

BUCHANAN ELEMENTARY SCHOOL



PARENT/GUARDIAN and STUDENT HANDBOOK 2020-2021

“At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents.” -- ***Jane D. Hull***

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**Daniel N. Buchanan Elementary School
A California Distinguished School 2010 – 2014 – 2018**

MISSION STATEMENT

To Inspire every student to Think, to Learn, to Achieve, to Care.

WELCOME

Welcome to the 2020-2021 school year! It will be a year unlike any other we have ever faced as a nation and community. Though the format may be different, we will still focus on teaching the whole child. Not only do we strive for academic excellence at Buchanan, but also work with students on what it means to be a part of a school community and the importance of being a good citizen within that community. Whether we are virtual, blended, or back to a traditional model; this mission does not change. We look forward to partnering with the parents/guardians here at Buchanan to support our students in reaching their full potential.

COVID-19 (As of 7/24/2020)

The Murrieta Valley Unified School District is closely monitoring state announcements and mandatory guidelines during the COVID-19 pandemic. The 2020-21 school year will start virtually. Students will be expected to attend virtual lessons (both whole group and small group) and complete assignments assigned by their teacher as part of their daily attendance.

If Riverside County and the Murrieta Valley Unified School District fall under state guidelines for returning to school, safety protocols will be put into place as dictated by the California State Governor's Office. This includes the requirement of all staff and students grades 3-5 wearing masks and the recommendation that students K-2 wear masks as well. Please know that the Buchanan team will make every effort to ensure the safety of all staff and students by following state and school district guidelines.

PARENT/GUARDIAN – STUDENT HANDBOOK

Daniel N. Buchanan Elementary School is committed to quality educational programs for all students. To achieve our goal students, staff and parents must share the responsibility and support the expectations in this handbook. For this unique school year, expectations will include information about virtual, blended, and traditional models.

ANIMALS

Animals may only be on campus when the visit has been pre-arranged in advance with the teacher. Animals must be brought to campus by adults if for a class project. California education code and Murrieta penal code forbid dogs on school property at any time (even on leashes).

ATTENDANCE

It is important that students attend school daily, on time, and not checked out early. Not only is the consistency of regular attendance beneficial to each student, it also demonstrates to students that school is important and a priority. Consistently being at school on time is essential to provide students with the very best educational experience. We realize that on occasion, being late to school or doctor's appointments cannot be avoided. Continued tardiness and absences (excused and/or unexcused) will result in a parent/administrator conference to develop an action plan to correct the problem.

Parents/guardians are encouraged to notify the school office within 30 minutes after school begins if a student will be absent. Parents can call 951-696-1428 and press 1 to report an absence or email ecarrithers@murrieta.k12.ca.us. If the office is not contacted, all efforts will be made to call home on the day of the absence using our automated phone system. If this is unsuccessful, the student should have a written excuse signed by the parent/guardian upon his/her return to school after the absence. If the student does not have this excuse, a form will be sent home with the student. This form is to be completed and returned the following day.

Excused absences- Students receive an excused absence when they are absent from school for the following reasons:

1. Student illness or injury
2. Student medical/dental appointments.
3. Death in the immediate family (siblings, parents and grandparents).
4. Justifiable personal reason, including but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, and such other absences as the principal may consider justifiable when requested in writing in advance.

All students shall be allowed to complete assignments and tests missed, that can reasonably be provided, during an excused absence and, on completion, shall be given full credit.

Unexcused Absence- Unexcused absences are those that do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's final grade.

Tardiness to Class- Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work at the appropriate times. To be excused, a note must explain a tardy from the parent/guardian. **Tardies are only excused for the same reasons as absences are excused.**

Truancy- Students absent without a valid excuse for more than three days or students who are more the 30 minutes tardy on three or more school days shall be classified as truant.

Virtual Model

Students will be expected to be part of their virtual classroom each and every school day. They will be required to attend live whole group and small group lessons, view screencasts as scheduled by teacher, and complete assignments in the timelines provided by the teacher. Attendance requirements are a combination of online participation, completed assignments, and tests/assessments submitted to teacher for grading purposes. Grades will count towards grade reporting during virtual model.

Blended or Traditional Models

Students are welcome to enter the school grounds at 8:00 a.m. **There will be no supervision prior to that time;** therefore, students must appropriately time their arrivals and should not be dropped off prior to gates opening. Our supervised fee-based district daycare is available to parents beginning at 6:30 a.m. Supervision is provided after school for students waiting for pick-up and those who are enrolled in the Day Care program. All other students are to exit the campus when school is dismissed. **There is no supervision past 3:00 p.m.** for walkers and those picked up by parents.

Students may not leave the school grounds for any reason, including lunch, without a parent/guardian or an authorized adult. If the student is to be taken out of school, the parent/guardian or authorized adult must sign the student out on an official form in the office. If the student returns on that same day, the parent/guardian or authorized adult must sign the student back in.

*In the **blended model**, on the days students are working virtually, similar attendance expectations apply as the virtual model. Students will be expected to be part of their virtual classroom each and every school day. They will be required to attend live whole group and small group lessons, view screencasts as scheduled by teacher, and complete assignments in the timelines provided by the teacher. Attendance requirements are a combination of online participation, completed assignments, and tests/assessments submitted to teacher for grading purposes. Grades from online assignments and tests/assessments will count towards grade reporting during blended model.

Procedures for early pick up of students

If you need to pick up your child from school for a doctor's appointment or other reasons, **please be aware that a classroom will not be disrupted to call out students to be released between 2:20 – 2:35**. This is a crucial time for our teachers to get their students prepared for the end of the day. Our entire staff is committed to meeting the academic needs of every student. Thank you for your help and cooperation during this important time of day. If you need to take your child out of school early – please do so before 2:20 pm. The office must check ID before calling the student up.

**Reminder: Sending a note to the teacher in the morning with dismissal instructions, inclement weather directions, or early release requests will also help alleviate classroom interruptions.

Home Study - For those students who are going to be out of school for a long period of time (two weeks or longer) due to an illness or injury, parents/guardians may request that a home teacher be assigned by our district office if they have a valid doctor's note stating the reasons and the necessity for the prolonged absence. If this becomes the case for your son or daughter, please contact the office for the appropriate procedures.

Short-Term Independent Study – Short-Term Independent Study is an option for students who have unavoidable absences and will be absent for **five (5) to fifteen (15) consecutive days**. Eligible students may have their parent contact the school to apply for a Short-Term Independent Study contract. Eligible students must apply **five (5) school days PRIOR** to the absences beginning. **This program is NOT available for the last week of each semester and is only an option once a year-unless there are extenuating circumstances**. Please contact your school for additional information and requirements for Short-Term Independent Study.

ARRIVAL/DISMISSAL PROCEDURES: Operation Cooperation

When it comes to students being dropped off in the morning and picked up in the afternoon, the safety of every student is the number one priority. Our second priority is efficiency. If everyone abides by these procedures, we can ensure students are safe and that we can be as efficient as possible during these high traffic times.

Please know that school parking lots are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day. Your patience, understanding, and support of “Operation Cooperation” is appreciated.

1. Please follow the law; do not park illegally (red curbs, handicapped parking without a placard, etc.). You will be cited by the Murrieta Police Department. HINT: Parking on Sugarberry and Plumeria is permitted with Sugarberry being the best option to reduce traffic.
2. The pre-school loop is NOT for student drop off or parent parking. The parking spots are for staff only. The pre-school loop is reserved for bus drop off, SEED and Pre-school. It must remain clear for these purposes as well access to our school kitchen.
3. Cars are NOT to be left unattended in the front loop or in the red zones on Torrey Pines at ANY time throughout the school day.

Student Arrival/Drop Off:

- Students can be dropped off beginning at 8:00 a.m. when staff begin morning duty. Please do not drop your child off prior to 8:00 am
- Parents are to enter the parking lot on Torrey Pines Road following the signs and arrows for entry. Please be observant of crossing guards and be courteous to those turning left and right into the school loop.
- If you are dropping off students, they can only be dropped off in the front loop. Please do not allow your child to get out of the car in the red zone on Torrey Pines. This is for the safety of the students and to help the flow of traffic.
- Please pull all the way forward to allow for as many cars to get in the loop as possible. Drop off in the designated zone.
- Say your goodbyes before your turn to unload. Driver needs to remain in car at all times – this will help keep cars moving in line.
- Please follow the directions of staff members on duty.

- Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the car without any help from their parent.
- Parents are to remain inside their cars – DO NOT leave car unattended.
- Do not pull into staff parking spots to drop off/pick up your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks and crosswalks.
- After your child exits the car, parents are to angle their car to the left and drive into the **Pass-Through** lane and make room for the cars behind them to access the unloading area along the curb. Proceed to exit of school parking lot being observant of crossing guards at exit.
- Students are to walk directly into school and to the playground, drop their backpacks at their lines, and participate in recess and/or breakfast until the 8:20 am bell rings. Classrooms are off limits during this time. Please respect the teachers' preparation time before school.
- Staff monitoring of front loop and playground will discontinue at 8:20 so that teachers can meet their students on time.
- When the 8:20 am bell rings, students proceed to their classroom lines. School starts at 8:25 am. A student will be tardy if they are not in their classroom by 8:25 am.

Student Bike Gate Entry in the Mornings:

- Students walking to school or riding a bike or scooter to school may enter at the Bike Gate beginning at 8 am. As stated in handbook, student should always wear a helmet and lock up their bike or scooter in bike rack and proceed to playground area.
- Students are to walk directly into school and to the playground, drop their backpacks at their lines, and participate in recess until the 8:20 am bell rings. Classrooms are off limits during this time. Please respect the teachers' preparation time before school.
- When the 8:20 am bell rings, students proceed to their classroom lines. School starts at 8:25 am. A student will be tardy if they are not in their classroom by 8:25 am.

Student Pick Up/Dismissal:

- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Parents are to remain in their vehicles - do not leave vehicles unattended in the parking lot or illegally on Torrey Pines Road. Torrey Pines Road is NOT a loading or unloading area. Please pull all the way into the loop.
- Do not pull into staff parking spots to drop off/pick up your child. Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks.
- If you park on the street and walk onto campus, please park in legal parking spots. Murrieta Police Department will cite cars parked illegally on both sides of Torrey Pines Road.
- Please follow the directions of staff members on duty.
- Car line students will wait by the Multi-Purpose Room for their parent's car. Students are to walk to their car as soon as they see it pull up along the loading area curb &/or when their name is called by a staff member.
- Students are to enter their vehicle only on the passenger side and they must be able to get themselves in of the car without any help from their parent.

- If you arrive to pick up your student before 2:35 pm. Please remember that classrooms will not be interrupted between 2:20 and 2:35 pm so plan accordingly.

Rainy Day

- ARRIVAL: On rainy days, students will wait in Multi-Purpose Room when they arrive at school until 8:20 am bell.
- DISMISSAL: Students will wait in the Multi-Purpose Room. Students will then be called over the microphone and escorted to the car as their ride pulls all the way forward in the loop.

Kindergarten:

*Kindergarten drop-off and pick-up will not be permitted in front of the kindergarten gate or the bike gate. Please do not stop in front of these gates during these times.

Drop Off

- EARLY BIRDS: Students and families are to follow the same procedures as other students. Staff will ensure that kindergarten students enter the campus safely.
- LATE BIRDS: Should also adhere to school loop procedures and legal parking laws. Please do not park in the loop. This is to be reserved for students to be dropped off. Parking in the loop clogs traffic and makes unsafe situations for students and their families. If you wish to watch your student's line-up, you must park in legally defined areas and walk into the school.

Early Bird Pick Up

- Parents are to pick up their students at the kindergarten gate closest to their student's classroom. Students will start to be released at 11:55 am.
- Please do not park illegally (in red zones, handicapped parking spaces, etc.) while on campus. You will be cited by the Murrieta Police Department. This includes Torrey Pines Road. Parking is illegal in front of Buchanan's Bike Gate.
- Students will be called one by one and they will meet their parent outside their corresponding gate.

Late Bird Pick Up

- Parents are to pick up their students at the kindergarten gate closest to their student's classroom. Students will start to be released at 2:30 PM.
- Please do not park illegally (in red zones, handicapped parking spaces, etc.) while on campus. You will be cited by the Murrieta Police Department. This includes Torrey Pines Road. Parking is illegal in front of Buchanan's Bike Gate.
- Students will be called one by one and they will meet their parent outside their corresponding gate.

Rainy Day

- **Arrival:** Early bird students are to wait inside the library until a kinder teacher comes to get them. The teacher will walk the students to their classroom. Late birds will be escorted directly to their classrooms upon arrival to the kindergarten gate.
- ***Dismissal will be done at corresponding gates like other school days. If kinder is not picked up at their corresponding gate they will be escorted to the office.***

***Blended Model**

- Kindergarten students will be assigned the two days they attend school based upon their Early or Late Bird enrollment.

SECURED CAMPUS/STUDENT RELEASE

We love having parent/guardian volunteers here on campus to support the classrooms and school. For the protection of students, Buchanan Elementary School has been designated as a secured campus. This means that parents/guardian may not enter the school through the gates in the morning during arrival or in the afternoon at dismissal. If you need to enter the campus you will need to check in at the office first. In order to check-in you will need a government issued identification that will be swiped in our Raptor system and a badge will be generated. These badges need to be visible the entire time you are on campus.

Students will only be released to those that are listed on the emergency cards and need to be signed out through the office prior to 2:15 on a regular school day. If a student is leaving for a short time and will be returning to school, the person that checked them out also needs to sign the back in.

BICYCLES AND SCOOTERS

Bicycles and scooters **must** be walked on and off the school grounds. They ***must be parked in the bike rack area*** and **should be securely locked**. The school is not responsible for stolen bikes or scooters. ***Students will not be allowed to ride bikes and scooters home without wearing a helmet.*** Borrowed helmets will be available for students in the office. Skateboards, 'heelies', and rollerblades are NOT permitted at school.

SAFETY RULES

- Students **must** stop at all stop signs and walk their bicycles, etc. across streets in designated crosswalks with the school crossing guards. Students should only cross after the crossing guard has signaled them that it's clear.
- Students are not to dart in and out of traffic.
- Students **must walk** their bikes on the Torrey Pines Rd. sidewalk in front of the school until they are past the crossing guards.
- Students must walk on the sidewalks around school and not in the school parking lots, unless accompanied by an adult.

HOME –TO –SCHOOL SAFETY

- ***Anyone who observes unusual or suspicious activities around Buchanan elementary is encouraged to contact the Murrieta Police Department's 24 hour dispatch line at (951) 696-3615 or the Buchanan front office at 696-1428.***

CELL PHONES and Electronic Devices

We strongly discourage elementary students from bringing electronic devices for communication or game playing including cell phones, tablets, and iPods to

school. If a family supports sending a child with any of these, you agree to the following conditions:

1. Electronic devices are a disruption to the learning environment and ***must be stored in backpacks and left in the “off” position.*** *These may be used in classroom assignments with consent and supervision of the teacher.*
2. Buchanan Elementary and the Murrieta Valley Unified School District ***are not liable for cell phones or any electronic devices that are lost, damaged or stolen.***
3. Cell phones, etc. ***may only be used before and after school,*** unless directed otherwise by teacher or administration.
4. Students who do not abide by these rules will have their phones confiscated. When this occurs, ***only*** parents may pick the phone up from the office.

COMMUNICATIONS –

Aeries Communication: Aeries Communication is the central system for important school and district announcements. It is important that contact information and Aeries settings are accurate so that you receive school and district announcements.

Weekly Newsletter: The Weekly Newsletter will be emailed home weekly through Aeries. Parents are encouraged to read this important calendar and site news and information sheet. Our Buchanan website will also show this communication and calendar: www.murrieta.k12.ca.us/buchanan.

ENGLISH LANGUAGE DEVELOPMENT SERVICES

Students at Buchanan Elementary School in need of English language services receive assistance on a regular basis. Students are assessed to identify their English proficiency level.

FIELD TRIPS

*During school closure due to COVID-19, schools will not be participating in field trips.

Field trips are educational activities and attendance is required. Students must be prepared to benefit from the experience and not create an undue liability for other students, teachers, chaperones, and/or district. All field trips require a parent permission slip be filled out completely at least one (1) school day prior to the day of the event. District policy requires that chaperones need to be cleared through the district Raptor system in our school office to attend the field trip. By state law, parent chaperones must have Megan’s Law clearance through the Raptor system in the school office and may not bring other siblings on the field trip.

BUS (Rules for Field Trips)

State law and the local Board of Trustees have established the following rules and regulations. If a student does not abide by the below regulations, a bus citation will be given. Bus citations must be reviewed by student and signed by the parent.

1 citation = counseled, 2 citations = loss of bus privilege 2 days, 3 citations = loss of bus privilege 2 weeks, 4 citations = loss of bus privilege the remainder of the school year.

1. The bus driver is in charge at all times. Follow the driver's instructions. (Title 5, California Code of Regulations, Sections 14103)
2. Students must conduct themselves in a manner that shows respect for property and consideration for others. Actions such as spitting, throwing of objects at, within, or out of the bus, vandalism, or harassment will not be tolerated.
3. When you see the bus coming, students should move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
4. Animals, breakable containers, skateboards, weapons, or any object that could be hazardous will not be transported.
5. Students will remain seated from the time they board the bus until they arrive at their destination and bus door is opened. Seats may be assigned at any time at the discretion of the bus driver.
6. All parts of the body must be kept inside the bus.
7. Eating, gum chewing, drinking, and smoking are not permitted.
8. Talk quietly; make no unnecessary noise. Be absolutely quiet when approaching and crossing railroad tracks.
9. Profanity, vulgarity, and obscene gestures are not permitted.
11. Bus passes/tickets must be displayed when a student enters the bus.

FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.

FOOD ALLERGIES

We have several students in our school that may have food allergies, food sensitivities or dietary restrictions. Food allergies can trigger reactions that range from very mild to life threatening (anaphylaxis). Generally, an individual must ingest a food allergen to have a reaction, but for some, even being exposed to it or ingesting a very small amount can cause a life-threatening reaction.

As a result, there are several procedures that will help to prevent exposure and reduce the risk of anaphylaxis and help keep all of our students safe:

1. Students should be encouraged to wash their hands upon arrival to the classroom and again before and after lunch. This not only is good for food allergies but helps reduce disease transmission.
2. The classrooms should be peanut/tree nut/food allergy *aware* spaces. Classroom projects or assignments should NOT include the use of peanut butter/nuts or other food items. Any exception to this rule would require pre-approval and prior notification to parents. Any pre-approved food item must be store bought with a list of ingredients.
3. **In order to minimize the occurrences of allergic reactions MVUSD policy does not allow food to be served to students without prior written approval. In celebration of a student's birthday, she/he may bring in a goody bag (with no food items) or non-food treat for each student in the class. Another idea is to donate a book to classroom or school library. Thank you for adhering to this policy for the safety of all students and**

staff. If your student has a food allergy, please make sure you contact/inform the Health Office. You may want to speak to the School Nurse if the allergy requires medication or other interventions. Students with food allergies may be entitled to accommodations or plans to address their needs.

We look forward to working collaboratively with you to provide all our students with a safe learning environment. We appreciate your care and support of our students and school.

ALCOHOL AND OTHER DRUGS

Board Policy directs that grades 1-5 shall receive instruction by trained instructors on drug education and effects of alcohol and other drugs. Instruction will include knowledge of the properties and effects of tobacco, alcohol, narcotics, and dangerous drugs. The staff shall intervene whenever students use alcohol and other drugs on school property. The principal or designee shall notify the parent/guardian.

Tobacco- Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property. Instruction regarding the effects of smoking on the human body and information to discourage students from using tobacco will be provided to students in grades 1-5.

The Board of Education and Staff of the Murrieta Valley Unified School District believe in safe schools. The District has adopted a policy of Notice of Consequences and will enforce the following consequences (see page 18) for student involvement with controlled substances including illegal drugs or alcohol, and dangerous objects. Any offenses involving drugs, alcohol, and/or dangerous objects, will be reported to the proper legal authorities.

BOOKS

Students are responsible for all textbooks and workbooks distributed to them by their teachers and all library books they choose to check out. Student **must reimburse** the school district for any lost or damaged books before final report cards are released and **5th grade students will not be able to register/pick-up their schedule at the middle school if they have not cleared their account.**

HOMEWORK

*NOTE: During virtual learning, instructional assignments assigned by the teacher as part of their school day as independent work are NOT classified as homework.

Homework is defined as an assignment that reinforces a subject or is an extension of what is being done in the classroom. Homework is completed outside of class time.

Goals of Homework

- Extension or reinforcement of classroom learning.
- Aide in mastery of skills

- Improvement in reading comprehension
- Enabling student to make up work missed due to excused absences, including suspensions.

PLEASE NOTE: If your child is not doing homework on a daily basis, do not accept the excuse, "I did it all at school." You are encouraged to contact your son/daughter's teacher immediately.

Time- Although the district recognizes that quality is more important than quantity; the following guidelines for assigned homework are suggested:

Grades:	1-3:	10-30 minutes u	p to four days per week
	4-5:	30-60 minutes p	p to four days per week

Homework assignments are to reflect the same high standards of legibility, neatness, content and completeness as expected in the classroom. In addition – all students are encouraged to complete 10 - 30 minutes of recreational reading for their "Reading Logs" as prescribed by their teacher.

ILLNESS OR INJURY

If students become ill or injured, they should notify the teacher or supervising adult. The district nurse, the school health clerk, or other school staff member will provide first aid only. If necessary, the parent/guardian will be contacted. In case of a serious illness or injury, unless otherwise requested, your child will be taken to a nearby hospital to be selected at the discretion of the paramedics. PLEASE BE SURE THAT YOUR CHILD HAS EMERGENCY INFORMATION ON FILE IN THE SCHOOL OFFICE FOR THE CURRENT SCHOOL YEAR AS WELL AS TELEPHONE NUMBERS WHERE YOU CAN BE REACHED. IN ADDITION, PARENTS/GUARDIANS ARE ASKED TO PLEASE LIST AT LEAST TWO SEPARATE EMERGENCY CONTACTS AND THEIR TELEPHONE NUMBERS ON THE EMERGENCY CARD. **STUDENTS MAY NOT HAVE ANY MEDICATION IN THEIR POSSESSION** (If the student is to take any medication during the day, contact the office for proper procedures and forms). Inhalers or prescription medication must be stored and used in the school health office.

*In a situation where illness related to COVID-19 is suspected or a student/staff tests positive for COVID-19, the school will follow state and district safety and communication procedures.

LOST AND FOUND

Lost and found items will periodically be displayed outside the office. **Parent tip:** it is very helpful to have your students' belongings marked with their full names, classroom number or teacher name. Unclaimed, unmarked items shall periodically be removed from the Lost and Found and donated to a worthy cause.

LUNCHES/SNACKS

Lunches- Food and beverages must be consumed in designated areas only. Parents bringing lunches to school must leave them in the office and students should check with office at recess or lunch time to pick them up.

The California Childhood Obesity Prevention Act – SB677 is in effect. There will not be any candy or sugared beverages sold or provided for student activities, lunches or snacks during school hours. Students must pay for hot lunches in the multi-purpose room **before** the opening school bell. We encourage the purchase of lunches on a weekly, bimonthly, or monthly basis. Monday, or the first day of the menu month, is recommended for meal purchase. If you are planning on purchasing your child's lunches by check, please make checks out to Murrieta Valley Unified School District. You may pre-pay online at mySchoolBucks.com. On this website you may also view your child's food purchases and payment history. You can also set-up email reminders to alert you when their account is low.

*PLEASE NOTE: During school closures due to COVID-19, students who are signed-up for free and reduced breakfast/lunch will be provided the opportunity to pick up their meals at a designated time and location. Please follow parent announcements from Aeries Communication or email as to times and location.

All lunches will be eaten in the multi-purpose room and/or outside at the lunch tables, weather permitting. Students who bring snacks from home will eat at the lunch tables during recess.

Pre-paid lunches are not lost if the student is absent from school, chooses not to eat that day, or on a field trip.

Snacks- There will be one designated nutrition break during the school day. The times of these will vary by grade. Please provide your child with a nutritious snack each day. All snacks must be eaten at lunch table area only. Chewing gum is not allowed.

PBIS AND SCHOOL SAFETY RULES

Buchanan is a Positive Behavior Interventions and Supports (PBIS) school. The majority of students will behave appropriately if they have an understanding of the behaviors expected of them. Therefore, we take the time to intentionally teach every student our school expectations. At Buchanan we follow the general ideas of:

1. KAHFOOTY – Keep **All Hands, Feet and Other Objects To Yourself**.
2. Be Respectful
3. Be Responsible
4. Be Safe

These ideas keep our classrooms and playground safe and fun learning environments.

Netiquette

Netiquette is defined as acceptable online behavior and communication. We ask that all staff, students and families follow these guidelines during virtual learning:

- Follow the Blazer Way.
 - Be Respectful – Treat others the way you want to be treated.
 - Be Responsible – Complete all online assignments. They are graded and count towards attendance

- Be Safe – Not time for surfing the web. Computer viruses are out there.
- Be kind with your words towards others.
- Be present. No music, tv, or streaming in the background.
- Stay on topic.
- Use appropriate language for a school environment.
- Stay away from all caps. It communicates you are yelling.
- Do not record or screenshot class chat or online discussions.
- Do not use memes or Tiktoks. In other words, only upload items as instructed by your teacher.

***Be patient online.** Platforms, connectivity, and other online obstacles will occur. Stay with it. If you cannot get something to work, contact the school and we will help you out.

General Behavior at the Lunch Tables & the Multi-Purpose Room

1. Sit at the tables properly. Once students are seated, they are not to get up without permission from a supervisor.
2. Keep your voices at an “appropriate”, low level. (Please don’t shout).
3. Discard your trash in proper containers. TAKE PRIDE IN YOUR SCHOOL!
4. LET’S KEEP OUR CAMPUS CLEAN!

Per California Ed Code: “Food shall not be sold at any cafeteria operated by a school district to anyone except pupils and employees of the school district”.

General Playground Rules

1. No “special” game rules; only the usual game and safety rules agreed to by aides and teachers may be used.
2. Balls and ball games are limited to the playground areas. BALLS MAY NOT be used on sidewalks, between buildings, on buildings, or near an apparatus. Balls must be used only for the game for which it is intended.
3. **Play equipment may not be brought from home.** No toys! No electronic devices, games, or CD players.
4. Game disputes are settled by judge (1st person in line); rock, paper, scissors; or referred to yard supervisor. Players have no vote.
5. Lines are out in all games.
6. Do not leave the game line for any reason, except to ask help from a yard supervisor, or you lose your place.
7. One 30 second wait or count is the limit on bars, swings, etc.
8. Balls are not to be thrown at anyone unless the person is trying to catch it.
9. Balls (soccer only) may be kicked only on the grass field.
10. No playing or walking in the bushes or planters.
11. Interference on purpose is not allowed in games.
12. No sliding or diving in any games.

13. Students must stay in playground area inside the yellow lines during recess; they may not go to classrooms or hallways. No helping in classrooms without teacher permission.
14. Freeze when the bell rings – wait for the whistle. Walk to the line-up area.
15. **NO TAG, NO CHASE GAMES, NO PLAY FIGHTING GAMES.** Hands, feet, and objects must be kept to yourself.
16. No playing, running, or walking in the amphitheater at any time. It is used for classroom purposes only.

Equipment Safety Rules

Tetherball:

1. Wait outside the circle for your turn.
2. Students must stay inside the half-circle when playing.
3. The ball must be hit with the hand—not thrown.
4. No ‘ropies.’
5. After three wins, student must exit game.
6. Only two players allowed in the court at all times.

Play Structure:

1. Apparatus is to be used for the purpose for which it is designed and in the consideration of the surface beneath it. There is no running or tag games on the equipment.
2. General rule of ‘Climb up and Slide Down.’ For anything that is designed to climb, students must climb up to the apparatus. For slides and fire pole, students slide down to the ground.

Ladder/ Monkey Bars:

1. Travel by hand one direction at a time, do not touch others. Start on the side with cross bars or ladder.
2. Do not sit, stand, or hang upside down on the ladder bars or monkey bars.
3. Monkey bars start from the play structure and students drop to the ground from end.
4. One person at a time only.

Slides:

1. Stay clear of the bottom of the slide.
2. One person at a time. Wait until the slide is clear.
3. Slide on bottom only, facing forward.
4. No walking up the slide or sitting on the top.

Fitness Course:

1. Each section will be treated as its own apparatus. During recess a line will form at designated beginning of each section. Lines will begin at side closest to benches/blacktop.
2. Travel by hand one direction at a time, do not touch others. Start on the side with cross bars or ladder. Students must demonstrate they can reach bars from step-up ladders. They cannot jump or have help to reach bars.

3. One student at a time only.
4. Each student is to move through the course. Do not sit, stand, or hang upside down.

Swings:

1. Swings are not to be twisted or wrapped over bar or used when found this way.
2. Swingers are not to touch each other or be swung by anyone else.
3. Swingers are to be seated upright in the swings and may not jump out while swinging.
4. Swing back and forth, not side-to-side.
5. Students may not play or run in the swing area.
6. Swingers must face black top.
7. One 30 second wait or count is the limit if there is a line.

PLAYGROUND GAME RULES

Basketball:

1. Everyone must play (substitute as needed).
2. No full court press, you may guard your person beginning at half court.
3. When a foul is committed, the other team takes the ball out, no foul shooting.
4. No jump ball. During the game, if a player stops dribbling you may not crowd around him and try to grab the ball. If you do, the player with the ball gets to "Take it out" free. If no one crowds around the player with ball, he has 5 seconds to get rid of it.
5. The team with the ball has 10 seconds to get the ball over the half-court line.
6. Only one person may guard one person at a time, no reaching to steal the ball. Players must remain 2 feet away from player they are guarding.
7. Supervisor will determine when game is overcrowded and designate students to another game for safety purposes.

Four-Square:

1. Square "A" serves to square "D"; the ball must be dropped then hit with the open hand.
2. Returns must be with open hand(s).
3. The ball must be struck, not pushed, with a single hit; NO throws or backstops; set-ups are not allowed.
4. No Fists.

Handball/Wall ball:

1. Utility balls and rubber balls may be used; Tennis balls and regulation handballs may only be used during supervised P.E.
2. Balls must be served from within the court.
3. A served ball must hit the ground, then the wall, then bounce and return to the blacktop inside the serving line.
4. Games are limited to 2 players.
5. Balls may not be kicked on the handball court.

6. After 3 wins, you must leave the court to give others a chance to play.
7. The first player in line is the judge.
8. If the ball is hit over the top of the wall, the player is out.
9. If the ball is hit over the top of the wall for any reason other than playing the game (anger or for fun, etc.) that person may not play handball the rest of the day.
10. If the ball hits the line or outside the lines, the player that hit the ball is out.

Hop Scotch:

If markers are placed in 3 squares in a row, the player will move other players' markers in the square closest to the start forward one square.

Jump Rope:

1. The person entering the game must take the rope.
2. The rope must touch the ground when being turned.
3. No running or chasing with the ropes.
4. No swinging over head, or on the ground. No tying rope to equipment or people.
5. If you cause the rope to stop, you must take an end of the rope.

Kickball:

1. Supervisor will designate who is in the field first and who are the pitchers for the game.
2. First team to kick lines up respectfully
3. In the field:
 - a. The pitcher is in charge of making all calls (NO exceptions)
 - b. Each kicker gets up to three pitches
 - c. A runner may either be tagged out or base touched on a force play (No throwing at runners)
 - d. Fielders must throw the ball (No kicking the ball back in)
 - e. Each half inning is three outs
4. Running the bases:
 - a. You must touch each cone
 - b. No lead-offs or leaving before the ball is kicked
 - c. Absolutely NO sliding
5. Supervisor will determine when game is overcrowded and designate students to another game for safety purposes

Lightening (Basketball related game)

1. Line up respectfully at 3 point line
2. All first shots from 3 point line
3. Shooters must get their own rebound
4. Players are out if the 2nd shooter makes a basket before 1st shooter
5. If you are out you must wait OUTSIDE the basketball court
6. Catching air balls does NOT get you back in the game
7. Cheer players on...Be positive ☺

Soccer

1. Team defending the goal closest to the park kicks off

2. When a team kicks the ball out of bounds the other team kicks it back into the field (no scoring on a kick-in)
3. Goalie may only throw the ball
4. All players must stay on their feet (no slide tackling)
5. Supervisor will determine when game is overcrowded and designate students to another game for safety purposes.

GRADE REPORTING PERIOD

There are four grade reporting periods during the school year for children in grades TK – 5. Progress reports will be issued at the end of each quarter and report cards will be issued at end of each semester. The first progress report will be issued at parent conference time in the Fall.

SCHOOL PSYCHOLOGIST

A school psychologist provides services to our school primarily for the purpose of diagnosing a student to determine if a child meets Ed Code criteria to receive the variety of special education services at Buchanan. When the Student Study Team determines a referral is appropriate, the psychologist administers numerous tests and conducts screening procedures. The psychologist also serves as a resource to teachers, counselors, and administrators in helping them develop the very best educational, affective, and social program for our students.

SCHOOL SITE COUNCIL

The School Site Council is composed of an equal number of elected school personnel (principal, teachers, and other school personnel) and elected parents/guardians. The Site Council has an ongoing responsibility to review with the principal, teachers, other school personnel, and the community the implementation of the Single Plan for Student Achievement and all other issues of concern to the school. The Site Council usually meets once every other month to discuss the important issues facing the school and makes recommendations on such things as curriculum, parent-student handbook, and other related issues.

STUDENT BEHAVIOR MANAGEMENT SYSTEM

At Buchanan Elementary School, we “catch students being good.” We encourage a positive school culture through our and Positive Behavior, Intervention and Supports (PBIS) and social skills lessons and activities and by acknowledging students who are behaving appropriately both in the classrooms and on the school grounds. Students are recognized for their good citizenship, academic achievements, and work habits on a daily, weekly, and/or monthly basis in the classroom and/or at school assemblies.

Each classroom teacher has developed a classroom management system. Based on the philosophy that students need to first be taught how to make responsible decisions and then to learn that they are responsible for their decisions, teachers along with their students, develop consequences for both appropriate and inappropriate student classroom behavior. These plans are shared at our annual Back to School nights.

Teachers refer students to the office when students are at the last step in the Assertive Discipline Plan. Parents will always be contacted by the office if such referrals are made.

Playground supervisors refer students to the office when students are behaving inappropriately and other interventions to help them learn appropriate playground behaviors have been ineffective. Parents will be contacted by the office if such referrals are made.

Possible Discipline Referrals:

1. Habitual tardiness or truant from school class/class activity
2. Habitually unprepared for class (books, materials, homework)
3. Chronic refusal to do classwork
4. Not staying in supervised area
5. Disrespectful to staff members and / or other students
6. Disruption of class or activities or defiance of authority
7. Habitual profanity or vulgarity, offensive acts
8. Fighting
9. Defacing or destroying school property or private property
10. Infraction of school rules

Possible Consequences:

1. Parent/Administration and/or teacher conference
2. Request for counseling
3. Denial of privileges
4. Campus beautification assigned during lunchtime
5. Work project
6. Restitution
7. Suspension
8. Referral to appropriate agency when applicable
9. Referral to administrative hearing panel with recommendation for expulsion

It is the goal of all Buchanan staff to help students learn how to positively interact and interrelate with others. It is also the goal of the Buchanan staff to work together with our students and their families to best meet this end. Although we stress prevention in the area of discipline, we also must maintain a safe and secure environment for all of our students to learn. Therefore, we have set the following school guidelines that will be enforced fairly and consistently.

Students at Buchanan Elementary School:

1. Show respect for people, property of others, and their school through their language and behaviors.
2. Leave toys, personal playground and electronic equipment at home.
3. Interact with others in a **positive** way without physical or verbal abuse.
4. Come to school **on time** ready, prepared, and willing to learn.

Severe Behavior Problems- The following listed behaviors violate the California Education Code, are forbidden at Buchanan Elementary School, and are suspendable offenses.

GROUND FOR SUSPENSION

- (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 any dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence, of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit a robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, However, this section does not prohibit use by a student of his or her own prescription products. These must be stored in Health Office at all times.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, 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 school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead to a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault.

- (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.
- (r) Aiding or abetting injury, as defined in Penal Code Section 31

GROUNDS FOR EXPULSION

Expulsion will be recommended upon the first offense for violations involving drugs, weapons, explosives, or alcohol (education code 28900 B, C, D):

- Using, possessing, selling, furnishing, or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant.
- Possessing, selling, or otherwise furnishing any firearm, knives, explosive, or other dangerous object.

These regulations apply to students in the following situations:

1. On school grounds (this includes the parking lot, as well as vehicles on school property)
2. Going to or coming from school
3. At, going to, or coming from school-sponsored activity

NONDISCRIMINATION/HARASSMENT POLICY

District programs and activities shall be free from all unlawful discrimination, including harassment, with respect to ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental disability or the perception of one or more of such characteristics. Acts that amount to any of the foregoing will not be tolerated.

The Governing Board shall provide equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other District or school activities. Eligibility for performance groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools shall provide girls and boys with separate shower rooms and may provide separate sex education classes in order to protect student modesty and to promote an appropriate academic environment. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards may be used to measure achievement and create comparable educational opportunities.

The Board seeks to prohibit intimidation or harassment of any student by any employee, student or other person in the District occurring at a school or District related activity or on District property or school premises operated by the District. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

The District is committed to the equal application of all laws to all persons within the District; accordingly, this policy is not intended to be, nor shall it be construed as, limiting the rights of students, teachers, staff, or other personnel to engage in free expression which does not substantially disrupt school operations or interfere with the rights of others. The District acknowledges the diversity of its employees, students, parents or other community members through their religious, ethnic, cultural and other forms of expression and discourse. The District actively promotes and seeks to foster the free, open and civil exchange of ideas among its various diverse groups and individuals.

HARASSMENT EXAMPLES OF PROHIBITED CONDUCT

All harassment categories are reviewed based on the following factors:

1. has the purpose or effect of creating a hostile or substantially disruptive environment; or
2. has the purpose or effect of substantially interfering with an individual's educational performance or access to educational opportunities; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Harassment categories include: racial, sexual, bullying, religious, sexual orientation, and disability.

Racial Harassment may include but is not limited to the following conduct:

1. using racial slurs or similar name calling;
2. threatening or intimidating conduct directed at another because of the other's race, color, national origin or ethnicity;
3. creating written or graphic material including graffiti containing racial or ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
4. engaging in any act of aggression or assault upon another because of, or in a manner related to, race, color, national origin or ethnicity.

Sexual Harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. pressuring any individual for sexual activity;
2. inappropriate touching, especially uninvited or unwelcome patting, pinching or other physical contact that is sexually motivated;
3. using sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
4. creating persistent or pervasive written or graphic material containing sexual comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes.

Religious Harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of the other's religion or perceived religion;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes of a religious nature which is posted or circulated and which is aimed at degrading individuals or members of that religion;
3. making taunting, defamatory, threatening or other deliberately inciting remarks towards an individual due to their religion or perceived religion;
4. committing any act of aggression or assault upon another because of, or in a manner related to, religion.

Sexual Orientation harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of the other's sexual orientation;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes which is posted or circulated and which is aimed at degrading individuals based on their sexual orientation;
3. making taunting, defamatory or other deliberately inciting remarks towards an individual based on their actual or perceived sexual orientation at any curricular or extracurricular activity; and,
4. committing any act of aggression or assault upon another because of, or in a manner related to, a person's sexual orientation.

Disability Harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of a person's disability;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes which is posted or circulated and which is aimed at degrading individuals based on their disability;
3. making taunting, defamatory or threatening statements or other deliberately inciting remarks due to an individual's disability;
4. committing any act of aggression or assault upon another because of, or in a manner related to, a person's disability.

Bullying: What is Bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. **The behavior is repeated,** over time. Bullying includes actions such as making threats, spreading rumors, attacking someone

physically or verbally, and excluding someone from a group on purpose. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: **Bullying behaviors happen more than once.**
- Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Aggressive behavior may be bullying depending on what happened, how often it happens and who it happens to.

Bullying may include but not be limited to the following conduct when such conduct substantially disrupts school operations or interferes with the rights of others:

1. physical: shoving, hitting, grabbing an individual, taking or hiding belongings;
2. verbal: taunting, defaming, insulting or using other inciting remarks;
3. emotional: intimidating, extorting, defaming, terrorizing or blackmailing individuals due to their race, disability, ethnicity, religion, or perceived sexual orientation;
4. cyber: verbal or emotional harassment using social media, texting, or other technological means.

The Murrieta Valley Unified School District is committed to its primary purpose of providing a safe educational environment for all students, and is committed to the reporting of any known or suspected sexual abuse of minors, including abuse by and between minors. The District does not promote furtherance of any particular sexual behavior at a school or District related activity or on District property or school premises operated by the District, and students and employees are expected to maintain modesty, sensitivity and courtesy in all discussions or conduct that could be objectively identified as relating to sexual behavior while at school or during District related activities.

Students who harass or discriminate against other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in discrimination or harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed or discriminated against should immediately contact the principal or designee. The student and/or parent may file a complaint verbally or in writing under the District “Discrimination/Harassment Complaint Procedure” (AR 5145.3). Upon receipt of a harassment complaint, either written or verbal, the Superintendent or designee will be notified by the principal or designee. Complaints of harassment will be investigated immediately according to the procedures set forth in the following AR 5145.3.

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

Any parent or student who believes that a student has been subjected to discrimination (including harassment) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability, or the perception of one or more of such characteristics, in any District program or activity may file a complaint under this procedure.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

The District acknowledges and respects students' and employees' rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant shall be kept confidential as appropriate.

The Superintendent shall ensure that employees designated to receive and investigate complaints are knowledgeable about applicable laws and regulations. Such employees may have access to legal counsel as determined by the Superintendent or designee. The District designates the principal or his/her designee as the person at each school responsible for receiving and investigating complaints pursuant to this policy.

The District administrator responsible for overseeing the District's response to harassment/discrimination of students is:

Director of Student Support 41870 McAlby Court
Murrieta, CA 92562
(951) 696-1600, ext. 1037

HOW TO FILE A COMPLAINT:

Our schools are committed to providing a safe learning environment for all students. Any student who believes that he/she has been subjected to discrimination or harassment (including bullying, intimidation, or retaliation) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability in any District program or activity should immediately contact the school principal to file a complaint. Any parent can contact the school principal to file a discrimination/harassment complaint on behalf of their child. The following steps will be taken when a complaint is filed:

1. The principal or designee shall promptly investigate all complaints of discrimination or harassment in a confidential and respectful manner. In doing so, he/she shall talk individually with the parent of the complainant, pursuant to board policy and procedure, the student who is complaining, the person accused, anyone who saw the incident or conduct take place, anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence, and put his/her complaint in writing.
3. If the principal or designee determines that discrimination/harassment has taken place, he/she will take immediate action to protect the safety of the student who has been discriminated against or harassed. To judge the severity of harassment, the principal may take into consideration:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The number of persons involved
 - d. The age and sex of the person accused of harassment

- e. The subject(s) of harassment
- f. The place and situation where the incident occurred
- g. Other incidents at the school, including incidents of discrimination/harassment

Nothing in this procedure will restrict or prohibit the right of an employee to seek representation in any investigative meeting, pursuant to the collective bargaining agreements with employee groups.

4. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the Superintendent or designee, the parent/guardian of the person accused of the discrimination or harassing conduct, the school resource officer(s), a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, child protective agencies responsible for investigating child abuse reports, and legal counsel for the District.
5. When the parent or student who complained and the person accused so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.
6. In reaching a decision about the complaint, the principal or designee may take into account statements made by the persons identified above, the details and consistency of each person's account, evidence of how the complaining student reacted to the incident, evidence of past instances of discrimination or harassment by the accused person, evidence of past complaints.
7. If the principal or designee determines that discrimination/harassment has taken place, he/she will implement interventions (during and/or following the investigation, as appropriate) to prevent further discrimination/harassment and/or mitigate the effects of the discrimination/harassment. These interventions may include, but are not limited to, a review of policy with students and staff and/or letter(s) to parents, counseling for the victim, schedule changes, increased supervision, among other steps. Within 10 days of receiving the complaint, the principal or designee shall write a report of his/her findings, decisions, and reasons for the decisions and shall present this report to the student who complained, and the person accused. If he/she verifies that discrimination/harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the discrimination or harassment on the person who was subject to it, and prevent retaliation or further discrimination or harassment.
8. The principal or designee shall give the Superintendent or designee a written report (findings) of the complaint and investigation. Within two weeks after issuing his/her findings, the principal or designee shall determine whether or not the student who complained has been further harassed or discriminated against. The principal or designee shall keep a record of this information and shall continue to monitor as appropriate.

Violations of these rules that are known and understood **must** be followed by consequences. Depending on the severity of the situation, the staff will issue appropriate discipline.

While a student is under suspension, he/she may not participate in any extracurricular activities of the school or be on any school campus in the district. Events or situations not covered in this section will be left to the discretion of the administrative staff.

STUDENT DRESS CODE

1. Students will wear clothing and hair styles that are clean, safe, healthy, and do not distract from the learning environment.
2. Shoes that enclose the feet will be worn at all times. Flip-flops, clogs, or sandals **without heel straps** are considered hazardous on campus and are **not** permitted. All shoes must be Velcro, buckled, or laces **must** be tied.
3. Clothes need to conceal midriffs and conceal all underclothes. Shirts may not be worn that have oversized neck or armholes that have no back or are worn off of the shoulders. Shoulder straps must be a minimum of two (2) inches or worn over a sleeved t-shirt.
4. Clothing may be decorated with messages, slogans, advertisements, etc., which are appropriate. Clothing may not be worn that **reference tobacco, alcohol, drugs, sex, violence, profanity, racism, sexism or is deemed offensive in nature by staff.**
5. **Jewelry and hairstyles** will be worn in a safe, healthy manner, and may not distract from the learning environment. Principal will monitor and work with families as needed.
6. **Make-up** of any kind should not be worn by Buchanan students.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT **DRESS CODE GUIDELINES**

ENSURING A SAFE AND NURTURING ENVIRONMENT

To assist school sites in making decisions about appropriate clothing for school, the following clothing guidelines have been developed. Students who are out of compliance with the site dress code will be allowed to remain on campus only if their attire can be adjusted to meet the standard. The guidelines were established to insure that students are prepared to participate in an active learning environment.

Students will wear clothing and hairstyles (including jewelry, accessories, etc.) which are clean, safe, and healthy and allows for participation in an active learning environment.

Examples **not** allowed: Chains of any kind; rings or belts with prongs or protrusions. Distractible hairstyles or haircuts.

Safe and healthy footwear will be worn at all times.

Examples **not** allowed: Sandals **without** heel straps; flip-flops; clogs.

Clothing will maintain socially acceptable standards of modesty. Clothing needs to conceal midriff and conceal all underclothes.

Examples **not** allowed: Halter tops without a t-shirt underneath/bare midriffs; tank tops with oversized necks or armholes without a t-shirt underneath; see-through clothing; visible undergarments; holes above the knee; short shorts; clothing that have no back or are worn off the shoulder; clothing with spaghetti straps. Shoulder straps must be a minimum of two (2) inches or worn over a sleeved t-shirt.

Clothing, accessories and other personal items may be decorated with messages, slogans, logos, etc., which are appropriate for school.

Examples **not** allowed: pictures or symbols of racial supremacy; references to drugs, tobacco or alcohol; violent messages; satanic messages; sex; profanity; racism; sexism or deemed offensive in nature by staff.

Clothing or other items, which, can be intimidating to others or is attributed to gang affiliation or puts the wearer in danger will not be allowed.

Examples **not** allowed: Pants sagging below the waist; bandannas; knit caps; beanies; hair nets; items with graffiti; tagging or similar style writing; oversized shirts that are not tucked in and drop past the mid-thigh; clothing worn in reverse, clothing with tags still attached, tattoos and body piercings.

Hats with bills forward are allowed at elementary and high school levels provided that students follow socially accepted standards of wearing hats.

Example **not** allowed: Hat or caps worn in reverse, sideways, inside out; messages on hats/caps with inappropriate messages; hats may not be worn inside classrooms or any inside learning environment, i.e. MPR, library, etc.

STUDENT AMBASSADORS

The purpose of Student Ambassadors is to encourage students to have an interest in “helping establish a positive school climate” and to promote a better school. Student Ambassadors are in 5th grade and are authorized to help with jobs established by Administration.

STUDENT SUCCESS TEAM

This regular education group acts on referrals from staff for students that are not succeeding at school either in the area of academics, behavior, or both. It is composed of teachers, administrators, support staff, the student (when age appropriate) and his/her parent(s)/guardian(s). A systematic process of problem solving is used to develop and implement successful programs for these students.

VOLUNTEERS

Buchanan Elementary welcomes volunteers on our school grounds. Please be aware that for the health and safety of our students, we **must have** current TB testing on file in our office if you wish to volunteer regularly (4 or more hours per week) at school. Volunteers **must** present a valid government ID to sign in and out at the front office and wear a name tag. Younger siblings **may not** be brought during volunteer time due to insurance regulations.

All adult volunteers must bring government issued IDs that will then be checked against the district's computer Raptor database program to assure we have no registered sex offenders serving in a volunteer capacity working with our students. Volunteers must be cleared before volunteering can begin.

*The school reserves the right to modify the status of volunteer regulations during the COVID-19 pandemic. Safety concerns may dictate that the school suspends the participation of school volunteers. If on campus, volunteers are subject to safety protocols dictated by the school district. This includes mask wearing procedures.

PROCEDURES FOR VISITORS TO BUCHANAN

A. Administrative Regulation 1250 outlines the following procedures to be followed:

1. Registration requirements shall be posted at every school entrance.
2. Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while on school grounds.
3. Visitors shall provide upon request: name, address, occupation, age (if under 21), purpose for the visit, and proof of identity with a government issued ID.
4. A principal may deny admission or revoke permission to any visitor if the visitor's presence would be disruptive of school activities.
5. Any visitor whose permission to visit was denied or revoked and who then returns to schools within seven days is guilty of a misdemeanor.
6. An appeal procedure is outlined in AR 1250.

B. In addition to the provisions of AR 1250, the following procedures are also in effect:

1. Visitations to classroom must be arranged 24 hours prior to the visit, weekends and holidays not included; exceptions must be approved by the principal.
2. Visitation by MVUSD students to schools other than their own during school hours is prohibited, unless part of a recognized program and approved by the principal.
3. Visitors must register at the office, providing the required information listed in #3 above.
4. No recording devices are allowed in a classroom or instructional setting as part of a visit without the prior consent from the teacher and principal.
5. Non student children may not accompany a parent on an approved visit.
6. Prospective or new parents to the community may visit classrooms during the scheduled visitation times, or with the principal's consent.
7. Visitations to deliver lunch money, homework, P.E. clothes, etc. are not allowed. Office staff will expedite the delivery of such items so that instruction is not interrupted.
8. The principal may regulate the length of the visit.
9. Parents may be asked to restrict their presence to a specific area of the classroom or instructional setting.

10. Private assessors, counselors, private psychologists may not visit to observe a student unless conducting an assessment approved by the MVUSD Special Education Department.
11. In the situation of a shared custody, parents may not visit a student in order to fulfill a court ordered or authorized visitation; those must be conducted outside the instructional day.
12. Parents may visit a prospective special education placement only with the prior approval of the Director of Special Education or designee.
13. Parents may only visit the classrooms in which their children are assigned.

Rev 7/2020