

BUELLTON UNION SCHOOL DISTRICT PARENT & STUDENT HANDBOOK 2023 -2024



Lisa Melby, Principal
Casey McKeen, Assistant Principal

What's going on!

There is *so much* happening all the time at Oak Valley and Jonata. We want **you** to join us, help us and be a part of it all. Just ask Wendy or Arcelia in the front office how or come on down to a PTSA or DELAC meeting to see how you can help. Below is a partial list of all the great events throughout the year.

- ~Back to School Night
- ~The Raffle
- ~Movie Nights - many to choose from!
- ~Spirit Wear sales
- ~Oak Valley Jog-a-Thon
- ~Used Book Sale
- ~Oak Valley and Jonata Gardens
- ~Oak Valley classroom volunteers (per Public Health Guidelines)
- ~Andrade Challenge at Jonata
- ~Jonata sports - coaches needed!
- ~Battle of the Books
- ~Math Super Bowl
- ~Best Awards Assemblies at Oak Valley
- ~Renaissance Awards Assemblies at Jonata
- ~Dances at Jonata
- ~Jonata Community Citizenship Club
- ~Jonata Healthy Living Club
- ~Field trips galore - chaperones needed!
- ~Book Fair
- ~Open House
- ~Cinco de Mayo celebration
- ~Carnival!
- ~PTSA
- ~District English Learners Advisory Committee (DELAC) - parents needed!
- ~Oak Valley and Jonata School Site Council (SSC) - parents needed!
- District Advisory Committee
- ~Wellness Committee - Parents welcome!
- ~And so much more!

BUELLTON UNION SCHOOL DISTRICT

Dr. Randal Haggard, Superintendent
595 Second Street, Buellton, CA 93427
(805) 686-2767 • Fax (805) 686-2719
Website: www.buelltonusd.org
District Email: <http://buelltonusd.org>

Oak Valley Elementary	Jonata Middle School
Grades TK-5	Grades 6-8
595 Second Street Buellton, CA 93427 (805) 688-6992 Fax (805) 688-1364	301 Second Street Buellton, CA 93427 (805) 688-4222 Fax (805) 688-6611

Buellton Union School District Board of Trustees

Jessie Skidmore
Elaine Alvarado
Allison Jordan
Christy Nordgren
Ryan Sullivan

“Where Staff, Students, and Community Strive for Excellence in Education”

Principal's Welcome

On behalf of the faculties of Oak Valley Elementary School and Jonata Middle School, I would like to welcome you to the 2023-24 school year.

To share a bit about myself, my family and I have called Buellton our home for the past 21 years. My husband and I relocated from Goleta, where I was born and raised, after we were married. I spent 22 amazing years in the classroom before going into school administration. I love coaching and have spent countless hours working with youth on softball fields and volleyball courts. In my free time, I like to read, spend time with family and friends, relax at the beach, and take walks with my labradoodle named Camper.

I feel very lucky to be able to work with the amazing educators and students of Buellton. I'm very proud of the educational program we offer students and will rave about our talented educators to anyone who will listen. The Buellton Union School District is one community committed to the growth of the students who attend these wonderful schools. This community includes students, teachers, administrators, family, and community partners. We are *all* teachers – and this very much includes students. We all play a vital role in helping our students to succeed.

This all begins with productive communication and strong relationships. I encourage you to join us as part of the educational team by joining the Parent Teacher Student Association (PTSA), considering a spot on our School Site Council, and through frequent communication with our staff. Our doors are always open to you and your involvement in our schools is essential.

Thank you for taking the time to read through this handbook. The information is designed to better help you support your child's learning and development. Contact us with any questions, concerns, and ideas you may have throughout the year.

Sincerely,

Lisa Melby
Principal, Oak Valley Elementary School and Jonata Middle School
lmelby@buelltonusd.org
OV office: 805-688-6992 ext. 1203 / Jonata office: 805-688-4222 ext. 2258

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2023/2024 Academic School Calendar Buellton Union School District



August						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
8/14-8/15 Staff Development 8/16 First Day of School (12 School Days)						

January						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
1/15 Martin Luther King, Jr Day (17 School Days)						

September						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
9/4 Labor Day (20 School Days)						

February						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
2/19-2/26 Mid-Winter Break Presidents, 2/19; Lincoln (obs.) 2/23 (15 School Days)						

October						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
10/2-10/6 Parent Conferences 10/9 Staff Development Day (21 School Days)						

March						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
3/1 End of 2nd Trimester 3/11-3/15 Parent Conferences (21 School Days)						

November						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
11/9 End of 1st Trimester 11/10 Veterans' Day (Observed) 11/20-11/24 Thanksgiving Break (16 School Days)						

April						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
4/1-4/5 Spring Break (17 School Days)						

December						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
12/22/23-1/5/24 Winter Break (15 School Days)						

May						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
5/27 Memorial Day Holiday (22 School Days)						

June						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
6/6 End of 3rd Trimester 6/6 Last day of School 6/19 Juneteenth (4 School Days)						

Minimum Day - 1:30 Release

Approved by Board of Trustees: 2/8/2023

2023/2024 TOTAL SCHOOL DAYS 180

Student holidays and vacation are shaded in gray

Oak Valley Staff Directory 2023-24

805-688-6992 / Fax: 805 688-1364

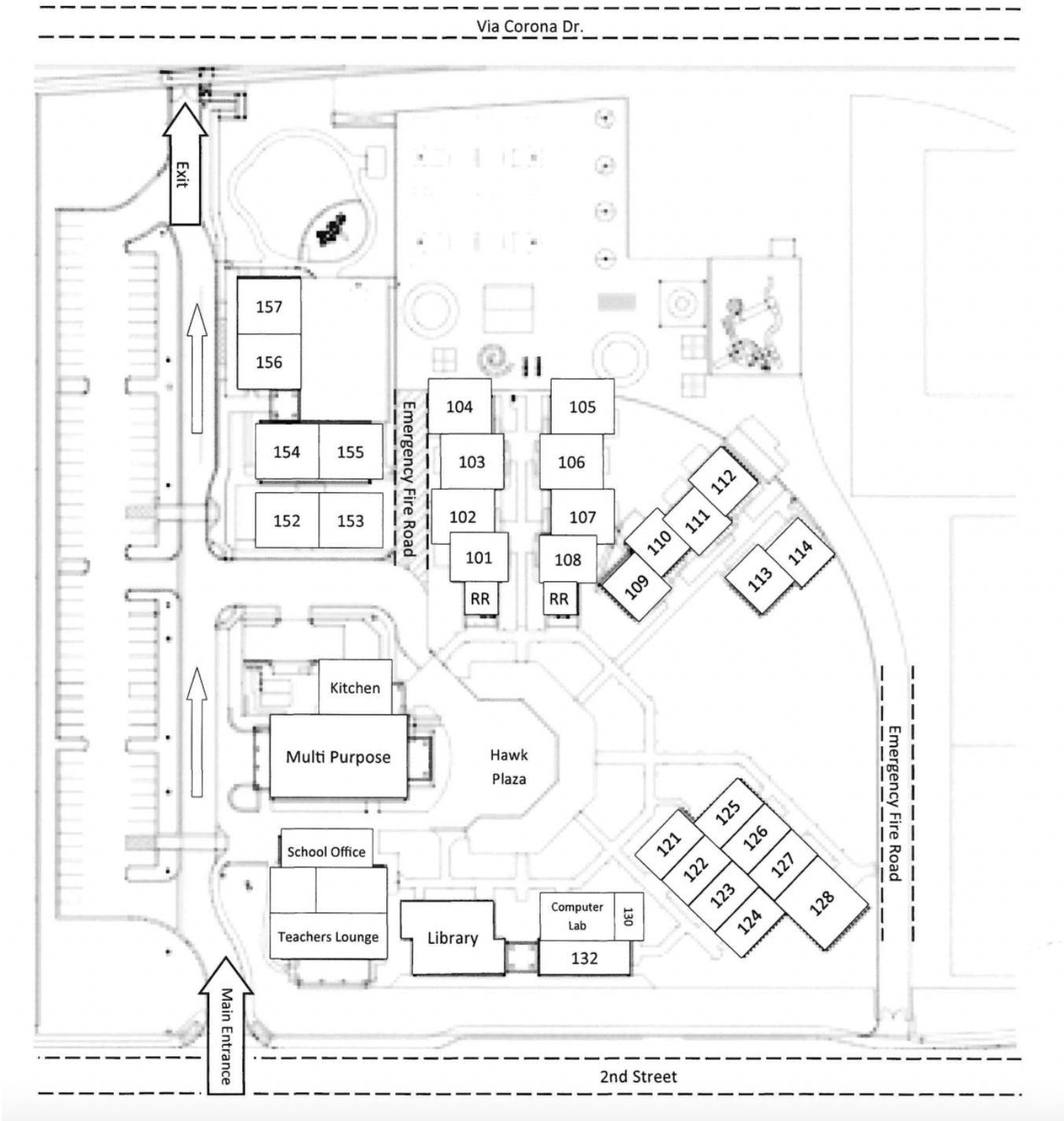
			Phone Extension	Room Number
Lisa Melby	lmelby@buelltonusd.org	Principal	1203	Office
Vicki Murray	vmurray@buelltonusd.org	Coordinator of Special Programs	1212	Office
Casey McKeen	cmckeen@buelltonusd.org	Assistant Principal	1202	Office
Wendy Solis	wsolis@buelltonusd.org	Office Secretary	1200	Office
Carrie Hicks	chicks@buelltonusd.org	Health Aide	1209	Office
TBD		Nurse		Office
Lisa Restivo	lrestivo@buelltonusd.org	TK	1153	153
Morgan Casey	mcasey@buelltonusd.org	TK	1157	157
Nora Zepeda	nzepeda@buelltonusd.org	TK	1152	152
Tori Merder	tmerder@buelltonusd.org	Kindergarten	1155	155
Kim Nabarro	knabarro@buelltonusd.org	Kindergarten	1156	156
Joanne Rhee	jrhee@buelltonusd.org	Kindergarten	1154	154
Emily Ruth	eruth@buelltonusd.org	First Grade	1111	111
Stacia Lenger	slenger@buelltonusd.org	First Grade	1112	112
Brooke Goodwin	bgoodwin@buelltonusd.org	First / Second Grade	1110	110
Sara McCaslin	smccaslin@buelltonusd.org	Second Grade	1102	102
Christine O’Gorman	cogorman@buelltonusd.org	Second Grade	1105	105
Christine Edwards	cedwards@buelltonusd.org	Third Grade	1106	106
Cathy Vengel	cvengel@buelltonusd.org	Third Grade	1104	104
Andrea Babcock/Casey Seaford	ababcock@buelltonusd.org and cseaford@buelltonusd.org	Third Grade	1107	107
Lena Deaton	ldeaton@buelltonusd.org	Fourth Grade	1121	121
Julia Allen	jallen@buelltonusd.org	Fourth Grade	1122	122
Karin Baty	kbaty@buelltonusd.org	Fifth Grade	1126	126
Jennifer Cline	jccline@buelltonusd.org	Fifth Grade	1127	127
Emily Little	elittle@buelltonusd.org	Resource Teacher	1123	123
TBD		LIFE Class Teacher	1108	108
Meghan Evans	mevans@buelltonusd.org	Speech and Language	1215	114.5
Teal Radford	tradford@buelltonusd.org	Speech and Language	1215	114.5
Jennifer Tatum	jtatum@buelltonusd.org	School Counselor	1214	114.5
TBD		School Psychologist		
Sandra Zepeda	szepeda@buelltonusd.org	Occupational Therapist		
Trisha Lawver	tlawver@buelltonusd.org	Technology Consultant	1130	lab
Heather Snodgrass	hsnodgrass@buelltonusd.org	Kitchen	1303	kitchen
Jenifer Barragan	jeniferb@syvphp.org	PHP Family Service Case Manager	805-705-9143	Jonata
		Boys and Girls Club	805-686-4707	128
Kathryn Thompson	kathryn.thompson@ciymca.org	YMCA	805-686-2037	124
Veronica Rubio	vrubio@communifysb.org	Head Start	805-406-8675	109

Jonata Staff Directory 2023-24

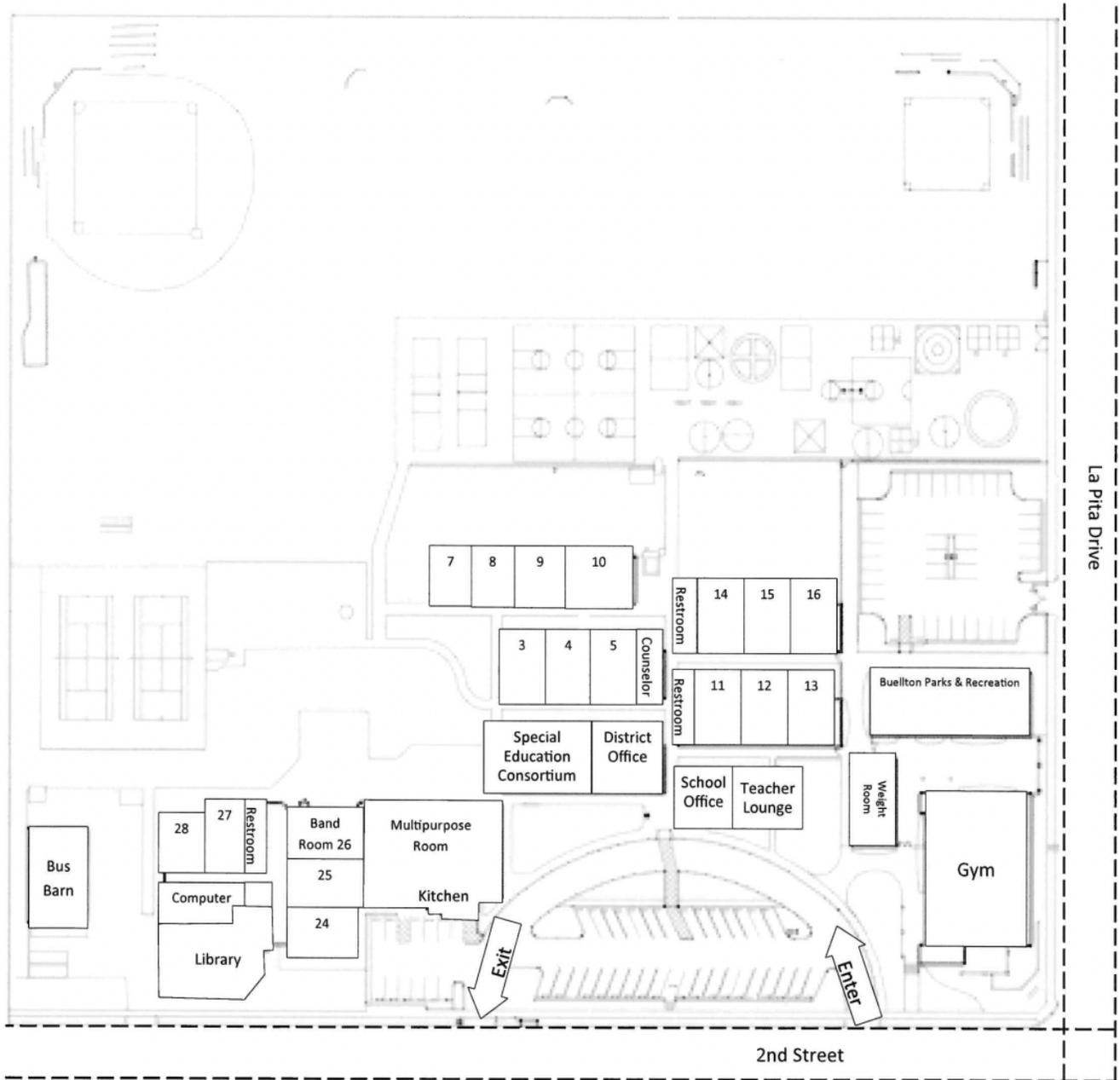
805-688-4222 / Fax: 805-688-6611

			Phone Extension	Room Number
Lisa Melby	lmelby@buelltonusd.org	Principal	2258	Office
Casey McKeen	cmckeen@buelltonusd.org	Assistant Principal	2258	Office
Vicki Murray	vmurray@buelltonusd.org	Coordinator of Special Programs	1212	Office
Arcelia Enciso	aenciso@buelltonusd.org	Office Secretary	2221	Office
Jessica Moffat	jmoffat@buelltonusd.org	Health Aide/Secretary of Community Schools	2222	Office
TBD		Nurse	2205	5
Hannah Cantrell	hcantrell@buelltonusd.org	6 th Grade – Math / Science	2128	28
Oscar Andrade	oandrade@buelltonusd.org	PE (6 th - 8 th)	2114	14
Nicole Henrey	nhenrey@buelltonusd.org	6 th / 7 th Grade English	2107	7
Matt Schwarberg	mschwarberg@buelltonusd.org	7 th / 8 th Social Studies	2108	8
Maria Ellis	mellis@buelltonusd.org	7 th / 8 th Math	2109	9
Nicole Mercado	nmercado@buelltonusd.org	6 th Grade Social Studies / 8 th English	2110	10
Marie Chavis	mchavis@buelltonusd.org	7 th / 8 th Science	2127	27
Michele Lyon	mlyon@buelltonusd.org	Resource Teacher	2124	24
Nicholas Virtue	nvirtue@buelltonusd.org	Band	2103	3
Rana Krisher	rkrisher@buelltonusd.org	Kitchen	2254	kitchen
		Psychologist	2212	12
Jennifer Tatum	jtatum@buelltonusd.org	School Counselor	2238	
Meghan Evans/Teal Radford	mevans@buelltonusd.org and tradford@buelltonusd.org	Speech Therapist	2212	12
Trisha Lawver	tlawver@buelltonusd.org	Technology Support	2234	Lab
		Occupational Therapist		
Jenifer Barragan	jeniferb@syvphp.org	PHP Family Service Case Manager	805-705-9143	Jonata
Paul Smith	pauls@cityofbuellton.com	Buellton Parks and Rec (Zone)	805-688-1086	

Oak Valley - School Map



Jonata Middle School -School Map



Bell Schedules: Oak Valley

7:30 am – MPR open for morning supervision (Oak Valley only)

TK – Transitional Kindergarten

Times:		
8:10	Supervision of students begins / breakfast served (8:00 am)	
8:25	Class begins	
8:35 – 8:50	Outdoor play	
9:25 – 9:50	Snack recess	
11:05 – 11:50	Lunch / recess	
12:30	Outdoor play	
1:30	Dismissal	

Kindergarten

Times:		
8:10	Supervision of students begins / breakfast served (8:00 am)	
8:25	Class begins	
9:40-10:05	Snack recess	
11:05 – 11:50	Recess / lunch	
2:00	Dismissal	

1st - 3rd Grades

Times:		
8:00	Supervision of students begins / breakfast served	
8:25	Class begins	
9:15-9:34	Recess	
11:30-12:15	Recess / Lunch	
1:15-1:25	Recess	Tues-Friday only
2:30	Dismissal	

4th and 5th Grades

Times:		
8:00	Supervision of students begins / breakfast served	
8:25	Class begins	
9:40 – 9:59	Recess	
10:00-10:35	4 th /5 th grade PE	Tues-Friday only
12:15-1:00	Lunch	
3:05	Dismissal	

*Mondays are early release days and all students are dismissed at 1:30pm.

Jonata Bell Schedules 2023-24

Grades 6-8 – Regular Day

Period	Time frame
Breakfast	8:00-8:20
1	8:25-9:18
2	9:21-10:13
Nutrition break	10:13-10:28
3	10:30-11:22
4	11:25-12:17
Lunch	12:17-12:52
5	12:54-1:46
6	1:49-2:32
7	2:35-3:10

Grades 6-8 Minimum Day (Monday)

Period	Time frame
Breakfast	8:00-8:20
1	8:25-9:10
2	9:13-9:53
Nutrition break	9:53-10:08
3	10:10-10:50
4	10:53-11:33
Lunch	11:33-12:08
5	12:10-12:50
6	12:53-1:30

Early Release Days

There are two main purposes for students being dismissed early. The first is for staff to devote additional time for parent/teacher conferences. The second is for professional staff activities associated with coordinating student programs. **Every Monday will be an early release day.** Check your grade level schedule to see how this affects you. A current district calendar showing early release days and school holidays is posted on the schools' and district's websites.

Secure Campus

Oak Valley School and Jonata Middle School are secure campuses. Students are not to leave campus once they have arrived for class. Should you need to pick up your child for a doctor's appointment, family business, etc., please come to the

office and sign him/her out through the office. If you are bringing your child back to campus, please check back in at the office. Any adult visitor or volunteer is required to sign in and out through the school office by showing valid identification (driver's license) to receive a visitor badge/sticker.

Breakfast/Lunch Program

We will continue to provide FREE breakfast/snack and lunch to any student who would like a meal. Monthly Meal Calendars are sent home in advance. For student lunches brought to school by children, BUSD and the Wellness Committee encourage parents to provide nutritious foods that are not high in fat, sugar, and caffeine in student lunches prepared at home. We will serve breakfast at both sites from 8:00-8:25 and lunch from 11:00 am - 12:45 pm.

Transportation

The Buellton Union School District provides bus transportation for Oak Valley and Jonata students who live a distance greater than one mile away from campus or for specific safety reasons. The bus schedule is evaluated each school year and any adjustments to bus stops and times will be made within a few weeks after the beginning of school. Parents will be notified of any changes. **Parents choosing to bring their children to school are asked to use the YELLOW zones only for drop off and pick up.** Please exercise care and caution. Bicycle riding is not encouraged for students below fourth grade to/from school. **Students who ride bikes to school must wear helmets.**

Attendance

Regular attendance is a responsible habit that needs to be emphasized. Poor student attendance ultimately impairs the learning process and could cause students to receive reduced credit or grades in classes.

The number one predictor of school success is attendance!

Parents or guardians must verify an absence by sending a note, emailing the office at wsolis@buelltonusd.org (Oak Valley) or aenciso@buelltonusd.org (Jonata) or calling the school at 688-6992 ext. 1200 (Oak Valley) or 688-4222 ext. 2221 (Jonata), and leaving a message. These absence verifications will allow us to track student truancy.

A student will be considered truant from school if he/she is absent without a valid excuse 3 full days in 1 school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on 3 occasions in 1 school year or any combination thereof. Students will be referred to the principal and parents will be notified. E.C. 48260

Tardies

It is important that students arrive at each of their classes on time.

TARDY STUDENTS MUST REPORT TO THE SCHOOL OFFICE.

***At **JONATA**, the acquisition of a third tardy in the same week warrants a lunch time reflection. Subsequent tardies in the same week will result in a lunch time reflection per tardy.

Attendance and Independent Study

The funding that the district receives for educating the children within the district is computed on the basis of average daily attendance (ADA). Schools get the bulk of their funding from student attendance. **It is critical for you to plan trips and vacations during school holidays.** If a student must miss school for three days or more for reasons other than illness or medical/dental appointments, please come to the office to obtain an independent study agreement **at least 5 days prior** to the beginning of the absence in order for teachers to prepare assignments for the contract. The **independent study packets are due upon the first day of the student's return to school.** The district's cut-off date for independent study contracts is May 15. Your cooperation will ensure a successful academic experience and the maximum amount of funding from the state for the education of your children. *Please note that it is school policy to request a note from your doctor for absences of 3 days or more.*

If your child is currently below grade level and receiving extra support that cannot be provided in a study packet the absence may not be in the best interest of your child and the independent study may be denied.

Please note the following additional information.

- Absences **must** be cleared by the parent. It is the parent/guardian's responsibility to call the school.
- If an absence is not called in, the school secretary will call.
- If there is no response within 72 hours, the absence will be marked as a truancy.
- If there is no response, an Attendance Verification note goes home with the student on the first day the student returns, and is to be filled out and returned to the office by **the next day**. Absences remain truanancies if the note is not returned to the office the next day.
- 3 unexcused absences and/or tardies of 30 minutes or more, you will receive a Notification of Truancy, stating that your pupil is officially considered a TRUANT, see Education Code 48260 below:

48260. (a) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

The complete text of Education Codes 48260 is available at the District Office.

- 3 additional unexcused absences and/or tardies of 30 minutes or more, or unexcused absences totaling 10% of your enrollment, you will receive a second Notification of Truancy, restating that your pupil is officially considered a TRUANT, and requiring you and your student to attend a Student Attendance Review Team meeting.
- Student Attendance Review Team meetings will also be mandatory for parents and students, if the student has been tardy 10 or more times during the current school year.
- 3 additional unexcused absences will result in a letter stating that your child is now legally a HABITUAL TRUANT, and you will be required to attend a School Attendance Review Board (SARB) meeting.
- Please keep in mind that Incomplete Independent Studies are considered unexcused absences.

Special note for Inter-district Transfers:

Regular attendance is one of the conditions for approval. Truancies and tardies will affect the District's decision regarding renewal of Inter-District Transfers.

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence within 72 hours. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be

verified by a physician.

Regulation BUELLTON UNION SCHOOL DISTRICT
approved: July 1, 1992 Buellton, California
revised: October 11, 2000
revised: April 11, 2012
adopted: May 9, 2012

Homework

District Board Policy 6154 states: "Homework contributes toward building responsibility, self-discipline, and life-long learning habits, and that time spent directly influences students' ability to meet the district's academic standards." Homework is designed to be a constructive tool in the teaching/learning process. Properly handled, homework can be an effective aid to learning. Parents are encouraged to:

- Show a positive interest in homework and all of their children's work;
- Set a specific time for homework each day and providing a quiet area in which their student may work
- Check their student's planner nightly
- When necessary, have their student show them each piece of homework and match each assignment with what is written in the planner. If the assignment looks as though it's not been completed thoroughly or correctly, have the student redo it.

Grade Level Recommended Time Allotment for Homework*:

Grade 1:	Make-up work
Grade 2:	Extra study or necessary drill
Grade 3:	No more that 60 minutes per week, divided into two or more assignments
Grade 4:	No more than 45 minutes per day-Monday through Thursday
Grade 5:	No more than 60 Minutes per day-Monday through Thursday
Grade 6:	No more than 90 minutes per day - Monday through Thursday
Grade 7:	No more than 90 minutes per day - Monday through Thursday
Grade 8:	No more than 90 minutes per day - Monday through Thursday

* These time allotments do not include daily reading practice.

Homework is a teacher-planned activity that will take place outside of a student's regular school hours. As such, homework will reinforce classroom learning as independent practice. Parents are encouraged to contact their child's teacher if their child needs excessive time to complete homework or have questions related to homework.

Makeup Work

Students who miss schoolwork because of an excused absence, shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Student Dress Code – Oak Valley Elementary and Jonata Middle School

Students are expected to dress in a manner that supports a strong academic program, promotes safety, and minimizes distraction. Oak Valley and Jonata staff expect that all families and students will be responsible by following these rules:

Dress Code:

All clothing must fit appropriately. All clothing worn at school must meet the following requirements:

- a. Clothing must allow students to participate in active play/movement activities.
- b. Clothing and shoes must be safe.
- c. Clothing must not distract students from learning either inside or outside the classroom.
- d. **Undergarments must not be exposed.**

Shoes or sandals with heel strap must be worn at all times. Footwear should be conducive to outdoor play/PE. Sneakers or other lace-up shoes are highly recommended for safety purposes. No flip flops. Shoes with wheels are not permitted.

Hats and Accessories

Oak Valley and Jonata: Hats are to be worn during outdoor activities only for the purpose of shading from the sun and/or staying warm. Hats with bills need to be worn front-facing. Refrain from wearing accessories that may create an unsafe situation for the wearer or other students.

Consequences for violating hat dress code:

First offense: Verbal warning

Second offense: Hat will be kept in office and be picked up at end of day

Third offense: Hat privileges revoked

Jonata: Sunglasses are not allowed. Please notify office of any medical concerns. Refrain from wearing accessories that may create an unsafe situation for the wearer or other students.

Extreme Dress and Vulgarity

Refrain from wearing clothing that promotes and/or contains content that is offensive/disrespectful, that promotes/advertises drugs, alcohol, gangs, or is

sexually suggestive and/or violent in nature. Extreme dress or fashions that may cause a distraction* include gang-related attire or symbols or accessories that pose a hazard.

Final determination of whether or not a student's clothing or hair style constitutes a distraction is at the discretion of the site administrator.

*Special theme days allow opportunities for creative expression in school attire, within reason.

***The school reserves the right to determine what is considered inappropriate, disruptive, or "gang related" clothing.**

Consequences for violating the Dress Code:

FIRST OFFENSE – Students will be reminded of the dress code. This will be done away from peers.

SECOND OFFENSE - Parents will be notified regarding dress code violation. If applicable, students will be asked to remove or cover the inappropriate article of clothing.

ADDITIONAL OFFENSES – Conference with parent, student, and site administration

Emergency Record Information

When you registered your child for school, you completed an emergency record card. This is the information the school will use in the event of an emergency to make contact with you. If any information changes during the year, please send a signed note to the office and school office staff will update the information.

Lost and Found

A bin is located in the school office at Oak Valley for "Lost and Found" items and the bin outside the MP Room at Jonata. At the end of each trimester, unclaimed items are sent to local thrift shops.

Physical Education

First through third grade students have physical education provided by their classroom teacher on a regular basis. Fourth and fifth grade students receive PE instruction from a PE Specialist and/or their classroom teachers. Please consider appropriate clothing and footwear for participating in PE activities. 6th - 8th grade students have PE instruction daily from a PE specialist. Grades 5 & 7 participate in the CA Fitnessgram Assessment.

Textbooks and Instructional Materials

Educational materials are provided "free of charge" for each student. These consist of textbooks, classroom and materials. It is each student's duty to care for these items and treat them appropriately. Any damage or loss will result in the student/family replacing or being billed for the compromised materials.

Library

Our school's libraries house over 5000 books and reference materials as well as an electronic catalog and Internet access. Students may browse, select, and check out books for assignments or pleasure reading. Your support in reading with your child the books s/he has checked out of the library is an important activity that fosters a love of reading. Use of the library is one way we teach responsible behavior. Students are expected to take care of library books and return them on time. Library fines are assessed in the event of damaged or non-returned books or materials.

Computer Lab

In addition to our 2:1 technology program for each classroom, our school sites have a 32-station, Macintosh computer labs equipped with a variety of software. Students are scheduled to visit the lab on a regular basis to receive instruction in keyboarding skills, word processing, multimedia projects, and supplemental instruction in reading and/or math and art. Students are provided supervised Internet access in our computer lab and in-classroom mini-labs. Internet content is filtered, in compliance with the Child Internet Protection Act. The District maintains a webpage at the following URL: <http://buelltonusd.org>. Group and individual pictures of students engaged in various activities may appear on the Buellton Union School District webpage. Students' names are not displayed with the pictures for safety reasons. If you object to any of these practices, please notify the school principal in writing.

Students being photographed, recorded, or videotaped

Your child may be photographed, film recorded, or videotaped by assignees of the Buellton Union School District, or by the representatives of the news media in conjunction with a program or project of the Buellton Union School District. Unless you object, the Buellton Union School District may use or permit others to use such photographic, sound, or video material in such a manner as may be deemed appropriate and/or necessary by the superintendent or his assignees. All recordings, photographs or videotapes will remain as property of the media or the Buellton Union School District, and should not be duplicated or reposted. If you object to the above policy, please notify the school principal in writing.

Health Services

When a student becomes ill on campus, she/he should report to the office. If it becomes necessary for a student to go home, the parent will be contacted. The school will notify parents of any serious, contagious diseases.

In order to promote a healthy environment at school for your children, we ask that you be particularly alert to the beginning signs of illness in your child. Keeping them home during an illness until they are completely well will help prevent the spread of illness to others in the school. This will also promote good health and reduce infection. The following are some symptoms to watch for:

- a. Vomiting
- b. Live head lice
- c. Suspected communicable diseases
- d. Diarrhea with associated symptoms of illness
- e. Fever of 100 or a lower fever with associated symptoms of illness
- f. Purulent or discolored nasal discharge
- g. Pink Eye (Conjunctivitis)
- h. Rash that is not normal for your child
- i. Toothache
- j. Cold Symptoms
- k. Stomachache or Nausea
- l. A deviation from the normal health status for a medically fragile student or student with a chronic illness such as asthma, allergies, diabetes, etc.
- m. Students too ill or uncomfortable to adequately function in a classroom setting
- n. Cough
- o. Shortness of breath or difficulty breathing
- p. Fatigue
- q. Muscle or body aches
- r. Sore throat
- s. Diarrhea

If your child has any of these symptoms at school you will be contacted, and will be expected to make arrangements to pick up your child from school as soon as possible. Any child who has a fever should be kept at home at least 24 hours after the temperature returns to normal. If a child vomits he/she should be kept home for 24 hours after the last episode of vomiting.

Please be advised that we must have an authorization form signed by you and your doctor if any medication is required during school hours. Please call the school office to obtain this form and further information on the school medication policy.

It is also very important to have an up-to-date emergency card for your child on file at school. We must have a working number to contact you, and also a number for a responsible relative or friend in case you are not available. If you have not

already done so, please complete an emergency card for your child, and remember to notify us if there are any changes in the phone numbers.

To assist us in providing the best possible care for your child at school, please keep us informed of any changes in your child's health status—including medication changes, allergies, etc. We would be happy to discuss any concerns you may have about your child's health.

Student Recognition and Discipline

Oak Valley and Jonata Middle foster safe, respectful, responsible, and kind behavior throughout our schools. We work to increase students' appropriate behavior by having consistency between classroom and school-wide discipline procedures. Students earn Oak Leaves at Oak Valley and Bulldog Paws at Jonata from any staff member for being safe, respectful, responsible, and working hard. These Oak Leaves and Bulldog Paws are drawn to recognize exemplary students.

Discipline Procedures: Oak Valley

Expected Behaviors: The goal of Oak Valley Elementary School is to provide the maximum educational opportunity for all students. To achieve this, we must have an atmosphere conducive to learning. This means an environment free of disruptions and a climate, which is safe for all. We believe that students are here to learn and teachers are here to teach. As a good citizen, children are expected to:

- 1. Follow adult directions.**
- 2. Give best effort on all assignments.**
3. Be respectful to adults, fellow students, and self.
4. Keep hands, feet and objects to one's self, respecting personal space.
5. Use appropriate language.

Students who choose to violate the rights of others and fail to accept his or her responsibility as a good citizen will have the following action taken:

1. Verbal warning, counsel for these "teachable moments".
2. Loss of classroom privilege
3. Loss of the play portion of recess or appropriate discipline.

Teachers will contact parents for repeated problems. Plans are developed with the parent and student to help the student make the right choices. These plans may include positive and/or negative consequences. **Students who continue to violate the rights of others and fail to accept his or her**

responsibility as a good citizen will be referred to the principal for appropriate consequences.

The Purpose of Student Discipline is to Teach

Discipline is a systematic way of teaching appropriate behaviors based on clear expectations. It provides a model to follow so that the student knows what is expected and what the consequences will be for doing or not doing what is expected.

Student Discipline: Oak Valley Elementary staff believes that students want to learn, follow rules and do what is asked of them. We believe that all of us including parents, students, staff, and other adults are responsible for appropriate behavior.

It is our responsibility to provide students with firm, fair, and consistent expectations. It is also our responsibility to provide appropriate consequences in a respectful manner when these expectations are not met. Carefully review policy 48900 with your child and make sure your child understands that the behavior violations listed will result in suspensions and possible expulsion. Emphasize the following to ensure that your child understands expected student behavior:

- Come to class on time, well prepared to learn and respect the rights of other students to learn.
- Demonstrate an understanding of and obey district, school and classroom standards to learn.
- Act in a kind, courteous and respectful manner to all students and adults.
- Respect school and personal property.
- Treat others equally, with dignity, and without discrimination for their views or beliefs.

Parents can establish and maintain good communication with their child's teacher and principal. **Working together in a timely manner, many difficulties can be resolved successfully.**

Bullying Prevention Plan

Mission: Buellton Union School District will address the issue of bullying with a district-wide plan, which defines bullying and establishes appropriate consequences. This empowers all students to be safe and comfortable at school and in settings under the school's jurisdiction.

Description of Bullying: Oak Valley Elementary and Jonata Middle School use the following definition of bullying:

- Behavior targeted to a specific victim
- Behavior inflicted on a victim or victims over time
- Behavior inflicted on another's body, property, self-esteem, or social acceptance
- An imbalance of power between perpetrator and victim which may be manifest through physical might, intelligence, verbal, or social skills.

We recognize bullying behavior as a pattern of behavior that occurs intentionally, repeatedly, and/or over time. To make our school safe from bullying, we pledge to:

1. Create an awareness of bullying behaviors to staff, students and parents.
2. Empower students and staff with strategies to deal with bullying behaviors.
3. Foster a school climate where bullying is not tolerated.
4. Consistently enforce appropriate consequences for all bullying behaviors.

Activities: Educate staff, students, and parents

- a. Staff in-services
- b. Student assemblies/Practice solutions
- c. Counseling support with research-based practices

Behavior Identification

Hurtful exclusion
 Destroying property
 Malicious gossip
 Instigating name calling/put downs
 Physical aggression
 Teasing/taunting
 Threats/intimidation

Electronic messaging

Consequences may include:

Disciplinary action by teacher
 Behavior Referral Form
 Referral to Principal
 Reflection time
 Natural Consequences:
 time out, laps, clean up
 Parent Conference +/- Suspension

Weapons, dangerous objects, or objects designed to look like weapons are NOT permitted on school grounds at any time. Consequences for violation may include:

- Notification to law enforcement / possible arrest
- Suspension
- Expulsion

Discipline Procedures: Jonata Middle

Jonata incorporates a reflection system as part of the consequences for student misbehavior. Students who choose not to follow classroom/playground expectations will follow these steps:

- 1. Verbal warning / name on board / short break**
- 2. Reflection sheet to be signed by parent and returned following day**
- 3. If the issue continues, a discipline notice is completed and is signed by parent. Student serves 30 minutes of lunch time reflection in the library or office.**
- 4. Meeting with administration, teachers, parent, and student.**

REFLECTION WILL BE SERVED DURING THE STUDENTS' LUNCH TIME

The student will have lunch then report to the library supervisor to serve a maximum of 30 minutes. If there are additional minutes to be served, the student will return the following day to complete his/her time. Students who receive excessive reflection periods will be placed on contracts and/or have other interventions. Parents will be notified on the day their child receives lunch time reflection by written notice brought home by the student for parent signature. Excessive reflection periods (3 in one week) or failure to attend 3 consecutive days will result in a conference with parent, student, and administration.

School Phone

Students should not use the office phone unless it is an emergency. We ask parents' cooperation in informing your child of this limited use of the telephone. Not having a lunch, musical instrument, sports gear or homework is not considered an emergency.

Personal Belongings

Toys and other personal items, including sports equipment which can cause a distraction, should be kept at home.

Cell phones, smart watches, and wireless headphones may only be used before and after school. Phones and smart watches are to be turned off and placed in the student's backpack during the school day. **Unauthorized cell phone or smart watch use may result in disciplinary action up to and including suspension or expulsion.** This includes texting, social media use, video, and camera use and/or any other cell phone functions.

First offense: Phone secured in office and picked up at end of day

Second offense: Phone secured in office and picked up by parent/guardian at end of day

Third offense: Phone checked in each morning at school office and picked up at the conclusion of school day.

Fourth offense: Loss of privilege to bring phone or smartwatch on campus

*Consideration of suspension determined based on severity of offense OR number of offenses.

Electronic Devices (other than phones/smartwatches)

Students may not bring electronic devices (handheld games, portable music devices, etc.) to school because they are a distraction to the learning environment and can be stolen.

Electronic devices must be checked in with staff at school dances and on field trips.

Bicycles, Skateboards, and Scooters

Bicycles, skateboards and scooters are only allowed on campus to ride to and from school. They must be walked on school property and stored appropriately in a bike rack or designated location. Clipped helmets must be worn riding to and from school per CA law. Failure to follow these rules will result in loss of privileges. Note: Oak Valley students in grades TK-2 must be accompanied by an older sibling or a parent/guardian. ***Electronic bikes (e-bikes), skateboards, and scooters are not allowed at any time. California law requires riders to be 16 years of age.***

Pets are not allowed on campus at any time.

Tobacco-Free Schools

BP 3513.3

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

Field Trips

Field trips contribute to the overall school experience. Class field trips are arranged by each teacher to reinforce instruction. Parents' written permission is required before a student can go on a class trip. You were asked to sign a "blanket" permission slip when you registered your child for school. You may ask that your child not participate in any field trip by sending a written note to your child's teacher.

Procedures for Dances: Jonata Middle

1. Students at Jonata School are eligible to attend dances.
2. Students may only leave the multipurpose room if they do not plan to return for the rest of the evening.
3. Lighting will be maintained at an acceptable level. Music will be appropriate with no inappropriate language allowed.
4. Students are expected to behave appropriately, including following the dress code and other applicable District discipline policies.
5. Appropriate dancing is expected.
6. District Dress Code rules will be enforced at dances.
7. Chaperones and parents will be expected to follow and enforce District dance/behavior policies.

*There must be 1 chaperone for every 20 students. Students who behave inappropriately will be given a warning. If behavior continues, the student will be asked to call his/her parents to pick him/her up. Teacher chaperones may decide to take further action with the administration regarding student behavior the following school day.

Family Involvement

Family participation is an important part of a child's education. Visits to school, contact with the teacher, volunteering and attendance at school functions show your child that you are interested in his/her education. Children are proud of their parents and want to share what they are learning with them.

We strongly encourage parent/guardian participation in whatever way works for your family.

Visitations to school

Parents are encouraged to visit classrooms. You can gain valuable information by seeing how your child functions in the classroom setting.

Younger children may not visit the classroom with you (at teacher's discretion). Parents/Guardians of current students should contact classroom teachers to set up a visitation. Please come to the office and sign-in on the visitor's log in the office and receive your visitor/volunteer badge upon your arrival to the school. Identification must be provided to the school secretary and be processed through the RAPTOR visitor management system.

Volunteers

Parent volunteers are welcome and appreciated at Oak Valley Elementary and Jonata Middle School. There are many ways to volunteer – through PTSA, library support, as classroom helpers, on field trips, lunch or recess supervision, computer lab, and for other school activities. Coordinate the best time with your child’s teacher or ask Wendy/Arcelia in the front office how!

Volunteers are requested to attend a one-time brief “Volunteer Training Session.” It is important that volunteers understand their role, confidentiality, school/classroom rules, and use of facilities. Volunteer training will be offered throughout the year as needed. Please sign up in the school office.

Please log in and out at the office when you come on campus to volunteer and wear your “Visitor” sticker/badge. You’ll also need to supply a valid Driver’s License that we will run through our Raptor School Safety Software Program. This helps us keep track of many volunteers we have in our schools and overall family and community involvement. It takes a village!

Please respect student confidentiality. No posting information regarding students to social media.

INSTRUCTIONAL PROGRAM

Core Program

The instructional programs at Oak Valley Elementary and Jonata Middle School are designed to incorporate the Common Core State Standards in the core subject areas of Language Arts, Math, Science, Social Studies, and Physical Education. The program also provides for enrichment classes and activities that enhance the core program. All core programs use state adopted materials and teachers follow state content standards to develop curriculum.

Oak Valley

The majority of the instructional day at Oak Valley School takes place in self-contained, heterogeneous classrooms. In order to provide instruction at each pupil’s individual instructional level, students may spend part of their instructional day with another teacher.

English Language Arts/English Language Development - This program emphasizes helping all children learn to read effectively. A phonetic and phonemic approach to teaching reading skills is used. Fluency and comprehension are also emphasized. Writing and spelling are integrated into instruction. Speaking and listening skills are also developed. Our curriculum materials are Macmillan/McGraw-Hill *California Wonders* (2016 adoption).

Math –EngageNY is the core curriculum and management system and materials for math instruction. Computation and problem solving are developed through regular, frequent exercises with FactsWise and Number Talks.

Social Studies -With materials from Scott Foresman publishing, instruction in social studies focuses upon developing student understanding in state-adopted

standards. Grades 4 and 5 utilize TCI History Alive curriculum.

Science - Our adopted series, Carolina Building Blocks of Science, focuses on developing students' abilities to use the scientific method in physical, life, and earth sciences using the NGSS (Next Generation of Science Standards)

More specific information on any part of your child's instructional program can be obtained by contacting your child's teacher.

After School Sports: Jonata Middle

Jonata School offers an after-school sports program to all 6th through 8th grade students who meet the eligibility requirements to participate in sports. Students may participate in the following sports:

Girls Volleyball – Practice starts in August
Boys Basketball – Practice starts in October
Girls Tennis – Practice starts in October
Boys Volleyball – Practice starts in January
Girls Basketball – Practice starts in February
Boys Tennis – Practice starts in February

To be eligible to try out and participate in after school sports, students must have a 2.0 Grade Point Average (or better), no failing grades, and no unsatisfactory grades in citizenship. Students may not join a team after try-outs. Students who do not maintain 2.0 will be asked to sit out games until such time as their grades are brought up to standard.

Report Cards and Progress Reports: Jonata

Jonata students will have at least six grade reports during the school year: a report card at the end of each trimester and a progress report at each mid-trimester.

Student-parent-teacher conferences will occur at both schools during the first and third reporting periods. See the district calendar on p. 6 for the specific dates. These conferences are essential for student success because they provide direct communication regarding a student's progress during the year!

At Jonata, a conference may be requested by the teacher or by the parent.

Parent Portal: Jonata

Jonata parents may view their student's grades and attendance by going online to our parent portal. To access the portal:

1. Obtain your username and password from the Jonata office.
2. Open the school webpage: www.jonatams.org
3. Click on the "Parent Portal" link.
4. Enter your username and password. You will be shown your student's current classes, current grades, and current absences and tardies.

5. For specific assignment information, click on the letter grade of the class for which you'd like to see the assignments.

Please remember that not all assignments are graded and entered immediately. Larger assignments take longer to grade and may not be entered for some time after the turn in date. Larger assignments have the potential to significantly impact a student's final grade, so parent monitoring of student work is still the best method for understanding student progress. Portal grades will be most accurate every other Wednesday in conjunction with classroom and display case postings.

School Site Council

The School Site Council advisory committee represents the Oak Valley and Jonata communities. It is made up of parents, staff, teachers, and administrators. This committee develops recommendations regarding the Single Plan for Student Achievement (SPSA) supplemental programs and funding for submission to our school board. For more information on how you can help on this important committee, contact your school's lead secretary.

PTSA

Oak Valley Elementary and Jonata Middle are supported by the Jonata/Oak Valley Parent-Teacher-Student Association (PTSA) which represents both schools and meets monthly. Funds raised by the PTSA are used to purchase items such as textbooks, classroom materials, library books, computer equipment and software, science equipment and materials, athletic and playground equipment, and even the Oak Valley Garden! The PTSA also contributes funds to support the computer labs and student field trips which otherwise would not be possible. In addition to fundraising events, the PTSA sponsors activities for teachers, families, and students throughout the year, including teacher appreciation luncheons, classes, movie nights, student assemblies, and visual and performing arts programs. Joining the PTSA is an excellent way to get involved and meet some great people to support a very worthy cause – our kids!

For more information about the PTSA or to become a member, look for the PTSA packet in your student's backpack during the PTSA membership drive in September, or contact the board by sending an email to PTSA@buelltonusd.org.

DELAC

The District English Learners Advisory Committee actively works to build the family engagement of our English Learners in our schools. This is an open committee that plans fun events, informative presentations about school programs, and serves to support our English Learners.

Additional Programs and Services

Special Education Services – Our Oak Valley special education programs are staffed by specialists for students needing more intensive support than what is offered in the regular education program. Eligibility to receive additional program services is determined by an Individual Education Program (IEP) team, composed of a child's parents or guardians, teachers, educational specialists, and administrator(s).

School Services - A Speech and Language Specialist is at Oak Valley School and Jonata Middle School to assess and provide therapy for children with speech and language difficulties. Psychological, adaptive physical education, counseling and nursing services are also provided on a regular basis.

English Language Development (ELD) - ELD instruction is required by the State of California for students learning English as a Second (or third) Language to help them become proficient in English. These students receive daily designated and embedded English Language development (ELD) and Academic Language Development (ALD) according to their needs. Each year, in addition to ELD instruction, our English Language Learners are assessed with the California English Language Development Test (CELDT) to measure their progress. Students that become proficient are Reclassified English Proficient (RFEP). Teachers utilize Specially Designed Academic Instruction in English (SDAIE) and other research-based methodologies to provide access to the core academic curriculum for second language learners. All teachers have met certification requirements per the state of California.

Student Study Team - The purpose of a student study team is to provide a channel of communication and support whereby the parent, classroom teacher, and educational specialists of the school can meet to conference about meeting the specific needs of a child. A referral is needed to convene a Student Study Team. More information about this level of help can be obtained by contacting your child's teacher or school principal.

Response to Intervention Services (RtI) - As a part of our schools' general education program we use a response to intervention model, commonly called RtI. This model or framework is used to ensure that all students are given the best opportunities to meet or exceed grade level expectations. In order to identify students having difficulty learning and or needing targeted and intense assistance, we conduct school wide screenings, consider state testing results, curriculum based assessments data and classroom teacher observations. Parental observations and input are also taken into account when such interventions are designed and implemented. Regular progress monitoring or measurement of student growth is used to make ongoing educational decisions about subsequent instruction or interventions.

Club Read and Club Math is a part of the RtI intervention program at Oak Valley Elementary. It provides targeted instruction time in language arts and mathematics at an intensive level for identified students. Progress monitoring and program benchmark assessments are regularly administered to gauge progress and guide instruction.

Partnership Programs

Head Start - CAC Oak Valley Center is a Head Start preschool program for not only children but for the whole family. CAC Oak Valley Center uses developmentally appropriate practices to provide a safe, supportive and nurturing environment where children develop physically, socially, emotionally and cognitively. The program supports the relationship between children and their families. We value the diversity of cultures, languages, abilities and strengths of every participant in our program. CAC Oak Valley Center is licensed by Community Care Licensing and is for children ages 2.9-5 years old. We are open Monday – Friday from 8:45 am-12:45 pm and located in Room 109. Director Mrs. Veronica Rubio may be reached at

YMCA -The Y works side-by-side with the school and parents to offer a safe, nurturing environment for your children outside of school hours. We believe that values and skills learned early are vital building blocks of a quality life so we give kids the resources they need to deepen positive values, their commitment to service, and their motivation to learn while having fun. Children are split into groups for age-appropriate activities while homework assistance, monthly themes, guests, and our Farmer’s Market are provided under licensed staff. 3, 4, or 5 day options are available afterschool from 1:30-6pm. For more information, financial assistance, and pricing, visit: ciymca.org or call: 805-686-2037. Registration packets are also available at the School Office or Room 124.

Boys & Girls Club – The Boys & Girls Club of Buellton offers after school programming to Oak Valley and Jonata students on the Oak Valley campus. Phone 805-686-4707 for more information.

Buellton Rec / The Zone – Buellton Rec shares the Jonata Campus and offers after school programming. This includes field trips as well as ‘The Zone’, and after-school program available to Jonata students for \$1.00 / day where they can play games, get help with homework, and just relax with friends. Call 805-688-1086 for info.

Wellness Guidelines for Food at School

“Promoting Healthy Eating Habits in the Buellton Union School District”

Guidelines based on BP 5030

Board Policy 5030 – Student Wellness – was updated in 2022-23 by the Buellton Union School District Board of Trustees with input from the District Wellness Committee, an open committee of parents, teachers, and administrators, in order to reflect and support state legislation regarding student health in schools. This policy was also updated to ensure the safety of the growing number of students who suffer from food allergies.

BP 5030 states:

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes.

The Superintendent or designee will approve the use of nutritious foods in the classroom in accordance with student safety, district wellness goals, instructional goals, and applicable district, state, and federal regulations.

Staff shall be made aware that students should not share food with classmates due to allergy concerns.

Parent initiated food is not allowed during the school day. This includes:

- **Class Parties**
- **School Events during school hours**

The Buellton Union School District staff welcomes opportunities to share in the special celebrations of our students’ personal lives. Classroom activities (e.g., sharing, VIP, student of the week) provide ample opportunities for students to share personal accomplishments, achievements, and special events.

A major event in a young student’s life is his/her birthday. In considering ways to share a student’s birthday with his/her classmates, parents should consider the following issues:

- *Impact on class instructional time. A typical classroom may have as many as 30 birthdays per year!
- *Promoting healthy eating habits and good nutrition.
- *Consideration for the feelings of all students in the classroom.

District staff requests that parents use the following guidelines when sharing their children’s birthdays with classmates.

*If you send birthday party invitations to school, please be sensitive to the feelings of all students by inviting everyone in your child's class.

*Please consult with your child's teacher before scheduling school activities related to your child's birthday. The procedures for birthday celebrations are at the discretion of the classroom teacher.

*Please do not bring balloons, candles, or party favors to school.

*Please do not send food.

Another possibility for recognizing your child's birthday is to donate a new book to the school library in your child's honor.

Student health and wellness is a priority. We ask that student lunches not contain the following:

- *Candy*
- *Caffeinated / high sugar beverages (sodas, teas, Gatorade, Frappucinos, etc.)*
- *Full-sized bags of chips and snacks*

**Please remind your child not to share food items with other students*

School district personnel may provide food as an incentive or to support the instructional program with the approval of the superintendent or principal.

Special Education Child Find Public Notice

The Santa Ynez Valley Special Education Consortium is comprised of the following school districts: Ballard School District, Buellton Union Elementary School District, Santa Ynez Valley Union High School District, Solvang School District, and Vista Del Mar School District. This is notice that the Consortium is seeking out all individuals with exceptional needs, ages 3 through 21, including children not enrolled in public school programs.

Special education programs are available to all eligible students with disabilities, ages 0-22 in Santa Barbara County. If you have reason to believe your child needs special education due to a physical, mental, emotional, learning, or speech problem please contact your local school for assistance or the

Santa Ynez Valley Special Education Consortium
301 Second Street
Buellton, CA 93427

Phone (805) 688-4222, extension 2121

**Buellton Union School District
Bus Route 2023-2024**

Morning Route (Mon-Fri)

7:10 **Hwy 101 / Hwy 1**
Ballard Canyon
 7:35 Quail Run Rd/Pheasant Canyon Ct
Thumbelina
 7:39 Glennora/Dania
 7:41 326 Kendale Rd.
 7:43 Odense / Thumbelina
 7:47 Vineyard Village
 7:51 Valley Station Park
Rancho De Maria
 7:55 Six Flags/Freedom Place
 7:58 Farmhouse Motel
 8:02 Jonata Middle School (Gym side)
 8:05 Oak Valley Elementary School
Meadow Ridge
 8:08 Farmland/Meadow
 8:11 Sycamore/Farmland
 8:14 Oak Valley Elementary School
 8:18 Jonata Middle School (bus barn)

Afternoon Route Monday

Minimum Day

1:30 Oak Valley School
 1:40 Jonata Middle
Meadow Ridge
 1:47 Farmland/Meadow
 1:49 Sycamore/Farmland
Rancho De Maria
 1:52 Six Flags/Freedom Place
 1:55 Farmhouse Motel
 2:00 Valley Station Park
Ballard Canyon/Thumbelina
 2:04 Quail Run Rd/Pheasant Canyon Ct
 2:09 Gay Middle Block
 2:11 326 Kendale Rd
 2:13 Odense / Thumbelina
 2:17 Vineyard Village

2:32 Hwy 101 / Hwy 1

Afternoon Route Tues-Fri

2:30 Oak Valley
Meadow Ridge
 2:37 Farmland/Meadow
 2:39 Sycamore/Farmland
Rancho De Maria
 2:41 Six Flags/Freedom Place
 2:44 Farmhouse Motel
 2:47 Valley Station Park
Ballard Canyon
 2:50 Quail Run Rd/Pheasant Canyon Ct
Thumbelina
 2:54 Gay Middle Block
 2:56 326 Kendale Rd.
 2:53 Odense / Thumbelina
 2:57 Vineyard Village
 3:05 Oak Valley School
 3:10 Jonata Middle
Meadow Ridge
 3:15 Farmland/Meadow
 3:17 Sycamore/Farmland
Rancho De Maria
 3:20 Six Flags/Freedom Place
 3:23 Farmhouse Motel
 3:27 Valley Station Park
Ballard Canyon/Thumbelina
 3:31 Quail Run Rd/Pheasant Canyon Ct
 3:34 Gay Middle Block
 3:39 326 Kendale Rd
 3:41 Odense / Thumbelina
 3:45 Vineyard Village

School Van – Hwy 101/Hwy 1 (T-F)

7:15 am pick up / 3:30 pm drop off
Please be at stop at least 5 min before pick up time. Play date rides must have a note from parents!

Appendix A – Discipline Information Offenses and Consequences:

1. Engaging in spontaneous fighting, play fighting, scuffling or assault and battery upon another person.

FIRST OFFENSE – Up to 3 day suspension and recommend counseling

SECOND OFFENSE – Up to 4 day suspension and recommend counseling

THIRD OFFENSE – Up to 5 day suspension and recommend counseling

2. Premeditated Fighting.

FIRST OFFENSE – Up to 3 day suspension

SECOND OFFENSE - Up to 5 day suspension, recommend expulsion and recommend counseling

3. Alcohol, illegal substances, prescription drugs & drug paraphernalia: Any student found at school or at school activities having consumed alcoholic beverages, illegal substances, or with alcoholic beverages or illegal substances in their possession.

FIRST OFFENSE – Up to 5 days suspension, refer to counseling, and refer to sheriff

SECOND OFFENSE - Recommend expulsion

4. Willful damage of property, damage to any school district property, or the malicious destruction of any personal property.

FIRST OFFENSE – Up to 1 day suspension, recommend counseling, restitution, and report to law enforcement

SECOND OFFENSE – Up to 3 day suspension, recommend counseling, restitution, and report to law enforcement

THIRD OFFENSE – Up to 5 day suspension, report to law enforcement

5. Theft of any kind or being in the unlawful possession of the personal property of another.

FIRST OFFENSE – Up to 1 day suspension and restitution

SECOND OFFENSE – Up to 3 day suspension and restitution

THIRD OFFENSE - Up to 5 day suspension, restitution and recommend expulsion

6. Smoking, vaping, or chewing tobacco on campus or at a school activity, or possessing any tobacco product.

FIRST OFFENSE – Up to 1 day suspension
SECOND OFFENSE – Up to 3 day suspension
THIRD OFFENSE – Up to 5 day suspension

7. Committing an obscene act or engaging in habitual profanity or vulgarity.

FIRST OFFENSE – Up to 1 day suspension
SECOND OFFENSE – Up to 2 day suspension
THIRD OFFENSE – Up to 3 day suspension and recommend counseling

8. Significant acts of defiance or disobedience either in language or in action against school personnel, or refusing to comply with the reasonable request or orders of school personnel.

FIRST OFFENSE – Detention
SECOND OFFENSE – Additional detention served, parent/teacher conference
THIRD OFFENSE – Conference with teacher, student, parent, and principal to develop a behavior contract for the student

9. Willful disruption or interfering with the peaceful conduct of the activities of the school.

FIRST OFFENSE – Detention
SECOND OFFENSE – Additional detention served, parent/teacher conference
THIRD OFFENSE – Conference with teacher, student, parent, and principal to develop a behavior contract for the student

10. Threatening, intimidating and harassing other students. (including use of racial/verbal slurs or demeaning remarks regarding disabilities)

FIRST OFFENSE – Up to 1 day suspension and parent conference
SECOND OFFENSE – Up to 3 day suspension and recommend counseling
THIRD OFFENSE - Up to 5 day suspension, recommend expulsion

11. Sexual Harassment.

FIRST OFFENSE – Up to 2 day suspension and parent conference
SECOND OFFENSE – Up to 5 day suspension, parent conference, and referral to counseling

12. Bullying

FIRST OFFENSE – Mediation with principal or counselor and students involved.

SECOND OFFENSE – Up to 1-day suspension, conference with parent, student and principal and referral to counseling

THIRD OFFENSE – Up to 3-day suspension and report to law enforcement

13. Attempted fire-setting, including the activation of false alarms or tampering with emergency equipment.

FIRST OFFENSE – Up to 5-day suspension and conference with parent, student, and principal and referral to County Fire Investigators and Police

SECOND OFFENSE - Recommend expulsion

14. Possession or use of firecrackers or other explosives.

FIRST OFFENSE – Up to 3-day suspension and referral to Fire Marshal

SECOND OFFENSE – Up to 5-day suspension and referral to Fire Marshal

THIRD OFFENSE - Recommend expulsion and referral to Fire Marshal

15. Leaving the school campus without authorization.

FIRST OFFENSE – Up to 1-day suspension

SECOND OFFENSE – Up to 3-day suspension

THIRD OFFENSE – Up to 5-day suspension

16. Failure to identify oneself or giving false information to school personnel.

ALL OFFENSES - 30 minutes of detention

CHRONIC OFFENDER - Conference with parent and up to 1-day suspension

17. Forgery, falsifying altering school correspondence, passes or re-admits.

FIRST OFFENSE – Up to 1-day suspension

SECOND OFFENSE – Up to 2-day suspension

THIRD OFFENSE - Up to 5-day suspension

18. Cheating on tests or assignments, including plagiarism of print or electronic resources.

FIRST OFFENSE - Mandatory parent conference. The student who cheated gets a zero on the assignment without the opportunity to make it up. The

teacher has the option of giving a zero to the student who allowed the student to cheat (and or copy) depending on the circumstances.

SECOND OFFENSE - Up to 1 day suspension and a zero grade on the test or assignment. The teacher has the option of giving a zero to the student who allowed the student to cheat (and or copy) depending on the circumstances.

THIRD OFFENSE - Up to 2 day suspension and teacher discretion as to the grade for the grading period. The teacher and principal have the discretion to take other actions as needed and appropriate to enforce the discipline policy. Actions may include a "U" in conduct or referral to the counselor.

Suspension and Expulsion

Buellton Union School District will enforce District policy and regulations on suspension and expulsion defined in the Education Code Section 48900.

ARTICLE 1. Suspension or Expulsion [48900 - 48927]

48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as

described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(Amended by Stats. 2018, Ch. 32, Sec. 49. (AB 1808) Effective June 27, 2018.)

Buellton Union School District Handbook
Signature Page
2023-24

I hereby acknowledge receiving and reading the information contained in the Oak Valley Handbook, including my notification of parent and student rights, as required by Education Code 48982. I understand that cell phone or smart watch use of any kind is not allowed during school hours and may result in disciplinary action. In addition, I agree with my child being photographed, film recorded, or video-taped (as noted on page 20) unless I provide the school with written notice of my objection.

_____ (Student)
_____ (Student)
_____ (Student)
_____ (Student)

Parent Signature

Date

**Please return this page to your child's teacher
or the front office. Thank you.**