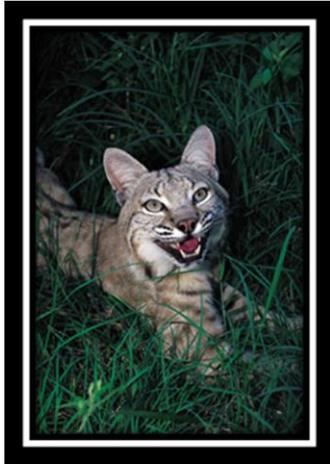


# **Bonny View Bobcats**

## **Student/Parent Handbook 2016/2017**



**5080 Bidwell Rd.  
Redding, CA 96001**

**530-225-0030  
Fax: 530-225-0034**

**[bonnyview.reddingschools.net](http://bonnyview.reddingschools.net)**

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**Parents, please read the handbook with your child as it contains important information about school activities, procedures, and rules.**

**Thank you**

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### **Mission Statement**

**Bonny View School has made a commitment**

**To accept all,**

**To teach all,**

**To challenge all,**

**To inspire all children**

### **Our Vision**

**The Bonny View community actively commits to provide engaging learning opportunities for students to reach their academic, emotional, and social potential.**

**We hold the expectation that every student achieves or exceeds grade level academic standards.**

**We will encourage and support parents to take an active role in their children's education.**

**We will establish and maintain community partnerships.**

**We will provide a safe, respectful, and responsible school environment.**

**We will celebrate student success.**

August 2016

Dear Students and Parents,

Welcome to Bonny View Elementary School, home of the Bobcats, and the 2016 – 2017 school year! The Bonny View School community is proud of their accomplishment to establish, maintain, and provide excellent educational opportunities since 1964. The dedicated Bonny View staff is committed to providing the optimum learning environment for each and every student. Our educational program is consistent with California State Standards. Student safety, academic, social, emotional, and physical needs are our priorities. Bonny View Elementary School embraces the vision of the Redding School District's focus on providing a quality education that will enrich a child's life.

By working together staff, parents, students, and the community ensure that each student can reach his or her potential and acquire the necessary skills and tools to be successful in an ever changing world. Educational research identifies a direct correlation between student success and home/community support.

This handbook is designed to provide you with general information regarding Bonny View School. Please read the handbook to gain first-hand knowledge of the rules and procedures of the school. Rules listed are based upon safety, responsibility, and respect for the rights of all people within the school setting. Each student and staff member deserve the right to attend school every day feeling good about him or herself, and be able to work and learn in a positive and safe environment.

If you have any questions or comments, please feel free to contact me. I welcome open communication to ensure the success of all students. You may contact me by making an appointment with the office manager or phone me directly at **225-0030**.

I look forward to supporting each student in a successful school year as our Bobcats make tracks through the learning process!

Sincerely,

*Jennifer Mosier*

Jennifer Mosier, principal

## SCHOOL HOURS

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### Regular Days (139)

Grades K-2                      Begin: 7:40 a.m.  
   End: 1:45 p.m.

Grades 3-5                      Begin: 7:40 a.m.  
   End: 1:50 p.m.

### Wednesday/Collaboration Minimum Days (35)

Grades K-2                      Begin: 7:40 a.m.  
   End: 12:45 p.m.

Grades 3-5                      Begin: 7:40 a.m.  
   End: 12:45 p.m.

The first Wednesday, **August 17, 2016** and the last Wednesday, **May 31, 2017** are **not** minimum days

### Minimum Days for Parent Conferences and Last Day of School (6)

Grades K-2                      Begin: 7:40 a.m.  
   End: 12:40 p.m.

Grades 3-5                      Begin: 7:40 a.m.  
   End: 12:40 p.m.

**REGULAR SCHOOL DAYS:** PARENTS WHO DRIVE THEIR CHILDREN TO AND FROM SCHOOL MUST PICK THEM UP IMMEDIATELY WHEN SCHOOL IS DISMISSED.

**MINIMUM DAYS:** ALL STUDENTS MUST BE PICKED UP ON MINIMUM DAYS AT THE EARLY RELEASE TIME UNLESS THEY ARE ALREADY SIGNED-UP FOR THE AFTER SCHOOL PROGRAM.

### AFTER SCHOOL PROGRAM

The program is designed for TK/kindergarten through 5<sup>th</sup> grade students. It includes; snack time; homework assistance; enrichment clubs and free choice time. Academic tutoring is also available. The children take part in various activities such as the arts, music, sports, enrichment activities, quiet/study time and special events. The program runs through the school year every day.

Time: 1:50 to 6:00 p.m.

**Dismissal** on Minimum days to 6:00 p.m.

**Please note the following ASP Closure Dates for staff development 2016/2017:**

**October 7, 2016**

**January 13, 2016**

**March 31, 2017**

Cost: Based on income and alternative funding is available.

For more information please contact **Maureen Beaton** at Bonny View School 225-0030 (Front Office) or 245-7998 (Direct Line).

## **GETTING TO AND FROM SCHOOL**

### **Walkers:**

Children who walk to school are instructed to go **directly** from home to school in the morning and **directly** from school to home in the afternoon unless participating in our afterschool program. Students *may not* use the school office phone to make arrangements to play at another child's house after school. These arrangements must be made at home.

## **CHILDREN ARE TO OBEY ALL SAFETY PRECAUTIONS**

Children are to walk on the left shoulder of the road facing the traffic, use crosswalks, and walk at all times.

### **Bikers:**

*With parent* permission children may ride their bicycles to school. We ask that bicycles ridden to school be licensed and locked at the bike racks provided. A helmet is required to leave campus on a bike. Bicycles ridden to school will be at the owner's risk. The school cannot assume responsibility for loss or damage to bicycles while at school or going to and from school.

*It is strongly recommended that only children in 3<sup>rd</sup> grade or above be permitted to ride bikes to school.*

**California law requires** children to wear a bicycle helmet while riding their bikes. Students without helmets will not be allowed to ride their bike home.

### **Bus Riders:**

The majority of our students travel to and from school by bus. Bus schedules are posted at school and also in the Record Searchlight the week before school starts. If you have questions about a bus stop, please feel free to call the school office. If during the year your student needs to get off at a different bus stop, the bus **driver must have written parental permission which has been stamped and signed by office personnel.**

***All kindergarten students must have parent/guardian present at bus stop for drop off.***

### **Bus Stops:**

Students should arrive at their bus stop no more than 5 minutes before the scheduled arrival of the bus. They must respect the property of the homeowners near the bus stop or risk losing bus riding privileges.

### **By Car:**

**Please, for the safety of our Bonny View community there is absolutely NO** stopping or parking in the bus loop! Busses arrive between 7:00 am and 7:30 am for drop off, and need access **all** day to the bus loop for field trips, and emergency situations.

A Red curb means NO stopping or parking, Yellow means NO parking, loading and unloading only. Please use the north car loop for dropping off and picking up your child. Staff members supervise both arrival and dismissal, and we love to see the friendly smiles of our Bonny View Families!

### Safety reminders to and from school:

- ✓ Start for school early enough to be on time without rushing.
- ✓ Refuse to enter strange automobiles.
- ✓ Proceed directly to school or home before beginning to play.
- ✓ Remain on the school grounds the entire day.
- ✓ Refuse to leave the school with any person until they have signed out in the office and notified their classroom teacher or yard duty supervisor.

### Please drive safely!

#### SAFETY PATROL:

Bonny View School has taken an active part in seeing to the safety of its students on the way to and from school. Safety Patrol members are selected from fifth and fourth grade students who demonstrate qualities of *leadership, dependability, interest, and willingness* to help others. This program is supervised by a classroom teacher.

Crosswalks are plainly marked on the street at the end of the block. Please instruct your child to use them and to obey the patrol members at all times. Bonny View School has an established Safe Schools Plan on file in the school office.

<h3>BEFORE AND AFTER SCHOOL</h3>	No student should
The law states that the school as well as the parent shares in the responsibility for a student's conduct to and from school. The same good behavior which is expected from students at school is expected from them as they travel back and forth to campus.	arrive prior to 7:00
<b>Before School Childcare</b>	a.m. unless required
There is no before school childcare Students participating in our cafeteria breakfast may be on campus in the cafeteria at <b>7:00 a.m. Playgrounds will be supervised at 7:15. No students are allowed on campus before 7:00 am.</b>	by our bus schedule.

### **EMERGENCY Closure**

The decision to cancel school for the day because of severe weather conditions or other emergencies is usually made by 6:30 a.m., and it is announced on the local radio stations as a public service.

### **Absences**

A child who has been absent from school must present upon return, a note signed by his/her parent, or the parent may call the office.

*Voicemail is available for your convenience before and after school hours to report attendance.*

The note/call must state the reason for absence, and in the case of illness, the nature of illness. School records require this information.



REMEMBER;  
PLEASE SEND A NOTE OR CALL  
THE OFFICE IF YOUR CHILD HAS BEEN ABSENT  
225-0030

Regular attendance is important in order for your student to succeed.

**Excessive absences and/or tardiness can result in letters to the parent reminding him or her of the legal obligations. (Education Code Section 48260)**

### **TARDY POLICY**

It is our goal that your child has the opportunity to receive a proper education. In order to do this, your child must arrive at school on time each day, and remain in school until dismissal.

Please limit picking your children up early. Leaving early is considered a tardy.  
(ED CODE 48260)

### **TRUANCY BILL (SB 102)**

Any pupil subject to compulsory full time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year; or is tardy for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

### **TRANSFERS**

Parents who are moving must notify the school of the date the child is leaving. The final report card is given to the child on the last day of the school year. If a child is leaving shortly before the close of school, he/she must give the office a mailing address so that the report card may be sent.

### **HOME AND HOSPITAL TEACHING**

In accordance with regulations of the California Department of Education, a home and hospital teacher will be provided for pupils who are unable to attend school for a lengthy period of time. If a home and hospital teacher is needed, contact the school office for more information.

### **Independent Study**

If your child is going to be out of school for five or more days, please contact the school office at least one week prior to the absences so your child can be placed on independent study. The child's teacher will provide school work to complete while the student is away from school.

## Registration for Kindergarten/Transitional Kindergarten

Children will be admitted to kindergarten if they will be five years of age on or before September 1, of the current school year. Their birth date for registration must be verified by a certified birth certificate. Children entering Kindergarten must complete an oral health assessment completed by a licensed dental health professional. Students who will turn 5 after Sept. 1 of the current school year, up until March, if enrollment allows, and at the discretion of the administration, may register for school as a Transitional Kindergartner (TK). . For more information about Transitional Kindergarten please contact the school office.

**Kindergarten Roundup** is held during the month of March to encourage early registration.

**First Grade Physical:** First grade students must have a completed report of health signed by a licensed health examiner for school entry.

## Report of School Progress

**TK/Kindergarten to 5<sup>th</sup> Grade:** Pupil progress will be reported three times a year; November, March, and June. A report card will be issued at those times. A parent-teacher conference to discuss your child's progress will be scheduled in the fall. Teachers may contact parents all through the year to discuss concerns or to praise a student's progress.

*We encourage parents to request conferences **any time** you have a question or concern.*

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## Instructional Support Services

Students with special needs will be provided assistance in identified areas. Qualified personnel in the school district and the county provide such services in the following areas: district psychologist, language/speech/hearing specialist, special day class teacher, gifted and talented education, Title I, nurse, and school improvement program. The principal, teacher, and parents work together through conferencing as part of the referral process to these services. Descriptions of each service are as follows:

### **District Psychologist**

Provides assessment of referred students in order to determine placement in special programs, including speech, resource specialist program, and special day class, serves as a member of the Student Study Team (SST), CORE Team, and the Individualized Education Plan (IEP) Team. She/he supervises and monitors the implementation of special education programs, provides parent and teacher consultation about such programs, and leads student social skill groups.

### **Language/Speech/Hearing Specialist**

Provides a regularly scheduled pull-out program for children with identified speech and hearing problems, serves as a resource for classroom teachers and as a member of the IEP Team and CORE Team when appropriate.

### **Resource Specialist**

Serves as a member of the school Student Study Team and CORE Team in order to provide appropriate assistance and services for students. Provides on a regular basis in-class and pull-out programs for learning handicapped students. Maintains communication with parents and classroom teachers in order to provide a coordinated curriculum, and serves as a member of the IEP Team for identified students.

### **Title I Program**

Title I is a federally funded opportunity program to focus instructional support on students who are in early grades and falling behind. Funds from Title 1 are used primarily for materials and staff development to reach our goal, which is for all students to be reading at or above grade level by the end of the third grade.

### **School Improvement Program**

The Single Plan for Student Achievement is available at each of the district's elementary schools. The purpose of the Site Council is to develop the Single Plan for Student Achievement. The Bonny View Site Council is composed of the principal, three teachers, one classified employee, and five parents of children attending the school. The Council's meetings are held once a month. The Site Council is continually reevaluating and implementing the needs of Bonny View School. **We are always looking for parent members to join our school improvement team!**

### **Health Services**

The Redding School District Nurse is on campus to do State mandated dental, vision, and hearing tests. If she discovers a deficiency, she will send a notice home or call. Bonny View School currently has a part time health clerk. Office staff will take temperatures only and notify you if your child needs to go home.

### **Medication**

If your child needs medication at school, a licensed physician must complete a REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS form. These forms are available in the office. All medication MUST be in the original prescription container and placed in the school office, where it will be kept in a locked container. **ABSOLUTELY NO OVER** the counter medication will be dispensed without the above mentioned form signed by your doctor.

### **First Aid**

First aid, defined as the immediate temporary care given in case of accident or sudden illness, will be given when necessary. First aid will be rendered by anyone qualified to do so.

In case of an accident requiring the services of a doctor, every attempt will be made to contact the parent or guardian before the child is taken to the hospital. For this reason,

we request that parents immediately inform us of a change in address or telephone number.

## CONTROL OF DISEASES

You can help to maintain a high standard for health in our school if you will observe the following rules:

<u>Disease</u>	<u>Maximum Incubation Period</u>	<u>Exclusion</u>
Chicken Pox	21 days	7 days until all crusts are gone
German Measles	21 days	7 days until all crusts are gone
Mumps	26 days	10 days or until all swelling is gone
Red Measles	14 days	7 days
Whooping Cough	21 days	3 weeks or until paroxysms are over
Conjunctivitis (Pink Eye)	Until eyes are clear	Until eyes are clear
Impetigo and Ringworm	Child may attend school if sores are kept covered and under a doctor's treatment	
Head Lice	Child must be excluded from school until treatment is complete and he/she is symptom free (including all eggs removed from the hair).	
Common Cold	Child should remain at home until most of the sneezing and coughing is over and the fever is subsided. Please make sure he/she has tissue or handkerchief when he/she returns.	

### Identification and Treatment of Pediculosis (head lice):

Anyone can get head lice, but they are most common on young school-age children.

Personal cleanliness does not prevent a person from getting head lice.

If your child scratches his/her head frequently or if you hear of head lice occurring on frequent visitors to your home or on close friends of your child, inspect your child's head for:

**Nits on the hair.** These look like tiny oval objects glued to the side of the hair shafts. Their length is less than ½ the diameter of the head of a pin.

**Lice among the hair.** Lice and nits are most likely to be found near the scalp where the hair is thickest, usually behind the ears and around the nape of the neck.

If head lice have been detected, your child must be excluded from school until treatment is complete and he/she is symptom free (including all eggs removed from the hair).

Several nonprescription treatments are on the market to eliminate head lice and their eggs. They can be purchased at your local drugstore. There are also treatments available which require a prescription if necessary.

Most prescriptions require retreatment of infested persons in 7-10 days. Removing eggs from the hair can be accomplished either by using a special fine tooth comb or by picking out the eggs by hand.

All persons in the household should also be examined for presence of head lice. If lice or eggs are detected, all infested person should undergo treatment with the anti-lice shampoo.

### **School Lunch/Breakfast**

Bonny View School's cafeteria serves nutritious breakfast and lunch meals on a daily basis.

- Breakfast with or without milk \$1.25  
Reduced Priced Breakfast \$0.30  
Adult Breakfast without milk \$2.10  
Milk (1%) or nonfat chocolate \$0.30
- Lunch with or without milk \$2.25  
Reduced price lunch \$.40  
Adult lunch without milk \$3.45  
Milk (1%) or nonfat chocolate \$0.30

Information regarding cost, reduced cost, and free lunch/breakfast will be sent home with all students the first week of school or you may obtain it from the school office. In order to help each child accept the responsibility for his/her own lunch money our policy is as follows:

1. NO CHARGING WILL BE PERMITTED.
2. If a child forgets his/her money, he will be permitted to call home or parents at work to determine if they would be able to bring a lunch.
3. If parents can't be reached, or if the parent can't deliver the lunch, a cheese sandwich and milk will be provided.
4. Parents have the option of using [myschoolbucks.com](http://myschoolbucks.com) to make lunch payment. See details at: **[myschoolbucks.com](http://myschoolbucks.com), or visit our school website at [bonnyview.reddingschool.net](http://bonnyview.reddingschool.net).**

Students should use good table manners, be courteous and keep their area clean to help make the cafeteria a pleasant place for everyone to enjoy meals.

*Please refrain from sending candy or soda to school with your child,*

## **School Related Activities:**

### **SCHOOL SPIRIT**

Bonny View's mascot is the Bobcat and our school colors are **blue and gold**. Every Friday is set aside for showing school pride and spirit by wearing school colors.

### **Awards and Assemblies**

Bonny View School prides itself in providing many opportunities for students to receive awards and participate in spirit assemblies. Look in *The Growler* newsletter or on our website, which provides information about exciting assemblies for the current school year.

### **Field Trips**

Field trips are part of the educational program of the school, and are under the supervision of the classroom teacher. Buses will be used for transportation. Permission slips will be sent home to be signed. Students will not be permitted to go on field trips without a SIGNED permission slip. Students are not allowed to use the phone to obtain verbal permission.

### **LIBRARY**

Bonny View School is continually improving and enhancing its library. If you would like to help out in this area, please leave your name with the librarian. All grades are scheduled to use the library weekly. Please be aware when your child checks out a library book and help him/her to return it on time.

### **STUDENT PICTURES**

There is a potential for your child to be mentioned or to have a photo or video included in news coverage or in school publicity. If you wish your child to be included in pictures or videos by news media or school personnel, be sure to mark the release form that comes in your first day packet.

### **LUNCH AND PLAYGROUND SUPERVISION**

Children will be adequately supervised by teachers and aides during eating periods and recess. They will be encouraged to eat all of their food, use good table manners, and follow the playground rules and procedures.

### **Utilize the Monday Weekly folders.**

All school notes will be set home the first day of each week, (Usually Monday) in a Bonny View Bobcat folder. Parents are asked to read the materials and return the folder to their classroom teacher each week.

Additional folders may be purchased in the office for \$1.00.

- ✓ Read carefully all school correspondence which is sent to you.
- ✓ Stop by the school office and sign in before entering a classroom.
- ✓ Make an appointment when you wish to talk with the principal or teacher, so that the school routine is interrupted as little as possible.
- ✓ Send all absence notes, permission slips and lunch money promptly.
- ✓ Help your child to be prompt, courteous and responsible for his/her obligations.

## **HOMEWORK**

The Redding School District believes homework is an essential part of the educational process; therefore, homework will be assigned during the school year. Students learn more when they spend more time actively engaged in learning. It is, therefore, an objective of the district to increase both the quality and amount of active learning time through the use of home study.

1. Homework is home study and is an extension of the classroom experience.
2. Homework consists of specific assignments that reinforce skills students have learned in class.
3. Homework helps students develop responsibility, and organization of time and materials.
4. Homework helps students learn by providing drill and practice, enrichment, and experience in research.

**Suggested Homework Guideline:**

	<u>Average Per Week</u>	<u>Activities (as appropriate)</u>
Kindergarten	50 minutes	Story Listening, Alphabet (sounds and letters). Numbers, Address, Colors, Telephone number
Grade 1	100 minutes	Story listening, Vocabulary Building, Handwriting Practice, Reading, Math, Social Studies, and Science.
Grade 2	100 minutes	Vocabulary Building, Reading, Math, Spelling, Social Studies, Science, Handwriting Practice.
Grade 3	150 minutes	Reading, Math, Spelling, Expressive Writing, Social Studies, Science, Penmanship.
Grade 4	200 minutes	Reading, Math, Spelling, Expressive Writing, Research, Social Studies, Science, penmanship, Projects.
Grade 5	250 minutes	Reading, Math, Spelling, Expressive Writing, Research, Social Studies, Science, penmanship, Projects.

**Please maintain open communication with your child’s teacher and let him or her know if homework needs to be modified.**

**YOU CAN MAKE A DIFFERENCE!**

**BONNY VIEW PARENT CLUB**

The Bonny View Parents Club meets monthly. Meeting notices are sent home announcing the meeting time, place, and topic. We encourage all parents to get involved.

The Parent Club sponsors various school activities such as Fall Carnival, Jog-a-thon, Strawberry Social and many other family focused fun days!

**PARENT VOLUNTEERS**

*How can you help?* Parent volunteers make vital contributions to their school’s total educational program. Classroom volunteers reinforce important concepts by offering

individual attention to students. You can make a difference in a young person's life by volunteering a few hours. Please call the school at 225-0030. All volunteers are asked to sign in at the school office.

## ***Everyone Has Some Responsibility***

. . . . .

***We, at Bonny View School, believe that quality education is a product of educational responsibilities being met by the learner, the parent, and the school.***

### **School Responsibilities**

- To teach district grade level performance standards.
- To address the individual needs of the student.
- To communicate homework and classroom expectations.
- To provide a safe, positive, and healthy learning environment.
- To assist with and encourage parental involvement.
- To create a welcoming environment for our school community.
- To provide ongoing feedback to students about their progress.

There will be a significant adult actively involved in every student's life to support a child's intellectual, physical, emotional, social and character education and development.



### **Parent Responsibilities**

- ✓ To send my child to school with physical needs met, prepared to work and dressed according to the dress code.
- ✓ To provide a quiet study time at home and support my child to complete assignments, and value learning beyond the classroom.
- ✓ To review and respond to all school communications.
- ✓ To communicate with school personnel about discipline and attendance policies.
- ✓ To attend school events, volunteer in the classroom or other appropriate activities, and enjoy my child's school stories.
- ✓ To keep current with my child's progress. To recognize and reward success; and correct with kindness.
- ✓ To encourage my child to read every day.
- ✓ To support and participate in the child's discipline and behavior modification.

## **Learner Responsibilities**

1. Treat everyone with respect, consideration, and courtesy.
2. Respect school property and the property of others.
3. Be responsible for my safety and the safety of others.
4. Be responsible for my actions and choices.
5. Come to school ready to learn
6. Ask, when in doubt.

## **Additional School Policies and Procedures:**

### **Personal and Non-Education items at School**

Items such as music players, radios, handheld games, toys, collections, pets, etc. should not be brought to school unless prior permission is obtained from the teacher. We cannot be responsible for any such items brought to school even if given to the teacher for safekeeping. Any animals, for which permission has been granted, must be in an appropriate safe cage.

Use of Lasers, Penal Code #417.27 this amended law makes it illegal for a person under the age of 17 to purchase a laser pointer unless accompanied to a business by a parent or guardian. In addition, it is forbidden for a student to possess such a laser pointer at an elementary or secondary school site unless the purpose is for appropriate school-related usage. Violation of this law is an infraction punishable by a fine or community service.

### **CELL PHONE POLICY**

We understand that cell phones are an important communication tool and we honor your desire to be in touch with your child during the school day. If your child needs to contact you during the school day, arrangements can be made to call from the office. Classroom teachers may use discretion when supporting school to home communication. **Cell phones that are seen or heard during the school day or in the Afterschool Program will be taken to the office where the parents can pick them up. We appreciate your understanding and support in this effort to provide the best learning environment for your child.**

### **Clothing for School**

Your child will take part in many activities during a school day. He/she may get his/her clothes soiled. Be sure to buy clothing that is durable and washable, and simple enough that a small child can put it on alone. Costly jackets, sweaters and coats are often left in the school room or on the school yard. If you will label your child's belongings with his/her name they can be returned to him/her.

Clothes must be appropriate for school. They must be sanitary and not bear words or designs which are offensive to the purpose of good citizenship.

- Sandals and open toed shoes are not recommended.
- Students are not permitted to wear hats or hoods inside buildings.

- Clothing cannot be see through, revealing, or of the type for bathing or swimming.
- No tank tops are allowed.
- Specifically prohibited are outfits which show bare shoulders, sides, stomachs, or backs.
- Shorts and skirts must be fingertip length when arms are stretched down by the sides.

The school administrator or designee decides the appropriateness of any clothing in question.

### **LOST AND FOUND**

It is most important that all sweaters, jackets, lunch boxes, etc., be clearly marked with the child's name. The name in permanent ink or laundry marker on a tape sewn into the back neckline is a good way to do this. Lost and found items are located in the school cafeteria.

### **School Property**

The school will supply all books, paper and other necessary school needs at no cost to the child. In return, children will be required to give particular care to books, desks, and all other school property. We require students and their parents to reimburse for any lost textbooks, library books, technology, or school materials.

### **School Office Rules/Students out of Class**

Each student coming to the office must have a hall pass from a teacher or playground supervisor. The supervisor must give a student a pass when the student is out of the room at all times.

1. Only students having business in the office will be allowed in the office.
2. A student may use the school phone only in emergency situations or when he/she has written permission from his/her teacher. Students must submit permission slips to office personnel and obtain their permission before using the telephone. This rule is in effect before, during and after school.

### **Transportation (Bus) Policy**

<p>The students shall follow all directions of the driver.</p> <p>✓ Students shall board the bus in an orderly manner, take a seat, and shall not change seats while the bus is moving.</p> <p>✓ Students shall keep all parts of the body inside the bus and keep the aisle and exits clear.</p> <p>✓ Students shall not fight, push, throw objects, or participate in loud or unruly conduct on the bus.</p> <p>✓ State law requires that students who must cross the roadway shall be escorted by the bus driver in front of the bus.</p> <p>✓ Students shall not get off the bus at a stop other than their regular bus stop without a written request from their parent(s), and that has been verified by the school.</p>
<p>✓ Students shall not eat or drink on the bus, and shall not bring harmful objects such as glass, knives, etc., or animals onto the bus.</p>

✓ **Students who are in kindergarten must have a parent at the bus stop when they are boarding and departing. FAILURE TO DO SO WILL RESULT IN SUSPENSION OF TRANSPORTATION BY BUS TO AND FROM SCHOOL.**

**All transportation rules are in effect when students are transported during school related field trips.**

### **Consequences for Failing to Follow the Bus Rules**

(Severe Infractions could mean bypassing some of the following steps.)

Parents shall be sent a copy of the bus rules each year, and the following procedures will be observed if pupils fail to follow the above rules:

First Citation	Note home to parents from driver-must be signed and returned
Second Citation	Notice of Unsatisfactory Conduct- formal warning from the school and the transportation department.
Third Citation	Two (2) day bus suspension
Fourth Citation	Five (5) day bus suspension
Fifth Citation	30 day bus suspension and a mandatory meeting at the school before getting back on the bus. A School Administrator must attend this meeting.
Sixth Citation	Removal from the bus for the remainder of the school year, including field trips.

See School Board Policy 3541.35

## **RULES AND CONSEQUENCES**

We support and encourage a positive attitude toward our school. We are proud of our students and support these guidelines to ensure that this positive attitude will continue to grow and that our school will be safe for all.

### **Classroom Expectations**

Each teacher will establish procedures and rules with students and post them in the classroom. Copies of classroom rules and procedures will be provided to parents during Back to School Night.

Progressive discipline will occur in all but the most extreme cases. Progressive discipline is a process of accurate record keeping and incremental consequences. Teachers are to establish a discipline plan and inform the parent about it. A referral and record keeping system will ensure that progressive discipline occurs. Students who misbehave will not be allowed to jeopardize or interfere with another child's education

**Bonny View School - BEST Behavior Expectations**

	<b>Safety</b>	<b>Respect</b>	<b>Responsibility</b>
<b>Hallways &amp; Sidewalks</b>	<ul style="list-style-type: none"> <li>➤ Walk</li> <li>➤ Allow others to pass</li> <li>➤ Keep clear of the painted door safety areas</li> <li>➤ Use appropriate and designated hallways</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet, &amp; objects to self.</li> <li>➤ Stay on sidewalk</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>➤ Keep all food to self.</li> <li>➤ Sit with bottom on bench and facing table</li> <li>➤ Walk in Cafeteria</li> <li>➤ Finish eating before leaving</li> </ul>	<ul style="list-style-type: none"> <li>➤ Allow anyone to sit next to you</li> <li>➤ Use quiet voices</li> <li>➤ Raise hand to be excused</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gather trash then raise hand and wait to be excused</li> <li>➤ Get all items when first going through the line</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>➤ Keep feet on floor</li> <li>➤ Keep water in sink</li> <li>➤ Use the bathroom for a bathroom and the playground for playing.</li> <li>➤ Wash hands when finished.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knock on stall door</li> <li>➤ Give people privacy</li> <li>➤ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use bathroom appropriately</li> <li>➤ Flush toilet after use</li> <li>➤ Return to room right away</li> <li>➤ Get permission before leaving class.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>➤ Walk to lines</li> <li>➤ Be aware of games around you.</li> <li>➤ Keep hands/ feet to self</li> <li>➤ Use equipment appropriately</li> <li>➤ Walk in walking zone</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use words to solve problems</li> <li>➤ Be a good sport</li> <li>➤ Help others</li> <li>➤ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>➤ Get a drink of water and use bathroom at beginning of recess.</li> <li>➤ Use school rules</li> <li>➤ Balls that start at a game, stay at that game.</li> <li>➤ Eat snacks in designated area and clean up</li> <li>➤ <b>Keep all food to self</b></li> </ul>
<b>Line up areas</b>	<ul style="list-style-type: none"> <li>➤ Do not block front of doors</li> <li>➤ Stay in line</li> <li>➤ Keep hands and feet to self</li> <li>➤ Walk to lines</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait in line patiently</li> <li>➤ Pick up litter</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use kind words and actions</li> <li>➤ Stay in your spot in line</li> </ul>
<b>All Common Areas (including school office, classrooms and library)</b>	<ul style="list-style-type: none"> <li>➤ Keep hands, feet and objects to self</li> <li>➤ Get adult help for accidents and spills</li> <li>➤ Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use kinds words and actions</li> <li>➤ Clean up after yourself</li> <li>➤ Follow adult directions</li> <li>➤ Use inside voice</li> <li>➤ Please remove hats &amp; hoods inside</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be honest and remind others to follow school rules</li> <li>➤ Take care of your personal belongings and school materials</li> <li>➤ Must have office pass</li> </ul>
<b>Pick- Up Area</b>	<ul style="list-style-type: none"> <li>➤ Stay off ramps and hand rails</li> <li>➤ Parents are to walk across the pick-up lane to pick up students if parked in parking lot</li> <li>➤ Stay behind the sidewalk until parent picks you up</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait Patiently</li> <li>➤ Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sit on benches or on edge of sidewalk by ramp</li> <li>➤ Stand on sidewalks</li> <li>➤ Watch for your ride</li> <li>➤ Use sidewalks</li> </ul>

## Code of Conduct

### EDUCATION CODE REGARDING SUSPENSION/EXPULSION

Below is a summary of Education Code violations which are cause for suspension from school. **A student may be suspended from Bonny View** and may also be subject to placement or expulsion for a violation of the code:

- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or school officials.
- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.

**A student shall be suspended from Bonny View School** and may also be subject to placement or expulsion for the following violations:

- Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- Had unlawful possession or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- Possessed, sold or furnished a firearm, knife, explosive or other dangerous object.
- Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance.
- Committed robbery or extortion.
- Knowingly received stolen school property or private property.
- Committed sexual harassment as defined in Education Code 212.5

## Sexual Harassment

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex (For a full list of examples see Education Code 212.5: Board Policy 5145.7).

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy shall be thoroughly investigated according to Board Policy 5145.3.

### Complaint process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school sponsored or school-related activity shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation

## **Bullying**

Bullying is a form of aggression that is conscious, willful and deliberate. It occurs when an individual intentionally and chronically subjects another person (victim) to willful, unwanted and unprovoked verbal and/or physical actions that result in the victim feeling oppressed, intimidated, or threatened at a school site, school sponsored activity, or on a school bus.

Bullying can be direct or indirect. Examples of direct bullying include but are not limited to:

- hitting, tripping, shoving, pinching, hair pulling, biting, kicking and excessive tickling
- verbal threats, name-calling, racial slurs, taunting insults, teasing, gossip
- demanding monetary, property, or some service to be performed

Examples of indirect bullying include but are not limited to:

- rejecting, excluding, ostracizing, isolating targets
- peer pressure
- humiliating target in front of peers
- manipulating friends and relationships
- sending hurtful or threatening emails or notes
- blackmailing, terrorizing, or posing dangerous dares
- involvement in a website devoted to taunting, ranking or degrading a target and inviting others to join in posting humiliating notes or messages

## **DEFINITIONS:**

- Teasing** – name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves
- Exclusion** – starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends
- Physical Bullying** – pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space
- Severe Physical Bullying** – punching, kicking, and similar behavior that could result in injury to others
- Threat of serious violence** – threats of using a weapon, or other conduct, which should be immediately reported to police
- Harassment** – racial, ethnic, or sexual name-calling or other severe harassment

## **What will Bonny View do to prevent bullying?**

We have Social Responsibility Skills, and we will inform our students and staff of these rules, which will be **posted in student areas**. All students and staff will be expected to abide by them:

- Stop...Use the agreed upon "Stop" word and the hand signal
- Walk...If behavior continues walk away from the problem behavior
- Talk...Report the problem behavior to an adult

We have a curriculum that will be taught to students and staff:

Adults must respond by:

- Acknowledge the student for reporting
- Ask what the problem is: who, what, when, and where
- Review the verbal stop, and the hand signal, then ask, "Did you walk away calmly?"
- Practice with the student if they did not follow the procedure
- Follow up with the problem behavior. (School Wide Consequences)
- Once the incident's severity is determined, a reporting sheet detailing the incident, bully, victim, witness (es), date and time of incident, and outcome will be completed.
- When an incident is reported anonymously every effort will be made to take reasonable action to address the situation.
- The administrator will immediately report all alleged bullying incidents to the parents/guardian of the bully and victim if parents have not been previously contacted.
- Consequences will be determined by the administration based on the severity of the incident.

## **Complaint Procedure**

Parents or guardians of pupils have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site.

To file a complaint, the parent or guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints.

### **REDDING SCHOOL DISTRICT**

5885 E. Bonnyview Rd.

Redding, CA 96001

530.225.0011

Rick Fauss, Ed.D. – Superintendent

Thank you for taking the time to read our school handbook. Please call the school office or email with any questions or comments.

Jennifer Mosier 225 - 0030

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