



BELLEVUE

Elementary School District

Parent Handbook 2023-2024

22736 Kuien Mill Road, Sonoma, CA 95370
Phone: (209) 586-5510 / Fax: (209) 586-5516

Website: mybellevue.org

Carmel M. Portillo
Superintendent-Principal

***Please review the material in this booklet.
Indicate acknowledgement through online registration, one per student.**

Table of Contents

After School Program	Page 8
Attendance	Page 2
Bus Transportation and Rules	Page 9
Cell phone, Personal Electronics Devices	Page 6
Discipline	Page 10
Dress Code	Page 6
Expectations for Grades 6-8	Page 12
Meal Program	Page 8
Medication	Page 5
Student Drop Off	Page 8
Student Pick Up	Page 8
Chromebook/Internet Use.. ..	Page 7
Visitors	Page 2

SCHOOL VISITORS

Belleview welcomes parents and visitors who wish to volunteer on campus, provided that the State Guidelines, including those pertaining to COVID-19 allow. For classroom volunteering, please communicate with the teacher ahead of time. All visitors must check in at the office, and follow any protocols pertaining to school policy for volunteers before entering the classroom.

ATTENDANCE

Every student must attend school punctually and regularly, and it is the responsibility of the parents to see that their children attend school on the days/hours that school is in session, and on time. School begins for grades TK-8 at 8:15am.

If your child is ill or otherwise unable to attend classes, please CALL the school office at 209-586-5510 Extension 6326 or Extension 0, to reach the Office Manager, Adelina Bustamante, or email at abustamante@mybelleview.org no later than 9:00 am the morning of the absence. Be sure to state the reason for the absence and when you expect your child back in class. If a child has a medical appointment, please bring a note from the doctor's office. Any absence not cleared within 24 hours becomes unexcused. After 3 unexcused absences, your child will start the SARB process for missing school.

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 clear any excusable absences. Unexcused absences result in a recorded truancy.

According to law (E.C. section 48205), your child will be excused for absence when it is:

- a. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of the pupil's 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.
- e. For the purpose of jury duty in the manner provided by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

- g. 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 pupil's 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/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- i. 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 E.C. 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.
- j. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- k. For the purpose of participating in a cultural ceremony or event.
- l. For the purpose of a middle or high school pupil engaging in a civic or political event, provided that the pupil notifies the school ahead of the absence. Pupils will only be excused for only one school day-long absence per school year. Pupils may be permitted additional excused absences at the discretion of a school administrator.
- m. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

Obtaining Confidential Medical Services (E.C. section 46010.1)

A pupil may be excused from the school for the purpose of obtaining medical services that are private in nature and scheduled confidentially, that is, without the consent of the pupil's parent or guardian.

Absence for Religious Purposes (E.C. section 46014)

With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month.

Absence to Care for a Sick Child (E.C. section 46015)

Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.

No Grade Reduction or Loss of Academic Credit for an Excused Absence (E.C. section 48205)

A pupil's grade shall not be reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

Release of students during the school day

Students who must leave school during the day are required to be signed out only by people allowed to pick up the student and are 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

Students are considered tardy if they are not in their classroom when the bell rings at **8:15 a.m.** If your child is going to be late, you must notify the school **before 9:00 am** if you want your child included in the lunch count. A tardy that occurs due to a doctor or dental appointment will be excused if accompanied by a doctor's note. 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.

Snow Days

Adverse winter weather conditions can prompt a one or two hour late start, and occasionally the ending time of school. Safety is our first priority, so bus routes can alter as a result of icy, unsafe roads. A message will go out to families via phone and email, and the following radio station is alerted with any changes to the daily schedule: KKBN 93.5. You may also check online at www.mymotherlode.com.

Independent Study Contract

If you must take a trip that will take your child out of school for 3 to 15 days, you may request an Independent Study contract for your child to complete. You must request an Independent study contract from the classroom teacher at least 1 week in advance to have an independent study packet prepared. Long-term (more than 15 days) Independent Study will not be offered.

Interdistrict Transfer Permits (IDT)

Upon request by students' parents/guardians, the Superintendent or designee may approve inter-district transfer permits with other districts on a case by case basis to meet individual student needs. Current inter-district permits are available on the district website, and 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.

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.

CELL PHONES & ELECTRONIC DEVICES

Our goal here at Belleview is to provide a learning environment that is free of distractions and disruptions during instructional programming. 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.

- Student cell phones and personal electronic devices are **not** to be used or visible during school hours or after school sports.
- Belleview School has a phone in every classroom. Students that require cell phone use during the school day must obtain permission from their supervising teacher or staff member. If a student brings a cell phone to school, it must be turned off and always kept in the student's backpack. This rule applies to all school programs and events such as After School Program, dances, field trips, and on the bus unless given permission by the teacher or bus driver.
- The school is not responsible for students' personal electronic devices should they choose to bring them to school. If a device is out during school hours, it will be confiscated and parents will be called to pick it up in the office.

DRESS CODE

Dressing and grooming properly for school is important for learning and playing safely. 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 prohibited.** Non-rubber soles and/or heels are **unsafe** for play. (Shoes with heels worn daily by young children may interfere with proper skeletal growth.) Students may bring rubber-soled shoes to change into for physical education activities. Shoes with wheels are not allowed.
- 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 are prohibited. When a student's arms are fully extended down their legs, shorts/skirts must be at or below their fingers. Sagging pants that expose underwear are not allowed. Students should be able to walk, jog or run without having to hold up their pants.
- 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 or violence.
- Hats, caps and other head coverings shall **not** be worn indoors, unless given permission by the supervising teacher or staff member.
- 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.

CHROMEBOOK & INTERNET USE

CHROMEBOOK POLICY:

Students will be issued one Chromebook for the duration of the school year. Students are not to personalize the device, nor alter its appearance or settings, as this is school-owned property. The student is expected to keep it in good condition and uphold responsible use while in their possession. Chromebooks will be inspected at the close of each trimester, and if damaged, the parents/guardian may be issued a repair fee of \$40, and if necessary, the full replacement cost of \$225.00.

INTERNET ACCEPTABLE USE POLICY:

The student, in whose name the network account is issued, is responsible for proper internet use at all times. Students altering their account settings is strictly prohibited. Failure to adhere to the policy and guidelines for the use of the network and the Internet will result in disciplinary action and/or the revocation of access privileges. Students 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 tampering with other students' accounts is strictly prohibited.
- 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 or exposure to material that is considered unmonitored, obscene, offensive or harmful to minors.

Even with this filtering program, the Belleview School District cannot always 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 MEAL PROGRAM

Please fill out the School Application for Free and Reduced Price Meals whether or not you believe your child may be eligible for free or reduced cost breakfast and lunch. An application is on the school website and must be returned to school before the beginning of the school year. Please make sure you fill out the application in blue or black ink as it is a government document. Please do not cross off anything on the document. If you choose not to fill out the application, just put your child's name on it, write not eligible, and sign the application. For the 2023-2024 school year, the state has made school meals available at no charge to all families.

Breakfast is served from 7:30 am – 8:10 am. During school years when the State does not provide free meals for ALL students, the meal prices are as follows: Breakfast \$2.50 and Reduced Breakfast is \$0.30. Lunch is \$2.80 and Reduced Lunch is \$0.40.

If your child is going to be late, please be sure to notify the school **before 9 am** if you want your child included in the lunch count for a hot lunch that day. **If you do not notify the school by 9 am, please plan on bringing your child's lunch for that day.**

AFTER SCHOOL PROGRAM (ASP)

Our After School Program (ASP) is state funded by the ASES program, and is provided free of charge to students in TK-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. There is a maximum number of students allowed per class in ASP and if we exceed that number, there will be a waiting list. If you are interested in the After School Program, please complete the enrollment form posted on the school website, or call the ASP Director, Mrs. Renee Skatell at 586-5510 X 6301.

STUDENT DROP OFF

If you transport your child to school, you may drive through the bus loop and drop curbside. Please do not linger or leave your car unattended. You may also 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. Morning drop off begins no earlier than 7:30am.

STUDENT PICK UP

You may pick up your child curbside in front of the office by driving through the bus loop. Please do not linger or leave your car unattended. If the cars are backed up to the street, it is advised to enter the parking lot area instead. Your child may meet you in the parking lot. If you are picking your child up early, please inform the office. Students may be picked up only by those listed on their emergency contacts. Please ensure your emergency contact information is up to date in the office. If your child's after school plans change, please notify the School Office right away so that information may be relayed to the teacher.

BUS TRANSPORTATION

Belleview School District offers bus transportation on routes within the district boundaries. Please visit www.mybelleview.org for Bus Route information. The bus driver will not leave a child at any stop other than the child's normal destination without authorization from the office. If your child is not riding the bus home, he/she needs to be picked up or attend ASP (if registered in ASP), **as there is no supervision after 2:35 pm.**

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

- ✓ Students must remain seated with seatbelt on, while the bus is in motion
- ✓ 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, intoxicating liquor or drugs in a school bus is prohibited.
- ✓ 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
- ✓ 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
- ✓ TK and Kindergarten students must be picked up by parents whether at school or at the bus stop. Students in grades 1-8 are allowed to walk home from the bus stop only if a signed note is on file with the School Transportation Department.

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. The driver may assign a seat for the student for a certain duration of time.
- 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. If you have any questions regarding bus transportation please call the lead transportation driver, **Shawn Nygard at snygard@mybellevue.org**

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of his teacher and others in authority;
- Observe good order and propriety of deportment;
- Be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Rules of the District Pertaining to Student Discipline (E.C. section 35291)

Student discipline is regulated by the California legislature and by board policy and procedures. The student discipline rules are detailed and exhaustive. Their purpose is to give school officials the legal authority to impose student discipline and also provide accused students with due process. The rules governing student discipline are more fully explained in board policies BP and AR 5144 and 5144.1.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Discipline of a Disabled Student Who Is Eligible for Special Education Pursuant to IDEA or Section 504 (E.C. section 48915.5 and 20 USC 1415(k))

Federal law governs the authority of school districts to suspend and expel disabled children from school. If the misconduct is a manifestation of the student's disability, after 10 days of suspension, the student must be returned to the pre-suspension placement unless his/her IEP team and parents agree otherwise. A disabled student may not be expelled for misconduct which is a manifestation of the student's disability. The rules governing the discipline of students with disabilities are more fully explained in board policy AR 5144.2.

Student Searches (*New Jersey v. T.L.O.* (1985) 469 U.S. 325)

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;
- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The rules governing search and seizure are more fully explained in board policy BP and AR 5145.12.

Student Sexual Harassment (E.C. section 231.5; 5 CCR 4917)

The district takes allegations of sexual harassment seriously. The district prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The district also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. Students in grades 4 through 12 may be suspended or expelled for engaging in sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in BP and AR 5145.7.

Bellevue Grades 6-8 Expectations

Expectations in the Classroom, Yard, Lunchroom

Students are expected to come to school on time every day and prepared with all needed materials as instructed. If needed, supplies will be provided to your child at the beginning of the school year. Students are expected to complete class assignments and homework in their entirety and turn them in on time. Students are also expected to conduct themselves with maturity and respect towards their peers and assist others in making good choices.

Chromebooks: Students that need to take their chromebook home to complete assignments must fill out a check-out form with the teacher ahead of time, assuming full responsibility of its proper use in accordance with the school's Chromebook and Acceptable Use Policy.

Consequences for Academic and/or Behavioral Issues

Excessive absences, tardies, or missing assignments impact academic achievement and will result in the loss of privileges. Chronic missing work, incomplete assignments, or poor quality work may lead to a student being put on Academic Probation, which may also affect participation in sports. 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. Behavioral issues may result in referrals with appropriate action noted on the form. Students must take home any referral form and it must be returned, signed, the next day after the infraction. Multiple behavioral referrals may result in the loss of privileges like field trips, participation in sports programs, or school events. 8th Grade students who are in danger of failing (overall GPA below 2.0) at the 3rd trimester, may have graduation privileges (ceremony and/or activities) revoked. Notices of "In danger of failing" will be issued at the beginning and middle of the trimester at the discretion of the teacher and principal.

-End-