



**STUDENT/PARENT HANDBOOK
2026-2027**

Ron Nunn Elementary School
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brentwood.k12.ca.us/o/rns
Nick Casey, Principal
Julie France, Vice Principal

Principal's Message

Hello Ron Nunn Families,

Welcome to Ron Nunn Elementary School, home of the Eagles! We are excited to begin another wonderful school year and look forward to partnering with you to support the success of every student.

My name is Nick Casey, and I am honored to serve as the principal of Ron Nunn Elementary. This year marks my 22nd year in education, including 11 years as an elementary teacher and 11 years as a principal. Ron Nunn holds a special place in my heart, as I was a student in the very first 5th grade class when the school opened during the 1991–1992 school year.

At Ron Nunn, our staff is deeply committed to creating a safe, supportive, and engaging learning environment where all students can thrive. We believe every child can succeed, and we work hard each day to ensure students feel valued, respected, challenged, and cared for.

Our school community is guided by the Eagle Code:

C.P.R. — Cooperation, Participation, and Respect.

These values help shape a positive school culture and encourage students to make responsible choices both inside and outside the classroom.

The students and staff of Ron Nunn are truly extraordinary, and I am proud to be part of such a dedicated school community. We value strong partnerships with families and encourage open communication throughout the year.

I look forward to seeing you on campus and working together to make this a fantastic school year for all of our Eagles.

Once again, welcome to Ron Nunn Elementary. Let's SOAR together!

Mr. Casey

Principal, Ron Nunn Elementary School

Ron Nunn School believes every child



SOAR to Success

Student Learning

Academic Excellence will be achieved through high level instruction and high standards for student learning. We will encourage discovery and exploration while ensuring education is accessible to ALL learners.

Opportunities for All

We believe in the education of the whole child. We will provide developmentally appropriate opportunities to nurture the social, emotional and developmental needs of our students.

Admire our Differences

We will establish a safe learning environment with a positive culture where individual diversity is celebrated.

Relationships

Creating mutual respectful relationships with students and families enables a partnership ensuring the success of the entire learning community.

STUDENT INFORMATION

RON NUNN BEHAVIOR EXPECTATIONS

Eagle Code is the lifeline of Ron Nunn School: CPR

- ✓ **Cooperation**
- ✓ **Participation**
- ✓ **Respect**

STANDARDS AND BENCHMARKS/ INSTRUCTIONAL PROGRAM

The curriculum for students follows the Common Core State Standards. The district provides information that parents receive at Back to School night. The curriculum for all elementary students in this district includes:

- English Language Arts/ ELD – reading, literature, spelling, writing, library skills, phonics
- Mathematics – computation, concepts, problem solving
- Social Studies – history, geography, democratic participation skills
- Science and Health
- Visual and Performing Arts
- Physical Education

Student progress in Reading, Writing, and Math is assessed regularly to determine their progress toward meeting State Standards and Benchmarks. In addition, there are many formative assessments given regularly to inform student progress on learning goals and inform teacher instruction.

TEXTBOOKS AND LIBRARY BOOKS

All textbooks are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them. Each year we have students who pay for books they have needlessly lost or damaged. Students are urged to take good care of text and library books to avoid such charges. Textbooks should be covered to keep them clean. A letter will be sent home with your child in the event of a lost or damaged book. A receipt will be issued for all payments made. If a lost book is found, money paid will be refunded. The child's report card will be held at the end of the year until all books have been accounted for.

CAASPP TESTING

The California Assessment of Student Performance and Progress tests will be given in the spring to students in grades three through five. The test provides information about the child's level of proficiency in achieving the Common Core State Standards. The results of these tests are used to address individual learning needs as well as look at school-wide and grade level patterns in order to help improve our instructional program. Information about school-wide test scores will be shared out at Parents Club meetings, as well as at School Site Council meetings.

REPORT OF PROGRESS

Student reports of progress (aka Report Cards) are issued twice per year, once during each semester. It is the purpose of the report card to inform students and parents of student progress toward mastery of the standards.

RECOGNITION PROGRAMS

When students demonstrate appropriate behaviors and achieve academically, they will be recognized. Some of the ways we recognize students for appropriate behavior, academic achievement and positive attendance are:

- Soar Like an Eagle Tickets
- Breakfast with the Principal
- Perfect Attendance Rewards
- Student of the Month- CPR
- Eagle Postcards
- Bonus Recess
- 5th grade Academic Excellence
- SOAR like Eagle Ticket Drawing

- brag tags

CPR: STUDENT OF THE MONTH

Student of the Month Award recognition is given monthly to the student in the class that is demonstrating outstanding Cooperation, Participation, or Respect. The student's overall academics, effort, and/or demonstration of the Eagle Code are considered when these recognitions are awarded.

HOMEWORK

Learning time is enhanced when purposeful homework is assigned providing practice needed to reinforce and to supplement concepts and skills taught in class. As an expansion of the school experience, homework supports student initiative and creativity. The education of a child requires close cooperation between school and home. Teacher, parent, and child have responsibilities in making homework a productive learning experience. Your child's teacher will make every effort to ensure that assignments are reasonable, necessary, and understood by the student. The student must be prepared to ask questions of the teacher to gain a clear understanding of the assignment. The student is responsible for taking the assignment home, completing it neatly and with his/her best effort, and returning the assignment on time. The parent/guardian should provide a consistent time and a quiet place for their children to complete their work. This routine will help students to complete and return assignments. Parents should serve as tutors, monitoring their children's efforts and encouraging good study habits. Homework is assigned by the individual classroom teacher and due on the date given by the teacher. Students who are absent are allowed the number of days absent to make up assignments. Please contact your child's teacher if you have specific questions or concerns regarding homework assignments.

Community Celebrations

The following is the list of communities that will be celebrated and honored throughout the year in BUSD. All teachers will teach at least one of the lessons, provided by BUSD, each month. This is a goal in BUSD to create equitable, diverse, and inclusive practices in content and instruction.

Month	Community
Aug	Identity/Diversity
Sept	Hispanic Heritage (could be done in Oct as well)
Oct	Disability Pride
Nov	Native American Heritage
Dec	Celebrations of Light
Jan	Disability Pride
Feb	Black History Month
March	Women's History

April	Arab American Heritage
May	Asian American Pacific Islander Heritage
June	LGBTQ+ Pride

SCHOOL FOOD SERVICE PROGRAM

Please refer to the Food Service Website <https://brentwoodschoolmeals.com/> for a breakfast and lunch menu and other information.

SCHOOL ATTENDANCE

Your child's attendance is directly related to their academic success at school. Tardiness to school causes your child to miss instruction and disrupts the rest of the class. It is nearly impossible to replace the key first instruction and educational experiences that a child misses when he/she is absent. Group collaboration, class discussions, projects, activities, and experiential learning cannot be reduced to a written exercise or worksheet completed at home. Excessive absences or tardiness will result in mailed letters and phone calls from the school as well as a referral to the Far East Contra Costa Student Attendance Review Board (SARB) and other child welfare agencies. It is critical that your child attend school regularly and be on time for class every day. **Students will be considered tardy if arriving to class after the 8:20 a.m. bell for Grades TK-5 and 9:35 am for late birds.**

Brentwood Union School District receives a significant portion of its funding based upon student attendance. The district will only receive funding when children are in school. Students absent from school for any reason will not receive funding. The overall district budget will be impacted when children are absent from school for any reason.

Developing patterns of regular attendance supports learning and establishes patterns that will serve children well when they enter the workplace as adults. Please support your child's education by sending them to school on time daily. Parents are responsible for their student's regular attendance.

Education Code 48260: Truant Definition

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

STUDENT ABSENCE PROCEDURES

When an absence is necessary, it is important that the school be notified by leaving a message on the school's **Absence Phone Line within 24 hours of the student absence** or by providing a written note. The Absence Phone Line number is (925) 513-6381. If you wish to obtain homework for an absent child, please contact your student's teacher.

TARDIES/ EARLY PICK UP

We ask that all families try to schedule appointments after school or during breaks, but when it becomes necessary to check a student into school late or out for an earlier dismissal, you must sign your child out at the school office. All persons other than parent/guardian who is checking a student out, must show valid identification and be on the child's emergency release form.

ARRIVING LATE

- Gates will be closed after the 8:20 bell.
- Students arriving after the gates have closed will need to go to the main office for an admittance slip.
- Office staff will provide admittance slip to student.
- Students will exit the office and go to their classroom with slip.

LEAVING EARLY

- If students need to leave early for reasons other than illness, they will wait in the classroom until their parent/guardian arrives.
- When a parent arrives, they sign the student out. The office calls the classroom to notify the student to come to the office.

LATE PICK UP

- If students have not been picked up by 2:30 (1st – 3rd grade) or 3:00 (4th-5th), the duty supervisor will walk the students to the office to call home.
- Students will wait at lunch tables facing the office to be signed out by parent/guardian.

CAMPUS VISITORS

All visitors to Ron Nunn School are required to sign-in at the office and be cleared with the Visitor Management System. Visitors must also wear a visitor badge upon arrival and before departing campus.

WALK AND TALK

All students begin their day with “Walk and Talk” from 8:05-8:17 daily. This is a time where they walk with their friends on the blacktop while music plays. We find that this makes for a calm start to our learning day. If students choose not to participate in “Walk and Talk” they can choose to wait at the lunch tables. In addition, “Walk and Talk” is a privilege with specific rules that should be followed. If these rules cannot be followed, administration reserves the right to remove a student from “Walk and Talk.”

SHORT TERM SITE BASED INDEPENDENT STUDY

If your family is planning to leave for 1-15 days, resulting in your child missing school, your child is eligible for Site-Based Independent Study (SBIS). While there is no substitute for being in the classroom setting, SBIS provides your child the necessary work to keep pace with what their peers are doing in class. It also counts as an excused absence and the school receives partial funding as if your child was actually in school. Please inform the school office and notify your child’s teacher to complete a SBIS application **at least one week prior**.

HEALTH AND SAFETY

CLEANING PROCEDURES

- Classrooms in use will be cleaned daily
- Common areas will be cleaned daily and sanitized several times during the day
- Restrooms will be cleaned daily and sanitized daily

ILLNESS/INJURY AT SCHOOL

If your child becomes ill or is injured at school, every effort will be made to contact you or the person(s) you designate on your child's emergency form. Therefore, it is vitally important that you notify the school of any changes to this information.

ARRIVAL AND DEPARTURE FROM SCHOOL

Ron Nunn Elementary School's drop-off and pick-up policy is designed to allow all children to be SAFELY dropped off and picked up from school in the most time efficient manner possible. Safety is our greatest priority! Due to the large numbers of students who are driven to and from school, traffic congestion and parking is an on-going concern at Ron Nunn. We cannot stress enough the importance of following the policies and procedures indicated on this page so that we can keep all children safe. **All 1-5 grade drop-off and pick-up should be done in the back parking lot (behind the multi-purpose room). The front parking lot is for buses, SDC classes (with parking pass), staff parking, and emergency vehicle access only!** This allows us to supervise student pick-up as well as to keep a loop available for emergency vehicles. Do not arrange to drop-off or pick-up your child in the bus loop/staff parking area. If you are dropping off or picking up a TK or Kindergarten student you may use the kindergarten pick-up loop. We ask that you pull through that loop in one line. Also we ask that if you want to park to pick-up your kindergarten student please park on the street and not in the loop. This will help to keep the traffic moving and the students safe. Please talk with your child and let them know how they will be getting home each day.

Please do not cross the parking lot in-between cars in the Drop off/Pick up area—this is extremely dangerous. Please use the cross walk in the parking lot. Please remind your children to always use the crosswalks when crossing the street. Do not leave your vehicle unattended in any of our loop areas.

Students who walk or ride bicycles to school are to cross at the corner directly in front of the school (Rosebrook and Central) and continue down the sidewalk to the multipurpose room. This is the safest entry for pedestrians and bicyclists. Walkers and parents who are walking up will be dismissed from the gates closest to the office. Bicyclists must walk their bikes once on school property.

ARRIVAL PROCEDURES

School gates open at 7:50am. **No student should arrive on campus prior to 7:50am.** Campus supervision is not provided before that time. Students that arrive prior to 8:05 am are to report to the lunch tables in the morning. On rainy days, students report to the multi-purpose room. After the 8:05 bell, students will be released to drop off their backpacks at the classroom and then proceed to the playground. Parent cooperation on that matter will help reduce safety problems that exist when students congregate in unsupervised areas.

- TK and Kindergarten students should go directly to line up at their classrooms when they arrive. TK and Kindergarten gate opens at 8:15/9:30 daily. If arriving before 8:15, TK and Kindergarten students can wait at the main lunch tables until 8:15.
- Gates will be opened at 7:50 AM for students to be dropped off (1st-5th).
- Front loop gates and Kindergarten gates will be open. All gates by the office will be locked.
- Older siblings with TK/Kinder siblings may use the same loop
- Students will go directly to the lunch tables until 8:05a.m.

DISMISSAL PROCEDURES

Upon the completion of the school day, students should be picked up promptly from the appropriate loop. Any child not picked up on time will be sent to the office. Parents must come inside the office to sign-out any child who is not picked up on time.

- Teachers will walk the students to the designated gate following the designated flow of traffic at the end of the school day.
- When lining up for dismissal at the Main Loop, there will be designated locations in the lunch table area for students to line up and wait for their name to be called. Dismissal at the Kinder Loop will be designated lunch table area for TK and Kindergarten students.
- All adults picking up students must have a placard with student name visible
- A designated staff member will use the PA system to call student names to their cars.

MEDICATION FOR STUDENTS

The California Education Code (section 49423) contains requirements about how medications (prescription and over-the-counter) should be handled. Below is a summary:

- The form "Physician's Recommendation for Medication" must be signed by the child's parent/guardian and physician. This form should be updated annually or if a change in medication or dosage occurs.
- The medication must be a labeled container from the pharmacy or, for over-the-counter medications, in its original container.
- An adult must bring the medication to/from school.
- Children may carry "emergency" medications only. Emergency medications are inhalers, epi-pens, and insulin. The child's parent/guardian and physician must sign an additional medication form. Also the school nurse must meet with the child before he/she can carry the emergency medication.

IMMUNIZATIONS

The Brentwood School District recognizes that periodic health examination may lead to detection and treatment of conditions that impact learning. In addition to verifying that students have complied with legal requirements of health examinations and immunizations before enrolling in school, the district shall administer tests for vision, hearing and scoliosis as required by law. The district shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Health & Safety Code section 120370. The immunization exemption based on personal beliefs has been eliminated (Health & Safety Code, 120325). For more information please refer to BUSD Notice to Parents and BUSD Board Policy 5141.3.

EMERGENCY PROCEDURES

Ron Nunn School and the Brentwood Union School District have clear procedures for responding safely in emergencies. At various times during the school year emergency drills are conducted to review procedures. Students are to follow the exact instructions of teachers and administrators. It is the school's responsibility to tell the students the safest way to handle the situation, and instructions will be given through the teacher. If you are on campus during a drill we ask that you evacuate with students to the grass area behind the school. In the event of an emergency such as a major earthquake, all teachers and staff members are required by law to remain on campus until all children have been picked up. Communication via email, text and phone dialer will take place in the event of an emergency.

EMERGENCY INFORMATION

It is extremely important that parents provide the school with current emergency information. Please remember to update your Emergency contact information in our student information system (Aeries). If there is a change in your phone numbers (home, work, or cell), email, address, or a change in the person(s) you would like us to contact if you are not available. It is vital that each child's emergency information contain the name of a local contact to which we could release the child. If you need help, see the front office.

SPECIAL SERVICES

SPECIAL EDUCATION

A continuum of services is available for students who may qualify for Special Education. Prior to assessment, a Student Study Team meets to discuss the needs and recommend program modifications for students having difficulties. Any teacher or parent may make referrals to the Student Study Team.

INSTRUCTIONAL SUPPORT PROGRAM (ISP)

The Instructional Support Program (ISP) is designed to provide services to children with learning disabilities who are performing below grade level. Following an assessment, an Individual Education Plan (IEP) is developed by teachers, parent/guardian, and support staff for qualified students. The IEP is designed to assist students to be successful with their classroom curriculum. Staff and Parents work together to develop the goals and services of the student's IEP. For more information, go to the district website at: www.brentwood.k12.ca.us

SCHOOL PSYCHOLOGIST

Our school psychologist is on site each week to consult with teachers, staff and parents. The psychologist works with students who are experiencing learning, behavioral, or emotional challenges. Our psychologist may participate in the Student Study Team process and provides assessments for students being qualified for special services.

SPEECH AND LANGUAGE SPECIALIST

Our Speech/Language Pathologist works with students who have difficulties in areas of articulation, language, voice, hearing, and fluency deficits. Identified students receive assistance as specified on the IEP. Students may be assessed throughout the year upon teacher or parent referral.

ENGLISH LANGUAGE DEVELOPMENT PROGRAM

This program is designed for students whose primary language is one other than English. The English language acquisition needs of students are addressed by their classroom teachers and support staff.

GIFTED AND TALENTED PROGRAM

The Gifted and Talented Education (GATE) program, authorized by California *Education Code (EC)* sections 52200-52212, provides funding for local educational agencies (LEAs) to develop unique education opportunities for high-achieving and underachieving pupils in California public elementary and secondary schools who have been identified as gifted and talented. Special efforts are made to ensure that pupils from economically disadvantaged and varying cultural backgrounds are provided with full participation in these unique opportunities.

Our district provides a GATE pull out program for identified students in 4th and 5th grade for 2 hours weekly. Our district GATE coordinator, Jessica Ranger is the contact for more information.

VISUAL/ PERFORMING ARTS

Students in Grades 4-5 are given one class period per week of classroom music instruction from a music teacher. Curriculum follows the California Standards for Visual and Performing Arts. Students in 5th grade can learn a musical instrument in Band, which takes place before school, two times weekly.

STUDENT CONDUCT

DRESS AND GROOMING

Students are expected to wear appropriate school clothing to school. Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. The school shall have the right to designate which types of dress or appearance disrupt or detract from the educational program and/or may be a safety concern. The following requirements will be included:

1. Require the wearing of appropriate shoes. Slippers and flip flops do not offer safety protection and are prohibited. All students should wear comfortable play shoes (tennis shoes are the best choice) so they can engage in regular outdoor play and PE activities.
2. No shoes with wheels of any kind are allowed at school.
3. Require the wearing of shirts or blouses appropriately buttoned.
4. Prohibit wearing transparent, see-through, bare midriff, strapless, or low-cut clothing.
5. Require shorts and skirts to be of an appropriate length.
6. Prohibit slogans or advertising on clothing or body which by their controversial, inappropriate, or obscene nature disrupt the educational setting.
7. Hats may be worn outside, but must be removed when entering a room.

Please note: Parents/Guardians will be called to come to school with a change of clothes or shoes if the student arrives at school wearing inappropriate clothing or shoes (as described above).

SCHOOL SPIRIT DAYS

On Thursdays, students and staff are welcome to participate in "Jersey Thursday." Wear your favorite sports jersey or Ron Nunn jersey.

Fridays have been designated as School Spirit Day. Students and staff members are encouraged to wear their Ron Nunn School shirts or school colors (red/blue) on that day. School Spirit is tallied each Friday and classrooms are recognized for student participation.

RECESS

Students are expected to cooperate, participate, and show respect on the playground at all times. Students may bring a snack for the mid-morning recess or they may get second chance Breakfast through Food Services. Our food service program offers free breakfast before school and at snack recess every morning. Food items should be of nutritional value.

All food must be eaten at the lunch table area. Wrappers and containers should be disposed of properly. Food items are not to be brought into the courtyard or playground area. A freeze bell will signal the end of recess. Students are expected to freeze and be silent. All equipment should be held at this time. After all students have frozen, the playground supervisors will blow a whistle signaling students to return equipment and line up in their designated classroom area.

HALLWAYS

Students are expected to remain on the playground during recess. Students are not to run or meet with groups of friends in the hallways. The hallways of the school are considered “**Quiet Zone**” areas. For the consideration of all classes that are in session, it is expected that all students and staff members are quiet when walking in the hallways.

CELL PHONES & SMART WATCHES

We are obligated to maintain a safe and secure learning environment. Cell phones and other electronic signaling devices are not allowed to be visible during school hours. **Students OR visitors may not take photos/videos/recordings of other students/staff on school property.** The school staff and district are not responsible for lost, stolen or broken cell phones and will not investigate stolen cell phones. Their security is the sole responsibility of the student. There is a student phone available in the front office, if a student ever needed to call home. All BUSD schools have a student mobile device policy stating students are not allowed to use their personal mobile devices (including phones, personal tablets, bluetooth headphones (such as AirPods), smartwatches and any bluetooth/recording device) once they have entered campus for the instructional day and cannot resume their use until after the last bell of the day. Devices **must be turned off and stored away** for the duration of the school day. Please see our Family Information Website for more information at <https://www.brentwood.k12.ca.us/o/busd/page/mobile-policy>.

If a student has their cell phone/smart watch or any electronic signaling device visible/using it, the progression of discipline will be as follows:

→ **1st Violation: Student will be given a warning. (Documented in Aeries)**

→ **2nd Violation: Student will pick up the phone in the office at the end of the day and parent/guardian will be notified. (Documented in Aeries)**

→ **3rd Violation: Parent/ Guardian will be notified and must pick up the mobile device. (Documented in Aeries)**

→ **4th Violation: Student will attend a parent/guardian meeting with an administrator and may be required to check cell phone in at the office in a locked location for the school day. (Documented in Aeries)**

BICYCLES/SCOOTERS/ROLLER BLADES

Bicycle racks are provided only as a convenience to students. Bicycles and scooters must be parked and locked in these racks. Bicycles are to be walked on and off school grounds and crossed at the corner in front of the school. Students riding any bicycle, scooter or roller blades must wear a helmet. Roller blade shoes are to be removed at the lunch tables and replaced with regular school shoes. The school cannot guarantee that bicycles will not be vandalized or stolen.

TITLE IX INFORMATION

Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the district to all students (Title IX of Education Amendments of 1972). Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to Kirsten Jobb, Director Student Services. For more information, go to the district website at <http://www.brentwood.k12.ca.us/TitleIX-a>

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

If any of the behavior expectations for the school or California Education Code are violated, it will result in consequences. While student referrals to the office do not always result in a phone call home, students may be sent to a designated time-out area, perform school service, or may be required to participate in a behavior reflection program, counseling, or restorative justice practices. Consequences may also include parent notification, a required parent conference, parental site involvement, and in-house or out of school suspension. **When calling home, an administrator will be unable to discuss any information or consequences regarding any other student beyond your own child.** It is illegal and unethical for us to speak on other students.

It is the school wide expectation that each teacher has a positive behavior management system in class. A child will be referred to the office for a discipline issue when classroom interventions have not resulted in behavioral change. Teachers will communicate these concerns with parents. Children who commit an offense within Ed Code 48900, will be referred to the office immediately. Administration will decide upon an appropriate consequence after a thorough investigation. For more information, refer to BUSD Board Policy 5131 regarding student conduct.

Suspension from school or expulsions from the district are based on state law, education code, and board policies. For more information, please refer to BUSD Board Policy and Administrative Regulation 5144 and AR/BP 5144.1

WEAPONS

Students and staff have the right to a safe and secure campus free from physical and psychological harm. Please refer to the BUSD Board Policy and Administrative Regulation 5131.7 regarding weapons and dangerous instruments.

BULLYING/ CYBERBULLYING

The Brentwood School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Any student who engages in bullying both on and/or off school premises in a manner that causes or is likely to cause a substantial disruption to school activity or school attendance, shall be subject to corrective actions which may include counseling, behavioral intervention and education. If the behavior is severe or pervasive as defined in Education Code 48900, the discipline may include suspension or expulsion in accordance with district policies and regulations.

For more information regarding Bullying and Complaints regarding bullying, please refer to BUSD Board Policy 5131.2.

SEXUAL HARASSMENT

The Brentwood Union School District will maintain an environment for learning and working that is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the

Education Amendments of 1972, and is prohibited by both Federal and State law. For more information, go to the district website at <http://www.brentwood.k12.ca.us/TitleIX-a>

RACIST AND HARMFUL LANGUAGE

Racist and/or harmful language and acts have no place in Brentwood schools. Every person in our school community deserves to be in an inclusive, supportive environment. Racist and/or harmful language and acts include, but are not limited to the following: racial slurs or terms that mock or insult a person's identity; racist/hateful videos; and social media posts that perpetuate stereotypes or make fun of racial, ethnic or identity-based groups. Those who commit these or similar acts will receive consequences. The school has the right to address racist/harmful videos or cyberbullying that affects or targets others, whether in or out of school hours, if an action affects people at school.

The school may take one or more of the following actions in response to a student who uses Racist and/or harmful language and/or commits an act:

1. Removal from participation in school activities, athletic teams, or clubs.
2. Documentation in a student's discipline file.
3. Restorative circle mediation and activities that foster safe and inclusive environments.
4. Suspension from class and/or school.
5. Administrative placement at another school.
6. Law enforcement notification.
7. Recommendation for expulsion under EC 48900.3, 48900.4, 48900r or other applicable Ed. Codes.

We expect all members of the Brentwood Union School District community to contribute towards building and maintaining supportive and inclusive school environments and interrupt and report harmful and hate-based acts they witness on campus

PARENT/GUARDIAN INFORMATION

VOLUNTEERS

Parent and Community Volunteers

We welcome participation in our classrooms. California Education Code Section 35021 requires school districts to screen school volunteers. If you intend to volunteer in the school, you must complete the Volunteer Information Form and submit it to the school office along with a copy of your current California Driver's License. Parent/Community volunteers in the classroom enable us to offer a greater variety of enriching activities that would not be possible without additional adult assistance.

Our visitor management system requires identification to be presented every time a volunteer or visitor comes on campus. To minimize potential interruptions to learning, we ask that the following protocol be followed:

PARENT VOLUNTEER PROTOCOL

- Schedule the visit ahead of time with the teacher
- Park in designated parking spaces to accommodate time requirements school/classroom support
- Check in with valid identification in the office **
- Secure a visitor badge
- Report directly to the classroom where volunteering
- All visitors must sign in at the office and wear name tags while on campus.

****For the safety of your children, please note that if you do not have a visitor's badge, you will be stopped to verify your purpose on campus and asked to go to the office to retrieve a badge.**

CLASSROOM OBSERVATION PROTOCOL

If a parent would like to observe in their child's classroom, the following conditions must be met.

- Parents must request observation at least 24 hours in advance to teacher/administrator.
- Teacher, Administrator and parent will find a mutually agreed upon date and time.
- Administrator or designee will accompany parent throughout the observation.
- Observations to last no longer than 45 minutes.

CLASSROOM INTERRUPTION

Instructional minutes are invaluable; therefore we do not interrupt class for forgotten items. Classroom interruptions are at the office staff's discretion.

PARENT INVOLVEMENT

Ron Nunn School Parents Club

The Ron Nunn Parents' Club is an active group of parents who support the academic and extended learning activities at our school. We could not be the amazing school we are without the support of parents. All parents are welcome and encouraged to participate. Many committees are established to organize and carry out these activities. Your participation in the Ron Nunn Parents' Club is greatly appreciated.

School Site Council

The School Site Council is an advisory group that reviews and monitors the Single Plan for Student Achievement for Ron Nunn School. Its membership is composed of parents and staff members who are elected by their peers. Members of this council serve in an advisory capacity to design and implement the best possible programs for all students. We meet monthly and all School Site Council meetings are open to the public.

English Language Advisory Committee

The ELAC committee is an advisory group that reviews and monitors the programs and instructional progress of students with English as a Second Language. Its membership is comprised of parents and staff members who are elected by EL families. Members of this council serve in an advisory capacity. We meet monthly.

SCHOOL – HOME COMMUNICATION

At Ron Nunn School, the teachers and other support personnel recognize the great influence they have upon a child's formative years: shaping positive student attitudes toward school, building self-esteem, developing student lifelong learning habits, nurturing the development of democratic citizenship, and building a firm foundation of academic skills. We are partners in the growth of your child and want to work together to ensure his/her success in school. Our teachers, support personnel and staff are committed to this partnership with you. We welcome you to contact us if you have any questions or concerns. Our school website is: www.brentwood.k12.ca.us/o/rns

Teachers maintain the most frequent communication with you in a variety of ways including classroom websites, email communication, weekly reports and homework logs. Your child's teacher will explain at Back to School Night how she/he will provide regular information home.

For questions or concerns regarding your child's classroom performance, please email or call to leave a message for your child's teacher to contact you. Please remember it is difficult for teachers to be immediately available especially during instruction. Your call will be returned as soon as possible.

PARENT CONFERENCES

Parent involvement in a child's educational process is often a key component of the child's success. Parent/Teacher conferences are held twice per year. The focus of Fall Conferences is sharing student work, reporting on student entry level skills and set goals for the school year. The focus of Spring Conference is to share student progress on standards and discuss at risk of not meeting standards. Parents who have questions or concerns regarding their child's progress should contact their child's teacher as soon as they have questions anytime throughout the school year.

LOST AND FOUND

All belongings, which come to school with your child, **SHOULD BE LABELED.** Students often forget or misplace clothing, books, backpacks, and lunch boxes. Please take the time to label everything taken to school. In the case your child does misplace an item, check the lost and found located by the MPR (1st – 5th grade) and by Room 3 (TK-K). Items not claimed will be donated at the end of each quarter. Students are urged not to bring valuable items or excessive amounts of money to school.

PERSONAL PROPERTY

Students should leave personal property, including toys, electronics, squishies, trading cards, sports equipment, and other non-school items, at home. These items can become distractions to learning and may be lost, damaged, or stolen while on campus.

The school is not responsible for personal items brought to school. Teachers and administrators will not spend instructional or administrative time investigating lost, misplaced, damaged, or stolen property. Any personal items brought to school are done so at the student's and family's own risk.

BIRTHDAY CELEBRATIONS

Please check with your child's teacher regarding their individual classroom policy surrounding birthday celebrations. In an effort to stress the importance of nutrition and our concerns for our students' health, we are asking parents to celebrate their children's birthdays in alternative ways by donating a book or school equipment in their child's name or perhaps including learning games or other activities to celebrate students. In the event you choose to provide a healthy snack, the BUSD Wellness Guidelines specify: ***For everyone's safety due to allergy concerns, it is a school expectation that any treats for birthday or holiday celebrations for students include only commercially prepared items with ingredients listed on the package.*** All celebrations MUST be pre-approved by the classroom teacher. We ask that healthy snacks be nut-free. Our goal is to keep all students safe and model healthy food choices.

FIELD TRIPS

Teachers will plan field trips to enhance and supplement classroom learning. **The standard BUSD district permission form must be completed and returned if your child is to go on a trip.** Please reference BUSD Board Policy AR/ BP 6153 for information related to school-sponsored trips. School or charter buses may be used to transport students, teachers, and accompanying adults. Occasionally, field trips within Liberty Union High School District boundaries result in the school utilizing volunteer drivers with appropriate insurance documentation per BUSD Board Policy. Teachers will send home

information, a permission slip, a request for parent chaperones, and the amount of requested donation. Donations are requested to cover transportation, entry fees, and other related costs. If parents do not wish to have their child participate, an alternative plan is provided for that child to remain at school on the day of the trip.

BUSD Commitment to Civility

Brentwood Union School District is committed to maintaining a welcoming, safe, and productive environment for students, families, and staff. To support positive and effective communication, we ask all members of our school community to demonstrate **civility** in all interactions.

What Civility Means in Our School Community



Speak with Civility

Use respectful and courteous language at all times. Communication should reflect kindness, patience, and consideration for others.



Listen to Understand

Allow others to finish speaking before responding. Listening carefully helps ensure concerns are understood and addressed effectively.



Assume Positive Intent

Our staff and families share the same goal: supporting students. Approach conversations with the understanding that everyone is working toward positive outcomes for children.



Focus on Solutions

Disagreements may occur. When they do, conversations should remain focused on solving problems rather than assigning blame.



Support Productive Interactions

During interactions, allow each person the opportunity to speak, remain focused on the purpose of the meeting, and work collaboratively toward solutions that support students and the school community.



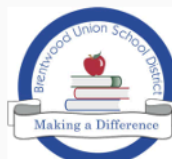
Maintain a Safe and Welcoming Environment

Language or behavior that is threatening or disruptive is not consistent with our commitment to civility. As adults in a learning community, we are responsible for modeling the respectful and constructive behavior we want to see in our students.

Our Shared Responsibility

Civility allows our schools and offices to remain places where **students, families, and staff feel safe, supported, and valued.**

Thank you for helping Brentwood Union School District maintain a positive environment for everyone.



Please sign and return this form to your classroom teacher and/or complete the aeries validation.

STUDENT/PARENT SIGNATURE PAGE

2026-2027 School Year

Parent Section

- I have read the information in this handbook and have reviewed and discussed it with my child.

Parent Signature: _____ Date: _____

Student Name: _____

Student Section

- I have talked with my parent/guardian about the information in the handbook. I understand my job at school. I will give my best every day.

Student Signature: _____

Date: _____