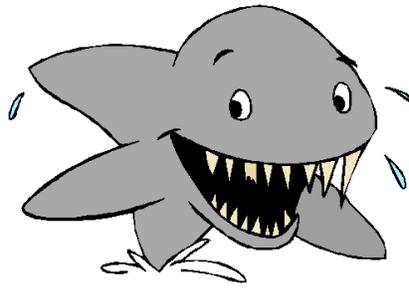


Cerra Vista

Parent Handbook



Cerra Vista Sharks
Take a bite out of learning!

2017-2018

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Welcome to Cerra Vista School!

This handbook has been prepared to assist you in accessing basic information about our school, as well as informing you about school. **Please read it carefully as it clarifies many questions parents frequently ask as well as provide you with valuable procedural information.**

Cerra Vista School is a great place to learn and grow. Why? Because our dedicated staff, strong parent support, and hard-working students form a school community that works closely together to help all students succeed. With support from our PTO, Cerra Vista has been able to incorporate many additional academic support programs and Enrichment Clubs to further help increase our students' skills.

At Cerra Vista we encourage all students to become life-long learners committed to the pursuit of knowledge. As their children's first teachers, parents are vital to their student's success. Parents are encouraged to stay in close contact with their child's teacher regarding any academic concerns. You can help by ensuring that your child comes to school well-rested and prepared. By working closely with your child's teacher and other school staff, you create a strong support team for your child.

In this handbook we have attempted to provide answers to the most commonly asked questions and concerns of students and their parents. If you should need further clarification, please call the school office. We also recommend you check our school's website weekly for updates. Go to hesd.org , move the cursor to SCHOOLS, then click on Cerra Vista.

Education is a cooperative venture. We look forward to working with you throughout this school year in the best interest of your child. We strongly encourage all parents to become involved in the school in any way possible. Serving as a classroom volunteer, School Site Council member, or getting involved in the Parent-Teacher Organization are just a few ways that you can help make Cerra Vista the best school it can be.

Welcome, and have a marvelous school year!

Sincerely,

Gabriella Armenta,
Principal

Cerra Vista Mission Statement

Our mission is to ensure we are prepared for the future.

Cerra Vista Goals

1. To promote academic standards for excellence
2. To foster respect for self, others, and our environment.
3. To create a cooperative, integrated academic and social environment.
4. To build a partnership with parents and the community.
5. To develop pride in our school and its surroundings.

Cerra Vista Philosophy

The staff at Cerra Vista School believes that one of the major functions in addition to academics, is to prepare our students for responsible citizenship. Every student has the right to a safe and positive learning environment, which reinforces self-discipline, acceptance of personal responsibility and courteous treatment of students and adults.

Student Rights and Responsibilities

Students have some very special responsibilities which, when taken seriously, will help to safeguard their rights and those of their fellow students. Among your rights and responsibilities are:

- **Allowing yourself and others to be safe.** This means following all school rules and procedures in order to avoid unnecessary problems, dangers, or injuries.
- **Treating others and their property with respect and kindness.** This means permitting others to have a good day at school. By not making problems for others, your day will be a good one also. “Please” and “Thank-you” can go a long way. It shows respect to others and brings respect to you.
- **Protecting your rights and those of your schoolmates.** This means reporting problems to an adult. Use language suitable for children. Use materials that are your own, or that you have permission to use.
- **Taking pride in Cerra Vista School.** This means protecting your classroom, school building, the grounds, and equipment from damage, litter, and misuse.
- **Accepting responsibility for your own actions.** This means you are responsible for the decisions you make, and you do not blame other students, your parents, or your teachers for your behavior.
- **Completing school assignments.** This means trying your best to complete all classroom and homework assignments on time.
- **Having great school attendance and being prompt.** This means attending school daily unless ill and being to school on time each day. *We recommend that students are dropped off by 7:35 to allow students to get to their classrooms on time.*

School and Safety Rules

Before and After School

- Students should not arrive before 7:35 a.m. in the morning and need to be picked up no more than 8 minutes after your child's dismissal time. Students not picked up on time will be brought to the office for check-out.
- After putting backpacks by their classroom, students must go directly to the playground before school.
- Hallways, classrooms, and the multi-purpose room are off limits unless under the direct supervision of a staff member.

During the School Day

- Students will walk in the hallways and on the blacktop.
- During recess and lunch students are to play on the playground, blacktop, and grass areas only, not in the courtyard, bathrooms, or beyond the yellow lines.
- Only students with passes are to be out of the classroom during class time.

Bathrooms

- Whenever possible, students are to use the bathrooms at recess and at lunch time.
- No playing in or near the bathrooms at any time.
- Privacy is to be respected in the bathrooms.
- Toilets/urinals shall be flushed and hands washed.
- Trash and paper towels will be put in trash receptacles.

The Office

- Students will enter the office in a polite and respectful manner.
- Telephones are for emergencies only.
- Students waiting to be picked up will sit quietly.

Assemblies

- Students will enter quietly and be seated in a designated area.
- During an assembly students will show their respect and appreciation by listening carefully and applauding politely.
- Students should remain seated until their teacher gives them the signal to stand up and leave.

Lunch Area

- While waiting in line for lunch, students will keep their hands to themselves and use normal voices.
- While eating, students will remain seated and use appropriate table manners.
- Food may not be taken out of the lunch area.
- When students finish eating they shall clean their eating area, and sit quietly and wait for their table to be dismissed. When dismissed, they shall dispose of trash in trash receptacle and walk to the playground or grass area.

Campus and Playground Safety

Correct Playground Behavior

- Keep your hands and feet to yourself.
- Be kind to others (share, take turns, help each other, speak with respect).
- Stay within designated playground area (within the yellow boundary lines and fence).
- When swinging by knees or stomachs on the low bars, hands must be on the bars at all times.
- On slides, wait for your turn on deck until the person in front of you leaves the slide. Sit down, no stomachs, backs, pushing, walking up, or swinging from the edge.
- Follow swing rules at all times (no jumping or flipping off swing).
- The field is the only place to run, kick balls, play kickball, soccer, football or tag.
- Stay off baseball diamond unless with a teacher. Baseball and softball equipment may only be used during teacher-supervised P.E. instruction.
- Blacktop activities include: bouncing balls, catch, hopscotch, foursquare, tetherball, basketball, and jump rope.
- When you hear a whistle immediately look to the supervisor in your area.
- Follow all supervisors' directions immediately.
- Stop playing as soon as you hear the bell ending recess or lunch. Remember, *When the bell rings, we stop. When the whistle blows, we walk.*
- Walk straight to your class line-up area after hearing the end-of-recess bell.

Unsafe Playground Behavior includes but is not limited to:

- Rough play and fighting are not allowed at any time – this includes “play fighting”, tripping, tackling, wrestling, or games that involve pushing, hitting, restraining, or grabbing others' clothing.
- Leaving playground without permission
- Throwing dirt, tan bark, rocks, or other items
- Playing in or near bathrooms
- Inappropriate language
- Bullying
- Jumping from playground equipment, pushing or running on playground structures, running in tanbark area
- Running on blacktop, except while playing a court game that involves running (basketball, BB ball).
- Not following direction of yard supervisor or arguing with yard supervisor
- Throwing handballs at students at ball wall (“Butts Up” is not allowed)
- Spitting (spit only into garbage cans)

Items Not Allowed on Campus during School Days (7:30 – 4:00)

- Roller skates/roller blades
- Skateboards and Scooters
- Shoes with wheels
- Bicycles (except those locked in bike racks)
- Animals (except those approved by teacher to visit a classroom)
- Cell phones (or any device with phone, internet or camera capabilities) must be kept off and in backpacks during the school day. Parents may pick up the phone at the end of the day if a student violates this rule.
- Electronic games, personal music players (iPod, MP3), cameras, or other expensive personal items.

Procedures

Visiting Campus

All visitors to the school campus are required to sign-in at the office and receive a visitor's badge to wear in the upper left hand corner of their shirt. No visitors should be in the classroom or on the campus while school is in session unless they are wearing a visitor's badge and are under the direct supervision of a Cerra Vista School teacher, Cerra Vista School administrator, or Hollister School District administrator. All visitors will sign-out in the office, return the visitor badge, and exit the office doors.

Unless they have made arrangements with the teacher or principal to visit or volunteer in a classroom, **all visitors must leave campus by the 7:50 bell.** If you need to get a message to your child's teacher that morning, either send a note with your child, or leave the message with the secretaries who will deliver it to the teacher. If you need to get a lunch or instrument to your child, please leave it in the school office with secretaries who will notify the teacher. This is to avoid classroom interruptions.

Classroom Volunteers/Visitors

While we are intent on encouraging classroom visits, we are equally diligent in preserving the learning environment most conducive to the progress we all want for our children. We request that visitations be scheduled with your child's classroom teacher in advance. A simple call to the office or to your child's teacher initiates the process.

Correct Phone Number

When students are injured and/or sick, contacting parents quickly is essential! You must keep the school office and your teacher informed of any changes in home, work, or emergency phone numbers. The school **must** have current emergency phone numbers for people you have designated as being available to pick up your child in case of illness, injury or discipline.

Use of School Phones

Use of the classroom or office telephone by students is limited to **very important** matters. Phone calls will not be put through to classrooms during instructional time unless it is an emergency. During instructional time, your call will be forwarded to the teacher's voicemail. **Remember that teachers may not have a chance to check their voicemail until after school.**

Cell Phones

Cell phones and other electronic devices with phone capabilities must be left in students' backpacks. If these devices are out during the school day, they will be confiscated and parents/guardians will be called. We know that many of you supply your children with phones for safety reasons for going to and from school. However, should you or your child need to contact each other during school hours, there are phones in every classroom and in the office, so that you can contact each other quickly in an emergency.

Medication

All medication must be kept in the office for the safety of ALL students and staff. Medication should be identified with the child's name and doctor's name. We cannot administer any medication (prescription or over the counter) unless we have a note signed by the child's parent/guardian and doctor. A copy of the form to be used for administering medication is available in the health office.

Personal Items

Please mark your child's name on his or her clothing for easy identification. A "lost and found" box is located near the office. All unclaimed items in the "lost and found" will be donated monthly.

Emergency Cards

Emergency cards go home the first day of school. Please complete **all** sections of the card, sign and date the card, and return it to school on the second day of school. **On the Home Phone line, please write the primary number for emergency notification.** This number will be entered into the automatic phone messaging system. **At least 3 emergency phone numbers (including work phone) and people to contact in case you cannot be reached are critical to us if your child becomes ill or has an accident at school.**

Immunizations

Children lacking required immunization verification must be excluded from school by law. If an **Immunization Note** is mailed or sent home to you, you will need to bring the required verification to the school office before your child can be admitted back to school.

Emergency Drills

Fire, earthquake and intruder drills are held throughout the year in order to be better prepared in the event of an actual emergency. Small earthquakes are relatively common occurrences in California. If a major disaster were to strike during school hours, we will keep your child at school until a parent, or an authorized adult (person on the emergency card), can be contacted. We will not send children home unannounced.

If a major disaster were to occur, parents should come directly to the school unless conditions of the emergency do not allow access to the school. An Emergency Operations Center will be set up to facilitate the orderly release of children to their parents or authorized person. It is extremely important that the office have up-to-date phone numbers, including home, work, and emergency contacts.

Nutrition Program

All enrolled students of Cerra Vista are eligible to receive a healthy breakfast and lunch at school. Every student is able to receive BREAKFAST (during snack recess) at no charge to them. We offer free universal breakfast at all of our schools. Each year, families that feel they may qualify for a free or reduced price eligibility status for their children are encourage to fill out a Household Lunch Application. These will be available at the beginning of each new school year and are available throughout the school year. Students that do not qualify under the USDA guidelines to receive a free meal, can purchase a lunch at school for **\$2.50** per meal.

For any further assistance, please contact the Student Nutrition Department at 831-630-6387. USDA is an Equal Opportunity Provider and Employer

*****Students may only charge up to 3 meals. Charges will not be allowed after April 30.***

Attendance Procedures

When students are absent from school, they are missing valuable instructional experiences and lessons that often cannot be made up. When children are out due to illness, that can't be helped; however, some absences can be avoided (doctor and dental appointments). Many doctors understand the importance of students not missing class lessons and will make appointments after school. If you must make an appointment for your child during the school day, please bring back a doctor's note so that the time away can be marked as "excused".

Attendance

We cannot over-emphasize the importance of having your child in school every day, on time, and avoiding unnecessary absences. Demonstrating to our children that being in school is a number one priority sends them a very important message.

The attendance policy of all schools in the Hollister School District requires students to attend classes **punctually** and **regularly** unless they are ill or have a legitimate excuse. If your child is ill, we ask your cooperation in keeping him or her home, but otherwise it is very important that your child be in school every day. The first bell rings at 7:45 a.m. and children are tardy after 7:50 a.m.

Absences

Procedures listed below in case of absence:

1. Reporting Absences: If your child will be absent from school, **it is your responsibility** to call the school (831-636-4470) and report the child's name, teacher, and the reason for the absence. To help with this, the District has purchased the **School Messenger system**, which will call your home phone number around 8:15 a.m. if your child is absent. If you would like the system to call a different number, please notify the school office.
2. Returning to School Following an Absence: If your child was absent from school and you were not able to call the school office the morning of the absence, you must write a note including the child's name, date of absence(s), and reason for the absence. Make sure to send it to school with your child on the first day they return to school. Sending a note and calling the office will help to ensure that your child's absence is recorded accurately.
3. Unexcused Absences: An unexcused absence from school is any absence without a valid excuse. Babysitting or going shopping are examples of unexcused absences. Going out of town or being on vacation is also considered an unexcused absence unless an *Independent Study Contract* has been arranged through the office (see Planned Absences below). **Excused absences include: illness, doctor/dental appointments, death in the immediate family or mandatory court appointment.** When repeated unexcused absences occur, the teacher and /or administrator will contact the student's parents to discuss the problem and ways to prevent future unexcused absences. If this problem continues to occur, appropriate action will be taken by the school as required by District Policies and State Law. **Three or more unexcused absences will result in a computer generated truancy letter sent to the home residence by the District Office declaring your child a truant. If unexcused absences continue, the District Attorney's office will take further action.**
4. Planned Absences: If you know in advance that your child will be out of school for **5 to 20 days** for any reason other than illness or doctor/dental appointments, we can arrange for an *Independent Study Contract*. Please contact the office **at least five school days prior** to the first day of the absence to arrange for an *Independent Study Contract*.

Tardy Students

If your child is late, then he/she must report to the office before going to class. If your child is absent for any portion of the school day, your child is not eligible for the Perfect Attendance Award.

Repeated tardies will result in a home contact by the Principal or other staff and ultimately referral for further action as required by District Policy and State Law. Habitual tardies can result in a referral to the District Attorney's Office for truancy.

Leaving before Dismissal Time

If you wish to check your child out of class before the regular dismissal time, you need to come to the school office and we will call your child's classroom for early dismissal. Children will be released **only to parents or people listed on the student's emergency card**, unless a written request or verifiable phone contact from the parent/guardian states otherwise. *If your child is out ill, tardy, or signed out for any reason, your child will not be eligible for the Perfect Attendance Award.*

Students Remaining on School Grounds after Dismissal Time

The Cerra Vista staff is not available to supervise your children after dismissal from school. We do not, unfortunately, have the resources to supervise students who wait longer than 10 minutes to be picked up. Please make arrangements to have your children picked up from school at their dismissal time. Teachers who wish to keep a student after school, for any reason, may not do so without prior parent/guardian permission.

Makeup Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Homework Policy

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and lifelong learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Although it is the students' responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

We ask that parents provide a place to work, a regular time for homework, and a supportive attitude that praises the child's efforts and improvement. Letting your child estimate how much time will be needed for each part, and even using a timer, will help build a sense of accomplishment and help students to budget their time.

Students will not receive a homework grade on their report card. We encourage consistent reading each night.

Checking your child's backpack each night is essential. Going over work done in class helps you understand what skills are currently being introduced as well as give you a chance to celebrate with your child all his or her hard work. By checking our child's backpack daily, you will be able to ensure that all work is completed. **Do not just wait for the Thursday folders to see if there are any communications from the school that you should read or to which you need to respond.** By checking your child's backpack with your child each night, and checking any online communication your child's teacher may use, you are demonstrating to your child the importance of school.

Transportation

Bus Transportation

On the first day of school make sure that each of your children has the bus card that was sent to them in the mail. Your child must be ready to show this bus card to the bus driver at your home bus stop for the **first two weeks of school**. If your child is a Kinder, First, or Second grader, have the bus card pinned to his or her clothing. Teachers and bus drivers depend on these cards to get your child to the correct take-home destination.

Large school projects, such as dioramas and mission models, are not allowed on the bus for safety reasons. If your child is a bus rider and has a large project that needs to come to school or be taken home, please make alternate transportation arrangements.

Transportation Concerns

1. **Bussing:** If your child is a bus rider, please be sure he or she understands the basic safety concerns of staying seated and obeying the bus driver. *A bus rider will be put on the bus each day unless the school receives a note or phone call from the parent or guardian directing us to do otherwise.* District transportation is very limited, and is based on the student's home address. If a daycare home address is outside of Cerra Vista's regular attendance boundaries, the parent assumes responsibility for transportation.
2. **Bicycles:** For reasons of safety, Kindergarten and First grade students are discouraged from riding bicycles to school. Children who will ride a bicycle to school need to identify permission at the bottom of the emergency card. **Students who ride a bike to school without a helmet will need to be brought a helmet before being allowed to ride a bike home.** Students who ride their bikes to school must lock them on the bike racks during the school day.
3. **Walkers:** If your child will be walking to school, please be sure he or she knows the safest route to take. Stress the need to check for cars before crossing in marked crosswalks. Walking partners are a good safety idea.
4. **Parent Transportation:** PLEASE DRIVE SLOWLY AND CAREFULLY. Children move quickly and unpredictably, often without thinking. For safety reasons, our parent drop-off and pick-up area is completely separated from the bus loading zone.

Procedures and rules to follow if picking-up or dropping-off your child at school:

1. Your car must be next to the curb to pick-up or drop-off your child. Due to the danger of crossing between cars, **children need to enter and leave their car only at the curb.**
2. If you plan to leave your car to walk into the school or wait outside your car for your child, you **must** park in a parking space or park along the street. *We need to keep traffic moving in the loading and unloading area, so parking is not permitted along the yellow parking area curb from 7:30am to 8:00am and from 1:30pm to 2:30pm and between 12:15 and 1:15p.m. on Thursdays.*
3. The driveway behind the classrooms is for staff parking only. No parent volunteer cars are permitted behind the buildings.
4. Do not park in front of the trash bins, gate, or driveway. Do not park in a red zone or in a blue disabled zone unless you are authorized to do so. Do not park in any crosswalk.
5. Always follow any crossing guard or parking lot director's instructions.
6. Allow plenty of time before school to drop off your child without being late. Warning bell is at 7:45A.M. **Your child should be dropped off by 7:35 to allow your child to get to class on time.**
7. In the morning have your child ready to exit the car as soon as you pull up to the curb.
8. Remember to be patient when dropping-off or picking-up your child. We have over 300 cars trying to do the same thing at the same time. Courtesy and patience should be modeled for our students at all times and will also make sure things move as smoothly and as quickly as possible. Drop off and pick-up usually lasts about 10 minutes so allow yourself some time.
9. Use the crosswalk. Do not walk or expect your students to walk between cars or across the street except in the crosswalk.

Cerra Vista Elementary Bell Schedule 2017-2018

August 14, 2017 - June 6, 2018

Regular Days: Monday, Tuesday, Wednesday, & Friday

Time	Activity	Grade Level
7:45	Warning Bell	TK - 5
7:50	Start Time	TK - 5
9:05 - 9:20	Morning Recess	TK - 1
9:25 - 9:40	Morning Recess	2 - 3
9:45 - 10:00	Morning Recess	4-5
11:00 - 11:35	Lunch	TK - 1
11:35 - 12:10	Lunch	2 - 3
12:10 - 12:45	Lunch	4 - 5
12:45 - 12:55	Afternoon Recess	TK - 3
2:05	End Time	TK - 5

Minimum Days & Thursdays

Early Days

Time	Activity	Grade		Time	Activity	Grade
7:45	Warning Bell	TK - 5		7:45	Warning Bell	TK - 5
7:50	Start Time	TK - 5		7:50	Start Time	TK - 5
9:05 - 9:25	Morning Recess	TK - 1		9:05 - 9:25	Morning Recess	TK - 1
9:25 - 9:45	Morning Recess	2 - 3		9:25 - 9:45	Morning Recess	2 - 3
9:50 - 10:00	Morning Recess	4 - 5		9:50 - 10:00	Morning Recess	4 - 5
11:00 - 11:35	Lunch	TK - 1				
11:35 - 12:10	Lunch	2 - 3				
12:10 - 12:45	Lunch	4 - 5				
12:50	End Time	TK - 5		11:05	End Time	TK - 5

~~Aug. 31, Sept. 28, Oct. 26, Nov. 30, Jan. 11, Feb. 8,
March 15, April 19, May 17~~

*Food service offering free breakfast for all during morning recess

*May 29, 2018 - June 6, 2018: TK - 3 afternoon recess is 25 minutes.

*Grades 4 and 5 recess is 13 minutes on the last day of school.

(9.28.2017)