

# Bella Vista Elementary School



## Student Handbook

Superintendent - Charlie Hoffman  
Principal - Renae Burson

549-4415

[Bveagles.com](http://Bveagles.com)

School Hours: 8:05 AM – 2:30 P.M.

Early Release Day Hours: 8:05 AM – 1:30 PM



# WELCOME TO BELLA VISTA SCHOOL!

This should be an exciting year for all of us as we experience new opportunities and challenges and meet new friends. This handbook is presented to acquaint you with Bella Vista traditions, priorities for the school year, school policies, and rules. Please read this carefully as it will answer many of the questions you will have about Bella Vista School.

## A SPECIAL NOTE TO PARENTS

Bella Vista School believes that parents should be involved in their child's educational program. There are several different ways in which parents are encouraged to participate.

One of the most important ways to participate in your child's education is to talk to them about their day every day. Ask about homework and behavior. Do not take "I finished it at school" and "Fine" as answers.

Parents are invited to visit the school and classrooms. You may also become involved by volunteering your time and talents. We request that you notify the teacher, in advance, if you plan to visit a classroom. **All visitors must obtain a visitors badge from the office.** If you need to discuss school matters with a teacher, **please call for an appointment.**



You are encouraged to attend meetings of our Board of Trustees. The Board meets regularly on the second Tuesday of each month at 7:00 p.m. in Room 10. Agendas are posted in the display case located by room 5.

Bella Vista School also has a School Site Council composed of parents and staff. The Site Council provides input and advice to the school Principal related to our Consolidated Programs and their implementation. Site Council meetings are scheduled monthly.

Join the Parents' Club. Become involved in its functions. Meetings are held regularly. Please join and be a positive supporter of our school. Check our monthly bulletin, "The Bugle" for other opportunities to be involved. Our school website [bveagles.com](http://bveagles.com) is full of helpful information.

If you find it necessary to pick up your student prior to the close of any school day, please notify the office. **Students must be signed out in the office before leaving campus. Please remember Bella Vista is a closed campus until 6:00 p.m.**

Please take time to read and discuss this handbook with your student(s). You may wish to spend some extra time reviewing the discipline section. These rules and regulations are first and foremost for the safety of your children and apply to all school functions.

## BELLA VISTA FACULTY

Superintendent	Mr. Charlie Hoffman <a href="mailto:choffman@strop.org">choffman@strop.org</a>
Principal	Ms. Renae Burson <a href="mailto:rburson@shastalink.k12.ca.us">rburson@shastalink.k12.ca.us</a>
Kindergarten Teachers	Miss Marilyn Nathan <a href="mailto:mnathan@shastalink.k12.ca.us">mnathan@shastalink.k12.ca.us</a> Mrs. Heather Tuggle <a href="mailto:htuggle@shastalink.k12.ca.us">htuggle@shastalink.k12.ca.us</a>
1st Grade Teachers	Mrs. Bonnie Bowman <a href="mailto:bbowman@shastalink.k12.ca.us">bbowman@shastalink.k12.ca.us</a> Miss Melissa Fandl <a href="mailto:mfandl@shastalink.k12.ca.us">mfandl@shastalink.k12.ca.us</a>
2nd Grade Teachers	Mr. Myron Stenzel <a href="mailto:mstenzel@shastalink.k12.ca.us">mstenzel@shastalink.k12.ca.us</a> Mrs. Sandy Waters <a href="mailto:swaters@shastalink.k12.ca.us">swaters@shastalink.k12.ca.us</a>
3rd Grade Teachers	Mrs. Rene Griffiths <a href="mailto:rgriffiths@shastalink.k12.ca.us">rgriffiths@shastalink.k12.ca.us</a> Ms. Breanna Pendley <a href="mailto:bpendley@shastalink.k12.ca.us">bpendley@shastalink.k12.ca.us</a>
4 <sup>th</sup> Grade Teacher	Ms. Margaret Haley <a href="mailto:mhaley@shastalink.k12.ca.us">mhaley@shastalink.k12.ca.us</a>
4 <sup>th</sup> /5 <sup>th</sup> Grade Teacher	Mr. Mike McKenzie <a href="mailto:mckenzie@shastalink.k12.ca.us">mckenzie@shastalink.k12.ca.us</a>
5 <sup>th</sup> Grade Teacher	Mr. Brian Brickey <a href="mailto:bbrickey@shastalink.k12.ca.us">bbrickey@shastalink.k12.ca.us</a>
6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Grade Teachers	Ms. Jamie Brown <a href="mailto:jgrove@shastalink.k12.ca.us">jgrove@shastalink.k12.ca.us</a> Mrs. Kerrie Barnard <a href="mailto:kbarnard@shastalink.k12.ca.us">kbarnard@shastalink.k12.ca.us</a> Mrs. Annamarie Miller <a href="mailto:amiller@shastalink.k12.ca.us">amiller@shastalink.k12.ca.us</a> Mrs. Stacie Townsend <a href="mailto:stownsend@shastalink.k12.ca.us">stownsend@shastalink.k12.ca.us</a>

## MISSION STATEMENT



Our mission is to ensure that all students meet or exceed grade level standards as well as develop self-worth and social responsibility within a safe, healthy, and nurturing school environment that requires students to think, solve problems, and be creative. We will achieve this through a comprehensive support system, professional collaboration, and strong values of TEACHING EVERY CHILD EVERY DAY.

## VISION STATEMENT

Bella Vista School offers classes from kindergarten through 8<sup>th</sup> grade. Its staff and community provide a welcoming, safe, stimulating environment with the goal of building strong character and nurturing creative thinkers and problem solvers.

The entire school community shares the common belief that every child can and will learn. Teachers evaluate student growth, share successful practices, and plan a rigorous curriculum that supports learning of all students. Current technology is used as an effective instructional strategy to engage and motivate students for success. Our staff works hard to learn from one another and partners with parents to provide a comprehensive support system.



Our goal at Bella Vista School is to help students develop a positive self-worth by experiencing success in acquiring academic and social competencies. Respect for self and others instills a sense of pride throughout the school and helps secure our family atmosphere.

Bella Vista School is committed to educating the whole child. Our learning environment provides the perfect balance between outstanding academic programs and extracurricular activities where children's talents, interests, health, and love for learning are fostered and developed. The school's exceptional facilities provide a place for the school community to gather for academic, social, and cultural festivities.

Bella Vista School is proud of its strong sense of community and parental involvement where everyone works together to create a warm and nurturing environment that inspires each student to grow.



## CORE VALUE

The following Core Values are guiding principles for the Bella Vista School District. These values represent how we want to “live” within our school community. Core Values are for the children and adults to embrace, internalize, model, and live by. They are an expression of what is deep and enduring in our school system.

**All students can learn and succeed-no excuses,  
no exceptions!**

**We will** continually pursue excellence in our students and staff.

**We will** teach grade level curriculum to every child at their ability level every day.

**We will** continuously self-evaluate and improve.

**We will** model respect for self, respect for others, responsibility for all our actions.

**We will** maintain a quality environment and safe school facility.

**We will** promote lifelong healthy eating and physical activity.



## ATTENDANCE AND ABSENCES



**We are Community Centered!**

Everyone's participation is paramount to our success. Non-attendance affects your academic and social progress at school and results in a loss of revenue for our school.

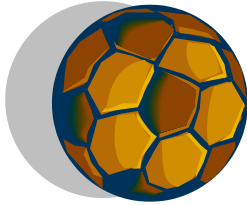
### **Steps to follow when absent:**

1. Have your parent or guardian phone the school to inform the attendance office of your absence (549-4415 ext. 1256).
2. Bring a written excuse giving your name, date, days of absence, reason for absence, and parent or guardian's signature to the office before school begins on the day you return.
3. You may call the office (**allow 24 hours**) for teachers to gather your homework and return the assignments to the office. If you anticipate a multi-day absence due to personal reasons, please call the attendance office in advance.

In order for a child to have Perfect Attendance each quarter/trimester, he/she must be present for the **ENTIRE school day**. The only tardy that will be exempt from Perfect Attendance will be those that have a written doctor's, dentist's or a court document.

At Bella Vista, we firmly believe that class time is important. **DON'T BE LATE!** Only medical appointments or illness are considered excused tardies. **Four unexcused tardies will result in a referral to the School Attendance and Review Board (SARB).**

## ATHLETICS "Eagles Compete" Extracurricular Activities



Basketball, cheerleading, flag football, softball, and volleyball are interscholastic sports available to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. Cross country is offered to kindergarten through 8<sup>th</sup> grade and track is available to 4<sup>th</sup> through 8<sup>th</sup> grades. Remember, before you try out you must have: **PARENTAL PERMISSION, PROPER INSURANCE, 2.0 GPA or higher WITH NO "F's", and a GOOD BEHAVIOR RECORD.** Tryouts occurring after the first 3 weeks of a new grading period will review current grades for eligibility. If tryouts are held within first 3 weeks of a new grading period, a prior report card will determine eligibility. Progress in classes will be checked weekly. In order to participate in a contest or practice, you must attend school for a minimum of 3 ½ hours. The option to bring up grades to participate in extra-curricular activities will be offered only one time per season. These standard requirements also apply to music and choir performances. We recommend that you receive a physical before participating in all sports.

## AWARDS "Eagles Are The Greatest!"



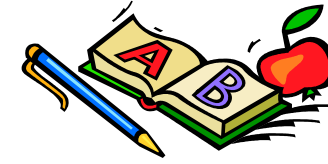
Bella Vista has an extensive student recognition program. Students are recognized for exemplary academic efforts, attendance, citizenship, and performance in extracurricular activities. Some examples of these awards are:

Perfect Attendance  
Block BV  
Honor Roll

Citizenship  
Positive Referrals  
Music Awards

Eagle of the Month  
Honor Board

## CAMPUS SUPERVISORS "Safe School"



Campus supervisors are important to insure safety before and after school, during recess, and at lunch. Their function is to provide supervision and control. **They are to be treated with respect and courtesy.** Students arriving before 7:30 A.M., must report immediately to the cafeteria until playground supervision is available. After school is dismissed students are expected to leave the school premises in a timely manner. If a parent is late in picking up a child after school the child must report to the office to wait for their parent. Supervision is not available for students "just hanging out." These are rules in the Education Code that schools are mandated to follow.

## CLOSED CAMPUS "Once You Are Here, You Are Here"

Bella Vista School is a closed campus! You may not leave campus for any reason during the school day without being signed out in the office by a parent or guardian. **Anyone, other than Bella Vista students and staff, must sign in at the office prior to entering the campus during school hours.**

## CELL PHONES "I Must Contact My....."

1. BVS is not responsible for stolen, lost or damaged electronic devices that are brought to school.
2. Cell phones are not to be on during class time, taken out at recess, or on the bus.
3. Students are not to use the photo feature on the cell phone while on school premises or on the bus.
4. Text messaging is not allowed during school hours.
5. **Cyber-Bullying will not be tolerated: Consequences may include suspension and/or expulsion.**
6. Students who rely on cell phones for communication with parents or guardians are expected to use the devices respectfully and responsibly. Cell phones may be used only in the front office or students may use the school phone in the office.



### Cell phones that are used irresponsibly will result in:

1<sup>st</sup> Offense: Device will be confiscated for the day and will be returned to student by the end of the day

2<sup>nd</sup> Offense: Device will be confiscated and will only be returned to parent

**Students are not permitted to bring iPods, mp3 or disc players** with or without earphones, or any other electronic device to school without written permission from school administration.

Parent/Guardians may contact children through school phone lines. Please remember that school hours are best left uninterrupted. After-school preparations should be made before students leave home in the morning.

## EMERGENCY PLAN "It May Never Happen"

In case of an emergency where the school has to be evacuated, Bella Vista staff have been assigned specific responsibilities. Staff will escort you to the designated area where an emergency command post and first aid station will be established. If there is an intruder on campus, we will lock the campus down until it is determined that all are safe. You can expect to receive an "all call" message and an email with current information. Please be sure the office has your correct contact information.

In the event of a school closure or evacuation please tune into your local AM radio station KQMS 1400, local FM radio station KNCQ 97.3, and television station KRCR Channel 7 news for emergency announcements. **In the event of an emergency, wait to be contacted by the school or authorized personnel allowing law enforcement to have access and the speediest response time possible.**



## DISCIPLINE “Be Responsible For Your Actions”

## DRESS CODE “Eagle Attire”

Effective discipline is fundamental to an excellent educational program. Bella Vista has a policy of progressive discipline which means that when negative behavior is repeated, the consequences for that behavior intensifies. Please refer to the Behavior Matrix listed on page 17 or at the school website.

Student detentions will be held according to the teacher's instructions. Detentions are usually served during lunch recess/daily recess; however, arrangements can be made for after-school detentions. If a teacher gives a detention and a student chooses not to serve the detention, parents will be notified and an additional consequence will be given. Repeated failure to serve detentions may lead to suspension.



**Out of School Suspension** is another disciplinary tool available to Bella Vista. If you are suspended you are to remain away from the school grounds of any school and you shall not be allowed to participate in or attend any school sponsored activity during the length of the suspension. **You may not attend any school sponsored activity during the grading period in which you were suspended.** During the period of suspension, you are expected to make up your school work.

**Expulsion** hearings may result from any of the following: causing serious physical injury to another person, fighting, possessing weapons or drugs, committing robbery or extortion, and when other means of correction are not feasible or have repeatedly failed to bring about proper conduct. An alternative educational setting may be arranged for the student.

**School Attendance Review Board (SARB)** will hear cases involving a student with excessive absences and/or repeated behavior problems. SARB will determine the educational placement that best meets the student's needs.

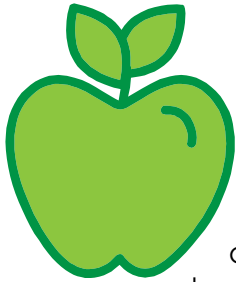
BVS, like all places of business, has a dress code. Students who violate the dress code will be asked to change into approved clothing provided. The inappropriate clothing will be kept until the approved loaner clothing is returned to the school office at the end of the day. Students will not be allowed to call home for a change of clothing if in violation of the dress code.

- **No short shorts or short skirts allowed.** Shorts must be modest, hemmed, cover undergarments and buttocks. Shorts must have a 3 inch inseam.
- **Tops must be modest and cover undergarments. NO Cleavage may show.**
- **Shoulder straps must be at least 1 inch wide and no bra strap showing**
- **Spandex tops and pants are not acceptable attire.**
- Footwear must be worn for health and safety reasons. **No flip-flops are allowed at school.** All shoes must have a back-strap and be appropriate for P.E. activities.
- **No sagging pants.** Pants must be hemmed, worn at the waist, stay up without a belt, and not touch the ground. Underwear should not be visible if the shirt is raised.
- **No hats, hoods, or beanies are allowed to be worn indoors.** Hats are to be worn with the bill facing forward. (No backwards or to the side bills). Scarves are to be worn appropriately around the neck. Bandanas are allowed if worn as a means of pulling back or securing hair only.
- **Clothing that advertises** cigarettes, alcohol, drugs, etc., depicts violence, death, the macabre, sex, obscene acts, or anything considered offensive to another's race, creed, religion, or gender are not acceptable.
- **Clothing, footwear, etc. that is derisive or symbolic of gang affiliation is prohibited.**
- **No writing on one's body or personal items is allowed.** Clothing, backpacks, and other personal items may only be marked or identified by the student's legal name. We do not allow drawings, symbols, or graffiti on these items.
- **Sleepwear is not acceptable at school** outside of school sponsored "dress up days." This includes shoes designed to be worn as slippers.
- **Clothing must be free of tears and holes** in areas of the body that should be reasonably covered.
- **No facial jewelry may be worn at school.**
- **No sleeveless undershirts allowed.**
- **For student safety, no spiked jewelry or large hoops may be worn.**

## HARASSMENT "I'm Okay, You're Okay!"

If you engage in sexual harassment you may be subject to disciplinary action up to and including expulsion. Sexual harassment (Ed. Code 212.5) includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

## FOOD SERVICES "Yummy in my Tummy"



Breakfast and lunch are served each day. The full price of breakfast is \$1.00. The reduced price is \$.30. The full price for lunch is \$2.00 and the reduced price is \$.40. **Parents are strongly encouraged to pre-pay for their student's breakfast and lunches in multiple day increments or go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to make a payment.** Both breakfast and lunch may also be purchased daily before school. Milk may be purchased separately for \$.30. If a student forgets lunch or lunch money, a peanut butter and jelly sandwich and milk will be provided.

A clean and orderly cafeteria is a must. Students should walk quietly through the cashier and serving lines.

**Cafeteria standards are to be followed at all times. If you do not, you may lose the privilege of using the cafeteria. Standards are:**

1. Be orderly and in place while waiting in line. Classes line up alphabetically: you should go promptly to your proper place in line and remain there.
2. Go to the cafeteria and sit at the table to which you are assigned until dismissed by a supervisor.
3. Eat quietly without shouting, talking loudly, or making any loud noises with bags or milk cartons.
4. Clean your own area when you finish eating.
5. No food or food-related items are to be taken from the cafeteria: this includes unopened items.
6. No sharing, swapping, or selling food or drinks is allowed by law.

## LOST AND FOUND "Where Are My..."

All efforts will be made to return lost and found articles that are labeled. Check for lost items in the Lost & Found container located by room 10. **All unclaimed articles will be donated to a charity organization on the second Friday of each month. Remember to label your belongings with permanent ink.**

## MEDICATION "I Need Some Aspirin"



**No medication** including pain relievers, asthma inhalers, antibiotics, poison oak medication, antihistamines, or any other type of tablet, liquid, or ointment -- will be administered to you at school unless a "Request for Medication" form, completed and signed by both your doctor and your parent, is turned into school with the medication. This form must be updated yearly. All medications must be delivered to the school by your parent/guardian or an adult representative. Medication must be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, your name, name of doctor, and dosage of medication. All medication will be kept in the office in a locked container.

## VISITORS/GUESTS "Come See Us"

Parents and guardians are always welcome at Bella Vista School. We do ask that parents and guardians sign in at the school office and obtain a visitor's badge. Because Bella Vista School is a closed campus, **student visitors will not be permitted on campus during regular school hours.**





## BINDERS “Let’s Get Organized...”

All grade-levels, 1<sup>st</sup> – 8<sup>th</sup> grades, will have binders that travel between home and school. Second - 8<sup>th</sup> grades use a planner in their binder for students to keep track of homework and upcoming events. Please check your child's binder/planner daily. It is an integral method of communication between the school and home.

## HOMEWORK “Mom, I Don’t Have Any...”

You will be assigned homework on a regular basis. The daily time depends on many things, including your work habits. Homework should be helpful to you and reinforce what you have learned in school. **It includes work you have not finished during school hours.** Students are also expected to read 30 minutes each night.

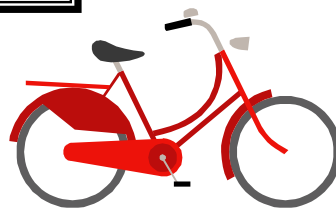


## VOLUNTEER DRIVERS

We acknowledge the need for responsible volunteer drivers to provide transportation services for school activities and related business. A Private Driver Application must be completed and on file in the district office before volunteers transport students in their vehicle.

## TRANSPORTATION “Go, Go, Go!”

You may elect to ride a bicycle to school. If so, the law requires that you must wear a helmet. Be sure to lock your bike in the racks provided for your use. Please walk your bike on campus. Also, school policy does not allow you to bring or to use skateboards, roller blades or scooters on campus. We encourage you to be safe and to obey the rules of the road.



## TRANSPORTATION “Go, Go, Go!”

In the interest of greater safety for all pupils and property concerned with school transportation, the Governing Board of Bella Vista ESD, in cooperation with the California Highway Patrol, believes that better informed pupils and parents will help to safeguard the lives of all who ride the school buses. The following rules are based upon the “Regulations of Pupil Transportation” as set forth by Board policy (BP/AR 5131.1), the California Department of Education, and the California Highway Patrol.



1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down, face forward, and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may not use any electronic device while on the school bus.
10. Riders shall not put any part of the body out of the window or throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with the bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited.
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the District's transportation safety plan when crossing the road and exiting the bus.