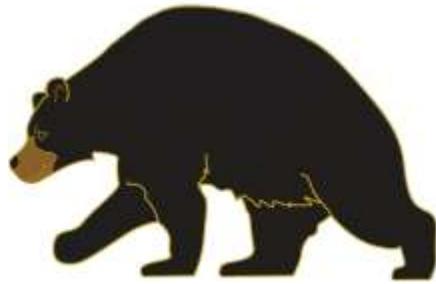


Bell Hill



Academy

Parent / Student

Handbook

2018-2019

Bell Hill Academy
342 South School Street
Grass Valley, CA 95945
(530) 273-2281 fax: (530) 273-3219
<http://bellhill.gvsd.us>



Home of The Bell Hill Academy Bears!
School Colors: Red and Black

August 15, 2018

Dear Bell Hill Families,

As we return for another year of learning, growing and working as a community, it is also a good time to set some goals for ourselves. (I hope your first goal is to read this handbook!) As a public school, our foremost goal is to help your children achieve academically to their highest potential. We support students' academic growth by also fostering their social-emotional development. Bell Hill Academy has several programs to help students increase their achievement in a number of ways, and I hope all of our parents and families will take advantage of the opportunities offered this year to learn more. We know that family engagement in the education of their children is a key part of student success. What better goal to set for ourselves? I invite you all to find a way to get involved at Bell Hill Academy!

This handbook is an important document. It outlines the expectations that we have for our students and families as well as what families can expect from the school staff, too. The policies in this handbook reflect the hard work of our site council, a decision-making group, composed of staff and parents, who thoughtfully review it each year. These expectations are in place so ensure the safety and well-being of our students. As families, you should familiarize yourselves with the policies so that our school year can be as smooth as possible with everyone understanding these guidelines.

The staff at Bell Hill Academy has been working hard to prepare for the arrival of our students on the first day of school! It is wonderful to feel the excitement of a new school year. We look forward to working as partners with the families of our students to make our school community the best it can be. **Go Bears!**

Sincerely,

Heather Graham
Principal

Calendar of Events

At Bell Hill Academy, we have a number of community events during the year. Here is an overview of some of these events and celebrations so that you can plan ahead. As specific dates are agreed upon, they will be sent out in school and classroom newsletters and posted on the Bell Hill Academy website.

Meet the Teacher

—Students can meet their teacher and visit the classroom.

Day Before School Starts

Back to School Night

—Parents come to school to meet teachers and sign up to help out.

Late August

Picture Day

—Individual pictures taken.

Early September

Jog-a-Thon

—Bell Hill Academy’s major fundraiser of the year at Condon Park.

Early October

Parent Conferences

—Formal conferences are scheduled between teachers and parents to discuss students’ academic and behavioral progress.

Early October

Winter Sing

—Each class performs a song on the stage at Lyman Gilmore Middle School.

Mid-December

100th Day of School

—Kindergarten and First Grade classes celebrate!

Early February

Breads of the World

—Each class prepares breads that represent the region of the world they study. Students get to sample breads from around the globe!

Late February

Spring Fundraiser

—Another opportunity to raise money for the amazing programs at BHA!

March

Masks of the World

—Students in each class create masks from the cultures of the region of the world they study. Students tour the school and appreciate one another’s work.

Late April

Nutrition Fun Fair

—UC Extension staff organize a Health Fair that both educates and entertains!

Late May

World Market

—Students bring items to “sell” to one another with “money” they earn at school.

Early June

Open House

—Families and community members come together to celebrate the hard work of the students and enjoy the dance performances from each class.

Early June

Bell Schedule for 2018-19

Regular Day:

9:00	School Begins
10:30 – 10:45	Recess (Kindergarten and Grade 1)
10:45 – 11:00	Recess (Grades 2-4)
12:10 – 1:30	Lunches/ Recess
3:20	Dismissal

Minimum Day:

9:00	School Begins
10:30 – 10:45	Recess (Kindergarten and Grade 1)
10:45 – 11:00	Recess (Grades 2-4)
12:10 – 1:30	Lunches/ Recess
1:35	Dismissal

Before and After School Supervision:

The school day begins at 9:00 a.m. and ends at 3:20 p.m.

On early release days, and every Wednesday, school ends at 1:35. See the school calendar for a list of early release days.

Staff is on duty at 8:45 a.m. to supervise students. For safety reasons, parents of children who walk or are driven to school should not allow children to arrive before 8:45 a.m. ***Playground supervision begins at 8:45 a.m. Students are not allowed on the playground before 8:45.***

Children who go home on the bus are supervised until the bus picks them up. Those walking or going home by private transportation should leave directly after school. There is no supervision provided for students after school unless they are enrolled in the Out of School Time program.

Attendance:

So much learning takes place every school day! It is essential that you reinforce the importance of coming to school on time, every day. Children who miss schoolwork are at a greater risk of retention; chronic absenteeism contributes to severe learning gaps and may cause children to fall behind. *One day of school missed will significantly impact your child!*

When your child is absent, with or without a note, our school does not receive any funding from the state and our programs are hurt by the reduction in funds. We are mandated by state law to report student absences, tardies, and early pick ups. California Education Law 48260(a) states: A pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant. Parents may be required to submit a doctor's note for student absences.

If Your Child is Absent:

California State Law requires parents to notify the school if their child has been absent. Please call or send a note to our office when your child is absent.

If an absence is not cleared within a week, your child's attendance for that day will be marked as unexcused and not be changed due to mandated state reports.

Please check with your child's teacher regarding how to make up homework.

Tips to Improve Your Child's Attendance:

CA Education Code Section 48022 states "It is the parent's responsibility to ensure that children between the ages of six and 16 shall attend school the full time public schools are in session." Here are some tips to maintain good attendance:

1. When **scheduling non-emergency doctor or dental appointments**, please schedule them during non-school hours. If this is not possible, please bring your child to school before or after the appointment so the whole day of school will not be missed. **Also, a new law requires students to stay in school all day.**
2. Return to school if **fever-free for 24 hours** or after **24 hours** of antibiotics.
3. If your child has mild cold symptoms or allergies and is fever-free and feeling fine, then he or she is welcome to be at school.
4. If you will be out of town, please find someone who can bring your child to school and pick up your child after school. If you must take your child with you, try to delay your trip so your child can attend school for a portion of the day.
5. Please plan **special visiting time** with friends or relatives after school hours.
6. **To prevent illness**, it helps to teach your child about washing hands, blowing his/her nose, drinking plenty of water and getting plenty of rest.
7. Plan family trips during non-school days, such as fall, winter, or spring breaks.

Keep in mind that if transportation is an issue, Grass Valley School District provides free busing within district boundaries.

Arrival and Dismissal:

Buses: Our bus drop off/pick up area is on South School Street directly in front of the school entrance.

Student Drop-off/Pick-up: Parents may drop off and pick up students on South School Street, in front of school. Our bus also uses this area to load/unload. Please use caution and follow traffic laws.

- Cars line up for AM drop-off along the curb in front of school.
- In order to keep the car line moving, **parents are asked not to exit their vehicles.**
- Be safe! Students should exit cars from the passenger side **ONLY**.
- Parents will be given a visor sign with their child's last name on the sign. In order to speed up the pick-up process, please display this sign when picking up your child.

If you would like to walk your child into school, there is street parking on Dalton Street and South School Street.

Please help us be good neighbors; do not block our neighbors' driveways.

Early Pick-up:

If you need to pick up your child early, come to the school office to sign your child out. Office staff will call your child upon your arrival. Please do not go directly to the classroom.

It is important to remember that our teachers are teaching and our students are learning right up until dismissal at 3:20. **EARLY DISMISSALS INTERRUPT LEARNING.** We ask that you make every effort to schedule appointments, etc. before or after school. California Education Law states that *pupils who are tardy for more than 30 minutes during the school day without a valid excuse on three occasions are classified as truant.* (EdCode 48620)

If Your Child Leaves School Early:

Students are expected to remain at school until dismissed for the day. **A new law considers an early check out to be recorded similar to being late.** To leave early, parent permission is required. **For student safety, we will not release a child to someone unless they are on your child's authorized**

pick up list. The adult picking up the student must sign a sign-out sheet in the office and might require proper identification.

If Your Child Arrives Late:

Students are considered tardy after 9:05 a.m. Tardy students **MUST** report to the office for a late slip before entering the classroom. We strongly encourage students to be punctual. Arriving late to school is disruptive to the student and to the classroom.

If Your Child's After-School Destination Changes:

A written note or phone call is required from you each time there is a change in your child's transportation. You would need to notify us if your child is meeting a different person after school, riding a different bus, or walking to a different home. **NO STUDENTS will be released to any adult without permission from the child's parent or guardian.** If emergency plans need to be made, we ask that you call one (1) hour prior to dismissal to ensure your child gets your message.

If You're Going on a Trip:

If your child goes out of town for five (5) or more school days, your child may earn attendance and grade credit by completing an Independent Study Contract. Please give **two week's advance notice** to the teacher and school secretary so a work plan can be created for you to take on your trip. You and your child must sign an independent study contract **prior** to leaving for your trip. Completed work must be turned in to the office the day the child returns to school. Completed work is checked and credit is assigned for attendance and grades.



School Safety:

It is imperative that we work together to keep our school campus safe for students. We ask that adults:

1. Pick up and drop off in designated areas only.
2. Check in at the office before coming onto campus.
3. Use the adult bathrooms located in the main office.

Emergency Procedures and Drills:

Over the course of the school year, we will hold a few different kinds of emergency drills. These include:

- Fire Drills-monthly
- Lockdown Drill-two per year (most likely September and January)
- Earthquake Drill-one per year (October 18)
- Bus Evacuation-one per year (Durham Transportation arranges)
- Evacuation of Campus Drill-one per year (possibly)

In Case of Lockdown or Other Emergency:

In the event of a lockdown or other emergency on our campus, information will be sent out to parents via our School Messenger System as soon as possible and will be used to inform parents at the conclusion of the emergency situation. Please do not call or come to Bell Hill Academy unless you have been instructed to do so from our All Call system.

The district website (gvsd.us) is a good place to get information as well as at Yubanet.com "Happening Now," KCNO, and mynevadacounty.org. You can also sign up for Code Red Alerts for up-to-date information from the Nevada County emergency response teams at <https://www.mynevadacounty.com/1293/CodeRED-Emergency-Alerts>

Out of School Time (OST) Program:

Before school care is available from 7 a.m. – 9 a.m. After school care is available from 3:20 p.m. – 6:15p.m. Please contact Brittany at 575-6948 for more information, eligibility criteria, and to enroll your child in BASP. *There is no before and after school care for students who are not enrolled in the program.*

Code of Conduct and Positive Behavior Intervention and Support (PBIS):

We believe that a common set of behavior expectations will support a positive and safe learning environment. We call this our Bell Hill Academy Code of Conduct:

- BE SAFE,
- BE RESPECTFUL,
- BE RESPONSIBLE.

Our Positive Behavior Intervention and Support (PBIS) system outlines our Code of Conduct. Students are taught the Code of Conduct through targeted lessons at the beginning of the school year and throughout the year. Students are frequently acknowledged and rewarded for their positive behavior and for following our Code of Conduct.

Refer to Appendix A for the Bell Hill Academy PBIS Handbook and a complete explanation of PBIS implementation at Bell Hill Academy.

Consequences for Inappropriate Behavior:

When a student chooses to disregard our Code of Conduct, positive action will be taken to help the student develop alternate strategies for dealing with whatever it was that prompted the problem. If a student's inappropriate behavior continues, consequences will be assigned. These consequences may include: referral to the principal, parent contact, time out, loss of privilege, restitution, or suspension.

Refer to Appendix B for our Discipline Matrix.

Bullying and Harassment Defined:

Bullying – the delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats or name-calling.

Bullying has four main characteristics:

- Type of aggression – verbal, physical or psychological
- Behavior is intended to harm or disturb
- Carried out repeatedly and over time
- There is an imbalance of power – physical or psychological.

There are several types of bullying:

- Direct bullying (aggression or threats)
- Indirect bullying (rumors, exclusion)
- Relational (damage reputation and relationships)
- Cyber bullying (use of social media to damage reputations and relationships)

Any severe or pervasive physical or verbal act or conduct including writing or electronic act that causes or can be reasonably predicted or have the effect of one or more of the following for reasonable person might warrant suspension or expulsion from school as mandated by Ca. Ed Code 48900 (r):

- Fear of harm to person or property
- Experience a substantial physical or psychological detrimental effect
- Substantial interference with academic performance
- Substantial interference with participation or benefit from school services, activities or privileges

Harassment – The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features or other protected class.

Bullying and harassment issues are serious issues that are addressed by the principal.

Do Not Bring to School Items:

Dangerous objects (including weapons), alcohol, tobacco, and drugs are not allowed at school.

Electronic devices, including cell phones, iPods, music players, and games should not be brought to school and will be confiscated if they are seen or heard during school hours.

In order to avoid loss or damage, toys and other valuable items are not allowed at school. No staff time will be spent investigating the loss or damage of these items.

Clothing and Grooming:

A student's clothing, jewelry, hairstyle, or accessories must not disrupt or distract from the learning process, must be appropriate for school, and acceptable by community standards as determined by the Bell Hill Academy School Site Council and Grass Valley School District Board of Trustees. To support our Code of Conduct (Be Safe, Be Respectful, Be Responsible), we ask parents and students to follow these guidelines. If a student comes to school dressed inappropriately, he or she will call home for alternate clothing. ***If you have questions about the appropriateness of clothing or grooming, please contact the school principal.***

Hats and Hoods – Hats, hoods, or visors may be worn outside the classroom. Hats, hoods, and visors must be worn with the brim facing forward, and must be free of inappropriate logos. Occasionally, exceptions to students wearing hats or hoods indoors are made in agreement with administration and parents. In the interest of sun safety, students are encouraged to wear hats when playing outside.

Hair – If a hairstyle or color becomes a distraction, school administration may ask that the student be picked up by parents and/or that parents remedy the distraction before school the next day.

Makeup – K-4 students may not wear make-up to school. Children will be asked to remove any make-up worn to school.

Tops – When arms are raised above the head, the midriff stays covered. No undergarments may be visible. The following styles are not allowed: large armholes, bathing suits, bare backs. Shirts must not contain obscenities, or ads for alcohols, drugs, or tobacco products. The appropriateness of shirt content will be at the discretion of School Administration.

Shorts – A good general rule to follow is that the shorts should come down to the end of the fingertips when the arms are held straight down against the sides.

Pants – Pants should be clean and in good repair. All pants need to fit at the waist – “sagging” is not allowed. Underwear must always be covered and unseen. Large holes in pants are not allowed.

Shoes - Shoes should be safe and comfortable. Shoes, including sandals, need to fit around the heel (at least with a strap). Shoes with high heels, tall platforms, or flip-flops are not allowed. Students may not skate on shoes while on school grounds. Sturdy shoes that allow children to run and play will keep the children safe on the playground.

Bicycles, Scooters, and Skateboards:

Bicycle racks are provided for students. For safety reasons, students are encouraged to ride their bikes and scooters to school with an adult. State law requires students to wear a helmet. Students must walk their bikes and scooters on campus. Skateboards may not be ridden at any time on the school grounds. A skateboard may be stored in the classroom during the school day.

Bus Transportation and Rules:

The bus driver has complete authority. Requests made by the driver are to be followed respectfully and immediately. **Riding the school bus is a privilege; if the rules are not followed, a student may lose the bus privilege. All school rules apply to students who ride the school bus.** Additionally, there are specific rules when riding the bus:

- Remain seated with feet out of the aisle



- Seatbelt buckled (if provided)
- Keep voices low
- Keep hands and feet to yourself
- Keep all body parts inside the bus
- No eating on the bus
- No glass or pets may be taken on the bus.

When bus rules are broken, the student receives a citation from the bus driver. Action taken will be:

Citation #1 – a conference with the principal

Citation #2 – a two-day bus suspension

Citation #3 – a two-week bus suspension

Citation #4 – a two-month bus suspension

Field Trips:

Field trips are a valuable part of Bell Hill Academy’s educational program. Parent permission is required. Any person driving on a field trip, whether transporting a child or not, must complete the “District Sanctioned Field Trip Form” and have district required insurance. This form must be provided to the office two days prior to the trip.

If you are interested in volunteering to chaperone a field trip please talk to your child’s teacher. ***For liability reasons, siblings cannot attend field trips.*** Be sure to stop by the office and sign in when chaperoning on a field trip.

Home-School Communication:

Teachers communicate with parents through weekly newsletters, flyers, phone calls and email. We encourage you to communicate frequently with your child’s teacher. It is not necessary to wait for a conference day to schedule a conference.

All students will receive a home/school communication folder. Please review the contents of the folder. Help us help your child and let your child’s teacher know of any problems outside of school that might affect your child’s day.

Homework:

Homework reinforces learning, develops independent study skills, and promotes responsibility.

Our School Board has approved these guidelines for homework:

Kindergarten/ 1 st grade	5-10 minutes/ night
2 nd grade	10-20 minutes/night
3 rd grade	15-30 minutes/night
4 th grade	20-40 minutes/night

The above totals do not include the recommended 30 minutes per night of pleasure reading. Generally, homework is assigned four nights a week, and not over the weekend.

Parents can encourage good study habits these ways:

- Provide a study area.
- Avoid distractions, such as TV, during study time.
- Set a specific time period for homework.
- Encourage and assist, but do NOT do the work.
- Stay in touch with the teacher.
- Set an example with your own pleasure reading.

Change of Address, Phone, or Emergency Contacts:

Please notify us when there is a change of address, phone number, or emergency contact information. It is vital to have up-to-date information if we need to reach you.

Medication at School:

A special Administration of Medication Form is required for medication taken at school. The form should indicate the dosage and frequency of medication to be taken, and must be signed by the doctor and parent. All medication must be in the original container. Children **MAY NOT** bring any medicine (including over-the-counter medication) to school.

Head Lice Concerns:

Unfortunately, head lice continues to be a problem among school-age children in our area. It is helpful when parents check their children frequently and communicate with the school when they find nits (eggs) or adult lice. Additionally, please remind your children not to share combs, hats, clothing, scarves, etc. in order to prevent the spread of lice. Information about how to check your child for head lice will be sent home early in the school year.

Sun Safety:

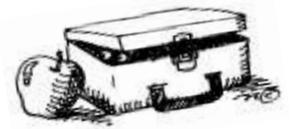
Bell Hill Academy is working to promote positive health habits to protect the skin and eyes from sunburn and sun damage. We encourage students to wear hats for outdoor activities and field trips, and clothing that covers the most skin. We encourage parents to apply sunscreen on all sun-exposed areas of the skin.

Food at School:

Breakfast Program – A nutritious breakfast is available each school day, starting the first Monday of the school year. Breakfast typically consists of cereal and milk, cheese, muffins, juice or fruit. Prices of the breakfast will be included in the First Day of School Packet.

Lunch Program - A hot lunch is available each school day. **Lunch must be ordered by 9:30 AM.** Please call the office and let our secretary know when your child is late and whether or not you need to order a hot lunch. If a lunch has not been ordered by 9:30 AM, then your child will need to bring a lunch to school.

Lunches are handled through the Child Nutrition Program. All inquiries regarding the lunch and breakfast programs can be made by calling (530) 272-2236 or go to www.gvvsd.us and click on the link to the child nutrition page.



Meals served by the school cannot go home. California State law does not allow any meals served by the school to be taken off school grounds except for field trips.

Snacks - Your child's teacher will let you know the classroom snack process. Sometimes children can bring snacks from home. We ask that parents provide wholesome and nutritious snacks. New California State nutrition guidelines prohibit foods having high sugar content.

Ideas and Suggestions for Healthy Lunches from Home – For students who bring snacks and lunches from home, we encourage you to send your children with a healthy, balanced meal that is low in sugar. Here are a few ideas from Parents Magazine:

- * 1 cup bow-tie pasta salad with veggies
- * 1 cup baby greens salad with 2 tablespoons low-fat dressing
- * 3/4 cup watermelon
- * 2 fig cookies

- * Tuna sandwich with lettuce on whole wheat bread
- * 10 baby carrots with 2 tablespoons low-fat ranch dip
- * Small plum
- * 1/4 cup whole-grain Goldfish crackers
- * 1 cup of bean salad
- * 1/2 cup of melon chunks
- * Handful of tortilla chips and a small container of salsa
- * 8 cubes of cheddar cheese

Birthday Invitations and Special Treats:

Children may not distribute party invitations at school. There are hurt feelings when only certain children get invited to a party. Any plans to send birthday treats to school need to be discussed ahead of time with the teacher. Any treats sent to school must be store bought. Please check with your child's teacher regarding food allergies in the classroom. Please do not arrange balloon or flower deliveries for your student. No balloon or flower deliveries will be accepted for a student.

Lost and Found:

The lost and found bin is usually quite full. Students or parents are welcome to check for missing clothing. Please label all of your child's belongings including jackets, sweaters, hats, lunch boxes, etc. All unclaimed clothing will be given to a charitable organization at the end of each trimester.

School Closure:

If weather conditions are unstable, tune in to KNCO 830AM. They will announce all school closures by 7:00a.m.

Report Cards:

Our schools are on the trimester system. Report cards are issued in the fall, spring and at the end of the school year. Formal parent/teacher conferences are held in the fall. You are always welcome to call and request a conference with your child's teacher. Lost textbook or library fines must be paid before a student receives a report card.

Student Success Team (SST) Meetings:

If you have concerns about your child's progress – socially, academically, or emotionally – you can request a Student Success Team meeting. Teachers or administrators may also request an SST. During an SST, staff and parents work together to find strategies or alternatives that may better meet your child's needs. Please talk to your child's teacher if you would like to arrange an SST.

Non-Discrimination in District Programs and Activities:

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or

more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Parents and Other Non-Staff Adults on Campus:

When parents or adult family members are on the Bell Hill campus as volunteers or when dropping off/picking up students, they should refrain from disciplining students which includes correcting behavior or speaking to them about incidents that do not follow the code of conduct.

Volunteers:

Grass Valley School District recognizes that parental involvement is a vital part of a well-balanced school program, and includes parent input into the planning, design, implementation and evaluation of the school plan and district Local Control Accountability Plan (LCAP).

A district parental involvement program has been developed which include the following objectives (Board Policy 6054). Each school will:

1. Promote a clear two-way communication between school and family about school programs and the children's progress.
2. Support parents as decision makers and develop their leadership in governance, advisory, and advocacy roles.
3. Involve parents in instructional support roles at school.
4. Help parents develop parenting skills and foster conditions at home that support their children's efforts in learning.
5. Provide parents with the knowledge of techniques designed to assist their children in learning at home.
6. Coordinate community and support services.

Two excellent ways to participate in school are through the Parent-Teacher Club (PTC) and the School Site Council.

If you are interested in learning more about volunteering at school, contact your child's teacher or the school office.

For student safety:

- Visitors on campus must check in at the office to get a pass so everyone will know you are authorized to volunteer.
- Parents and Volunteers are requested to use adult bathroom in the staffroom near the school office.
- All volunteers are required to have a current TB test on file with the district office.

For liability purposes, children who are NOT enrolled at Bell Hill Academy may not volunteer in the classroom.

Parent-Teacher Club (PTC):

Volunteering can take place through your participation on our PTC. A \$5.00 membership will help provide enrichment activities for our students. If you are interested in joining the PTC, please give us a call and we will give you the name and number of our representative.

School Site Council:

Parents are invited to work alongside school staff on our School Site Council. As part of School Site Council, parents provide input about our school programs, policies and procedures. School Site Council meeting dates and times will be announced at the beginning of the school year.