

# **BELLEVIEW ELEMENTARY SCHOOL**

## **PARENT & STUDENT HANDBOOK 2017-2018**



*College and Career Ready!*

**197 W. BELLEVIEW AVE.  
PORTERVILLE, CA 93257  
(559) 782-7110**

*Mrs. Crystal Milinich, Principal*

*Mrs. Jolene Robles, Program Manager*

## **Principal's Welcome**

Welcome to Bellevue Elementary, a student-centered community of learners! As a staff, we strive to support our students in becoming college and career ready through 21st century learning, life-skills, and character development. Focusing on creativity and innovation, critical thinking and problem solving, communication and collaboration skills, the foundation for these 21st century skills begins in kindergarten and builds as our students progress through their elementary years here at Bellevue. We believe students are most successful when a strong partnership is formed between school staff and families. Your time, opinion, suggestions, and support are valued as we work together to provide your children with the best possible education. We encourage you to become a cleared volunteer and join our School Site Council or English Learner Advisory Committee. I look forward to working with you and your family this school year!

I ask you to read this handbook carefully as it will introduce you to our school and provide information that will help your child achieve daily academic and social success. Together, we can make your child's year a successful one.

Sincerely,

Crystal Milinich, Principal  
Bellevue Elementary School

## **School Spirit**

We are the Bellevue "Bulldogs" and our school colors are red and black. We encourage students to wear their school spirit shirts every Friday. School spirit clothing is available for purchase in the office, including short and long sleeved t-shirts and sweatshirts in both youth and adult sizes. You can also customize various Bellevue school spirit products online through MyLocker, an online retailer at <http://www.mylocker.net/california/porterville/bellevue-elementary-school/index.html>.

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## **ABOUT PUSD**

### **Our Vision**

PUSD students will have the skills and knowledge to be prepared for college and career and to make a positive impact in a dynamic global society.

### **Our Mission**

The mission of PUSD is to provide students a dynamic, engaging and effective educational experience that prepares them with the skills to be productive citizens in a global society.

### **Expected Graduate Outcomes:**

As a result, all students will develop and demonstrate:

- Critical thinking and problem solving skills
- Cultural awareness and the ability to collaborate with diverse groups
- Technical skills in digital media applications and information management
- Effective communication skills of listening, speaking and writing
- Creativity and innovation
- Leadership, self-management and organizational skills obtained through real world applications and community involvement
- Adaptability, responsibility and ethical behaviors
- The ability to navigate the global world of work and further their education

### **AFTER-SCHOOL PROGRAM - YES:**

Y.E.S. stands for Youth Experiencing Success. The Y.E.S. team works diligently to provide engaging project-based activities which encourage students to strive for success, both in and out of school.

Y.E.S. provides a safe, constructive environment during non-school hours. The program is available for three hours immediately after school for all grade levels and consists of three daily sessions: academic, enrichment, and recreation. Y.E.S. provides an opportunity to merge strategies and resources from the regular school day with community resources. Y.E.S. strives to support the goals and efforts of each school by increasing assistance to students and broadening the base of academic support.

### **Y.E.S Goals:**

- Provide a healthy and safe environment for students and staff
- Provide students with high quality and engaging opportunities to learn and make measurable academic progress, particularly in the areas of reading/writing, math and science
- Support the needs of working families
- Support healthy behavior and physical well-being

- Encourage the exploration of interests and the development of skills and creativity
- Promote respect and appreciation for diversity

Attendance - Students are expected to regularly attend the program in its entirety. An Early Release policy is in place for the purpose of allowing families to keep commitments for health, safety and educational purposes. Y.E.S. encourages students to attend regularly in order to gain the most benefit from the program. Due to high demand, students with unexcused absences may be automatically dropped from the program.

You may pick up a Y.E.S. application at the Bellevue school office. For more information, you may contact Ms. Krystal Miller, After School Programs Coordinator, at (559) 793-2419.

### **ARRIVALS AND DEPARTURES:**

Students may arrive on campus **no earlier than 7:45AM. Gates are locked until this time as student supervision is not available prior to 7:45AM.** Once on campus, all 1<sup>st</sup> – 6<sup>th</sup> grade students must go directly to the playground where supervision is provided. Kindergarten students may go to the kindergarten playground where there is staff supervision provided until the bell rings. After school, students are to be picked up by a parent, walk directly home, or ride the bus. Younger students may not wait on campus for older brothers and sisters who are dismissed at a later time. Exceptions to this may include students staying after school for special activities or programs as prearranged by your child's teacher. Kindergarten students must be picked up directly from their classroom.

School begins promptly at **8:15AM**. Students are expected to be *in their seats* and ready to learn or they will be considered tardy when the 8:20AM bell rings. Students with multiple unexcused tardies and/or absences may be referred to SARB (See ATTENDANCE.)

### ***Bicycles, Scooters, Skateboards***

Students choosing to ride their bicycles, scooters, or skateboards to school **must have an appropriate helmet as required by California law (CA Vehicle Code 21212.)** Any student without a helmet will have their equipment stored at school until a helmet is brought to school or until a parent picks up the equipment. We encourage students to lock their equipment when they it is left in the bike rack area. Privileges may be revoked for students who ride unsafely to or from school or for those students who repeatedly disregard the helmet law. Students may not ride bicycles, skateboards, scooters, roller skates, rollerblades, or Heelys across school grounds.

### ***Bus Transportation***

Bus transportation is provided under the following conditions:

- K – 3rd grade students living more than .75 mile from school
- 4 – 6 grade students living more than 1 mile from school
- Students must maintain proper behavior and safety procedures while at the bus stop and on the bus

Please contact transportation at 559-782-7092 for any questions or concerns.

### ***Drop Off & Pick Up***

The “drive thru” loading zone located on “E” Street allows for the easy and safe drop off and pick up of students before and after school. You will see the white curb on “E” Street where you may pull over and remain in your vehicle. ***This is the easiest way to drop off and pick up your child each day.*** Please pull all the way forward as this allows for a smooth flow of traffic.

If you prefer to walk onto campus to pick up your child, the gates will open at the end of day bells (2:20PM for K-3<sup>rd</sup> grades and 3:05 for 4<sup>th</sup>-6<sup>th</sup> grades). Please meet your child near the picnic bench/cafeteria area for pick up. For student safety, please do not use the “E” street gate for foot traffic. This area is designated for vehicles only. NOTE: Kindergarten students must be dropped off and picked up directly from their classroom.

### ***Walking To & From School***

Parents are responsible for teaching their children the safest route to and from school. Students must observe the following for safe and respectful behavior:

- Show respect for private property by using public walkways
- Use safety crossings and crossing guards when provided
- Walk directly to and from school

### **ATTENDANCE GUIDELINES:**

***Daily school attendance is critical to your child’s academic success. Arriving on time each day and staying the entire day is just as important! Here are “Frequently Asked Questions” about school attendance:***

#### ***Why is school attendance important?***

“School attendance is a necessary part of the learning process. Students who are frequently tardy or absent fall behind in academics and miss important socialization concepts. Studies show children who are absent two or more days each school month achieve 25 percent less than their fellow students. Research supports a connection between positive student achievement and timely school attendance.” (California State Board of Education - School Attendance Review Board Handbook). Simply put, if a student is not here, they cannot learn the challenging standards before them.

#### ***What governs school attendance?***

The state of California has laws governing your child’s attendance. California compulsory education law (Education Code 48200) requires students up to 18 years of age to attend school. It states, in part, that students are “subject to compulsory full-time education and shall attend for the full time designated as the length of the school day. A pupil shall not be enrolled for less than the minimum school day established by law.”

#### ***What is a “tardy”? When are tardies considered “excused”?***

Tardies occur when your child arrives after the morning tardy bell rings at 8:20AM AND when picking up your child prior to the end of the school day. The only excused tardies are for illness or doctor’s appointments. If your child has a doctor’s appointment, be sure to get a note from the doctor’s office and return it to school the following day so the school can quickly clear the tardy.

***What is an “excused absence” vs. an “unexcused absence”?***

Per state law, absences are excused only if the child is ill or there is a death in the immediate family (1-3 day limit). All other absences are unexcused. Many parents are unaware that “going out of town” with their children during school is an unexcused absence, as are “family emergencies”. If a student is absent due to illness for more than three days, be sure to get a doctor’s note and return it to school on the day the student returns so the absence(s) can be cleared quickly.

***What is TRUANCY?***

Education Code 48260 states in part that “Any pupil who is absent from school without a valid excuse more than three days OR tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or superintendent of the school district.” Education Code 48263 states in part that, “If any pupil is irregular in attendance at school, the pupil may be referred to a school attendance review board.” An example of this law would be a student with multiple tardies under 30 minutes. Another example would be excessive excused absences.

***What happens if my child is categorized as a “truant”?***

If your child is categorized as “truant”, you will first receive a letter in the mail. The letter will state the reasons why your child has been identified as a truant. If truancy continues to be an issue, you will receive a second letter and will be asked to meet with the attendance review officer (typically the program manager or principal). If attendance does not improve, you will receive a third letter and be referred to SARB (School Attendance Review Board). Please note it is our goal to work with the parent(s)/guardians and student to resolve truancy issues before they reach the final step.

***What is SARB?***

A formal SARB hearing is held at the Porterville Police Department which is mandated by the District Attorney’s Office. You will be placed on a formal contract which follows your child until they are 18 years of age or until they complete their K-12 education. Education Code places the responsibility of children’s regular attendance upon the parents and provides for a criminal complaint against the parents for failure to send their children to school regularly. If found guilty, parents are subject to a fine and/or court ordered counseling services. If you are receiving benefits under CalWORKS and your child does not meet attendance requirements, Assembly Bill 1542 requires the school district to notify the County Health and Human Services Agency. It is our goal to assist you in ensuring your child is at school, on time, daily.

***What is the Top Dog Attendance campaign?***

The Top Dog Attendance campaign is a school-wide effort to raise awareness about the importance of daily school attendance and to educate parents and families about the laws that mandate school attendance. Top Dog Attendance will also recognize those students with positive attendance by providing various incentives, rewards, and acknowledgements for students who come to school every day on time and stay the entire length of the school day. We recognize the importance of working together to ensure our students have every opportunity to be successful in school. Attendance is a critical component to your child’s success.

***Helpful Tips:***

1. We understand there are times when students must miss school. If your child is sick or has a doctor's appointment, be sure to call the school secretary and let her know why your child is absent. If your child has a doctor's appointment, ask for a note and return it to school the following day. It is the parents' responsibility to keep the school informed.
2. There are certain times of the school day that are critical to your child's education. When appointments must be made during the school week, after school is best. When this cannot be arranged, check with your child's individual teacher to see when the best time would be to set those appointments.

**AWARDS ASSEMBLIES**

We value honoring students for their hard work, character, and academic success. Throughout the school year, we hold assemblies to honor our Bellevue Bulldog PAWS scholars. In addition, we will hold two Academic Awards assemblies for all students K-6. The first assembly is held after the first semester and the second assembly is held at the end of the year.

**BEHAVIORAL EXPECTATIONS:**

We at Bellevue Elementary believe that school should be a safe and caring student-centered environment where learning takes priority. We believe that all students are inherently good and generally behave in a respectful and responsible manner. We view inappropriate behavior as choices students make. It is our goal to involve students in making proper choices, not only for themselves, but for their fellow classmates as well.

***PBIS – Positive Behavior Intervention and Supports***

As part of a positive school environment, Bellevue Elementary is a PBIS school.

***What does PBIS have to do with school discipline and classroom management?***

Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students.

***PAWS***

PAWS stands for Personal best, Act responsibly, Work and play safely, and Show respect. Students are taught this expectation and are asked to consistently “show us their PAWS!” This supports our “College and Career Ready” approach to scholarly behavior.

We at Bellevue Elementary believe when students learn a consistent set of universal values and teachers model these values, behavior improves and educational focus soars. It is our goal at Bellevue Elementary to consistently model, teach, and elicit PAWS behavior from all of our students using the PBIS framework approach to discipline.

***Classroom Behavior***

Each teacher will have a classroom system that acknowledges good behavior in the classroom and outlines consequences for poor student choices. Students will receive a copy of the discipline plan to bring home the first week of school. Parents will receive a copy of the plan and an explanation at Back-To-School Night.

***Playground and Campus Behavior***

Students are expected to display appropriate and safe behavior not only in the classroom, but on the playground and throughout the campus. Students making poor choices will be redirected by school staff. Continued misbehaviors will result in consequences and/or an administrative referral.

***Administrative Discipline***

When the classroom teacher or school staff has exhausted all approaches to discipline, or if there is a singular significant event, student discipline will be addressed by the program manager or principal. In most instances, parents will be notified with a phone call and appropriate consequences will be administered. Violations of California Education Code will be addressed on a case-by-case basis.

**CAMPUS SAFETY:**

Our students' safety is our TOP priority. Our campus is now completely fenced, enclosing our entire campus for safety. The gates will remain locked during school hours. The gates off of El Granito and Bellevue will be open from 7:45AM-8:20AM for arrivals and from 2:20PM-2:35PM for primary departure. For intermediate students, the Bellevue gate only will be open from 3:05-3:20PM.

During the school day, all visitors must check in the office and wear a visible visitor's badge at all times. If you need to pick up your student prior to dismissal time, they must be checked out through the office. Throughout the school year, our students will practice fire drills, earthquake drills, and lockdown drills. Preparedness is the key!

**CELL PHONES & ELECTRONICS:**

Student cell phones at school are strongly discouraged, but allowed at parents' own risk. Cell phones MUST remain off and stored in student backpacks during school hours. **Cell phones that are heard OR seen during school hours will be confiscated.** The first offense will result in the cell phone being kept in the school office, a phone call will be made home to the parent, and the student may pick up the phone after school. The second offense will result in a phone call to the parent and the parent must pick up the phone at the school office. Further offenses will be handled on a case-by-case basis and will involve a meeting with the administration, parents, and student.

Electronic games, personal CD players, iPods, etc. are not permitted on campus because they are a distraction to learning and are at risk of being lost or stolen. Exceptions to this rule are limited to special activities that occur in the classroom. Under these circumstances, written permission by each individual teacher will be given to parents for each activity.

**FIELD TRIPS:**

Field trips give students the opportunity to apply classroom learning as it relates to the “real world”. Parents are asked to sign a permit authorizing the child to leave the school on educational trips. In order for our students to attend field trips, we must also have qualified and cleared school volunteers or chaperones. This process can take several weeks. Please see “VOLUNTEERS” for further details. *We need and appreciate you!*

**HEALTH AND EMERGENCY PROCEDURES:**

If your child becomes seriously ill or is injured at school, you will be notified promptly. Should we be unable to reach you, we will call the alternate numbers on the student’s emergency card and/or follow the directions given by you regarding your physician and emergency procedures for your child. Keep emergency card information updated with phone numbers throughout the year.

**HOMEWORK:**

The Board of Trustees recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board, the principal, and Bellevue staff expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. The Bellevue Homework Policy is as follows:

The purpose for assigning homework is to give students the opportunity to practice skills they have already learned in the classroom and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework.

Student’s Responsibilities:

- Understand all homework assignments by listening to directions, reading directions, and asking questions when something is unclear
- Gather all materials necessary to complete assignments before leaving the classroom
- Complete all assignments to the best of his/her ability
- Return materials and assignments on time

Family’s Responsibilities:

- Provide a consistent, quiet place and time for your child to do their homework
- Provide encouragement and support for your child
- Check that your child’s homework is complete each night and placed in their backpack ready to return to school the following day
- Notify the teacher when homework presents a problem
- Read school notices and respond in a timely manner. (Homework and school notices will travel home in the student’s RED folder. Regular backpack checks and “clean-ups” can be useful in helping students to organize their materials.)

Teacher’s Responsibilities:

- Provide purposeful homework that consists of previously taught content
- Provide clear directions and instructions
- Implement a system for routinely checking homework
- Communicate to the student and family what is expected for completing homework successfully
- Communicate with families when students are not consistently completing assignments

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week include a balance of assignments in other content areas such as English language arts, math, social studies, science, and long-term projects. All students in grades 1<sup>st</sup>-6<sup>th</sup> will have weekly spelling homework. Non-readers should be read to by parents or homework helpers.

**HOMEWORK TIME ALLOTMENTS**

<i><b>GRADE LEVEL</b></i>	<i><b>WRITTEN WORK</b></i>	<i><b>READING</b></i>
Kindergarten	No more than 10 minutes	15 minutes
1 <sup>st</sup> Grade	15 minutes	15-20 minutes
2 <sup>nd</sup> Grade	15-20 minutes	20 minutes
3 <sup>rd</sup> Grade	30 minutes	20 minutes
4 <sup>th</sup> , 5 <sup>th</sup> , & 6 <sup>th</sup> Grade	30 minutes	30 minutes

**LIBRARY**

The mission of the Bellevue Elementary School Library is to create a student-centered library which provides a safe, nurturing environment where students can successfully seek information and ideas for their educational and recreational needs. The library seeks to promote an appreciation of literature as students become lifelong readers and learners.

Literacy is the foundation for your child’s success now and in the future. Reading is a critical life skill. Our school library is a place where students check out books weekly to read at school and at home. We need your help in caring for our library books so our students now, and in the future, have access to a variety of reading material.

All students are given the opportunity to check out library books. Library books are school property that when lost or damaged must be replaced at the expense of the parent or guardian. The average cost of a single library book ranges between \$8.00 - \$30.00.

**MEDICATION DURING SCHOOL:**

If your child requires medication during the school day, please check with the school secretary to ensure the appropriate forms are completed. California Education Code provides for administering prescription medication in school if the school district receives:

1. A written statement from the doctor detailing the method, amount, and time by which such medication is to be taken.

2. A written statement from the parent or guardian of the pupil indicating their desire that the school give the medication.

All prescription medication must come in the original bottles. Medication may not come in other containers such as baggies or syringes. **No over-the-counter medication may be sent to school.** We are not allowed to give them, even with parental consent. Over the counter medications include aspirin, Tylenol, cough syrups, etc., purchased at a drug store without a prescription.

### **PARENT INVOLVEMENT:**

At Bellevue Elementary, we invite and encourage parents to actively participate in school programs. When parents participate in school, all students benefit. School Site Council, English Learner Advisory Committee, and volunteering are just a few of the ways parents can be involved at Bellevue.

### **PARENT/TEACHER CONFERENCES:**

Parent/teacher conferences are held in the fall. Your attendance during this conference time is critical to your child's success. You are also encouraged to contact your child's teacher whenever you have a concern throughout the entire school year. Please call the office at 782-7110.

### **PE:**

Per Education Code, students in grades one through six, inclusive, must be provided with PE instruction with an "emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period" (EC Section 51210[g]).

Shoes- For safety reasons, sneakers are best. Shoes should cover both the toes and heel.

Clothing- Please refer to the dress code section of the handbook.

Illness or Injury Notes- A note from a parent or guardian is acceptable for 2-3 days, depending on the concern. A second note from a parent/guardian for the same concern will be accepted. After that, a note from your doctor is necessary to excuse the student from participation in physical activity.

### **PERSONAL BELONGINGS, TOYS, PETS:**

#### ***Personal Items***

Please put your name on coats, sweaters, lunch pails, etc. If you are missing a personal item, please check the lost and found in front of the office. All items turned in to the office will be placed in the lost and found at the end of each day. Unclaimed items will be donated to a charitable organization prior to winter break and at the end of the school year.

***Playground Equipment & Toys***

Playground equipment is provided to all students. All personal play equipment must be left at home. This includes footballs, baseballs, basketballs, jump ropes, marbles, games, etc.

Toys are not allowed at school at any time. The only exception is the pre-arranged sharing of items within the classroom as scheduled by individual teachers. Items must remain in the classroom and not brought out to the playground or campus.

***Pets***

Pets can offer a learning opportunity for students, however student health and safety is our first priority. If there is a particular pet which the teacher feels the class would profit from sharing, permission may be granted by the teacher. The teacher must be notified at least one day prior to the time the child wishes to bring a pet. The teacher will evaluate any health issues of students (allergies, etc.) and evaluate any safety concerns based upon the type of pet. The teacher will inform the parent if permission is granted and of the regulations governing the bringing of the pet to school. Please also refrain from bringing any pets to school as you drop off or pick up your child.

**RELEASE OF STUDENTS DURING THE SCHOOL DAY:**

Students being picked up during school hours must be signed out in the office by an adult listed on the student's emergency card. Classroom teachers cannot release students to parents.

**REPORT CARDS:**

Report cards are issued at the end of every quarter. Report cards provide parents with a picture of how their child is progressing academically and behaviorally. The report card also provides a forum for discussion. Please contact your child's teacher at any time during the school year should you have concerns.

**SCHOOL HOURS:**

***Regular Instructional Day***

TK/K – 3 Grades: 8:15AM-2:20PM

4 – 6 Grades: 8:15AM-3:05PM

***Minimum Day***

TK/K – 3 Grades: 8:15AM-11:50PM

4 – 6 Grades: 8:15AM-12:45PM

Please visit our website, <http://bellevue.portervilleschools.org/>, for the most up-to-date bell schedule which includes recesses, lunches, PE, and other activities.

**SCHOOL VISITS:**

After complying with volunteer procedures, we invite parents to observe all phases of our instructional program! We ask that you observe the following procedures:

1. Schedule your visit in advance with your child's teacher.
2. Check in at the school office **BEFORE** going to a classroom. You will be given a guest pass.
3. Take a seat at the back of the classroom where you can observe your child.
4. If you have any questions, jot them down and talk to the teacher if she/he has some free time after school.
5. Visitors without a guest pass will be asked to return to the office to check in.

A lack of space, facilities, and legal liabilities require young siblings and other children who are relatives or friends of students to remain off of campus during the instructional school day.

**STUDENT NUTRITION:**

You may find the most up to date information about Student Nutrition at our school website, <http://bellevue.portervilleschools.org/>. Look under the "Parents" tab and "School Nutrition."

***Breakfast in the Classroom***

All students will be offered breakfast each morning in the classroom free of charge. This means our cafeteria will not be open for breakfast service. All students will be served breakfast daily upon entering their classrooms at 8:15AM. Student may choose not to participate, however breakfast will be offered every day to all students.

***Bringing Lunch to School During the School Day***

Parents are welcome to bring their child lunch during the school day and drop it off in the school office, but may not bring lunch for any other student without the written consent of that student's parent or legal guardian.

***Students Leaving Campus for Lunch***

Students will remain on campus during lunch unless the student is signed out in the office by the parent to take him/her off-campus for lunch. Students who return late from their designated lunch period will be marked tardy which contributes to the SARB process (SEE ATTENDANCE.)

**SUPPLIES AND TEXTBOOKS:**

The Porterville Unified School District provides the textbooks and supplies necessary for your child's educational program. Our students are expected to care for textbooks and library books. Parents are financially responsible for the cost of replacement of lost or damaged books and materials.

**VOLUNTEERS:**

The role played by parents in preparing children for school is enormous. At Bellevue Elementary School, we invite and encourage parents and other family members to actively participate in a variety of school programs. This includes volunteering in the classroom and chaperoning during field trips.

We encourage you to contact the secretary in the school office at 782-7110 to schedule an appointment to complete the process for becoming a cleared volunteer. We strongly recommend you schedule this appointment at the beginning of the school year as the length of the process can vary. Please do not wait until just before a field trip or event as you **MUST** be cleared prior to attending a field trip or prior to volunteering in the classroom.

These procedures shall include laws related to tuberculosis testing and criminal record background checks. A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve in any capacity as a volunteer.

Volunteers shall act in accordance with district policies, regulations, school rules and the Volunteer Code of Conduct. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus.

This section provides procedures to follow to ensure that all volunteers with more than limited contact with students have been screened appropriately to provide for maximum safety for all students in the school district. Volunteers shall be classified by the following levels and must be screened as follows:

**LEVEL I – *No Screening Required--Volunteers with No Unsupervised Student Contact***

Screening is not required for volunteers who have no student contact and whose duties are primarily conducted off campus. Examples include parents who volunteer on behalf of their child's school to correct papers, make telephone calls to other parents, bake cookies for the class or attend a school-wide event where they are fully supervised by staff. Other examples include community members who make a brief presentation to students at the school in the presence of school district employees (presentations for career day, school assemblies, or one-time presentations in classrooms), or who serve in an activity in which there will be no contact with students (Bingo night) are exempt from screening.

**LEVEL II – *Screening Required – Volunteers with Possible Unsupervised Student Contact - \*Mandatory Fingerprinting\****

Volunteers with more than limited contact with students who are not always directly supervised by district staff and whose work duties involve direct student contact must be fingerprinted (full background check) prior to working with students. Examples include, but are not limited to, chaperones for overnight field trips (or any other field trip deemed appropriate by the administration), mentors, paraprofessional counselors or volunteer coaches. Fingerprinting includes a full review of the applicant's criminal background check, including sex offenses, drug and alcohol-related offenses, and serious or violent offenses.

***Tuberculosis Testing***

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students.

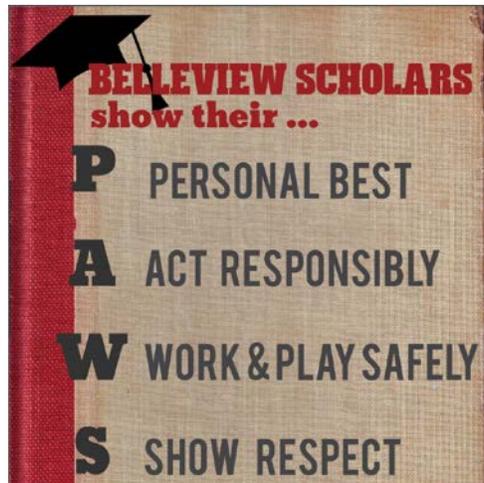
**Volunteer Code of Conduct**

Volunteers shall:

- Complete the Volunteer Application Form. The completed form must be on file at the site/school by the commencement of service. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate removal as a volunteer.
- Be conscientious and concerned for the health and safety of students.
- Maintain confidentiality regarding each student and family.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds.
- Have no outside contact with an individual student unless authorized by administration or parents.
- Adhere to district, school and classroom policies, rules, regulations and curriculum.
- Promptly inform the teacher and school when unable to attend or when discontinuing service as a volunteer.
- Dress and act professionally.

**\*PORTERVILLE UNIFIED SCHOOL DISTRICT DRESS AND GROOMING POLICY (DRESS CODE):**

Please see the PUSD Student Handbook and the attached Porterville Unified School District Board Policy 5132(a) Dress and Grooming.



Students BP 5132(a)

## DRESS AND GROOMING

School is the place where the best possible educational environment must be created and maintained. Appropriate dress and grooming are necessary in order to maintain order, provide safe school environment, and promote discipline. The Boards of Trustees encourages students to dress appropriately for school. The Board believes that students should be neatly and cleanly dressed. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

### Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented, to the Board for approval.

The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. (cf. 0450 - Comprehensive Safety Plan) (cf. 5136 - Gangs)

### Uniforms

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a district school may wish to establish a reasonable dress code requiring students to wear uniforms or adopt uniform dress. Such a dress code may be included as part of the school safety plan and shall be presented to the Board for approval. The Board may approve such dress codes when it determines they are necessary for the health and safety of students.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide.

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

### Legal Reference:

#### EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

#### CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)  
827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251  
Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy PORTERVILLE UNIFIED SCHOOL DISTRICT  
adopted: December 8, 2005 Porterville, California

Students AR 5132(a)

DRESS AND GROOMING

School and School Activities

The district believes that all students should wear clothing to school that fits well, is clean and neat, reflects pride in oneself, is conducive to the learning process and demonstrates respect for school. It is the mission of the school district to not only provide academic education but also to provide education in morals, manners, dress and grooming because these are elements of good citizenship. Research has shown that students dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, and eliminate disturbances among other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of individual students.

1. Students must dress safely. For example, shoes must be worn at all times at school or during school activities.
2. Students must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare.
3. Clothing, tattoos, and jewelry shall be free of writing, pictures, or any other insignias that are crude, vulgar, profane, obscene, libelous, or sexually suggestive. Clothing or jewelry that advocates racial, ethnic, or religious prejudice, or other unlawful acts, or the use of tobacco, drugs, or alcohol is prohibited.
4. Dark glasses shall not be worn in classrooms or offices unless a documented, health related problem exists.
5. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions.
6. Undergarments shall be covered at all times.
7. There shall be no bare midriffs; tube tops, halter tops, etc., shall not be permitted. Blouses or shirts shall be long enough to cover the midriff area at all times. Blouses or shirts shall have a minimum 1 inch wide strap over both shoulders. Dresses, skirts and shorts shall be at least mid-thigh length (to fingertips when arms are extended at one's side). Underwear-type sleeveless shirts, see-through or fishnet fabrics, or other attire, which exposes the body in a sexually suggestive manner, shall not be permitted.

8. Hats or other head coverings, by nature of their color, arrangement, trademark or any other attribute, may denote membership in gangs or advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior. Because of this, hat restrictions are as follows:

At All 9-12 Comprehensive High School Campuses:

Students are permitted to wear school sanctioned hats/head coverings only. All 9-12 students are required to adhere to the following guidelines when wearing hats or head coverings on campus:

- a. Hats/head coverings may only be worn outside of school buildings. Hats worn inside school buildings, including classrooms, will be considered a violation of the dress code.
- b. Site approved school hats sold by the student store, furnished by a school athletic team or otherwise approved by site administration are permitted. School approved hats/head coverings shall not be altered.
- c. Students may not wear any other hats/head coverings that are not site approved. Any student that need assistance in acquiring an approved hat/head coverings for medical, religious or other special circumstances must see an administrator for approval.

At K-8 Campuses and Alternative Education Sites:

- a. Hats and caps shall not be worn or displayed unless a documented, health-related problem exists.
- b. Hats may be worn outside only and solely for the purpose of sun protection. Hats must be made of pliable canvas material with a 3-5 inch brim around the entire circumference of the hat. They may not sport an insignia, other than the school insignia.
- c. During inclement winter weather, the following head coverings may be allowed, with the principal's permission, only when the student is outside: Hoods on sweatshirts or jackets.

For All Campuses:

- a. Hats may never be worn indoors or on buses, vans, etc., during the normal school day and must be stored when not being worn.
- b. Bandannas, hairnets or other head coverings shall not be permitted.

9. Clothing shall be fitted and worn as its design was traditionally intended.

- a. Pants, shorts, skirts and overalls shall be worn with the waistline around the wearer's waist. "Waist" is defined as the area at or above the top of the hips.
- b. Pants, shorts and overalls shall be considered too baggy when the two pant-side seams of an individual pant leg are brought to the front of the mid-thigh and the side seams touch.
- c. Overall straps shall be fastened.

10. Earrings and other body piercing items shall be worn in ears only.

11. Hair shall be clean and neatly groomed. Haircuts or hairstyles that draw undue attention to the wearer or detracts from the educational process shall not be acceptable.

12. Attire that may be used as a weapon shall not be worn (e.g., steel-toed boots, chains, items with spikes or studs, etc.).

13. Students shall not display any material or paraphernalia, which incites a disruption of the school process or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.

14. Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, shall not be worn or displayed. This rule prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in or affiliation with gangs. In case of doubt as to whether an item is gang-related, the principal or designee shall consult with local law enforcement or other school personnel with expertise in gang activity. Such items shall be confiscated and turned over to local law enforcement agencies for appropriate action. Confiscated items shall not be returned to the student. Parents may request return of items from the appropriate agency.

15. Any apparel, hairstyle, cosmetics, accessory, or jewelry, even if not specifically mentioned above, that creates a safety or health concern, draws undue attention to the wearer, or tends to detract from the education process, shall be prohibited. Limited, written exceptions to this policy may be made by the principal for special days, special events or other unusual circumstances. Copies of this policy shall be included in student/parent handbooks and shall be given to students and parents/guardians.

#### Consequences

Student violations of these regulations shall be deemed as willful defiance of the valid authority of the school principal, and the following administrative guidelines designate a range of penalties to be utilized with each classification of student misconduct. The guidelines are designed to provide for variations in the circumstances associated with individual students involved in each episode of dress code violation. The circumstances associated with an aggravated case may result in the omission of the preliminary steps in the guidelines and the application of the last steps.

1. Verbal warning and student asked to immediately correct the dress code violation. Student shall remain in office until the inappropriate dress is corrected.

a. Student may change into acceptable clothing that is already at school.

b. Student may call parent to bring appropriate clothing.

c. Student may be temporarily supplied with suitable clothing by the school until the end of the school day or until appropriate clothing is brought by parent.

2. If student refuses to immediately correct the dress code violation, the student shall be in defiance of school authorities. Parents shall be notified and a parent conference held.

Parent and student shall review the dress code regulations with an administrator. In-school suspension and/or Saturday School may be assigned for defiance.

3. A second failure to comply with the dress code shall result in additional parent conferences and a one-to-five day suspension.

4. Continued defiance of school authority or violations, which threaten a safe and secure educational environment, may result in suspension or possible recommendation for expulsion or alternative placement.

## Bellevue Elementary School Handbook

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Regulation

Approved: December 8, 2005 PORTERVILLE UNIFIED SCHOOL DISTRICT

Revised: May 20, 2013 Porterville, California