

Alta Vista Elementary

School Handbook



Principal: Cathy Bailey

ALTA VISTA SCHOOL OFFICE STAFF

School Secretary/Administrative Assistant – Vicki Saenz

Office Assistant/Health Clerk – Leslie McAlavey



ALTA VISTA SCHOOL MISSION
Our mission is to emphasize academic excellence
while recognizing the needs of every child in a safe, nurturing
environment.



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(408) 356-6146 Fax (408) 356-6706
Absence Line - 24 Hours (408) 356-3679
<https://altavista.unionsd.org>

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Dear Alta Vista Students and Families,

Welcome to another exciting year at Alta Vista School. Please take some time to read this handbook as a family. It is designed to provide the information needed to have a positive and successful school year. If you have any questions after reviewing our school handbook, please contact the office.

The staff and administration of Alta Vista are committed to providing safe and respectful environment for our students. As part of this effort, during the first week of school, we begin with an assembly to review our rules and expectations so that all students can play and learn in a positive environment. This is followed by a visit to each classroom to meet all of our Alta Vista cougars and review school-wide strategies for getting help when it is needed. We believe this empowers students to solve their own problems and model problem solving behavior for others. All of these efforts emphasize the Alta Vista school motto, "***Pride in our choices ... pride in our behavior.***"

Our school handbook is organized into two sections; one for families and one for students. Together, they include important information about our school, policies, student conduct, game rules, conflict resolution strategies, and our anti-bullying policy. Please be sure to review the **Student Section** with your children so that they understand how to be a successful and safe student at Alta Vista.

Adults and students are asked to sign and return the signature page by Friday, August 17th to indicate that you are aware of our school rules and policies.

I look forward to working together as we embark on a year of growth, discovery, and success at Alta Vista School.

All the best,

Cathy Bailey
Proud Principal of Alta Vista



TABLE OF CONTENTS

<u>SECTION 1 - PARENT INFORMATION</u>	4
SCHOOL SCHEDULES	4
Bell Schedule	4
Modified Wednesday & Staff Development Days	5
ATTENDANCE & OFFICE PROCEDURES	4-6
Visitors & Release Of Students	5
Lunch Program	5
Absences & Tardies	6
Independent Study Program	6
Unexcused Absences & Truancy	6
COMMUNICATIONS	7
Website, Vista Views & Wednesday Envelopes	7
School Messenger	7
EMERGENCIES AND HEALTH CARE	8
Student Illness & Emergency Contacts	8
Medication At School	8
Safety & School-Wide Emergency Procedures	8
SCHOOL POLICIES AND PROCEDURES	9-11
Preschoolers & Toddlers on Campus	9
Lost & Found	9
Dogs On Campus & Animals In Classroom	9
Birthday Celebrations & Classroom Parties	9-10
Field Trips & Field Trip Chaperone Policies	10
Cell Phones, Smart Watch & Technology Acceptable Use Policy	10
Parking Lot & Traffic Safety	10-11
STUDENT CONDUCT & DISCIPLINE	11-13
Student Conduct, Expectations & Consequences	11
Bullying & Harassment	11-12
Union School District Suspension/Expulsion	12-13
STUDENT PLACEMENT, ASSESSMENT & PROGRESS	13-14
Class Placement	13
Parent-Teacher Conferences & Report Cards	13-14
Homework Policy	14
California State Testing	14
STUDENT PROGRAMS & SERVICES	14-15
Enrichment & After School Programs	14
Gate (Gifted & Talented)	14-15
Project Cornerstone	15
Response To Intervention Program & Special Services	15
SCHOOL ORGANIZATIONS	15-16
Home & School Club (Hsc), School Site Council (Ssc), English Language Advisory Council (Elac)	15
VOLUNTEER OPPORTUNITIES	16
<u>SECTION 2 - STUDENT INFORMATION</u>	16-17
Bicycles & Scooters	16
Cell Phones & Smart Watch	16
Technology Acceptable Use Policy	16
Skateboards, Rollerblades & Roller Shoes	16
Dress Code	17
SCHOOL-WIDE RULES	18-25
Student Expectations & Cougar Kudos	18
Safety/Behavior Rules & Consequences	19-
Lunch & Cafeteria	19
Playground & Recess Rules	19
School Grounds/Off Limits & Habitats	19-20
Bullying & When To Get Help	20-21
Conflict Resolution & Rock, Paper Scissors	22
Game Rules	22-25
STUDENT LEADERSHIP	25
Conflict Managers & Playground Pals, Safety Patrol, Student Council	25
PARENT & STUDENT HANDBOOK ACKNOWLEDGEMENT.....	26

School Schedules

SCHOOL START TIME

School begins daily at 8:15 AM sharp for grades 1-5. A warning bell rings at 8:10 and many teachers begin to allow students into the classroom at that time. Those students arriving after 8:15 must report to the office for a tardy slip. There is no recess before school. Students arriving before 8:10 are to line up by their classrooms and may not be on the playground nor the playground equipment. Students may not arrive before 8:00, as there is no supervision before that time.

SCHOOL DISMISSAL

There is no supervision after school, so please be sure that your child has a way home upon dismissal. Kindergarten students are released by the teacher at the door to the responsible adult. Students not picked up by 2:50 will be directed to wait by the cafeteria or near the office.

Students are not allowed to play on the play structures or playground after school (even with parent supervision). Champions Day Care and after school enrichment classes have the legal use of our school facilities and playgrounds after school until 6:00.

Front Lawn Area: The front lawn is not a sanctioned play area after school. We ask that parents closely monitor younger siblings who may be tempted to play with their siblings on the front lawn while parents are socializing or waiting for kindergarten dismissal. **Safety is our first priority** and as such, students may **NOT** play behind the bushes, play roughly, tackle, swing backpacks or climb the trees on the front lawn. There is **NO** playing with balls or equipment on the front lawn.

MODIFIED WEDNESDAYS

Union School District students are dismissed early on Wednesdays so that teachers can participate in grade level planning and collaboration. On Wednesdays, students in first through fifth grades will be dismissed at 1:15 pm. Beginning on August 22nd, PM kindergarten students will begin the day at 10:00 AM and will be dismissed at 1:20 PM. Please make arrangements for your child's early pick-up from school each Wednesday as we sometimes go to another school site for collaboration and have no one available on site to supervise students who are not picked up in a timely fashion.

BELL SCHEDULE

<u>KINDERGARTEN (M, T, TH, F)</u>	
8:05-11:25	AM Kindergarten
11:30-2:50	PM Kindergarten
<u>GRADES 1 & 2 (M, T, TH, F)</u>	
8:15	School Starts
10:30-10:50	Recess
12:00-12:50	Lunch
2:40	Dismissal
<u>GRADE 3 (M, T, TH, F)</u>	
8:15	School Starts
10:30-10:50	Recess
12:10-1:00	Lunch
2:40	Dismissal

<u>GRADES 4 & 5 (M, T, TH, F)</u>	
8:15	School Starts
10:30-10:50	Recess
12:20-1:00	Lunch
2:40	Dismissal

WEDNESDAY SCHEDULE

<u>KINDERGARTEN (WEDNESDAY SCHEDULE)</u>	
8:05-11:25	AM Kindergarten
10:00-1:20	PM Kindergarten
<u>GRADES 1-5 (WEDNESDAY SCHEDULE)</u>	
8:15	School Starts
1:15	Dismissal

STAFF DEVELOPMENT DAYS

Union School District will conduct three staff development days for teacher training. Students do NOT attend school during these days. The staff development dates for the 2018-2019 school year are scheduled for August 31, October 19, and January 18.

Office Procedures

VISITOR BADGES

A safe environment requires the identification of **every** person who comes onto campus. All staff will be wearing an identification photo badge. Everyone, including parents, who visits **must** first come to the office and identify themselves. Any person going to areas other than the office must sign in and wear a **visitor badge**. Your cooperation with these practices will give the school community peace of mind.

RELEASE OF STUDENTS

If a child is to leave school early during the day for any reason (doctor/dental appointments, family, etc.), the parent/guardian must come in person, show identification, and sign out the child in the office. This procedure is for the protection of your child. Your child will be released only to those persons designated on his/her emergency card. If your child returns to school on that same day, have him/her stop by the office to get a pass to return to the classroom.

OFFICE TELEPHONE

Use of the office telephone by students is for school business and emergencies only. The classroom teacher may allow students to use the classroom telephone. All after school pick-ups and activities should be arranged prior to your child arriving at school, and should be not be arranged using the office telephone.

LUNCH PROGRAM

Lunch is served each day at school and costs \$3.50. Checks should be made payable to “U.S.D. Food Service” or visit the district website to sign up for their automated **MySchoolBucks** online account system, which gives parents a convenient and secure online service to deposit money into your child’s meal account, check account balances, and sign-up for email reminders.

Students who bring their lunch from home may purchase milk or juice for an extra charge. If your child forgets his/her lunch, bring it to the office marked with name and room number. ***Please do not take the lunches directly to the classroom as this interrupts instruction.***

Attendance and Truancy

ABSENCE LINE

Alta Vista has a 24-hour absence line available (408-356-3679). Please call the absence line before 8:30am. If a student is absent, and there is no message or phone call, a call will be made to the parent's home or workplace to confirm the absence. We need to check the whereabouts of all of our students to verify their absence and ensure their safety.

ABSENCE FROM SCHOOL

Regular attendance is expected of all students. We cannot stress too greatly the importance of your child being in school every day, on time, if he/she is to achieve the greatest success in his/her work. It is impossible to completely make up everything that is missed. A typical school day is filled with learning that is not limited to books, such as group projects, discussions, and lab work. Paperwork can be made up, but the valuable learning opportunities cannot. We ask parents to please schedule appointments and vacations after school or during school breaks.

TARDIES

Children arriving late can disrupt classroom instruction. We ask that every effort be made to have children at the classroom door by the opening bell. Instruction begins at 8:05 for kindergarten and at 8:15 for students in grades first through fifth. If your child arrives late to school, he/she receives a tardy slip from the office. Please come to the office to get an admit slip before sending your child to class.

MAKE UP WORK

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

INDEPENDENT STUDY PROGRAM

If a student is going to be absent from school for five days or more, for reasons other than illness, please contact the school secretary and the child's teacher regarding the Independent Study Program. According to Union School District policy, parents should contact the school office at least 3 days prior to any absence of 5 or more days. **We request however that you notify our office 2 weeks in advance if you are planning to be gone for more than 5 days, in order to allow time for the teacher to prepare the classwork and the office to secure approval.**

BP 6158

The minimum period of time for any independent study option shall be five school days. If independent study is running concurrent with any school vacation, the time including vacation days shall not be more than 15 days total. As required by law, the written Independent Study Agreement must be signed by teacher, parent and student **prior** to the absence. Students who complete assigned work without a written agreement will receive academic credit for their work but days will be considered truant. Should a student not complete the work according to the contract, credit will be given for only that portion of work completed (not less than 5 days). Days will be marked as Independent Study Incomplete/Truant, parent will be notified of the truancies and the family may be referred to the Student Attendance Review Board.

UNEXCUSED ABSENCES/TRUANCY

Education Code Section 48260—Any pupil subject to full time education who is absent from school without a valid excuse for more than three days and/or three tardies in excess of 30 minutes in one school year is considered truant. Our attendance system automatically generates **truancy notification** letters when a student has three or more unexcused absences and/or three tardies in excess of 30 minutes. Each subsequent unexcused absence/truancy will trigger another letter. Continued unexcused absences and/or tardies may result in a referral to the School Attendance Review Board.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

SARB was established by the California State Legislature to provide intensive guidance and coordinated community services to meet the needs of those children with school attendance or behavior problems. The SARB group is composed of school

district and community representatives. Students with chronic absence or tardy problems will be referred and monitored through SARB.

Communication

ALTA VISTA WEBSITE

Our school website provides additional information for parents about school programs, events, meetings, organizations, staff, schedules, and emergency information. Parents can also find additional classroom and grade level information on the classroom pages, as well as flyers for after school and community activities. The school website can be found at <https://altavista.unionsd.org>

SCHOOL MESSENGER

Periodically, you may receive an automated email message from the school with important information. Our district contracts with School Messenger, a service which allows schools to send messages to all families within our community. These messages are reserved for necessary communication such as absence alerts, emergency information, important reminders, and notifications.

REMIND

In an effort to bring important news and reminders directly to your phone, we encourage families to sign up for Remind. Text messages will be sent directly to your phone, reminding you about events such as Fantasy Faire and special schedules. Remind keeps all phone numbers private. Signing up to receive Alta Vista's text messages on Remind is easy. Text your child's class code (below) to 81010.

Grade Level	Class Code
Kindergarten (Class of 2024)	@av2024
First Grade (Class of 2023)	@av2023
Second Grade (Class of 2022)	@av2022
Third Grade (Class of 2021)	@av2021
Fourth Grade (Class of 2020)	@av2020
Fifth Grade (Class of 2019)	@av2019

“VISTA VIEWS” SCHOOL NEWSLETTER

Vista Views is the school's newsletter. It is a valuable source of information about our school and district activities. The newsletter is published on a monthly basis throughout the year. It is available on the school website, and is sent out through SchoolMessenger to every parent with a valid email address. If your email address changes, please be sure to notify our office of the change, so we can be sure to update our records in order to ensure you continue receiving the Vista Views Newsletter.

WEDNESDAY ENVELOPES

On Wednesdays, students bring home a Wednesday Envelope containing flyers and important information from the teachers and school.

Emergencies And Health Care

HEALTH AIDE

Alta Vista's Health Aide is in the office Monday through Friday from 10:30 am until 1:30pm to assist the children when they are ill or injured. In addition, our principal, secretary, and office assistant are trained in first aid. In the event of a serious medical emergency, a Union School District Nurse, is available on call.

COMMUNICABLE ILLNESS/CONDITION

Inform the school secretary or health aide if your child is diagnosed as having any communicable illness/condition (i.e., chicken pox, lice, strep throat, pink eye, measles, fifth disease, etc.). We will notify the families of other students in your child's classroom about the possible exposure. Should your child be running a fever or have symptoms of an illness, please keep him/her home. A sick child not only gets much less from instruction, but often unfairly exposes others to illness.

PROCEDURES FOR STUDENT ILLNESS

If a child becomes ill at school, we contact parents at home or work. If a child is sent home with a temperature of 100 degrees or greater, the child must remain home until he/she is fever-free for a minimum of 24 hours. If your child complains of not feeling well prior to leaving home, we would appreciate your cooperation by taking the time to check the complaint before sending him/her to school.

EMERGENCY CONTACT INFORMATION

Emergency and Health information printouts are sent home within the first 10 days of school. If you change your address, telephone number, doctor, or people to call in an emergency, be sure to notify the school secretary. It is very important that we have up-to-date information for the protection of your child in case of an emergency or illness.

MEDICATION AT SCHOOL

California Education Code 49423 indicates that any student who is required to take medication prescribed for him/her by a physician (during the regular school day) may be assisted by the school health aide or other designated school personnel if certain requirements are met. PRESCRIBED medication may be given at school only if a "Medication Request"/physician's form is on file in the Health Office. It is the responsibility of the parent to present the signed physician's form and medication to the school. The "Medication Request" form is available in the school office. The medications should be clearly labeled with the student's name, name of the medication and dosage, and kept only in the health office at school. For the safety of your child and others, DO NOT put medication in lunch boxes or have the child carry medication on his/her person.

OVER-THE-COUNTER medication cannot be dispensed at school. Unless a completed "Medication Request" form is on file in the Health Office, cough drops, cough syrup, Aspergum, throat lozenges, Tylenol, aspirin, Benadryl, etc. cannot be brought to use at school. If students are in need of these aids, dispense them at home, before or after school, or follow the above requirements for dispensing medications at school.

SAFETY & SCHOOL-WIDE EMERGENCY PROCEDURES

Emergency Procedures

Annually, parents receive a copy of our school Student Emergency Release Procedures. These procedures are designed to ensure all parents/guardians know where to go to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time. Please visit our school website to learn more about our Emergency Procedures, including procedures for power failure, safety drills, and student release.

Safety Drills

Fire drills are practiced monthly and disaster drills at least twice each year. The Alta Vista Safety Committee works diligently with police and fire departments to establish the necessary emergency procedures and staff participates in annual trainings. In addition, the Union School District has provided all schools with disaster preparedness supplies to meet immediate needs if a major disaster strikes during school hours.

School Policies and Procedures

PRESCHOOL SIBLINGS ON CAMPUS

Our school and all schools in Union School District greatly value parent volunteers. It is important to adhere to the following school safety and instructional guidelines if your little one is with you at school.

- Please make other arrangements for your little one if volunteering in the classroom. Younger siblings can unintentionally disrupt the learning and be a distraction for students.
- The office workroom areas are for adults only. No young children are allowed.
- Remember that playground and playground equipment are for school-aged children only during the school day.
- Younger children should not be left unsupervised on school grounds, in the hallways, restrooms, playground, etc.
- Field trip supervision requires the adult chaperone's undivided attention. Younger siblings are not permitted to accompany an adult chaperone volunteer on field trips.

LOST AND FOUND

Children who lose articles of clothing and other items are encouraged to check the clothing rack located in the cafeteria. Money, jewelry and watches are kept in the school office. We recommend you put your child's name on his/her coat, sweater and lunch box for easy identification. **Please remind your children to check the lost-and-found for missing items. Unclaimed items are given to local service organizations on the last day of each month.**

DOGS ON CAMPUS

Union School District has a district-wide policy of "No Dogs On Campus." There are signs posted at all entrances and we ask parents for their cooperation with this policy. This includes dogs that are on leash and/or carried by their owners. While we understand the value of a community atmosphere where animals are welcome, student safety is our first concern. Our school and district cannot risk unintentional injury to a child or an adult. Additionally, many children today have allergies to animals and in some cases can have severe reactions when coming in contact with animal fur.

We respectfully discourage families from bringing along dogs when picking up children from school, as this creates additional concerns for safety when dogs and/or children become overly excited or frightened.

ANIMALS IN THE CLASSROOM

This policy of the Union School District addresses pets that visit the classroom, as well as animals that are used as part of a standards- based project. Pre-approval must be obtained for all animals visiting a classroom. Please contact your child's teacher before bringing an animal to school.

HEALTHY SNACKS

Union School District has a Wellness Policy to help students make healthy fitness and food choices. It encourages students and parents to provide healthy snacks for classroom and school functions. **We request that healthy treats** rather than donuts and cupcakes be considered for classroom parties and events.

BIRTHDAY CELEBRATIONS & CLASSROOM PARTIES

We respect and value parents' desire to be creative in their approach to celebrating their child's birthday in a special way, but ask it be done outside of the school day. Our need to protect the instructional day and our required adherence to school and district policies limit how these are celebrated. Therefore, please do not send any flowers, balloons, gifts, clowns, gorillas, strolling minstrels, limousines, singing telegrams, or any other form of entertainment that may cause a disruption. Parents who would like to provide a class treat on their child's birthday are welcome to do so, providing it meets the following guidelines.

- To avoid disruption to the instructional day, birthday treats will be handed out at the end of the school day and must have permission of the classroom teacher in advance.
- Only school-sanctioned celebrations may be held during the school day, including lunchtime as these may disrupt and/or impact the normal functioning of the school including supervision, teacher's lunch break, schedules, and food service.

- **Arranging for entertainment, pizza, classroom parties, activities, games, etc. is not appropriate nor permitted during school hours, including lunchtime.**
- If you do wish to send a treat on your child's birthday, please speak with your child's classroom teacher in advance so you can avoid any foods that may be hazardous to a student's health due to allergies. With such notice, teachers will be able to monitor all children's health and safety.
- Treats should be pre-portioned finger foods that do not require adult assistance to cut or supervision to distribute. Treats can be dropped off in the school office or to the classroom if prior arrangements have been made through the teacher.
- Union School District Wellness Policy and Alta Vista School encourages non-food items or healthy snacks for celebrations. Donation of a special book to your child's classroom library or the school library through the Birthday Book program is a wonderful way to recognize your child's special day and contribute a lasting memory to the school.
- We encourage parents to use the membership directory for mailing party invitations. Personal birthday party invitations distributed in class must include every child so no one feels left out.

FIELD TRIPS

Field trips to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum, relate directly to subjects taught and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Union School District policy requires all students to ride to and from the event on school-approved transportation/buses except in rare cases due to medical and/or other extenuating circumstances in which alternative arrangements may be approved by the District or school.

FIELD TRIP CHAPERONE POLICY

Parents may be asked to attend field trip outings with their children to help with supervision. All students are under the direct supervision of the school employee in charge of the activity. Teachers try to accommodate parents who want to attend field trips, however for obvious reasons not every parent can attend every time there is a field trip. The school and district must ensure that parents acting as chaperones are focused on their job of supervising students and not distracted. For this reason and others, we limit the parent chaperones to the number designated to safety supervise the students. Parents who are selected as chaperones are under the direction of the teacher(s) in charge. Specific written expectations, rules and instructions will be reviewed with parent chaperones prior to departure. Parents who are not selected should honor the space, time and educational decision of the teacher and not show up on their own at the field trip destination. Parents must understand that field trips have a purpose and are educationally planned. Parent chaperones are asked to keep younger and older siblings of their student at home during the field trip.

CELL PHONES &/or SMART WATCH

We understand that parents sometimes want their child to have a cell phone and/or smart watch for safety or health reasons. Union School District Board Policy allows students in elementary school to possess cell phones and or smart watch at school. However, they may only be used **before or after school** and as long as they do not create a distraction or disturbance. Using these devices to capture digital images and/or to take photographs of any kind shall be prohibited on school grounds and at school sponsored activities.

Parents may sign a [Cell Phone & Smart Watch Policy Form](#) to be kept on file in the office that allows students to carry a cell phone. Cell phones and/or Smart Watch may not be used during the school day or the cell phone/smart watch will be confiscated and the privilege revoked. (Phones & Smart Watch should remain off during school hours.) The school will not accept responsibility for the theft, loss or damage of cell phones &/or smart watch. In case of an emergency, telephone messages for students may be left with the office staff. (After school arrangements should be left on their voicemail if they carry a phone/smart watch, otherwise arranged before arrival to school.) Telephone calls for students are not transferred to the classroom.

TECHNOLOGY ACCEPTABLE USE POLICY

Students at Alta Vista use digital technology and communication tools to access, manage, integrate and evaluate information, as well as construct new knowledge and communicate with others effectively. Students' use of technology must be for school use only. Students and parents must sign the **Student Acceptable Use Contract** before using technology resources and going online through our airport/server.

PARKING LOT & TRAFFIC SAFETY

Below you will find important traffic safety information for dropping off and picking up your child. We ask for your cooperation with these procedures to ensure the safety of all children.

1. Students may be dropped off or picked up in the designated Drop-Off Zone on Blossom Valley Dr. or the Drop-Off Zone in the parking lot by the office. The kindergarten parking lot is closed to all cars during drop-off and pick-up times, except those with a valid handicap placard.
2. Students may be dropped off to walk to their class lines no earlier than 8:00 a.m. **There is no supervision before that time.**
3. Please be respectful of residents in the neighborhood. It is NEVER appropriate to block a driveway (whether whole or partial) in order to drop off or pick up your child.
4. When picking up students from the white loading zone on Blossom Valley Drive, *stay in your car*, pick up your child, and then move out so another car can pick up.
5. Students may only be picked up from the curb. Double parking or blocking traffic to pick up or drop off a child is NOT allowed. Students are prohibited from getting into vehicles parked/stopped/waiting in the street. Please do not ask your child to cross the street unescorted. This puts you and your child at risk of accidental injury.

To avoid the congestion and traffic in front of the school, please consider parking on Westchester or one of the other side streets around the school and walking into school. Alta Vista has two crossing guards to keep students safe. One is located on the corner of Westchester and Blossom Valley. A second crossing guard is stationed at Blossom Wood and Blossom Valley. We ask that parents and children be patient and wait for the signal from the crossing guard to cross at these intersections.

While our staff and safety patrol do their best to encourage parents to follow our drop-off and pick up rules, we appreciate your assistance with violators. If you notice traffic violations in the neighborhood please report it to the Los Gatos Police at 408-354-8600.

**OUR PROCEDURES ARE FOR EVERYONE'S SAFETY.
WE APPRECIATE YOUR COOPERATION AND SUPPORT.**

Student Conduct & Discipline

The goal at Alta Vista School is to provide a safe and friendly environment. The Conflict Resolution Program/Conflict Managers help all students to recognize their responsibilities as Alta Vista students. We believe that students should be empowered to solve their own problems and to model problem solving behavior for others.

Alta Vista students are expected to:

1 - Be Respectful to ALL

2 - Be Responsible

3 - Be Safe

4 - Be a Learner

CONSEQUENCES

Alta Vista school rules are enforced in order to ensure students have a optimal learning environment, as well as keep everyone safe on the playground. When students violate a behavior expectation or playground rule, consequences will follow. The nature of the consequences will depend on the severity and frequency of the act. Consequences are usually progressive, ranging from a conference with the student, warning, an apology, a loss of privilege, time out, school service, time after school, parent conference and may result in development of a behavior contract. When students commit a serious offense that is considered harmful or illegal, parents will be contacted immediately. The consequences will be serious, up to and including suspension from school and possible recommendation for expulsion.

Teachers are encouraged to keep parents informed about behavior concerns. Our goal is for the home and school to work together to ensure students are successful in making good choices and behaving appropriately at school. When behavior continues to be a concern, then a student contract or daily note may be developed. Teachers may also suggest an A.L.L. (All Links to Learning) intervention meeting, if the concerns continue and/or the behavior escalates. During the meeting the team will discuss and develop additional strategies and support to assist the student with improving their behavior. To learn more about the A.L.L. process, visit our school website under the tab for Programs & Services.

REWARD AND POSITIVE RECOGNITION

Most students always obey the rules and do their best at school. Students are recognized through Gold Cards, recognition awards, Principal's Pizza Lunches, classroom rewards, student leadership opportunities and more.

BULLYING & HARASSMENT

The staff and community of Alta Vista School believe that all students have a right to a safe and healthy school environment. The staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The staff and community of Alta Vista School will not tolerate behavior that infringes on the safety of any student. Bullying is considered a serious offense that may result in disciplinary action.

Bullying vs. Social Conflicts

What makes a bullying incident? Certain conditions must exist for a bullying incident to occur. Many students joke around with each other, call each other names, or engage in some fairly physical horseplay and yet these incidents are not classified as “bullying” when they occur between certain children. The difference lies in the relationship of the bully and victim, and in the intent of the interaction. Bullying usually occurs between individuals who are not friends.

Bullying goes beyond simple verbal teasing, and is an expression of power of one student over another. Most social conflicts are not categorized as bullying unless the behavior is characterized as *repeated*, an *imbalance of power* and/or *purposefully hateful or intentionally harmful*. Bullying consists of a series of repeated intentionally cruel incidents, involving the same children, in the same bully and victim roles. This, however, does not mean that in order for bullying to occur there must be repeat offenses. Bullying can consist of a single interaction.

In a bullying situation, there is a power difference between the bully and the victim. The intention of bullying is to put the victim in distress in some way. Bullies seek power over another student. Their behavior may take verbal forms like mocking, teasing, intimidating and threatening. They may take physical forms like pushing, hitting, kicking or stealing. Or in today’s times, it may turn to electronic means through phone calls, social networking, email, texting, or tweeting.

SCHOOL EXPECTATIONS

1. Teasing, taunting or bullying are not to be tolerated. Sometimes friends will claim that they are “just joking” or “just fooling around”. It is important to understand that this is never an excuse for making another student feel powerless.
2. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; emotional or verbal threats or intimidation; extortion; and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
3. Any student who engages in bullying will be subject to appropriate disciplinary action.
4. Students are expected to immediately report incidents of bullying to their teacher, yard duty or school staff.
5. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
6. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Please see the student section of this handbook or our school website for more information.

UNION SCHOOL DISTRICT GROUNDS FOR SUSPENSION AND EXPULSION

There are very few children suspended, and of those who are, most have trouble with California Education Code 48900: (a1) when play gets rough and children are hurt; and (k) disrupting class or school activities and not following directions. To help you understand the codes that schools follow, a summary of suspension and expulsion information is included below. A pupil may be suspended, and possibly recommended for expulsion, if it is determined by the superintendent or the principal that they have committed one or more of the following crimes:

California Education Code 48900: Discretionary Expulsion/Suspension

- a1. Caused or attempted to cause, or threatened to cause physical injury.
- a2. Use of force or violence against another person.
- b. Possession of a weapon.
- c. Possession of a controlled substance
- d. Possession of a look-alike substance.
 - e. Robbery or extortion.
 - f. Vandalism (no roller blades or skateboards are allowed on campus).
 - g. Stolen property.
 - h. Tobacco.
 - i. Obscene act or habitual profanity or vulgarity.

All violations of Education Code 48915 (c) are mandatory expellable offenses. These include possession of a firearm, knife, weapon, or explosive, selling controlled substances, and sexual assault. Students who commit these offenses will be automatically suspended and recommended for expulsion by the Administration. Police notification will take place in all instances.

All violations of Education Code 48915 (a) may result in a recommendation for expulsion. The Administration will determine if a recommendation for expulsion is necessary based upon the following criteria:

- A: Seriousness of offense
- B: Circumstances of situation
- C: Student's prior discipline records
- D: Any other extenuating circumstances

Along with a possible recommendation for expulsion, students violating EC 48915A may be disciplined with suspension, Police Citation, Involuntary Transfer, Community Service, Counseling, and Mandatory Attendance in Classes or Interventions.

Union School District Administration may use one or more consequences as outlined in USD Uniform Disciplinary Chart to correct inappropriate behavior. Corrective action will be dependent upon the specific offense, circumstances, prior discipline records, effects and extenuating circumstances. Corrective measures will be progressive in nature; whereas a first time offense may warrant one action, a second or third offense will merit a harsher measure. The Administration reserves the right to determine consequences based on the seriousness of a particular infraction and/or previous discipline record of the student who commits the offense. In addition to any school action, suspected criminal activity will be reported to the police and appropriate legal consequences may result. EC 35291, BP 5131.6, 5131.7

Student Placement, Assessment & Progress

CLASS PLACEMENT

The Alta Vista staff takes classroom placement of all children very seriously and wants only the best for each child. Our teachers spend many hours and put much professional thought and effort into placing their present students into next year's classes. Teachers consider a variety of factors as they place your child, with the objective to produce the most "workable" heterogeneous combination of student groups. We feel the teacher is in the best position to make this decision, as they have worked with your child throughout the year. Teachers know your child as a learner and in a classroom setting, which enables them to look at many factors when placing for the next grade level. Grade level teams and the principal work together to review all the groups to ensure we have equitable and balanced classes.

Please rely on our professional judgment, and trust that we will group children to provide the best possible learning environment. While parents and students may not always get their preferred teacher, Alta Vista has an excellent teaching staff and every teacher here is committed to providing the best for your children. It has been my experience that nearly all children are able to adjust rapidly to the different teachers they have over the years.

While we respect tremendously that you know your child in ways we could not possibly know them, we likewise ask that you trust that your child's teacher also has knowledge about his/her academic, social, emotional, and behavior needs that may vary significantly from what you see in the home setting. Requests by parents for specific teachers are not appropriate and will not be considered when student placement is made.

KINDERGARTEN PLACEMENT

AM/PM Preference: We do not accept requests for placement in AM or PM. Please do not schedule your children in alternative programs before we send out the notification letters in August, as we will not make changes based on enrollment in outside activities/programs.

When will I be notified of AM/PM class placement? Due to enrollment changes throughout the summer, we are unable to finalize our classes until the week before school starts. Parents will be notified sometime during the week prior to the start of the school year of their child's AM/PM placement and Kinder Orientation for children and parents.

Champions provides a quality on-site activity-based before/after school program, including half-day programs for kindergarten students. Many of our parents find this to be the ideal option for a working schedule. Both Champions and Holy Cross will accommodate students for either AM/PM placement.

PARENT-TEACHER CONFERENCES

Since both parents and teachers are deeply interested in the child and his/her wellbeing and academic progress, parent-teacher conferences are vitally important and strongly recommended. Regular parent-teacher conferences are scheduled twice a year in November and March for each child. If you wish to speak with your child's teacher between the designated conference times, please make an appointment.

HOMEWORK POLICY

Homework is an extension of classroom learning and is expected from all students. It is meant to reinforce skills already learned in class and/or extend learning beyond the classroom. Homework is expected from all students and is a student's responsibility to complete and turn in on time. Of course, most students need the support of adults at home. Homework provides students the opportunity to develop personal organizational skills and acquire a sense of responsibility for work assigned to them. Homework is not intended to disrupt family time or place extra stress on children or parents. If this occurs, the teacher needs to be consulted. All questions regarding homework should be directed to the teacher. In addition to assigned homework, students may be expected to complete class work that was not completed during the school day.

For more information on the Union School District's homework policies, visit the Alta Vista website under Parent Info or for information on specific grade level homework policies, please visit the grade level pages located under the Classroom Pages tab.

COMMON CORE STANDARDS-BASED REPORT CARD

Progress reports are issued three times a year at the end of each trimester for children in kindergarten through fifth grades. Student progress will be measured against the State Standards. The Report Card will either be sent home or given to parents during conferences depending on the yearly calendar. You are encouraged to discuss your child's progress with his/her teacher.

CALIFORNIA STATE TESTING - CAASPP & SMARTER BALANCED

Each spring, students participate in the California Assessment of Student Performance and Progress – or CAASPP. This testing system aligns to the Common Core Standards and includes both the new computer-adaptive Smarter Balanced Assessment and the 5th grade CST Science assessment.

- **Smarter Balanced Assessment Consortium (SBAC)**— The Smarter Balanced tests are administered to students beginning in 3rd grade and are aligned to the Common Core State Standards for English and math.
- **California Standards Tests (CST)**— The CST Science Exam is administered is part of the new CAASPP program and administered to students in fifth grade. This test measures students' progress toward achieving California's state-adopted science standards.

Key Features of Smarter Balanced Testing:

- Measures student achievement and growth in English/language arts/literacy and mathematics in grades 3-8 and high school.
- Includes accommodations for students with disabilities and English language learners so that all students can demonstrate what they know.
- Administered online with questions and performance tasks that measure critical thinking and problem solving skills.
- Expectations of student performance linked to international benchmarks.

DISTRICT BENCHMARK ASSESSMENTS

Each student is assessed to gauge student proficiency toward State Standards in the area of reading fluency and comprehension, writing, and math. This information is part of our multiple measures to monitor student achievement and guides teachers in appropriate instructional strategies and techniques.

Student Programs & Services

AFTER SCHOOL PROGRAMS AND CLASSES

After school programs and classes are selected to provide a range of interests and activities to challenge, support, and encourage academic and social development. These *may* include dance classes, music and art classes, Spanish, photography, writing, chess, robotics, golf, Zumba, art, Girls on the Run, Boy Scouts, Girl Scouts, Drama Club, Glee Club and other popular activities. Some are school sponsored, others may be through outside agencies that take place on campus.

ENRICHMENT PROGRAMS

The majority of our enrichment programs are generously supported and funded by our Home and School Club including music, art, clay, technology, Physical Education, character education, field study trips, author visits, and social skills.

GATE (Gifted and Talented Education)

GATE provides identified students in the fourth and fifth grades opportunities to meet their special needs and interests. In addition to the classroom differentiated lessons and special projects, an extracurricular class is offered before or after school with an Alta Vista teacher. For more information on the GATE program and resources, visit our school website and click on the link for GATE. Students are first tested in the spring of their third grade year. Our GATE program does not affect classroom placement.

PROJECT CORNERSTONE

Project Cornerstone is a Santa Clara County initiative, which motivates and supports all individuals and organizations to come together to nurture and develop competent, caring and responsible children and youth. Research shows that the more assets a child has the more likely they are to exhibit positive attitudes and behaviors: succeeding in school, helping others, valuing diversity, maintaining good health, exhibiting leadership, resisting danger, delaying gratification, and overcoming adversity

Project Cornerstone's The Asset Building Champions (ABC) program promotes positive connections between parents and their own children and youth in the community. A dedicated group of volunteers at schools reads specially selected books and leading activities that help teach valuable lessons on a monthly basis. For more information visit our school website under Character Education > [Project Cornerstone](#).

RESPONSE TO INSTRUCTION/INTERVENTION (RtI)

RtI or Response to Instruction/Intervention is a regular education initiative, designed to help students who struggle with learning concepts in areas like reading skills, get the assistance they need in the form of research-based instructional interventions and strategies applied at increasing levels of intensity. For more information about our intervention and A.L.L. process, please visit the Alta Vista website where you'll find the Support Services link under Programs & Services.

RESOURCE SPECIALIST PROGRAM (RSP)

The Resource Specialist Program serves children who qualify for extra support in areas designated by the Individualized Education Plan (IEP). The Resource Teacher and Instructional Assistants assist students and suggest classroom strategies to meet the goals established in the IEP.

SPEECH, LANGUAGE, AND HEARING PROGRAM

Students, who are identified as having difficulty with articulation and/or syntax and qualify for an Individualized Education Plan (IEP), receive services by our speech therapist.

School Organizations

SCHOOL SITE COUNCIL (SSC)

The SSC is an elected decision-making group comprised of parents and staff who represent our school and community in an advisory position. The Council annually reviews the Safe School Plan, Single School Plan, as well as parent survey and achievement data. It provides a venue for parents to learn more about the programs at Alta Vista and serve in an advisory capacity to the principal and school. All parents are welcome to attend School Site Council meetings. For more information, visit our school website.

ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

ELAC meetings are held several times each school year to provide parents of second language students an opportunity to learn more about the school, programs, and services available to their children. Parent education evenings are held to assist parents with supporting their children's learning at home.

HOME AND SCHOOL CLUB (HSC)

Alta Vista Home & School Club (AVHSC) is a not-for-profit organization whose mission is to provide enrichment opportunities for Alta Vista students. Through fundraising efforts and excellent parent participation, the AVHSC sponsors a

variety of enrichment programs including Art Vistas, music, physical education, technology field trips, Project Cornerstone (character education), and more. HSC also sponsors many fun-filled family events throughout the school year, including Movie Night, Walkathon, Multicultural Night, Spring Auction, and Fantasy Faire.

Please visit the [AVHSC webpage](#) on our Alta Vista website for more information. The purpose of the page is to encourage communication and participation within the Alta Vista community. You will find valuable information here on upcoming events, enrichment programs, meeting agendas and minutes, fundraising news, and Home & School Club contact information.

AVHSC EMAIL BLAST

The Alta Vista Home and School Club has an email group mailing list. You will have an opportunity to sign up at the beginning of the year.

Volunteer Opportunities

In addition to the regular school program, Alta Vista features a number of special activities and events that provide opportunities for parents to volunteer and help make a difference.

Room Parents	Read Naturally	Movie Night
Cornerstone ABC Reader	Art Vistas	Multicultural Night
Father's Workshop	Clay Program	Walk-a-Thon
Library	Science Night	Book Faire
Fantasy Faire	Classroom Volunteer	Family Dance
Garden	Field Trips	

SECTION 2 - STUDENT INFORMATION

Parents and Students: Please discuss and review the following information about our school rules, policies and expectations. Sign the agreement on the last page and return it to your child's teacher by the end of the first week of school.

BICYCLE/SCOOTERS

Students in the **fourth and fifth grades** are permitted to ride their bicycles/scooters to school providing they sign our [bicycle contract](#). (Click the hyperlink or locate on our website under "Parent Info"... "District/School Policies") The contract specifies the rules and responsibilities of riding a bicycle to school, and the student and parent/guardian must sign it. Bicycle contracts are available on the school website under "Parent Information."

1. Bikes must be licensed and bike riders **MUST** wear safety helmets for their own protection.
2. Bicycles must be walked on sidewalks around the school and inside the school grounds. We have a **NO WHEELS** rule inside the school grounds, meaning **NO** bikes, skateboards, scooters or other wheels may be ridden on campus grounds during school hours.
3. Bicycles must be parked in one of the bicycle racks located inside the school grounds by Room 21. Due to space and fire codes we discourage scooters being kept in the classrooms, however, at this time it is up to individual teacher discretion. Alta Vista is not responsible for lost or stolen items brought to school.
4. Motorized bicycles/scooters are not allowed on the school grounds at any time.
5. Bicycles and scooters may be ridden on the blacktop area after 4:00 pm on school days, but not before school. No bicycles or scooters may be ridden at any time in the hallways.

CELL PHONES

It is a student's responsibility to ensure that cell phones are turned off and out of sight during school hours, and only may be brought to school if a [district form](#) is filled out/signed and kept on file in the office. If disruption occurs, a teacher or other staff member may confiscate the device until the end of the school day or activity and are subject to disciplinary action including confiscation and/or loss of the privilege of carrying the cell phone at school, as well as suspension for more serious incidents. Students shall be personally and solely responsible for the security of their cell phones.

TECHNOLOGY ACCEPTABLE USE POLICY

Please see the Union School District Parents Rights Handbook for our Student Acceptable Use Contract for information pertaining to student use of technology on all district campuses. Students and parents must turn in the contract at the beginning of the year.

SKATEBOARDS, ROLLERBLADES, AND ROLLER SHOES

Skateboards, rollerblades, and roller shoes (Heelies) are not permitted at Alta Vita School.

PERSONAL ITEMS FROM HOME

Toys, and other personal items from home, not related to school, are not permitted at school unless it is a specially designated day. We have had upset children and parents after a toy is lost, broken or bartered away.

SCHOOL WIDE DRESS CODE

Students' attire should be clean, neat and appropriate for a safe learning environment. No school attire shall provide a distraction from learning. Students who wear inappropriate items to school will be required to change into something appropriate immediately.

<p>Tops</p> <ul style="list-style-type: none">● Clothing in which the torso or midriff is exposed is not allowed.● Spaghetti straps and backless tops or dresses are not appropriate for school. Shirt straps must be a minimum of one inch wide.● No tank-style underwear shirts are allowed without a shirt on top.● Low cut tops are not allowed	<p>Bottoms</p> <ul style="list-style-type: none">● Dresses and shorts less than fingertips' length (with arms lowered to one's sides) are not allowed.● Baggy pants are not permitted. Pants are to be worn at the waist so that no body parts or underwear show. Pants are considered baggy if the pant crotch is lower than fingertip length when arms and fingers are lowered.● Pocket chains, draped outside the pocket, are not allowed for safety reasons.
<p>Hats</p> <ul style="list-style-type: none">● Hats or sweatshirt hoods may not be worn in class or school buildings.● Hats may be worn outside for sun protection. The visor of caps should cover the face.● Knit ski caps and head lice have been a problem. No knit ski caps, please.	<p>Shoes</p> <ul style="list-style-type: none">● No sandals or open-toed shoes are permitted.● Shoes must have a strap-no clogs or slip-ons● No heels higher than one inch.● No "Heelies" are permitted because of safety issues.● Shoes that are appropriate for daily physical education and recess play must be worn at all times.
<p><u>Other</u></p> <ul style="list-style-type: none">● No spiked, leathery jewelry is allowed.● Make-up is not allowed.● All clothing must be free of writing or pictures that are offensive, and must be alcohol and drug-free.	

Alta Vista School Student Expectations

"Pride in our choices...pride in our behavior"

1. Be respectful to ALL!

- Listen to--and cooperate with--school staff & yard duty
- Use appropriate language
- Don't use put downs, name calling, or teasing
- Play fair --follow rules
- Show good sportsmanship
- Include everyone

3. Be Safe!

- Walk in hallways, lunch area and on the blacktop
- Keep hands and feet to yourself
- Follow game rules & play safely
- Use play equipment correctly

☆ Not Allowed:

- Rough or dangerous games
- Throwing objects that might hurt others (balls, sticks, tan bark, acorns, dirt, rocks, etc.)
- Tackling, body blocks, play fighting
- Hitting or hurting another person
- Tag on the blacktop, forest/trees, play equipment

2. Be Responsible!

- Keep our campus clean
- Clean up after yourself
- Line up when the bell rings
- Report problems to an adult
- Play in designated areas only
- Don't play in the restrooms or off limit areas

4. Be a Learner!

- Listen and follow instructions
- Work well with others
- Do your classwork and homework
- Don't disrupt or distract others
- Ask for help when needed
- Give your best effort



Cougar Kudos!



Alta Vista recognizes students who make positive choices!

- Gold Cards
- Principal's Pizza Lunches
- Classroom Incentives
- Student Recognition
- Student Leaders – Student

Council, Safety Patrol, Conflict Managers, Jr. Coaches

Safety & Behavior Rules

These actions and things are **not allowed at Alta Vista**:

- Running in lunch areas or hallways
- Playing/hiding in restrooms or off-limit areas
- Tag on blacktop, forest/trees, or play equipment
- Kicking balls on the blacktop
- Tackling, body blocks, grabbing or play fighting/karate
- Rough or dangerous games
- Throwing objects that might hurt others (balls, sticks, tan bark, acorns, dirt, rocks, etc.)
- Hitting or hurting another person
- Using bad language or name calling
- Bullying, teasing, or threats
- Playing in planter boxes, behind buildings, in bushes or along fences
- Food on play structures or around organized games
- Toys, sports equipment or electronics
- Riding bikes, scooters, skateboards, rollerblades, etc.

BEHAVIOR/DISCIPLINE CONSEQUENCES

Alta Vista uses progressive discipline consequences for not following school safety and/or playground rules. Whenever possible and appropriate, the goal will be used as a learning opportunity for the student and implement strategies and consequences to discourage and prevent further incidents. Examples of possible consequences include:

- Warning and counseled (for non-serious offences) if no prior incidents.
- *Cougar Conduct Assignment(s)* (read - reflect -respond) as either homework or recess work.
- Make restitution (apology letter) or correct the behavior. Students will “right their wrong”.
- Time out for part of recess or removed from game.
- Benched for one or more recesses depending on infraction. Oops! Slip will be issued and parent signature required
- Loss of recess or game privilege and/or other appropriate consequence. Oops! Slip issued and parent signature required.
- Student may be suspended from class for disruptive/inappropriate behavior and sent either to the office or another room. Teacher will notify parent of incident resulting in removal from class and discuss positive plan to correct the behavior and prevent further incidents.
- Student will be sent to the principal or office for more serious offences, physical, or dangerous behavior.
- Parent will be called or notified for more serious conduct and/or safety issues.
- Suspended from school for dangerous or serious offences and/or when prior interventions have been unsuccessful.

LUNCH & CAFETERIA RULES

- Act **respectfully** to lunch servers, yard duty supervisors and in the lunch line.
- Use **good manners** in the lunch area:
 - No throwing or spitting food
 - Clean-Up your table area
 - No shouting or rude/disrespectful behavior
- **Sit** at the lunch tables and eat your lunch; no one may get up to throw things away or talk to a friend at another table.
- **Standing** is only allowed at the wall areas.
- **Ask permission** to leave your table or go to the restroom.
- Eat only your own food; **do not share food**.
- There is to be **no playing, running, or ball bouncing** in the lunch area or cafeteria
- All trash must be picked up & thrown away.
- Students will **wait** to be excused by a Yard Duty Supervisor.

PLAYGROUND RULES

All students are expected to follow these playground rules:

- I will listen to adult supervisors.
- I will wait to be excused from the lunch area.
- I will tell a yard duty if someone is hurt, has a problem, or needs help.
- I will ask a yard duty or Conflict Manager for help if I can't solve a problem on my own.
- I will get a pass to go to the office.
- I will use all playground equipment correctly.

- I will not exclude anyone from a game or activity.
- I will play fairly, safely, and show good sportsmanship.

SCHOOL GROUNDS AND OFF LIMITS

- Students must not arrive at school earlier than 8:00 A.M. Students are to line up in the morning by their classroom.
- **There is no playing on the playground, equipment or grass areas before or after school.** Our primary yard and play structure are available for 30 minutes after school, only if supervised by a parent. (After that it is used by Champions After School Care.)
- Younger siblings are not to be playing on the play structure at anytime during school hours.
- At dismissal, children are to depart school grounds unless they are in an after-school program.
- Yellow lines are considered “No Cross Lines” and are off-limit areas.
- Students are not to play or be in planter boxes, behind buildings, bushes/trees, or near fences.
- Absolutely nothing should be thrown over the fence into neighboring yards!
- Students are not allowed to ride their scooters, skateboards or bike on campus during school hours.
- There is no playing/hiding in restrooms or off-limit areas.

HABITATS/FOREST: GRADES 3-5 ONLY

Alta Vista is fortunate to have a “forest” habitat that has a long tradition for creative play and enjoyment for upper grade students. Located behind the baseball diamond, students are given the freedom to build “habitats” under the covering of the pine trees using items found in nature (rocks, twigs, leaves, pine branches, acorns, etc.) and their imagination. Rules are established for safety and to preserve a collaborative and peaceful community of builders in the Forest Habitat.

The following are **NOT** allowed in the Forest Habitats:

- Stealing or destroying another habitat
- Having more than one habitat at a time or claiming a habitat for more than one day
- Digging large holes/pits, damaging trees
- Taking rocks or materials from off-limit areas or outside of the forest habitat
- Climbing trees, pulling branches, bark or berries off trees, or damaging trees
- Making perfume
- Baggies, water bottles, food, or other items that are not part of nature.
- Smashing/pounding rocks
- Running/playing tag in the forest/habitats
- Throwing/kicking dirt, rocks, or other objects

SCHEDULE
3rd Grade – Tuesdays
4th Grade – Wednesdays
5th Grade – Thursdays
(Mondays/Fridays the forest will be closed)

BULLY PREVENTION POLICY

The staff and community of Alta Vista School believe that all students have a right to a safe and healthy school environment. The staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The staff and community of Alta Vista School will not tolerate behavior that infringes on the safety of any student.

Definition

Bullying is when one person tries to control another person physically or emotionally. Bullying is when a person hurts, embarrasses, or frightens another person on purpose over and over again. People who bully like to feel strong and have power over other kids. Bullying behavior is characterized as *repeated*, an *imbalance of power* and/or *purposefully hateful or intentionally harmful*.

Examples of Bullying

- Calling people names
- Hurting others (pushing, kicking, pinching,
- Telling lies about people
- Forcing someone to do something they don't

poking, tripping)

- Making threats or harassing people
- Making mean phone calls
- Spreading rumors or lies
- Stealing or damaging someone's things

want to do

- Leaving others out on purpose
- Using put downs
- Making fun of people or teasing them
- Sending mean notes or messages

SCHOOL EXPECTATIONS

- A student shall not intimidate or harass another student through words or actions.
- Any student who engages in bullying will be subject to appropriate disciplinary action.
- Students are expected to immediately report incidents of bullying to their teacher, yard duty or school staff.

What to Do If You Are Bullied

If someone is harassing you, it might be tempting to be mean right back. Don't do it! Getting even with someone for his or her bad behavior does not help. It is not allowed and can get you in trouble. If you get picked on, follow this plan:

- Tell the bully to stop. Tell the teaser that this is not OK at Alta Vista.
- If it happens again, ignore it and walk away.
- Buddy Up! - Play with a classmate or friend.
- If it continues or If you don't feel safe, walk or run away and find an adult.
- Tell an adult where and when the bullying happened - remember that telling ISN'T tattling.

What to Do When Others are Bullied

Be an "Upstander"...

- Refuse to join in
- Speak up - use words like "Don't treat him that way!" and, "Stop pushing her!"
- Tell a teacher or any other adult at school
- Be a friend to the person who is being bullied
- Include students who are left out - ask them to join your game or group

Telling/Reporting Versus Tattling

Are you telling to be harmful (tattling) or helpful? (reporting)

Are you trying to get someone in trouble? (tattling)

Are you seeing another student being bullied? (reporting)

Are you having a problem with bullying? (reporting)

Are you helping a friend who is hurt? (reporting)

CONFLICT RESOLUTION

How to Talk It Out Strategies (Steps to Problem Solving)

1. Stop. Cool off.
2. *Talk and listen to each other. What is the problem?* Have the two disputing children face each other.
3. *Find out what you both need. What are some solutions?* Listen to each other tell what happened. Wait for their turn to speak. Be polite.
4. *Brainstorm Solutions. Discuss ways to work out the problem.* (For each solution have them ask, "Is it safe? How might people feel about it? Is it fair? Will it work?").
5. *Choose the idea or solution you both like best.* Agree on what to do.
6. *Make a plan. Go for it.* Shake hands.
7. *If it does not work, what can we do now?*

"When you _____ (call me names), I feel _____ (sad), because I _____ (don't do that to you). Or, teach them to say, "I don't like it when you _____ (tease me). It makes me feel _____ (angry). I want you to _____ (stop it!). Encourage them to discuss the problem and to listen to each other. The goal is to help children learn to stand up for themselves and solve their own problems.

ROCK, PAPER, SCISSORS CONFLICT MANAGEMENT STRATEGY

The two players each make a fist with one hand and hold the other open, palm upward. Together, they tap their fists in their open palms once, twice, and on the third time form one of three items: a rock (by keeping the hand in a fist), a sheet of paper (by holding the hand flat, palm down), or a pair of scissors (by extending the first two fingers and holding them apart). The winner of that round depends on the items formed. If the same item is formed, it's a tie. If a rock and scissors are formed, the rock wins, because a rock can smash scissors. If scissors and paper are formed, the scissors win, because scissors can cut paper. If paper and a rock are formed, the paper wins, because a sheet of paper can cover a rock.

GAME RULES

These rules are to help all students learn to play the game and to make sure that everyone plays fair and has fun.

- Soccer games are to be played by the rules, which means they have boundaries.
- Football games may only be played by 3-5 grades and are touch or flag only. Tuck in long shirts so flags are accessible. Flags are only used at lunch recess for grades 3-5.
- Basketball games – 5-8 players to a team (16 players total). Students may have to play ½ court if the courts are in demand.
- Wall ball – no kicking the ball against the wall – only throwing. Use bouncy balls or soccer balls only (no basketballs).
- Playing tag should take place out on the grass and not within the playground equipment area.
- Kick all balls on grass only. Do not kick balls on the blacktop or walls.
- NOTE: Students may create variations on the rules or games played. However, if arguments occur they must revert to the standard rules for play. When creating the variations, rules must be clearly stated prior to play and fair to all players. No game may take unfair advantage of one group of players over another. No put downs or heckling of students or teams is allowed. Students engaging in unfair plays, disrespectful conduct, interfering with the game, and/or trying to dictate rules/game plays will be asked to sit out of the game by yard duty.

Kickball Rules

1. Fair, evenly matched teams. No matches (2 or more kids demanding to be on the same team). No stacking the teams. Choose teams by counting off 1-20 evens on one team and odds on the other. Or count 1, 2, 1, 2, and split the teams. This way no one feels they were picked last.
2. Each kicker lets the opposing pitcher know how they would like the ball rolled to them. Like slow rolls, baby bounces, and so on. Once he/she kicks the ball he/she runs the bases.
3. No more than 10 players per team.
4. It should be 3 outs or each player has kicked once and they then go to the outfield. This way both teams get a chance to be up.
5. No player can quit after they kick. They must play out in the field against the other team at least once.
6. If you are joining the game late you will go on the team with the fewest players or play in the outfield.
7. When the player is up he/she must stand behind the plate and kick the ball. If they run up on it, it is an automatic out.
8. Basic Rule: Players kick the ball then run to first base. If the ball is caught in midair they are out. If a fielder with the ball touches base before runner gets there, the runner is out. If the runner and fielder get there at the same time, tie goes to the runner.
9. Players take one base on an overthrow, and no leads before the ball is pitched.

Tetherball Rules

One player stands on each side of the pole. The server puts the ball in play by tossing it in the air and hitting in the direction he/she chooses. The opponent hits the ball back in the opposite direction. As the ball is hit back and forth, each player tries to hit it so the rope winds completely around the pole in the direction in which they are hitting the ball. A win occurs when the ball is wrapped completely around the pole in one direction.

Violations

- Touching or grabbing the rope or pole
- Catching/stopping the ball
- Stepping on a line or outside the circle
- Flinging the ball
- Use of fists

Allowable Adaptations

- Bubbles - player may “bubble” or bounce the ball in their hands THREE times before hitting it.
- Team Games – 2 players per side. Same rules apply to the team.
- 2 players rotate in and out per game rules

Wall Ball Rules

- The ball is served by bouncing on the 1) ground, and then 2) hitting the wall.
- A server has two chances to serve the ball to start the game. The other player must hit the ball on the 1) ground, and then 2) the wall.
- In turn each player takes turns hitting the ball on the blacktop and against the wall after it has bounced once on the blacktop after coming off the wall. **(One hit, one bounce)**
- Ball may only bounce once after hitting the wall before the opponent hits it.
- Other Rules:
 - The player waiting first in line to get in is the LINE JUDGE.
 - The LINE JUDGE is always right and you must accept the call!
 - Solve court disputes with **Rock, Paper, Scissors**.
 - There are no HOLDIES, BLOCKS, or SUPER RAINBOWS.
 - There are rainbows. Rainbows are when the ball bounces a player will go under the ball before it hits the ground.
 - Whoever runs for the ball during rainbows and misses is out. Or if no one runs after it, the closest player to the ball is out.
 - Sidies are allowed; when a player hits the ball from one side of the court to the corner part of the wall on the other side.
 - If a person wins 3x in a row, he must step out and go to the end of the line

Children are OUT if:

- The ball hits the blacktop twice before the opposite player has a chance to hit the ball.
- When a player hits the ball and it does not reach the wall.
- The ball hits the ground and wall at the same time (pocket)
- If the ball misses the wall by going over or to the side of the wall. (Person who hit it must get it.)
- The ball lands on the line or out of bounds.
- The ball hits the wall first then bounces. (No Bullets or Rainbows)

Interference/Playover

- Playover: If a player cannot reach the ball because of interference by the children in line it is a playover.
- If a player cannot reach the ball because of interference of the other player the other player is out.
- A player who blocks his opponent is out

Four Square

- The ball is served by dropping and serving it underhanded from the bounce. If the serve hits a line, the server is out. The server can hit the ball after it has bounced once in their square. The receiver directs the ball to any other square with an underhand hit. Any of the following constitutes a fault:
 - Hitting the ball sidearm or overhead
 - Landing the ball on a line between the squares – a ball landing on an outer boundary is considered good
 - Stepping into another square to play the ball
 - Catching or carrying a return volley
 - Allowing the ball to touch any part of the body except the hands.
 - When a player misses or commits a fault, that player goes to the end of the waiting line, all players move up. The player at the head of the waiting line moves into square 4.

Variations:

- a. The game can be changed by varying the method of propelling the ball. The server sets the method. The ball can be hit with a partially closed fist, the back of the hand, or the elbow. A foot or knee also can be used to return the ball. The server calls “Fisties”, “Elbows,” “Footsies,” or “Kneesies” to set the pattern.
- b. Chain Spelling: The server names a word, and each player returning the ball must add the next letter in the sequence.

Soccer

- Soccer games can only be played if there is adequate space to set up a field without interfering with another established game.
- **8 Cones must be set up** and used for each soccer game to identify the end goals (2 cones per goal) and side boundaries (2 cones for side to mark the boundary line). *Yard duty has the final authority on whether games are too large or need more space.
- When cones are gone, then no more games may be set up for that recess.
- **Maximum of 10 players per team.** If a game is full then students need to wait on the sideline until another player leaves or find another activity or game to join.

- Teams should be fair and even according to skill levels.
- Choose one goalie per team. Goalies may use their hands or any parts of their body to stop the ball. Goalies are allowed to hold and punt the ball down the field.
- No other players are allowed to use their hands or any part of the arm to hit the ball.
- Heads, shoulders, chest, backs, and legs are allowed in hitting the ball.
- Whoever kicks the ball out of bounds, loses possession of the ball. The other team takes possession at the spot where the ball went out-of-bounds by a two handed over the head throw-in.
- The game begins by one team taking possession and kicking the ball to their teammates.
- 1 point is scored for each goal.
- No rough play or running into another player on purpose is allowed.
- Players that play too rough will be asked to sit out for the remainder of the game and may lose the privilege of playing soccer.

Pass/Flag Football

- 6-7 players per team: 4 players on the scrimmage line; 8-9 players per team: 5 players on the scrimmage line
- Game begins with a kickoff from a goal line, with all players on the kicking team outside. If kicked out-of-bounds (and not touched by the receiving team), it must be kicked over. IF repeated the receiving team gets the ball in the center of the field. The kickoff may not be recovered by the kicking team unless caught and then fumbled by the receivers.
- A team has 4 downs to score a touchdown or they lose the ball.
- The ball may be passed at any time. All players on the field are eligible to receive and intercept passes.
- A player forfeits the ball if one of his flags has been pulled or he/she received a two handed touch on the back. Fourth and fifth grades may play only with flags. Two-handed touch does not apply to these two grades. The ball carrier must make an attempt to avoid the defensive player and is not permitted to run over or through the defensive player.
- All fumbles are dead at the spot of the fumble. The first player who touches the ball on the ground is ruled to have recovered the fumble.
- All punts must be announced. Neither team can cross the line of scrimmage until the ball is kicked. Kick receivers may run or use a lateral pass. They cannot make a forward pass after receiving a kick.
- If the ball is thrown from behind the line of scrimmage and results in an incomplete pass, the ball is down at the previous spot on the line of scrimmage.
- Since the ball can be passed at any time, no down field blocking is permitted. A player may screen the ball carrier but cannot make a block. Screening is defined as running between the ball carrier and the defense.
- 5-yard penalty: being offside, passing from a spot not behind the scrimmage line, stiff arming by the ball carrier, or not avoiding a defensive player, not announcing intention to punt, not wearing flags properly.
- Students engaging in rough play, tackling, blocking, or unsportsmanlike conduct will lose the privilege of playing the game.

Basketball

Putting the ball into play: Each quarter is started with a jump ball at the center circle. Throughout the game, the jump ball is used when the ball is tied up between two players or when it is uncertain which team caused the ball to go out-of- bounds. After each successful basket or free throw, the ball is put into play at the end of the court under the basket by the team against whom the score was made.

Violations:

The penalty for a violation is to award the ball to the opponents near the out-of-bounds point. The following are violations:

- Traveling – taking more than one step with the ball without passing, dribbling, or shooting.
- Stepping out-of-bounds with the ball or causing the ball to go out-of-bounds.
- Double dribbling – taking a second series of dribbles without another player’s having handled the ball; palming – not clearly batting the ball; or dribbling the ball with both hands at once.
- Stepping over a restraining line during a jump ball or free throw.
- Kicking the ball intentionally.
- Remaining more than 3 seconds under the offensive basket (in the key).

Personal fouls: holding, pushing, hacking, tripping, charging, blocking, and unnecessary roughness. When a foul is called, the person who was fouled receives one free throw. IF he/she was fouled in the act of shooting and the basket was missed, he/she receives two shots. IF, despite the foul, the basket was made, the score counts and one free throw is awarded. **Disqualification:** A player who has five personal fouls called against him/her is out of the game and must go to the sidelines. Disqualification can also result from extreme unsportsmanlike conduct.

Student Leadership

CONFLICT MANAGERS

Conflict Managers are upper grade student leaders trained to provide conflict resolution strategies on the playground. Conflict Managers work in teams of two and are a visible presence in their bright yellow jackets on both the primary and upper grade playgrounds. When minor conflicts arise between students on the playground, Conflict Managers utilize their training to assist students in identifying and problem solving the conflict through a scripted process.

RECESS 101 JUNIOR COACHES

The Recess Leader Program will allow students to embrace the leadership role and take on the responsibility of being a positive role model for their peers not only on the recess yard but also inside the classroom. Recess Leaders will learn to develop positive multicultural understanding that promotes respect, inclusion, serving others, and accepting responsibility.

PLAYGROUND PALS

Playground Pals is designed as a peer buddy program to provide a circle of friends to support students who have social difficulties. Trained upper grade students are paired strategically with first and second grade students to assist them in orienting to the playground, learn new games, feel successful, and socially connected while they are at play. They serve as a big buddy and critical friend for these students who might otherwise spend their recesses alone or engaging in non-productive behavior.

SAFETY PATROL

Safety Patrol monitors are selected from interested fifth grade student who submit an application to serve as traffic monitors before and after schools. Patrols play an essential role in keeping students safe as they come to Alta Vista in the morning and as they leave to go home in the afternoon. All safety patrol students participate in training at the beginning of the year and are supervised by staff members. Students wear neon safety vests so that they can be easily spotted by students and parents who may need assistance.

STUDENT COUNCIL

Alta Vista's Student Council is a group of student leaders from 4th and 5th grades elected to represent their classes. Under the guidance of a teacher-supervisor, the Student Council takes on a leadership role in our school by organizing spirit days, making weekly school announcements, selling ice cream, participating in school leadership activities, and selecting a school or community service project annually to sponsor through their fundraising sales.

GARDEN CLUB

The Garden Club is open to grades 4 and 5 for those who would like to meet at lunchtime on designated days out in the garden. Under the supervision of an Alta Vista teacher, students help maintain the garden, learn about a variety of plants and trees, and help with weeding, planting, and harvesting.

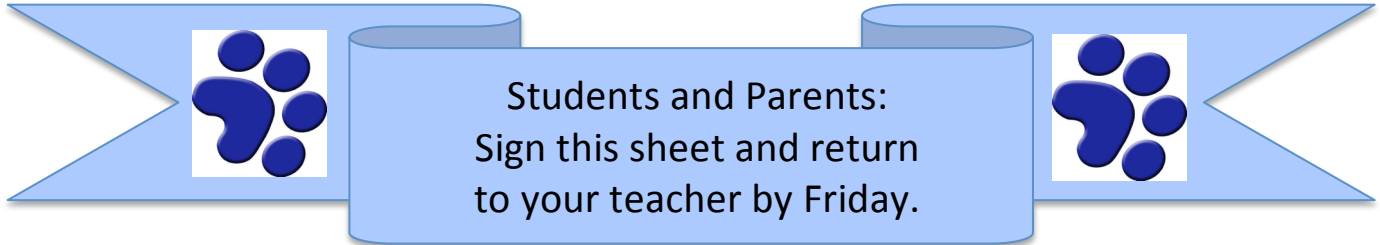
MOUSE SQUAD

Mouse Squad is Alta Vista's newest leadership program for 4th and 5th grade students who are interested in learning how computers work and how to troubleshoot computers, printers, and other equipment. The Mouse Squad is led by Mrs. Merkel and meets 1-2 days a week at lunch.

Student Name: _____

Teacher: _____

Alta Vista School Handbook Acknowledgment



Parent and Student: Please discuss and review our School Handbook about our school rules, policies and expectations. **Section 1 has information for parents/guardians and Section 2 has important information for students.** Sign the agreement and return this page to your child's teacher by the end of the first week of school. If you or your child has any questions, please contact the office.

Parent/Guardian

I have read the Alta Vista School Handbook and reviewed the school rules and student expectations outlined in section 2 with my child(ren). I understand that my child is held accountable to the rules and expectations as described in this handbook. I agree to do my best to reinforce these rules and expectations at home and to support the school's efforts to help my child succeed at Alta Vista.

Parent/Guardian Signature

Date

Student - Section 2

I have reviewed the important student information about school rules and student expectations in the Alta Vista School Handbook with my parent/guardian. I agree to follow the rules and expectations as outlined in this handbook. I am prepared to receive the appropriate rewards and consequences for my choices and behavior.

Student Signature

Date