



Arovista  
Student  
Handbook

Policies and Procedures

2018-2019

## **AROVISTA ALLSTAR BEHAVIOR EXPECTATIONS**



### **STUDENT'S RESPONSIBILITIES**

The behavioral rules, expectations and guidelines are in place to provide an optimum safe learning environment for all students. All students at Arovista School will follow the expectations established in the Arovista's Positive Behavior Interventions and Support (PBIS) Matrix. Please review the following information, as it is important to both students and parents. We ask that parents assist us in developing student responsibility and respect within our school community.

### **EDUCATION CODE 48908. DUTIES OF PUPILS**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

### **DISCIPLINE**

At Arovista, we have positive behavior expectations that we teach students. School and classroom rules are intended to promote an atmosphere that is conducive to learning and to ensure the physical and emotional safety of every child on our campus. The school follows a progressive discipline system, which includes rules and consequences. The rules below are written in general terms. There might be some slight variations by individual teachers in their classrooms.

#### **Positive Incentives**

1. Good behavior certificates/Allstar Reward Tickets
2. Class parties
3. Free time
4. Positive notes sent home
5. Parent meeting
6. See the principal

#### **Negative Consequences**

1. Warning given
2. Miss recess/detention
3. School Discipline Notice sent home
4. Phone call home/parent meeting
5. See the principal

Parents will be notified when the inappropriate behavior is severe or persistent. Individual behavior contracts may be used, as well as, suspension or expulsion in accordance with board policies.

#### **Character Counts**

Character Counts with the six pillars of character continues to be the core of the Character Education Program at Arovista. Please see the attached page for details.



## AROVISTA ALLSTAR BEHAVIOR EXPECTATIONS

### CHARACTER COUNTS! @ AROVISTA



**Caring. Fairness. Respect. Responsibility. Trustworthiness. Citizenship.** The Six Pillars of Character are ethical values to guide our choices. The standards of conduct that arise out of those values constitute the ground rules of ethics, and therefore of ethical decision-making. Arovista's core values center around the Six Pillars of Character. Throughout the school year, we will focus on each pillar through activities and wearing the color of the month on Mondays.

#### Character Counts Colors and Months

**September - we will be focusing on our "STARS" behavior matrix.**

##### **Caring—October—Red**

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

##### **Fairness—November—Orange**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

##### **Respect-December/January-Yellow or Gold**

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

##### **Responsibility—February/March—Green**

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

##### **Trustworthiness—April—Blue**

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

##### **Citizenship—May—Purple**

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

## AROVISTA SCHOOL POLICIES AND PROCEDURES

### **ARRIVAL TO SCHOOL**

No student is allowed on the school campus before 7:45 a.m. There is no adult supervision prior to that time. Extended Child Care is available on campus from 7:00 a.m. to 6:00 p.m. For more information call 714 990-7527. If the bus drops off before 7:45 a.m., students will be expected to walk to the blue tables to sit quietly until the 7:45 a.m. bell rings.

### **TARDIES**

Children are expected to be in the classroom on time. Students arriving after 8 a.m. are to report directly to the office to obtain a tardy slip for admittance into their classrooms. The office will mark the reason the child is tardy. Students who are more than 30 minutes late to school are marked as a truant for their attendance records

### **ABSENCES**

All children between the ages of 6 and 16 are required by law to attend school. All absences, including absence due to illness, injury, or quarantine are recorded. A satisfactory explanation from the parent is required by telephone call, in person, or by written note in all cases of absence. ***We would appreciate a phone call to the school on the morning of the absence (714) 529-2185.*** Students who have poor attendance will receive attendance letters notifying parents of concerns. Students will be placed on an attendance contract, if necessary, and the student will be referred to the School Attendance Review Board (SARB).

If you plan on a non-medical absence of five days or more, please apply for our Independent Study Program. This must be authorized in advance.

### **RELEASE DURING THE SCHOOL DAY**

Students will be released only to their parents or a designated guardian. All students who are released from the school during the instructional day must be signed out through the office. If your child is to be released during the day, it is necessary that you or your designated guardian, come to the school office for your child. If a person other than yourself, or a person not listed on the emergency card, is to pick up your child, the office must have your written consent and verification.

Be certain to stress with your children the importance that they not accept rides, candy, or favors from unknown persons when going to or from school. If the child is ever approached, he/she should report the incident to the principal immediately.

Please make every attempt to schedule doctor and dentist appointments outside the school day. Removing students from the classroom causes a disruption in the learning process.

### **EMERGENCY CARDS: Very Important!**

An emergency card is maintained for each student in the school. For your child's sake, please keep our information current. Whenever you change jobs, babysitters, telephone numbers, emergency parent/neighbor, please go online and update through your parent portal. EMERGENCY CARDS SHOULD BE FILLED OUT ENTIRELY, printed, and returned to your child's teacher **no later than Friday, August 31, 2018.**

### **MEDICATION**

Whenever possible, arrangements should be made to give medication outside of school hours. Children required to take medication during school hours **MUST HAVE** Parent/Guardian and Health Care Provider request forms completed and filed in the school office before the medication may be given. These forms may be obtained online.

Medication should **NOT** be sent to school with a child. Cough syrups, cough drops, ointments, and aspirin are considered medication.

We also request to be informed if your child is receiving any medication on a regular basis; this could be very important in an emergency.

### **REQUESTING HOMEWORK**

Any requests for homework must be made before 10:00 a.m. and will be available for pickup between 2:10 p.m. and 4:00 p.m.

### **USE OF THE SCHOOL PHONES/CELL PHONES**

Only in cases of **serious need** will students be allowed to use the phone in the office, as such practice interferes with conducting school business. Teachers have outside lines in their rooms in case of emergency. Parents can leave messages by asking the office for the voicemail of a teacher so that teachers are not disturbed in the middle of a lesson. Many calls may be averted if the child and parent discuss plans for the day before leaving for school. Let your child know the plan for being picked up after school especially on rainy days or other after-school programs. A note is required for any change in the student's normal route/transportation home.



For safety purposes, cell phones are allowed to be brought onto campus but certain practices and procedures must be followed. Students who choose to bring cell phones to school must keep them turned off and in their back packs while on campus, unless permission is given by your child's teacher to be used in class as a learning tool. There is to be no texting or phone calls during the school day. If a student is found to have a cell phone out of his/her backpack without permission during the school day, the cell phone will be turned into the office and parents will be asked to pick up the device from the office. The school will not be responsible for personal property.

### **TECHNOLOGY**

School Board Policy 6163.4 on Student Use of Technology is followed in regards to Online Services, Internet Access, and User Obligations and Responsibilities. The school will not be responsible for personal property. No electronic devices (ex: iPod players, iTouch, iPad, etc.) are permitted at school without proper permission. Students who choose to bring cell phones to school must keep them turned off and in their backpacks unless they are given permission by a staff member. To ensure safety for all students, and appropriate usage, electronic devices are

not to be used at recess or lunch and must be kept in the student's backpack.

### **DRESS CODE**

Student dress should indicate respect for the educational environment and should be suitable for an active schedule. Students need to wear tennis shoes on P.E. days. If a student comes to school and his or her dress or hair is a distraction to others, parents will be notified and the student will be removed from the classroom until he/she is in compliance with the school dress code.

Several examples of inappropriate attire include:

- Midriff baring, strapless, spaghetti strap, halter or backless tops
- Student's hair that is not of naturally occurring hair color or a style that is disruptive
- All types of hair pieces need to be naturally occurring hair colors (feathers, extensions, faux extensions, hair pieces etc.
- Shorts/skirts/dresses that are not mid-thigh (1/2 the distance between hip and knee). Girls are encouraged to wear shorts under their skirts or dresses
- No backless shoes, like flip flops (open toed are okay)
- No hats on inside buildings, including the cafeteria
- Displays of obscenity, drugs, alcohol, sex, and/or violence on clothing, jewelry or other apparel
- Make-up or cosmetics

The Arovista staff wants all students to have a safe and wholesome environment in which they can learn and grow. Variances in student dress code only include whole school sponsored spirit days/and or activities, per the principal's direction.

### **VIDEO/PICTURE RELEASE**

From time to time students are photographed or videotaped for newspaper articles, social media, television, or the Internet. You indicated your approval during the online information update.

### **USE OF SCHOOL LIBRARY**

Students will visit the library on a weekly basis. Students are responsible for lost or damaged materials. This policy also applies to damaged or lost textbooks. Students need to accept personal responsibility for school materials/textbooks.



### **CLASSROOM VOLUNTEERS/VISITATION**

Our parents are invited to volunteer at the school as often as possible. We are very proud of our school and you are most welcome to volunteer. **When you come, please sign our Visitor Sign-In Log and put on a visitor's badge.** If you are helping the teachers, please indicate your time in and time out. Volunteer hours are calculated and sent to the district office.

### **BICYCLE RIDING**

Only students in grades 3-6 are permitted to ride bikes to school. Bikes are to be left in the bike racks. Students are advised to follow laws regarding wearing bicycle helmets. No other wheeled vehicles may be brought to school. This includes such items as roller skates, skateboards, scooters, wheeled shoes, etc.

### **DONATIONS AND CONTRIBUTIONS**

Due to reductions in funding for schools, BOUSD wishes to maintain the high level of programs expected by our schools and community through the solicitation of donations. These contributions are requested to help defer, or offset, the additional costs of providing exceptional programs and activities at their current high level. Education Code does require that all students be allowed to participate in core curricular and co-curricular activities without limitations. Without your support of these programs through your donations, we may need to redesign or reduce programs to match the limited funding provided by the State. Please be assured that we appreciate your support in order to make these experiences more meaningful for all students.

### **OFF LIMITS AREAS**

Students may not enter school classrooms without a teacher or other adult. This rule is in effect before and after school and during all recesses.

Thank you for your support in this effort.

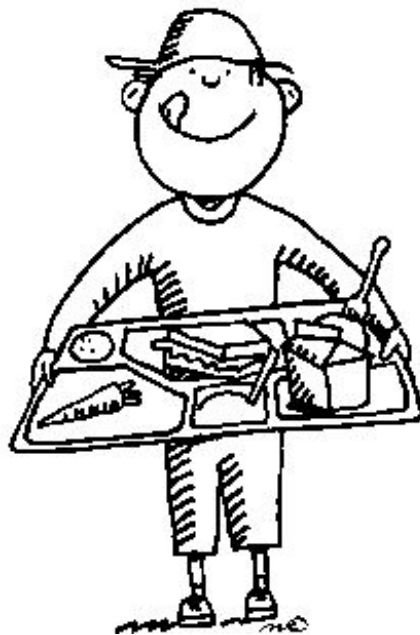
## CAFETERIA GUIDELINES

Eating snacks and lunch meals in the Arovista School Cafeteria should be a positive experience for all students and teachers. It is a time for good nutrition and to demonstrate good manners. **If your child brings his/her lunch, please do not include candy or soda.**

Our cafeteria serves a well-balanced hot lunch each day for \$2.75 and offers a mid-morning snack for \$1.25. Menus are distributed to students at the beginning of each month. Parents are encouraged to prepay for meals by bringing in cash or a check payable to BOUSD to the school office or by paying online at [www.family.titank12.com](http://www.family.titank12.com). Call 714-990-7838 for more information. For low-income families, free or reduced-priced meals are available. Applications are available online at [www.bousd.us](http://www.bousd.us). Students must reapply each year.

All children will eat together with their class at an assigned table. The children are required to remain in their seats for a minimum of 20 minutes while they finish their lunch. Cafeteria rules must be followed or privileges may be restricted.

Parents who bring lunch for their child may eat with them on the outside picnic tables, after checking in with the office as a visitor. Parents dropping off lunches for students after arrival time should have them labeled with teacher name and student's name. Classes will not be interrupted until the designated lunch time.





## BUSES

Students who rode the bus last year received information regarding transportation. There are a few things that are extra important, here are some reminders.

1. To qualify for **free bus transportation**, an application with supporting documentation must be submitted and verified to the Transportation Department.
2. **One-Way Passes** - Books of 10 rides for \$23.00 may be purchased at the transportation office. Money orders or personal checks are the preferred method of payment. No cash payments please. That office is located at 565 N Berry Street the phone is 714 990-7839.
3. Bus **passes must be shown each time** the child boards the bus.
4. Bus passes cannot be transferred to other students.
5. **Lost, or stolen passes** will be charged an additional **\$10.00** for processing, even free passes.

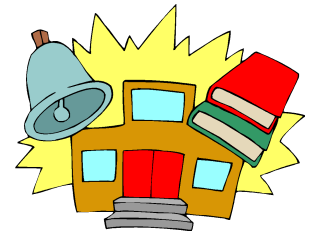
### **BUS FEES**

	Annual R/T	Annual 1-Way	Semester R/T	Semester 1-Way
1 <sup>st</sup> Child	\$312.00	\$156.00	\$163.00	\$82.00
2 <sup>nd</sup> Child	\$208.00	\$104.00	\$110.00	\$56.00
3 <sup>rd</sup> Child	\$104.00	\$53.00	\$58.00	\$29.00
4 <sup>th</sup> Child	N/C	N/C	N/C	N/C

Additional children: No Charge



# BELL SCHEDULE 2018-2019



Office Hours: 7:30 A.M. to 4:00 P.M.

<b>Grades 1-6 Schedule</b>	
<b>Morning</b>	
7:45	Busses Arrive
7:45	Front Gate Opens
7:55	Warning/Line-Up Bell
8:00	School Starts
<b>Snack Recess</b>	
10:00 -10:15	
<b>Lunch Schedule – New schedule this year</b>	
11:30-12:10	Kindergarten, Transitional Kindergarten (TK)
11:40-12:20	Grades 1-3
12:20-1:00	Grades 4-6
<b>Minimum Day Snack Break</b>	
10:00-10:15	Kindergarten, Transitional Kindergarten (TK)
10:00-10:30	Grades 1-3
10:30-11:00	Grades 4-6
<b>Dismissal</b>	
2:10 M, T, Th, F	
1:25 Early Release Wednesday (Starting 9/5/18)	
12:30 Minimum Day	
(September 13, October 22-26, May 30 & June 13 )	

<b>Kindergarten and Transitional Kindergarten Schedule</b>	
<b>M, T, Th, F</b>	
8:00 -11:30	Group I
10:00 -10:15	Recess
10:20-2:10	Group II
<b>Kindergarten and Transitional Kindergarten Early Release Schedule</b>	
<b>Wednesdays</b>	
8:00 -11:15	Group I
9:30 - 9:45	Recess
11:20-12:00	Lunch
9:50 -1:25	Group II
<b>Kindergarten and Transitional Kindergarten Minimum Day Schedule</b>	
All Kinder and (TK) attend 8:00 -11:30	
(September 13 <sup>th</sup> , October 22-26 <sup>th</sup> , May 30 <sup>th</sup> & June 13 <sup>th</sup> )	

Students are ***not to arrive on campus before*** 7:45 A.M. Supervision is not provided prior to that time. STUDENTS MUST BE PICKED UP UPON DISMISSAL. Extended child care is available on campus. Arrangements MUST be made in advance, please call 990-7527 for child care.

## **AROVISTA SCHOOL-PARENT COMPACT**

The Arovista Elementary School and the parents of the students participating in activities, services and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The school-parent compact is in effect during school year of 2018-19.

### **School Responsibilities**

#### **Arovista Elementary School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

#### **From our School Plan:**

All students are given formative and summative assessments in English Language Arts and Math through the school year.

Focus will continue to be on students at risk of retention and those performing below grade level standards. These students have been identified and have received an IIP. Interventions are continuously re-evaluated and in place for this school year. Monitoring will take place on a regular basis.

#### **Family, school, district and community resources available to assist identified students:**

- After school tutoring may be offered at various grade levels by a few teachers.
- Accommodations
- Differentiated instruction and curriculum
- Small group instruction
- Guided reading groups
- AR program
- Student Study Teams
- IEP's and IIP's
- ELD instruction
- Spatial Temporal Math Reasoning (Jiji Math)

#### **Resources available to students performing below grade level standards:**

- a. Some teachers paid through categorical funds offer after school tutoring sessions.
- b. An Individual Intervention Plan (IIP) is written for each at-risk student.
- c. Learning at Lunch may be offered to assist students in school work.
- d. Teachers share ways to differentiate the instruction and collaborate as grade levels to discuss strategies and ideas.
- e. Parent and other adult volunteers are recruited to offer assistance in the classroom.

#### f. School-wide interventions

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:  
The week of October 22-26, 2018
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Underperforming Title I students will receive IIP progress reports at each trimester. All students will receive report cards each trimester.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

All teachers have email accounts, phone access at school during non-teaching time, and weekly communication with parents via agendas or classroom work and newsletters.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:  
Back to School Night will offer sign up opportunities and parents are free to contact teachers via tools outlined in statement four above.

#### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Monitor attendance.
- Provide our child with a quiet workspace to complete homework.
- Make sure that homework is completed.
- Help our child study for tests.
- Encourage our child to read.
- Monitor the amount of television our children watch.
- Participate, as appropriate, in decisions relating to my child's education.
- Volunteer for the school to the extent we are available.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team, the PTA, the ELAC Committee, or other school advisory or policy group.

**PLEASE SIGN AND RETURN THIS PAGE/ POR FAVOR CORTE Y FIRME:**

I have reviewed and discussed all rules and procedures with my child.

He revisado y habalado con mi hijo/a todas las reglas y procedimientos.

Please return by Friday, August 31, 2018

Por favor regrese esta forma el Agosto 31.

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Parent's Signature

Date

Firma de Padres/Guardian

Fecha

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Student's Signature

Date

Firma del Estudiante

Fecha