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2011-2012
Student Handbook

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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 6:30 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 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. (Office hours are 7:30 a.m. to 4:00 p.m.) **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.

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 8th 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 Values

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 life long 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:

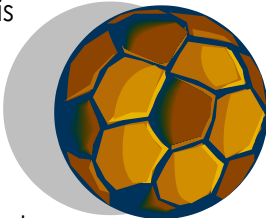
1. Have your parent or guardian phone the school to inform the attendance office of your absence (549-4415 ext. 1256).
2. Bring a written excuse giving your name, date, days of absence, reason for absence, and parent or guardian’s signature to the office before school begins on the day you return.
3. 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. **Independent Study will disqualify a student from receiving Perfect Attendance.** 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. Students may have no more than 1 unexcused tardy per quarter or trimester in order to qualify for Perfect Attendance.

**ATHLETICS “Eagles Compete”
Extracurricular Activities**

Basketball, cheerleading, flag football, softball, soccer and volleyball are interscholastic sports available to 6th, 7th and 8th grades. Cross country is offered to kindergarten through 8th grade and track is available to 4th through 8th 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:

**Block BV
Honor Board
Perfect Attendance**

**Citizenship
Honor Roll**

**Eagle of the Month
Music Awards**



ASSEMBLIES “Let Us Entertain You”

Assemblies are held throughout the school year. Success depends on the cooperation and participation of students. Good student conduct enables us to arrange exciting assemblies in which all students may participate. Misbehavior at assemblies could result in missing future assemblies

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.

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.**

CLEAN CAMPUS “Don’t Be a Litterbug”

It is the responsibility of each student to help keep our school campus clean. Food may only be eaten in designated eating areas. Lunch may only be eaten in the cafeteria or outdoor eating area.



DANCE POLICY “I Could Have Danced All Night”



Dances are for sixth, seventh, and eighth grade Bella Vista Eagles! Bella Vista dances are considered a privilege and are for Bella Vista students only. **If you are failing, have been suspended prior to a dance, you will be restricted from the dance.** Night dances will be held from 6:00 – 8:30 p.m. in the cafeteria. You will not be admitted after 7:30 p.m. unless accompanied by a parent or guardian. Once you enter the dance, you will not be permitted to leave until the dance ends or a parent picks you up. Parents are asked to pick you up on time. **If you are not picked up by 8:45 p.m. you will not be allowed to attend the next dance. Remember all school rules, including dress code, are in effect at school dances.**

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



California Education Code 48901.5: States that no student shall be in possession of any electronic device.

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

- First offense Item is confiscated and returned to the student at the end of the day.
- Second offense Item is confiscated and returned to a parent when they sign a letter explaining school policies.
- Third offense Item is confiscated, returned to a parent when they sign a letter explaining school policies, and student serves a one day in-house suspension.

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

DISCIPLINE "Be Responsible For Your Actions"

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.

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.

DISCIPLINE "Be Responsible For Your Actions"

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. If your suspension is within 30 days of the end of a grading period, you may not attend school sponsored activities for a minimum of 30 days into the following grading period.

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.

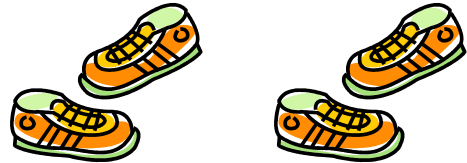
School Attendance Review Board (SARB) will hear cases involving a student with excessive absences and/or repeated behavior problems. SARB will determine the educational placement that best meets the student's needs.

DRESS CODE "Eagle Attire"



As clothing trends change and adapt during the school year, the administration reserves the right to impose new dress code guidelines not noted at the time of this printing. Bella Vista, 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.** Socks must be worn at all times.
- **No sagging pants.** Pants must be hemmed, worn at the waist, stay up without a belt, and not touch the ground.
- **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.** Trends in clothing and gang attire will be updated and communicated, as needed, to ensure a safe school setting.
- **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.**



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

Sexual harassment: 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.

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.

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 KRCC 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.**



FOOD SERVICES “Yummy in my Tummy”



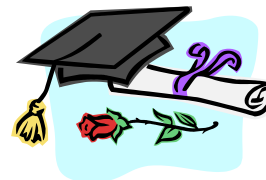
Breakfast and lunch are served each day. The full price of breakfast is \$1.00. The reduced price is \$.30. The full price for lunch is \$1.50 and the reduced price is \$.40. **Parents are strongly encouraged to pre-pay for their student's breakfast and lunches in multiple day increments.** Both breakfast 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. **Students may only charge if prior charges have been paid in full.**

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.

GRADUATION REQUIREMENTS



There are many activities associated with the conclusion of your 8th grade year at Bella Vista School. Included among these are the graduation ceremony and dance, as well as 8th grade trips. In order to participate in these end-of-the-year activities there are some requirements that must be met.

1. **Passing Grades:** Students must have at least a 2.0 GPA for the entire year in all subjects.

Each failing quarter grade (F) will result in students losing the privilege of participating in an 8th grade activity. The activities are (in order):

- A. Whiskeytown Barbeque
- B. Eighth Grade Trip
- C. Graduation Dance
- D. Graduation Ceremony

2. **Behavior**

Students must have an acceptable standard of behavior throughout the year. Multiple school rule infractions or major rule violations could result in the loss of one or more activities. Academic grades will determine eligibility for graduation, but behavioral issues could affect eligibility for the extra activities.

3. **Class Valedictorian**

Honorees will be chosen using student grade point average as the basic criteria: attendance and citizenship will also be considered.

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 bin 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.





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.**

TO DO A GOOD JOB, YOU SHOULD:

1. Use class time wisely to reduce amount of homework.
2. Listen carefully to all directions and explanations about homework.
3. Ask questions if the assignment is not clear.
4. Keep a record of all assignments, including due dates and other specific requirements.
5. Have a definite time and place for study, free from interruptions, and stocked with working materials.
6. Budget time wisely and maintain a schedule of study time, keeping in mind long-term assignments.
7. Begin assignments promptly and turn in assignments when they are due.
8. Strive for the best results, rather than the minimum which will be acceptable.
9. Take the initiative in making up work missed for any reason.
10. Copying other student's work is not acceptable. The student should use his/her own words in homework assignments.



RESOURCE CENTER and COMPUTER LAB

A library specialist is available throughout the day to help you find the materials you need. A pass from your teacher is needed to go to the library during class time. If you want to check out a book or materials, use the correct procedures. Return materials to their proper places. A book in the wrong place is a lost book.

You must have a signed Internet Use Permission Slip on file in the office from your parent before you will be allowed to use the Internet. Students must be accompanied by an adult to use our school computer lab.

Remember: All school rules apply in the Resource Center and the Computer Lab.

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.**

SPECIAL PROGRAMS “Something for Everyone”

Gifted and Talented (G.A.T.E) is designed to provide additional experiences for mentally gifted and talented students (who qualify) in an attempt to broaden and strengthen their levels of experience and growth.

Special Education is for students who are experiencing significant difficulties in learning. Specially trained teachers provide help for a period of time each day. The concern is to provide the child with the needed help to maintain educational growth and advancement.

Title 1 is for students who are in need of assistance in basic skill area of Reading and Mathematics. The District receives special funding and is presently providing extra help to students who are below grade level in reading skills.

TARDINESS “Don’t Be Late!”

Being tardy to school or to class (to your job) is a NO-NO! At Bella Vista, we firmly believe that class time is important. **DON’T BE LATE!** Only medical appointments or illness are considered excused tardies. Students are allowed 3 unexcused tardies per grading period. Unexcused tardies may result in a detention. **Four unexcused tardies will result in a referral to the School Attendance and Review Board (SARB).**

TRANSPORTATION “Go, Go, Go!”



It is especially important that you follow school rules at all times when you are riding the bus, including field trips and special trips. **Safety** is our main concern for you. Please read the bus standards listed below very carefully. If they are not followed, a bus citation will be issued or other disciplinary action may be assigned.

1. You must follow the instructions of the driver immediately and respectfully.
2. You need to arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. You must remain seated while the bus is in motion and never block aisles or exits. Nothing should be thrown in or out of the bus.
4. You may not change seats, unless the driver has given you permission.
5. Eating, drinking, or gum chewing is not allowed on the bus.
6. Written permission from your parent or guardian is required for you to get off at a stop that is not your normal stop.
7. You may not cross the street at anytime, unless accompanied by an adult.
8. You must help keep the bus and the area around the bus stop clean.
9. You may not bring glass objects or live animals on the bus.

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.



