

Sierra View
Elementary School
2016 – 2017
Parent/Student
Handbook



EVERYBODY HAS RESPONSIBILITIES

The school's responsibilities:

- Endeavor to motivate students to learn through interesting and challenging lessons
- Promote student achievement
- Have high expectations, and help every child develop a love of learning
- Communicate regularly with families
- Provide a safe and caring learning environment
- Consistently work with families and school colleagues to make school accessible and welcoming place
- Respect the school, students, staff and families

The parent's responsibilities:

- Be aware of grade level requirements
- Assist your child(ren) with homework as needed
- Review and sign Weekly Reports
- Support school/teacher discipline plan
- Help maintain home/school communication
- Support the Academics Plus Program by being involved whenever possible

The student's responsibilities

- Understand what skills are required
- Attend school regularly and on time, except when ill
- Do the work assigned in class and as homework
- Be attentive during class time
- Follow school/classroom behavior standards
- Deliver messages between parents and school
- Bring home Weekly Reports, show them to parents and return them to school
- Accept responsibility for my actions

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SIERRA VIEW ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

“Where Students Come First”

CHICO UNIFIED SCHOOL DISTRICT

1163 E. Seventh Street
Chico, CA 95928
(530) 891-3000
Kelly Staley, Superintendent

SIERRA VIEW SCHOOL

1598 Hooker Oak Avenue
Chico, California 95926
(530) ***891-3117***

Dear Sierra View Parents and Students,

Welcome to Sierra View Elementary School, “where students come first.” Sierra View houses the Academics Plus Program which is open to any child in the area through an application process. We are the home to 600+ students. We are proud of our nine-acre campus that is located in a quiet residential section of Chico.

We value our students, staff and parent community. As we begin a new year, we thank parents for their continual support and we thank students for their cooperation in getting all communications from school to home. My door is always open, so please stop by to say hello, ask questions, or share any concerns you might have.

Sincerely,
Mele Benz, Principal

Our **Mission** is to
Spark a joy for learning
Build a foundation for knowledge and skill
Create a safe and respectful environment
Promote lifelong learners and productive contributors to society

Vision

Our **Vision** is to provide a nurturing environment where students, staff, and parents work cohesively and effectively towards specific goals allowing all students to reach their fullest potential

A SIERRA VIEW EAGLE

I stretch my wings to their widest span.

I love to do the best that I can.

You have an eagle inside of you, too.

To help you fly high and carry you through.

Together we reach for the highest peak

Sierra View Eagles achieve what they seek!

There is always room to soar!

School Mascot: American Bald Eagle

School Colors: Blue and White

Principal: Mele Benz

SCHOOL-WIDE DISCIPLINE PLAN

At Sierra View, we believe play is an important vehicle for learning. Students develop empathy, responsibility, cooperation, and other important life skills through their unstructured play with one another. We teach students some basic rules and premises from the Healthy Play program that make play time fun for all.

We play for FUN. PEOPLE are the most important part of every game.

Rule #1: If anyone gets injured (and this will occasionally happen) the person closest to the injured person or the one who accidentally or deliberately caused the injury, must stay with that person until he/she feels ready and able to play again. This is *the* essential rule for teaching empathy and compassion.

Rule #2: Players wanting to argue can do so verbally for as long as they like, but must do so outside the boundaries of the game. Of course, proper language, no threatening or hitting are guidelines that they must follow. When both people agree to stop arguing they may return to the game.

With both rules, we use good judgment to determine whether adult presence is needed for specific interventions.

POSITIVE CONSEQUENCES:

Positive awards for exemplary behavior are a very important part of our Sierra View Discipline program. Positive awards will be issued by all staff members.

NEGATIVE CONSEQUENCES:

At Sierra View we utilize a system of citations in order to work with children in a fair and consistent manner. In general terms, we expect students to:

1. Keep hands, feet and object to themselves.
2. Use suitable language toward everyone.
3. Respect personal and school property.
4. Respect all school and cafeteria rules as established by the staff and the student council.

Students who choose not to follow the established rules can expect the following consequences:

1. **FIRST OFFENSE:** The student is isolated for the remainder of the play or lunch period which is given to his/her teacher. This serves as a warning of unacceptable behavior.
2. **SECOND OFFENSE:** The student is isolated for the remainder of the play or lunch period and a citation is given to his/her teacher, who notes that this is a second offense on the slip and sends the citation home with the child for **a parent to sign.**

3. **THIRD OFFENSE:** The same procedure as above will be followed. In addition, the teacher refers the student to the principal. A parent is notified and a behavior contract is developed by the principal and the student.
4. **FOURTH OFFENSE:** The negative aspects of the contract are enforced and a parent conference is scheduled immediately.

PLAYGROUND RULES

PLAYGROUND EQUIPMENT

- No classroom equipment may be used before school (8:00-8:30).
- No P.E. equipment may be used during recess.

BALLS

- Balls may **not** be kicked or thrown against a building.
- Only approved playground balls may be used against backboards (must stay on concrete areas only).
- Balls may **only** be kicked out on the field.
- Only standard sized playground balls, hula hoops and jump ropes may be used during recess.

SWINGS

- Use swings for their intended purpose – sitting position, swing forward/backwards for a reasonable amount of time, come to a stop and step out of the swing.
- Students will count to 30 (up and back is one count) on someone who is swinging- no count backs.

BAR

- Keep both hands on the bars at all times (clothing, etc. may not be used to wrap around the bars.) No sitting on top of the horizontal ladder bars.

BACKBOARDS

- Use rubber balls only (no soccer balls).

GAMES

- Games are open to all.
- A **complete** game in progress may be closed.
- Overcrowded games on courts or fields can be limited by teacher/supervisor on duty.

BELLS

- No running on blacktop after the bell rings.
- Primary students will freeze when their bell rings until released by a whistle to walk to their classrooms.
- Intermediate students will stop playing at the sound of their bell and walk to their designated meeting spots.

RESTROOMS

- Restrooms are to be **used only** for the designed purpose.
- No loitering or playing in the restroom.

TOYS FROM HOME

Due to the possibility of loss, theft or damage, no toys from home are allowed on the playground during school hours.

SCHOOL STAFF**2016 - 2017**

PRINCIPAL	Mele Benz
OFFICE MANAGER	Jennifer Fields
ATTENDANCE CLERK	Erin Smith
NURSE	Ann Scott
HEALTH ASSISTANT	Lori Gillaspie
PSYCHOLOGIST	Tonja Hoe
PRIMARY INTERVENTION PROG.	Sheviya Woelbing
HEALTHY PLAY SECOND STEP PROG.	Chela Lewis
PARENT RESTRICTED AIDES	Brittany Yelland & Debi Herrick
SPECIAL EDUCATION AIDE	Holly Aiken
LIBRARIAN/MEDIA	Ryan Coletti
NOON DUTY SUPERVISORS	Karin Guilbault, Jennifer Roesner, Melissa Ruiz, Michelle Gustafson, Debi Herrick, Erin Smith, Ryan Coletti, Alyssa Danielli, Geri Batman
CAFETERIA MANAGER	Cosima Nigro-Dorton
PARENT COORDINATOR	Kristen Thomas
CUSTODIANS	LaRhonda Farrell, Joe Johnston

School Telephone Numbers

Sierra View Office 891-3117

Health Office 891-3118

District Office 891-3000

Cafeteria 891-3187

Special Education 879-7400

Primary Intervention Program (PIP)

This program provides primary students with a “Special Friend” for support in developing social skills. The one-on-one attention helps children feel good about themselves and builds self-esteem.

Healthy Play-Second Step

Second Step teaches students how to effectively manage their emotions and demonstrate self control. Research indicates that children who learn and use these skills do better in school academically. By learning these skills at a young age, children will be equipped with emotional skills to manage conflicts effectively as they age.

SIERRA VIEW SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

(Revised May 2005)

I. SCHOOL-WIDE RULES

- A. Follow directions the first time they are given.
- B. Treat others with dignity and respect.
 - Keep hands, feet, and objects to yourself.
 - Negative contact activities are prohibited (wrestling, pushing, etc.)
 - No name-calling, swearing, teasing or negative comments.
 - Use equipment properly. Do not pick up rocks or other potentially harmful objects.
 - All equipment must be used with safety for everyone in mind.
- C. Students may not leave school grounds without an off-campus permit.

II. RESPECT ALL SCHOOL AND PERSONAL PROPERTY

- A. Clean up after yourself. Put trash in the trashcan.
- B. No students will go in the area between the fence and the trees on the field.
- C. No spitting (includes sunflower seeds) or gum at school.
- D. Snacks may be eaten only in snack area at recess.

III. ARRIVAL AND DEPARTURE FROM SCHOOL

- A. Students are not allowed on campus before 8:00 A.M. All students must go directly to the playground when their grade level bell rings.
- B. Students must go home immediately after dismissal.

Rainy Days

- A. Primary students report to the cafeteria.
- B. Intermediate students report to their courtyard until 8:15, then walk to their classrooms.

Bicycles, skateboards, etc.

You may ride to and from school on a bicycle, skates or scooter if you are in grades 1 through 5.

However:

- A. Do not ride on the school grounds while school is in session or between the hours of 8:00 and 3:30.
- B. Bikes, skates, etc. are to be kept out of the hall and walkways at all times.
- C. Students are not to tamper with bikes or scooters, nor loiter in or near the bike racks.
- D. Bicycles, etc. must be “walked” while on sidewalks or paths on or near the school grounds (8:00 – 3:30)

All bicycle rules (as stated by City or Chico Police Department) are to be strictly enforced in the school area – especially the corner of Hooker Oak Avenue and Madrone Avenue.

MUSIC

Classroom music is provided to 4th and 5th grade students by a district music teacher.

P.T.A. – Sierra View Parent Teacher Association

2016/17 Officer Roster

President	Eileen Valenzuela	Treasurer	Heather Keller
Vice-President	Heather Cooper	Auditor	Juli Addington
Vice-President	LaRain Maderos	Parliamentarian	TBD
Secretary	Gina O'Neal	Historian	Yvonne Bealer

Sierra View PTA is composed of parents and teachers working together to make our children's stay at Sierra View a more enriched educational experience. Teachers, parents, relatives, neighbors and friends are encouraged to support the work of this organization by becoming PTA members during the membership drive each fall (or any other time during the school year). All parents are invited to the meetings to make suggestions, voice concerns, or simply keep informed about school activities. A schedule of meetings is posted in the Sierra Viewer and is available on the PTA Bulletin Board. Please contact PTA President Eileen Valenzuela with questions or concerns.

Listed below are some of the activities PTA sponsors:

1. **LIBRARY VOLUNTEERS:** In addition to supporting the school library with book donations, PTA works with parent volunteers from each classroom under the general direction of the Library Clerk.
2. **LOST AND FOUND:** Please check the lost and found bin in the primary courtyard (outside of Room 13) for items that your child is missing. Identification of misplaced articles is much easier if garments, lunch boxes and other belongings are well labeled. Unclaimed items are given to charities quarterly.
3. **ROOM PARENTS:** Each fall, room parents and their helpers are recruited for each class. The room parent assists the teacher in many ways that includes, but is not limited to, field trip arrangements, parent contacts and class parties.
4. **SAFETY PROGRAMS:** Safety is an ongoing concern to all of us. Safety in the areas of CPR and bicycle safety are just a few items covered in the past.
5. **R.I.C.H. Reading Program:** Throughout the year students read and record their minutes read. PTA provides incentives for students to read and maintain their progress on the hall bulletin board.
6. **BOOK FAIR:** Twice a year PTA sponsors a Book Fair. The proceeds provide library books or supplies for the classroom.

TEACHER DIRECTORY

Room	Teacher	Grade Level
1	Renai Barney	3 rd Grade
2	Dean Passanisi	5 th Grade
3	Mark Romig	5 th Grade
4	Louise Murad & Jennifer Birkle	3 rd Grade
5	Kate Carlisle	4 th Grade
8	Gabrielle Obeng	4 th Grade
9	Julie Crum	5 th Grade
10	Melanie Glick & Annie Foster	3 rd Grade
11	Kim Wilson	4 th Grade
12	Emily Akimoto	5 th Grade
13	Michelle Bunch	2 nd Grade
14	Julie Johnson	2 nd Grade
15	Amy Chamberlin	Resource Specialist
16	Leanna LaFaix	3 rd Grade
17	Mindi Birdseye	2 nd Grade
18	Mili Consoli	1 st Grade
19	Linda Leen	1 st Grade
20	Mini Brothers	1 st Grade
21	Amanda Alexander	1 st Grade
22	Heidi Danielson	K
23	Carol Stein	K
24	Vicky Howell	K
25	Nikki Smith	K
26	Erica Borello	2 nd Grade
27	Ernie Witt	Special Day Class
MPR	Tamara Allspaugh	Music
901	Leigh Pearce	Speech
MPR	CARD- Emma	After School Program

Sierra View School Educational Program

ACADEMICS PLUS PROGRAM

GOALS & PHILOSOPHY

1) **Academic Focus.** The Academics Plus Program focuses on reading, writing and math, rounded out by a solid curriculum in composition, science, history, and geography. These are the foundations for all future learning and a successful career. Enrichment subjects, such as art, drama, and music are taught, but the fundamental program receives priority. Academics Plus at Sierra View has over three decades of success with this approach. The Program has experienced teachers with a common commitment to the goals and philosophy of the program, a record of student achievement, and a high reputation amongst parents.

2) **Parent Involvement.** An important element of Academics Plus is that parents are encouraged to actively participate in their children's education, and are given multiple opportunities to do so. Since Academics Plus is an alternative program chosen by the parents, they are typically enthusiastic and willing to be involved in the educational process. Assisting with homework, reviewing and returning weekly progress reports, helping in the classroom, and supporting field trips are just a few of the ways parents will be involved in the program. Numerous studies have shown that parent participation in education is the highest single indicator of a child's academic success.

3) **Focus on the Child.** Development of the "whole" child is also stressed in Academics Plus. The program is designed to instill within each child confidence, a sense of responsibility, pride in accomplishment, and a positive self-image through academic achievement. Teachers have high expectations, challenging students and helping them to succeed. Academics Plus believes that sensitivity to each student's feelings and individuality can be maintained in an atmosphere of fair, firm and consistent discipline. To accomplish this, the program emphasizes a caring and orderly learning environment, in which teachers and students treat each other with respect and dignity.

4) **Joyful Learning Environment.** The classroom setting in the Academics Plus Program utilizes whole group interaction, small groups, activities, individual seatwork and/or centers to help make the learning experience exciting and enjoyable. All aspects of the curriculum are carefully planned by the teachers to be engaging and imaginative ways for young children to learn. The mission is to spark a joy for learning, while building a foundation of knowledge and skills so that students become lifelong learners and productive contributors to society.

The Parent Advisory Committee (PAC) is a 6-8 member committee whose members are elected to advise and assist the school district in the overall dissemination of programmatic information, planning, development, implementation, and evaluation relative to the goals and philosophy of the Academics Plus Program.

**Academics Plus Parent Advisory Committee
2016-2017**

Tennille Bales
Sandra Carter
Michelle Gustafson
Megan Fraley

Jenny Slinkard
Nicole Hanson
Mindy Guichard
Susie Smith

School Calendar – 2016-17

- PTA Association meetings will be in August, October, March and May; Board meetings are listed in the Sierra Viewer and are held on the second Tuesday of each month that doesn't have an Association Meeting.
- Academics Plus meetings are held on the second Monday of every month; 3:00 P.M. in rotating rooms.
- Site Council meetings are held on the third Monday of every month; 3:00 P.M.
- Staff meetings are held on alternating Tuesdays.
- For the full student calendar, please visit:
<http://www.chicousd.org/documents/Calendars/2016-17%20Student%20Calendar.pdf>

SCHOOL SITE COUNCIL – SSC

The SSC is composed of teachers and/or other school personnel, the principal and parents and/or community members, for a total of 10 members.

Members serve for a two-year term and are elected by their peers: teachers elect teachers, other school personnel elect other personnel, and parents elect parents representatives. Those serving need no background other than an interest in their child's school and the ability to attend a minimum of five meetings during the school year.

SPEECH AND LANGUAGE

Sierra View has a speech and language therapist three days a week. Referrals to the program are made by classroom teachers and all parents are notified before their children are included in this program. The therapist's schedule may be obtained from the school office.

TELEPHONE

Students may use the office telephone with permission from the office. Previously announced meetings, practices or activities, or to ask permission to go to a friend's house after school are **not** considered emergencies.

TOYS

Toys are out of place in the classroom and should be left at home unless they are brought for “sharing” or at the request or consent of the teacher.

PARKING LOT GUIDELINES

Our parking lot is a very busy place before and after school and at noon when kindergarten is dismissed. Please help us by adhering to the designated use of lanes:

1. The lane nearest the building is only a “stop, drop off, drive on” land. **DO NOT PARK AND LEAVE YOUR VEHICLE HERE.**
2. The middle lane is **NO STOPPING.** This must be left free for through traffic.
3. If you are to park and leave your car, even if it is for “just a minute”, **PLEASE PARK WHERE YOU ARE NOT OBSTRUCTING ANOTHER VEHICLE,** using the VISITOR space or unlabeled space, or park along the curb on Hooker Oak Avenue or Madrone Avenue.

Your cooperation will help increase the safety factor, and everyone...bus drivers, staff, other parents...will benefit from everyone's considerate use of this congested area.

IMMUNIZATION STATEMENT

The State Department of Health Services, in consultation with the State Department of Education, has the responsibility for developing and enforcing regulations which specify the immunization required for school admission. Children starting Kindergarten must have a record of their immunizations at the time of registration. Please note the following

Required Immunizations:

- DTP/Td (Diphtheria-Tetanus-Pertussis) – At least four doses. If the fourth or last dose was administered before four years of age, an additional dose is required.
- Polio – At least three doses. If the third or last dose was administered before four years of age, one additional dose is required.
- Measles – Rubella – Mumps – Two doses of each, separately or combined, on or after the first birthday.
- Hepatitis B – Series of 3
- Varicella (Chickenpox) – immunization or Dr. signature that student has had the disease.

KNIVES, FIREARMS, EXPLOSIVES AND OTHER WEAPONS

Section 48915 of the Education Code states that students are to be immediately suspended and be recommended for expulsion if they are found to be in possession of a firearm, knife of no reasonable use to the pupil, or explosive at school or at a school activity off school grounds. Education Code 48900 (b) states “possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal”. The Board of Education determines the results of the recommendation for a student’s expulsion from school.

PARTIES

Three classroom parties are allowed each class. The responsibility for parties is divided between the PTA room parents and teachers as follows: Teacher (and class, when appropriate) selects the days and activities; Room Parents provide refreshments and help as needed. Sierra View promotes healthy eating and requests that healthy snacks be brought (see website for suggestions).

PARTIES AT HOME – Unless all children in the class are invited, party invitations may not be delivered at school – they must be mailed instead. Teachers will be able to supply a list of names only of children in the class.

TECHNOLOGY

Sierra View is very proud of its Computer Lab which is utilized by all classrooms. The PTA completely remodeled this room with 2006 computers, furniture, carpet and paint in the spring of 2006. Cathy Frost, tech aide, works with fifth graders to form a tech team.

In 1994 our television station, SVTV, went on the air. The production is student run under the direction of Dean Passanisi, Sixth Grade Teacher. Our bi-weekly program is recorded by students and shared with classrooms digitally.

GRADING AND REPORTING TO PARENTS

Grading is a vital part of the school communication process. All children are evaluated on everything they do in meeting the requirements of their grade level. Evaluation is an on-going process which provides a record of the degree of each child's success and growth made in all aspects of the school setting. This record indicates strengths, weaknesses, needs in specific skill areas, needs for reteaching, and the degree of understanding of new concepts.

Each child's record of success or lack of success is dependent upon many factors:

Intellectual

Reading performance
Ability to think critically
Ability to master principles independently
Cognitive ability
Ability to understand and apply new concepts

Attitudes

Interest in school
Parental interest and influence
Interest in the subject
Ability to learn from mistakes
Desire to learn

Self-concept

Child's concept of self as a worthwhile member of his class
Child's concept of self as contributing member of his family
Child's physical and emotional health

Self-responsibility

Use of class time and completion of work
Study habits and following directions
Ability to concentrate

The evaluation record (report card) is a means of communicating with parents. It not only indicates the level of performance of the child, but also serves as a way for parents to learn of the on-going programs of the school. Parents may request a more specific analysis of a problem or come in for more frequent reporting. The evaluation record should encourage parents to increase communication with the teacher for maximum growth on the part of your child.

From time to time notices will be sent home with your child. Some will require a response from you, others will not. Please help us in our efforts to impress the children with the importance of keeping the home informed.

HEALTH SERVICES

Our health services are supervised by a school nurse who screens children for hearing and vision problems. The nurse is available by appointment for health screening and consultation. Vision is screened in kindergarten and grades 2 and 5. Hearing is tested in kindergarten and 2nd. We have a Health Aide on duty at Sierra View from 8:45 until 2:15 who is trained in first aid and handles most of the daily problems that occur.

Our School Secretary is also trained in First Aid and handles problems when the Health Aide is not on duty.

No one at school may diagnose any illness or injury nor may administer any medication, including aspirin without an official authorization form, signed by a physician and the parent. Forms for authorization to Give Medication at School are available in the school office. These forms are taken to your doctor and then returned to the school where they are kept on file. Medication kept at school must be in a prescription bottle.

CONFERENCES AND VISITATIONS

Parents are encouraged to confer with teachers concerning the progress of their children. We ask that you telephone the school in advance for an appointment to ensure that your child's teacher is available.

A regular parent conference will be held for all parents in the fall. Report cards are issued three times a year.

Parents are welcome and encouraged to visit their child's classroom. We recommend about 20-30 minutes for kindergarten through third grade and not over one hour in grades four through six. Classroom observations should be arranged beforehand with the teacher so that inappropriate times (such as testing) are avoided.

Please stop at the office for a pass before visiting classes.

DRESS GUIDELINES

The Board of Education has adopted a policy which states that students' dress and grooming is the responsibility of parents. Since the manner in which students dress for school can influence behavior in learning, we encourage parents to dress their children in neat, clean clothing appropriate for elementary school activities. Clothes shall be sufficient to conceal undergarments at all times and clothing such as see-through or fish-net fabrics, halter tops, low cut tops, bare midriffs, sagging pants, and short shorts or skirts are prohibited. For reasons of health/safety and Education Code provisions, all students will wear appropriate footwear (platform, open-toed, and backless footwear is discouraged and may not be worn during P.E.) Cosmetics are not allowed at school. Crude printing, pictures depicting or encouraging drugs, tobacco, alcohol, racial/ethnic slurs, gang affiliation, or that are sexually suggestive on any apparel are not acceptable. The school will notify parents in the event a child's dress or grooming is not deemed acceptable or appropriate for school. Developed by Staff, Students and Parents, Spring 1998

EMERGENCY INFORMATION

In case of illness or injury to a child, every effort will be made to contact the parent by telephone. It is important that your home and business numbers and the telephone number and name of your physician, be on the Emergency/Enrollment Card kept in the school office.

Please notify the school immediately of any change in all emergency telephone numbers, address change, and physician telephone number.

It is important to tell your child when he/she leaves in the morning if you expect to be away from home for any length of time during the school day. Please see that the office has a number to call in emergencies.

If you wish to contact your child or to withdraw your child from school **please come to the office.** We want to know who is in our school. In this way, we can prevent unauthorized persons from loitering around our children. We don't know everyone, so please don't be offended if you are asked to identify yourself. We will not release children from school except to the parents or legal guardian of the child concerned.

Sierra View School Daily Schedule

SCHOOL HOURS

Kindergarten	M-Th 8:20 a.m. to 1:20 p.m. F 8:20 a.m. to 12:20 p.m.
Grades 1-3	8:30 a.m. to 2:20 p.m.
Grades 4-5	8:15 a.m. to 2:20 p.m.

Supervision is provided in the cafeteria from 7:30-8:00 a.m. Students are not permitted on the playground until 8:00 a.m.

BREAKFAST SCHEDULE

K	8:00-8:20
1-5	7:30-8:30

LUNCH SCHEDULE

K	11:35 a.m. to 12:10 p.m.
Grade 1	11:25 a.m. to 12:10 p.m.
Grades 2-3	11:45 a.m. to 12:25 p.m.
Grades 4-5	12:05 p.m. to 12:50 p.m.

Sierra View serves breakfast daily for \$1.50. Lunch is served with milk daily for \$2.70. Milk can be purchased for \$.50. Students may put money on their account through in the MPR with the cafeteria manager or parents can add money to accounts at

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

Information on Free and Reduced Price Lunch Program is sent home with each student on the first day of school and is available from the school office upon request.

Sierra View is a “closed campus”, which means that students stay on campus during the lunch period unless a parent comes to sign them out.

RECESS SCHEDULE

Grades 1-3	9:45 a.m. to 10:05 a.m. 1:10 p.m. to 1:20 p.m.
Grades 4-5	10:10 a.m. to 10:30 a.m.

ATTENDANCE AND ABSENCES

The California Education Code requires that children between the ages of 6-16 attend school. The only acceptable excuses for not being in attendance are illness, doctor or dental appointments, etc. If your child is absent, please send a **WRITTEN NOTE IN THE DAY YOUR CHILD RETURNS TO SCHOOL OR PHONE THE ATTENDANCE LINE AT 891-3117 X 102**. Please state specifically the nature of the illness, i.e. "Jim had a cold". If you choose to send a note, please date and sign the note.

If it is necessary for your child to be excused for dental or medical appointments, send a written note of explanation on the day the child is to be excused. Children will not be excused unless a proper verification of the absence is made.

Children will not be released during school hours for private music or dancing lessons.

Sierra View is involved in the Attendance Program which monitors and reviews all attendance problems. Conferences will be held with pupils who are having serious attendance problems.

Student Work Make-Up Policy

Teachers at Sierra View will be responsible for providing work ahead of time for only those students who will be absent from school for an "excused" reason (i.e. illness or family emergency). Those students whose absences are "unexcused" will be responsible for making up all the work missed after they have returned.

While instruction and learning activities from the teacher are by far the best way for students to learn, we do realize that families sometimes need to be out of town during school time. We provide **Independent Study** if a student is out of school for 5 or more days. Parents and student will sign a contract with the principal a week or more before the trip, then the teacher will get a week's or more of school work together. When the student returns with the work completed, the student will get credit for being at school (no absence!) and the school will get ADA. This is a win-win for both the student and the school.

The School Attendance and Review Team (SARB) will be responsible for judging any absence "excused" or "unexcused" in any case that is questionable.

Tardies

A Student is tardy when he/she arrives in the classroom after the tardy bell rings but before the first thirty minutes of the class has been completed. A student is habitually tardy to a class when he/she receives six or more unexcused tardies per semester.

A student who is absent from school without a valid excuse in excess of thirty (30) minutes or more per day for three different days during the school year will be declared a truant, and the parents will be notified of their obligation to resolve the truancy problem.

A student with more than five unexcused absences will be declared a habitual truant and the parents will be invited to attend a conference to discuss resolution of the truancy problem.

Transfers

If you anticipate a change of residence, please notify the school as soon as possible so that all paper work and records may be prepared as accurately as possible. Children who move from the Sierra View attendance area will be transferred to the school within which the new residence is located, if families choose not to attend Sierra View any longer.