

Butteville Elementary School

24512 Edgewood Road
Edgewood, CA 96094
530-938-2255
www.butteville.k12.ca.us

Student~Parent Handbook 2026 ~ 2027



Butteville Elementary ~ To learn, question and think,... to perform, dream and succeed!

We are proud to serve your children...

About Our School

Butteville Union Elementary School District was established February 7, 1865, and has operated for 161 years.

The five-member Board of Trustees governs the district and meets publicly at 5:30 pm in the school library on the second Thursday of each month. Agendas are posted on the front doors and school website.

District Vision

Butteville Elementary holds high expectations for students and staff. We foster leadership and develop students who become responsible, productive community contributors through academic success in writing, speaking, thinking, creating, and performing.

District Mission

Butteville Elementary provides rigorous academic and creative programs that exceed California Common Core Standards through aligned curriculum and differentiated instruction. Our staff motivates students to embrace challenges and think critically in a safe, supportive learning environment. We focus on the whole child's right to a well-rounded education, providing all students the opportunity to succeed.

Board of Trustees

<u>Member</u>	<u>Term Expires</u>
Alexis Robertson	2026
Jessica Matthews	2027
Maralee Owens	2028
Shelly Hoy	2028

Staff Directory

Administration

- Mr. Eric Bragg – Principal/Superintendent
- Mrs. Kristin Lea – CBO
- Mrs. Randi Scott – School Secretary
- Mrs. Nina Crownover – Administrative Assistant

Teachers

- Ms. Joy DeBortoli – Transitional Kindergarten
- Mrs. Heather Cervantes – Kindergarten
- Mrs. Bridgett Payne – Grade 1
- Mrs. Georgie Johnston – Grade 2
- Mrs. Rebecca McMahon/Ms. Suzi Zehsazian – Grade 3
- Mr. Michael Darnell – Grade 4

- Mr. Matt Falconer – Grade 5
- Mr. Ben Lewis – Grade 6
- Mr. Leonard May – Grade 7-8 Math/Science
- Mr. Colin Kessler – Grade 7-8 History/Language Arts

Support Staff

- Instructional Assistants: Emily Carter, Raven Deleon, Mckenzie Varga, Ryan Vanni, Alicia Grable, Kimmie Mathes, Keli Osuna, Tessa Benkosky, and Jackie Hopkins
- Shawn Ashworth – Librarian/School Secretary
- Adrienne Truer – Food Service Manager
- Kryse Petsch, Brandie Krey – Food Service Assistants
- Custodial: Mrs. Sue Payne, Mrs. Cindy Fernandes
- Boomer Crownover – Maintenance
- Bus Drivers: Bob Rutherford, Seth Jones, Michael Darnell, Eric Bragg
- After School Program: Lizz Errett (Director), Hannah Ghast, Elleanna Cox, Corinne Scott, Haley Chapman, Taylor Crownover
- **School Colors:** Royal Blue and White
- **School Mascot:** Eagle

Shared Responsibility

Education requires partnership between school, student, and home.

District Responsibility

Maintain policies supporting activities and materials that promote learning and safety.

Teacher Responsibility

Provide professional, engaging, safe learning environments with diverse learning opportunities. Challenge students to develop lifelong learning interests.

Student Responsibility

Learn in a well-behaved, appropriate manner that doesn't prevent others from learning. Students must:

- Arrive on time and prepared
- Actively participate in classroom activities
- Complete homework
- Be prepared for academic rigor, including tests and challenging curriculum

Parent Responsibility

Ensure children are well-rested, properly fed, and prepared for school. Parents must:

- Ensure regular, on-time attendance
- Establish positive homework routines
- Help develop habits, behaviors and routines that support long-term success
- Stay informed about school events and activities

General Information

Office Hours

- District Office: 8:00 am – 3:30 pm
- School Office: 7:00 am – 3:30 pm

School Schedule

- Grades TK-3: 8:20 am – 2:00 pm
- Grades 4-8: 8:20 am – 3:00 pm
- Fridays (All Grades): 8:20 am – 2:00 pm
- Half Day TK/Kindergarten: 8:20 am – 12:30 pm
- Minimum Days: 8:20 am – 1:00 pm

Drop-off and Pick-up

School doors open at 7:45 am. Do not drop off students before this time. When dropping off or picking up:

- Do not block handicap parking or bus zones
- Follow posted arrows for parking
- Wait until 7:45 am for drop-off and 2:00/3:00 pm for pick-up
- Park in designated areas if walking your child to school
- Pick up students promptly at dismissal

Winter Weather

During winter weather, the District decides whether school opens on time, starts late (10:00 am), or closes for the day, based on the forecast, road conditions, and power outages. If buses can't run, school may still be in session — parents should decide whether it's safe to drive their child in. School closes only when roads, weather, or power outages make it unsafe for school to be in session. Notifications about late starts and bus service go out through our automated system and social media, so please keep your contact information current with the office.

School Organizations

Parent Advisory Committee

The Parent Advisory Committee brings together parents, guardians, and teachers to support a safe, welcoming, and successful learning environment at Butteville. The committee provides input on school priorities, helps shape the safety plan, and fosters open communication between families and staff. Teachers are encouraged to participate alongside parents so decisions reflect both classroom and home perspectives. The committee meets four times a year, with additional communication as needed.

Butteville PTO

Supports school activities and fundraising, including art programs, environmental camp, equipment purchases, sports programs, and student recognition. All parents encouraged to join.

Volunteers

Volunteers work under direct teacher supervision. Volunteers assist with classroom activities, chaperoning, reading with students, and material preparation. Contact your student's teacher to volunteer. All volunteers must sign in at the office and wear volunteer badges.

Visitors

All visitors must report to the office, sign in, and receive a visitor pass before entering classrooms. Office staff will deliver dropped-off items or call students to the office if necessary.

Chaperones

Adults 21 and older may chaperone school activities after principal approval. All chaperones attend pre-activity orientation with supervising teachers.

Communication

Butteville Bulletin

Weekly newsletter sent home Wednesdays and posted on the website. It contains announcements, the monthly calendar, and activity information.

Website

Our school website <https://www.butteville.k12.ca.us/> is updated regularly with news, calendars, forms, and other important information for families.

Facebook

Follow us on Facebook—Butteville Elementary School and Butteville Elementary PTO for updates, photos, and reminders throughout the school year.

Text and Email

The school also communicates with families directly through text messages and email for time-sensitive information, such as reminders, event updates, and emergency notifications. Please keep your contact information current with the office to ensure you receive these messages.

Technology Program

BUESD provides ongoing infrastructure, hardware, software, and professional development for meaningful learning experiences.

Device Assignment

- Grades K-8: One-to-one Chromebooks
- New Chromebooks are integrated in 3 year cycles.

Financial Responsibility

Parents are financially responsible for damaged or lost devices. Optional \$10 insurance covers one replacement per year for broken devices (does not cover theft or loss).

Field Trips and Activities

Students participate in classroom trips and county-wide activities annually. Eligibility may be affected by poor grades or behavior.

Permission Requirements

Signed permission slips required for participation. Students without permission remain at school under staff supervision.

Transportation

Transportation is provided by school bus, van, or private vehicles. School bus transportation is a privilege, not a right, and may be revoked at any time. Parent drivers must complete applications and provide driver's licenses prior to driving. They also must show proof of adequate insurance. This must all be completed one week before school trips.

Transportation and Communication Policies

After School Transportation

School office must know your student's after-school transportation plans (bus, pickup, after-school program). Call the office by noon for any changes. Students may not get off the bus at different stops without prior parent consent.

Phone and Device Policies

Office phone is not available for students to make after-school arrangements. Make arrangements in advance and inform the office.

Smartphone and Smartwatch Policy (Assembly Bill 3216 and BP 5131.8)

1. Students may bring devices for emergencies but must keep them silenced and stored in backpacks from arrival until dismissal.
2. No device use on school premises during school hours. Smartwatches must remain silenced and stored.
3. Parents and students must communicate through the school office, not personal devices during school hours. Make after-school arrangements in advance and notify the office by noon.
4. Device violations result in confiscation: First offense - student retrieves after school; Second offense - parent pickup required; Third offense - mandatory meeting with student, parent, and principal.
5. Repeated violations result in daily check-in/check-out at front desk for remainder of year.
6. Exemptions for emergencies, medical needs, and IEPs exist.

The district assumes no responsibility for lost or stolen electronic devices.

Health and Safety

Illness and Medication

When students become ill, the office will contact parents for pickup. Emergency medical cards are maintained for all students - keep contact information current.

Students requiring medication at school need a signed Physician's Statement form on file. The school will not dispense over-the-counter medications without a doctor's note.

Student Records

Student records are available for parent/guardian inspection by advance appointment with the office. All records are confidential and accessible according to law.

Enrollment and Immunizations

New students must provide original birth certificate and immunization records. All California immunization requirements must be met before school begins.

Incoming 7th graders must have Tdap immunization and current vaccinations before school starts. California law no longer permits personal exemptions - only medical exemptions with doctor verification are accepted.

Interdistrict transfer students need approved transfer forms from their district of residence and must sign contracts agreeing to academic, behavioral, and attendance expectations.

District Policies

Tobacco-Drug Free School

Our School Board has adopted a comprehensive Tobacco-Free School Policy. This policy prohibits all tobacco use by everyone, everywhere on campus, at all times-including school events after regular school hours. This policy also prohibits students from bringing onto campus tobacco and vaping devices (e-cigarettes) whether they contain nicotine or not.

Visitors violating this policy may be asked to leave school property, or, for repeated violations, may be prohibited from entering district property for a specified period of time.

Students or employees who violate the district's tobacco-free schools policy shall be asked to refrain from tobacco use and shall be subject to disciplinary action as appropriate.

As per California Ed Code Section 48900 and 48911 a student may be suspended for no more than 5 days for possession or use of tobacco, while on campus or during any activity that is related to school attendance, which includes the following: while going to or coming from school, during the lunch period, or during, or while going to or coming from, a school-sponsored activity. In addition, students will be referred to tobacco cessation/intervention sessions provided by the Tobacco Use Prevention Education (TUPE) program. School staff who are seeking to stop using tobacco products may also seek assistance through the TUPE program. Other adults can obtain help quitting by calling the California Smoker's Helpline at 1-800-NOBUTTS. Services are free and confidential.

This policy has been put in place for three reasons:

- a. To support families in keeping their children tobacco free

Tobacco use is the leading cause of preventable death and disease in the nation with the full dangers of electronic vaping devices remaining to be known. Most parents, even

those who use tobacco, do not want their children to become addicted. Youth spend a great deal of time at school and at school-related events. Allowing the use of tobacco or vaping products on campus implies less opportunity to see others using tobacco and have access to tobacco products. This means they will be less likely to try, and possibly become addicted to tobacco.

- b. To provide a safe environment for students and staff
We have an obligation to provide a safe learning and work environment for students and staff. Exposure to secondhand smoke can trigger an asthma attack or make respiratory problems worse. Adults smoking outside, near building entrances during school sponsored events, place others at risk.
- c. To establish a tobacco-free norm for our school grounds.
Adults are role models for students. Without tobacco-free schools district policies, kids receive a mixed message. They are told in class and by their coaches to resist tobacco; yet elsewhere on school property young people may see teachers, peers and visitors using tobacco. Good role models don't smoke in front of children.

It is our hope that our entire community will do their part in helping to make our youth part of the next tobacco-free generation.

Nondiscrimination

District programs are free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or other unlawful considerations. Contact Eric Bragg, Superintendent/Principal, for complaints: 24512 Edgewood Road, Edgewood, CA 96094, 530-938-2255.

USDA Nondiscrimination Statement

U.S. Department of Agriculture (USDA) nondiscrimination statement for child nutrition program participants.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint Form](#) (PDF), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: 833-256-1665 or 202-690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Questions: CNP Complaints | cnpcomplaints@cde.ca.gov

Contact Eric Bragg, Superintendent/Principal, for complaints: 24512 Edgewood Road, Edgewood, CA 96094, 530-938-2255.

Williams Complaints Classroom Notice

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

Name and Title of Compliance Officer: Mr. Eric Bragg, Principal, 24512 Edgewood Road, Weed, CA 96094, 530-938-2255

Title IX

For complaints regarding equality of access to education based on gender; contact Eric Bragg at the above address.

Sexual Harassment

Students experiencing harassment should immediately report incidents to the principal. All complaints will be promptly investigated while respecting privacy. Retaliation against complainants is prohibited. Board Policy #4190 is available at the school office.

Uniform Complaint Policy

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The *Butteville Elementary School District* has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The *Butteville Elementary School District* shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws regarding Consolidated Categorical Aid Programs, Migrant Education, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Name and Title of Compliance Officer: Mr. Eric Bragg, Principal

Address: 24512 Edgewood Road, Weed, CA 96094

Telephone Number: 530-938-2255

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained

knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the *Butteville Elementary School District* Uniform Complaint Procedures (BP 1312.3) and Sexual Harassment Policy (BP & AR 5145.7) shall be available free of charge in the District office.

Model Notification of Rights under FERPA for Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Butteville Elementary School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Butteville Elementary School to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butteville Elementary School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Butteville Union Elementary School** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

1 See California Penal Code sections 25100 through 25125 and 25200 through 25220.

2 See California Penal Code section 25100(c).

3 See California Civil Code Section 29805.

4 See California Civil Code Section 1714.3.

(NCLB) Act

If your child is attending a school receiving Title I federal funds through the No Child Left Behind (NCLB) Act. This federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

- I. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
- II. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelors, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a teacher's aide provides your child services, you may also request information about his or her qualifications. Many teachers' aides have two years of college, and others have passed a test that verifies their qualifications.

Type 2 Diabetes

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.

- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

References

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

[American Diabetes Association Clinical Journal](#) (Outside Source)

[Helping Children with Diabetes Succeed: A Guide for School Personnel](#) (PDF; Outside Source)

[KidsHealth](#) (Outside Source)

[Mayo Clinic](#) (Outside Source)

[National Library of Medicine \(NLM\) and National Institutes of Health's \(NIH\) MedLine](#) (Outside Source)

[US Centers for Disease Control and Prevention](#) (Outside Source)

NOTICE OF LIABILITY AND EMERGENCY ADMINISTRATION OF UNASSIGNED EPINEPHRINE AUTO-INJECTORS

Authority: In accordance with California Education Code § 49414 (as amended by Senate Bill 1266), Butteville Union Elementary School District provides emergency epinephrine auto-injectors (EpiPens) on school campuses.

Purpose & Use: These unassigned epinephrine auto-injectors are stored in secure, accessible locations to provide emergency medical aid to any individual (including students, staff, or visitors) who is suffering, or reasonably believed to be suffering, from a life-threatening anaphylactic reaction.

Administration: In the absence of an on-site school nurse, emergency unassigned epinephrine may be administered by unlicensed school personnel who have volunteered and completed the state-mandated training standards reviewed by the State Superintendent of Public Instruction. Calling 911 is required immediately upon any administration of epinephrine.

Implied Consent & Emergency Rights: By enrolling your student in this District, you acknowledge that emergency medical care using stock, unassigned epinephrine will be provided if your child exhibits symptoms of anaphylaxis, regardless of whether your child has a known allergy or a personal prescription on file.

Opt-Out / Written Objection:

If you DO NOT wish for your child to receive emergency medical aid from an unassigned epinephrine auto-injector under any circumstances, you must submit a written, signed statement explicitly refusing this emergency treatment to the School Principal or School Nurse within the first ten (10) days of the school year.

Emergency Procedures

School safety is a major staff responsibility. All schools have disaster plans, and staff is prepared for prompt decision-making in any situation threatening student safety.

Emergency Situations

Lockdown, shelter-in-place, evacuation, or early dismissal may be necessary due to power outages, violent incidents, wildfires, or severe storms. Communication and transportation may be disrupted during emergencies.

Students are trained in emergency procedures throughout the year, including off-campus evacuation drills. If campus evacuation is necessary, students will be transported to the safest available location and parents will be notified immediately.

Family Emergency Planning

Develop a family emergency plan. Resources are available at www.redcross.org and www.fema.org.

Emergency Communication

Major Emergencies will trigger notifications via text, email, and social media.

Student Release Policy

- Students are released only to parents/guardians or designated individuals
- Written permission or Emergency Form listing required for release to others
- All pickup persons must sign students out at the office
- Update Emergency Forms when contact information changes

During Emergencies - Parent Guidelines

- Do not call the school - we will contact you. Keep phone lines open for emergency calls
- Use social media and Siskiyou Scanner for updates
- Students may use cell phones to contact you when appropriate and safe
- Do not drive to school - keep access routes clear for emergency vehicles
- Wait for notification about safe access or student relocation

Special Programs

National School Lunch Program

Butteville participates in National School Breakfast and Lunch Programs. All meals are free per California law. Monthly menus are distributed through the SIS system and posted online. Home lunches should not include sodas, energy drinks, caffeinated drinks, or candy. No discrimination will exist on the basis of race, sex, color, national origin, age, or disability.

Siskiyou County Office of Education Services

Provides psychological testing, speech and hearing therapy, health services, Natural Resource Education, and Family Life Education. Parents may refer students for special services.

Resource Specialist Program

RSP teachers provide services for qualified students, including assessment, individual and group help, and classroom teacher assistance. They manage Individual Education Plan meetings following federal and state procedures. Siskiyou County Office of Education provides RSP services for qualified students.

Student Success Team

Student Success Team (SST) provides opportunity for parents, teachers, specialists, administration, and students to address individual progress concerns. Contact your student's teacher for concerns about progress. PBIS tiered behavior management system monitors and assists students' emotional and academic needs.

Attendance

California law mandates punctual, regular school attendance. Regular attendance is essential for educational success and requires parent support.

Absences and Tardies

Parents must confirm all absences by calling the office before 8:00 am or sending a note when the student returns. Unconfirmed absences are considered unexcused. Three unexcused absences or tardies over 30 minutes triggers the first truancy letter.

Excused Absences: Student illness, family member death, medical appointments that cannot be scheduled outside school hours, court appearances, religious holidays (maximum 1 day per semester)

Unexcused Absences: Babysitting, shopping, personal appointments, oversleeping, missing the bus, extended vacations, other incidents per CDE guidelines.

New laws AB 1503, SB 350, SB 413, and AB 373 (effective January 1, 2024) modify excused absence requirements. See CDE website: <https://www.cde.ca.gov/ls/ai/tr/>

Doctor's notes may be required for absences exceeding 3 days or excessive tardiness. Students must attend school all day to participate in after-school events, sports, dances, or programs.

Interdistrict transfer students must maintain regular attendance or risk transfer revocation.

Early Departure

Parents/guardians must come to the office and sign students out for early departure.

Academics

Student Standards

Butteville has adopted content standards for all grade levels and subjects that meet or exceed California state standards.

Trimester Grading System

Report cards are issued three times yearly: November, March, and June. Parent conferences are held in November and as needed.

Progress Reports

Students in grades 4-8 at risk of receiving D or F grades receive progress reports after the sixth week of each trimester.

Awards Assemblies

Students in grades 4-8 with 3.6-4.0 GPA earn Principal's Honor Roll recognition. Students with 3.0-3.59 GPA make Honor Roll. Honor Roll students are recognized at end-of-trimester Awards Assemblies. Classroom recognition and perfect attendance awards are also presented. Parents are encouraged to attend.

Co-Curricular and Extra-Curricular Activities

Butteville belongs to the Siskiyou Athletic League and offers cross country and volleyball (fall), basketball and cheerleading (winter), track (spring), plus spring play, field trips, and Student Council.

Eligibility Requirements

Students must maintain 2.0 GPA to participate. Eligibility is verified through two-week grade checks. Academic eligibility is determined by prior grading period report cards. The principal may approve probationary status for student athletes below 2.0 GPA upon parent request.

Parents must attend coach meetings before each sport. Students sign participation contracts ensuring good sportsmanship, grade maintenance, practice attendance, and teamwork. Students must attend school all day to participate in activities. Administration reserves the right to review individual cases.

Graduation and 8th Grade Trip Requirements

Students must maintain minimum 2.0 GPA for the entire year with no more than 2 F's annually and no F's in 3rd trimester. Students with documented special needs may receive modified grades case-by-case. Students must demonstrate respectful behavior without excessive detentions or suspensions and maintain 90% attendance (excluding excused absences). Administration reserves the right to review individual cases.

Athletics

BUESD offers cross-country, volleyball, basketball, cheer, and track for grades 6-8, with lower grades included at coach discretion. An Athletic handbook is available with sportsmanship guidelines and shared with athletes and their families. Families and athletes represent the Butteville community and must be kind, respectful, responsible, and safe at all events.

Student Services**Library**

Full-service library provides weekly checkout opportunities for all students.

Special Deliveries

All student deliveries must be brought to the office. Flowers, gifts, food, and balloons will be delivered to classrooms at the teacher's convenience.

Baked goods will not be accepted — food items must be store-bought and factory-sealed.

No sodas, sugary, energy, or caffeinated drinks allowed on campus.

Lost and Found

Label all personal items with the student's name. Lost and Found is located in the front hallway. Unclaimed items are donated to charity at Winter Break, Spring Break, and the end of the year.

Rules and Discipline

Butteville Union Elementary School District prepares youth for positive citizenship by fostering self-discipline and personal responsibility. Students are expected to be Kind, Responsible, Respectful, and Safe.

Positive Behavioral Interventions and Supports (PBIS)

School-wide approach creating safe, effective learning environments by promoting positive behavior. Students learn behavioral expectations and receive recognition for meeting them. Supports are provided for struggling students through Students of the Month recognition, token rewards, class celebrations at 5 Star Grill, and tiered intervention systems.

Communication System

Minor behavior issues result in "Minor" slips sent home for parent signature. Three Minors for the same behavior within a trimester becomes a Major Referral requiring parent meeting with the principal to develop a success plan. A major referral is placed in the student's file.

Classroom Discipline

Each classroom has a discipline plan sent home at year's beginning. Discipline may include timeouts, lunch detention, and office referrals. PBIS minor and major infractions track student behavior.

Dress Code

Students should dress neatly, cleanly, and appropriately for learning and safety.

1. Shirts must cover front, back, and midriff. No tank tops, spaghetti straps, or visible undergarments. No excessively tight clothing or sleeveless shirts with large armholes.
2. Shorts minimum 3-inch inseam. Skirts and dresses at mid-thigh or below. Holes in pants at mid-thigh or below.
3. Pants hemmed and worn at waist, staying up without belts, not touching ground. No sagging or pajamas except for special activities.
4. Shoes laced and tied. No flip-flops, shower sandals, or high heels. Sandals need heel straps. Shoes must permit participation in recess and PE.
5. No clothing with references to alcohol, tobacco, drugs, profanity, or sexual content.
6. No fishnet or tights as standalone clothing.
7. No indoor hoodies except outside. Hats permitted on campus. Teachers may prohibit hats in the classroom.
8. Maintain personal hygiene.

Students in inappropriate clothing will call parents for clothing changes or the school may provide alternative clothing.

School Rules

1. "Hands Off" policy - no contact sports, hitting, kicking, inappropriate touching, or play fighting

2. Students must be supervised at all times. Off-limits areas: doorways, between buildings, landscaped areas, sheds, trees, parking areas. No entering classrooms without adults present
3. Use playground equipment safely. One direction on monkey bars, one per swing, no bailing out, pushing, or twisting. No climbing or jumping from equipment.
4. Students may play, sit, or move during recess but not lie down. Must remain visible to supervisors
5. No spitting or gum chewing
6. Use appropriate spoken and body language
7. Remain tobacco, drug, and alcohol-free
8. No dangerous objects or weapons. No throwing rocks, dirt, grass, or playground chips
9. No gum, candy, sodas, or sunflower seeds
10. No electronic devices - smartphones and smartwatches must remain silenced in backpacks. No toys, sports equipment, trading cards, personal items, rollerblades, scooters, hover boards, or skateboards without prior approval
11. Respect rights, privacy, and property of others
12. No highly caffeinated, sugary, or energy drinks

Cheating Policy

Cheating includes but is not limited to: using cheat notes, exchanging test information, copying during class, stealing tests, using codes, unauthorized materials, electronic devices, copying answers, having work done by others, doing work for others, copying published materials without citation.

Consequences range from assignment zeros to detention, suspension, and parent contact.

Cafeteria Rules

1. Follow all school rules
2. Touch only food on your tray
3. No food sharing
4. No sodas, sugary, energy, or caffeinated drinks in cafeteria (or while on campus)
5. No food throwing
6. Remain seated until dismissed, leave orderly
7. Clean up after yourself
8. Converse in normal tones, no loud or vulgar language

Discipline and Detention

Rule violations may result in Discipline Referrals signed by student and supervising adult. Parents receive copies. Students may be removed from activities for physical abuse, property destruction, alcohol, drugs, weapons, obscenity, and willful defiance. Consequences include office referrals, detention, suspension, or expulsion per Board Policies 5131.6, 5131.62, 5131.7, and AR 5144.1.

Lunch detention requires bringing school materials. Students not on time or without assignments will not be admitted. Failure to attend leads to additional detentions and/or suspension. Special arrangements require principal approval.

Bus Transportation

Bus transportation is a privilege, not a right. Bus drivers enforce safety rules and maintain authority at all times. Student safety is the primary goal.

Before Your Ride

Arrive 10 minutes before scheduled pickup. Times are approximate due to transportation and weather. Buses cannot wait for late students.

Getting to the Bus Stop

- Walk facing traffic on the left side of the road
- Stay off the road in single file
- Don't cross yards or wait in streets
- Wait away from the bus door, back from traffic
- Wait for complete stop before boarding
- Board one at a time using handrails

School Bus Rules

Students are under the authority of the bus driver at all times.

1. Be on time — buses will not wait.
2. Drivers may assign seats.
3. Students who refuse to follow directions forfeit their riding privileges.
4. The driver will escort students across the road as required by law. Parents should wait on the sidewalk and not cross to meet the bus.
5. Be courteous to the driver, fellow students, and passersby.
6. Follow the school's "Hands Off" policy.
7. Do not talk unnecessarily to the driver while the bus is in motion.
8. Speak in normal tones — no loud or vulgar language.
9. Remain seated while the bus is moving. Wait until it comes to a complete stop before standing.
10. Seatbelts must be worn at all times.
11. Keep hands, arms, head, and other body parts inside the bus and away from windows.
12. Do not throw objects on or from the bus. Students who litter will be required to clean the bus.
13. Do not damage bus property.
14. Do not open windows, doors, or emergency exits without permission.
15. Lighters, matches, and tobacco products are prohibited.
16. Firearms and animals are prohibited.
17. Skateboards, skis, snowboards, balloons, and roller blades/skates are not permitted on the bus.
18. Food is not allowed, including gum, candy, soda, crackers, cookies, and sunflower seeds. Violators will be required to sweep the bus.
19. Electronic devices are allowed but will be confiscated if misused — including for accessing inappropriate websites or videos. Audio and music must not be played loudly.
20. Written parent permission is required for students to get off at a different stop. A note or a call to the office by noon is required.

Violators of these rules may be assigned a specific seat.

Note: All bus rides are video recorded.

Disciplinary Procedures

- 1st Offense: Warning/minor + parent contact
- 2nd Offense: Second warning, phone call and 1-5 day suspension
- 3rd Offense: 10+ day suspension and/or possible suspension for remainder of year
- Gross Misconduct: Immediate year suspension for severe infractions

Immediate suspension is possible for extremely bad behavior at driver and superintendent discretion.

Bus Stop Rules

California law prohibits children K-8 from crossing in front of or behind school buses unless properly escorted by the driver. It is illegal for any child K-8 to cross streets unescorted. Butteville has no escorted stops.

Bus riders must be at stops 10 minutes early to avoid crossing violations, running to the bus, and to act respectfully.

Pickup and Drop-off

If late please proceed to the next bus stop. Don't follow the bus expecting unscheduled stops. Parents are responsible for driving children to school if they miss the bus.

K-3rd students will not be released without a parent present. Parents may submit written permission for children to walk home alone from the bus stop. Without this letter, students without parents present will be returned to school.