



Vista Preparatory Academy
Parent / Student Handbook
2022/2023



**Vista Preparatory Academy
Red Bluff Union Elementary School District**

INFORMATION AT-A-GLANCE

School Office Hours 7:30 A.M. to 4:00 P.M.

School Office Phone Number 527-7840

School Office Fax Number 527-9374

School Student Hours:

Wednesdays

All Grades 6-8 8:20 A.M. to 12:45 P.M.

Monday, Tuesday, Thursday, Friday

All Grades 6-8..... 8:20 A.M. to 2:50 P.M.

Conference weeks (Sept. 26- Sept.30, 2022 & Jan. 30 - Feb. 03, 2023)

All Grades 6-8 8:20 A.M. to 12:45 P.M.

SERRF After School Program

The SERRF after School Program provides academic support enrichment and recreation. This program is offered through the Tehama County Department of Education, see SERRF packet for fee information

For more information, please call 528-7381.

Title I is a federal grant program that provides funds used to upgrade the entire school's educational program; specifically to provide supplemental resources to economically disadvantaged students to support the achievement of its students. The number of low-income students attending each school is a determining factor of the amount of funding each school will receive if any.

RBUESD is a Title I District. Each school is a Title I School. In most cases, these additional services are supported by Title I funds:

- SES (Supplemental Educational Services) or tutoring services
- Opportunities for professional development for staff
- Additional teachers and/or instructional assistants, including instructional coaches and intervention staff
- Additional teaching materials including classroom technology
- Opportunities for parent Involvement

Research shows that how well a child does in school depends a great deal upon how much their parents get involved in their education. You can become more involved by:

- Joining local and national school/parent organizations
- Supporting school extra-curricular activities
- Volunteering at the school
- Attending parent-teacher conferences
- Communicating with your child's teacher regularly, by writing notes, telephoning the school, etc.
- Keeping your child's teacher informed about events in your child's life which may affect his/her performance at school
- Discussing with your child's teacher and parent organizations other ideas for parent involvement

Title I School-Level Parental Involvement Policy Vista Preparatory Academy

Vista Preparatory Academy has developed a written Title I parental involvement policy with input from Title I parents. The School Site Council reviews this policy each year providing input and direction. This policy is a public document and held in the office for review as well as has been distributed to parents. This policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Vista Preparatory Academy, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. This occurs at our annual back to school night
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. Meeting times vary from morning to after school and evenings (ELAC, SSC, Parent, etc.)
- The school involves parents of Title I students, through school site council review and feedback, in an organized, ongoing, and timely way, in the planning, review*, and improvement of the school's Title I programs and the Title I parental involvement policy.
- The review of data and activities of the school site council provides parents of Title I students with timely information about Title I programs.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

This policy is updated periodically and reviewed annually.

School-Parent Compact

Vista Preparatory Academy distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will collaborate to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility is to provide high-quality curriculum and instruction.

- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

As part of the annual review of this policy is also the annual review of our parent-student compact, which is sent home to each child at the beginning of every school year?

Building Capacity for Involvement

Vista Preparatory Academy engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. This occurs at bi-annual parent-student conferences.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners. There are ongoing efforts to work with parents and staff at various parent training, through conferences, committee work, and parent outreach.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
- The school provides support for parental involvement activities requested by Title I parents.
Most recently there have been joint efforts for parent training offered to multiple sites, with original interest being expressed from ELAC, Parent Committee, etc.

- **Accessibility**

Vista Preparatory Academy provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. All information is translated and we provide for primary language support at parent conferences as well.

**Vista Preparatory Academy Daily Schedule
For 2022-2023 School Year**

Teachers in classrooms available for students at **8:15**
School begins at **8:20**

Lunch Schedules:

Wednesdays

A Lunch.....10:45-11:30
B Lunch.....11:55-12:40

Mondays, Tuesdays, Thursdays, Fridays

A Lunch.....11:16-12:01
B Lunch.....12:13-12:58

Dismissal Times - ALL GRADES

Wednesdays (Last day of school June 2).....12:45 PM
Monday, Tuesday, Thursday, Friday2:50 PM
Conference weeks (Sept. 26-Sept.30, Jan. 30-Feb. 03)12:45 PM



VISTA PREPARATORY ACADEMY
DATES TO REMEMBER
2022-2023



First Day of School

August 11, 2022

Every Wednesday 12:45 dismissal

Minimum Days 12:45 dismissal

December 22, 2022

June 2, 2023

Conference Days, Minimum 12:45 dismissal

Sept. 26-Sept.30

Jan. 30-Feb. 03

End of Trimesters

November 4, 2022

March 3, 2023

June 2, 2023

Back to School Night

8/25/22 (5:30-7:00 P.M.)

Open House

3/23/23 (5:30 -7:00 P.M.)

8th grade Promotion

May 31, 2023 (7:00 - 8:00 P.M)

Last Day of School

June 2, 2023 (12:45 Dismissal)

SCHOOL ATTENDANCE

At Vista Preparatory Academy, we believe that "All students learn every day". The school experience not only provides opportunities for students to ask questions, and receive assistance but also allows students to benefit from the countless interactions with classmates in cooperative learning situations. Your child can only receive the benefit of these activities, and the best possible education when they are in school every day. Attendance on a daily basis should be a very high priority.

California State Law states: "Every pupil must attend school punctually and regularly. Students are encouraged to maintain the best possible attendance, but not at the expense of their health or the health of others".

The Red Bluff Union School District receives funds to operate Vista Preparatory Academy with general funds based on our average daily attendance (ADA). According to State guidelines, our ADA is based on the number of students at the school. If your child is absent, our general funds are reduced accordingly. For this reason, we encourage all parents to schedule anything that would take students out of school after school hours or during vacation time and have their children attend for at least part of the day when appointments are unavoidable.

ABSENCES - EXCUSED

The California Education Code states that the only valid excuses for absence or tardiness are:

- Illness
- Quarantine directed by Health Officer
- Having medical, dental or optometric services rendered
- Attending the funeral services of a member of the pupil's immediate family

ABSENCES - UNEXCUSED

ABSENCES OR TARDINESS FOR REASONS OTHER THAN THOSE LISTED UNDER EXCUSED ABSENCES ARE NOT EXCUSED. IF A NOTE IS NOT RECEIVED, THE ABSENCE WILL BE MARKED UNEXCUSED. UNEXCUSED ABSENCES ARE CONSIDERED TRUANCIES AND MAY BE REFERRED TO THE DISTRICT ATTORNEY'S OFFICE. IF AN UNEXCUSED ABSENCE IS UNAVOIDABLE, THE PARENT SHOULD CONTACT THE SCHOOL SECRETARY ONE-WEEK IN ADVANCE TO ARRANGE FOR AN INDEPENDENT STUDY. INDEPENDENT STUDY IS ARRANGED FOR STUDENTS WHO WILL BE GONE FOR FIVE (5) OR MORE DAYS. INDEPENDENT STUDY MUST BE ARRANGED AT LEAST SEVEN (7) DAYS PRIOR TO THE UNEXCUSED ABSENCE.



STEPS TO FOLLOW FOR STUDENT ABSENCES:

1. Call the school at **527-7840** as soon as possible, to avoid an automated attendance call, but by **9:30 A.M.** to report the absence. At this time, you may request homework.
2. Students returning to school, with an unverified absence must bring a written excuse including the student's name, date, day(s) of absence, the reason for absence, and a parent or guardian signature.
3. Students are responsible for obtaining and completing missed assignments. Every teacher has an established classroom procedure for obtaining missed assignments.

TARDIES

Students may be considered tardy if they do not go directly to their assigned seats and prepare to start work with a pencil before the tardy bell rings. Students must be in an orderly line waiting for the teacher to open the door. Failure to do so may result in a tardy.

- ☐ 3 tardies less than 5 minutes= 1-day community service at lunch.
- ☐ 1 tardy 5 minutes or more = 1-day community service at lunch.
- ☐ 2nd tardy 5 minutes or more = 1-week community service at lunch.
- ☐ 4th tardy less than 5 minutes = 1-week community service at lunch.

****Tardies may at the discretion of administration be reset at the start of a new trimester.**

TRUANCY POLICY

- A. Truancy is defined as being absent from school or tardy for more than thirty minutes without a valid excuse. Habitual truancy constitutes cause for discipline, legal action, or other disciplinary measures.
- B. Upon a pupil's initial classification as a truant, the principal or his designee shall notify the pupil's parent or guardian:
 1. ***That the pupil is truant.***
547766088. ***That the parent or guardian is obligated to compel the attendance of the pupil at school.***
547767264. ***That the parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution according to Section 48290 of the Education Code.***
547766928. ***Parents or guardians shall also be informed of the following:***
 - a. ***Alternative education programs available within the district and county.***
 - b. ***The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.***
- C. Once a student is considered a habitual truant, three truancy letters will be sent at the 3rd, 4th, and 5th days of unexcused absences to the parent or guardian as circumstances warrant.
- D. School administration shall determine at which point referral to the school Attendance and Review Board should take place. Normally a referral is not made until an effective process of communication and effort has transpired including the sending of the three truancy letters previously cited.

INTER-DISTRICT ATTENDANCE AGREEMENTS

The Governing Board shall allow students who reside permanently outside district boundaries to apply for enrollment in any district school where space is available, provided such enrollment does not adversely affect the district's plan to alleviate or prevent the racial or ethnic segregation of minority students. The Superintendent will determine every year the capacity of schools in the district. Inter-district contracts may be denied or rescinded based on poor attendance (any SARB or Truancy letters issued from the Red Bluff Union Elementary School District), behavioral issues (any student earning four or more office

referrals, or any referral resulting in a suspension/expulsion from school). Parents are responsible for transportation to school.

TRANSFERS

Parents of pupils leaving Vista Preparatory Academy during the school year should come to the office in person before leaving. This enables students to obtain a grade check out on their last day. In addition, all books loaned out and lunch charges need to be taken care of before the student's last day.

PERSONAL DELIVERIES

If you need to drop off a lunch or homework, etc. drop it off at the office and we will deliver the item to your child. Due to allergies and dietary concerns, please only bring food and drinks to your child. Also, please refrain from bringing caffeinated beverages such as (Dutch Brothers, Starbucks, etc.) to your children on campus. These types of items will not be given to children if they are not yours. In an effort to reduce the disruption of instruction, birthday balloons, flower bouquets, and any other distracting items will be placed in the office during school hours. Students may not take these items to class. This is the procedure we ask all parents to follow.

Positive Behavior Interventions and Support (Please see attached Handbook)

- At Vista Preparatory Academy, we are committed to the universal achievement of our students. While doing this we are also committed to involving, embracing, and empowering our students to change and to sustain a positive school climate, the beauty and pride of our campus, and achievement for all.
- Children will succeed with parental involvement, support, and encouragement. It is Vista's policy to inform parents of unacceptable behavior and enlist their help in correcting any problem that may surface. We expect all students to follow the guidelines established for Vista Preparatory Academy.
- Parents are our students' first teachers. We need your support and cooperation to increase student success. Parent's major role in assisting with school discipline is to demonstrate interest and support in their child's learning and behavior at school. We will communicate with parents through phone calls, conferences, report cards, and notes at home. We will provide Open House, Back to School Night, student performances, and other activities to keep involved, like School Site Council, Vista Prep Parent Club, and volunteering in the classroom.
- Parents will not drop off students before 7:45 AM and will pick up students from school by 3:00 PM as there is no adult supervision.
- Parents will strive not to interrupt students during instructional time unless it is an emergency. Students will not be called out of class during instructional time to pick-up lunches, drinks, or misc. gifts, etc.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students who ride bicycles, skateboards, rollerblades, or scooters to school are expected to observe the following rules:

1. All bicyclists must wear a helmet...It is the Law! Students are not to loiter in the rack area at any time.
2. All modes of transportation are to be walked on all school sidewalks, lawn areas, parking lots, and school grounds.
3. Bicycles, skateboards, rollerblades, and scooters are to be locked up in the racks provided. The school assumes no responsibility for the condition or loss of student property.
4. Students shall observe all traffic rules and laws.

WALKERS

Students who walk to school must do so in a safe and sane manner. Students should be encouraged to walk directly to school and home and not stop along the way. **Students will be held accountable for their behavior while walking to and from school.**

BUS TRANSPORTATION

Bus transportation is a privilege, not a right. This privilege may be denied a student if he or she engages in disruptive or unsafe behavior while boarding, riding, or exiting the bus. Section 14263 of the regulations and laws relating to pupil transportation in California states:

"Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver, shall be sufficient reason for a pupil to be denied transportation."

Students, who regularly come to school on a bus, will be sent home on the bus unless a direct request has been received from a parent. No student who comes to school on a bus will be permitted to leave the school grounds during the day except by written request from parents or guardians. Students who do not regularly ride the bus will need to submit a written request from a parent or guardian to the office and exchange it for a bus pass.

By law, animals, firearms, or glass containers are not allowed on the bus for safety reasons.

Students will be instructed in safety procedures for riding the bus and for waiting at the bus stop. These procedures will be strictly enforced, with repeated violators losing their bus privilege. Citations will be issued to elicit parental support in the elimination of problems.

PARKING LOTS

Parking lots are an important place to observe safety rules. Parents picking up students will use the South parking lot. Please **do not park** or stay in your car while it is still running along **the fire lane**. Vista's North parking lot is for busses only. Due to obvious dangers, students must always exit school without cutting across parking lots. No bicycles, skateboards, or walkers should be in the parking lots. Use the perimeter sidewalks and track to exit the school.

TRAFFIC SAFETY (Jackson and Kimball Streets)

All students must use crosswalks going to and from school. Unsafe behavior puts you and others at risk. While crossing at Jackson and Kimball, if walking or on a bike, you must wait until the P.M. crossing guard is in the middle of the crosswalk and gives the signal to cross. Please be sure you look carefully before you cross any street.

CAMPUS SAFETY & DRUG-FREE GUIDELINES

Red Bluff Elementary School District is committed to safe and drug-free schools. Recently enacted California state law **REQUIRES** (Education Code Section 48900-48927) schools to **EXPEL** students for the following acts on campus:

- Possessing, selling or furnishing a firearm
- Brandishing a knife
- Selling or using a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery

Education Code Section 48900-48927 also requires that the administration **recommend expulsion** for the following violations committed on campus:

- Causing serious physical injury to another person
- Possessing any knife, explosive or other dangerous objects
- Possessing a controlled substance
- Committing robbery or extortion
- Committing assault or battery upon a school employee

The recommendation for expulsion on these violations will go to the Board of Trustees and they will take appropriate legal action.

If you have any questions, please contact the District Office at 527-7200. Thank you for your help in avoiding potential problems for your students with these laws.

TOBACCO FREE POLICY

In May of 1995 the Red Bluff Union School District, as required by AB 816, adopted a tobacco-free policy. The Governing Board prohibits the use of tobacco products at all times on district property or in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school sponsored activity or athletic event. We appreciate your cooperation in complying with this policy.

LAW ENFORCEMENT AGENCIES/SEARCHES OF STUDENTS & BELONGINGS:

Questioning of Students:

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal or designee will cooperate fully regarding the conditions of the interview.

- The school will verify the identity of the officer or authority and ask for an explanation of the need to question or interview the student at school.
- The principal or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, **any notification will most likely be after the fact.**

Detection Canine Searches: Interquest

The Detection Canine Team comes to our school multiple times throughout the school year. All visits are Random and Unannounced. The dogs that visit are student friendly, non-aggressive hunting breeds, such as Golden and Labrador Retrievers. They are trained to discriminate specific "scents" of contraband items. The canines are trained to detect the presence of Illegal Drugs, Abused Medications, Alcohol, and Weapons. If detected and found, the district will initiate the appropriate disciplinary action. When the dogs visit a classroom, a school administrator is always present with the canine team.

* **The dogs never sniff people.**

Administrative Searches:

In the interest of promoting student safety and attempting to ensure that our school is safe and drug free, the school administration may need to conduct searches from time to time. Such searches are conducted with two officials or more at all times and without a warrant as permitted by law.

Students' Desks, Backpacks, Personal Items - Students' desks and personal items brought onto the school property will remain under the control and jurisdiction of the school, even when an item may be assigned to an individual student.

Electronics - Personal property that is brought onto school grounds can be searched by school officials and law enforcement.

If necessary, the school has the right to search the belongings of individual students. This includes but is not limited to, backpacks and jackets. If it is believed a student may have something prohibited on their person, the school administration will ask him/her to empty their pockets and remove their shoes. In the rare event, it is believed a more thorough search is necessary, law enforcement will be called to do so.

HARASSMENT

Harassment in any form is a violation of School Board policy (5129 and 5131) and is strictly prohibited. The term "harassment" includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. Ethnic and racial harassment includes the use of derogatory words, phrases, or actions to characterize offensively a given racial or ethnic group. Further, the following behavior may constitute racial or ethnic intimidation:

- Pressure to engage in racial or ethnic intimidation.
- Repeated remarks of demeaning racial or ethnic implications.
- The demeaning display or depiction of any racial or ethnic group.

Sexual Harassment

Any student who engages in the sexual harassment of anyone from or in the district may be subject to disciplinary action up to and including expulsion. Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Ed Code 212.5 and; Board Policy 5131). Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Repeated remarks to a person with sexual or demeaning implications such as unwelcome sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, gestures, or spreading sexual rumors.
5. Touching an individual's body or clothes in a sexual way.
6. Cornering or blocking of normal movements.
7. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or anyone who participates in the investigation of a sexual harassment complaint.

BULLYING

A student being bullied is defined as when he or she is exposed repeatedly, and over time, to negative actions on the part of one or more students. Negative actions can be carried out through physical contact, words, pictures, verbal abuse, and derogatory comments about physical appearance or gender orientation. Making

faces, intimidating, or intentionally excluding someone from a group are also considered bullying. Bullying is a violation of School Board policy (5131) and is not allowed anytime or anywhere on the campus or en route to and/or from the campus. **Students who believe they have been bullied or harassed at school should immediately report the incident to a teacher, counselor, or administration.** A substantiated charge of bullying will subject a student to disciplinary action, counseling services, and/or a referral to law enforcement.

How to Deal with a Bully:

- *Act confidently. Tell the bully to stop.
- *Quickly, and calmly walk away.
- *Don't get physical or show emotion.
- *Immediately, tell an adult.

If you see someone being bullied:

- * Don't join in or encourage the bully.
- * Do your best to calm the situation.
- * Offer your support to the bullied kid.
- *Tell an adult staff what is happening.

PDA - Public Display Of Affection

Students are asked to be respectful of themselves and others. We ask all students to maintain responsible, mature, and appropriate behavior with each other at all times, thus refraining from any type of public displays of affection in and around the school (including holding hands, hugging, kissing, touching, etc...). At Vista Prep, we have a "hands-off policy." We ask that all students keep hands, feet, and objects to themselves. This is not the time or place for these kinds of displays or actions.

Closed Campus

In the interest of the protection and safety of students, all students are required to remain on the school grounds during the regularly scheduled school day. This includes walking off campus to the Community Center. Students may not leave campus between the time they arrive in the morning and the time they leave in the afternoon. **No student is allowed to bring visitors to the school for any reason.**

Classroom Behavior Guidelines

Behavior standards are high at Vista Preparatory Academy. Our staff has worked hard to develop a consistent set of school wide classroom rules and procedures.

Entering a Classroom

Students will be greeted at the door and enter in a manner of a well-behaved student.

Classroom

1. Upon entering a classroom, go directly to the assigned seat and prepare to start work.
2. Bring paper, pencils, books, and completed work assignments.
3. Be responsible - Keep hands, feet, and objects to yourself.
4. Be respectful- Be polite in words and actions.
5. **No gum, Drinks except water, electronics, cell phones, or toys.**

Examples of Rewards

- * Verbal Praise

Consequences

- * Warning or Action Plan

- * Certificates/Good News Note
- * Front of the Line Passes
- * Pizza Parties etc...

- * Parent Contact
- * Loss of Privileges
- * Parent Conference with Teacher
- * Referral to Office

Student Planning

Students are encouraged to write daily assignments on a calendar or in a personal planner.

CLASSROOM MANAGEMENT

This section is to function as a general guideline for disciplinary action at Vista Preparatory Academy. Vista staff will make every reasonable effort to handle disciplinary situations within the classroom. If a student's behavior is still inappropriate, it may be necessary to send that student to the office. In this event, the teacher will contact the home, and the student will receive additional disciplinary action at the discretion of the administration.

CHEATING AND PLAGIARISM

If a student is found to be cheating on his / her work (i.e. copying other student's schoolwork, allowing work to be copied, handing in work other than his / her own, cheating on a test, etc.), The teacher will notify parents in the first incident as well as document and let administration know. The student will be given the chance to redo the assignment for reduced credit on their own. Any following incidents may result in a conference with the teacher, student, parent, counselor and administration. The student may receive an "F" on this assignment

HALL PASSES/BATHROOM/LIBRARY USAGE

Any student who is out of class during class time must have a pass. Students will sign in and out for office, nurse, library, or restroom use. Teachers will maintain a classroom sign-out sheet monthly.

GUM/SUNFLOWER SEEDS

Gum and sunflower seeds are **NOT** allowed at school or on the buses at any time! Having gum or sunflower seeds on campus may result in a referral.

STUDENT DRESS CODE

Vista Preparatory Academy believes that a healthy and safe learning environment is essential for student learning and college/career readiness. We feel a minimal dress standard establishes a positive tone for time and place of behavior, which fosters respect for self and others. This dress code also adheres to the dress code at Red Bluff High school. We are trying to prepare students in all areas to be successful at Red Bluff High School and in life. It is with these concepts in mind that Vista Preparatory Academy establishes the following time and place dress standards.

- *Apparel shall be clean, safe, and not disruptive to the instructional process.
- *Outer clothing must adequately cover all undergarments.
- *Front and back midriffs must be covered.
- *Shorts and skirts must extend past the thumbs from hanging arms.
- *Tops must have two straps, with no undergarments showing.
- *No pajamas/sleepwear except on dress up days.
- *Hoods from sweatshirts may not be worn during instructional time.
- *No gang related clothing or apparel. Determination at the discretion of the administration.
- *Clothing which displays illegal substances, obscenities, racial/ethnic slurs, or sexually suggestive is not allowed.
- *Unnecessary safety pins, spikes, chains, or pointed objects are not allowed.
- *All students must wear shoes or sandals.
- *Blankets are not allowed in any capacity.
- *Disruptive clothing to the educational process will not be allowed.
- *Determination is at the discretion of administration.

In order to promote safety and to eliminate distractions to the educational process, the site administration may need to modify the dress code. Violations of the dress codes time and place will result in disciplinary actions such as changing clothes, lunch detention or suspension.

Students: be prepared to change clothes if you are in violation.

Parents: Please be prepared to bring a change of clothes for your student or pick up items that are in violation.

CATEGORICAL PROGRAMS

Vista Preparatory Academy receives additional funding in the area of Title I to assist all students. The expenditure of these funds is governed by our School Plan and the School Site Council. The funds are currently used for instructional support personnel and a variety of instructional support materials.

COMMUNITY USE OF SCHOOL FACILITIES

The Board shall not grant the use of school facilities for the following activities: skateboarding, rollerblading, roller skating, bicycle riding, scooter riding, horseback riding, and/or ATV riding are prohibited at all times on school property.

EMERGENCY RESPONSE / SAFE SCHOOLS PLAN

The goal of the crisis plan is to ensure that every student and staff member is safe, secure, and accounted for to the best of the schools' ability in the event of a manmade or natural disaster. It is the goal of the school to conduct school business to the best of its ability regardless of external influences. It is also its goal to maintain normal school operational hours unless circumstances make it unsafe for students to remain on campus.

Circumstances, which may cause the implementation of the crisis plan, include but are not limited to:

- Fire
- Earthquakes
- Major and prolonged power outages
- Local flooding
- Bomb threats
- Aircraft crashes
- Hazardous material spill in proximity to the school
- Dangerous intruders on campus
- Climatic and weather extremes that endanger students while on campus or during their transportation to and from school.
- Other unforeseen circumstances, which will cause students to deviate from the normal instructional day because of adverse conditions or external influences.

Each staff member is reminded of the importance of maintaining a collected, professional attitude to maintain a reduced level of anxiety among students. Staff is also reminded that they should operate quickly and efficiently, as time may be a key element in the crisis.

Emergency Evacuation and Fire Drills

Fire Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the posted routes as quickly as possible.

1. **Go with your teacher, quietly to the designated area in an orderly manner (see map posted in a room).**
2. **Remain there and listen for roll call. Wait quietly until an all clear bell is given.**
3. **Return to your room quietly in a single file line.**

HEALTH SERVICES

HEALTH INSURANCE

Healthy Families provides low cost medical, dental, and vision insurance for children under 19 years old. Information about this program, or assistance with the application, is available in our Health Office.

For students who participate in athletic team play, **School Athletic Insurance** is available by an outside carrier and may be purchased separately. For more information about student athletic insurance please call (527-7840).

RBUESD does not provide individual medical insurance coverage for students.

IMMUNIZATIONS

Per CCR Title 17, Division 1, Chapter 4 under section 6035 (d) (1) Conditional Admission states **"for a pupil transferring into a school in California from another school in the United States at kindergarten through 12th grade whose immunization record, as specified in section 6065 or 6070, has not been received by the new school at the time of admission, the governing authority of the school may admit the pupil for up to 30 school days."**

(2) Notwithstanding paragraph (1) of this subdivision, a pupil transferring into a school in California from another school in the United States on the first day of seventh grade, who has not provided documentation that the pertussis requirement has been met to the new school by the time of admission, shall not be admitted by the governing authority.

HEALTH SCREENINGS

Routine health screenings are provided for every student depending on grade level.

MCT (VISION) -	As per district nurse / guidelines
DENTAL-	As funding permits

MEDICATIONS AT SCHOOL

In accordance with Section 49423 Education Code, Medications During School no medications will be given at school without the written permission of both the doctor and the parent. This includes over-the-counter medications. When medications are needed at school they must be brought to the health office by an adult. Students are not to have medications on the school bus unless specifically authorized by their physician to carry them. Medications should be provided for school use in a container labeled by the pharmacy; if asked most pharmacies will be happy to provide you with a container for school.

INJURIES

When a student is injured or becomes ill, the parent will be contacted immediately. The Health Assistant is trained in basic First Aid. If emergency medical attention is required and the parent or authorized person cannot be contacted, the District Nurse will handle referrals for necessary treatment. Under no circumstances are students to leave school on their own, or to stay in the restrooms.

EMERGENCY Information

Emergency Information is kept in the office and is important if an emergency occurs. To maintain the effectiveness of these cards, please notify the school of any change in the daytime telephone numbers.

HIV/AIDS Education

The Red Bluff Union Elementary School District provides HIV / AIDS education to eighth grade students (Spring). Topics covered in this program are guided by several state laws including teaching that abstinence from sexual intercourse is the only 100% effective protection against unwanted teenage pregnancy, sexually transmitted diseases, and Acquired Immune Deficiency Syndrome (AIDS) - when transmitted sexually. HIV / AIDS prevention instruction is mandated for middle and high school students by **Education Codes 51202.5 and 51255**.

We will be using the Positive Prevention (2nd Edition) curriculum developed by the American Red Cross and other materials from the United States Center for Disease Control and the California Department of Health Services. **It is required that parents or guardians be notified of school classes in which the human reproductive organs, their functions and processes are described, illustrated, or discussed.** All written or audiovisual materials to be used in this instruction are available for inspection by parents or guardians by contacting the district nurse. Outside speakers will be presenting HIV/STD information throughout this training (527-7840 Ext:100).

HEAD LICE

Head lice are found in the best of families. They are common among school children and even the cleanest child can easily become infested. Please talk to your child about the importance of not sharing combs, hats, brushes, clothing, etc., with other students at school.

In accordance with Board Policy # 5141.33:

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referrals to the local health department, health care providers, or other agencies.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

LUNCH AND BREAKFAST PROGRAM

Hot lunches of the Standard Type include: milk, the main dish, fruit, and vegetable and are served daily at Vista Preparatory Academy.

Breakfast is available in the school cafeteria from 7:45 -8:15 A.M. It is available to all students (free, reduced pay, and full pay). Students must arrive at school in time to eat. Students are expected to exhibit good table manners, courtesy, and cleanliness. A quiet cafeteria and eating area will make it pleasant for everyone to enjoy breakfast/lunch.

LUNCH AND BREAKFAST

DISTRICT LUNCH/BREAKFAST CHARGE POLICY

The State of California Food Nutrition Department has directed the District to utilize the following bookkeeping procedures connected to the breakfast and lunch program.

Parents are asked to send the exact amount of money for those items purchased and how the money is to be used (i.e. three breakfasts, two lunches, one milk). Payment can be made in cash.

Passing Period with Snack

- Passing period with Snack is 7 min long
- 10:15 - 10:22
- End of 2nd period to start of 3rd period
- Students can purchase 2 items.
- No bills larger than a \$5.00-dollars, single bills and coins preferred
- Students can get a snack at the closed designated location on their way to class
 - *Locations: Gym snack bar and in the quad by the Library.*
- This is not a time to stop and visit with friends.
- You will be tardy if you are not in class by 10:22 when the bell rings.

Lunch Break

- A Lunch:
 - 11:16-12:01
 - At 11:16 students will go to 4th period class to drop off backpack. They will be greeted by a noon supervision staff.
 - Students will then walk to the cafeteria and designated eating area.
 - 11:16-11:30 students in designated eating area eating.
 - 11:30-11:45 students can be in play area or at tables quietly eating or visiting.
 - Bell rings at 11:45 to go back to class.
 - Students will be greeted by noon supervision staff and allowed to enter the classroom. Noon staff will supervise students on work.
 - 11:45 - 12:01 students will work in classroom on designated lessons (Lexia, Ripples, C8 Science etc.)
 - 12:01 teachers back to classroom and will start 4th period
- Wednesday Blue
 - 10:45 all students go to 3^{ed} period and line up at door
 - Greeted by noon supervision staff and allowed in to drop off backpacks.
 - 10:45 walk to cafeteria and eating area to eat.
 - 10:45- 11:00 students in designated eating area.
 - 11:00-11:15 students can be in play area or at tables quietly eating or visiting.
 - Bell rings at 11:15 to go back to 3rd period class.
 - Students will be greeted by noon supervision to enter the classroom. Noon staff will supervise students on their work.
 - 11::15- 11:30 students will work on designated lessons (Lexia, Ripples,

C8 Science, etc.)

****This will be the same on Gold day but students will be going to there 6th period classes.**

- **B Lunch:**

- 12:13-12:58
- At 12:13 students will be meet at their 4th period class and greeted by a noon supervision staff.
- Students will then walk to the cafeteria and designated eating area.
- 12:13-12:25 students in designated eating area eating.
- 12:25-12:40 students can be in play area or at tables quietly eating or visiting.
- Bell rings at 12:40 to go back to 4th period class
- Students will be greeted by noon supervision staff and allowed to enter the classroom and supervise work.
- 12:40 - 12:58 students will work in classroom on designated lessons (Lexia, Ripples, C8 Science etc.)
- 12:58 all students go back to 5th period.

- **Wednesday Blue**

- 11:55 all students go to 3rd period and line up at door
- Greeted by noon supervision staff and allowed in to drop off backpacks.
- 11:55 walk to cafeteria and eating area to eat.
- 11:55- 12:10 students in designated eating area.
- 12:10- 12:25 students can be in play area or at tables quietly eating or visiting.
- Bell rings at 12:25 to go back to 3rd period class.
- Students will be greeted by noon supervision to enter the classroom. Noon staff will supervise students on their work.
- 12:25-12:40 students will work on designated lessons (Lexia, Ripples, C8 Science, etc.)

****This will be the same on Gold day but students will be going to their 6th period classes.**

SCHOOL PICTURES

Individual pictures are taken each year. Packets of color prints are available for purchase at a reasonable price. Parents are notified in advance of the date for pictures in a note sent home with the students.

LIBRARY SERVICES

Vista's Preparatory Academy's Library is open from 8:00 AM to 3:30 PM. Library books are checked out for one-two weeks at a time. Magazines are due one week from the day they are checked out of the library

A list of all overdue books and magazines is distributed to the teachers whose students have overdue books. When an item has not been returned by the end of the school year, the student's report card is held until the item is paid for or returned.

All students are responsible for the timely return of their library materials. Please help your student find a safe place to keep their book, out of the way of younger siblings and the family pet. If a book is damaged or lost, please pay with cash for the amount of the book.

If you have any questions regarding our library, please feel free to call. The office number is 527-7840

SCHOOL TEXTBOOKS/BOOK CD/CHROMEBOOKS CHECK-OUT

Textbooks/Chromebook are available for check-out in the library. They can be checked out as needed, taken home, and used for homework during the school year. Since these textbooks/CDs are very valuable, ranging from \$10 to 100 dollars, they must be protected from damage. To avoid charges, return books when they are no longer needed. Report any damages when you notice them upon receiving any library books. Damage includes, but is not limited to, missing/torn pages, scratches or graffiti. Parents will be held responsible for loss or damage to school books and CDs. Failure to return or pay damages will result in loss of privileges, including but not limited to, activity days/events, graduation activities. For textbook/Chromebook questions please call, 527-7840

LOST AND FOUND

Articles found in school buildings or on the bus are to be brought to the office. Unclaimed items will be donated to charity at the end of each month. Therefore, please label jackets, sweatshirts, backpacks, and other items with student information.

NON-DISCRIMINATION POLICY

In accordance with state law, the Red Bluff Union School District adopted Non-Discrimination Policy 1314 on April 25, 2001. This policy intends that there be a complaint procedure available to address any allegation of a violation of Federal or State laws or regulations governing educational programs, including allegations of unlawful discrimination. If you would like to review this policy, please contact the District Office at 527-7200, or the Vista Middle School office at 527-7840.

PERSONAL PROPERTY

The school is NOT responsible for items brought from home. Do not bring any electronic devices, any toys, radios, tape recorders, pocket knives, matches, valuables, large amounts of cash, or other articles that are valued and can cause a disturbance at school. Cell phones must be turned off and kept in backpacks during school hours.

PETS at SCHOOL

In an effort to ensure that everyone feels safe and welcomed at our School, pets are not allowed on a school campus without prior written approval from the Principal or Assistant Principal.

SCHOOL SITE COUNCIL

The School Site Council is a state authorized advisory committee composed of parents, teachers, and administrators. Its function is to assist and advise the school with decisions regarding special programs. The meetings are held on the 1st Tuesday of most months at 5:30 P.M. in the Vista main office. Members serve a two-year term. Interested parents are encouraged to participate and should contact the office for more information.

COMMUNICATION

Communication is very important. Teachers and the office staff need to know at all times how to reach parents or guardians. **Please be sure to notify the office if you have a change of address or change of**

telephone number so that parents can be contacted about student progress and in case of an emergency. Vista's phone number is 527-7840.

- Inquiries about your student's classroom progress should be directed first to the classroom teacher via email (www.rbuesd.org; simply type first initial and last name of the teacher followed by @rbuesd.org), to request a teacher conference or phone conference please schedule an appointment. The parent portal can also be used to check your child's attendance and classroom grades.
- Concerns that cannot be resolved, after going through the steps outlined above, should be directed to the administration by scheduling an appointment.

STUDENT PLACEMENT ~ APPROPRIATE (7382)

PROMOTION/ACCELERATION/RETENTION ~SUPPLEMENTAL ASSISTANCE

The Governing Board expects students to be placed in the best possible learning situation within the resources of the District. To accomplish this expectation, instruction at each grade level is to be based on the board adopted grade level standards and benchmarks. The instruction is also to accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students should only be placed where a reasonable prognosis of success and growth can be expected.

Students shall progress through the grade levels by demonstrating growth in learning and meeting specific criteria as outlined in the administrative regulations.

Acceleration to the next grade level before the end of the school year should be used only when it is the best placement of the student, the student meets the entry standards of the grade level to be entered, AND the Student Study Team predicts with reasonable certainty that the student will be successful and continue to grow in learning.

Retention, remaining at the same grade level for a second year, is an action to assist the student to increase learning achievement and meet the promotion requirements. As early as possible in the school year and student's school careers, the Superintendent, Principal, or designee shall identify students who should be retained and who are at risk of being retained.

Students who do not meet board adopted criteria will be identified at risk of retention. If a student is identified as performing below the minimum criteria for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher, acting as a part of the Student Study Team, determines and states in writing (giving specific reasons and recommendations for intervention) that retention is not the appropriate intervention. The decision to retain may be appealed. The decision of the appeal panel shall be final.

When a student is recommended for retention based on Board criteria or is identified as being at risk for retention, the Superintendent, Principal or designee shall provide opportunities for remedial instruction to assist the student in attaining acceptable levels of academic achievement. Such opportunities may include but are not limited to tutorial programs, *Independent Study*, after-school programs, and parental assistance.

VPA Cell Phone Policy



VPA Cell Phone Policy

Vista Preparatory Academy recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. This Cell Phone policy matches the one at Red Bluff High school. We are trying to prepare students in all areas to be successful at Red Bluff High School and in life. It is with these concepts in mind that Vista Preparatory Academy enforces the following:

To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices (wireless earbuds/smart watches) shall be **TURNED OFF** when entering the classroom.
- Cell phones and all mobile devices (wireless earbuds/smart watches) shall be kept in a student's backpack- not in clothing pockets.
- Cell phones and all mobile devices (wireless earbuds/smart watches) are not allowed to be used in a classroom, library, common areas, or restrooms throughout the school day.
- Cell phones and all mobile devices can be turned on **ONLY** after school or with VPA staff permission.

***If a student needs to make an emergency call during School time, they are to come up to the office.**

Cell Phone Policy

1st Violation: Phone will be confiscated, turned into the office. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member. A notation will be made in the student's school record. Refusal to give up the phone will automatically result in the 3rd offense.

2nd Violation: Phone will be confiscated, turned into the office. The student's parent or guardian will be contacted and informed of the refusal to follow the school's cell phone policy. *A parent or guardian will be required to pick up the confiscated item.* Refusal to give up the phone will automatically result in the 3rd offense.

3rd Violation: Phone will be confiscated, turned into the office. The student's parent or guardian will be contacted and informed of the refusal to follow the school's cell phone policy. *A parent or guardian will be required to pick up the confiscated item.* Student will spend 5 days in lunch detention. No phone remainder of semester (If seen with phone subject to disciplinary action at the discretion of administration).

Procedure:

- Teacher confiscates the phone (holds it in class until they can take it to the office OR can alert a campus supervisor to pick up the phone).
- Teacher submits Referral to Intervention at their earliest convenience.
- Phone stored securely in office with front office staff.
- Incident is documented in a Google Form (by an office secretary).

Why are the procedures to enforce Vistas electronic device policy changing?

The interruptions and impact that cell phones, airpods, smartwatches and other electronics devices have on the educational setting has increased dramatically over the past few years.

- Electronic devices are demanding the attention of a majority of students leaving them less engaged in the educational process.
- Social media posts during instructional time have created unnecessary distractions and, on many occasions, leads to bullying and other forms of harassment.
- Students use cell phones to take pictures of other students and staff members and post them on social media. Oftentimes these pictures are meant to embarrass and/or humiliate other students.
- Electronic devices have led to an abundance of cheating. (lack of academic integrity) Students oftentimes take pictures of assignments/ exams and post them for others to use. This has an obvious and direct impact on academic progress and achievement of many students.

COMPUTER/TELECOMMUNICATIONS USE AGREEMENT

Written parent permission is required for students to use school computer equipment and computers connected to the internet with internet access. It is important for parents and students to read and discuss the Telecommunications Use Agreement. It is extremely important that the rules be followed. Failure to follow the rules in the Telecommunications Use Agreement will result in the loss of privileges to use computers and the internet.

UNIFORM COMPLAINT PROCEDURE POLICY

As per Uniform Complaint Procedure Policy 1313-1414, we are providing you with a copy of the Annual Notification Letter. If you have questions or would like to review this policy, please contact the District office at 527-7200, or the Vista Preparatory Academy office at 527-7840.

VISITORS ON CAMPUS

Student visitors are not allowed at school. The school's liability insurance will only cover students enrolled in our school.

Vista Preparatory Academy welcomes parents to visit our campus. Please check in at the office upon arrival. If you wish to talk to a teacher or administrator, please contact the office by phone or note to set up an appointment.

California Penal Code 627.4 (a) (b) requires that all visitors register in the school office. To meet this requirement anyone visiting or volunteering in a classroom must come to the office upon arrival. Visitors/volunteers will be asked to sign in and receive a visitor's pass.

VISTA PREP PARENT CLUB

Come on in and sign up...we need you!

Vista Preparatory Academy has a committed group of organized volunteers who are a valuable resource to the school. They assist with fundraising and sponsor various activities. We also appreciate other sources of volunteer support. Volunteers can assist at school, in the classroom, and on field trips. If you would like to volunteer, contact the school office.

VOLUNTEERS

All volunteers are required to present ID and sign in with Raptor Visitor Management System upon entering campus. All volunteers must wear a visible visitors badge on campus at all times. Please make pre-approved arrangements for visiting and volunteering before arriving.

DANCES

At Vista Preparatory Academy, dances are considered a privilege and participation earned by maintaining appropriate school attendance and behavior standards. Students who receive a referral within two weeks prior to an event or a suspension within the last month depending on the event, will not be allowed to attend the following event. Once the event has passed, these students will have the opportunity to attend the next event. Any student without a parent permission slip or who is absent from school the day of the event will not be allowed to attend.

EXTRA CURRICULAR ACTIVITIES/INTERSCHOLASTIC SPORTS

Student athletes and cheer squad members should remember that they represent Vista Preparatory Academy and our community and should be an example of positive sportsmanship. For this reason, we ask that you complete the required forms and discuss them with your child. You will complete two copies of these forms, one for your records and one for the coach/supervisor. A signed medical card is required before your child may participate in any Vista Prep programs. If you have any questions, call 527-7840.

All team members shall abide by the following regulations:

1. Students must meet all academic and behavior requirements by the completion of tryouts.
2. Students must maintain a **2.0 "C" average with no "F's" and no marks of "Unsatisfactory" in citizenship or work habits.** Grade checks will take place at the time of tryouts and every three weeks during the season. If the minimum requirements are not met, he or she will be placed on academic probation. Students cannot participate in games until he or she meets the requirements within a two-week period. At the coach's discretion, the students may attend practice. If an athlete does not meet the minimum requirements following the two-week probationary period, he or she will be dismissed from the team. **Students are allowed only one probation period per sport within the same season.**
3. Abstain from the use, possession, or sale on school grounds, or at school activities of alcoholic beverages, tobacco, vapes of any kind, or illegal drugs.
(Violation at any time, on or off campus, will result in dismissal from participation in all extracurricular activities for at least 2 consecutive weeks beginning from the time the disciplinary action was given. A second violation will result in additional consequences and possible dismissal from the team.)
4. Attend all games, practices, and events unless excused by the coach. **(3 unexcused absences will result in dismissal from the team)**
5. Abide by all school rules. Team members with a written referral will be ineligible for (1) one game. The coach will contact the parent.
6. *A **suspension (including in-school suspension)** will result in a student being **ineligible** to play for at least two games. The coach will contact the parent.
7. Students who are **absent** from school all day on a game day, are **not eligible** to participate in the game. *Any violation of these regulations can result in dismissal from team membership and participation in all-extra-curricular activities.
8. If a student-athlete chooses to quit a sport before the end of its season, that student will not be eligible to participate in any other sport until the completion of the season of the sport in which they quit.

Each student participating in this program must be covered by insurance, either personal or school athletic insurance. Red Bluff Union Elementary School District does not provide individual medical insurance coverage for students. The minimum cost for school insurance will be announced at the beginning of the school year. This is offered to students participating in athletic team play only. Information is available in the school office.

EIGHTH GRADE GRADUATION - DIPLOMA AND CEREMONY

Graduation Requirements

Students who meet the sixth, seventh, and eighth grade Course of Study Requirements of the Red Bluff Union Elementary School District and the Eligibility for Graduation Requirements of Vista Preparatory Academy shall be eligible to participate in the annual graduation ceremony and receive a diploma.

Course of Study Requirements

The Course of Study Requirements for grades sixth thru eight are as follows:

- Language Arts
- Mathematics
- Physical Education
- Electives/Band
- Science
- Social Studies

Eligibility for Promotion Requirements

In order to participate in the graduation ceremony at the culmination of the sixth, seventh, eighth grade years, all students must have a cumulative GPA of 2.0 or higher.

During the eighth-grade year, in addition to the academic requirements, participation in the graduation ceremony, and related events is contingent upon the following:

1. Demonstration of good behavior in accordance with school rules. Misbehavior of a serious nature, such as acts which could result in suspension or criminal complaints, may cause a student, who has met the academic requirements for an eighth grade diploma, to be kept from participating in the graduation ceremonies and activities at the discretion of the school administration. In any case, students that have been suspended from school for ten or more days will not be allowed to participate in the graduation ceremony or dance.
2. Completion of requirements will also include the meeting of all outstanding debts for books, locks, lunch charges, and other miscellaneous charges.

Special Considerations

Graduation requirements for Special Education Students and English Language Learners shall be differentiated. The principal, through consultation with the teaching staff and superintendent, shall review academic records and ultimately determine on a case-by-case basis, the status of these students regarding receiving a diploma and participating in the graduation ceremony and dance.

Students that transfer to Vista Preparatory Academy shall be required to meet the Course of Study Requirements to be eligible to participate in the graduation ceremony. Determination will be made utilizing former academic records and through contact with the administrator at the school of prior attendance.

HOMEWORK POLICY

The Board of Trustees of the Red Bluff Union Elementary School District (RBUESD Board Policy 6154) believes that homework enhances a student's education, allows parents to participate in their student's education, and establishes life-long patterns of learning at home. The purpose of homework is to extend education through practice and reinforcement. It is an extension of the day's classwork, not an introduction to new concepts. The intent of assigning homework is to develop a self-discipline to work independently and to create good study habits, including how to budget time.

At Vista Preparatory Academy, students may have homework (unfinished class assignments). The purpose of homework is:

1. Extend and reinforce classroom learning
2. Increase speed and accuracy
3. Improve grades
4. Nurture and strengthen study habits
5. Develop responsibility and positive work ethic
6. Reading for information

At Vista Preparatory Academy, we also believe that homework is a shared responsibility between students, teachers, and parents.

Student Responsibility

Vista Preparatory Academy students shall assume responsibility for the following homework behaviors:

1. Record assignments
2. Complete the assigned work neatly, accurately, and on time.
3. Have a parent/ guardian review the work.
4. Turn in work as directed by teachers.
5. Accept a consequence if work is not turned in on time.

Teacher Responsibility

Vista Preparatory Academy teachers shall assume the responsibility for using the common guidelines when assigning and commenting on homework:

1. Homework shall be assigned according to these time frames:
 - a. 6th grade approximately 60 minutes/daily maximum
 - b. 7th grade approximately 70 minutes/daily maximum
 - c. 8th grade approximately 80 minutes/daily maximum
2. ***All homework that is assigned shall be corrected, commented upon, and returned to the student in a timely manner.*** Teacher options may include:
 - a. Checking for completion
 - b. Grading homework in class
 - c. Written comments
 - d. Quiz on homework
 - e. Whole group review
 - f. Small group or partnered review
 - g. Bell work for review
 - h. Other ideas at the discretion of the teacher
 - i. Unfinished classwork
3. The grade that teachers assign to homework, if any, ***should not exceed more than 5% of the student's overall grade in any subject area.*** This 5% does not include any long-term projects that may be assigned that are related to academic instruction.

Parent/ Guardian Responsibility:

Parents are asked to facilitate accurate homework completion in the following ways:

1. Provide a consistent and organized place for students to do their homework.
2. Provide time for students to do their homework.
3. Check the student's homework for completion (Is it neat? Can your child summarize the homework? How will your child use the information later in their education?, Is it completed?).
4. Ensure that your child packs up his / her completed work so that it can be turned in to their teachers on time.

ASSEMBLIES

Each year several educational and motivational assemblies occur. Students must follow PBIS expectations at school assemblies. Students should give their full attention to the presenters and show appreciation only through the clapping of hands. Whistling, shouting, and foot stomping is not appropriate unless encouraged by the presenter. Visitors often form lasting impressions of our school and community by our behavior at assemblies. At some school assemblies, students and staff compete with and against each other in a variety of games and activities designed to enhance student-teacher relationships in a positive, healthy, and creative way. Students receiving previous suspensions or referrals may be suspended from assemblies by the school administrators.

REPORT CARDS

The school year is made up of three grading periods. Report cards are mailed home at the end of each trimester in November, March, and June to the address(es) the office has on file. Parent conferences will be held in the fall and winter. Parents may request a conference at any time during the school year.

STUDENT PROGRESS REPORTS/GRADE POSTINGS

Students may check current grade postings in each classroom by student ID number. A computer-generated official progress report will be mailed home during the sixth week of each trimester. Therefore, these official progress reports will be sent home with your student during the sixth, eighteenth, and twenty-fourth week of the school year. Parents and students can also refer to the web-based Parent Portal to access student grades, assignments, and attendance from the convenience of any computer.

VISTA PREP EAGLES RECOGNITION AND AWARDS PROGRAMS

The mission of the Vista Preparatory Academy's Honor Roll Program is to acknowledge and encourage the educational achievements and outstanding contributions of students, staff, and school stakeholders through a process of reinforcement, recognition, and reward.

All honor roll students receive certificates throughout the year

Vista Preparatory Academy students are recognized throughout the year by the following: Student of the Month, Elk's Club Student of the Month, RBUESD Student of the Trimester, ACSA Student of the Year, complimentary reports, and scholar-athletes, 100% Attendance for the month and year (No In-School Suspensions or Suspensions).

Classroom teachers also utilize many systems to recognize students within their classes. Other school-wide recognition programs are always in development.

At the end of the school year, students are recognized for: Honor Roll and 4.0 students (all trimesters), Outstanding Achievement, Perfect Attendance (No In-School Suspensions), Outstanding Athletes - male and female (8th grade only), American Legion Award (8th grade only), and the Eagle Award (8th grade only).

PHOTOGRAPH RELEASE INFORMATION

The Red Bluff Union Elementary School District often has the opportunity to promote our schools through various media coverage (newspapers, brochures, and website pages). We will be enhancing our district and school website pages and creating pages that highlight student activities or classroom settings. These pages may include pictures of your student engaged in various activities on campus and would not include student names.

We are seeking your consent to possibly include pictures of your student in the formats stated above. The pictures would be used only to depict the many activities provided for students at our school.

If you have a question or concern, please contact the principal. We appreciate your help and hope that you and your extended family will enjoy any pictures that may include your student.

If you **DO NOT** want your child's photograph included in any of the formats above, please mark the appropriate box (This form will be sent home at the beginning of each school year).

Thank you again and we look forward to the recognition of your child and our outstanding school.



Vista Preparatory Academy Red Bluff, California



“I did then what I knew how to do. Now that I know better, I do better.”

– Maya Angelou

Vista Prep. Citizens Program Positive Behavior Interventions & Supports Student Handbook

Vista Preparatory Academy

Positive Behavior Intervention Support

A General Overview

Vista SOAR is a school-wide program based on the Positive Behavior Interventions and Supports (PBIS) framework. The staff has worked closely together to develop Vista SOAR which matches the principles of PBIS in a way that fits the goals, mission, and culture of Vista School.

School-wide PBIS is a research-based framework that has been proven to improve school climate, reduce the challenging behavior, and increase academic instructional time in schools (for additional information go to pbisworld.com or www.pbis.org).

Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

Through our Vista SOAR program, Vista's PBIS committee has developed school-wide procedures to accomplish the following:

1. **Define Behavior Expectations.** A small number of clearly defined behavioral expectations are defined in positive, simple rules. At Vista, a Vista Citizen is **Safe**, takes **Ownership**, **Achieves**, and is a **Responsible Citizen**. These expectations are defined across school settings in the expectations matrices included in this handbook.
2. **Teach Behavior Expectations.** The behavioral expectations and school procedures are taught to all students and are taught in real contexts. Behavioral expectations are taught using the same teaching strategies applied to our academic instruction. All behavioral expectations are linked to the pillars of being a Vista Citizen: Show Safety, Ownership, Achievement, and Respect.

The rationale for the rules and behavioral expectations are presented for each setting. Staff demonstrates examples of what the expected behavior looks like in each setting. Staff will use common scenarios in the setting to demonstrate the expected behavior but may also demonstrate one or two examples of the "wrong way". Next, students are given the opportunity to practice the "right way" until they demonstrate fluent

performance. Students should never demonstrate unacceptable behavior **even for fun**. A model lesson plan template is included in this handbook.

- 3. Acknowledge Appropriate Behaviors.** Once appropriate behaviors have been defined and taught, they need to be acknowledged regularly. Through the Vista Citizenship program, "SOAR tickets" will be used by individual staff members and school volunteers to recognize students or colleagues for engaging in positive behavior. When handing out SOAR tickets we should always clearly identify the specific positive behavior the student is being recognized for and match it with one of the school pillars. Giving regular positive feedback when students use behaviors they have been taught is a critical step to reaching and maintaining desired behavior. Vista has developed an acknowledgment system to encourage regular recognition of desired behavior in the school. **Research suggests that a 5:1 positive to negative ratio fosters the most positive and productive school environments.** Positive interactions can occur in many meaningful ways (smile, verbal praise), but the goal of an acknowledgment system is to provide a regular reminder to staff during your busy day to catch kids doing the right thing. Negative interactions are any time we give attention to students for challenging behavior (e.g. "Rex, keep your hands and feet to yourself", "Remember class, all eyes on the teacher.", "Sophia that's a beautiful drawing, but it's time to start math.") As a school we will strive to achieve and maintain a 5:1 ratio for all students (5 positive to 1 corrective).



Every occurrence of challenging behavior is an important opportunity to teach the appropriate, desired behavior to the student. In developing Vista Citizens, it is our responsibility to provide fair and consistent consequences for challenging behavior that focuses first on teaching our students the appropriate behavior and then gets them back engaged in academic instruction as soon and quickly as is safely possible. The Vista PBIS team has developed a progressive discipline model that focuses on teaching and preventing future occurrences of unacceptable behavior.

When students violate the behavioral expectations, they will be informed that their behavior was not acceptable and how it relates to the school-wide rules of Safety, Ownership, Achievement, Respect. Instructions on using a reflection/triad or an "Office Referral" are included in this handbook. Additional support will be provided to students who engage in recurring challenging behavior or who are not responding to the school's progressive discipline system.

SOAR

Defining and Teaching Behavioral Expectations

Students respond to clear, consistent expectations and predictable adult responses to behavior. To establish a positive, predictable school environment it is important to clearly define behavioral expectations, establish agreement across staff, and actively teach those expectations from the beginning of the year to all students in the school. All staff should participate in the instruction of behavioral expectations during the first week of school and throughout the school year to create a consistent, united front. The Vista Citizens Matrix is used to identify important behavioral expectations across school settings.

The Vista Citizenship Matrix is used to guide lesson planning and teaching of prioritized behavioral expectations across settings. In PBIS, instruction of social behavior is viewed in much the same way as academic instruction. The same principles of effective academic instruction apply for teaching social behavior. In the same way that we shouldn't punish kids if they can't do math problems, we should not punish students for not knowing the behavioral expectations or routines. It is our responsibility to prepare our Vista Citizenship to be successful socially by teaching behavioral expectations and school routines from the beginning of the school year, followed by periodic review throughout the year. We also understand that effective instruction of social behavior should:

- a) Occur in the natural setting, for example, we should teach expectations and routines for recess behavior on the playground, not in the classroom
- b) Focus on what to do instead of what not to do, for example, teaches how to keep hands and feet to self, instead of what not to do
- c) Physically demonstrate or model the expected behavior, not simply talk about it
- d) Give students the opportunity to actively practice the expected behavior in the real setting with feedback
- e) Link expected behavior to the School-wide rules

The lessons that follow later in this handbook should incorporate each of these principles. Lesson plans for all school settings are included in the appendix at the end of the handbook.

Vista Behavior Expectations Matrix
Safety~ Ownership~ Achievement~ Respectful Citizens

PLAYGROUND

SAFETY	OWNERSHIP	ACHIEVEMENT	RESPECT
PUT EQUIPMENT AWAY	INCLUDE OTHERS	SHARE EQUIPMENT	USE EQUIPMENT CORRECTLY
LISTEN TO INSTRUCTIONS WALK	TAKE TURNS	USE KIND WORDS	KEEP HANDS, FEET, AND OBJECTS TO SELF
KEEP PLAYGROUND CLEAN	CLEAN UP AFTER YOURSELF AND OTHERS	PLAY BY THE RULES	FOLLOW ADULT DIRECTIONS

CAFETERIA/LUNCH TIME

SAFETY	OWNERSHIP	ACHIEVEMENT	RESPECT
HANDS TO SELF AND ON TRAY	CLEAN UP YOUR SPACE	SAY PLEASE/THANK YOU	WAIT YOUR TURN
WALK	LISTEN TO NOON SUPERVISORS	STAND IN A 4 S LINE	QUIET VOICES
CLEAN UP YOUR SPACE	FOLLOW DIRECTIONS	WAIT YOUR TURN	KEEP HANDS AND FEET TO SELF

BATHROOM

SAFETY	OWNERSHIP	ACHIEVEMENT	RESPECT
1 CHILD PER STALL	FEET ON THE FLOOR	USE A BATHROOM PASS	RESPECT PRIVACY

WAIT YOUR TURN	GO, FLUSH, WASH, DRY, GOODBYE	MIND YOUR OWN BUSINESS	WAIT YOUR TURN
REPORT ANY ISSUES TO ADULTS IMMEDIATELY	QUIET VOICE	FLUSH TOILET AFTER USE	RETURN TO CLASS RIGHT AWAY

HALLWAY/ WALKWAYS

SAFE	OWNERSHIP	ACHIEVEMENT	RESPECTFUL
WALK	FOLLOW ADULT DIRECTION	WALK IN A STRAIGHT LINE	SILENT VOICE
FACE FORWARD AT ALL TIMES	CLEAN UP AS YOU GO	RESPECT OTHERS' SPACE	STAY IN WALK AREAS
HANDS AND FEET TO SELF	USE HALL PASS	STAY IN WALK AREAS	SMILE

CLASSROOM & LIBRARY

SAFE	OWNERSHIP	ACHIEVEMENT	RESPECTFUL
KEEP HANDS AND FEET TO SELF	ENTER QUIETLY	COME IN PREPARED and READY TO LEARN	GREET TEACHER
SIT ON YOUR BOTTOM AT DESK	MAKE EYE CONTACT	PARTICIPATE	USE KIND WORDS WITH TEACHER AND STUDENTS
FACE FORWARD WITH CHAIR ON GROUND	LISTEN TO TEACHER	TURN IN HOMEWORK ON TIME	SAY "PLEASE" AND "THANK YOU"

ASSEMBLY/PRESENTATIONS

SAFE	OWNERSHIP	ACHIEVEMENT	RESPECTFUL
WALK IN QUIETLY AND CALMLY	LISTEN TO SPEAKER	BE AN ACTIVE PARTICIPANT	FOLLOW ADULT DIRECTION
KEEP HANDS AND FEET TO SELF	RESPECT NEIGHBORS SPACE/ HANDS TO SELF	RESPECT NEIGHBORS SPACE/ NO TALKING	BE GOOD LISTENERS
SIT ON YOUR BOTTOM FACING FORWARD	WAIT TO BE DISMISSED AND LEAVE YOUR AREA CLEAN	CLAP APPROPRIATELY	SIT IN ASSIGNED AREA

BUS AND PARENT PICK UP AREAS

SAFE	OWNERSHIP	ACHIEVEMENT	RESPECTFUL
WALK	BE ON TIME FOR BUS	WAIT QUIETLY FOR ADULT OR BUS	USE KIND WORDS
KEEP HANDS, FEET, AND OBJECTS TO SELF	FOLLOW ADULT DIRECTIONS	USE KIND, POLITE WORDS	RESPECT OTHERS SPACE AND PROPERTY
STAY IN DESIGNATED AREA	HAVE ALL HOMEWORK/ MATERIALS NEED BEFORE GOING	FOLLOW ADULT DIRECTION	CLEAN UP MESSSES.

Eagle Pledge

As Vista Students
We are Safe
We show Ownership
We strive to achieve
We give Respect
We are Vista Citizens
GOOOOO Eagles!



Acknowledgement System

Daily, a student can earn "SOAR tickets" when they are caught being Safe, showing Ownership, striving to Achieve, and/or being Respectful Citizens by a staff member (see matrices for examples). There will be many instances when a student will receive verbal praise, a smile, or a nod instead of a SOAR ticket. The staff member may choose to give a SOAR ticket to have a greater impact. SOAR tickets are intended to serve as a reminder to staff to catch kids doing the right thing, in pursuit of a 5 to 1 positive to negative ratio at Vista. We do not want to exclude those students who are always engaging in inappropriate behavior or those students who are more at-risk for challenging behavior from receiving SOAR tickets. All students deserve and need to be recognized for positive behavior, and all students engage in positive behaviors sometimes.

All staff members, volunteers and substitute teachers have the opportunity to hand out SOAR tickets whether they teach that particular student or not, and tickets can be handed out across all school settings. This is a school-wide effort to increase recognition of positive student behavior. Recognition of positive behavior is an important step in teaching students the behaviors we want to see at Vista. SOAR tickets are designed to be user-friendly. It will be important to teach and remind students that they will NOT receive a SOAR ticket if they ask for it.

How does the process work?

1. A staff member observes a student displaying one of the behaviors outlined on the
2. The staff member hands a SOAR ticket to the student while complimenting the student with a verbal explanation that identifies the specific behavior that is being recognized and linking the behavior to a school pillar. For example, "Wow, thank you for stopping to help pick up Suzy's books, that was very responsible of you; you've earned a SOAR ticket."
3. The student places it in the receptacle in their 2nd period class.
4. Each Friday tickets will be drawn in the 2nd period and prizes handed out.

Remember, PBIS is the tie that binds us together as a community. What we teach each other through lessons and most importantly through our behaviors with one another are what we will see reflected in the relationships among all who interact in our community

WELCOME AND CONGRATULATIONS!

YOU are now an **EAGLE** with eagle **FRIENDS**, and are part of our eagle **COMMUNITY**.

We have eagle **RULES**, and an eagle **WAY** of doing things.

So when it comes time to make a **DECISION**, ask yourself, "*What would an eagle do?*" Then you will make a good **CHOICE**, get good **RESULTS**, and enjoy a **GOOD TIME**. So put on your best eagle **SMILE**, because every day is a **GREAT** day to be an **EAGLE!**



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2022-2023 Parent-Student Handbook Agreement

Please read the 2022-2023 Parent-Student Handbook carefully before signing.

We agree to uphold and support the academic and behavior standards of Vista Preparatory Academy by:

- Respecting and obeying the teachers and administrators in all rules and regulations set forth in its academic and discipline policy.
- We acknowledge that it is our responsibility to conduct ourselves in accordance with the policies and rules set forth at Vista Preparatory Academy.
- We understand that if student actions do not adhere to these policies students could and may receive disciplinary action.

We, the parents and students, understand that photographs of my child may be taken throughout the year and used in school publications, new articles, and/or on the school website. I give my permission for my child's image to be used for these purposes.

We, the undersigned, have read and understand the Parent-Student Handbook and agree to abide by all the rules and standards set forth therein.

Parent/Guardian Name

Parent/Guardian Signature

Date

Student Name

Student Signature

Date

Grade

***Please return this form to your child's teacher.*