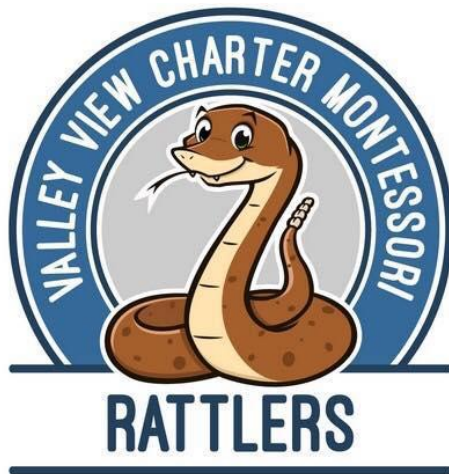


# ***VALLEY VIEW CHARTER MONTESSORI***



## **STUDENT/PARENT HANDBOOK 2024 - 2025**

### **School Vision:**

**Valley View Charter Montessori is a community of learners where children can reach their full potential and contribute positively to a global society.**



# **Valley View Charter Montessori** *Home of the Rattlers*

1665 Blackstone Parkway - El Dorado Hills, CA - 95762  
(916) 939-9640 or (530) 672-3890  
Fax: (916) 939-5015

## **Valley View Charter Montessori**

**Principal – Paul Stewart**  
**Assistant Principal – Amanda Alessandro**

**1665 Blackstone Parkway**  
**El Dorado Hills, CA 95762**

**Telephone: (916) 939-9640**  
**(530) 672-3890**  
**Fax: (916) 939-5015**

**School Colors: Navy and Gray**  
**Mascot: Rattlers**

**[Valley View Charter Montessori Website](#)**  
**[Buckeye Union School District Website](#)**

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# Valley View Charter Montessori

1665 Blackstone Parkway, El Dorado Hills, California 95762  
(916) 939-9640 (530) 672-3890 Fax (916) 939-5015

Dear Parents/Guardians:

On behalf of our staff, I would like to welcome you to Valley View Charter Montessori (VVCM). We take the education of our students very seriously. With this in mind, we wish to work with you to create the best learning opportunities. This learning process involves children, parents, and school personnel working together.

The staff developed the following vision of what we believe VVCM should and can be:

**Valley View Charter Montessori is a community of learners where children can reach their full potential and contribute positively to a global society.**

This handbook is designed to help you become familiar with our school and district. A clear understanding of the rules and procedures will encourage a positive, safe, and conducive school environment. Please read it and review the appropriate sections with your child.

We look forward to working with you this year. Please contact your child's teacher or the school office with any questions.

Sincerely,

*Mr. Stewart and Mrs. Alessandro*

Paul Stewart, Principal  
Amanda Alessandro, Assistant Principal

## **Home/School Communication**

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- ❖ Take a minute to read the monthly parent bulletin (Rattler Review) sent to your email address. The bulletin is also available on our website; we keep some copies in the office. It contains timely information about school programs and events.
- ❖ follow updates on our school Facebook page.
  - VVCM's [Page](#)
  - VVCM's [Parent Page](#)
- ❖ making a commitment to attend Back-to-School Night, Open House, and parent conferences.
- ❖ returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time.
- ❖ communicating with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- ❖ discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication. They also appreciate knowing that parents realize every story has two sides.
- ❖ Discuss concerns not resolved at the classroom level with the Principal. Bringing unresolved issues to the principal's attention will usually result in a satisfactory resolution.

## **Stay Connected**

\*Follow us on Facebook

- VVCM's [Page](#)
- VVCM's [Parent Page](#)

\*Read the [Rattler Review](#) at the first of each month

\*Review Friday Folders with your elementary-aged child

\*Review Planners with your middle school-aged child

\*Read classroom newsletters and/or agendas

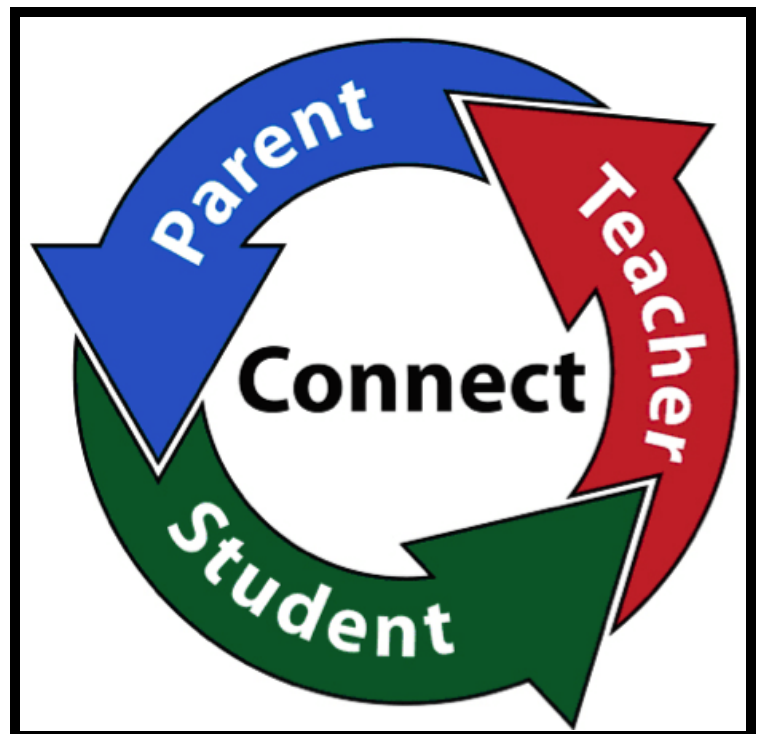
\*Always call the teacher first if you have questions or concerns

\*Attend school functions

\*Use the school [website](#)

## **Academic Assessments**

Improving student achievement is the key goal of the Buckeye Union School District. To monitor student learning, students are given classroom, district, and state assessments. Assessments are used to recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district. In the spring, all students in grades three through eight take



the state-mandated Smarter Balanced Assessment (SBA) in Language arts and Mathematics, Science (CAST) in 5th and 8th grade only, and Physical Fitness Test (PFT) in 5th and 7th grade only.

## **Anti-Bullying**

Students are not allowed to bully other students or provoke conflicts. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. Instruction and counseling are provided to promote positive relationships, acceptance and inclusion.

*{Reference: Board Policy 5131.2}*

The district prohibits sexual harassment at school and at school-sponsored or school-related activities. Anyone who engages in sexual harassment will be subject to disciplinary action. Staff will clearly communicate to students that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. The district's sexual harassment policy contains specific steps and assurances. This policy is available in the school office.

*Reference: Board Policy and Administrative Regulations 5145.7}*

## **Attendance**

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. A student's absence from school shall be excused for the following reasons: personal illness, quarantine under the direction of a county or city health officer, medical appointments, attendance at a funeral service for a member of the immediate family or court appearances. Please note that, even though an absence is considered to be excused, for purposes of funding, any absence reduces funding to the school and district.

Upon advanced written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons for absences include but are not limited to: observation of a holiday or ceremony of his/her religion, attendance at religious retreats not to exceed four hours per semester, participation in religious instruction or exercises in accordance with district policy. All other absences are considered unexcused. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day.

When a student who has been absent returns to school, the parent needs to provide a written note or contact the school office to verify the reason for the absence. School absences are monitored carefully throughout the year. If a student has excessive absences in a school year for illness, a physician may be asked to verify further absences for illness. Excessive excused absences and/or tardies may also require notification to the School Attendance Review Board (SARB).

A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on three (3) or more days in one (1) school year is considered truant. Parents will receive written notification in the event their child is truant. Students who continue to have unexcused absences or tardies of thirty minutes (30) or more may also require notification to the School Attendance Review Board (SARB). This is a requirement of the California Education Code 48200.

*Administrative Regulation 5113.1}*

*{Reference: Board Policy and*

Each class period is carefully structured by the teacher. When a student is late, not only is important instruction missed, but class is also disrupted. Students are required to arrive to class on time. **All students arriving late must check into the office before going to class.**

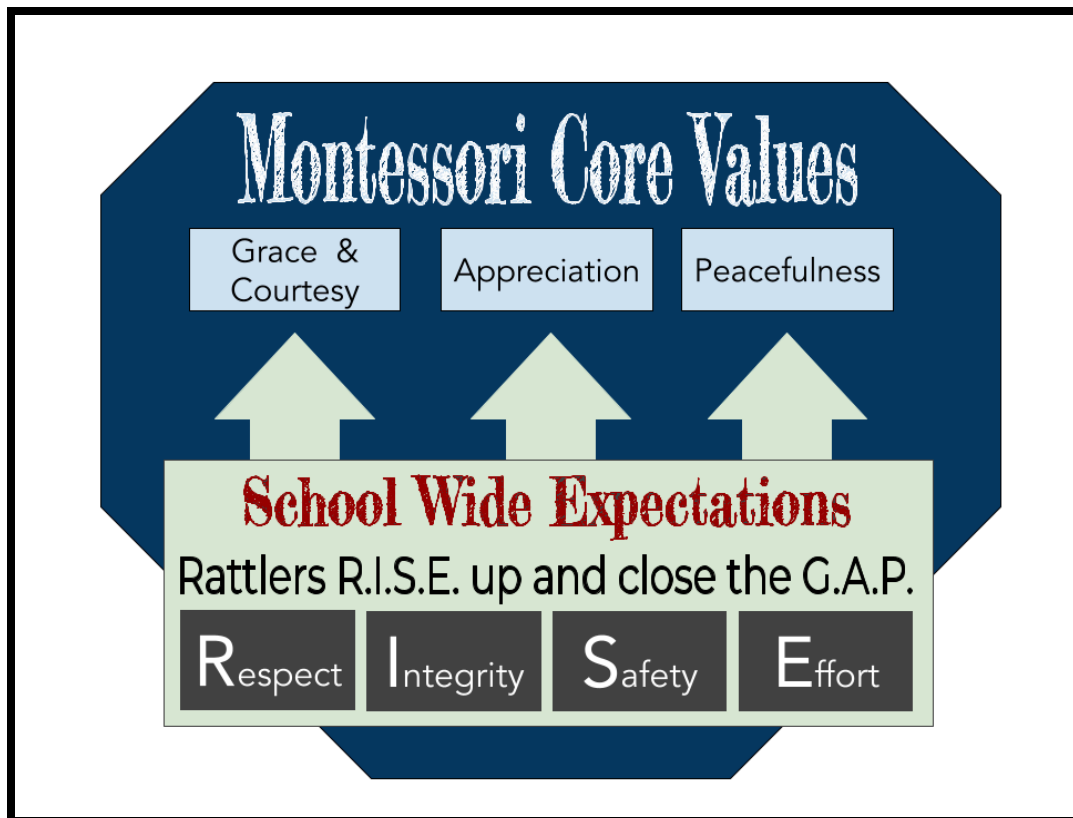
Students who walk, receive rides, or ride their bikes to school should arrive **no earlier than 7:45 a.m.** Students should be picked up **no later than 2:20 p.m.** If a student needs to arrive earlier or stay longer, please make arrangements with EDCOE's Extended Day Program as there is no supervision on campus outside of these time frames.

## **Behavior Expectations**

Since discipline is essential to academic progress, the teachers and staff of the Buckeye Union School District work together to encourage productive behavior in a firm, fair, and consistent manner. VVCM's discipline plan is based on the premise that teachers are here to teach and the students desire to learn. We have developed a Positive Behavior Interventions and Supports (PBIS) model as a staff. PBIS is a systems approach to prevent and respond to classroom and school discipline problems. PBIS develops school-wide systems that support staff to teach and promote appropriate behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers at VVCM can teach, and students can learn.

Purpose of PBIS:

- Increase consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom, and individual student levels.
- Reduce the use of reactive discipline measures (office discipline, referrals, etc.) in schools for all students.
- Increase data-based decision-making about behavior, academic instruction, and reinforcement across all school settings.
- Implement effective, comprehensive supports/services/interventions for students with the most intensive behavioral/emotional needs.
- Each month in K-5th Grade, there is an assembly about one of RISE (Respect, Integrity, Safety and Effort) or Montessori Core Values to reinforce these key characteristics in our Rattlers. These are followed up with discussion in the classroom.
- In Middle School, the students learn and review the importance of these character traits during their Character Building Focus period.



# Bell Schedule



## Valley View Charter Montessori

### Bell Schedule 2024-25

School is in session from **8:00 a.m. to 2:12 p.m.** Students are supervised on campus only during the hours of **7:45 a.m. to 2:20 p.m.** Please make arrangements for transportation of your child within these time frames. This schedule is for one year only.

School Hours			
	1st Grade - 8th Grade	AM Kindergarten	PM Kindergarten/TK
Regular School Day	8:00 – 2:12	7:45 – 11:15	11:16 – 2:46
Early Release Wednesdays <i>*EVERY Wednesday</i>	8:00 – 1:15	7:45 – 10:30	10:30 – 1:15
Minimum Days <i>9/23-9/27, 2/27-2/28, 6/2</i>	8:00 – 12:07	7:45 – 11:15	11:16 – 2:46

TK/ Kindergarten	
Recess	
TK/K AM	9:45-10:00
TK/K PM	1:15-1:30
Snack	
TK/K AM	10:45
TK/K PM	11:16
Lunch	

1st-8th Grade Recess/Lunch Schedule	
AM Recess <i>(2nd Chance Breakfast Available)</i>	
1st	9:10-9:28
2nd / 3rd	9:33-9:51
4th-5th	10:10-10:28
Lunch	
1st-3rd	11:00-11:40
6th-8th	11:51-12:28 <i>(Wed-11:58-12:33)</i>
4th-5th	12:32 -1:12 <i>Wed- 12:35-1:15</i>
PM Recess	
1st	1:25-1:40
2nd /3rd	1:42-1:57

*\*no PM recess on Wednesdays*

6th-8th Schedule			
Regular Day 49 min		Wednesday 40 min	
P8 (Band)	7:30-7:58	P8 (Band)	7:30-7:58
P0 (Focus)	8:00-8:20	P0 (Focus)	8:00-8:21
P1	8:22-9:11	P1	8:23-9:03
P2	9:13-10:02	P2	9:05-9:45
Break	10:02-10:10	P3	9:48-10:28
P3	10:10-10:59	Break	10:28-10:35
P4	11:02-11:51	P4	10:35-11:15
P5 (Lunch)	11:51-12:28	P6	11:18-11:58
P6	12:31-1:20	P5 (Lunch)	11:58-12:33
P7	1:23-2:12	P7	12:35-1:15

*\*MS Breakfast served in the Rattler cafe during the break.*

### MINIMUM DAY LUNCH SCHEDULE

1st.....	10:50-11:10
2nd.....	10:55-11:15
3rd.....	11:00-11:20
4th - 5th.....	11:20 - 11:40
6th - 8th.....	11:47 - 12:07

*Updated 8/6/2024*



## **Bicycles/Scooters/Skateboards**

Any student who chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

1. Students shall ride bicycles/scooters/skateboards safely at all times.
2. Students must walk their bicycles/scooters/skateboards when on the school campus.
3. Students shall observe all traffic rules and laws.
4. By law, students must wear a helmet.
5. Bicycles/scooters/skateboards are not permitted on campus except for the appropriate storage area.
6. When arriving at or leaving school, bicycles/scooters/skateboards must be walked on campus and across crosswalks until off campus.

Students who violate any of the above rules may be subject to a disciplinary consequence and/or have the bicycle/scooter/skateboard taken away and returned only to a parent.

*{Reference: Board Policy and Administrative Regulations 5142 and 5142.2}*

## **Bus Riders/Bus Fee**

Students may only ride the bus to and from school from their designated bus stop on their assigned bus. This means that students may not change buses, get off at a different bus stop or ride a bus other than their assigned bus.

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:

1. Grades kindergarten - fifth: 2 miles
2. Grades sixth - eighth: 2.8 miles

A bus transportation fee will be charged for students who ride the bus to and from school. The only students exempted from the transportation fee are students who have been directed by the District to attend a school outside their attendance area or who have transportation stipulated in their Individual Educational Program. Families may qualify for free or reduced (50%) transportation rates based on family income as defined by state and federal guidelines.

In accordance with district policies, bus riders in grades 1-8 will be dropped off at their designated bus stop, whether or not an adult is present to meet them. Kindergarteners will not be dropped off at the bus stop unless an adult is present or parent has given permission for kindergartener to walk home alone or with a sibling (Kindergartner Walk Slip). For more information on transportation please visit the BUSD [Transportation Webpage](#)

*{Reference: Board Policy and Administrative Regulations 3541 and 3541.2}*



### **Bus Rules: [School Bus Rules](#)**

Bus rules are to be followed whenever a student rides the bus. Parents are asked to review the bus rules with their child and encourage him/her to act safely. The bus driver has complete authority in operating the bus at all times. If, for any reason, a driver determines that a student's behavior is creating an unsafe situation on the bus, the District has the authority to deny transportation privileges and/or apply additional school disciplinary consequences. Camera mounts may be installed on buses for video surveillance. Video may be used to provide evidence of student misconduct. In all instances of misconduct, the rider and his/her parent shall be given notice and warning. For more information regarding transportation please reference the BUSD [Transportation Webpage](#)

*{Reference: Board Policy and Administrative Regulation 5131.1}*

## **Cell Phones/watches and Other Personal Devices**

Students may carry cell phones to school. Cell phones/Watches must be turned off once a student arrives on campus, and must remain off until the dismissal bell rings. Cell phones and other electronic devices (including headphones or earbuds) must be stored in the student's backpack out of sight (not carried in hands or pockets) at all times (including lunch) during the school day. If a student is not following this policy, he/she will receive disciplinary consequences (which may include parent notification, confiscation, and detention in grades 6-8). If a phone and/or the electronic device is confiscated, it must be picked up in the office by the parent. Phones are available in the office for emergencies only. (Board Policy 5131) The school will not be responsible for any lost, damaged, stolen or confiscated electronic devices. Use of a cell phone or electronic device in the classroom may be permitted on a limited basis when directed by a teacher.

### Cell phone/Watch guidelines are as follows:

- Cell phones/Watches must be turned off once a student arrives on the school campus. Watches can be in, "School Mode."
- Cell phones are to be stored in the student's backpack out of sight from the time they arrive on campus until dismissal at the end of the school day.
- Cell phones are not to be used at anytime indoors (such as classrooms, gym, office or library, etc.) unless directed by the teacher.
- Cell phones are not to disrupt school activities. Even if a phone is not visible, but still makes audible sounds, because they have not been turned off or silenced, it is a violation and disciplinary measures will take place.
- The school will not be responsible for any lost, damaged or stolen cell phones or other devices.
- Cell phones or other devices will be confiscated when there is a violation of the cell phone policy.
- Confiscated cell phones must be picked up in the office by the parent/guardian of the student.
- Students violating the cell phone policy will receive disciplinary action.
- If, at a teacher's discretion, a cell phone is to be used as a learning tool (i.e. calculator, Quizlet), they must be used for that sole purpose only, and must be turned off and put away once that activity is complete. Any other use will result in disciplinary action.
- The camera and audio recording feature on a cell phone may not be used at any time.

## **Classroom and School Visitations**

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal code 627.6) before going into instructional areas. Once registered, they will receive a name badge that must be worn at all times while on campus.

*{Reference Board Policy and Administrative Regulation 1250}*

## **Climate for Learning**

The school staff is committed to providing a safe, orderly, and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice their opinions about school policies and practices. Programs that provide a safe and caring learning environment at VVCM are Zones of Regulation, PBIS, Peace Patrol, and Student Leadership.

## **Closed Campus**

To ensure student safety and supervision, the Board of Trustees has established a closed campus policy at all district schools. Once a student arrives on the school grounds, they must remain on campus until the end of the school day. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action.

*{Reference: Education Code 35160, 44808.5}*

Parents, guardians or other adults taking students from school before the regular dismissal time must come to the office and sign out the student. Students will not be released to anyone not listed on the student's emergency card. If the adult requesting to check a child out of school is unknown to the office staff, identification will be required.

All visitors to campus must sign-in at the office and wear a badge identifying them as a visitor to campus. Parents, guardians or other adults may not linger on campus once school is in session and should not arrive at campus for pick-up more than 15 minutes prior to the end of the school day.

## **Concerns/Complaints**

The district has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or email the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, then please call the school administrator. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, then a meeting should be scheduled with a district representative. The district representative will facilitate resolution based on district complaint procedures set forth in board policy. A copy of this procedure is available in the Human Resources Department at the district office and on the district website under the parent resources tab. [www.buckeyeusd.org](http://www.buckeyeusd.org)

*{Reference: Board Policy and Administrative Regulation 1312.1-4}*

## **Contacting Your Child at School and Deliveries**

The Buckeye Board of Trustees recognizes the importance of providing students with sustained, uninterrupted instruction. Allowing interruptions during class time implies to students that what is occurring in the classroom lacks value. Therefore, interruptions and distractions must be controlled and avoided to ensure that teachers can dedicate classroom time to the instruction of students. Parents are encouraged to let students assume responsibility for remembering lunches, school items, homework, etc. Please bring lunches/student materials to the office. Please **do not** go directly to your child's classroom. Between classes or at lunch, students may pick up any items left in the office. The students will not be given notice of the delivery. Balloons and flowers will not be delivered to students. Parents should not try to contact your student during the day by cell phone calls or text messages. If there is an emergency situation (not instructions for getting home), please contact the office.



### **Dogs on Campus**

Buckeye Union School District has implemented a “**no dogs on campus**” rule. Dogs (or other animals) are **not allowed** on school campuses unless they are certified service animals or are part of a school event or instructional program. In all cases, prior approval of the teacher and school administrator is required to bring any animal on campus.

### **Dress Code**

#### **Middle School Dress Code Policy**

“The Governing Board expects that students will present themselves in an orderly manner which will not disrupt the educational program at school. Their appearance should be neat, clean, and acceptable to the general society and in keeping with the activity at school. The Governing Board considers this to be a judgment area of the site administrator or the school (BP 5132).” The dress code also applies to activities after school (e.g., dances, sports) and off campus (e.g., field trips, away sports).

The school administration recognizes that fashion trends may keep it from being easy for students to find appropriate clothing; however, it is important to maintain a proper learning environment. Parents/Guardians and students are requested to take the proper steps to ensure their school wardrobe meets the standards of the dress code.

We want to make schools a safe place for all kids. We believe that all students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming. Students should not feel “picked on” because their bodies developed differently. To that end, our dress code policy is as follows.

#### **Dress Code Policy**

The primary responsibility for a student’s attire resides with the student and their parents/guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Certain body parts must be covered for all students
  - a. Clothing must be worn so that private parts and torso are covered with opaque (not see-through) material.
2. Students must wear
  - a. Shirt—must be in alignment with the above (1.a)
  - b. Bottom—pants, shorts, sweatpants, skirts, dresses, and leggings must be in alignment with above (1.a)
  - c. Shoes—activity-specific requirements are permitted for Life Fitness
3. Students cannot wear
  - a. Violent language or images, or symbols/abbreviations of such
  - b. Images or language depicting drugs or alcohol (or illegal items/activities), or symbols/abbreviations of such
  - c. Hate speech, profanity, pornography

- i. Images, symbols, abbreviations, or language representing any of the above
- d. Clothing that makes visible private parts and torso
- e. Visible underwear
- f. Bathing suits
- g. Helmets or headgear that obscures the face, eyes, or ears (such as hoodies), except as a religious observance or health requirement (like a mask).

The appropriateness of clothing in question per this dress code will be left to the discretion of the administration and/or designee.

***The consequences for being out of the dress code are as follows:***

Students out of the dress code may be asked to change into different clothes (school-issued or extra clothes on hand) and will receive disciplinary consequences as defined below. These articles of “Dress Code” clothing are to be returned to the school office at the end of the day and the student’s clothing will be returned to them at that time.

1st Violation	Warning, change of clothes
2nd Violation	Change of clothes, Home contact, loss of 3 merits
3rd Violation	Change of clothes, Detention, loss of 5 merits

**Emergency Card**

Each year parents are requested to fill out an emergency card listing the names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in changes, please notify the school so that the card can be updated. Emergency cards can be the lifeline for the proper care of your child. Children cannot be released to individuals not listed on their emergency card, even under emergency conditions.

Due to the confidentiality of student information, school staff are not allowed to give out any information (phone, address, etc.) to individuals other than those listed on the student’s emergency card.

If there has been a parent separation, we cannot withhold information from either parent unless legal documents are on file. Please speak with an office staff member if you need further information in this area. (Reference Board Policy and Administrative Regulations 5125 and 5125.1)

**Emergency Procedures**

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice monthly emergency procedures such as fire drills, lockdowns, and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

Should an emergency situation arise at school, our emergency phone notification system would be used to send out a message to parents/guardians to advise them of the situation. This phone notification system delivers messages in minutes and is a valuable resource for keeping parents/guardians updated.

There is one role that you as a parent/guardian, can do to ensure that firefighters, law enforcement and school officials can handle an emergency. PLEASE DO NOT RUSH TO THE SCHOOL TO PICK UP YOUR CHILD.

An influx of parents will only slow our ability to handle a situation as resources will have to be used to manage parents and guardians, rather than the emergency situation. Emergency plans have been developed with the assistance of other public agencies, and our staff has been trained on these plans with our main goal being to reunite children with their parents/guardians as quickly as possible. Students will not be released except to the care of parents/guardians or to an adult designated on their emergency card.

It is also important that you not try to contact your child via cell phone during an emergency, as it may interfere with our ability to manage students in a safe and orderly manner. We appreciate your support and commitment to work together with school staff and law enforcement to ensure the safety of your students.

*{Reference: Board Policy and Administrative Regulation 3516}*

## **Extra-Curricular Activities**

There are a variety of opportunities available for students to be involved at VVCM. These include student leadership, Peace Patrol representatives, Grand Greeters, our recycling team, school news program, Oral Interpretation team, Cross-Country, STEM Club, Minecraft Club, Running Club, After-School Sports Club, lunch-time sports, and various clubs and as volunteers for several community service projects.

## **Field Trips**

A field trip permission form is sent home with your child for each field trip. This form must be returned with a parent signature in order for your child to leave on the trip. Permission will not be granted by phone. Private vehicles shall not be used to provide transportation to any school-related events. Parent/guardian may transport his/her own child only from district sponsored events or activities with approval from a Authorized District Sponsor or School Site Principal (Form E3541.1). Parents are required to sign out their children with the parent sign out process at the end of the school related event. **All parents accompanying students on a field trip must be fingerprinted.** Siblings are not allowed to accompany parents chaperoning a field trip.

“Field trips are an enriching part of the instructional program at VVCM. Since school bus transportation is used, it is necessary for a permission slip, with a parent or guardian’s signature, to be returned to school prior to the field trip. Field trips are funded by individual donation and by the profits we receive from PTA fundraisers. All field trip chaperones must have been cleared through the district fingerprinting process prior to the field trip day.”

*{Reference Board Policy/Administrative Regulation 3541.1}*

## **Food Service Program**

As a result of new legislation and funding from the State, Buckeye Union School District (and all schools in the state) will continue to provide free breakfast and lunch to all students for the 2023-2024 school year. Menus for school lunches are available online. [www.buckeyecafe.org](http://www.buckeyecafe.org).

## **Forgotten Lunch Procedure**

If a student has forgotten his/her lunch at home, parents may drop the lunch off in the office. Students need to check the office before going to lunch and may pick up his/her lunch then. Please be sure your child’s name is on the lunch.

## **Gum**

Gum can be a major problem when found on carpeting and walkways. Therefore, chewing gum is NOT ALLOWED at school during the school day or at extracurricular activities (athletic events, dances, etc.)

## **Health and Wellness**

The Buckeye Union School District recognizes the link between health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.

The Wellness Committee assists with policy development and advises the district on health-related issues, activities, policies, and programs. The district's nutrition education and physical education programs are based on research consistent with the expectations established in the state's curriculum frameworks, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

The school district encourages school organizations to use healthy food items or non-food items for fundraising purposes and encourages school staff to avoid the use of non-nutritional foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff will encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

{Reference: Board Policy 5030}

## **Homework**

Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand in homework. Homework should be designed so that parents can serve as a resource to their child without diminishing the student's sense of responsibility.

To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to students' individual needs and abilities.

Homework is defined as school-related work that is an important part of the instructional program. When it is properly implemented, students will:

- Develop regular study habits and the self-discipline necessary for study to be effective and the ability to work independently
- Gain more information than would be possible in the classroom situation alone
- Have more opportunity to develop a personalized, creative approach to projects and other school work
- Learn to budget their time effectively
- Come into contact with out-of-school learning resources.

Recognizing the individual abilities of children, the time it takes to complete homework will vary. Homework should not exceed the recommended amount of time indicated below:

- 1<sup>st</sup> Grade – ½ hour per night
- 2<sup>nd</sup> Grade – ½ hour per night
- 3<sup>rd</sup> Grade – ½ hour per night
- 4<sup>th</sup> Grade – 1 hour per night
- 5<sup>th</sup> Grade – 1 hour per night
- 6<sup>th</sup> Grade – 60 minutes per night
- 7<sup>th</sup> Grade – 70 minutes per night



In addition to the above time, each child should read 20 minutes daily. Children who don't yet read may use picture books or have books read to them.

{Reference: Board Policy 6154}

## Illness or Injury

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds or on the bus. Notification of non-serious injury or illness may be made at the discretion of the school staff or site administrator. It is important that the school knows who to call. Be sure to keep up-to-date information on your child's emergency card, which is on file in the school office. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a full-time nurse.

## International Baccalaureate Learner Profiles

Valley View Charter Montessori Middle School focuses on engaging students in developing 10 core values, called Learner Profiles. These values are practiced within the classrooms, and are each given a month-long focus throughout the school year.

The ten IB Learner Profiles are:

- Inquirer
- Knowledgeable
- Thinking
- Communicating
- Principled
- Open-minded
- Caring
- Risk-Takers
- Balanced
- Reflective



**IB learner profile**

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

<p><b>INQUIRERS</b> We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p>	<p><b>OPEN-MINDED</b> We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p>
<p><b>KNOWLEDGEABLE</b> We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p>	<p><b>CARING</b> We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p>
<p><b>THINKERS</b> We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p>	<p><b>RISK-TAKERS</b> We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p>
<p><b>COMMUNICATORS</b> We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</p>	<p><b>BALANCED</b> We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p>
<p><b>PRINCIPLED</b> We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</p>	<p><b>REFLECTIVE</b> We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



## **Independent Study Contract**

Students who are going to be out of school for **three** consecutive school days for reasons other than illness or injury may be eligible for independent study. An approved student may participate in short-term independent study for a total of **not more than 15 school days a year**. There is a specific set of district criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and evidence that the student will work independently to complete assignments. This program requires a contract signed by the parent, student, and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An Independent Study Contract must be submitted ***one week prior to the last day of attendance prior to the planned absence*** so that teachers can prepare materials for the student. An Independent Study Contract will **not** be issued for the first three weeks at the beginning of the school year **nor** the last full three weeks of school. Independent Study Contract forms are available in the school office.

*{Reference: Board Policy and Administrative Regulation 6158}*

## **Lost and Found**

The Lost and Found is located in the area across from the kindergarten rooms. Parents should put student names on clothing and other belongings. You are also encouraged to check for lost articles as soon as possible. The school cannot be responsible for any lost belongings. Lost and Found items will be donated to charity on the first Friday of each month. Notice will be in your online parent bulletin that comes out on the last Friday of each month to remind you.

## **Medication at School**

In compliance with the California Education Code 49423, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. *The prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given if prescribed by a physician or dentist.*

***ALL MEDICATION BROUGHT FROM HOME MUST BE IN THE ORIGINAL CONTAINER AND KEPT IN THE SCHOOL OFFICE. THIS INCLUDES NON-PRESCRIPTION MEDICATION. THE SCHOOL CANNOT FURNISH ANY MEDICATION, INCLUDING ASPIRIN.*** We require all medications to be stored in the nurse's office and be administered only when the physician's and parent's/guardian's signed permissions are on file. Students are not allowed to have medication in their possession at school, walking to and from school, or on the school bus. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy unless he/she carries the medication.

If you anticipate a visit to your student's physician or dentist and expect that medication may be prescribed or the dosage changed, please stop by the school office for the appropriate forms.

## **Merit Program**

Valley View Middle School uses a merit system to monitor the behavior of its students. All students begin each trimester with 100 merits. For various infractions, students lose merits. Notice of rule infractions will be forwarded to the office, and loss of merits will be recorded in the student's behavior file. All students must have a minimum of 85 merits in the current trimester to attend and participate in extracurricular activities. The Merit Program is only a record keeping system. In addition to recording merits, disciplinary action may be taken by a teacher and/or administrator (e.g. detention, extended detention, suspension, etc.). Good citizenship is essential for the privilege of participation in extracurricular activities.

## **Parent Participation**

The Buckeye Union School District believes in working with parents as partners in a child's education. Parents are strongly encouraged to be actively involved in their child's education. Following are some suggestions for how to participate in your child's education.

- Ensure that your child attends school regularly.
- Talk with your child about what they are learning in school and ensure that homework is completed and turned in on time.
- Involve your child in reading. This could involve reading to your child, having your child read to you, or discussing what you and your child are reading together.
- Model the love of reading for your child. If they see you as a reader, they'll want to read too.
- Encourage your child to participate in extracurricular and co-curricular activities.
- Monitor and regulate the television your child watches and video games they play.
- Work with your child at home on learning activities that extend classroom learning.
- Become familiar with your child's grade level standards. [California Content Standards](#)
- Attend parent conferences and school-sponsored event
- Volunteer in your child's classroom or for other school activities.
- Volunteer examples are: Meet the Masters (art) parents, STEAM and Garden of Learning parents, etc...
- Participate in parent groups at your child's school.
- Participate in site and district decision-making groups such as the LCAP Parent Advisory Committee, School Site Council (i.e., Single School and Safety Plans), English Language Advisory Committee (ELAC), District English Language Committee (DELAC), Budget Committee, Wellness Committee, Master Plan, and PTO.

{Reference: Board Policy and Administrative Regulations 1240 and 5020}

## **Parent Teacher Organization (PTO)**

The PTO is an exciting and vital organization that works to support the students of VVCM. The PTO works to enrich the school experience by providing many of the educational and entertaining assemblies attended by the students. Please see the [website](#) for more information.

PTO sponsors several social activities and fundraisers throughout the school year. Fundraisers provide the students of VVCM with new technology, scholarships for special field trips, educational equipment, music and PE equipment, large playground structures, and building/grounds improvements. Some of the major gifts to the school include Chromebook Carts (each with 35 laptop computers) for the upper grades, a sound system for the Multipurpose Room, our marquee, and an updated library collection.

## **Parent Volunteers**

Parent volunteers are an integral part of the program at VVCM. We encourage the participation of parents and community members as volunteers in the classrooms. If you wish to volunteer, please contact your child's teacher or the office. All regular classroom volunteers must be fingerprinted and must read the confidentiality agreement form found at the back of this packet. See the office staff to get the necessary fingerprint forms. After signing in, volunteers will receive a name badge. This name badge must be worn at all times while on campus.

## **Personal Property/Prohibited Items**

Personal property having no bearing on studies is a distraction to the learning environment and should be left at home. It is also advisable not to bring large sums of money to school. All objects which in any way might be considered dangerous or disruptive to the learning environment shall not be brought to school. The school is not responsible for housing or theft of confiscated items, nor is it responsible for personal property that is lost, stolen, or damaged. Repeated confiscation may result in administrative consequences.

### ***Prohibited Items***

California Law does not permit the following dangerous items at school:

- Firearm or imitation firearm
- Knives
- Explosive device or substances (including matches, lighters, etc.)
- Alcohol, tobacco and drug related products including vaping are not permitted. The use of tobacco products is prohibited at any time in district-owned or leased buildings, on district property and in district vehicles. Any person who violates the district's policy on tobacco-free schools shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Reference Board Policy and Administrative Regulations 5131.6, 5131.62, 5144, 5144.1, 5144.2 and 4020).

## **Public Displays of Affection**

Valley View Charter Montessori recognizes that genuine feelings of affection may exist between students. However, students shall refrain from public displays of affection (PDA) while on campus or while attending and/or participating in a school-related activity. Being overly affectionate at school creates an environment that is not conducive to learning. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as onlookers. Students are expected to show good taste and conduct themselves respectfully at all times. Some examples of PDA include but are not limited to hand-holding, kissing, and excessive hugging.

## Report Cards

The primary purpose of report cards is to clearly communicate a student's areas of strength and areas needing improvement based on the California Content grade-level standards. To provide students and parents with specific information on student achievement, students receive standards-based report cards at the end of each trimester. The goal is for students to meet each grade level standard by the end of the school year. Teachers use a variety of common assessments to determine whether a student is meeting standards. The standards for each grade level are available at the California Department of Education website at [California Content Standards](#)

Students in kindergarten through fifth grade shall receive a standards-based report card which may include narrative comments. Progress reports are given at the first-trimester parent conference for all students and serve as an indicator of how a student is progressing. The distribution of report cards and progress reports ensures parents have a sense of their child's performance. Parent conferences are held at least once per school year for all students. Parents are encouraged to contact their child's teachers if they have any questions about their child's progress.

In middle school, parents will receive a report card at the end of each trimester, as well as a progress report during each trimester in order to communicate student learning to their families.

Middle School is the first time students receive a letter grade to articulate their level of achievement. In our IB Programme this grade is a little different from what you are used to. In class, student work will first be evaluated against the **descriptor of student work narrative** (see the [IB Correlation Chart](#) linked here or in the IB tab on our website) and will receive an IB mark 0-7 accordingly.

ALMA, our student information system, does not recognize the IB numbering system so we have worked to align each of the IB descriptors of student work with a correlating grade letter. In order for this to be an accurate report of student achievement, we will be entering either the letter or corresponding number in the gradebook entry column. This letter aligns with the IB descriptor of student work the teacher has determined meets your students level of achievement.

IB Grade	Gradebook Entry
7	A / 95
6	B+ / 88
5	B / 85
4	C+ / 78
3	C / 75
2	D+ / 68
1	D / 65
0	F / Missing

**Example:** A student submits their work. The teacher reviews their work against the descriptor of student work narrative and decides the student has achieved a level 5 understanding. ALMA doesn't recognize 5/7 as "B" level work, so teachers will be entering 85 as the score in the gradebook.

## **School Site Council (SSC)**

The School Site Council is composed of parents, school employees (both certificated and classified) and members of the community. The main purpose of the SSC is to act as an advisory group to review school improvement and monitor progress toward meeting school goals in order to provide the best possible program for the students, as well as reviewing the discipline policy, safety plan, technology plan and approve the proposed budget. This is accomplished through reports on progress toward school-wide goals.

## **Special Education**

The district strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed that will be reviewed at least annually. The district provides special education services, as described in Education Code (56000-56001).

## **Special Services/Programs**

A variety of special resources and programs are provided for students with unique needs. These programs include:

### ***Counseling***

A counselor is available on a limited basis at each site.

### ***English Learners***

Students who are non-native English speakers are assessed annually using the English Language Proficiency Assessments for California (ELPAC) to identify their level of fluency in English. Students who are not fully fluent in English participate in the program for English learners to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English. Parents meet in a District English Advisory Council.

### ***Gifted And Talented Education (GATE)***

The Buckeye Union School District offers GATE (Gifted and Talented Education) identification and supports at all school sites throughout the District. Program opportunities for GATE are site based; however, a fall administration of the OLSAT (Otis Lennon School Ability Test) is provided District-wide in order to identify qualifying students. For those that qualify, a Differentiated Learning Plan is created and opportunities for enrichment/support in and out of the classroom are provided.

### ***Health Services***

The district will verify that students have complied with legal requirements for health examinations and immunizations before enrolling a student in school. Failure to provide proof of required immunizations will result in the student being excluded from school. The district administers vision, color vision, hearing and scoliosis screening as required by law.

### ***Student Success Team (SST)***

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, social, emotional, behavioral, medical, or other concerns. The Student Success Team process is a collaborative process between the school and the parents

on behalf of the student. The Student Success Team meeting will include the parent, the student's teacher, administrator, and other support staff as needed.

### **Suspension or Expulsion – Ed Code 48900-48915**

A pupil shall not be suspended from school or recommended for expulsion unless the principal/designee or the Superintendent/designee determines that the pupil has committed a violation of Ed Code 48900 et seq. A copy is available in the office.

### **Technology Use Policy**

It is our desire that all students use the internet following the policies set forth by the Buckeye Union School District. Each student and his/her guardian are expected to sign an Acceptable Use Policy document prior to the student being allowed access to the internet at school. Copies of this policy are available in the school office.

The purpose of the contract is to clearly communicate expectations for student use of school technology resources and for the student and parent/guardian to agree to abide by the specified user obligations and responsibilities described in the contract.

Although students receive training and are monitored by their teacher while using school technology, it is not possible to control all materials that a student may accidentally or deliberately view while on the Internet. Parents should be aware that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive.

Students should not expect privacy while using district technology and should understand that authorized district staff may monitor or examine system activities and files to ensure proper use. Students who fail to abide by the policies and procedures for technology use will be subject to disciplinary action and/or cancellation of network resource privileges. Violation of this policy will result in District sanctions and/or reported to civil authorities and may be prosecuted.

### **Telephone Usage**

The telephone in the office is a business phone. Students may use it only for an emergency call. We do not interrupt instructional teaching time for calls to the classrooms. The office will take messages as needed or transfer calls to the teacher's voicemail. All teachers have voicemail and check messages daily.

### **Tobacco, Alcohol, Vape, and Drug Free Zone**

The Governing Board believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, all schools and district facilities are tobacco, alcohol and drug free sites. The use of any tobacco, alcohol or drug products is prohibited within any district property, facility, or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities that are held at locations other than district property. *{Reference: Board Policy and Administrative Regulations 5131.6, 5131.62, 5144, 5144.1, 5144.2 and 4020}*

## **DISTRICT ORGANIZATION/GOALS**

The Board of Trustees is responsible for adopting a vision for the district and setting district policies and procedures. The Board of Trustees meets on the first and third Wednesday of each month. Meeting locations are announced in the school newsletter and on the district's website. The district website contains a variety of information about the district on its operation. Board agendas are posted at the school office. Board agendas,

and minutes can also be found on the district's website ([www.buckeyeusd.org](http://www.buckeyeusd.org)). Parents and community members are encouraged to attend Board meetings. Information on how to give input at Board meetings is available at all Board meetings.

**Members of the Buckeye Union School District Board of Trustees**

Member Jon Yoffie  
Member Brenda Hanson-Smith  
Member Scott Masten  
Member Kirk Seal  
Member Gloria Silva

**District Administration**

Superintendent	David Roth Ph.D.
Assistant Superintendent of Business Services	Jackie McHaney
Director of Curriculum & Instruction	Rachelle Ball
Director of Student Services	Nicole Schraeder
Director of Facilities	Brian McCahon
Director of Fiscal Services	Mike Henkel
Director of Transportation	Jessica Simon
Maintenance Supervisor	Jim Bergenholtz

***Vision Statement***

It is the vision of the Buckeye Union School District to provide the highest quality educational program for all students in order that they fulfill their innate potential, become lifelong learners, and contribute to society as responsible citizens.

***Mission Statement***

Working together with families, the community, and a highly qualified staff, the Buckeye Union School District ensures that each student masters the knowledge and skills needed to maximize his/her academic and personal success in a global society.

## DISTRICT SCHOOLS

<p><b>BLUE OAK ELEMENTARY SCHOOL</b>                  2391 Merrychase Drive                  Cameron Park, CA 95682                  530-676-0164                  916-933-5149                  Julie Hughes, Principal</p>	<p><b>OAK MEADOW ELEMENTARY SCHOOL</b>                  7701 Silva Valley Parkway                  El Dorado Hills, CA 95762                  916-933-9746                  530-677-9818                  Amy Pirkl, Principal</p>
<p><b>BUCKEYE ELEMENTARY SCHOOL</b>                  4561 Buckeye Rd.                  Shingle Springs, CA 95682                  530-677-2277                  916-933-2333                  Kevin Cadden, Principal</p>	<p><b>BUCKEYE MANDARIN IMMERSION CHARTER SCHOOL</b>                  7701 Silva Valley Parkway                  El Dorado Hills, CA 95762                  916-933-9746                  530-677-9818                  Amy Pirkl, Principal</p>
<p><b>SILVA VALLEY ELEMENTARY SCHOOL</b>                  3001 Golden Eagle Lane                  El Dorado Hills, CA 95762                  916-933-3767                  530-677-8953                  Brandon Beadle, Principal</p>	<p><b>WILLIAM BROOKS ELEMENTARY</b>                  3610 Park Drive                  El Dorado Hills, CA 95762                  916-933-6618                  530-677-2875                  Noel Stedeford, Principal</p>
<p><b>CAMERADO SPRINGS MIDDLE SCHOOL</b>                  2480 Merrychase Drive                  Cameron Park, CA 95682                  530-677-1658                  916-933-0584                  Doug Shupe, Principal                  Sarah Matley, Assistant Principal</p>	<p><b>ROLLING HILLS MIDDLE SCHOOL</b>                  7141 Silva Valley Parkway                  El Dorado Hills, CA 95762                  916-933-9290                  530-676-2490                  Debra Bowers, Principal                  Sean Gallager, Assistant Principal</p>

**BUCKEYE UNION SCHOOL DISTRICT**  
 Robert J. Mathews  
 El Dorado Hills, CA 95762  
 530-677-2261  
 916-985-2183  
 David Roth, Superintendent

**TRANSPORTATION DEPARTMENT**  
 2480 Merrychase Drive  
 Cameron Park, CA 95682  
 530-677-2261  
 916-985-2183  
 Jessica Simon, Supervisor



## ACKNOWLEDGEMENT FORMS

Please read the Parent-Student Handbook with your child and discuss the information provided.

Thank you for your time and cooperation.

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### Parent-Student Handbook

I have read the Parent-Student Handbook with my child. We understand the information presented in the contents.

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### Volunteer Statement on Confidentiality

We value the contributions that parents make in our schools. We welcome volunteers in our classrooms and on our campuses.

There are times when a volunteer may see or hear something in a classroom or on campus regarding a student's academic progress, a discipline issue or other matters that **must be kept confidential**. Therefore, we ask volunteers to be aware that individual students' information should not be discussed with anyone other than the appropriate school officials.

I have read and understand the volunteer statement regarding confidentiality above.