

BUTTE VISTA SCHOOL

Student-Parent Handbook

2016-2017

Principal's Message

Welcome to Butte Vista School for the 2016-2017 school year! The staff and I are excited to collaborate with all families to provide the optimal learning environment for students. Our goal is to ensure ALL students are equipped with the skills to be successful at Butte Vista and beyond. This handout contains important information regarding school policies and procedures. Please help us facilitate a positive and productive school year by carefully reviewing this information with your child. If you have any questions, please call us at 822-5034.

We look forward to a wonderful school year!

Sincerely,

Jas Peterson

Attendance Procedures

Please call the school at 822-5034 (extension 1101) if your child is absent or tardy. If you call before 7:30 a.m., you may leave a message on our voicemail containing your child's name, teacher, date and reason for absence.

Registration Card

For every student who attends Butte Vista School, an updated, completed registration form must be filled out each year. Failure to do so could result in the student not being registered in class. This form gives us the necessary information to deal with any emergencies which may occur. It is essential to the safety and well-being of our students that we be notified of any changes in the information on the registration forms. The state law requires that all incoming first grade students must have a completed first grade physical form on file at the school office. Students not meeting the requirement will be restricted from attending school. Students are only released to parents, guardians, and names of individuals you specify on the registration card. A copy of legal papers to deny natural parents from taking their child

must be on file in the office. Please make transportation arrangements with your child before school to avoid confusion at the end of the day. It is important students know how they are getting home prior to the school day if these arrangements change regularly.

Medication at School

Children may not take medication at school without a medical form completed by a physician including Tylenol, aspirin, and cough drops. All medications must be kept in the office.

Classroom Volunteers/Visits

If you would like to visit your child's classroom, please make arrangements ahead of time with the teacher. When visiting the classroom, please help us maintain the instructional environment. If you have questions regarding your child, make an appointment with the teacher before or after school. Teachers are focused on the students enrolled in their classes. As a result, students are not allowed to have guests, siblings and friends spend the day with them at school.

Parents who would like to chaperone field trips or serve as regular volunteers in the classroom, must be fingerprinted. Please visit the Butte Vista office for a volunteer application and more information about fingerprinting. If you were fingerprinted through the district as a volunteer at Butte Vista School in the past, you are cleared to volunteer, but must make arrangements with your child's teacher.

Telephone Calls

Telephone calls are made by students only in case of emergencies or at the request of a teacher. Students may receive messages only in case of an emergency. Please refrain from leaving messages for students unless it is an emergency.

Birthdays/Celebrations

There is a limit of three holiday classroom parties per year, to be determined by the teacher. The Wellness Policy prohibits treats over a particular percentage in sugar and fat. If you are interested in supplying treats,

we encourage you to order through our cafeteria. Order forms are available in our office and should be submitted a week in advance. Please do not send balloons or flowers to school as it disrupts the learning environment and may affect some student's allergies.

Closed Campus

Students are not allowed to loiter on school grounds after school. They must leave campus immediately or be signed in to an after school class or program. Students may not "hang around" waiting for friends or sporting events.

Arrival/Dismissal Times

There will be supervision from 7:55 a.m. to 8:15 a.m. on the playground. PLEASE DO NOT DROP STUDENTS OFF EARLIER THAN 7:55 A.M. A.M. Kindergartners may arrive as early as 8:00 a.m. Breakfast is served in the Multi-Purpose Room from 7:55 to 8:15. Dismissal times are as follows:

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|---|------------|
| A.M. Kindergarten | 11:35 a.m. |
| 1 st -6 th Grades | 2:25 p.m. |
| 7 th -8 th Grades | 2:40 p.m. |

Please help us minimize disruptions in classrooms by ensuring your child arrives to school on time. We would also appreciate your consideration in picking students up on time.

Student Unloading and Loading Procedures

Students must be loaded and unloaded along the sidewalk curb in front of the school. THERE IS NO PARKING IN THE LOADING ZONE IN FRONT OF THE SCHOOL. When unloading your child, please pull your vehicle up as far north of the lane as possible. Please do not arrive earlier than your child's dismissal time if you plan to use the loading zone. This interferes with the flow of traffic and makes it difficult to move traffic along. If you are going to escort your child to and from the school, please park your vehicle in a designated parking space. As you walk your child to and from campus, PLEASE USE THE CROSSWALKS. The loading area on the north side of campus is for buses only. UNLOADING AND LOADING IN THE PARKING LOT AREA IS NOT PERMITTED UNLESS THE VEHICLES ARE PARKED IN A DESIGNATED SPACE AND YOU ARE ESCORTING YOUR CHILD ACROSS THE CROSSWALK.

Visitor and Staff Parking

If you are parking on campus, please do so in a designated area. NO PARKING IN THE LOADING ZONE. Please use the crosswalks when coming onto campus.

Inter/Intra District Transfers

Students on an inter-district or intra-district transfer are required to reapply every year at the District Office at 750 N. Palora Avenue, Yuba City, California 95991. Transfers are approved based on available space and Board Policy regulations. For more information, call the District Office at 822-5200.

Attendance Policy

It is the parent's/guardian's responsibility to ensure that students attend school promptly and regularly. (Educational Code, Articles 6, Section 48290). Following any absence, the student should bring a signed note to school stating their full name, address, reason and date of absence. In addition, parents may call the attendance office at 822-5034 ext 1101 to leave the above message. You may leave a voicemail if you call before or after school hours. Unresolved absences will turn into unexcused absences if not cleared. When a student has three or more unexcused absences the student is legally defined as a truant. Truancy is automatically reported to the Student Attendance Review Board (SARB). Truancy letters are automatically and routinely generated and require parent attendance of a meeting with a site administrator. Absences will be excused for the following reasons: Excused Illness – medical, dental, personal illness Excused Non-illness - observance of religious holiday, funeral of immediate family member, or court appearance Unexcused Non-illness – all other absences except truancy Other - Any pre-approved absence requested in writing by the parent that is consistent with board policy

There is no longer flexibility with the Attendance Policy for family vacations. Those will be marked as Unexcused. For Middle School if students are picked up early and miss the remaining periods, they will be marked Unexcused without a valid reason.

The attendance clerk will keep a record of all absences. Excused illness and/or absences due to illness in excess of 14 days will require a medical verification from a doctor for any future absences.

Tardy Policy

The goal of our tardy policy is to maximize instruction and help students develop a sense for punctuality. Students need to be in class and ready to learn by 8:15 a.m. It is the parents' responsibility to make sure students are at school on time. If a student is late for any reason, they are marked "Tardy". If they are more than 30 minutes late without a valid excuse, they are marked "Late". Once a student has 3 "Late" or unexcused absences, a warning letter will be mailed

home. If the student is more than 30 minutes late again, without a valid excuse, parents will be requested to come in for a conference. At the next "Late", we are required to refer the student to Yuba City Unified Positive Attendance officers for further investigation.

Student Sign-out Policy

Anytime a student is removed from campus during the school day or after school by a parent or designee, this person must be listed on the student's registration card. If the student is to leave before the end of the school day, he/she must be signed out through the office.

Cafeteria Information

Breakfast and lunch are served daily. Free and reduced meals are available for qualifying families. You may pick up free and reduced lunch forms from the office. The regular price for breakfast is \$1.00, lunch is \$2.25, and milk purchased separately is \$.50. Reduced lunch prices are \$.40 for lunch and \$.30 for breakfast. If you are not on the free and reduced plan, please make sure your child has enough money in their account to cover the cost of lunch. Notices are sent home when the balance is close to depletion.

Behavior Policy

The behavior code at Butte Vista School is designed to provide a safe learning environment for all students. One of our goals is to prepare our youth for responsible citizenship by fostering self-discipline and personal responsibility. Teachers have the right to expect appropriate behavior from all students and will notify parents when a child's behavior consistently interferes with the rights of other students and the rights of the teacher to deliver quality instruction. Because our goal is to keep students in an instructional environment, teachers will utilize a variety of strategies to modify disruptive behavior in the classroom prior to making referrals to the site administrator.

Student Responsibilities

The STUDENT DISCIPLINE POLICY HANDBOOK AND LEGAL NOTIFICATIONS is available on-line on the district website. This handbook outlines policies and procedures for discipline matters adopted by the Yuba City Unified School District. Parent signatures acknowledging understanding of the policies will be required on the registration card which is updated at the beginning of each school year.

Common Rules to Remember for ALL Students

- Follow the directions of all Butte Vista Teachers, Administrators and Yard Duty Supervisors. Review the STUDENT DISCIPLINE POLICY HANDBOOK AND LEGAL NOTIFICATION.
- Arrive to school no earlier than 7:55 a.m. Remain in designated areas during recess and break times. Use grade level designated bathrooms only.
- Work to keep the campus clean. Throw all garbage in trash cans.
- Must have a written pass to visit the office, the library, and all areas not outlined in their regular schedule.
- Gum is not allowed at school.
- This school has adopted a "NO BULLYING" policy. Students can help other students who are being bullied by telling an adult at school and an adult at home. Do not bully other students, and include students who are easily left out.

The following items and other electronic devices should not be brought to school: Gum, cameras, permanent markers, wallet chains, shoes with wheels, iPods, MP3 Players, Whiteout, personal TVs, chains, explosives of any kind, weapons of any kind, water guns, laser pointers, matches/lighters, tobacco products, rubber bands, animals, glass containers, any illegal substance, fireworks, poppers, balloons, game cards or spray paint. The above items will be confiscated and not returned to the student. Items such as cameras, iPods and MP3 players will need to be picked up by a parent after it is confiscated. The third time they are confiscated, the item will be kept until the end of the school year. If personal items brought to school are lost, stolen or vandalized, school personnel will NOT be involved in the recovery or resolution of the items. Butte Vista School is not responsible for lost, damaged or missing items.

Technology

Cell phones and all other technology pieces are only allowed before school, brunch, lunch, and after school. They are not to be used during class time or in the hallways between classes. The following policy is in place for violation of technology use: #1 - Item will be confiscated by staff member. Student may pick up technology at the end of school day from the office. #2 - Item will be confiscated and parent and/or guardian must pick it up from administrators. #3 - Item will be confiscated and parent and/or guardian must pick it up. Student may no longer bring technology to school.

Bikes/Skateboards

Bikes must be parked on designated bike racks in an orderly manner. It is not permitted to ride them for any reason on school grounds.

Energy Drinks

Energy drinks ARE NOT allowed at school.

Dress Code

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Yuba City Unified School District Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

In order to help maintain the proper learning environment at Butte Vista School, all students are expected to dress for success. We ask that students consider modesty and decency in clothing worn to school. All students are expected to follow these guidelines:

Appropriate School Dress (AR 5132):

- Shoes must be worn at all times. Sandals must have heel straps. Flip Flops or backless shoes or sandals are not acceptable for students in grades K-8.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothes shall be modest, both standing and sitting, and adequately cover undergarments at all times.
- Inseam of shorts shall be at least 3 inches; skirts at mid-thigh level.
- No sheer, strapless, backless, or low cut tops that reveal skin.
- No bare midriffs.
- Shirt straps on both shoulders must be a minimum of 1 inch in width.
- No "sagging" pants which allow for the exposure of undergarments or bare skin.
- Clothing shall not be worn that may be considered as possibly dangerous or be used as a potential weapon (i.e. chains, spikes, spurs, etc.).

- Clothing shall not be worn that implies gang affiliation with colors logos, or symbols.
- Hats, head coverings, and sunglasses may be worn outside, but require removal in classrooms and all school buildings (exception for headgear worn for religious or medical purposes).
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

Consequences of dress code violation include: For an initial violation of the YCUSD Standard of Dress, a student will be immediately sent to the school office where he/she will be provided loaner clothing and/or opportunity to phone home for a change of clothing. Parent will be notified of the violation by administration. Student will be sent back to class so as to diminish the loss of instructional time.

Upon receiving the second violation, the student may additionally be assigned campus beautification or other consequences deemed appropriate by Administration. The parent will be contacted regarding the second violation.

If the student violates the Standard of Dress a third time in the school year, the parent will be contacted for a conference with Administration and in or out of school suspension may result for defiance.

Dance Policy (6th-8th Grades)

Butte Vista School holds dances throughout the year for grades 6th-8th. To help make the dances a positive experience for everyone, we have established the following guidelines:

- Dances are for Butte Vista Students only.
- Any student on the Library or Athletic Unclear list will not be admitted into the dance.
- Transportation home from the dance must be arranged BEFORE you come to the dance. If students are not picked up on time, the school may need to call the Yuba City Police Department and that student may not be allowed to attend the next dance.
- Students will not be admitted if they had an In-School or Off-Campus Suspension or 3 referrals during the month preceding the dance.
- The school dress code applies to all dances unless modified in writing by site administration.

Cafeteria Rules

1. Use a quiet voice at all times.
2. Remain in your seat while you are eating.
3. Clean your area before you are dismissed.
4. Follow all directions of supervisors.
5. Use appropriate eating manners.
6. Food must be eaten in the M.P. Room.

Playground Rules

1. Respect the authority of school staff
2. Follow game rules.
3. Play and remain in assigned areas only which are the blacktop and field/grass areas (no roaming near classrooms, hallways, and fences).
4. Be respectful of other students.
5. Find positive ways to resolve conflicts with others.
6. No toys allowed on playground.

Disciplinary Procedures

When a student behaves inappropriately, the school staff will carefully review the incident and determine the appropriate course of action. The staff has developed standard procedures when dealing with violations to ensure fairness to all students. Depending on the behavior, the following may occur:

- Verbal redirection / Warning
- Conference with the child, time-out, loss of privileges
- Teacher Contacts Parents
- Issue Communication Slip / Referral
- Student Referred to the Office
- Suspension

Students exhibiting inappropriate behavior outside the classroom may be issued a communication slip by the staff supervisor on duty. In cases where student behavior is acutely disruptive or dangerous, the staff member will make an immediate referral to the office and the site administrator will determine the appropriate course of action. The nature of student misbehavior may require a staff member to disregard one or more of the steps in the above procedures. Please refer to the STUDENT DISCIPLINE POLICY HANDBOOK AND LEGAL NOTIFICATIONS for a description of behaviors which require immediate suspensions and/or referrals for expulsions.