will be required to pay for the damage or replace the equipment. Textbooks are furnished by the school. If textbooks or library books are lost or damaged, parents will be asked to pay for the loss or damage in accordance with Board Policy 5151.

CELL PHONES AT SCHOOL

Bathgate Elementary school adheres to CUSD Board Policy in regards to cell phone usage. Additionally, we require all cell phones brought by students to be turned off during the school day and kept in a backpack. At no time should a cell phone be brought out and used during the school day. Students risk losing the privilege of having a cell phone at school if these policies are not adhered to.

CHILD CARE

The YMCA operates an on-campus childcare program. For information regarding services and fees, please contact the YMCA office directly at 949-363-7089.

The Kid's Factory is an after school "play" program run by the City of Mission Viejo. Hours of operation are: M, Tu, Th, F 2:20 - 4:30 PM; W 1:05 - 4:30 PM. The program is \$860 for the entire year. For further information about Kid's Factory, call (949) 768-0981.

CIVILITY POLICY

Members of CUSD staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy (BP 1313) promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, CUSD encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

CLASS ASSIGNMENTS/CHANGES

Bathgate has an incredibly talented and dedicated professional staff. Each child's placement has been carefully considered by the staff and principal; parental input through usage of the Parental Input Form

was also considered. Students are grouped with consideration given to learning styles, readiness levels, and interests. Classes are balanced to be equitable in size and boy:girl ratios. Any changes would cause a disruption to the balance at each grade level. In order for a change to be considered, parents must submit a request in writing stating the specific reason for the request. There will be a meeting with all school personnel having interaction with the particular student, and a determination will be made by school staff. **No class changes based on parental requests will take place during the first two weeks of school.** Please keep in mind that a request is just that...it is not a guarantee.

CLASS PARTIES

CUSD Board Policy states that classroom parties are allowed for winter holidays and at the end of the school year. Any parties other than these must have the prior approval of the classroom teacher and are at the discretion of the principal. Birthday parties for students and staff should not be held during instructional time.

COMMUNICATIONS FROM SCHOOL

Bathgate's website (<https://bathgate.capousd.org>) contains valuable information regarding school events, schedules, minimum days, links to teachers' websites, PTA, etc. Additionally, important information is sent out weekly on the Bathgate School Messenger (called the Blazer Bulletin). Sign up by logging onto the school's website and following the directions on the right side of the Homepage. We will be making every effort to become "paperless" with our communication that goes home, so please be sure to read these important weekly messages. In addition, every teacher at the school has an e-mail account, and in lieu of calling them, you can e-mail them directly with questions or concerns. The e-mail addresses are accessible from the school's website.

DISASTER PREPAREDNESS

Safety drills for earthquakes, fires, and other emergencies are held regularly to assure the safety of all children and adults on campus. Our school will conduct monthly safety drills and yearly disaster drills. Each teacher reviews these procedures with students in order for our students to be well prepared. In the event of an actual disaster or other emergency, children will be kept in the protective custody of the school until they can be released to parents or guardians. A special emergency card is kept on file in the office to ensure that children are released only to authorized adults. The school is equipped with food, water, and first aid kits that include all necessary supplies for emergencies.

DRESS CODE

The primary purpose for student dress and grooming standards is to foster an educational environment that is both safe and free from disruption in order to reflect an appropriate tone for school. Clothes appropriate for weekend wear may not also be appropriate for school. The following standards set forth for the elementary school dress code are designed to be consistent and fair. Thank you for your cooperation in setting an academic environment for the students.

Students are not to wear any attire or grooming disruptive or unsafe to the educational environment which may include, but is not limited to:

- Any suggestive clothing that compromises modesty.
- No sleepwear or slippers.

- Unauthorized hoods, hoodies, hats, bandanas or any head covering.
- Bare feet, sandals, flip flops or any other unstable shoe.
- Clothing which allows underwear to be exposed (baggy pants/shirts/blouses). Pants and shorts are to be size appropriate.
- Clothing, apparel or accessories which are a distraction to the educational environment, considered unsafe or a health hazard.
- Contains offensive or obscene symbols, signs, slogans, or words degrading any gender, cultural, religious, or ethnic values.
- Contains language or symbols oriented toward violence, drugs, alcohol, or tobacco.

In order to protect the general student body and maintain the integrity of the educational environment, the school/administration reserves the right to amend/modify Dress and Grooming Standards, without notice, and as necessary to maintain a safe and positive school atmosphere. In the event of an infringement of the dress code, parents will be contacted to bring appropriate clothing.

DROPPING OFF/PICKING UP YOUR CHILD

You have multiple options for drop off and/or pick up of your child.

1. When using the parking lot or cul-de-sac drop off/pick up zones, the right lane is for drop off and the left lane is for passing. **Please stay in your car. This is a NO PARKING ZONE.** Wait until your car has reached the sidewalk red zone before letting your child enter or leave the car. Please do not let your child in or out of the car from the passing lane.
2. You can utilize the Napoli Way/San Rafael drop-off/pick-up zones on either side of the street prior to the stop signs. Parents may wait in their cars in those areas for children to be released and picked up or park their cars and walk. However, it is important to read posted signs and park only in appropriate areas. Please do not stop in the middle of Napoli Way or San Rafael to drop off or to pick up your child. The crossing guard will cross students and parents safely and children may enter campus on the sidewalk by Napoli Park.
3. There is ample street parking on Ridgemark adjacent to Napoli. A crossing guard is on the corner of Ridgemark and Napoli to help pedestrians cross safely across the street.
4. When walking up Napoli towards the school, pedestrians should **not walk in front of the parking lot driveways.** Please use the sidewalk along the perimeter of the parking lot to safely enter the school.
5. Should you need to park your car, park in the Bathgate parking lot in designated visitor spaces, on Napoli Way or beyond the “red zone” on San Rafael. If parking in the school lot, park only in the visitor parking spaces and not in the Staff spaces. Staff members come and go at all hours of the day and need to get into the school quickly to perform their duties with the students.

Please obey all traffic laws; we need to demonstrate respect for our Bathgate neighbors, and most importantly maintain safety for our children.

EDUCATION EQUITY

Non-discrimination statement: The Capistrano Unified School District prohibits discrimination, harassment, intimidation, and bullying based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental

disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Nondiscrimination Program, Activity, and Club Statement: The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

EMERGENCY CARDS

CUSD has implemented a web-based Parent Portal where all student information is housed and accessible by parents any time. Once your account is established, you can verify and/or change your child's emergency information with ease. During the school year, if any information should change, please make changes on your portal account. In addition, **please let the office know if there are changes to your telephone number or address.**

FIELD TRIPS

Teachers may schedule a limited number of field trips to enrich the curriculum. Teachers may request a limited number of parents to go along to help chaperone a field trip. Please understand that the number of places may be limited and not every parent who wishes to go along may be able to do so. Chaperones are expected to supervise the group and no siblings may accompany the group on the field trip. You must have a Tier I Volunteer badge to chaperone a field trip.

HOMEWORK

In accordance with Board Policy 6154, the Capistrano Unified School Board believes properly designed homework significantly strengthens student learning and achievement and is part of a well-planned instructional program. Homework can reinforce academic skills taught in school, enable students to learn how to conduct research effectively, develop ideas creatively, and become life-long learners. Homework will reinforce classroom-learning objectives and be related to individual student needs and abilities.

Homework Tips for Parents

1. Establish a homework routine the first day of school.
2. Provide a quiet place to do homework.
3. Monitor all TV watched.
4. Ask your child-care provider to reinforce your homework rules.
5. Check all completed homework, but remember that it is your child's homework-not yours.
6. Establish a pattern of putting completed homework in the backpack or folder so that it is not forgotten.
7. Communicate with the teacher by note or phone if your child had difficulty with an

assignment. Modifications can be made based on student readiness and learning style.

INTERNET USAGE

Each August, parents and students are asked to review the CUSD Annual Acceptable Use of Technology Policy (AUP). That policy is posted at <https://www.capousd.org/ParentsStudents/District-Info/School-Policies--Procedures/index.html> or in your Parent Portal account for reference. Students are exposed to a wide variety of electronic learning programs. Some of these programs are available from home. The list of Bathgate's electronic learning programs can be found on the Bathgate website under Student Links.

LOST AND FOUND

Your child's possessions should be clearly marked with their **First and Last Name** – PLEASE do not forget to label sweatshirts! There are two "Lost and Found" racks located outside the MPR from 7:00 am to 3:00 pm. Please check it periodically for lost items. Unclaimed articles will be donated to various charities at break times, throughout the school year. We donate hundreds of sweatshirts and jackets each year! The school is NOT responsible for personal items brought to school.

LUNCH PROCEDURES

Children in Grades K-5 are given a 40 minute lunch period (35 minutes on a minimum day). If you have any questions, please call food services at 234-9509. The monthly lunch menu can be found on our school's website.

Each child must eat lunch and is responsible for bringing his/her lunch from home or buy lunch on a daily basis. If a child forgets his/her lunch, parents may drop it off in the office. If your child forgets his/her lunch, he/she will be given permission to call home during recess. Students must check with the office for their lunch. No student will go without lunch.

A free and reduced price lunch program, partially funded by the state and federal government, is available for those who are eligible. Applications are sent home on the first day of school in the first day packet and will be available in the office should you need them throughout the year. If your family chooses to apply, please return the completed form to the school office. You will be notified by mail from the district's Food Services Department of your child's status. ** Please note that you must re-apply for the free and reduced lunch program each September.

MEDICATION

Staff members may only administer medication to your child under strict guidelines. Parents and doctors must fill out the proper documents and forms prior to staff administering any medication to students. All medications must come to school in the original pharmacy container and must be marked with the student's name. Over the counter medication will not be administered at school. **Parents should not send any type of medication with the student to school.** Students are not allowed to self-administer any type of medication at school.

MESSAGES AND DELIVERIES

Teachers structure their day to maximize instructional time and minimize interruptions. Please leave messages with our office staff who will deliver them to your child's teacher. Only school related

messages and items are accepted. Please give ample time for the office staff to deliver messages.

We value class instructional time and do not interrupt classes to deliver lunches, assignments and/or other items forgotten at home. We believe this process helps students develop responsibility. Please use the school office to make any deliveries to students (lunches, homework, etc.). The office staff will see that it reaches your child at an appropriate time. Please give ample time for the office staff to make deliveries. Instruments may be dropped off in the MPR.

If you have any message you need to get to your child please that that we cannot guarantee it will get to them if it is after 1:45 p.m. Also, if you are coming to pick up your child early (after 1:45 p.m.) and we are unable to locate them due to being out at P.E., recess, music etc. we may ask you to sign in as a visitor, grab a visitor sticker and go get your child. You will still need to sign them out in the front office.

PARENT PARTICIPATION

Parents play a vital role in making Bathgate a success. During Back to School Night, teachers will discuss the many ways parents can remain involved in their child's education. We highly encourage and rely heavily on parents to assist us both inside the classroom and at home. The school also maintains an active and involved PTA and Foundation. Ongoing opportunities are made available to help plan our many school events. All parents are invited and encouraged to join the PTA. We also welcome and encourage parents to attend the PTA and Foundation meetings.

PARENTS/VISITORS ON CAMPUS

All parents and other visitors to the school are to sign in at the school office and wear a visitor badge while on campus. Please turn cell phones off or to vibrate when volunteering in the classroom. If you would like to observe in your child's classroom, please make arrangements with the teacher or principal.

PARENT VOLUNTEERS

Bathgate appreciates and encourages parents to volunteer during the school year. There are varieties of ways parents can volunteer at school or at home. As per District Policy, Tier 1 Volunteers (direct student contact) need to be fingerprinted by LIVE Scan and complete a Volunteer Form. Due to liability and safety issues, we are unable to accommodate younger siblings on campus for most activities. When coming on the campus to volunteer, make sure to sign in at the office and receive the appropriate visitor's badge. A complete explanation of our Volunteer Policy can be found on the school's website, including forms and a handbook.

PETS ON CAMPUS

According to CUSD policy (BP 6163.2), **pets are not allowed on campus even on a leash**. We ask for parents who walk to school with their dogs to refrain from entering campus, which includes the field during school hours.

RAINY DAY PROCEDURES

First of all, the amount of cars on the road and in our parking lot will increase exponentially! If you are able to still walk or carpool, please do! Most of all, leave early and be extra patient when dropping off and/or picking up your child(ren) on a rainy day.

Upon arrival on a rainy day, students will report directly to the classroom. Doors will be open at 7:45 a.m. Students will eat lunch in their classrooms. At dismissal, students who are picked up from the car line in front of the office or in front of the multipurpose room will wait, under the eaves. Please be sure students have an umbrella, as there is not enough coverage under the eaves for everyone! Also, please be sure your child knows what the pick-up arrangements are before they go to school. It is very difficult to relay dozens of messages at the end of the day when plans change.

REPORT CARDS/PARENT-TEACHER CONFERENCES

Elementary schools in CUSD have three reporting periods; report cards will be sent home three times per year. Bathgate teachers will communicate frequently with parents regarding their child's progress. A conference with your child's teacher is the best way of learning how your child is performing in school. Teachers will schedule conferences twice a year; however, you may request a conference at any time during the school year. Please contact the classroom teacher if you would like a conference.

SCHOOL RULES

General School Rules

- Treat all people with consideration and respect.
- Keep hands, feet, and objects to yourself.
- Use only kind words towards others.
- Follow all safety, classroom, lunch, and playground rules.
- Accept responsibility for your own actions.
- Be your BEST!
 - B- Be Responsible
 - E- Engage in Learning
 - S- Show Respect
 - T- Try your Best

Before School

- Students should arrive at school no earlier than 7:40 a.m. Staff members will be on duty at the playground from 7:40-8:00 a.m.
- Students should go directly to their class lines on the black top when they arrive at school and are encouraged to bring a book to read while they wait.
- Students should not stop at the classroom to hang backpack or visit with peers.
- No playground equipment is to be used before school starts.

Outside Rules

- Do not loiter outside of the classrooms.
- Use quiet voices outside the classrooms and in the bathroom.
- Be sure to walk around campus. You may run, when playing games on the blacktop and on the field.
- Always pick up your trash and make sure the campus is kept free of litter.
- No games involving tackling or rough play are allowed.
- No tag games unless under the direct supervision of a staff member.

- Use the buddy system when leaving the classroom to visit the office or restroom.

Restroom Rules

- Use the restroom only to go to the bathroom and wash your hands.
- Students that use the restroom during class time should walk quietly at all times and should always go with a buddy.
- The following activities are not permitted:
 - Playing in or near the restrooms
 - Clogging the toilets/urinals with paper towels, sand, etc.
 - Writing on the walls, stalls, or mirrors
 - Throwing paper on the walls or ceilings
 - Eating in the restrooms

Lunch Area Rules

- Talk quietly and be orderly in the lunch line and at the lunch tables.
- Sit at your assigned table at all times.
- Always follow the instructions of the student supervisors.
- Food cannot be traded or shared with a friend.
- No one should touch anyone else's food except his or her own.
- Practice good table manners.
- Sit properly with legs and feet under the table.
- Never throw food or other objects.
- Pick up all trash at your seat and around your assigned table.
- When you finish eating, wait to be dismissed by the student supervisors.
- Put all trash in lunch area trash cans after dismissal.

Playground Area

- Food should be eaten in the designated eating areas.
- Play only in supervised areas at appropriate times.
- Use the bathrooms and drinking fountains before the freeze bell rings.
- Play safely, without roughhousing or play fighting.
- Use playground equipment approved or provided by the school or your teacher.
- Always follow the instructions of the student supervisors.
- Never throw any objects other than playground balls.
- Do not bounce balls against the buildings.
- Use all equipment safely and for its intended purpose.
- No toys from home are allowed at school.
- Freeze when the bell signals the end of recess or lunch. Walk to your classroom lines after the teacher or student supervisors have signaled to do so.
- Follow all game rules, and remember that games are open to all students. **
- Games should never involve play fighting, pretend weapons, and or swords. **Game rules can be found on the school's website and are reviewed regularly in the classroom.

Assembly Rules

- Enter and leave each assembly in a quiet and orderly way. Watch for directions from your teacher.
- Sit flat with legs folded. Keep hands, feet, and objects to yourself.
- Show respect and courtesy toward presenters and all other persons in the audience.
- Show approval and appreciation by appropriate applause.

Consequences

If students fail to follow school rules, they will receive a citation slip with the following consequences:

- Citation Slip #1 Recess detention. White slip must be signed by a parent and returned the next school day.
- Citation Slip #2 Student calls parent in presence of an administrator to explain behavior and serves three recess detentions.
- Citation Slip #3 Student meets with administrator and parent is called. Consequences may include school service or in-house or at home suspension.

*Dependent on the nature of the infraction, administration reserves the right to increase the level of consequences.

SCHOOL TELEPHONES

Please be sure to clear all after school plans with your child prior to leaving for school in the morning. Phone messages are difficult to deliver to a student if he/she is at recess, P. E., or on a field trip. All messages and homework deliveries will be placed in the teacher's mailboxes. Students must have a note from their teacher or permission from the administration to use the office telephone.

STUDENT SUPERVISION

Supervision begins at 7:45 a.m. and parents are asked to not drop their child(ren) off before that time. Please load or unload students next to the curb at the designated area after pulling all the way up. Parking is only allowed in Visitor spots or on the street. Please set a good example for your child and use sidewalks and crosswalks.

TOBACCO

No tobacco is allowed on campus by anyone, including adults. This policy ensures a "tobacco-free" environment throughout the entire school district.

TOYS, ELECTRONIC AND SPORTS EQUIPMENT

Toys, electronics, i-pods, baseball cards, etc. are not to be brought to school for any reason as they are distracting from the educational process. No games or sporting equipment are allowed on campus without permission from the teacher or the principal. **The school is not responsible for lost or stolen items brought to school.**

TRAFFIC REMINDERS

Thank you for your help in keeping our students safe and our traffic running smoothly. Please take a minute to review our Student Drop Off/Pick Up Procedures:

Student Morning Drop Off

1. Be extremely cautious and patient.
2. **Refrain from using your cell phone.**
3. Follow directions of staff members on duty and our volunteer valets.
4. Pull as far forward along the curb in the unloading zones, in front of the office and in the parking lot, before allowing your child to exit your vehicle.
5. Allow room for as many vehicles as possible to pull behind you along the curb/unloading zone.
6. **Never leave your vehicle.**
7. After stopping, be certain it is safe for your child to exit your vehicle. **Never let your child out when you are in the drive through lane.**
8. Say your goodbyes before it is your turn to unload. Traffic will move more quickly.
9. Be cautious when driving out of the parking lot and out of the school zone.
10. After arrival, students are to go to the blacktop and lineup in their class lines until the bell rings at 7:55 a.m.
11. Please ensure that your child arrives to school on time. You may want to leave home earlier to avoid the morning traffic. The parking lot is relatively clear and uncongested between 7:45 and 7:50 a.m.

Student After School Pick Up

1. There is **no parking** anywhere in front of the school or in front of the park on Napoli.
2. Be extremely cautious and patient.
3. **Refrain from using your cell phone.**
4. Follow directions of staff members on duty.
5. Pull as far forward along the curb in the pick-up zones, in front of the office and in the parking lot, before allowing your child to enter your vehicle.
6. Allow room for as many vehicles as possible to pull behind you along the curb/loading zone.
7. **Never leave your vehicle unattended.**
8. After stopping, be certain it is safe for your child to enter your vehicle. **Never let your child come to the car while you are in the drive through lane.**
9. Students will wait for parents in front of the office or in front of the MPR under the supervision of school staff. **Students are not to wait for parents in the park or stay afterschool and play on the playground.** We are concerned with the increasing number of children remaining at school, unsupervised, as this has created some very dangerous situations. The only children who should be on the school grounds after school are children who attend the YMCA, Kids Factory, or who are accompanied by a supervising adult.
10. Be cautious when driving out of the parking lot and out of the school zone.

WALKING TO OR FROM SCHOOL

Parents are asked to support our efforts in teaching children to respect the property of others. Lawns, shrubbery and trees adjacent to walkways are not to be abused. Students walking to or from school are encouraged to walk with a friend and to always use crosswalks. Students should NEVER walk through the school parking lot area. Students should always walk directly home from school.

ZERO TOLERANCE FOR WEAPONS

The Capistrano Unified School District Board of Trustees has adopted a “zero tolerance” policy with regard to weapons on campus. Any student in possession of a weapon, or acting as an accessory to a

student possessing a weapon is subject to immediate suspension and will be further recommended for expulsion. Weapons include guns (real, toy, replica, squirt, pellet, BB, i.e. any gun) and knives (real, toy, replica, pocket, Swiss Army, i.e. any knife). This policy will be strictly enforced. Please help ensure that our campus remains safe by discussing this policy with your child so that items such as these, including toys, do not come to school.

Capistrano Unified School District
San Juan Capistrano, California

SEXUAL HARASSMENT POLICY

Capistrano Unified School District is committed to maintaining a learning and business environment free of sexual harassment. The

District prohibits the unlawful sexual harassment of any student, any employee or other person at school or at any school-related activity. The

Capistrano Unified School District has adopted Board Policies 5183(a) (Students) and 4119.11(a) (Personnel) and defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status or progress, (2) submission to, or rejection of, such conduct by an individual is used as the basis for an employment decision or academic decision affecting that person, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment or (4) submission to or rejection of the conduct by the employee or student is used as the basis for any decision affecting the employee or student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

FOR STUDENTS AND EMPLOYEES

If you believe that a violation of this policy has occurred, report it to your teacher or supervisor or directly to the District's Uniform Complaint Officer:

Rich Montgomery

Executive Director, Personnel Services/Compliance

33122 Valle Road

San Juan Capistrano, California 92675

(949) 234-9200



Distrito Escolar Unificado de Capistrano

San Juan Capistrano, California

NORMAS DE ACOSO SEXUAL

El Distrito Escolar Unificado de Capistrano se ha comprometido a mantener un ambiente de aprendizaje y un entorno profesional libre de acoso sexual. El Distrito prohíbe el acoso sexual ilegal hacia cualquier alumno, empleado o cualquier otra persona en la escuela o en cualquier actividad relacionada con la escuela.

El Distrito Escolar Unificado de Capistrano ha adoptado las Normas de la Mesa Directiva 5183 (a) (Estudiantes) y 4119.11 (a) (Personal) y define el acoso sexual de la siguiente manera:

Las insinuaciones sexuales no deseadas, el solicitar favores sexuales u otra conducta verbal o física de carácter sexual, constituyen al acoso sexual cuando: (1) el someterse a tal conducta se ha hecho, ya sea explícitamente o implícitamente, como una condición para la posición de empleo o estatus académico o progreso de un individuo, (2) la sumisión a, o el rechazo de tal conducta de un individuo se utiliza como la base para una decisión de empleo o decisión académica que afecte a esa persona, o (3) tal conducta tiene el propósito o efecto de interferir substancialmente con el trabajo o con el desempeño académico de un individuo o crea un ambiente de aprendizaje y de trabajo intimidatorio, hostil u ofensivo o (4) la sumisión a, o el rechazo de tal conducta de un empleado o estudiante que se utiliza como la base para una decisión afectando al empleado o estudiante en relación a los beneficios y servicios, honores, programas, o actividades disponibles por medio de algún programa o actividad del distrito.

PARA ALUMNOS Y EMPLEADOS

Si usted cree que ha ocurrido una violación a esta norma, repórtela a su maestro/a, supervisor o directamente al Oficial de Quejas Uniformes del Distrito:

Rich Montgomery
Executive Director, Personnel Service/Compliance
33122 Valle Road
San Juan Capistrano, California 92675
(949) 234-9200



Capistrano Unified School District
San Juan Capistrano, California

UNIFORM COMPLAINT POLICY

The Capistrano Unified School District does not discriminate in its academic and other programs against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

The Capistrano Unified School District has adopted a policy (B. P. 1312.3) establishing a Uniform Complaint Procedure (UCP). The UCP policy addresses how complaints alleging a violation of federal or state laws or regulations, which may include allegations of unlawful discrimination, harassment, intimidation and/or bullying, including noncompliance with laws relating to pupil fees and LCAP requirements are filed, investigated and resolved.

Formal complaints of discrimination in District programs can be filed with the Uniform Complaint Officer.

Uniform Complaint Officer
33122 Valle Road
San Juan Capistrano, California 92675
(949) 234-9200

NORMAS DE QUEJAS UNIFORMES

Distrito Escolar Unificado de Capistrano

33122 Valle Road

San Juan Capistrano, California 92675

El Distrito Escolar Unificado de Capistrano no discrimina en sus programas académicos, ni en otros programas, en base a la identificación real o percibida del grupo étnico de un estudiante, raza, color, etnicidad, ascendencia, nacionalidad, origen nacional, religión, edad, estado civil o patenal, discapacidad física o mental, sexo, orientación sexual, género, identidad de género, expresión de género, información genético, y cualquier otra característica identificada en el Código de Educación 200 o 220, Código de Gobierno 11135, o Código Penal 422.55, o en base a la asociación con una persona o grupo con una o más de estas características reales o percibidas (5CCR 4610).

El Distrito Escolar Unificado de Capistrano ha adoptado una norma (B.P. 1312.3), estableciendo un Proceso de Quejas Uniformes (UCP). La norma “UCP” señala cómo se deben presentar, investigar y resolver las quejas que aleguen una violación a leyes o reglamentos estatales o federales, las cuales pueden incluir acusaciones de discriminación ilegal, hostigamiento, intimidación y/o acoso, incluyendo el incumplimiento de las leyes referentes a las tasas estudiantiles y los requisitos de “LCAP”.

Las quejas formales de discriminación en los programas del Distrito pueden presentarse ante el Oficial de Quejas Uniformes.

Uniform Complaint Officer

33122 Valle Road

San Juan Capistrano, California 92675

(949) 234-9200