

# BEVERLY VISTA SCHOOL HANDBOOK

## Table of Contents

	<b>PAGE</b>
Principal's Letter .....	1
General School Information .....	2-3
Arrival and Dismissal Procedures .....	4
After School Activities .....	4
Absence and Tardy Procedures .....	5
Academic Support Programs .....	6
Parent Involvement .....	6
Emergency Plan.....	7
Student Responsibility Contracts .....	8-10
General School Rules .....	11
Playground Rules .....	11
Bicycle and Skateboard Rules.....	12
Procedures for Visiting the Campus.....	12
Dress Code Guidelines .....	13

Dear Parents:

Welcome to Beverly Vista School. Our high standards of scholarship and citizenship set a positive tone for our campus. We are proud of our many accomplishments, including earning recognition as both a California Distinguished School and a National Blue Ribbon School. As a member of the Beverly Vista family, we hope you will become actively involved in our school community. A strong partnership can be forged when open lines of communication exist between home and school.

The information in this handbook was designed to inform you about our school rules, policies, programs and procedures. Please take time to carefully review this handbook with your children so they are aware of what is expected of them at school. Your support of these rules, policies and procedures will help to ensure the continued success of our students. Keep the handbook as a reference for the future, and add any updates and revisions that may come home during the year. A copy of this handbook is also available on our website at <http://bv.bhusd.org/>.

Along with this handbook, a copy of the Beverly Hills Unified School District Discipline Policy and Procedures and the Notice of Rights and Responsibilities for Parents of Minor Pupils has been posted on the District website for your review. All Beverly Vista students and their parents will need to sign a document stating that they have read and understand this handbook and the District documents. If you have any questions about these materials, please do not hesitate to contact the school office.

Sincerely,

Erik J. Warren  
Principal

## **GENERAL SCHOOL INFORMATION**

### **SCHOOL HOURS**

<b>Mondays, Tuesdays, Thursdays, Fridays</b>	<b>Wednesdays</b>
Kindergarten            8:30-1:00 or 9:30-2:00	9:30 – 2:00
Grades 1,2 and 3        8:30-2:39	9:30 – 2:39
Grades 4 and 5         8:30-3:02	9:30 – 3:02
Grades 6,7 and 8       8:00-3:16	9:30 – 3:16

### **LUNCH**

Students may buy lunch or bring a sack lunch from home. School lunch menus are distributed the monthly and are also available on the school's website. All food and drink (other than water) must be consumed inside the cafeteria. Student lunches may not be delivered to the office except in an emergency (see below).

### **FORGOTTEN LUNCHES, HOMEWORK, SPECIAL PROJECTS, ETC.**

Forgotten lunches, homework, special projects, etc. may be delivered to the office in an emergency only. An emergency is an extremely unusual circumstance that is completely beyond the student's control. Such emergencies are not expected to occur more than once or twice over the entire school year. Please make sure that the student's name is on the item. It is the student's responsibility to check in the office during a break if he or she has left something at home. **STUDENTS WILL NOT BE CALLED FROM CLASS!!!** Any lunches not picked up by the end of the day will be thrown away.

If a student has forgotten or lost his or her lunch or lunch ticket, they may be given a free sack lunch by the cafeteria staff. Students will not be allowed to abuse this privilege.

### **TELEPHONE CALLS**

Students are not to use the office phones unless it is an emergency. Please do not call school to have routine messages delivered. We will deliver emergency messages only.

### **MEDICAL APPOINTMENTS/LEAVING SCHOOL DURING THE DAY**

If your child has a medical appointment or must leave school for any reason during the school day, he or she will be called to the office when you arrive to sign him or her out. If your child returns to school the same day, a parent needs to sign him or her in at the office where the student will be issued a pass to return to class. Students are not permitted to leave school alone during school hours. They **MUST** be signed in and out of school by a parent or guardian. No student will be released to anyone who is not an adult listed on the Emergency Card. Please keep your Emergency Cards up-to-date.

## **LOST AND FOUND**

Please make sure to mark your child's name on sweaters, coats, lunch boxes, etc. Names on lost items help ensure items are returned to the proper person. Our lost and found area is located just outside of the Multi-Purpose Room. Valuables will be kept in the office. Books will be turned in to the school library. Lost items that are not claimed will be donated to charity at the end of each semester.

## **SCHOOL NOTICES**

Your children will be receiving various notices throughout the school year to keep you informed about what is happening at school. Please encourage them to be conscientious about delivering school notices to you. Parents should periodically check their child's backpack for notices.

## **PARENT/TEACHER CONFERENCE**

Parent/teacher conference days are scheduled throughout the school year. You will receive bulletins regarding specific dates. If you would like to speak to your child's teacher at any other time during the school year, please contact the teacher by e-mail, voice mail, or by sending a note with your child. The teacher will contact you as soon as possible. Middle School parent conferences are typically held with the entire grade-level team to provide a complete picture of the student's progress.

## **MIDDLE SCHOOL GRADE REPORTING**

Middle School students will receive a progress or grade report every five weeks. Parents must sign an acknowledgment slip indicating that they have seen their student's marks. Progress reports are received in October, December, March, and May. Grade reports are received in November, February, April and June. If you do not receive the grade reports from your child, please contact the office immediately.

## **HOMEWORK MAKE-UP DUE TO ABSENCE**

When a student is ill, arrangements for keeping up with the schoolwork are very important. For an absence of one or two days, students should call friends to find out about assignments. For absences of three or more days, you may call the school office. Teachers will be contacted and assignments may be picked up at the close of the following school day. Please do not go to the classrooms to pick up work.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Please cooperate with police, parking enforcement officers, crossing guards, and school staff to maximize the safety of our students. Please be courteous other parents who are also dropping off or picking up their children.

All students should be dropped off and picked up on the East Side of ELM DRIVE. No student is to be dropped off on the Rexford Drive side of the campus.

Parking enforcement officers will issue tickets to drivers who are double parked or blocking traffic. Also be sure to take note of the street signs for parking hours. Please do not leave your car unattended in the white zone directly in front of the school or you will be ticketed.

Students may arrive at school at 7:30 a.m. at the earliest. All students will wait on the playground until class begins. K-5 students will line up quietly on the playground when detected to do so by playground staff. Middle School students are expected to be lined up quietly at their homeroom teacher's door by the start of school each day. Middle School students are not allowed upstairs until 10 minutes before the start of school unless they are meeting with a teacher. Kindergarten students who start class at 9:30 a.m. are to report to the Kindergarten playground at that time. Parents may walk their kindergarten students to class, older children are expected to line-up on their own.

After school, students who are not picked up at dismissal time will wait on the playground with Parks and Recreation staff. Pre-K and Kindergarten students will be held in the office. Elementary students who are on the playground after school must be careful not to interfere with the Middle School PE classes.

## **RAINY DAYS**

In case of rain, students should report to the Atrium before school instead of the playground. After school, students who are not picked up immediately will wait in the Atrium as well. Kindergarten students will be taken directly the Atrium or the Multi-Purpose Room. Appropriate clothing and/or an umbrella are necessities on rainy days.

## **AFTER-SCHOOL ACTIVITIES**

Our playground is open daily after school with supervision provided by the Beverly Hills Department of Parks and Recreation. The playground is open until 5:00 p.m. When the playground closes at this hour, students are to go home immediately.

After-school programs are provided and administered by the Beverly Hills Department of Parks and Recreation. If you are interested in such a program, please contact them directly.

**ABSENCE AND TARDY PROCEDURES**

**ABSENCES**

Upon returning to school after an absence, students must present an absence form to the homeroom teacher (signed by the parent). If the student is ill, please indicate the nature of the illness. This is a State Educational Code Requirement. Absence forms are available from the office, your child’s teacher, or from our website, [bv.bhusd.org](http://bv.bhusd.org). Following is an example of a correctly completed absence form:

Name of Pupil \_\_\_\_\_  
Last First Grade Teacher

Address \_\_\_\_\_ School

**ABSENCE FROM SCHOOL REPORT BY PARENT**

Reason for Absence (circle one): Illness; Quarantine; Medical Appointment;  
Family Funeral; (If illness, be specific as to nature) \_\_\_\_\_

Inclusive dates of absence from \_\_\_\_ to \_\_\_\_ Total days absent \_\_\_\_\_

All the above absence was with my full knowledge and consent: Yes No

Date: \_\_\_\_\_ Parent’s Signature: \_\_\_\_\_

**VERIFICATION OF ABSENCE DUE TO ILLNESS**

This illness was verified by means of note, conference, inspection or telephone on \_\_\_\_\_, 20\_\_\_\_, and I hereby certify that the statements given above are to the best of my knowledge and belief true and correct.

Signed: \_\_\_\_\_

**LONG TERM ABSENCE**

If, because of illness or injury, a student is unable to attend school for a long period of time (generally more than two weeks), a home study teacher can be assigned to give instruction in the home or hospital. More information can be obtained from the school office.

**TARDINESS**

Punctuality is important for all students. Students entering a classroom late disrupt the learning process. PLEASE MAKE EVERY EFFORT TO ENSURE THAT YOUR CHILD ARRIVES AT SCHOOL ON TIME EVERY DAY! Any student who is not in class at the start of school is considered tardy and will have this recorded in their school record. To encourage punctuality, students may be assigned additional consequences including detention. Any student who arrives at school within fifteen minutes of the start of school should report directly to their homeroom and will be marked tardy by the teacher. If a child is more than fifteen minutes late, he or she will report to the Health Office and **MUST** have a note from a parent explaining the tardiness. Any student arriving later than fifteen minutes without a note will not be permitted to enter school until a parent is contacted. After the third tardy, the student will be required to serve detention. Any student who is over 30 minutes late to school three times unexcused will be classified as a truant under California law.

## **ACADEMIC SUPPORT PROGRAMS**

Beverly Vista offers a continuum of support programs designed to maximize student learning. These programs include Special Reading, Title I, English Language Development, after-school assistance, Reading Plus, Math Tutorial, Study Skills, Speech and Language therapy, Occupational therapy, Adaptive Physical Education, Resource Specialist Program, and Special Day Classes. Some of these programs are open to all students while others are for students who qualify under specific criteria. If your child is struggling in school, please contact his or her teacher, the school counselor, or an administrator for more information.

## **PARENT INVOLVEMENT**

Beverly Vista School actively seeks and welcomes parent involvement in the life of our school. Brief descriptions of the major ways in which you can become involved are listed below.

### **SCHOOL IMPROVEMENT PROGRAM (SIP)**

The School Site Council is a group made up of equal numbers of parents and staff who help plan and evaluate our educational program. Parents submit a self-nomination form each spring for election to Site Council. All parents are welcome at every Site Council meeting. You will receive valuable information and your input is needed.

### **PARENT TEACHER ASSOCIATION (PTA)**

Beverly Vista has a very active, supportive PTA. The PTA is a group of parents, educators and students working together to promote the education, health and welfare of children. Beverly Vista PTA strives to provide a climate where students can be successful and parents feel welcome.

Your involvement in PTA can be as limited or active as you would like it to be. There are many ways in which to become involved, from simply joining to assuming a leadership position. Our PTA supplies classroom volunteers and art docents, welcomes new parents, and sponsors fund raising activities to enhance the school program. Please become involved. Everyone is needed and welcome!

All members are encouraged to attend monthly meetings, which are generally held on the first Wednesday of each month. Times and locations may vary. Please check the monthly calendar and sign up with the PTA to receive periodic e-mail messages.

## **EMERGENCY PLAN**

School is one of the safest places for your children to be in the event of a disaster. Beverly Vista School and the Beverly Hills Unified School District have developed an extensive disaster plan. Training and emergency drills for both staff and students are held regularly.

### **EMERGENCY STUDENT PICK-UP PROCEDURE**

All school and playground gates will be LOCKED in the event of an emergency. Only our Reunion Gate, which will be clearly marked, will be open for the release of students to authorized persons.

**REQUEST GATE LOCATION – ELM DRIVE AT THE GRASS FIELD**

**REUNION GATE LOCATION – ELM DRIVE, AT THE BASKETBALL COURT**

Parents and other adults whose names are listed on the student's Emergency Cards should come to the Request Gate to request to pick up their child. Children WILL NOT be released to anyone who is not listed on the Emergency Cards. Be sure to keep your Emergency Cards up-to-date!

After a student has been requested for pick up, the student will be delivered to the Reunion Gate. All persons must sign a master list when picking up students so that we have a record of dismissals.

**NOTE:** If any gate location is not operable, signs will designate another location. Students will remain under the supervision of school personnel until picked up by an authorized person.

**IMPORTANT:** Our school is prepared to shelter and feed students for an extended period during a major earthquake or other emergency situation. Parents whose children require daily medication are asked to send a three-day emergency supply of all medicine, with instructions, to the school health office. All medicine will be stored appropriately.

**USE AN AM RADIO TO RECEIVE UPDATED INFORMATION FROM SCHOOL**  
**AM KFI-640                      AM KFWB 980                      AM KNX 1070**

***PLEASE BE SURE TO NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOU OR ANY OF YOUR EMERGENCY CONTACTS HAVE A CHANGE OF ADDRESS OR PHONE NUMBER. IT IS EXTREMELY IMPORTANT THAT WE HAVE CURRENT INFORMATION FOR ALL OF OUR STUDENTS IN CASE OF ANY KIND OF EMERGENCY. Thank you!***

**STUDENT RESPONSIBILITY CONTRACT**  
**(All Students)**

As a student of the Beverly Hills Unified School District, I understand that I must meet certain responsibilities and obligations, including, but not limited to the following:

1. To remain on campus at all times during the school day and attend all of my classes except for legally excused reasons (illness, medical appointments, bereavement or quarantine). I will leave a classroom only with teacher permission and an authorized hall pass. If I must leave campus during the school day, an authorized adult through the school office will sign me out. I will sign in through the school office upon my return or if for any reason, I am late to school. Following an absence, I will present an absence slip signed by my parent or guardian to my homeroom teacher.
2. To arrive on time for all classes. Tardies impact student performance. Detention will be assigned for excessive tardies.
3. To refrain from the unlawful use, possession or sale of drugs, alcohol, or tobacco products on or off school grounds, when involved in any school related activity, or when on the way to or from home/school. I understand that violation of the District drug/alcohol policy will result in my suspension from school, notification of the Beverly Hills Police Department, a parent conference, and initiation of expulsion procedures. I understand that return to school is contingent upon enrollment in an approved drug education/counseling program. (See policy in handbook.)
4. To refrain from wearing attire which bears inappropriate logos or detracts from the academic environment of the school or affects the safety of the individual (head bands, hats/caps, sagging pants, hanging belts, low cut necklines, tank tops, blouses that expose the stomach, etc.). I understand that wearing inappropriate clothing to school may result in my being required to return home to change to more suitable attire. All make-up including eye make-up, lipstick and colored lip-gloss, is prohibited.
5. To refrain from leaving trash on the classroom floor or in the halls or cafeteria. I understand that eating is not permitted outside the cafeteria or other designated areas. I understand that if I violate these rules, I may be assigned clean-up duty at recess/nutrition, lunch or after school.
6. To refrain from chewing or possessing chewing gum on campus at any time or at any school related activity.
7. To behave honestly and ethically at all times. I will not knowingly provide false information to any teacher, administrator, or other staff member. I understand that violating the District Cheating Policy will result in a failing grade on the assignment for the first offense, and failing grade in the course for the second offense in the same class. Cheating can include either giving aid or receiving aid.
8. To refrain from unauthorized possession of school or personal property such as keys, examinations, equipment or personal effects. Unauthorized possession may result in my suspension and/or expulsion.
9. To refrain from bringing any type of weapon (includes any type of pocketknife, sharp object or gun, including a BB gun) to school. I understand that the penalty for violating this section is my suspension from school and the initiation of expulsion procedures.

10. To refrain from defacing property with graffiti or other acts which damage school property. I understand that the penalty for such damage will be suspension from school, notification of the Beverly Hills Police Department, a parent conference, my responsibility for reimbursement of the costs of repairing damage, and, in serious cases, initiation of expulsion procedures.
11. To refrain from fighting or from inciting others to fight. I agree to seek counsel with an appropriate adult when I am involved in disagreements that could lead to fighting. I understand that the penalty for violating this section may result in suspension from school.
12. To refrain from behavior which disrupts school activities. I understand that actions such as inappropriate classroom conduct, profanity, lack of respect for classmates and adults, are unacceptable behaviors and may result in suspension and/or expulsion.
13. To respect the dignity and rights of every student and adult. I will refrain from making racial slurs or using vulgar, obscene or insulting language. I understand that violation of the District Sexual Harassment Policy will result in disciplinary action. This policy prohibits verbal, written, or physical sexual harassment. I understand I am responsible for conducting myself responsibly with regard to the rights and safety of others and the importance of mutual respect and understanding.
14. To refrain from bringing any prohibited item to school or being in possession of any prohibited item at school, or on the way to or from school. I understand that bringing such items to school will result in their confiscation and may result in further disciplinary action. Prohibited items include electronic games, film cameras, digital cameras, video cameras, camera phones, iPods, MP3, CD, Tape players, and audio recording devices. A teacher or administrator may allow a student to bring an item to school that is normally prohibited if the item is necessary for a specific class project. If such an exception is made, the item must be stored in the office or the teacher's classroom during the school day.
15. I understand that if I choose to bring a cellular telephone to school it may not have any camera feature and must be completely turned off and stored in my backpack or other appropriate location hidden from view at all times while on the campus. I understand that if I violate these cell phone rules, my phone will be confiscated and I will no longer be allowed to possess a cell phone on campus.
16. To refrain from riding a bicycle, skateboard, or rollerblades on campus or on sidewalks in front of the school when pedestrians are present. I am aware the Beverly Hills Unified School District Board Policy 5030 requires students who ride to school to wear safety helmets. (See bicycle and skateboard rules below.)

**STUDENT RESPONSIBILITY CONTRACT**  
**(Summary for K-3 Students)**

1. I will behave respectfully to all adults and other students at my school.
2. I will be quiet and orderly in the hallways, Cafeteria, and in the Atrium.
3. I will have a hall pass whenever I leave my room during class time.
4. I will clean up after myself.
5. I will not use bad language.
6. I will not chew or possess gum on school grounds.
7. I know that I cannot bring toys, music players or electronic games to school.
8. I will stay out of the halls during recess and lunch times and never enter a classroom without a teacher.
9. I know that I cannot ride my bicycle to school until I am in the 4<sup>th</sup> grade.
10. I will not cheat on any tests or assignments or help others to cheat.
11. I will never bring weapons or dangerous items of any kind to school. This includes any type of pocketknife or sharp object. I understand that if I do I will be suspended or even expelled from school.
12. I will not damage school property in any way.
13. I will not take things that do not belong to me.

## **GENERAL SCHOOL RULES**

1. Students are expected to behave respectfully to adults and to each other.
2. Quiet, orderly conduct is expected at all times, especially when walking to and from classes in the hallways and stairways.
3. Students leaving the room for any reason must have a pass.
4. All students are expected to clean up after themselves-- in the cafeteria, classrooms, halls, and multi-purpose room and on the lawns and playground.
5. Profanity is prohibited.
6. Food and drink (other than water) can only be eaten in the cafeteria. Gum is not permitted in school.
7. Students are expected to dress appropriately. Sandals or high heels may not be worn. No make up may be worn during school hours and on campus. (See dress code guidelines below.)
8. If basketballs, soccer balls or other types of playground equipment are brought to school they must have the student's name clearly written on them.
10. Students are not permitted to ride bicycles, skateboards, roller blades or scooters on school grounds, including Elm Drive in front of the school.

## **PLAYGROUND RULES**

1. All games on the playground must include any students who wish to play them, up to a reasonable number. Equipment belongs to an area—not to a person.
2. Balls brought from home must be shared. Balls brought from home must be clearly marked with student's name.
3. Pushing, wrestling or rough play are not permitted.
4. For handball students should use the handball courts and not the building walls.
5. Food or drinks (other than water) are not allowed on the playground.
6. The kindergarten playground is for kindergarten students only. The E-Deck, stairways, hallways, and Multi-Purpose Room are “off-limits” during recess and lunch periods.
7. If skateboards are brought to school, they must be locked in a teacher's classroom. Skateboards and bicycles are not permitted on the playground.
8. Students may not climb on fences, tables, benches, basketball poles, railings planters or buildings.
9. The fenced-in area is to be used for the sports designated for that area (basketball, volleyball, etc.).
10. Never open the gate or allow anyone to enter the campus onto the playground.
11. Courtesy, common sense and good manners are to be observed at all times. Report unsafe conditions to the playground staff.

## **BICYCLE AND SKATEBOARD RULES**

The following rules must be followed or students will forfeit the privilege of riding their bike or skateboard to and from school:

Only students in grades 4-8 are permitted to ride bicycles to or from school. Only students in grades 6-8 are allowed to ride skateboards to or from school. All bicycles must be registered with the Beverly Hills Police Department and licenses must be carried on the bicycle. Bicycles must be locked in the bike rack. Skateboards must be stored in a teacher's classroom. Students who wish to ride their skateboard to school must get their teacher's permission in advance to store the board in the classroom. Students are not permitted to ride bicycles or skateboards on school grounds, including the school side of Elm Drive.

All students riding a bike or skateboard to school **MUST** wear a helmet. Students who do not wear an appropriate helmet will have their bike or skateboard confiscated and will be referred to the Beverly Hills Police Department for further action.

## **PROCEDURES FOR VISITING THE CAMPUS**

Beverly Vista School actively seeks and welcomes parent involvement in the life of our school. However, to minimize disruptions and ensure a safe and secure environment for all students, the following procedures will be strictly enforced per Education Code and State law.

All visitors must enter through the main entrance by the flag pole, sign in at the school office, and request a Visitor's Badge. There are many opportunities to volunteer on the Beverly Vista campus. Parent-teacher conferences should be arranged in advance. Visitors, including parents, will not be allowed to visit without prior permission from the teacher or an administrator. When leaving the campus, visitors must return their badges to the office and sign out.

## DRESS CODE GUIDELINES

Beverly Vista has established the following dress code guidelines in keeping with the school's high standards of behavior and performance. Since wearing offensive, revealing or inadequate clothing causes distractions to the normal school program, and interferes with orderly maintenance of the campus, we have identified specific areas of concern.

1. Students will wear clothes that are neat, clean, unfrayed and in good repair.
2. Students may not wear "gang" type clothing or clothing with inappropriate or objectionable slogans, pictures or wording.
3. Tops showing the mid-section of one's body, tank tops and sheer blouses may not be worn. Make-up and lipstick are not permitted.
4. Sagging or oversized pants or other clothing will not be permitted. Pants must be worn at the waist utilizing belts as needed. Belt ends may not hang down.
5. Adequate footwear must be worn at all times. Sandals, slippers and/or bare feet are not permitted.
6. No thick, bulky chains nor inordinately long earrings or wallet chains are acceptable.
7. Headgear, including caps, hats or bandanas may not be worn on campus. This applies to both male and female students. Exceptions may be granted for religious and/or medical reasons. Prior written permission is required.
8. K-5 students will wear clothing, and footwear that is suitable for Physical Education classes. Middle School students will wear their own PE uniform and appropriate footwear according to their PE teacher's direction. PE uniforms must be labeled and kept clean and in good condition. Wearing a PE uniform over your regular clothing is not acceptable. Students will change back into their regular clothes before going to their next class.

Parents may be called if above standards are not met and students may be required to return home to change to more suitable attire.