

Bella Vista Elementary

Policies and Procedures

2019 - 2020



Home of the Tigers!

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Attendance

Bella Vista Elementary Attendance Policy and Procedures

We know school attendance and punctuality greatly affect the overall educational experience and achievement for every student. As part of our duties, we want to do everything we can to motivate and support the students and families in maintaining excellent attendance. Several attendance incentive programs will be implemented for this school year.

1. Every trimester when a student earns perfect attendance he/she will receive a collector button marking the achievement
2. At the end of the year, every student with perfect attendance will choose a piece of brand-new PE Equipment.
3. At the end of the year, every student with perfect attendance will be entered into a drawing for a new bike or scooter!

Procedures

- If your child has 6-8 unexcused absences or 18-24 tardies, **Letter #1** – an official Notification of Attendance Issues will be mailed home. If the child continues to be tardy, he/she will be required to attend tardy school. Tardy school is held during the student's lunchtime. The first time in tardy school, those attending will be required to write a letter asking the parent/guardian to help them be on time. A child will be assigned to tardy school with each tardy.
- With 9-11 absences or 27-33 tardies, **Letter #2** – a certified letter containing state laws and policies surrounding attendance requirements will be mailed home. This letter will ask the parent/guardian to contact the school to set up an attendance meeting. If no contact is made in response to the letter or if the child continues to be absent without administrative approval, a referral to Truancy Court will be made.
- With a response to **Letter #2**, a meeting will be set up with the parent, teacher, and principal. A contract of attendance expectations will be drawn up; the only absences that will be excused will be those approved by a school official, a dated doctor's note, or funeral documentation (obituary or memorial pamphlet).
- If the contract is broken and absences continue, a Truancy Mediation meeting will be set. Mediation is an alternative to court and is voluntary; parent/guardians may choose court over mediation. The court-provided mediator is trained to be unbiased and to keep things confidential. Through Mediation, a new contract is developed and signed by all participants.
- If the Mediation contract is broken, the case is referred to Truancy Court.
- Upon the 12th absence, the school will refer the case to the District Civil Rights Specialist who will contact the parent/guardian for truancy intervention and send a Habitual Truant Citation by certified mail.
- Upon the 17th absence and after the Pre-Court Meeting, the parent/guardian will be referred to the Juvenile Court.

Clarifying Notes

- An absence may be excused and not counted as unexcused for the following reasons:
 - bereavement,
 - court,
 - vacation,
 - religious purposes,
 - health care, or a
 - family event.

If a student's attendance falls below 90%,
the only excused absences will be for bereavement, court, or health care.

- An absence may only be excused by a parent within two school days of the absence.
- A student is marked tardy if he/she arrives later than 8:45 to his/her classroom. A tardy arrival is not excused by a parent. A student is simply tardy. The only excuse would be a check-in for a medical reason. A parent note will not erase a tardy.
- If a student arrives later than 9:30 it will be considered a late check-in. It will count against the 90% attendance rule if excused, or count as an absence if unexcused.
- If a student is checked out of school more than 15 minutes before the end of school, it will count against the 90% attendance rule.
- To check a student out, the approved person must come into the school to do so.
- **OUT OF BOUNDARY STUDENTS:** Please note if your student is an out of boundary student and attendance becomes an ongoing issue or a child fails to be at school 90% of the time, the open permit could be revoked.

Bad Weather (Red Mitten Day)

When experiencing inclement weather, we will allow students to enter the building at times when they would otherwise be expected to be outside. Inclement weather is usually defined as weather that leads to students becoming wet (heavy or steady rain or very wet snow), temperature reaching below 22 degrees (including wind chill), or air quality which does not meet the standard according to the recess guideline set by the Utah Department of Health.

When students arrive at school during inclement weather, a **red mitten sign** is placed in the office window and in a hall window on the eastside denoting that it is appropriate for students to enter the building and gather in the gymnasium where a video will be playing. Students are expected to come in, sit down, and watch the video or chat quietly with each other.

When inclement weather is present during lunchtime recess, students remain in their classrooms and are given alternative activities to do. A rotation schedule has been developed for different grades levels to use the gym on these days. Unfortunately, the gym is too small to accommodate the entire school during inclement weather.

Civility Policy and Procedure

Bella Vista Elementary employees will treat parents, students, other district employees, and members of the public with respect while expecting the same in return. The Board of Education encourages positive communication with the public and discourages abusive, hostile,

or obscene speech, actions, or other forms of communication, including forms of electronic communication.

Language or conduct that threatens the health and/or safety of any individual is a violation of this civility standard. All parties are expected to conduct themselves with integrity, honesty, and willingness to resolve the issue at hand.

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school or school district property promptly by the administrator.

2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is being terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.

3. When an individual is directed to leave School District property pursuant to circumstances referenced above and refuses to leave, the school administrator may notify law enforcement officials. The school official may issue a “no trespass” notice when necessary.

4. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.

Drop Off and Before-School Expectations

School starts at 8:45 with the welcome bell at 8:40. Students should not be dropped off before 8:30 unless they are eating breakfast at school (8:15). Parents dropping students off should use the north (lower) parking lot. For curbside drop off, pull as far forward as possible allowing more cars to enter and drop off. If parking and bringing a student inside, please use a stall and exit toward the street in order to use the sidewalk and crosswalks to reach the school.

Do not cross the parking lot lanes to access the school.

Students and parents are not allowed to wander the school halls before the bell. Students must wait outside, or when they finish eating breakfast they must exit through the doors closest to the cafeteria. If parents need to meet with a teacher, they must check in at the front office by entering the school through the front doors.

Dress Code

Students shall dress in a manner that shows respect for the educational environment and is befitting the day’s activities. Students’ clothing and jewelry must not present a health or safety hazard, distraction, or disruption. Disruption is defined as reactions by other individuals to the clothing or adornment causing the teacher or administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

1. Personal items including but not limited to clothing, jewelry, backpacks, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias which are crude, vulgar, profane, violent or sexually aggressive.
2. Items which bear advertising, promotions or likeness of tobacco, alcohol, or drugs shall not be allowed.
3. **Students shall not wear clothes that are mutilated and/or immodest. All clothing must reach at least approximately four inches from the knee. Clothing should cover the midriff, underwear, and backs at all times. All tops should have a strap of approximately three inches in width.**
4. **Hats of any kind are not allowed to be worn within the classroom or building unless as a part of an approved activity.**
5. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes 'gang' clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
6. Shoes should be appropriate for the days' activities. **Flip flops will not be allowed.**

Bicycles, Scooters, Rollerblades, Skateboards, and Wheelies

The school will not assume responsibility for stolen or damaged personal items such as bicycles, scooters, rollerblades, skateboards, and wheelies. Students are responsible for securing/locking these items, with locks being provided by the owner. Bike racks are located in the back lot for locking up bicycles. Bikes and scooters must be walked across the school ground and on sidewalks surrounding the school before, during and after school. *Skateboards, roller skates, roller blades and wheelies are not allowed at school.*

All scooters need to be placed in the cage each day to be locked up. Teachers on duty will lock and unlock the cage before and after school.

Personal Electronic Equipment (phones, music players, gaming devices, tablets, Smart watches, etc.)

Students should not bring personal electronic items from home. If it is necessary for a student to bring a cellphone for communication before or after school, the phone shall remain turned off during school hours and remain secured in the student's backpack. Smart watches need to remain at home.

Playground Rules

1. **Be Respectful**
 - a. *Respect* each other
 - i. Give high 5's and use encouraging words
 - ii. Line up quickly and quietly when the bell rings
 - iii. Walk quietly and in line in the halls when leaving the playground
 - b. *Respect* the equipment
 - i. Use equipment as it is intended to be used
 - ii. Put equipment away when done

- iii. Clean up equipment when bell rings
 - a. Pick up any stray equipment
 - c. *Respect* the school boundaries
 - i. Walk around playing stations and games
- 2. Be Safe**
- a. Use butterfly fingers
 - b. Stay on your feet
 - c. Keep your hands to yourself
 - d. Tie your shoes
- 3. Use Playworks RICH Game Rules**
- a. **R**espect each other
 - b. **I**nclude each other
 - c. **B**uild your **C**ommunity and
 - d. **E**njoy **H**ealthy **P**lay
- 4. Have Fun**

General School Rules

Rules provide structure so school employees can create and provide optimal learning. The school vision for positive behavior is to be Safe, Kind, and Respectful Learners. Rubrics are placed throughout the school to remind students of appropriate behavior in different locations within the school, such as the gym, the library, the cafeteria, etc. Individual classroom teachers set up their own rules. The expectation is for teachers to establish positive learning environments and for students to contribute to that environment by learning how to be Safe, Kind, and Respectful Learners.

Student Discipline and Dangerous or Disruptive Conduct

Discipline is essential to further the educational process and to help students learn as they grow into contributing and responsible adults. Teachers and administration seek to proactively engage students in discussions and interventions to understand and prevent inappropriate conduct.

The administration interacts with students daily and will frequently work with students to improve their behavior. Parents will be contacted if discipline leads to students receiving a loss of privileges. At times that contact cannot be made on the day of the event, but administration will earnestly seek to make that contact before school ends that day.

Disciplinary methods could include conferencing with the student and/or parents, loss of recess, loss of educational time with peers, service hours, removal from activities, suspension, or other methods deemed appropriate by the administrator.

The following conduct is defined as ‘dangerous or disruptive’ and is prohibited:

1. Possessing, using, selling, or attempting to possess firearms, weapons, knives, explosive devices, fireworks, chemical weapons, martial arts weapons, instruments used to eject a projectile or any other replica or facsimile of any of the above.

2. Causing, or attempting to cause, or threatening damage to personal or real property
3. Sexual harassment
4. Drugs or alcoholic beverages
5. Arson
6. Burglary
7. Theft, Larceny, Stealing
8. Criminal Mischief – (damage or injury in excess of \$300 to public property or to real or personal property belonging to another
9. Battery
10. Assault
11. Hazing
12. Vandalism
13. Gang-related Activity
14. Bullying – aggressive behavior that is intentionally used with the following indicators present: An imbalance of power, repetitive, causes emotional or physical distress
15. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings; or causing, attempting threatening or conspiring to cause other students to violate these things.
16. Insubordination – refusing to comply with a supervising adult

Toys

No toys or play items from home are allowed at school. Students should not bring toys, figurines, cards of any game, sports equipment, playground equipment, stuffed animals, etc. If an individual classroom makes an exception for a special day, all items should remain stowed away until they are used within the classroom only.

While we do understand students like to bring their own sports equipment from home, the school will provide items for the playground. Even those items can become a distraction and, in some cases, a problem.