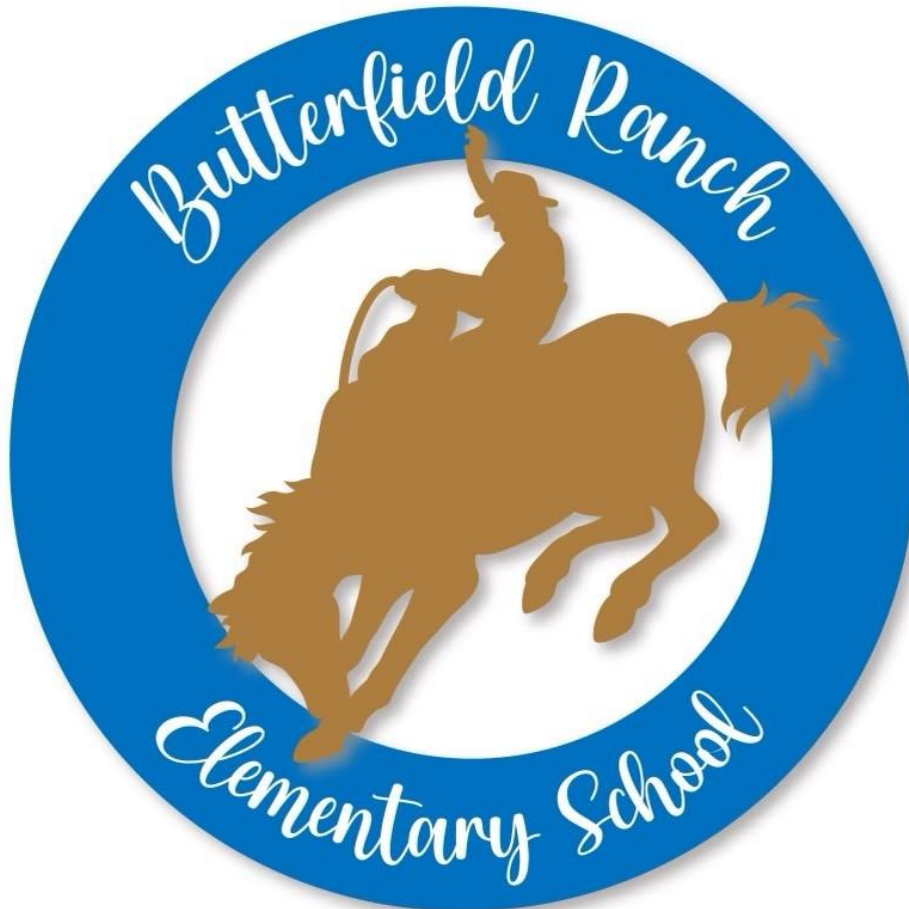


Chino Valley Unified School District



2023-2024
Parent Handbook

6350 Mystic Canyon
Chino Hills, CA 91709
(909) 591-0766

This handbook is subject to modification during the school year

School Calendar/Important Dates 2023-2024

Month	Event	Date	Information
August	First Day of School	August 7	<i>First Day of School</i>
	Back to School Night	August 24	5:30 to 7:30 p.m.
September	Labor Day	September 4	<i>No School</i>
	Parent Conferences	Sept 25 – 29	<i>Minimum Day</i>
October	Teacher Conference	Oct. 27	<i>Minimum Day</i>
November	Veteran's Day	Nov. 10	<i>No School</i>
	Thanksgiving Break	Nov. 20-24	<i>No School</i>
December	Last Day before Break	Dec. 14	<i>Minimum Day</i>
	Winter Break	Dec 15 – Jan 2	<i>No School</i>
January	MLK Holiday	January 15	<i>No School</i>
February	Lincoln's Birthday	February 12	<i>No School</i>
	Teacher Conference	February 16	<i>Minimum Day</i>
	Washington's Birthday	February 19	<i>No School</i>
March	Spring Break	March 25 – April 1	<i>No School</i>
April	Minimum Day	April 19	<i>Minimum Day</i>
May	Open House	May 9	5:00 to 6:30 p.m.
	Teacher Conference	May 13	<i>Minimum Day</i>
	Last Day of School	May 23	<i>Min. Day - Report Cards Distributed</i>

*Shaded days only apply to Butterfield Ranch and are not listed on district calendar.

MISSION STATEMENT

The mission of Butterfield Ranch Elementary is to go beyond college and career readiness by developing committed citizens of the world who are intellectually confident, artistically expressive, and socially sensitive.

We are committed to the following goals:

- To develop an appreciation of self-worth and quality interaction with others.
- To instill the importance of citizenship, character development, and patriotism.
- To develop an appreciation for the value of learning.
- To realize that problems are actually opportunities, which invite solutions.
- To develop an awareness of life-long health habits and to promote physical well-being.
- The major instructional emphasis shall be on developing the basic skills necessary to function in the 21st century.

SCHOOL LOGO – “Home of the Rough Riders”

SCHOOL COLORS – BLUE & ORANGE

SPIRIT DAY

Every Friday is BRE SPIRIT DAY! All students and staff are encouraged to wear our school colors.



A

ACADEMIC PROGRAM - Butterfield Ranch Elementary School uses the district-adopted curriculum at all grade levels. A copy of the California Content Standards is given to parents at the beginning of the school year. Information regarding Common Core State Standards can be found at: <http://www.cde.ca.gov/re/cc/index.asp>

AERIES PARENT PORTAL – All parents **must** have an Aeries parent portal to receive important messages from our school and district. All data confirmation which includes emergency contacts is accessed through the portal and **must be current with at least three emergency contacts**. Parents are responsible for updating the information.

ASSESSMENT INFORMATION - Each teacher will inform parents how they assess student progress as part of the **Back-to-School Night** information. At the fall **parent/teacher conference**, the teacher will review grade level standards, share student samples, and district assessments.

ASSEMBLIES - At all assemblies, it is the responsibility of students to show courtesy and respect for those presenting at the assembly and for their peers. Talking and disruptive or disrespectful behavior will result in the removal of the student(s) from the assembly and possible further discipline.

ATTENDANCE

Our goal is to have 96% actual attendance to ensure the best education possible for all our students. It is state law that all children attend school for the time that school is in session. All absences and tardies must be accounted for. Should your child be absent or tardy for any reason, please do one of the following: call the school on the day of the absence or report the absence online on the school website. If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class.

According to state law, the parent(s) or legal guardian(s) of students are responsible for a student's school attendance until he or she attains the age of 18 or graduates from high school. Any student absent from school without a valid excuse 3 days or tardy more than 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff).

Students should be in school every day for the full instructional day. Please plan doctor and dentist appointments and family outings after the school day.

Legally, students must be in school unless one of the four valid excuses (Illness, Doctor's appointment, attending a funeral of a family member, quarantine by health officer) applies. **All notes must be submitted within 5 business days.**

Early withdrawals will appear as a tardy under the student attendance record. With a doctor's note, a tardy due to a doctor's appointment is excused. A tardy can only be excused with a note from the doctor or a court. **We will be strongly discouraging all early pick-ups after 2:20 p.m. We understand the need to be on time to appointments, but disruption at the end of the day is difficult for both the student and class.**

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration and to help return funding. Independent study does have specific guidelines. The office has more information. (Independent study guidelines are subject to change).

AWARD PROGRAMS

One of the most important aspects of our school is the recognition of positive student effort, behavior, and achievement. We know that verbal praise is a very important and immediate way to recognize student achievement. In addition, our school recognizes students in many other ways:

Each teacher, grades K – 6th, determines which students receive these awards for various areas of accomplishments and achievements.

The Stagecoach Award is recognition for overall positive academic achievement.

The Star Student Award is recognition for positive behavior.

The Rough Rider is recognition for academic and/or behavior achievement or growth.

The Accelerated Reader Award recognizes students who have met individual AR goals.

S.T.A.R. SPOTLIGHT RECOGNITION

(Safety First/ Take responsibility/ A+ Attitude/ Respect yourself and others)

S.T.A.R. Spotlight recognition is given by staff and teachers to students who display positive behavior and work habits aligned with our school wide expectations. These students are randomly recognized during our special STAR Spotlight message on Mondays.

B

BAND - The overall goal for elementary music in the Chino Valley Unified School District is to increase the child's sensitivity to the aesthetic elements of music by performing, listening to, and creating music.

Fourth grade students receive instruction using a Recorder (a pre-band, woodwind instrument). In addition, classroom teachers provide music instruction and appreciation through the usage of instruments and sing-a-longs.

Beginning, intermediate and advance band is offered to students in grades 5-6, who show an interest in instrumental music. Choir is also available to interested students in the fifth & sixth grade. Band and choir members give district wide concerts in the spring.

BELLS - A bell will ring 10 minutes prior to the start of the school day to allow students onto the campus. Students should not arrive before this bell, as there is no supervision until the bell rings. Kindergarten students and their parents/escorts **ONLY** are to wait outside the kindergarten gate until the teacher arrives. **Students are ONLY permitted to wait in front of the school in a single file line not in front of the office/quad area.**

BICYCLE AND SCOOTER RIDERS – Students in Grades 4 and above may ride bicycles or scooters to school with parent permission, and if they follow safety rules including the use of protective helmets (CVUSD Board Policy 5142.3).

Bicycle riders are to follow bicycle safety rules on the way to and from school. They are to walk their bicycles in the crosswalk, on the sidewalk, and on campus at all times. Students must lock bikes to

the bicycle racks located in the enclosure adjacent to the lunch tables.

Failure to follow safety and/or procedural rules will result in loss of bicycle riding privileges. On an occasional basis, bicycles will be inspected to make sure riders are bringing helmets and locking up their bicycles. Students without helmets will have their bicycles or scooters confiscated until they can have someone pick up the bike or bring a helmet.

BIRTHDAYS – Birthday parties should be celebrated outside of school. If you do wish to commemorate your child's birthday, please arrange with the child's teacher to send a NON-FOOD item for the other students. These commemorative items can include school items such as playground equipment, pencils, erasers, books, or crayons. Please be sure that items are not choking hazards, or an item not allowed on campus i.e., balloons, poppers, etc. If in doubt, please check with the office. If the teacher has not previously agreed to the celebration, any and all items will be held in the office.

Gifts/Balloons/Flowers should **not** be sent to the school. If these items are brought to school, they will remain in the office until the end of the day.

BREAKFAST – Breakfast is served every morning before school (7:15 a.m.). Students may enter the breakfast area through the MPR door and must remain in the breakfast area until they are dismissed to line up. Do not drop off your children before supervision is provided.

Non-school age children cannot go into the breakfast area. No food can be taken out of the area, and breakfast cannot be shared with others. Breakfast area expectations apply to all students i.e., sitting quietly, throwing away trash and no phones.

BULLYING – Butterfield Ranch parents and teachers recognize the harmful effects of bullying on student learning and school attendance and desire to provide safe school environments that protect students from physical and emotional harm. Student safety at BRE is a high priority. **Bullying of any student will not be tolerated.**

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

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Butterfield Ranch will focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion in accordance with district policies and regulations.

BUS RIDERS - District bus transportation is available at a cost for students living in certain residential areas, based on distance or safety concerns. Parents can obtain the applications for transportation by calling (909) 628-1201 Ext. 1525. Students are required to wear their bus passes at all times. The district provides a bus handbook and students must adhere to the bus rules.

Students who are bus riders should always ride the bus unless parents transport them or provide a note stating that the child can walk home. If students miss the bus, the office staff will call parents to come and pick their child up.

Only those students who live in the bus service areas may ride the bus to and from school. Students may not ride the bus to visit friends, for childcare, or any other reason. Bus riders are expected to enter and exit the bus at their designated stop.

Glass, animals, gum, eating, and large items are prohibited on the bus. All food and drink must remain in closed containers. Large projects may require that the parents arrange alternate transportation to and from school. Bus riding is a privilege, not a right. Students who fail to follow rules will be denied bus-riding privileges.

Students riding the bus must go directly to the bus. The bus will not wait for students that go back to class for forgotten items, hangout with friends, or go to the TTT cart.

SCHOOL BUS PROCEDURES Grades 1-6

School buses for drop-off/pick-up enter campus using the driveway by the kindergarten area driving behind the portable classrooms to the N/W side of the MPR, near the black top/ playground area. The buses safely load and unload all student bus riders. **DO NOT BLOCK THE ENTRANCE OR EXIT!** Student bus rider pick-up is also on campus, at the same location.



SCHOOL BUS PROCEDURES for Kindergarten

Kindergarten bus riders arriving on the bus in the morning will get off the bus with the “big kids” by the black top/ playground area near the MPR and are responsible to walk to the KG area.

Going home at 11:10 a.m., (Mon, Tue, Wed, Fri), kindergarteners have their own separate bus picking them up in the KG circular drive, right outside of the KG area. A teacher will make sure they get on the bus.

C

CAMPUS CLEANLINESS - We are all responsible for keeping our campus clean. Our custodians do a great job keeping our campus looking great. It is up to all of us - students, staff, parents, and visitors- to keep it this way. If you see someone littering, remind him or her not to do so. We need to establish a norm of taking pride in our school and campus. If you have any concerns about the cleanliness of the campus, please see the Principal or Assistant Principal.

CAMPUS/CLASSROOM VISITORS - No one should be on campus without office clearance. Per Board Policy (BP & AR 1250) **all parent volunteers or other visitors must sign in at the office with proper ID for Raptor clearance upon entering the campus and must wear a visitor sticker at all times.** Parents are not allowed on the playground area during school hours at any time. Visitors must sign-out of the office and return the sticker. Teacher conferences must be prearranged with the teacher (see Classroom Interruptions). Parents who would like to volunteer or visit the classroom must seek the teacher’s prior approval.

CELL PHONES and OTHER ELECTRONIC SIGNALING DEVICES - Per Board Policy (BP 5131, EC 48901.5, EC 48901.7) Any personal electronic signaling device may be used before school begins and after the regular school day ends. The device shall not be used during class as a camera, calculator, and/or for email or text messaging and shall be turned off during class time and at any other time as directed by a District employee. The device may only be used for academic purposes with staff approval and shall not disrupt the education program or school activity. If a school employee finds it necessary to confiscate a device, the employee may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. Electronic communication devices are the personal property of students and are voluntarily brought to school. The District assumes no liability for lost, damaged, or stolen personal property.

CHILD CARE - Before and after school care, Fun Club, is provided on the Butterfield Ranch Elementary campus. This district-run program is staffed by highly qualified staff and serves students in grades K-6. Further information may be obtained by calling the childcare at (909) 628-1201 extension 6780.

CITATION POLICY - A citation policy is in force for those students who show disregard for school expectations. Citations may be given for playground or lunchroom behavior. The signature does not signify agreement with the citation, only parent acknowledgement that their child received it. When a citation is issued, all play privilege ceases. Students are corrected by the teacher/supervisor and sent to the snake wall for a time out for the remainder of that recess. Additional consequences may follow depending on the severity of the infraction. Students are given an office referral after three citations of a similar infraction within 8 weeks.

CLASSROOM INTERRUPTIONS - We make every effort to minimize classroom interruptions. **Parents are required to sign in at the office during the school day before being on campus for safety reasons.** School staff shall ensure that interruptions are kept to a minimum to allow students to take full advantage of learning opportunities while in the classroom as delineated by Board Policy and Administrative Regulations 6116. Therefore, we make every effort to minimize classroom interruptions. **Teacher conferences must be prearranged with the teacher.** The office will be notified in advance if a conference is scheduled. **Please do not go directly to the classroom.** Teachers can be reached by email, phone message, or by a hand-written note.

If students are expecting parents to drop off items at the office, they may check for them inside the office during recess and/or lunch. The office will not interrupt instruction for forgotten items or give students messages.

CLASSROOM PARTIES - All special/holiday/end of year parties must be agreed upon by the classroom teacher and administration. We request that the refreshments are at least 50% nutritional. Please consult with the teacher regarding possible food allergies (i.e. peanut allergy). Talk to your child's teacher to make sure you are providing refreshments that would meet district guidelines.

COMMUNICATION - We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures and events through this Parent Handbook, the Parent Information Packet at the beginning of school, Back-to-School Night, Open House, special notices, Parent Square, and school website. The school no longer distributes paper flyers, events/activities are communicated through Peachjar and the school website.

The school staff will communicate information about your child through progress reports, report cards, parent conferences, behavior or homework notices, citations, awards, letters, or phone calls. Many

teachers send regular notices home outlining classroom events. Most teachers use homework packets or agendas. Teachers will communicate basic classroom policies on homework, discipline, and other things the first week of school and/or Back-to-School Night.

Emphasize to your child the importance of bringing home all communication from school and of remembering to show it to you. Be certain to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, look over homework or test papers, discuss school events and activities, and attend conferences and events that involve your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interests, strengths, or needs of your child. Tell teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. **When you have concerns about classroom incidents, assignments, workload (too little, too much, or no homework), please talk with your child's teacher.** Of course, if something is going well, please be sure to communicate that to the school also.

The Principal and Assistant Principal welcome emails, phone calls, conferences, and other communication from parents regarding questions and concerns; **email is the fastest method of communication with an administrator due to a variety of circumstances.**

CUSTODY - In most cases, divorced or separated parents continue to have equal educational rights (such as access to information) where their children are concerned. **If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc. please provide a recent copy for the school.** Unless your court order is on file in the office, we must provide equal rights and access to both natural parents. If both parents wish copies of student reports, discipline information, etc. please notify the office or your child's teacher at the beginning of the school year.

D

DISCIPLINE - Successful discipline is designed to teach acceptable/appropriate behaviors, and must be firm, fair, and consistent, without discrimination using a PBIS approach. *High expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline.* **Staff will use preventative measures and positive conflict resolution techniques whenever possible.**

The BRE Discipline Plan has as its foundation the following premises:

- No student shall keep a teacher from teaching or another student from learning.
- Students will not be permitted to harm themselves or others.
- Students shall mature emotionally by learning to take responsibility for their actions.
- Students shall treat others how they themselves would want to be treated.

From these premises the following schoolwide rules have been established:

- Treat all students and adults with courtesy and respect. (Use problem-solving technique, proper language, etc.)
- Respect all school and private property and equipment.
- Follow all adult supervisor's directions the first time given.
- Play safely, with good sportsmanship, and use equipment properly.
- Line up promptly and quietly in order to be ready for classroom instruction.

Each grade level will have its own version of the following general expectations:

- Students are courteous and respectful towards their teachers, other staff, students, and volunteers.
- Students are careful with school and personal property.
- Every student is expected to complete homework and class assignments to the best of their ability.
- Students follow directions and school rules.

REWARDS - We believe that students who choose to follow these rules should be recognized for exhibiting responsible behavior consistent with our PBIS approach. **Students may earn a Star Spotlight for following Safety First, Take Responsibility, A+ Attitude and Respect Yourself and Others.**

CONSEQUENCES – We like to work as often as possible on the positive side of discipline, using compliments and praise for students that are doing the right thing – the “Catch them being good” attitude – which goes a long way towards positive classroom environment and good behavior. However, we believe that consequences are sometimes necessary for some students to ensure that rules are followed.

Our school has a policy of progressive discipline. The first infraction may consist of a warning/counseling, pulled card or a time-out. Continued infractions of the rule apply progressive consequences such as a note, parent conference or phone call home. An office referral will be made when the teacher has reached the end of their progressive discipline plan. Some severe acts of disobedience or serious misbehavior may earn an office referral immediately.

Serious offenses include:

- Defiance of or disrespect for authority
- Fighting
- Habitual Profanity
- Vandalism
- Theft or cheating
- Harassment, including sexual harassment, or any discrimination based on age, gender, race, or handicap.
- Possession of any weapon (including look-alikes), tobacco, controlled substance or explosive device.
- Intimidation or Bullying – Acts of verbal or physical aggression targeted toward other students.

Severe acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that was included in the data confirmation found on the Aeries Portal.

DETENTION POLICY - After school detention is permitted by law, and by Board Policy with prior notice to the parent. If a teacher elects to use after school detention, parents will be notified at least one day in advance. The parent is responsible for providing transportation home after the detention.

Recess detention may also be used for students who receive a citation or behavior referral. Students will attend recess detention during the day and will be allowed to eat snacks and use the restroom during detention.

DISMISSAL - At dismissal, bus riders are to walk directly to the bus area. All other students will be walked to their designated pick-up area. For supervision and safety reasons, younger siblings should not wait by classrooms. All students should come to a location where there is supervision and wait to meet siblings/friends. **Students remaining on campus after their parent/guardian has arrived must be actively supervised by their parent/guardian.**

Please remind students that the only approved drop off/pick up points are in front of the school or kindergarten area. Lack of supervision and potential safety concerns make this the only acceptable pickup point. Do not encourage your child to cross the street at any point but the crosswalk.

DRESS CODE - Students should wear comfortable casual clothing that permits running, freedom of movement, and is washable so it will not be ruined by participation in Art or P.E. Comfort and good taste are the guiding principles in clothing selection. Student dress should be neat and clean. Students should be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, or which disrupt or threaten to disrupt the educational or instructional process or create an unnecessary or unreasonable risk of injury or harm to any student.

Students may wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day. (Education Code 35183.5). Hats must be worn with brim forward and removed in the classroom.

AR 5132 of the CVUSD Board Policies addresses Student Dress Code.

This policy information is also a part of the beginning of the year packet and on the district website. Please note that these are minimum guidelines for students K – 6:

- 1) Shoes must be worn at all times. Sandals must have a heel strap. Thongs, thong-type, or backless shoes or sandals are not permitted. Platform shoes above 2 inches are not permitted. Roller shoes or cleats are not permitted.
- 2) Clothing shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- 3) Hats, caps, and other head coverings shall not be worn indoors unless they are for religious or medical reasons.
- 4) 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 of weapons, or which advocate racial, ethnic or religious prejudice.
- 5) Nail polish may be worn.
- 6) Make-up is not permitted.
- 7) Jewelry which creates a health or safety hazard is not permitted.
- 8) Clothes and belts must be the appropriate size and length when worn.
- 9) Hair shall be clean and neatly groomed.
- 10) College logo apparel is permitted as designated by the school's policy.

All these dress code restrictions will be reinforced. For dress code violations, parents will be contacted and asked to bring appropriate attire to the school, or the student may be sent home to comply with the dress and grooming regulation. The site administrator will review and determine any dress or grooming that violates district guidelines but is not expressly delineated by district or school policies.

E

EARLY ARRIVALS - There is no adult supervision before the bell rings at 7:40 a.m. to enter the campus except for students eating breakfast. Students not eating breakfast who arrive early are to wait with their parent or guardian. There is no eating, playing with toys or balls, or running in front of the school.

EMERGENCIES - The staff at Butterfield Ranch Elementary School are trained to provide care for all students in the event of an emergency, e.g., a severe earthquake. Both the District and the school site have comprehensive emergency plans with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students.

Should a major emergency occur, we would be releasing students only at the back gate near the MPR. Parents are to avoid parking near the emergency vehicle gate in the parking lot.

EMERGENCY CARDS - We maintain an emergency card for each student printed directly from Aeries. Therefore, **Aeries Data Confirmation is critical each new school year.** The emergency card is used for day-to-day student release, and for emergency contact in the event of injury or illness. This card also lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

Have you listed at least 3 emergency contact numbers in the event you are not available to pick up your child from school?



It is extremely important that this card contain the full (first and last) name of each person authorized to pick up the student including the names of both parents, any stepparents, older siblings, relatives, friends, baby-sitters, and neighbors who have your permission to pick up your child. Someone should be available to pick up your child within 15 minutes of a call from school and provide current proper identification. **We are not authorized to accept telephone calls to release students to individuals not on the emergency card.**

It is imperative that we be notified immediately if any information changes. **Emergency information needs to be updated through your Aeries Parent Portal anytime a change occurs.** Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency cards, or by failing to provide complete information.

EMERGENCY DRILLS - Periodically, we will hold emergency drills, both with and without announcement. Teachers will discuss attitude, silence, walking promptly, no running, etc., with the students to inform them of specific expectations in such situations. The drills will include all volunteers on campus during such times.

Fire Drill – The signal is the fire alarm which will sound throughout the school. All personnel must leave the room immediately and proceed to their designated area. CLOSE all doors. If we have a wildfire in the hills, we will not be able to stay on campus and will need to leave the area under law enforcement supervision and direction. The district office will coordinate with parents a safe release area.

Earthquake (Disaster) Drill – “DUCK AND COVER” – A long, uninterrupted tone will be the signal. Everyone is to duck under his/her desk with head down and hands over the back of the head... Rooms will be checked as outlined in the School Emergency Plan. Students move to designated areas only upon signal of the teacher when he/she deems it safe to do so. The School Emergency Plan is to be implemented immediately. Classroom doors are to be CLOSED when vacated. In the event of an earthquake the earth's movement, not the bell, is the signal to duck and cover.

Disturbance, Disorder, or Hazardous Circumstances – An announcement is made for teachers to “lock down” the classroom. This signifies a total lock down. Teachers are to lock doors and students are to remain silent in their seats. Duck and cover if circumstances require it.

In the event of a disaster, the designated student pick-up area is at the bus gate next to MPR. Any person picking up a student must have proper identification and be listed on the disaster card.

ENGLISH LEARNERS - English Learners (EL) are identified by district English proficiency testing based on responses to the **Home Language Survey**. English Learners (EL) will be clustered by ability levels and placed in regular classrooms with an authorized ELD teacher. Parents and teachers will be informed of student's placement in the program at the beginning of the year. Teachers will also be informed of student's ability levels for lesson planning and grading purposes.

EL levels are Beginning, Early Intermediate, Intermediate, Early Advanced or Advanced. These levels are based on the English Language Proficiency Assessments for California (ELPAC) given each school year. The California English Language Development Standards are the expected curriculum for EL students. Students who meet district criteria will be reclassified to Fluent English Speaking (FEP).

F

FIELD TRIPS - Field trips are an extension of the classroom and should provide experiences related to the curriculum. Students must have a permission slip to attend the field trip. Teachers coordinate with volunteers to attend field trips. Dress for field trips should be appropriate to the activity but must still adhere to the district and school dress code. **If a child rides the bus on a field trip, they must return on the bus as well.**

FUNDRAISING - In accordance with California law, all fundraising activities must be approved by the Board of Education. Most fundraising activities at Butterfield Ranch Elementary are handled through our PTA. Field trips, assemblies, library books, and instructional materials are just a few of the wonderful educational contributions these fundraisers bring to our school.

We encourage you to support our PTA fundraisers, and in turn, our students. PTA's primary goal is to enhance the educational opportunity for all students. Please do not allow your children to sell to strangers. We encourage them to limit recruitment to family, friends, teammates, and parents' coworkers. While it is our desire to have highly successful fund-raisers, our primary concern is the safety and wellbeing of our students.

FORGOTTEN ITEMS - We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum. We will **not** call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check at the Office for a forgotten item. Homework or other small items will be placed in the teacher's mailbox.

G

GATE - We have many gifted and high achieving students in our school. We will cluster students in one or two classes per grade level. Teachers will provide appropriate activities so that students are challenged with a greater depth and breadth of the curriculum. All students will be tested for GATE in 2nd grade. Students that are not eligible for GATE must wait a year to be retested. Students in grades 4-6 can be referred by their teacher or parent to be tested in the spring.

GRADING POLICY - Grades shall be based on displays of mastery of Common Core Standards. Students will have several opportunities to demonstrate mastery through classroom participation, homework, tests, portfolios, and other assigned tasks. Teachers will communicate their grading criteria at the beginning of the year to the site principal, parents/guardians, and students.

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course.

Performance standards towards mastery shall be reported each grading period as follows:

TK through 6th grade

Course Content and District Writing Prompts

(refer to Performance Standard table on next page)

Performance Standard	Description
4 Extending	Have an in-depth understanding of grade level performance standards expected at this point of the school year.
3 Achieving	Are consistently meeting the grade level performance standards expected at this point of the school year.
2 Progressing	Are partially meeting the grade level performance standards expected at this point of the school year.
1 Beginning/Not Met	Are not yet meeting the grade level performance standards expected at this point of the school year.

If the student makes no attempt to show their ability to master a standard due to absences/suspension, or chooses not to submit work, then the performance standard score will reflect the student's inability to produce evidence of meeting the standard.

H

HEALTH SERVICES - Our school has the part-time services of a Health Technician. When on duty, it is her job to see to the physical well-being of our students. The Health Technician is on campus 5 hours each day. These are the most desirable times to communicate with her concerning medical/health information. The Office Staff provides coverage for student health needs at other times during the school day when the Nurse or Health Technician is not on duty.

Medications of any kind should be brought to the Office, by a parent/guardian, for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the Health Office. **No medication can be administered at school without proper authorization.**

Students may **not** have any medication, including aspirin or cough drops, in their personal possession except when a written waiver has been established. In certain circumstances where students require immediate medication for treatment of emergency or unusual medical conditions (i.e., bee sting allergy, asthma, etc.), students may be granted a waiver to carry the medication on their person at school. Please see the health office for the specific requirements and the waiver.

Routine screenings for hearing and vision acuity are provided for all new students and at certain grade levels.

HEAT EXTREMES –

Temperatures of 80-90 degrees: Students will be allowed unrestricted access to water at recess, P.E., and as needed in the classroom. They will have adequate time for resting and cooling off after recess or P.E. and avoid prolonged vigorous activity in moderate to high humidity.

Temperatures of 90-100 degrees: Avoid any prolonged vigorous activity, regardless of humidity. Students will be allowed unrestricted access to water at recess, P.E., and as needed in the classroom. They will have adequate time for resting and cooling off after recess or P.E. All students with a history of heat-related illnesses will have access to remaining indoors and be carefully monitored.

Temperatures over 100 degrees: All vigorous activity is to be avoided and outdoor activity limited to short periods of time. If necessary, students will be moved indoors. Students will be allowed unrestricted access to water at recess, P.E., and as needed in the classroom. All students with a history of heat-related illnesses will have access to remaining indoors and be carefully monitored.

HOMEWORK

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. Homework is a routine and important part of student's daily lives. At BRE, the student is responsible to keep an accurate record of assignments, have the necessary materials, and complete the assignments on time. Agendas are provided for students in 3rd through 6th grade to write down assignments for parent review. Parents can help by checking the journal and homework assignments each evening for accuracy, completeness, and neatness.

Homework is assigned to help the student become more reliant, improve on skills taught, learn to work independently, and to complete assigned projects.

Good home/ school communication is imperative in fostering the full development of the student's potential. The amount of homework may vary per day based on long-range projects and amount of work completed in the classroom. All students receive homework Monday through Thursday. District policy guidelines are as follows:

- Grade 1 – 10 to 20 minutes of homework
- Grade 2 – 20 to 30 minutes of homework
- Grade 3 – 30 to 45 minutes of homework
- Grades 4-6 – 60 to 90 minutes of homework

Students are required to read 15-20 minutes each day, in addition to regularly assigned homework. (AR 6154)

IT IS THE STUDENT'S RESPONSIBILITY:

- ✓ To keep an accurate record of assignments.
- ✓ Have necessary materials.
- ✓ Follow study techniques outlined by the teacher.
- ✓ Apply and practice skills learned in class.
- ✓ Strive for the best quality of work.
- ✓ Complete and return assignments on time.
- ✓ Have all books and assignments before leaving the classroom.

It may not always be possible for students to go back into the classroom for forgotten items after school.

Parents can help by checking assignments each evening for accuracy, neatness, and completeness. It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school. In some cases, class work that was not completed during the school day will be added to the regular homework assignment. Please contact the teacher if your child is spending too little or too much time on homework each night.

Students who fail to complete and return assigned homework will receive appropriate consequences. Homework assignments can be made up for excused absences when completed in a reasonable amount of time, usually one day for each day absent. Parents, please request your child's homework before 10:00 a.m. to allow ample time for the teacher to gather and prepare the homework materials.

INDEPENDENT STUDY - SHORT TERM - If your child must be absent from school for 5 to 20 days, you may request a Short-Term Independent Study Contract. This request must be made at least two weeks before the absences and should be directed to the Office. The teacher will provide 4 hours of work for each school day of the absence. **All work must be completed and turned in the first day the student returns to school.** A student will be credited with one day of attendance for every 4 hours of quality work that is accepted by the teacher. Independent Study may only be used once per trimester. Rules and guidelines are subject to change.

Although there is no way for independent study to provide the full educational benefit your child has in school, Independent Study Contracts can help keep your child from getting behind and may prevent

him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out of town trips during school holidays. **There is a yearly cut-off date for independent study.** Please check with the office for that date.

INSTRUCTIONAL TIME - Time on task is the single most important controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum. We will **not** call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check at the Office prior to lunch or band. Homework or other small items will be placed in the teacher's mailbox.

Please do not ask a teacher to talk with you for "just a minute" at the beginning of the day, end of a recess, or when class is in session. Each minute lost, multiplied by the number of children in the classroom, equals lost instructional time.

INTERVENTION - The purpose of the Academic Intervention Program is to focus on the *basic skills* needed to access the Common Core standards. Students are considered for Academic Intervention through data-based evidence. A variety of assessments, evidence, and progress monitoring will determine the level of tiered support a student receives.

L

LIBRARY - Our school library is a valuable resource for our students. Students generally visit the library once a week. They may have only one library book checked out at a time. If they forget their book on library day, they will not be allowed to check out another book. Library bound books are very expensive. Often, they cost twice as much as regular bookstore editions. Parents will be charged the repair/replacement cost for lost or damaged books. It is very important that students take care of all school and library books.

We also encourage you to take your child to the public library on a regular basis. The public library is one of our most valuable community resources. Reading is a very important habit to foster in our children.

LOST AND FOUND - Please label all your child's belongings to help prevent loss. Items of clothing that are found are to be placed in the lost and found box located near the MPR. Small items of value such as watches, glasses, jewelry, etc. found are to be brought to the office where they are kept in a safe place until claimed by their owner. Please encourage your students to periodically check the Lost and Found clothing to claim their items. Several times a year we donate all unclaimed items to local charities.

LUNCH - All students are expected to eat lunch every day. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Be sure to send a nourishing lunch or receive a lunch every day. Students who bring lunches may request a milk in the cafeteria.

Breakfast and lunch are available daily at our school. The menu is posted in the office and online.

In order to preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches. Children who do not have lunches, or expect a parent to bring a lunch, are instructed to check at the lunch drop-off table at lunchtime. Lunches **MUST** be dropped off by 11:00 a.m. in the front office on a regular day and by 9:30 a.m. on a minimum day.

Parents are NOT allowed to eat lunch with their children.

LUNCH RULES: Please review with your child so that all students have a pleasant lunch experience every day.

- Use good manners at all times. Stand quietly in the lunch line.
- Use only a low, 'inside' voice in the lunch line or eating area and limit conversation to non-offensive topics.
- Keep hands, feet, objects, and food to yourself. Never throw food.
- Keep your area clean. When you are dismissed, check on, under and around your area for trash. Pick up any trash - **even if it is not yours.**
- Raise your hand, look toward the supervisors, and wait to be excused. Do not call out, make noise, or stand.
- Put all litter in a trashcan
- Walk quietly to the playground.
- Sit only by grade level and do not wait for friends to go through the line.
- Do not move once you are seated unless given permission to do so by an adult.

As a general rule, students are expected to eat lunch every day. When students are not eating lunch, parents will be contacted to find out why. Please send a note if you want to give your child permission to skip lunch on a regular basis. Please remember that children learn better when they have sufficient fuel and water for their brains.

M

MINIMUM DAYS - Our regular minimum day is Thursday. Dismissal time is 11:20 a.m. for grades 1-6. Every minimum day, PM Kinder classes will attend school from 7:50-11:10. Please check the calendar for additional minimum days for Parent Conferences/Staff Development.

N

NOTICES - The school notices are published on the website. This provides valuable information, parenting help, news of school and PTA events, and a calendar of activities. Please visit the Butterfield Ranch website for daily updates. **Please emphasize to your child that it is important that all notices from school be given to you.**

P

PARENT-TEACHER CONFERENCES/COMMUNICATION - We encourage frequent communication between teachers and parents. Back-to-School Night and Open House offer overviews of the classroom programs.

Conferences are scheduled for all parents at the end of the first seven weeks of class. The second trimester conferences are only for those students deemed necessary by the teacher or requested by parents. See calendar for specific dates.

It is very important that all parents attend this conference. Your child's teacher will arrange a time for your conference. At any time when a teacher or parent feels there is a need, a conference may be scheduled. You may send a note or email to the teacher.

Effective parent conferences require planning and preparation by the parent(s) and the teacher. Please be sure to make an appointment. Write down any concerns, questions, or observations you wish to discuss. **The first, and usually best person to contact about any concern dealing with your child is the classroom teacher.**

PARENT INVOLVEMENT - We believe that successful schools result from parents and school personnel consistently working together. We encourage parent participation in many aspects of our school community. It is at the teacher's discretion when and if parental assistance is needed in the classroom.

Many parents provide valuable assistance by **volunteering** to work in classrooms, or to do projects at home. **All parents can** provide support at home by stressing the importance of education, by ensuring that homework is a priority, by supporting the school's program and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school.

Our **School Site Council (SSC)** is elected by parents and staff to help set priorities and goals for school improvement. Our **English Language Advisory Committee (ELAC)** is elected by parents to help support those students learning to read, write, and speak English.

PARENT, COMMUNITY VOLUNTEERS - There are many jobs that volunteers can do in classrooms. They can listen to children read, help with writing tasks, tutor children, assist with clerical tasks, supervise follow-up activities, run learning centers, or teach special lessons.

PARENT-TEACHER-ASSOCIATION (PTA) - Please show school pride and join Butterfield Ranch's PTA. The volunteer members of our PTA are a very welcome and valuable support for our efforts on behalf of the children of Butterfield Ranch. They provide valuable program support by paying for field trips, assemblies, instructional materials, library books, computers, software, and other school gifts, and by giving thousands of volunteer hours for all students. If you wish to get involved, please contact a PTA member, or visit the PTA website for further information.

PARENT OBSERVATIONS IN CLASSROOMS – To visit your child's class, please speak to the teacher beforehand so that a suitable time can be arranged. Be sure to come to the office to sign in and receive a visitor's pass.

PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS -

Teachers may not release any child to any person who comes to the room to pick up a child. Please come to the office to first sign out your child. The office will then call for your child to come to the office. Children can only be released to people on the emergency contacts.

PARTY INVITATIONS FOR OUTSIDE EVENTS - We request that party/social invitations for birthday parties, etc. NOT be handed out at school. We want to prevent incidents of hurt feelings, lost invitations, miscommunication, and other issues that are disruptive to the learning environment. These private social events are important to your children; but they are not a school function, and all aspects of the event should be handled off campus.

PHYSICAL EDUCATION EXCUSES – A parent may write a physical education excuse for a student for up to three (3) days. A copy is retained by the teacher and the school health clerk. A long-term physical education excuse must be requested with a doctor's note, specifying the length of time your child is to be exempted. Any student who is exempt from physical education for medical reasons is not permitted to participate in outdoor recess activities. The teacher may have your student complete

a physical education assignment such as: writing a report that pertains to physical education.

PETS – Animals are not allowed on campus except as part of a field trip or visiting assembly. This restriction is due to health risks, potential injury to students, and student allergies.

PLAYGROUND BEHAVIORS - Conduct and behavior are to be of the highest caliber. School rules are reviewed at the beginning and throughout the school year.

- Fighting, foul language, chase games (on the blacktop) and “rough-housing” are prohibited.
- Games of catch (any ball-throwing except basketball, four-square or ball wall activities) are to be played on the grass, not the blacktop.
- There is no tackle football. Touch or Flag football may be played at recesses and lunch. If rough play becomes a problem, football will be suspended for a week or more.
- Dodge ball, Nation ball, or games that involve purposely hitting another student with a ball are not allowed during recess.
- Softball bats should not be on the playground at recess. Metal bats and regulation softballs are prohibited. Only the school’s “super-soft” balls and bats may be used, and only under the **direct supervision** of a certificated person.
- Students are to line up in quiet, straight lines without playing when the signal to line up is given. If students are playing after the bell or in line, citations may be issued. Playground equipment may be confiscated for playing with it in line.
- There is no playing or running in hallways or between classrooms.
- There is no running on the blacktop except in organized games, i.e., basketball.
- Hard plastic Frisbees should not be on the playground. The soft foam (“Nerf type”) may be permitted at teacher discretion.
- There is absolutely no throwing of rocks, dirt, sand, grass, or any dangerous object.
- Students are not to climb fences, backstops, or tetherball poles.
- Playing cards, trading cards, electronic games, toys are prohibited.
- Students are not to buy, sell, or trade any items on campus. (Exception: classroom “stores;” but they may not have prohibited items for sale there.)
- There is no gum chewing or eating sunflower seeds at school.
- There is no food on the playground. At snack time food is to be eaten on the snake wall. All trash is to be thrown away before playing.

PLAYGROUND EQUIPMENT - Playground equipment is available to each classroom for student development of basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation, and sportsmanship within group activities.

Students may bring balls from home only at the teacher's discretion and at student's risk. During softball season, students may bring mitts only: no bats, hardballs, racquetballs, footballs, etc. All balls should be clearly labeled. All balls brought to school must be shared with classmates and not used to keep any child from participating in a game.

GENERAL RULES FOR PLAY EQUIPMENT

- Keep moving - No standing or visiting on the equipment.
- Keep a safe distance between you and other people.
- No pushing, pulling, or crowding another student while on the equipment.
- No toys or playground balls, jump ropes or other equipment may be taken on to the climbing apparatus.
- There is no running or chasing on the apparatus. NO TAG GAMES!
- Do not create long lines waiting for a particular exit. Keep moving.

- When the freezer bell rings, get down and walk to the edge of the play structure area, then freeze.

SLIDES

- Only one person at a time on any slide.
- Students must sit, facing forward on the slide and go down with feet extended in front of them. They may not lie down on back or stomach or go down headfirst.
- There are no holding hands or crossing over on the double slide.
- No one may climb up the slide.

PROBLEM SOLVING TECHNIQUES - for many of the minor disagreements that occur on the playground ("You stepped out," "The ball was on the line," etc.) the students have been taught to use Rock-Paper-Scissors to solve the dispute among them. This keeps all children from losing fun time at recess and helps them to be problem-solvers.

The following technique for solving interaction problems has been taught and reinforced with students.

- TALK to the other person. Tell them, "Please don't do that, it bothers me."
- WALK away. If the other person persists, tell them again, "Please don't do that, it bothers me," and walk away.
- TELL an adult. If the child is followed or continues to have problems with the same student, he/she is to walk directly to an adult supervisor for help.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help and skip steps 1 and 2. Children should never attempt to break up fights. They should go directly to an adult for help.

PROGRESS REPORTS - Mid-term progress reports provide an additional communication link with parents concerning the progress of their child. See calendar for dates. Also see: Ed. Code 49067, CVUSD Board Policy 908.01. In accordance with Educational Code 49076 *a signature is required by a parent for a student to hand-carry his/her report card/progress report home.* See calendar for dates.

R

RAINY DAY SCHEDULE/LUNCHTIME - On rainy days, the staff works especially hard to guard the health and safety of our students. On these days' recesses are spent in the classroom or multipurpose room. Students are given a restroom break and either watch a movie in the MPR or play quiet games in the classroom during recess time.

The principal or designee will call inclement weather schedule whenever the weather appears to be too harsh for the health and safety of children to observe a playground recess. Extreme heat or unhealthy air quality can also create a situation where students may need to be on an inclement weather schedule.

It is imperative that students understand they must talk softly and follow the directions of the supervisors in the MPR during those times.

Students will move into the MPR after being dismissed from lunch to watch a movie or video. Students who do not wish to see the movie may bring a book for silent reading.

The cafeteria supervisors, administrator and support staff will monitor students as necessary to maintain order and safety.

RAINY MORNINGS - When it is raining before school, all students in grades TK-6 go directly to the classroom when the gates open at 7:40 a.m. If they are waiting outside earlier than 7:40 a.m., students will need an umbrella to prevent them from getting drenched in the rain. All students arriving after 7:50 a.m. need to check into the office to receive a tardy slip before going to the classroom.

RESTROOMS-STUDENT- Children must not run, push, loiter or play in or near the restrooms. Students should try to use the restrooms at recess and only use the restroom during instructional time if it is an emergency. If there is a medical issue that requires your child to use the restroom frequently, please let the teacher know. **Student restrooms are locked prior to dismissal in order to secure unsupervised areas. The Health Office restroom is available for afterschool emergencies.**

RETENTION IN GRADE - Parents will be informed as early in the year as possible if a child is in danger of retention, based on SBAC scores, classroom performance, or district assessments. This does not mean that the child will be retained, but an intervention plan will be developed to increase your child's success during the year. At the end of the year, a Retention Team will hold a retention meeting to determine if the student has made sufficient progress for promotion to the next higher grade. Most students do make sufficient progress, especially with the combined efforts of the teacher, student, and parent. If the team decides that retention is in the best interest of the student, parents will be notified. Parents have 10 days to appeal the decision to retain. For more information see AR 5123 under **Board Policies** on the district web site.

S

SATURDAY SCHOOL: The purpose of Saturday School is to recuperate Average Daily Attendance (ADA) that is lost due student absences. Invitations to Saturday School are sent home with eligible students throughout the school year. Please check with the Office Staff for any questions.

SCIENCE FAIR - The science fair is available to all students and usually takes place in January. Teachers may require projects or may make participation voluntary. Please ask your child's teacher for more information. Only projects from grades 4-6 are eligible for the District Science Fair.

SNACKS – During recess, students may eat healthy snacks on the snake wall. Trashcans are conveniently located for students to dispose of their trash. Sunflower seeds, gum, flavored salt, and like items are not allowed on campus. Sharing snacks is discouraged.

SPECIAL PROGRAMS – Butterfield Ranch Elementary School is proud to offer many special programs to meet the diverse needs of our students. We have an Intervention Teacher on campus to assist with student academic interventions.

For students with identified specific learning or language disabilities, we offer the Speech and Language Program and the Resource Specialist Program. These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process. If you feel that your child might have a learning disability, or need speech and language assistance, please discuss it with the teacher or the Assistant Principal.

All teachers in grades 1-6 have been provided copies of the District GATE curriculum for use with our

GATE and high achieving students. We cluster our GATE students into one or two classes in grades 3 through 6.

English Learners (EL) receive instruction in English Language Development (ELD) Standards by teachers credentialed and trained to teach the EL student. EL students are clustered by language level. We are very proud of the programs we offer as all are designed to develop the gifts and meet the specific needs of students.

STAFF LOUNGE - The lounge is reserved for staff only. Its purpose is to provide a positive, restful area in which staff members can relax and enjoy the company of their colleagues--or to quietly unwind and relax in solitude. Please help to preserve this environment. There is a bathroom available in the office for visitors or volunteers.

STAFF - Butterfield Elementary School has an excellent staff of teachers and support personnel. All teachers have credentials and are highly qualified to teach at the elementary level. They have certificates to teach English Language Learners. Many have advanced degrees and other credentials or certificates in addition to the basic teaching credentials.

Many teachers attend workshops during the summer or on weekends to learn new techniques to better serve our students. They are very willing to share current information and ideas with other staff.

All staff members are evaluated both formally and informally on a regular basis. This outstanding, highly qualified, professional staff is the main key to the excellent program at Butterfield Ranch.

STANDARDS BASED EDUCATION – California Common Core state standards as prescribed by the California State Department of Education will be the basis for curricula taught to students in the classroom. State-adopted textbooks that align with these standards are used in each student's classroom. A complete copy of standards for your child's grade level can be found at the California State Department of Education website, www.cde.ca.gov Also, a copy of standards is available at the beginning of the year at Back-to-School Night.

STUDENT DROP OFF AND PICK UP - Students should not arrive at school before 7:40 a.m. (when campus supervision begins), unless they eat breakfast. They should be picked up promptly at dismissal time. At dismissal time, if you have parked your car on the street or in a parking space, please wait outside the gate until your child comes out.

SAFETY/TRAFFIC - Traffic is very heavy during drop off and pick up times.

Please adhere to the following traffic safety rules:

- Students should not be dropped off early or picked up late. There is no supervision before 7:40 a.m. or after 2:40 p.m.
- Students may be dropped off from the right lane only. There is no stopping, waiting, or passenger loading or unloading in the left lane.
- If you need to leave your vehicle it must be parked in a parking space (in the parking lot) or along the curb on the street. Be careful not to park in the street on street sweeping days.
- During heavy traffic times, parents may wait in their vehicles along the curb in the right hand drop off lane. Do not leave a car in the drop off lane. There is no double-parking or waiting in the left hand (no stopping) lane.
- The drop off lane is for quick loading and unloading of passengers only. If your child needs to put on her shoes, comb his hair, finish eating breakfast, etc., please park in a parking space to avoid impeding the flow of traffic.

- Please pull as far forward as possible in the drop off lane.
- Do not go around waiting for cars to fill an opening in the drop off lane. The other cars will move up. Please stay in line and wait your turn.
- Always have children enter your vehicle on the curbside. Do not allow them to go into the traffic lane to enter the car.
- Do not drive into the handicapped parking areas to drop off children. These spaces are legally reserved for cars with handicap placards or license plates.
- Please be courteous to cars attempting to leave a parking space or a parking lot exit.
- Double parking, jaywalking, U-turns, and impeding the flow of traffic all create extreme and unnecessary hazards for our children. Please refrain from these unsafe (and illegal) acts.
- Never ask your child to run or walk across the street to meet you. Cross streets at crosswalks ONLY.

The traffic flows very quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop off/pick up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety and the safety of others. Thank you very much for consistently adhering to these procedures to help create a safer environment for all of our children.

STUDENT BEHAVIOR IN HALLWAYS - Students must walk in the hallways and corridors. No running is permitted.

STEP TEAM - The purpose of the STEP meeting is to agree on interventions in the classroom to help the student who is struggling. Referrals are available from the classroom teacher or Assistant Principal. A meeting will be scheduled after completed forms are returned. The STEP team will usually be made up of the current teacher(s), the parent(s), an administrator, and the student, when appropriate.

T

TARDIES - See Attendance Procedures

TELEPHONE USAGE - Students may only use the office phone when an emergency situation exists. Students must have prior permission from the teacher to use the classroom phone. *Student cell phones must be turned off and out of sight during the instructional day.* **If a student's phone rings or is used during instructional hours including recess or lunch, it will be confiscated and must be picked up by a parent in the office at the end of the school day.**

TEXTBOOKS. SCHOOL SUPPLIES - Textbooks, library books, and basic school supplies are provided free of charge to all students. In accordance with District policy and Education Code provisions, parents will be billed, however, for the cost of replacement or repair of lost or damaged school property. The replacement cost of textbooks may be as much as \$75 or more. The cost of many library books is close to \$30. **Damage to books includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc.**

No student will be charged a fee nor required to purchase any item for any project, activity, or supply needed for a class. Science projects do not require the purchased display boards but may be mounted

on cardboard that has been covered with paper that is available at school.

TRANSPORTING STUDENTS - Parents/teachers may not transport children to or from field trips.

V-W

VANDALISM AND THEFT - Although rare, if you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting school.

VISITORS - All visitors, including parents, must sign in with a valid ID at the Office upon entering the campus. Volunteer/Visitor badges will be issued in the Office when you sign in and must be worn and visible while on campus. To ensure the safety of students and staff and avoid potential disruptions, children under the age of 18 are not allowed on campus without the approval of the Principal.

Parents will not be permitted to go to the class to deliver lunches or other items to your child.

WALKING ROUTE TO SCHOOL

*Please instruct your children that they must cross at the crosswalks, even if it means walking a few extra feet to get there. **Never** have your child run across a street or between vehicles to enter or leave the school or to enter your vehicle.*

Students are to walk directly to and from school and should not go to local shopping centers, parks, or other areas before or after school. This creates a significant safety risk for your child. They should follow street routes only and should, whenever possible, walk with a sibling, friend, or neighbor. **Students should always walk on sidewalks and not on private property when going to and from school.**

Parents may be held liable for any damage caused by their children. Students are subject to school discipline while on the way to and from school. (Education Code 44807)

WELLNESS POLICY

Our district has implemented a new wellness policy that complies with new rules for acceptable foods and portions as mandated by the State of California. The Chino Valley Unified School District Board of Education recognizes the important connection between a healthy diet and a student's ability to learn effectively to meet high achievement standards in school. The board also recognizes the school's role in creating an environment that fosters healthy nutrition and quality physical activity.

The following excerpts from the wellness policy will guide snacks provided at parties by teachers or parents. Please check the district website (AR 5030e) for the complete details of the Wellness Policy.



All foods and beverages sold during school hours shall meet nutritional standards following the 35% - 10% - 35% guidelines:

- 35% or less of its total calories from fat.
- 10% or less of its total calories from saturated fat.
- 35% or less of its total calories from sugar by weight.
- The sale of soft drinks and candy are not allowed during the school day.
- Classroom snacks will feature healthy choices.
- Food items served and sold shall reflect the cultural diversity of the student body.
- Students shall be encouraged to have a healthy breakfast each day.
- Portion sizes will be observed.

