

Butteville Elementary School

24512 Edgewood Road
Edgewood, CA 96094
530-938-2255
www.butteville.k12.ca.us

Student~Parent Handbook 2018 ~ 2019



Butteville Elementary ~To learn, question and think,... to perform, dream and succeed!

We are proud to serve your children...

About Our School

Butteville Union Elementary School District was established out of part of the Shasta Valley School District on February 7, 1865. Butteville has been in operation for 151 years.

The Butteville School District is governed by a five person Board of Trustees. The Board meets publicly at 6:30 pm in the school library on the second Tuesday of each month. Agendas are posted on the front doors near the office and on the school website. Persons wishing to be on a mailing list to receive agendas should contact the office.

Board of Trustees	
<u>Member</u>	<u>Term Expires</u>
Marilyn Birse	2018
Maralee Owen	2018
Melanie Mayberry	2018
Josh Collins	2018

District Vision

At Butteville Elementary we hold the highest expectations for students and staff. We foster leadership and develop students who become responsible and productive contributors to our community by achieving academic success in writing, speaking, thinking, creating and performing.

District Mission

Butteville Elementary School provides rigor in all academic and creative student pursuits by exceeding California Common Core Standards through alignment of curriculum and differentiated instruction. Our staff motivates and inspires students to embrace challenges and think critically to achieve their highest potential in a safe, positive, and supportive learning environment. We focus on the whole child and their right to a well-rounded education, providing all students the opportunity to succeed.

Staff

Administration

Mr. Alfonso Garagarza – Superintendent/Principal
Mrs. Nancy Longworth – Business Manager
Mrs. Randi Scott – School Secretary
Mrs. Nina Crownover – Administrative Assistant

Teachers

Mrs. Lindsay Pappas – TK/Kindergarten
Mrs. Cheryl Kirwin – Grade 1
Mrs. Lauren Miller – Grade 2
Mrs. Rebecca McMahon/ Ms. Leslie Benton – Grade 3
Mr. Chet Kyle – Grade 4
Mr. Eric Bragg – Grade 5
Mr. Ben Lewis – Grade 6
Mr. Leonard May – 7-8th Math/Science
Mr. Colin Kessler – 7-8th History/Language Arts
Mr. Matt Falconer – Resource Specialist

Classified

Mrs. Annika Darger – Instructional Assistant
Mrs. Linda Feigley – Instructional Assistant
Mrs. Mary Menzies – Instructional Assistant
Mrs. Katie Oates – Instructional Assistant
Ms. Casey Fredrickson – Instructional Assistant
Mr. Adrian Russell – Instructional Assistant
Mrs. Shawn Ashworth - Librarian
Mrs. Cynthia Colvin – Food Service Manager
Mrs. Mary Jackson – Cook
Mrs. Sue Payne – Custodian
Mr. Steve Poloni – Maintenance/Bus Driver
Mr. John Wood - Bus Driver
Mrs. Margie Michelon – After School Program Director
Mr. Dave Tafoya – Athletic Director
Mrs. Kaci Masson – Dance Instructor

School Colors

Royal Blue and White

School Mascot

Eagle

Responsibility

Education is a shared responsibility between school, student, and home.

District Responsibility

The primary responsibility of the District is to maintain policies that support activities and materials that promote learning.

Teacher Responsibility

The primary responsibility of the teaching staff is to provide a learning environment in which all students can learn and develop an interest in life long learning.

Student Responsibility

The primary responsibility of the student is to learn and to do so in a manner that is well behaved, appropriate, and does not prevent others from learning. The student is responsible for:

- coming to school on time and prepared to learn,
- for active classroom participation, completing homework, and
- being prepared for tests.

The responsibility for appropriate behavior and responsible study skills rests with the student.

Parent Responsibility

The primary responsibility of the parents is to assist their student in being prepared for instruction by making sure their child is well rested, properly fed, and prepared for school. It is the parents' responsibility to:

- ensure regular and on-time attendance,
- establish a time and place for homework, and
- help students develop a habit of remembering notes, library books, assignments, and homework.

It is the responsibility of the parents to stay informed about school.

General Information

District Office Hours

8:00 am - 4:00 pm

School Office Hours

7:00 am – 3:30 pm

School Schedule

Grades K-3: 8:20 am – 2:00 pm

Grades 4-8: 8:20 am – 3:00 pm

Half Day Kindergarten: 8:20 am – 1:00 pm

Minimum Days: 8:20 am – 1:00 pm

Before school supervision is provided starting at 7:45 am. **Please do not drop your student off before 7:45 am.** When dropping off students, please do not block the handicap parking space or the bus loading zone. Please do not park in front of the store across the street from the school at any time. Students, who are not taking the bus home or staying late for sports practice, must be picked up on time at the end of the day.

School - Winter Alert

There may be times during the school year when we need to notify parents of school closure or bus breakdowns. We have in place an automated call system, so it is very important that parents keep their contact information current with the front office staff.

When a snow storm occurs during the night, **please listen to KSYC, 103.9 FM or KSIZ, 102.3 FM**, for school information.

School Site Council

The Site Council is a group of parents, teachers, and other school employees that advise the school leadership on various aspects of elementary education. The Site Council is responsible for writing and maintaining a school plan and for overseeing the use of categorical funds received from both the state and federal government. Meetings are usually held the third Wednesday of each month in Room 2 and are open to the public. Site Council members are elected and serve for two years. If you are interested in serving on Site Council, please contact the school office.

Butteville PTO

The Butteville Parent Teacher Organization (PTO) is designed to assist and support the school with activities and fundraising. The PTO sponsors annual activities such as the art and drama program, French Creek Environmental Camp, the purchase of special equipment, sports programs, holiday parties, and student recognition awards. Meetings are usually held the first Thursday of the month at 5:30 pm. All parents are encouraged to join.

Students and community members are asked to save Box Tops for Education. This is a great way for PTO to purchase materials for our school. Box Tops may be turned in to your student's teacher or the office.

Volunteers

We can't do it without you!

Volunteers are a valuable source of assistance to Butteville Elementary. Parents and community members are needed to help in the classroom, serve as chaperones, read with students, prepare materials, and provide many other valuable services. If you would like to volunteer, please contact your student's teacher. All volunteers must sign in at the office and pick up a volunteer badge.

Visitors

All visitors must report to the office to sign in and receive a visitor pass. To keep classroom disruptions to a minimum, visitors must check with the office before entering a classroom. If parents drop off items, the office staff will deliver items or, if necessary, call students to the office.

Chaperones

Adults are often needed to provide adequate supervision of students involved in school activities such as dances and field trips. Chaperones must be 21 years of age and approved by the principal. All chaperones will participate in a discussion with the teacher in charge of their responsibilities prior to the activity.

Butteville Bulletin

Every **Wednesday** a newsletter is sent home to each family and posted on our website. This newsletter contains important announcements, a monthly activity calendar, the breakfast/lunch menu, and information regarding all school activities and meetings. Parents should carefully read the bulletin as it will keep families updated on all new information, important dates and activities.

Library

Butteville Elementary has a full service library. Teachers provide library time to students each week to check out reading and research materials. The Follett software system is being used.

Technology Program

BESD is committed to the ongoing development of infrastructure, hardware, software, and quality professional development to foster meaningful learning experiences for every child. Chromebooks are provided one-to-one for all students in 2nd-8th grades. iPads are provided to all K and 1st grade students on a one-to-one basis. Technology is used daily in teaching and learning and its use in communication with parents is growing. School and classroom information can be found on our website at www.butteville.k12.ca.us.

Field Trips

Each year students at Butteville Elementary participate in field trips. Teachers take classroom trips and participate in county-wide activities. Students may lose their eligibility to participate in field trips due to poor grades or citizenship. (See page 11 for the 8th Grade Trip.)

Teachers will send home a permission slip which needs to be signed and returned by the parent in order for the student to participate. Students will remain at school under the supervision of a staff person if a signed permission slip is not received.

Transportation will be provided by the school bus or by private vehicles. Each year parent drivers are required to fill out a driver application and provide a copy of their driver's license and current insurance card at least one week before a field trip.

Lost and Found

To avoid losing personal items, please write your student's name in permanent marker on his or her clothing. The Lost and Found basket is located in the office hallway. Unclaimed items will be given to local charities at Christmas and at the end of the year.

After School Transportation Arrangements

The office needs to know your student's after school transportation plans (taking bus home, being picked up, going to After School Program, etc.). Please call the office by noon on any day when your student's after school plans change.

Office Phone and Cell Phone Use

The office phone will not be used for students to make after school arrangements.

Arrangements for rides after school or for going home with friends must be made in advance.

CELL PHONE POLICY

1. Students may bring cell phones to school for emergencies, but from the time students arrive in the morning to the end of the school day, cell phones need to be turned off and stowed in their backpacks. The only exception is if a teacher permits the use of the phone during instruction for, say, use as a calculator.
2. Cell phones are **not** to be used during school including during recess, on trips to the restroom, during lunchtime or on fieldtrips.
3. Parents needing to deliver messages to their student during the day, are asked to call the school office rather than texting or calling their student during the school day.
4. In addition, students and parents are asked to make afterschool arrangements the day before.
5. If a student has his or her cell phone in his or her pocket or out without permission, Butteville staff will confiscate the phone. The first time a phone is taken, the student will be allowed to collect it from the office after school. The second time it is confiscated, a parent or guardian will need to pick it up. After the third offence, there is a mandatory meeting with the principal and the phone may not be permitted on campus for the rest of the year.

The District does not take any responsibility for lost or stolen electronic devices and will not conduct searches for lost or stolen devices.

Special Deliveries

All deliveries for students need to come to the office. Flowers and balloons will be delivered to the classroom at the convenience of the teacher.

Illness/Medication

When a student becomes ill at school, the office will notify his or her parents so that the student can be picked up.

Emergency medical cards will be maintained on all students, and it is very important that the information given is current. ***Please notify the office as soon as there is a change in your contact information.***

When it is necessary for a student to take medication at school, a Physician's Statement of Required Student Medication form must be signed by the doctor and parent and be on file in the office. These forms are available in the school office. **The school will not dispense even over the counter medication, such as Tylenol or cough drops, without a doctor's note.**

Student Records

Student records are available for inspection by any parent or guardian. Arrangements to view records should be made in advance with the office. ***All student records are confidential and will be open for inspection in accordance with the law.***

Enrollment/Immunizations

A copy of an original birth certificate and immunization records must be presented for all students who enroll in school. All California immunization requirements must be met before the student begins school.

All incoming 7th grade students must have a Tdap immunization and be current on all other immunizations before school starts. Current California law no longer permits parents to opt out

of immunizing their school age children for personal reasons. For an exception to be considered, it must be accompanied by a medical doctor's verification.

Parents of all students requesting an interdistrict transfer must have the Interdistrict Transfer form filled out and approved by the District of Residence. Once approved by the Butteville Superintendent, students and parents/guardians must also sign a contract agreeing to academic, behavioral and attendance expectations.

Policies

Tobacco Free School

Butteville Elementary is a tobacco free school. The use of any tobacco product on any district property by staff, parents, or students is not permitted.

Nondiscrimination

District programs and activities shall be free from discrimination based on sex, race, color, religion, and national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure discriminatory practices are eliminated in all district activities. If you have a complaint, contact Alfonso Garagarza, Principal/Superintendent, 24512 Edgewood Road, Edgewood, CA, 96094, 530-938-2255.

Title IX

If anyone has a complaint regarding Title IX (equality of access to education and/or activities based on gender), contact Alfonso Garagarza, Principal/Superintendent, 24512 Edgewood Road, Edgewood, CA, 96094, 530-938-2255.

Sexual Harassment

The Butteville Board of Trustees has policies in place regarding sexual harassment. Any student who feels he/she is being harassed by anyone should immediately contact and report the incident to the principal or designee. The principal or designee will investigate the incident and take appropriate disciplinary action as described above. Acts of sexual harassment by employees may result in dismissal. If the student who has been sexually harassed is not satisfied with the principal's decision, he/she may appeal to the Board of Trustees and California Department of Education. Retaliatory behavior against any complainant or any participant is not permitted. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature. **The full text of Board Policy #4190 regarding Sexual Harassment is located at the school office and is available on request.**

Uniform Complaint Policy

The Board encourages public input and recognizes that concerns and complaints will arise. Butteville maintains a Uniform Complaint Procedure (Board Policy 1312.3 and Administrative Regulation 1312.3 a-d). The public is encouraged to resolve their complaints at the earliest level and time possible, dealing first with any staff members involved. If the problem is not solved, please contact the Principal/Superintendent, Alfonso Garagarza, at 938-2255. The Board of Trustees is also available to provide assistance, but only after other avenues have been

unsuccessful. Copies of the procedures and policies governing complaints and the accompanying forms are available in the school office.

Emergency Procedures

Providing for your student's safety when at school is a major responsibility of our staff. All schools and child development centers have a disaster plan. The principal and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students.

The need to lockdown or shelter-in-place, evacuate students or close school before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a violent incident on campus, a wildfire, or severe storm. During these times, communication and/or transportation may be disrupted.

The need to evacuate students or close school before the regularly scheduled closing time, could arise from an emergency situation, such as an active shooter on campus, or dangerous person or animal.

During the school year, your child will be trained in the necessary emergency procedures. Each will learn how to react, where to assemble, and what to expect in an emergency situation. Off campus evacuation drills will be held throughout the year and every student is expected to participate.

If students must be evacuated from the campus due to an emergency, they will be transported by bus (if possible) to the Weed Airport Rest Stop on I-5. If that location is not accessible, the secondary location will be the Lake Shastina Community Bible Church on Jackson Ranch Rd. Emergency evacuation drills will also take place to safe locations within walking distance.

We suggest that you meet with your immediate family and develop an emergency plan. There are several free publications available to assist you. More information can be found at www.redcross.org and www.fema.org.

In the event of a major emergency or disaster, information will be given primarily through our emergency call notification system as well as on local radio stations: **KSYC, 103.9 FM or KSIZ, 102.3 FM.**

District Release Policy

- No student will be dismissed from school unless a parent/guardian (or individual designated by a parent/guardian) comes for him/her.
- No student will be released to another person, even a relative or babysitter, unless there is written permission to that effect or that particular person is listed on the student's *Emergency Card* in our files and is able to identify him/herself. If any of your contact information changes during the year, visit the office to update the *Emergency Card*.
- All parents or designated persons who come for students must sign their student(s) out at the office, unless directed elsewhere on campus by posted signs.

Please be assured, we are prepared to care for your student in emergency situations.

Members of our staff are trained in the areas of first aid, search and locate, and student safety to ensure that all your student's needs will be met. We will communicate with local emergency services. They will be apprised of our current status and the need for additional resources.

During an emergency, we ask for your help in the following ways:

- Do not call the school. We will contact you, if necessary. It is essential that telephone lines be kept open for emergency calls. Tune in to the above radio stations for more information. Wait for a message from our emergency call system.
- Do not drive to the school. The school access routes and street entrances must remain clear for emergency vehicles. We will notify you through our emergency call system when safe access is recommended.

SPECIAL PROGRAMS

National School Lunch Program

Butteville Elementary participates in the National School Breakfast and Lunch Program. Free and reduced-price meals are available for qualified students. Applications will be mailed home and then given to all students the first day of school and are available in the office at any time.

Full price breakfasts for \$2.50, lunches for \$3.15 and milk for \$.35 may be purchased. Adult meals sell for \$3.50 for breakfast and \$4.75 for lunch. Students are asked to bring lunch money directly to the office prior to the first bell. **Prepayment is required.**

Monthly menus will be sent home with the Wednesday Butteville Bulletin. Those students who bring lunches from home should not bring canned sodas or candy.

In the operation of the Butteville National School Lunch Program, no child will be discriminated against because of race, sex, color, national origin, age, or handicap.

Siskiyou County Office of Education

Butteville Elementary receives special services such as psychological testing, speech and hearing therapy, and health services from the County Office. **Any parent may refer their student for special services.** Staff members from the County Office also provide Natural Resource Education and Family Life Education.

Resource Specialist Program

A full time Resource Specialist Teacher (RST) provides services for qualified students. The RST assesses students, provides individual and group help, and assists the classroom teachers.

Student Success Team

Butteville provides an opportunity for parents, teachers, specialists, administration and, when appropriate, students to meet regarding individual issues of concern about student progress using the Student Success Team (SST) format. If you have any concerns about your student's progress and believe additional help or enrichment may be needed, please contact your student's teacher or the RST.

ATTENDANCE

California State Law mandates that *“every pupil must attend school punctually and regularly.”* Maintaining regular attendance is best fostered when parents support the school. In addition, attendance is essential to the success of children’s education. Students are expected to be in school unless there is a legitimate and excused reason.

Absences & Tardies

The state no longer recognizes excused absences for the purpose of funding. However, for the safety of the students, it is important to verify all absences. **Parents are asked to confirm all absences from school by calling the office before 8:00 am. If phone contact does not occur or a note sent in when the student returns to school, the absence will be considered unexcused. When a student has received three (3) unexcused absences or three (3) tardies over thirty (30) minutes, the family will receive the first truancy letter.**

The following absences and tardies are considered excused: student illness, death of a family member, medical appointments which cannot be scheduled outside of school hours, court appearance and observation of a religious holiday or instruction (not to exceed four (4) hours per semester. The following absences and tardies are considered unexcused: babysitting, shopping, hair appointments, working at home, oversleeping, missing the bus, running late, extended vacations and other incidences as determined by administration.

Parents may be required to provide a doctor’s note if a child’s absence or tardiness is excessive. School attendance is mandatory in order to participate in an after school event such as a sports activity, dance or school program.

Students on interdistrict transfer agreements must have regular attendance. Failure to attend regularly may result in revocation of interdistrict transfer status.

Leaving Early

Students are encouraged to be on time and to stay the entire school day. However, if it is necessary for a student to leave early, **parents or guardians must come into the office and sign the student out.**

ACADEMICS

Student Standards

Butteville has adopted content standards in all grade levels for all subject matter. These standards meet or exceed standards adopted by the State of California. These standards are distributed at Back to School Night in September.

Trimester Grading System

Butteville maintains a trimester grading system in all grades. All students will receive report cards three times a year: November, March and June. Parent conferences will be held in November and as needed throughout the year.

Progress Reports

Education Code Section 49067 requires that a parent or guardian be notified when his or her student is in danger of failing a course. Progress reports are sent home with students after the sixth week of each trimester for students in grades 4-8 who are in danger of receiving a D or an F in one or more subjects.

Awards Assemblies

Students in grades 4-8 who receive a grade point average between 3.6 and 4.0 will be members of the Principal's Honor Roll. Students achieving a grade point of 3.0 to 3.59 will be on the Honor Roll. Honor Roll students will be recognized at an Awards Assembly at the end of each trimester. Classroom recognition and perfect attendance awards will also be presented at the assembly. Parents are encouraged to attend these assemblies.

Co-Curricular and Extra-Curricular Activities

Butteville Elementary belongs to the Siskiyou Athletic League and participates in cross county and volleyball in the fall, basketball and cheerleading in the winter, and track in the spring. In addition Butteville offers a spring play, field trips, and Student Council.

Eligibility Requirements:

To be eligible to participate in co-curricular and extra-curricular activities, students must demonstrate a 2.0 grade point average (GPA). To remain eligible, students maintain a 2.0 GPA as evidenced by a two (2) week grade check system. Initial academic eligibility will be determined by report cards from the prior grading period (including prior year where applicable) (*BUESD BP 6145*).

Probationary status for sports eligibility may be approved by the principal for the student athlete who falls below the 2.0 GPA if requested by the parent.

Parents must attend a parent meeting with the coach before each sport. Students will sign a participation contract assuring that they will demonstrate good sportsmanship, maintain their grades, attend practices, and be a team player. Students must be in school all day on the day of any activity, whether a sports event or co-curricular or extra-curricular activity, to have attendance/participation privileges. Students absent from school earlier in the day may not attend a school function.

Dances and the winter ski program are considered extra-curricular activities and the same eligibility requirements will apply. The administration reserves the right to review and act independently on any individual case.

Graduation Requirements

Per Board Policy 6146.5, diplomas and participation in the graduation ceremony shall be awarded only to students who have completed the course of study prescribed by law and the district (Education Code 51402).



Graduation Ceremony and 8th Grade Trip Requirements

A student graduating from Butteville Elementary School must maintain a minimum GPA of at least 2.0 for the entire school year, with no more than 2 Fs for the whole year, and no Fs in the

3rd Trimester. Students with documented special needs may be issued modified grades on a case by case basis. A student graduating from Butteville Elementary School must take responsibility for behavior, showing respect for others at the school, with no unreasonable number of detentions or suspensions, and not seriously and consistently disrupting the community at Butteville Elementary School. A student graduating from Butteville Elementary School must maintain minimum attendance of 90% during the 8th grade year, as measured since enrollment. The administration of the Butteville Elementary School District reserves the right to review and act independently on any individual case. A student must also meet these requirements to participate in the 8th Grade Trip.

Rules and Discipline

The Butteville Union Elementary School District desires to prepare youth for positive citizenship by fostering self discipline and personal responsibility.

Classroom Discipline

Each classroom will have a classroom discipline plan. This plan will be sent home to parents at the beginning of the year. It may include time outs, loss of recess, lunch time detention and office referrals, if necessary.

Dress Code

Students should be dressed and groomed in good taste. Clothing should be neat, clean and appropriate. Any clothing that interferes with classroom learning or safety, such as chains, is not appropriate.

1. Blouses and shirts will cover front, back, and midriff. Tank tops and tops with spaghetti straps are not allowed. Sleeveless shirts with large armholes are not allowed. Bra straps and underwear (including camisoles) will not be visible. Excessively tight clothing is not allowed.
2. Short shorts will not be worn. Shorts, skirts, and dresses must be at mid-thigh or below. Holes in pants must also be at mid-thigh or below.
3. Pants must be hemmed and worn at the waist. Pants must stay up without a belt and not touch the ground. Sagging pants are not allowed. Pajamas and pajama bottoms are not allowed.
4. Shoes will be laced and tied. No “shower sandals,” flip-flops, or high heels are allowed. Sandals should have a strap around the heel. All shoes worn at school should permit students to be able to participate in recess and P.E.
5. Clothing with off-color references will not be worn (including alcohol and cigarette ads). No fish net or spandex will be worn.
6. Headbands, hats and caps cannot be worn inside the buildings at school.

When inappropriate clothing is worn, students will be asked to call parents to bring a change of clothing.

School Rules

1. Students will observe “**Hands Off.**” There will be no contact sports, no hitting or kicking, and no inappropriate touching. Play fighting is not allowed.
2. Students will be supervised at all times. The following areas are **off limits to students:** doorways, between buildings, landscaped areas, and parking areas. Students may not enter a classroom if an adult is not present. Students are expected to walk in an quiet and orderly manner from their classroom to the gym, library, and school playground.

3. Students will use the playground and equipment in a safe and reasonable manner. Students will travel in one direction and one at a time on the monkey bars. One student per swing is allowed. Bailing out, pushing, twisting seats, and swinging crosswise are not allowed. Students may not climb or jump from the equipment or the tables. Balls will not be bounced on the walls or doors.
4. Students will not spit on the school grounds.
5. Students will use **appropriate spoken language and body language** at all times.
6. Students will be **tobacco, drug and alcohol free**.
7. Dangerous objects or weapons of any kind are not allowed.
8. Students will not bring gum, candy, sodas, or sunflower seeds to school.
9. Students will not bring radios, walkmans, electronic devices, virtual pets, personal sports equipment, trading cards, personal treasures, rollerblades, scooters or skateboards to school without prior approval by the principal. The District is not responsible for lost or stolen personal items and will not conduct searches.
10. Students will respect the rights, privacy, and property of other students and staff.

Cheating

The act of cheating on a test, quiz, homework, or class assignment shall be defined to include, but is not limited to the following:

Exam or Quiz:

1. Using any type of cheat notes written anywhere on anything.
2. Exchanging information concerning the test before, during, or after the exam.
3. Copying during class.
4. Stealing a test or using a stolen test in any fashion.
5. Using any type of code to gain an advantage on an exam.
6. Utilizing an open book or notebook when not allowed.
7. Utilizing personal electronic devices, such as cell phones or calculators, without permission.

Homework or Class

1. Copying answers.
2. Distributing answers for copying.
3. Copying previously graded work.
4. Having work done by another person.
5. Doing work for another student.
6. Copying published materials without indicating the source.

Student who cheat will face disciplinary consequences ranging from receiving a zero on the assignment to detention, suspension, and/or a parent phone call.

Cafeteria Rules

1. Students will follow all school rules while in the cafeteria.
2. Students will touch only the food on their tray.
3. The National School Lunch Program does not allow sharing.
4. Canned sodas and other soft drinks will not be brought for lunch.
5. Food will not be thrown.
6. Students will leave the cafeteria in an orderly manner after being dismissed.
7. Students will be expected to clean up after themselves.

Discipline and Detention

If a student chooses to break a classroom, playground or cafeteria rule, he or she may be issued a Discipline Referral by the supervising adult. The student will discuss the infraction with the adult and each will sign it. Parents will be mailed a copy of the Discipline Referral.

Students may be removed from the playground, the classroom, or any school activity for physical abuse, destruction of property, alcohol, drugs, weapons, obscenity, and willful defiance. Depending on the offense, an office referral, a detention, suspension, or expulsion may result. Board Policies 5131.6, 5131.62, 5131.7 and AR 5144.1 outline the procedures for severe discipline. These are available in the office.

Students may receive lunch time detention. The student and parent will be notified of the detention on the day the detention is earned. Students are required to bring school materials to work on during the detention. Students who fail to bring assignments or are not on time will not be admitted. Failure to attend the assigned detention will lead to up to three (3) detentions and/or suspension. Any special arrangements have to be cleared with the principal including equal amount of time served with work detail.

Bus Transportation Pupil Transportation Is A Privilege

Butteville transports students to and from school daily within District boundaries and Weed. The bus drivers have been safety trained, are in charge of the bus at all times and know the safety rules. **The chief goal is the students' safety.**

Before you begin your ride:

Plan to arrive at the bus stop **10 minutes** before your scheduled pick up time. Remember the bus driver cannot wait if you are late.

On your way to the bus stop:

1. Walk facing traffic. Use the left hand side of the road so that drivers can see you and you can see them.
2. Stay as far off the road as you can. Go single file. Don't cross people's yards.
3. At the bus stop, don't wait in the street. Stay away from the edge of the road.
4. Wait for friends away from the bus door, safely back from traffic.
5. Wait until the bus comes to a full stop before trying to board the bus. Line up in a single file line and load up one at a time.
6. Watch your step. Use the handrail to keep your balance and go up the steps one at a time.

Bus Rules

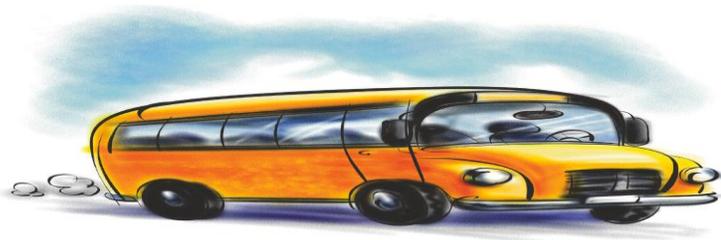
1. Pupils being transported are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and after school. The bus will not wait.
3. Pupils may be assigned seats by the bus driver.
4. Pupils who refuse to obey promptly the directions of the driver, or refuse to obey regulations, forfeit their right to ride the school bus.
5. The bus driver shall escort pupils across the road as prescribed by law. Parents are asked to not cross a road to meet the bus but to wait on the sidewalk until their student is escorted safely across.

6. Pupils shall be courteous to the driver, to fellow pupils and to passersby.
7. Pupils will mind the “Hands Off” policy of the school while waiting to load the bus and while riding on the bus.
8. Pupils shall not talk unnecessarily to the bus driver while the bus is in operation.
9. Pupils should converse in normal tones. Loud or vulgar language is prohibited.
10. Pupils shall remain seated while the bus is in motion. Wait until the bus comes to a full stop before standing up to exit.
11. Pupils shall not extend their hands, arms, head, or any body parts into the aisle or through the bus windows.
12. Pupils shall refrain from throwing paper or other objects on or from the bus.
13. Pupils shall not litter the bus and must refrain from damaging it.
14. Pupils shall not open or close bus windows, doors, or exits without permission.
15. Lighters, matches or any tobacco products are absolutely forbidden on the bus.
16. Firearms or animals are prohibited on the school bus.
17. Skateboards, ski gear, snowboards, roller blades/skates are not allowed on the bus.
18. Gum, candy, soda, or sunflower seeds are not allowed on the bus.
19. Pupils shall have written permission from a parent or guardian to get off the bus at any other stop than his/her regular stop. The note must be turned into the office in the morning.
20. Pupils will be video recorded on the bus at all times.

Disciplinary Procedures

The Board has established the following disciplinary procedures for students who violate the bus rules:

1. First offense, parent contact by phone.
2. Second offense, parent notification by discipline referral.
3. Third offense, parent notification and two day loss of bus privileges.
4. Fourth offense, parent notification and a week’s loss of bus privileges. A parent meeting with the bus driver and principal is required before bus riding privilege is reinstated. (A contract is also required.)
5. Fifth offense, parent notification and loss of bus privileges for rest of the year. Immediate bus suspension for extremely bad behavior is left to the bus driver’s discretion. The suspension would be accompanied by a phone call to inform the parents and a copy of the discipline referral.



BUS STOP RULES

Crossing in front of or behind a school bus:

It is **illegal** for any child, K-8th, to cross in front or behind a school bus unless **escorted** properly by the bus driver.

Crossing streets – loading or unloading:

It is **illegal** for any child, K-8th, to cross any street, at any time, **unescorted**. Butteville Elementary does not have any escorted stops, loading or unloading.

Bus riders must be at the stop and lined up **10 minutes before** the bus arrives to avoid:

1. Crossing in front of or behind the school bus.
2. Running from the car to the bus line.
3. Act respectfully at all times.

AM Pick up and PM Drop Off

If you are running late, Shastina riders please proceed to the next stop. The last stop in Shastina for the first run (K-3 2:00 pm) is Pine Hill/Woodside and the second run (4-8th 3:00 pm) is Tony Lema/Golf Course Entrance. Weed riders who miss their pick up will need to be transported to the school since there are only two morning stops in Weed. Please do not follow the bus, expecting it to stop other than at a designated stop.

The bus driver will **not** let any K-3rd student off at a stop without a parent present. Please meet your student at the bus. If a parent is not present to pick up a student, the student will be transported back to school.