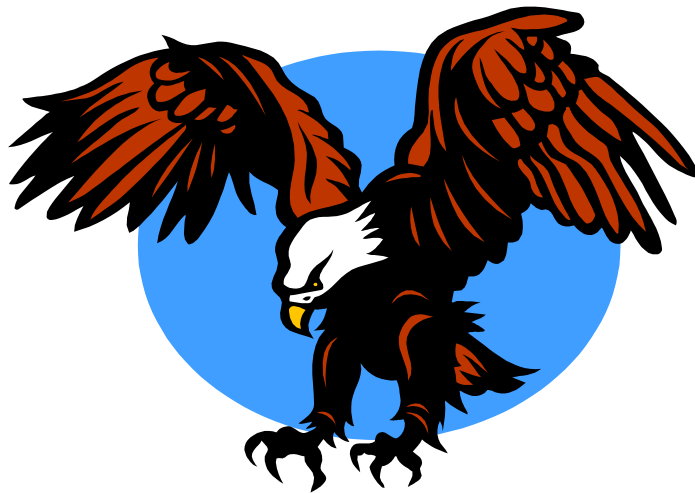


**Parent Handbook
2017-2018
Bellevue Elementary School District
22736 Kuien Mill Rd.
Sonora, CA 95370
Phone: (209) 586-5510
Fax: (209) 586-5516
Website: mybellevue.org
Carla Haakma, Superintendent/Principal**



**Please review the material in this booklet
SIGN the yellow acknowledgement page
(one per student)
and RETURN yellow page to school**

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SCHOOL VISITORS

The staff welcomes parents and visitors who wish to come and see how the school and its classes are run. All visitors must check in at the office before they visit classrooms and other areas.

ATTENDANCE

Class instruction time is very valuable. Regular attendance is necessary for success in school. California State Law requires that students attend school regularly, and that it is the responsibility of the parents to see that their children attend school on the days/hours that the public schools are in session in the district. To maximize your student's chances for success it is necessary that the school and partners work jointly so that students attend classes regularly and on time. School begins for grades K-8 at 8:15am.

If your child is ill or otherwise unable to attend classes, please CALL the school office at 209-586-5510 the morning of the absence. Tell the school why the child is not in school and when to expect him/her back in class. If a child has a medical appointment, please bring a note from the doctor's office.

General Absences

It is important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note to the school office and/or phone the school office within 24 hours to clean any excusable absences. Unexcused absences result in a recorded truancy.

Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:

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

Release of students during the school day

Students who must leave school during the day are required to have a parent sign him/her out. The only people allowed to pick up a student are parents/guardians or those listed on the Emergency Medical

Authorization form. If your child comes to school from a doctor or a dentist appointment, please get a note from the doctor/dentist office. This will excuse the child's tardiness. Remember a student will benefit from partial day attendance, and should return to school for the remainder of the day whenever possible.

Tardy

Helping your child learn responsibility and the importance of being in school on time is an important lesson for parents to teach. When a student is even a few minutes late to school he/she not only misses that portion of the class but causes a disruption for all students in the class. Students are considered tardy if they are not in their classroom when the bell rings at 8:15 a.m.

A tardy that occurs due to a doctor or dental appointment will be excused if accompanied by a doctor's note.

Snow Days

Adverse winter weather conditions can change the starting time of school and occasionally the ending time of school. Safety is our first priority, so bus routes can alter as a result of icy, unsafe roads. The following radio stations are alerted with any changes to the daily schedule: KVML 1450AM, STAR 92.7, and KKBN 93.5. You may also check on line at www.mymotherlode.com.

Independent Study Contract

If you must take a trip that will take your child out of school for a week or more you may request an Independent Study contract for the child to complete. Independent study program is for students who need to be absent for five days or more, but not to exceed 15 days. You must contact the office at least 2 weeks in advance to have an independent study packet prepared.

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case by case basis to meet individual student needs. The Superintendent or designee shall ensure that interdistrict permits specify the terms and conditions agreed to by both districts for the granting, denial, or revocation of the permit as well as the standards for reapplication. The Superintendent or designee may deny the granting of an interdistrict attendance permit because of overcrowding with district schools, limited district resources, attendance or behavior.

IMMUNIZATIONS

A pupil may not be admitted to school unless he/she has been fully immunized against hepatitis B, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease.

Documented proof that immunizations are up-to-date is required before admission to school is granted. The exemption permitted by California law is:

- Medical Exemption

A licensed physician who feels a vaccine is not indicated for a student because of medical reasons should submit to the school a written statement documenting the medical exemption. State Department of Public Health form (Form CDPH 8262 10/13)

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

Incoming 7th grade students – Tdap booster

State law requires they must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster.

Incoming 1st grade students – Health Exam

State law requires that for each child enrolling in the first grade, the parent or guardian must present a

certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months.

Kindergarten and/or 1st grade – Oral Health Exam

State law requires each child must have an oral health assessment by May 31 of his/her first school year. This assessment must be done by a licensed or registered dental health professional.

MEDICATION

If your child has been prescribed medication by a physician either on a continuing or episodic basis, or needs to take “over the counter” medication while in school, he/she may be assisted by school personnel if the **Physician’s Recommendations for Medication form** is filled out and signed both by the physician and the parent, and brought to the office with the medication in its original container at the beginning of the school day. Please note that parents may not send bottles of aspirin, Tylenol, decongestants, etc. to the office with a note for the student to use on an “as needed” basis. All medication may only be administered with the appropriately completed and signed form discussed above. Medication must be picked up on the last day of school. Any medication not picked up on the last day will be discarded appropriately.

CELLPHONES, ELECTRONIC AND DIGITAL DEVICES

Our goal here at Belleview is to provide a learning environment that is free of as many distractions as possible. This is the task at hand for teachers, aides; custodians, cooks, the principal, the superintendent, secretaries, librarians and bus drivers. In addition, we expect students to be proactive by following the rules and expectations set forth at our school.

To keep disruptions/distractions to a minimum, the following rules apply.

- Electronic/digital devices such as iPods and hand-held computer games are not to be brought to school.
- Since Belleview School has a phone in every classroom, cell phones are not necessary. If a student brings a cell phone to school, it must be turned off and kept in the student’s backpack **at all times**. This rule applies to all school programs and events such as After School Program, dances and field trips.
- The school is not responsible for any type of electronic/digital equipment, including cell phones and/or iPods should students choose to bring them to school. If a device is out during school hours, which includes the bus ride to and from school, it will be confiscated and parents will be called to pick it up.

DRESS CODE

Dressing and grooming properly for school is important to learning and playing safe. Personal cleanliness and wearing clothes suitable for school will minimize distractions. The following guidelines shall apply to all regular school activities.

- Shoes must be worn at all times. Rubber-soled shoes with laces or Velcro are the safest. **Flip Flops or backless shoes/sandals are not acceptable**. Non-rubber soles and/or heels are **unsafe** for play. (Shoes with heels worn daily by young children may interfere with proper skeletal growth.) Older students (6-8th) may bring rubber-soled shoes to change into for physical education activities.
- Clothing, jewelry and personal items (backpacks, sports bags, water bottles, etc.) must be free of writing, pictures or any other insignias which are crude, vulgar, profane or sexually suggestive, and must

not bear anything related to drugs, alcohol, tobacco or which advocate racial, ethnic, or religious prejudice.

- Hats, caps and other head coverings shall **not** be worn indoors.
- Clothes shall be sufficient to **cover undergarments** at all times. Spaghetti straps are not allowed. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. When student's arms are fully extended down their legs, shorts/skirts must be below their fingertips. Sagging pants that expose underwear are not allowed. Students should be able to walk, jog or run without having to hold up their pants.
- Hair needs to be clean and neatly groomed and not cause a distraction to learning.
- Makeup, if worn, must not be distracting.
- Piercings that detract from the learning environment are not allowed.

TECHNOLOGY USE

ACCEPTABLE USE POLICY FOR THE INTERNET

The student, in whose name network account is issued, is responsible for its proper use at all times. Failure to adhere to the policy and guidelines for the use of the network and the Internet will result in the revocation of access privileges.

Student's shall use the district's system responsibly and primarily for educational purposes. Students shall report any security problem or misuse of services to the teacher or principal.

UNACCEPTABLE USE OF THE INTERNET INCLUDES BUT IS NOT LIMITED TO:

- Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment, or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs.
- Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff, such as bullying, including cyber bullying, hazing or initiation activity, extortion, or any other verbal or written conduct that causes or threatens to cause bodily harm or emotional suffering.
- Students shall not disclose, use or disseminate personal identification information about themselves or others. Students are also cautioned not to disclose such information by other means to individuals through the Internet without the permission of their parents/guardians.
- Students shall not use district computers to access social networking sites.
- Students shall not use the system to engage in commercial or other for-profit activities.
- Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Copyrighted material shall not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
- Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including "hacking."

- Students shall not use any technology made available by the district to send/receive electronic messages and/or email, nor shall they use “chat” facilities offered by any web site.
- Students are not to use the computers unless a staff member of the Belleview School District is supervising.

All District computers with Internet access have a technology protection measure that blocks or filters access to material that is considered obscene, offensive or harmful to minors. Even with this filtering program, the Belleview School District cannot control the content of information available on the Internet and some of the information available is controversial and may be offensive. The Belleview School District does not condone the use of such materials.

STUDENT LUNCH PROGRAM

Please fill out the School Lunch Application whether or not you believe your child may be eligible for free or reduced cost lunch. An application is included with the school enrollment packet and must be returned to school at registration night.

AFTER SCHOOL PROGRAM (ASP)

Our After School Program (ASP) is stated funded and is provided free of charge to students in K-8th grade. The program offers homework help, physical and sports activities and enrichment activities. The after school program operates from the end of every school day until 6:00pm. An application packet is attached with the school enrollment packet and must be returned to school at registration night.

STUDENT DROP OFF

If you transport your child to school, please drop them off in the parking lot at the bottom of the stairs. If you wish to park and walk in with your child, please park in the parking lot. Please do not park in the bus loop.

BUS TRANSPORTATION

Belleview School District offers bus transportation to the majority of our students. We offer a morning Big Hill run starting at 7:00 am and a Cedar Ridge run starting at 7:30 am. There are two after school runs leaving Belleview at 2:40 & 4:15 starting in Cedar Ridge and ending in Big Hill. Our transportation for Late Start begins one hour later @ 8:00am. Minimum day transportation leaves school at 1:00 and 4:15pm.

Students give all notices to their teachers first thing in the morning so that the student’s teacher is aware of any instructions from home. The bus driver will not leave a child at any stop other than the child’s normal destination without authorization from the office. The District will attempt to accommodate reasonable requests for transportation changes. **Any and all changes in transportation need to be made by noon.** If your child is not riding the bus home, he/she needs to be picked up, attend ASP, or leave campus **immediately after school as there is no supervision after 2:35pm.** Thank you for your cooperation and understanding that has been demonstrated by so many of you already.

The following guidelines, based upon the “Regulations of Pupil Transportation” as set forth by the State Department of Education and the California Highway Patrol, govern the operation of our school buses. The bus driver has total jurisdiction over the conduct of all pupils while riding on a school bus. (Vehicle code 14263a)

- ✓ Each pupil may be assigned to a definite seat, and may not be permitted to move from an assigned seat except upon permission from the driver
- ✓ No part of the body, head or arms may be extended out the windows
- ✓ Pupils must sit up in the seat and face the front of the bus, keeping feet out of the aisle
- ✓ No pupil is permitted to interfere with another pupil or deface the bus or property of another pupil
- ✓ Smoking or the use of tobacco in any form in a school bus shall be prohibited
- ✓ No intoxicating liquor or drugs shall be carried in a school bus at any time
- ✓ No animals, insects or reptiles shall be transported in a school bus without prior approval of the school principal or designee
- ✓ No glassware of any type shall be transported in a school bus
- ✓ Weapons of any sort, loaded or unloaded, except side arms carried by a peace officer, shall not be transported on a school bus
- ✓ No eating, drinking or chewing gum, etc. shall be permitted without the approval of the driver
- ✓ Playing musical instruments, whistling, yelling, loud talking, profane language, destroying articles, throwing things, shooting rubber bands, scuffling, fighting, spitting or throwing objects through windows, or any unnecessary commotion is not allowed on the bus
- ✓ Students must remain seated while the bus is in motion
- ✓ A driver may discharge a pupil at a stop other than the regular stop only when the student has a **Bus Permission Pass** issued from the school office
- ✓ Any damage to the bus by a pupil which cannot be considered ordinary wear and tear must be paid for by the pupil
- ✓ Bus transportation is provided for all children in the district. Parents may transport their children or request their children to walk or ride bicycles to school

PENALTIES FOR VIOLATION OF BUS RULES

- Step 1 Driver will conference with the student and attempt to solve the problem and/or prevent further problems. Driver may notify parents depending on the specific problem and the student’s attitude.
- Step 2 Driver will write a bus citation and refer the student to the principal. Principal will take steps to prevent further problems. Depending upon the severity of the offense, the student may lose riding privileges for up to 5 (five) days. Parent will be notified.
- Step 3 Driver will write bus citation and refer the student to the principal. The principal will take steps to prevent further problems. Depending on the severity of the offense, pupils may lose riding privileges for up to the remainder of the school year. Parent will be notified.

In extreme cases of rebellious conduct and/or disrespectful attitudes, where immediate disciplinary action is deemed necessary by the bus driver, the above procedure may be circumvented and the student may be excluded from riding the bus by the driver or principal (Vehicle Code 14263a). However, a bus driver shall not require any pupil to leave the bus en route between home and school or other destinations. The decision regarding the permanent exclusion of any student from the bus, after a thorough review of the case with the parties concerned, shall be the responsibility of the District Superintendent or designee.

Cooperation of all students and parents is requested so students being transported under school authority shall be guaranteed the greatest possible safety. Pupils must realize that the safety of their own lives and those of their schoolmates depends upon cooperative bus conduct.

If you have any questions regarding bus transportation please call the lead transportation driver, **Tanya Hatler at (209)586-5510 ext 321.**

DISCIPLINE POLICY GRADES 6-8

Belleview students in grades 6-8 are expected to act with maturity and respect at all times, as outlined below. Failure to do so will result in the following actions and consequences.

Expectations in the classroom

Students are expected to come to school prepared to work on time everyday. Chronic tardies or absences severely inhibit your child's ability to learn and grasp the challenging concepts presented by middle school curriculum. Appropriate supplies will be provided to your child at the beginning of the school year. Students are expected to bring all needed supplies each day in order to best make use of our learning time. Students are expected to complete class assignments and homework in their entirety and turn them in on time.

Expectations on the yard and in the lunchroom

Students are expected to follow all instructions given by any staff member and to comply with directions with a respectful attitude. Students are also expected to conduct themselves with maturity and respect towards their peers and assist others in making good choices. Issues on the yard often interrupt what happens in the classroom, and it is crucial that every student contribute to a positive learning environment at all times. Use of equipment, such as balls and the playground, are considered a privilege. Students must use such equipment with respect and without harming the equipment for future use.

Consequences for Academic and Behavior Issues: P.A.T. or Focus Room

Middle school students will need to work very hard during the week. Students who manage their challenging assignments successfully can and should be rewarded for their commitment. Students who are performing all of their school responsibilities adequately will spend the last periods on Friday in the P.A.T. (Preferred Activity Time) room. Students who need additional time to focus on their studies will be in the Focus room during this same period. Students must have the following qualifications for P.A.T. room time:

1. Attendance at school every day during that week.
2. Being on time for all classes during that week.
3. No missing assignments.
4. No behavioral referrals.

If any of the following conditions are not met, students will spend last period on Fridays in the Focus room. An absence on a Friday applies to the following week's P.A.T. period.

Other Consequences for Academic Issues

Excessive absences and tardies impact academic achievement and will result in the student being submitted to the SARB board. Chronic missing work, incomplete assignments, or poor quality work may lead to a student being put on Academic Probation. When a student is on Academic Probation, an action plan for improving

academic performance will be created. If the student does not make efforts to improve their academic performance, he or she may lose privileges like field trips, participation in sports programs, or school events.

Other Consequences for Behavior Issues

Other consequences depend on the specific circumstances of the infraction. They may include: community service, classroom chores, lunchtime/recess detention, suspension, or expulsion. Ongoing behavioral issues may result in an individualized behavioral contract. Specific consequences (such as losing privileges like field trips or school events) may be written into a behavioral contract. Parents will be informed if a behavioral contract becomes necessary. Multiple behavioral referrals in a single trimester will likely result in a behavioral contract.

Thank you for supporting your child's learning environment!



Print "Parent Handbook Last Page" (asking for parent signatures on Handbook, Technology, and Photo Release) on Color Paper!

Also enclose a copy of the Calendar in Registration Packet

Also enclose a copy of the Bell Schedule In Registration Packet.