

2020-2021 Parent Handbook



A D-11 Public Montessori School

924 W. Pikes Peak Avenue
Colorado Springs, CO 80905

Main Number: 719-328-4100

Fax: 719-630-3672

Website: www.d11.org/buonavista

Please note: COVID-19 specific updates will be in RED.

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BUENA VISTA MISSION

We empower all students to be intrinsically motivated, lifelong learners who embrace personal responsibility and respect for self, others, and the environment. Our mantra as the staff of Buena Vista is to **FIND THE KEY, UNLOCK THE POTENTIAL** of each student. As a D-11 school, *we dare to empower the whole student to profoundly impact our world.*

At Buena Vista, students thrive in a multi-age environment that provides freedom of choice within limits while supporting the development of individual autonomy, intellectual curiosity, and personal and social responsibility. Families are expected to work with Buena Vista in a spirit of respect and collaboration that will support their child and our mission.

D11 ACADEMIC CALENDAR

The 2020-2021 district calendar can be found on the D11 website under Calendar or by going directly to: https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/4/2020_2021_English.pdf

SCHOOL HOURS

Preschool—½ day, t,w,th	8:00 AM-11:00AM	3-day per week program
Preschool – ½ day	8:00 AM-11:00 AM	5-day per week program
Preschool – full day	8:00 AM-2:30 PM	5-day per week program
Kindergarten through 5 th Grade	8:00 AM-2:30 PM	
Office Hours	7:30 AM-3:30 PM	

Students are expected to arrive by 7:55 a.m. so they can be settled in their classrooms by 8:00 a.m.

Beginning at **7:45**, your child may line up at their designated doors **and enter the classroom**. At 7:55, the first bell will ring signaling **five minutes to 8:00**. *Students who arrive after the 8:00 bell (but before 8:10) are counted as tardy and must be signed in by a parent or guardian in order to be counted present for the day.* (Please see the section under Attendance Policy.)

No adults, other than D11 employees, will be allowed inside the building due to health restrictions.

Please have your “good-byes” take place outside the building or outside the classroom door so that your student can enter their working community on their own. Their ability to hang up a coat or backpack and enter the room independently enables teachers to greet each student warmly.

DROPPING OFF / PICKING UP STUDENTS

The parking lot off of Kiowa Street is reserved for staff parking only. Please do not drop students off in this parking lot. This is a safety issue as students walk through the parking lot to go to art class in the cottage or to the playground. Students may be dropped off on Limit Street or in front of the school on W. Pikes Peak Avenue. (All kindergarteners and preschoolers must be signed in at their classroom door.)

As you are aware, parking is at a premium. Please use both sides of Pikes Peak Avenue on the 900 and 1000 blocks to park without blocking driveways or other drivers.

The police department has asked that we observe the “No Parking” zones around the crosswalk on Pikes Peak, and ensure that we use the crosswalks rather than jaywalking. And please ensure that you and your children are only crossing on the green light!

Kiss and Go Lane is between the crosswalk and the front steps. Please do not park in this designated area as it will be for drop off only.

- Make sure your student has their belongings ready for a quick exit out the right side door.
- Move forward as far as you can before dropping your student off.
- Drop your student off quickly and move on to make room for the next parent.

Thank you for keeping our students safe!

Please be on time dropping off and picking up your child(ren).

We rely on the information you submit to Q Parent Connection (<https://d11connect.d11.org/ParentPortal>) designating who has permission to transport your child. You may list anyone you feel is appropriate—perhaps a grandparent, a friend, or a neighbor. Please ensure that we have at least one emergency contact person listed as “Emergency/Release.”

Sometimes unusual situations come up and you may want someone not listed to pick up your child. To the best of your ability, please contact the office before the actual pick-up time to notify us of the temporary change. When that person is not given prior approval, a staff member will call you as the parent or guardian to get your verbal permission to release your child. If we DO NOT get your permission, we will not release your child.

Our playground is supervised from **7:45-8:00 AM** before school and from 2:30-2:40 PM after school. Children should not be left unattended on the school grounds. *Students not picked up by 2:40 must wait in the office.*

If a child is not picked up at the end of the day, the staff will attempt to contact anyone listed in their student profile in Q, first primary contacts, and then drawing on the student’s emergency/release contacts as indicated by the information you have given us or entered in Q Parent Connection. If we are unable to reach someone appropriate, the student will stay in the front office for a brief time.

If you, as a parent or guardian, do NOT want a non-custodial parent to pick up your child, you MUST have a legal document indicating that the child may not be picked up by that person. The Principal can answer additional questions on this topic.

AFTER-SCHOOL CHILD CARE OPTIONS

At this time, we have no cooperating organizations who are providing after-school care for our students.

ALLERGIES

There are several food allergies at the school. Please check with your child’s teacher regarding significant allergies in the classroom. We strongly encourage students to not share food with other students.

ATTENDANCE POLICY

When a student misses more than 10 percent of any marking period, **whether excused or unexcused**, they are chronically absent from school. When a student misses any part of a school day, with no approved reason provided by the parent/guardian, the student is truant. Habitually truant students are those students who have four or more days of unexcused absences in a month, or ten days of unexcused absences in one year. Chronic absenteeism and truancy affect a student's achievement and may delay a student's academic progress. Students and parents/guardians who willfully violate this policy may be subject to disciplinary action at the school and through the judicial process.

The following shall be considered an excused absence per Colorado Revised Statute 22-33-104:

- A student who is temporarily ill or injured or whose absence is approved by the Principal of the school of attendance.
- A student who is absent for an extended period due to physical, mental, or emotional disability.

Please note that Colorado state law does not excuse vacations.

Exceptions can be approved by the Principal for extenuating circumstances. When your child is away from school for any reason, it is **imperative** that you contact Buena Vista. You have 48 hours to excuse an approved absence; otherwise, your child's absence will be marked as **unexcused**.

Excusing an approved absence can be done one of three ways at Buena Vista: 1) in the office by entering the information in the attendance notebook, 2) by calling 719-328-4100, or 3) by e-mailing alison.yorke@d11.org.

For more information, please see the Student Conduct, Discipline and Attendance Code at <https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/69/StudentHandbook.pdf>. Pages 6-7 summarize the district policy on Student Attendance, Absences, and Truancy, including a complete list of what is an approved absence and what is not.

Please be aware that students may not participate in after-school activities if they have been absent that day.

Tardies

Per board policy, a student will be considered **tardy** if they arrive to class after the bell rings at 8:00 a.m. but before **8:10**. After **8:10** the student is considered **absent** unless the absence is excused by a doctor's note. Extenuating circumstances may be approved by the Principal.

Prearranged Multi-Day Absences

There are occasions when, due to illness, injury, or emergencies, students must be absent from school. Any other absence must be prearranged and approved through the Principal. The form for prearranged absences must be completed at least three days in advance so that the child might receive instruction or complete make-up work prior to the absence. Please request this form by emailing the office at alison.yorke@d11.org.

Parents may request homework for the day of an absence by calling the office prior to 9:00 a.m., and specifically asking for the homework. If homework is available, it will be left in the office and may be picked up at the end of the school day. All children are expected to take part in all regular classes such as physical education, health, music, etc. If there is a concern about the course content or a medical reason for a child to be excluded from a class, please send a note to the office or contact the Principal.

COMMUNICATION

Buena Vista WEBSITE: www.d11.org/buonavista

- Check our **school events calendar** on the website often. This calendar has undergone many improvements for the 20/21 school year! You will find it to be a vital planning tool.
- Find your **teacher's email** address on the website under **Staff Directory**.
- To receive **ongoing school communications**, please update your phone numbers, email addresses, and emergency contact information on Q Parent Connection at <https://d11connect.d11.org/ParentPortal>. After the Fall Update window has closed, you may update contact information with the school office.
- Read the **Marquee** on the front of our school for upcoming events.
- Check out the Buena Vista Montessori and Buena Vista Montessori PTA **Facebook pages**.
- Also watch the D11 Facebook page and website.
- Download the **Colorado Springs SD 11 app** on your Smartphone. Here you can easily see events happening around the district, view and receive notifications, and get quick access to weather delays and closure information.
- You can also access the **D-11 Loop**, directly at d11.org/loop. From there you can sign in with your Q Parent Connection PIN and password. This will give you another place to view your child's information—**grades, attendance, notifications, and lunch balance**. Here you can also **“opt in” to receive texts** from District 11—after login, click on **Account** in the upper right portion of the window; scroll down to **Delivery Addresses**, click the **Add** drop-down box; choose the **Text/SMS** number; and add the phone number, with area code, and click save. To set your delivery preferences, click the **Delivery Preferences** tab; in the **Other** section, select the forms of notification you would like to receive.
- **Friday Folders** are sent home every Friday and must be **returned to school on Monday**. Check for permission slips; school menus; after-school enrichment opportunities; and **important** notes from teachers, PTA, and the Principal.
- Parent/Teacher Conferences occur in October.
- Have a question? Please **schedule** an appointment with your child's teacher so you have her undivided attention.

CONTACT INFORMATION IN CASE OF ACCIDENT OR ILLNESS

The emergency contact information you enter into Q Parent Connection will be used in the event that your child becomes ill or in the event that an accident occurs at school. We try to reach primary contacts first and then other emergency contacts listed. Please make sure that at least one of your emergency contacts in Q Parent Connection is selected as “Emergency/Release.” Please keep this information current. After the Fall Update window has closed, you may update contact information with the school office.

EMERGENCY PROCEDURES/REUNIFICATION

There are a wide variety of emergency situations that might require student/parent reunification. Student/parent reunification may be needed if the school is evacuated or closed as a result of a hazardous materials transportation accident, a fire, a natural gas leak, flooding, school violence, a bomb threat, or some other local hazard.

Important information, *including family reunification sites* (if needed in the case of an evacuation), will be posted on the school's website and the District Facebook site and Twitter feed, and sent to local television stations. The school may send an email home and/or post a notification of lockdown status on the school website and district app.

Parents, please allow emergency personnel full access to the emergency by remaining clear of the school in such an event.

Reunification Procedures

In an emergency, schools must establish a safe area for parents to go to pick up their children. In such a situation, parents will be notified with the location of the reunification site. In a typical release, the following steps will be followed:

- Parents will report to the site and give the name of their child/children.
- Picture I.D. will normally be required by the person in charge to ensure the person requesting the child/children is a match to the name in the emergency release information in Q Parent Connection (please keep this information up to date).
- A runner will go to the student assembly area and get the child/ren requested by the parent or adult. The runner will escort the student back to the pick-up area.
- Parents will be asked to sign a form indicating they picked up their child/ren. The date and time will also be indicated on the pick-up form.

Traffic Control

- Traffic will be controlled by school-based law enforcement until local law enforcement is available and on scene at the school.
- To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles.
- As the situation develops, there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.
- When law enforcement arrives on the scene, they will take charge and do whatever is necessary, including the towing of vehicles to manage the emergency or disaster.

FIELD TRIPS

Signed permission forms must be returned to the teacher for a student to attend a field trip. Please return all forms and fees to your teacher *as soon as possible* to assist the teacher in making the field trip process smooth.

Field trips will be taken by district buses; you may be asked to financially contribute to cover the cost of transportation.

HEALTH SCREENING

Student health screenings are conducted each year in all D11 schools for all students preschool through fifth grade. The health screenings include hearing and vision checks. Parents will be notified following screening tests if their child should be referred for further diagnosis. Please check the school calendar on the Buena Vista website for dates.

HEALTHY SNACKS

Snacks may be brought to school for eating in the classroom or to celebrate special occasions with the teacher's approval. Please make every effort to provide healthy food. This includes fruit, whole grains, pretzels, cheese and crackers, popcorn, yogurt, bananas, zucchini or pumpkin breads, etc. Please refrain from bringing sugar-laden snacks whenever possible. The primary classrooms (preschool and kindergarten) must adhere to state licensing regulations regarding foods brought in to the classroom (see Primary Parent Handbook for details).

We currently are not allowing outside food to be brought into classrooms for parties, sharing, etc.

ILLNESS

Please help us keep our school community healthy.

Guidelines to determine if your child is well enough to come to school are in the document at this link:

<https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/5173/At-Home%20Symptom%20Screening%20for%20Parents%20and%20Staff.pdf>

These guidelines should be used to help parents decide whether or not their child should come to school.

- Children with severe cold symptoms should not attend school.
- Cold symptoms may include a constant runny nose, especially with abnormal color or consistency (this is especially important if your child is unable to use a tissue by himself or herself).
- Nasal or lung/chest congestion—coughing that is constant or persistent.
- Recurrent sneezing that is not allergy related.

Do not send a child to school with an abnormal temperature (any temperature **100.4** degrees Fahrenheit or higher). Symptoms to watch for might be a flushed face, chills, paleness, or skin abnormally warm to the touch. One or all of these symptoms might be present. If in doubt at all, please take your child's temperature. A child with a temperature needs to stay home for at least 24 hours. Remember, if you reduce your child's fever with medication such as Tylenol, your child is STILL ill. Please do not medicate your child and send them to school. Children spread sickness most during the time they have a fever.

Do not send a child to school that has been vomiting or has had diarrhea within the last 12 hours.

INCLEMENT WEATHER POLICY

All inclement weather decisions are based on concerns for students, parents, and staff safety. Parents are expected to decide whether to send students to school on threatening, stormy days. When schools are open, some parents may choose to keep their children home due to bad weather. Such absences will be excused, and work missed may be made up without penalty.

A timely decision to cancel or delay the start of school shall be made by the district to ensure announcements are provided to the public no later than 5:30 a.m., unless there are extenuating circumstances. A decision to implement an early release of school shall be made to ensure announcements are provided to the public no later than 11:00 a.m., unless there are extenuating circumstances. The decision to cancel extracurricular activities will be made by 1:00 p.m., unless there are extenuating circumstances.

To find out the current status of District 11 schools:

- Sign up for notifications via email, text message, and mobile app push. Go to d11.org/Loop. Log in with your Q Parent Connect PIN and password. See Communication above for opting into text messaging and setting delivery preferences.
- Check the D11 website at <https://www.d11.org/Weather>. An alert window will pop up on any D11 website you visit.
- Tune into Comcast Channel 16 and Falcon Broadband Channel 73 or call 520-2300.
- See the D11 Facebook page.

Green Flag Mornings

When the outside temperature at the school site is less than 15 degrees Fahrenheit and/or conditions of significant precipitation are present:

- A green flag and sign at the front door will indicate green flag procedures.
- Students may enter the building at 7:45 a.m. and go directly to their classroom.
- All students will enter the building through the doors they enter on a daily basis.
- Students will begin their morning work, as directed by their teacher.
- Parents of Lower EL and Upper EL are encouraged to “kiss and go” from the car to keep the flow of traffic moving.

At this time, all students will be invited in to the building starting at 7:45 a.m. through their outside classroom door.

Procedures

In the event of a late start:

- Buena Vista’s half-day-only preschool will be cancelled.
- School will begin 2 hours later—at 10:00 a.m.

In the event of an early release:

- Students will be dismissed two hours earlier than normal, at 12:30 p.m., unless otherwise directed by the Superintendent or designee.
- Schools will make every effort to complete lunch service before dismissal.
- All schools and buildings will remain open until all students have safely departed.

Notification of School Changes

Parents can check the following for updated information:

- In case of an early school release, watch for voice, text, and/or e-mail communications from the school via the D11 Loop. This is another reason it's so important to keep your information current through Q Parent Connection.
- The D11 website at www.d11.org: In addition to the ability from the website to receive notifications via email, text message, phone call, and mobile app notifications, an alert window will pop up on any District 11 website you visit.

LOST AND FOUND

Thank you for helping your child be responsible about personal belongings. Names clearly written on lunchboxes, backpacks, and clothing minimize our challenges. **Photos of the lost and found items will be included in the weekly email newsletter sent to parents. If you recognize an item, please email the office at karen.bleibaum@d11.org and the item will be sent home with your student.** Prior to winter break, spring break, and the last day of school, non-claimed items will be donated to charity.

LUNCH

Hot lunches are free to all students through December 2020.

Menus will be emailed home at the beginning of each month or you may find it online on the D11 website at <https://www.d11.org/fns/Menus>.

Children who bring their lunch may **request** white or chocolate milk, when available, a la carte. **Milk is provided free through December 2020.**

Students are expected to clean up after themselves after eating and to follow all of the lunchroom rules. Due to safety reasons, we do not have a microwave in the cafeteria for student use.

Students, grades 1-5, eat lunch in the classrooms with the cohort groups.

Parents/visitors are currently not allowed in the building due to COVID-19.

Lunch Schedules

Primary: 10:50-11:20 (Catherine and Lulu) and 11:40-12:10 (Joy and Heidi)

LEL : 11:10-11:55 (Jill), 11:15-12:00 (Kirsten) 11:20-11:50 (Chimene)

UEL: 11:45-12:30

Meal Prices

Hot lunches are free to all students through December 2020.

Meal Prices for the 20/21 school year are as follows:

Reduced Price K-5th - Free

White Milk \$.65; Chocolate Milk \$.75

Full Price Student Lunch \$2.65

Adult Price Lunch \$3.90

If you have any questions regarding school lunches, please call Tammy, the lunchroom manager, at 328-4132.

Please see myschoolbucks.com for a simple way to pay all student fees and purchases as well as view your child's meal history and account balance. You can also pre-pay for student lunches by cash or check in the office.

Children from families whose income falls within federal guidelines may qualify for reduced or free lunch. Free and reduced meal applications are available on-line at <https://www.myschoolapps.com/> or <https://www.d11.org/Page/2052>.

MEDIA RELEASE

If you choose not to have your child photographed, please be sure that choice is recorded in Q Parent Connection. For parents who didn't update their information in Q through the Fall Update, "Colorado Springs School District 11 Annual Notification of Parents/Guardians Rights" forms are sent home by early September.

MEDICATION

District policy states that no medication is to be given in the schools without a medication form from the doctor stating the name of the student, the medication, and the dosage and includes a signature from both the doctor and the parent, giving Buena Vista School staff permission to administer the medication. If a medication has been prescribed to be given three times a day, the medication will not be given at school; it should be given before school, after school, and at bedtime.

If the medication has to be given at school, please follow these procedures:

- A medication form needs to be completed. This form is available in the office; it must include the legally authorized signature of the physician, dentist, podiatrist, or physician assistant, except as otherwise provide by law. It must also include a parent's/guardian's signature, the student's name, the exact name of the drug, the dosage, and the time the medication is to be given.
- All medications must be kept in a current, pharmaceutically-labeled bottle or box. (All pharmacies will give you an additional bottle/box labeled for school, if requested.) All medications are kept locked in the office and children should remember to come to the office at the time specified to take the medication.

Medication will be given only by trained school personnel as designated by the Principal and to whom a registered nurse has delegated the task of giving such medication.

NO MEDICATION IS TO BE SENT TO SCHOOL IN A CHILD'S LUNCH BOX, COAT POCKET, BACKPACK, ETC. This includes over-the-counter medicines such as Tylenol, aspirin, cough drops, or cough syrup. This also includes homeopathic remedies such as essential oils.

MONEY BROUGHT TO SCHOOL

When it is necessary for money to be brought to school, it should be sent to school in an envelope labeled with the child's name, grade, teacher, and purpose. (If your name is different than your child's, please note that on the envelope so we can credit the right student.) Extra money should not be brought to school.

MOVING

If you are planning to move out of the area, notify the teacher and the office (you will need to fill out a Student Withdrawal Form). If you need a copy of your child's immunization record for your records, let us know. The new school will request your child's records directly through the school office (whether or not it is in School District 11).

If you are moving locally and not changing schools, please notify the office, and they will provide you a Student Change of Address Form. Please return it to the office with a proof of address (current utility bill showing name and property address, current lease or rental agreement, current El Paso County tax notice . . . more examples can be found on the D11 website under Enrollment/Registration).

PARENT ORGANIZATIONS

Second Cup of Coffee

Second Cup of Coffee, formerly known as the School Accountability Committee (SAC), will be a time for you to learn about topics of interest to our school. It is designed to be a communication link between the school and the community. It represents the Buena Vista community's point of view at-large. Second Cup of Coffee concerns itself with the improvement of education for students at Buena Vista. Toward the achievement of this purpose, it works in cooperation with the Principal to develop and monitor the annual Unified Improvement Plan (UIP).

Parent Teacher Association

PTA is a parent/staff organization. We invite all parents and staff to join us in making this year a success. The PTA will be sponsoring educational and fundraising activities during the year, as approved by the Principal. Proceeds from PTA projects supply needed funds for the purchase of items not provided for in the school budget.

PARKING BEFORE AND AFTER SCHOOL

In the interest of our students' safety, DO NOT double park. Our students are far too valuable to take a chance with their safety!

- THE SMALL PARKING LOT IN BACK OF THE SCHOOL IS FOR STAFF MEMBERS ONLY. DO NOT PARK OR DOUBLE PARK IN THE STAFF PARKING LOT! Students walk through the parking lot to art class in the cottage and to the Primary playground.
- Parking is available on the street in front on the school and surrounding streets. Parking on one-way Limit Street is to be done on the west side of the street only.
- Comply with speed limits in school zones. Research indicates that neighborhood residents typically drive ten miles per hour faster than the posted speed zone. Parents of children attending the school are frequently the offenders. (Survey done by American Automobile Association.)

- Be respectful of neighbors by not blocking their driveways.
- Do not park near the crosswalk in front of the school. Please obey street parking signs.

PARTIES

We currently do not allow food to be brought in for sharing at parties. And, parents, guardians, family members, etc. are not allowed in the building at any time.

CLASSROOM PARTIES: Birthday celebrations will be observed in each classroom with the Birthday Walk. Please make arrangements for a class party with your child's teacher ahead of time. Healthy snacks are requested for birthday celebrations. Holiday celebrations vary by classroom (winter break, Valentine's Day, etc). There are several food allergies so please check with your classroom teacher about significant food allergies in the classroom. We strongly encourage no food sharing at our school.

Parties outside of school: Students are not permitted to hand out invitations at school as this can hurt other children's feelings. Please handle the arrangements off school property. We cannot give out names, addresses, or phone numbers of students or parents.

PERSONAL ITEMS

Please mark all personal property with your child's name.

The following items should not be brought to school:

- Knives, weapons, and weapon facsimiles
- Cap pistols, water guns, rubber band shooters, etc.
- Any game or toy
- Any item inappropriate for school use
- Playground equipment
- Trading cards (i.e., Pokeman cards)

No doubt you understand that sometimes items get lost or damaged at school. Please have your child leave toys and other items that may be disruptive (or interfere with the learning/teaching process) at home.

PLAYGROUND SUPERVISION SCHEDULE

Before School: **7:45-8:00** AM

After School: 2:30-2:40 PM

Staff members will supervise children on the school playground during school hours. Before and after school, there is supervision for 10 minutes. Do not send your child to school before 7:45 and do not allow them to stay on the playground to play after 2:40 unless they are with their parent or guardian. **School District 11 employees are not responsible for supervising children on school grounds before 7:45 AM or after 2:40 PM.**

Please instruct your child to go to the office if they ever find themselves separated from you.

RECESS

Children are expected to go outside for recess. Recess provides a break in the day, informal play, and a release of energy in a positive way. All recesses are formally supervised. Unless the temperature is less than 15 degrees Fahrenheit and/or conditions of significant precipitation are present, students will be expected to go outdoors. For this reason, see that your child is adequately dressed for the weather conditions (if it's cold that means a warm head covering, gloves, boots, and a warm coat or jacket). If a child must remain indoors, a written note explaining the reason must be sent to the teacher.

REPORTING TO PARENTS

REPORT CARDS AND CONFERENCES—Report cards will now be available electronically on Q Parent Connection at the end of each quarter. Parent/teacher conference days are in October. Conferences will be scheduled for all students. Parents are encouraged to contact the teacher and set up a conference any other time that the parent feels it is necessary.

STUDENT DRESS

(BOARD OF EDUCATION POLICY JICA) The District is committed to a learning environment that is safe, conducive to the learning process, and free from unnecessary disruption and gang activity or influence. The Board of Education believes that the manner in which students dress, accessorize, and groom themselves affects the learning environment. By their appropriate appearance (which includes dress, accessories and other body adornments, and grooming), students help create an environment that is conducive to their own, as well as all students,' learning. Students' appearance, therefore, clearly has a direct and indirect influence on school discipline and student achievement.

At this time, all students are expected to wear a face mask while in the school building or within six feet of other students while outside. If your child has received a medical exemption, from a medical doctor, which allows the child to not wear a face mask, a face shield will be required.

Online students are expected to follow the student dress code while in WebEx classes.

Items that are not acceptable for school or school-related activities include the following:

- Jogging shorts/running shorts/"cut-off" shorts (or any shorts or similar article of clothing shorter than mid-thigh).
- Skirts and dresses shorter than mid-thigh.
- Sunglasses (inside the building).
- Hats (inside the building).
- Underwear as outer wear.
- Rubber shoe thongs ("flip flops").
- Garments that inappropriately bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts.

- Clothing that is inappropriately sheer, tight, or short. This includes "midriffs"; halter tops; backless clothing; "tube" tops; garments made of fishnet, mesh, or similar material; tank tops; tops with "spaghetti" straps; "muscle" tops; etc.
- Sagging clothing.
- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; that are drug, tobacco, or alcohol related; or that are obscene, profane, vulgar, lewd, indecent, or plainly offensive.
- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the learning environment; that pose a threat or potential threat to the safety or welfare of the student or any other person; or that are or could be considered to be symbols of gang involvement or activity.
- Any other similarly inappropriate clothing, accessory, body adornment, etc., or inappropriate grooming or hygiene.

STUDENT HANDBOOK

The D11 Student Handbook is available on the BV website under Quick Links/Parent and Student Handbooks or under Families & Community/Resources/School Handbooks.

STUDENT PLACEMENT

Due to classroom demographics, we will not be able to accept requests for teachers. Every staff member has his or her strengths that meet the many varied needs of students at Buena Vista. If you would like to have input, please complete the student survey that goes home to parents of kindergarteners and third graders in April. This form will not be treated as a request for a specific teacher's class. This is in no way a guarantee for class placement. We appreciate your support and trust in the professional decisions we make.

TELEPHONE

Students may use the office telephone only in cases of emergency. Arrangements for visits to friends after school are not considered emergencies. All after-school activities should be taken care of prior to coming to school.

PLEASE do not call the office with messages for students unless there is an emergency. This is true especially at the end of the day; we cannot guarantee that your child will receive your message. Phone calls to the classroom disrupt the instructional environment. Communicate with your child before they leave for the day. Your cooperation is greatly appreciated.

Cell phones: Students' cell phones will be off at all times and stored in a backpack during school hours (this includes before and after school when on school property). The school district is not liable for lost or stolen personal property.

SUPPLY LISTS

The school office can provide a list of supplies for your student. You may also find the supply list on the Buena Vista website (www.d11.org/buonavista).

VISITORS

At this time, there will be no visitors in the Buena Vista building. All visitor business will be conducted outside the front doors.

We ask our parents and visitors to help us maintain a safe and productive environment by following these procedures:

1. **Please enter the building through the front doors only.**
2. Sign in on our visitor registry and indicate your destination.
3. Be sure to wear a visitor sticker/badge at all times. Our faculty and staff are required to question anyone not wearing a visitor's badge and direct them back to the office.
4. Please avoid surprise visits to the class as this may interfere with instructional time.
5. Schedule all meetings with the teacher in advance. E-mail is usually the best place to start.

VOLUNTEERS

At this time, there will be no volunteers in the Buena Vista building. Please contact the Buena Vista PTA for volunteer opportunities. bvmontessoripta@gmail.com.

We encourage parents, relatives, friends, and community members to volunteer their time at Buena Vista. Feel free to contact your child's teacher if you would like to volunteer your time in the classroom. All volunteers should pick up their volunteer badge and log into the volunteer kiosk before entering the hallways. By signing in and out with our volunteer kiosk, your volunteer hours will automatically be logged.

All District 11 volunteers must be registered as required by Board Policy. Background checks are conducted by the school district. You may register as a volunteer on the district's website: <https://www.d11.org/Volunteer/Registration> or go to Volunteer Services under Parents & Community, expand +Volunteers, Volunteer Registration, then complete the Volunteer Registration Form. It can also be found on <https://www.d11.org/BuenaVista> under Quick Links, Current Families, Volunteer Registration. Print, sign, and return the completed form to the school office along with a valid I.D. card. Volunteers may work only in the presence of a staff member. **We ask that volunteers please not bring other children.**

2020-2021 Buena Vista Staff

Principal.....	Sharon Gateley.....	sharon.gateley@d11.org
Administrative Assistant	Karen Bleibaum.....	karen.bleibaum@d11.org
Attendance/Registrar.....	Alison Yorke.....	alison.yorke@d11.org
Building Manager	Gene Rankin	eugene.rankin@d11.org
Building Technician	Steven DeLouise.....	steven.delouise@d11.org
Lunchroom Manager.....	Tammy Burghart	tammy.burghart@d11.org
Library Technology Educator	Marni Zabel	marni.zabel@d11.org
School Nurse	Kristina Allen	kristina.allen@d11.org
Health Technician.....	Kay Cooper	kay.cooper@d11.org
Primary (PK-K) Teacher	Catherine Tantengco.....	catherine.tantengco@d11.org
Primary Assistant	Sheila Romero	sheila.romero@d11.org
Primary (PK-K) Teacher	Lourdes Brock.....	lourdes.brock@d11.org
Primary Assistant	Rosa Medina.....	rosa.medina@d11.org
Primary (PK-K) Teacher	Heidi Sale.....	heidi.sale@d11.org
Primary Assistant	Danica Montoya.....	danica.montoya@d11.org
Primary (PK-K) Teacher	Joy Magee	joy.magee@d11.org
Primary Assistant	Misty Lopez	misty.lopez@d11.org
Lower El (1-3) Teacher	Jill Doyle	jill.doyle@d11.org
Lower El Assistant	Robin Avant.....	robin.avant@d11.org
Lower El (1-3) Teacher	Kirsten Martin	kirsten.martin@d11.org
Lower El Assistant	Julie Eick	julie.eick@d11.org
Lower El (1-3) Teacher	Chimene Phillips.....	chimene.phillips@d11.org
Lower El Assistant	Lisa Hofer.....	lisa.hofer@d11.org
Lower El (1-3) Teacher	Karen Kight.....	karen.kight@d11.org
Lower El Assistant	Josephine Richardson.....	josephine.richardson@d11.org
Upper El (4-5) Teacher	Val Segerson.....	valerie.segerson@d11.org
Upper El Assistant	Dessa Trenhaile	dessa.trenhaile@d11.org
Upper El (4-5) Teacher	Jennalee Mundie.....	jennalee.mundie@d11.org
Upper El Assistant	Susan Amerman	susan.amerman@d11.org
Art Teacher.....	Kurt Bakken	kurt.bakken@d11.org
Music Teacher	LaShele Warren	lashele.warren@d11.org
PE Teacher/Counselor.....	Carrie Delius.....	carrie.delius@d11.org
Interventionist/TLC	Michele Bueter.....	michele.bueter@d11.org
Gifted & Talented/TLC	Chantel Bruce.....	laura.bruce@d11.org
Special Education Teacher	Kate Pompa	kate.pompa@d11.org
ELL Teacher	Lori Lykins.....	loretta.lykins@d11.org
Social Worker	Natalie Fowler	natalie.fowler@d11.org
Speech Pathologist.....	Jessica Simpson	jessica.simpson@d11.org
Tutor.....	Dorian Lee	dorian.lee@d11.org