



# Parent Guide

K-6th Grade



# Burton School District

College and World Ready



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### DOWNLOAD THE PARENT SQUARE APP

Get connected and stay connected with the ParentSquare app. Stay up to date on the latest news and events at your child's school site.

- Visit the **iTunes app store** or **Google Play** and look for **"ParentSquare."**



2023-2024

Parent/Guardian Annual Notification-English

- **Scan here to access the complete annual notification**
- **These forms are also available at your school site**

# Jim Maples Academy



## Welcome to JMA

Your child is our priority and we appreciate your partnership to help your student reach their full potential. At Jim Maples Academy, we are about educating the whole child and helping them develop skills that are important in academics and in life.

- As a Capturing Kids Heart National Showcase School, we focus on creating a positive campus culture with a focus on social emotional wellbeing.
- JMA is a Leader in Me School which provides a model that builds leadership and life skills in students.
- We are an Apple Distinguished school that provides 1:1 technology to all students for academic learning.
- JMA also offers a 50/50 Dual path for students.

At JMA there are a lot of opportunities to get involved. We look forward to an amazing school year!

## We're Here to Help



### PRINCIPAL

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### VICE PRINCIPAL

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### SECRETARY

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## More About Us

- Our school was nominated nationwide as a Capturing Kids Heart's Showcase School.
- Our school mascot is the Jaguar
- Our school colors are Blue and Green.
- Every Friday is spirit day, you can buy spirit shirts in the school office.
- We have a spirit assembly on the last Friday of each month.

## Connect With Us



[www.jimmaples.org](http://www.jimmaples.org)



[@jmaschool](https://twitter.com/jmaschool)



search [jimmaplesacademy](https://www.facebook.com/jimmaplesacademy)



 (559) 781-1658

# District Vision and Mission

## Vision

We will be state leaders in building relationships and providing an innovative education to meet our Mission for all students.

## Mission

Empowering the whole student to be confident and successful in college and the world.

## Strategic Plan

The District Strategic Plan to reach our vision and mission consists of 4 Pillars and 11 action plans.



### PILLAR 1: STUDENT SUCCESS

All students will learn in a safe and engaging environment and graduate college and career ready



### PILLAR 2: EMPLOYEE ENGAGEMENT

All employees of the Burton School District will be engaged and valued



### PILLAR 3: FAMILY & COMMUNITY PARTNERSHIPS

All school families and community partners will be engaged and feel valued



### PILLAR 4: IMPROVEMENT, EFFICIENCY, AND INNOVATION

All of our district and school processes and operations will be evident and lead to innovation



# K-6th Grade Dress Code

All students are expected to dress and groom in a manner that is conducive to the learning process, demonstrates respect for themselves and others, and promotes cleanliness and safety. Any clothing, hairstyle, or accessory (even if not specifically mention) that creates a safety or health concern, draws undue attention to the wearer, or distracts from the education process is prohibited. Clothing must be neat, clean, without holes or rips, and acceptable in appearance; therefore, students, visitors, and volunteers will follow these guidelines:

## Accessories

- Sunglasses and hats must be worn correctly (bill in front) and are not permitted indoors.
- Piercings may be worn in ears only. Other piercings are prohibited and must be removed at school.
- Permanent and temporary tattoos must be covered at all times. Writing and/or drawing on the body is prohibited.
- Clothing, jewelry, or other accessories may not advocate, promote, or advertise prejudice of any kind (racial, ethnic, religious, etc.), unlawful acts, weapon display, crude and obscene language or graphics, or the use of tobacco, drugs, or alcohol.
- Clothing and accessories that may be potential weapon may not be worn (steel-toed shoes, chains on wallets or belts, and items with spikes or studs are prohibited).
- Hair must be cleaned and groomed and may not interfere with the educational process. No unnatural hair coloring (permanent, temporary, or extensions) or distracting hairstyles (mohawk, fohawk).

## Clothing

- Modesty should be key to dress. No backless, bare midriff, strapless, or see through/net type tops are to be worn. Tank tops must have at least a one-inch thick strap. Shirts must be long enough to extend below the waistline when hands are raised above the head. Shirts longer than the fingertips must be tucked in (if shorts are covered, the shirt is too long).
- NO BAGGING..NO SAGGING. Pants must fit at the waist, hips, crotch, and thighs. Pants and shorts that are too baggy or show underwear are not allowed.
- Shorts, skorts, skirts and dresses must cover the underwear when sitting, standing or bending. Shorts must have a minimum 2-inch inseam. Skirts and dresses must be longer than extended fingertips.
- Under garments may not be exposed at any time.
- Pajamas and slippers are not allowed (except for designated dress up days).
- Shoes that are appropriate for school activities must be worn at all times. Shoes must have a back strap (no flip flops) and cannot have high heels. Appropriate shoes are required for safe participation in physical activity.
- No clothing, hats, jewelry, or other accessories that, by virtue of its color, arrangement, trademark, or any other attribute, denotes affiliation with or promotes membership in a gang. No bandanas of any form are allowed.

Inappropriate dress will cause students to be sent to the office to call home for appropriate clothing. Multiple violations will result in consequences. The principal reserves the right to make decisions about the appropriateness of dress items that may not be covered by the above policy.



# Burton District Transportation

## Qualifying for Transportation

Students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to their home school attendance area.

- Kindergarten: 1/2 mile
- Grades 1st-3rd: 3/4 mile
- Grades 4th-8th: 1.5 miles

## Notice to Kindergarten Parents

It is the parents' responsibility to make sure someone is at the bus stop when your child is transported to his/her bus stop. If no one is available we will bring your child back to school site to be picked up by parent.\*

*\*If this occurs three times in a school year, your child will lose bus riding privileges for the rest of the year.*

## Foggy Day Schedule

School bus operations shall be limited when atmospheric conditions reduce visibility to 200 feet or less. If a foggy day schedule is designated the district will send out a message on the Parent Square App to notify parents of the delay.

## Top Ten Bus Safety Rules:

- Respect the bus driver and listen his/her instructions.
- Be at the bus stop early. Students not regularly scheduled to ride the bus will not be allowed to ride to or from school unless prior arrangements are made between parents and a school administrator.
- Take your seat right away after boarding the bus. No horseplay with other students.
- Stay seated at all times. Refrain from unnecessary noise or boisterous conduct.
- Always get on and off the bus at your bus stop.
- Leave the bus carefully using the handrail.
- Keep your head, arms, legs, and hands inside the bus at all times.
- Look both ways before crossing the road.
- Wait for the bus in a safe place away from the road.
- No eating, drinking, or chewing gum on the bus.

## Disciplinary Procedures:

- Students violating the safety rules above could lose their bus privilege.
- Bus violators will be warned by the driver. If the warning is not heeded, the driver will report student to school site administration.
- A student may be temporarily suspended from riding the bus, and parents will be notified.
- A student who continues to violate bus conduct may be suspended from riding the bus for an indefinite period of time.



# Nutrition Services

## Nutrition Services

Our goal is to serve attractive nutritious meals, prepared under sanitary conditions to the greatest number of students.

## Applications for Free/Reduced Price Meals

During the 2022-23 school year, all students will be offered breakfast and lunch at no charge during their school day through California's new Universal meal Program.

To help continue providing students with the maximum amount of resources we ask that each family fill out the survey link below [www.burtonschools.org/lunch](http://www.burtonschools.org/lunch)

## Breakfast in the Classroom

Studies show that good nutrition leads to improved classroom performance, higher test scores, and better behavior. Breakfast is an important part of good nutrition and helps to set students up for success. Each morning, breakfast is delivered to the classroom and available for students to eat in the classroom before instruction begins.

## Lunches at Burton

During lunch the students are served:

- an entrée of lean meats and whole-grains
- a fruit or a vegetable
- a visit to our salad bar to choose from a variety of fresh produce.



*"I love what I do. I am thankful for the opportunity to serve students, it is truly a privilege. The Nutrition Services staff is always eager to answer any questions from parents, please give us a call at (559) 782-5948."*

**Linnett Cazares**  
Director of Nutrition Services

# Be a Volunteer!

Burton School District encourages parent and family volunteers, while ensuring that steps are taken to protect the safety and interests of our students. Due to COVID-19 pandemic, visitors on campus will only be allowed on an as needed basis. Please note that all field trips are different and therefore have different guidelines. Our primary goal is the safety of our children. The following are the volunteer procedures, which are followed by the Burton School District.



## Level 1 Clearance

Adults who only volunteer in the classroom and class parties/events for no more than 10 hours per month.

### Requirements:

- Approval of principal
- Complete volunteer form
- Driver's License/ID copy

*\*Volunteers are under direct supervision of certificated employees*



## Level 2 Clearance

Adults who volunteer in the classroom more than 10 hours per month; cannot ride on school transportation and are not clear to be chaperones. (i.e., outdoor education, field trips supervising only their child, night excursion, parent provides their own transportation)

### Requirements:

- Approval of principal
- Complete volunteer form
- Driver's License/ID copy
- TB test

*\*Volunteers are under direct supervision of certificated employees*



## Level 3 Clearance

Designated volunteers: adults who participate in a school activity unsupervised by a certificated employee (i.e. outdoor education, field trips supervising small groups of students, overnight field trips, authorized to ride on school transportation)

### Requirements:

- Approval of principal
- Complete volunteer form
- Driver's License/ID copy
- TB test
- Fingerprint Clearance

## Additional Procedures

- After completion of the volunteer form, participants will need approval of the Principal (they sign off on the form) and submit it to the site secretary.
- Only TWO family members per child/family will be paid for by the district as Level 3 volunteers. Additional volunteers may fingerprint at their own expense, in the amount of \$15 before Dec 1st. After Dec 31st, the full cost of fingerprints is the responsibility of the participant.
- Volunteers with a felony conviction or pending conviction will not be approved as a level 3 volunteer. Misdemeanor convictions or pending convictions will be approved on a case by case basis.
- Human Resources will notify the respective school secretary and principal regarding clearance. Teachers will receive a list of volunteers who have been cleared.





# Every Day Counts at Burton

- Any student arriving late or leaving early must be checked in at the school office.
- If a student arrives late or leaves early, or is absent, for a medical or dental appointment, please provide a doctor's note to the school office within 5 school days to verify their absence.
- Students arriving late or leaving early will be marked as tardy.
- We ask that you schedule all appointments after school hours when possible.

## Attendance Procedures

Regular attendance is extremely important to to your child's success in school:

- If your child must be absent, please call the school office by 10am to verify their absence.
- Excessive absences and/or tardies will need to be excused with a doctor's note.
- More than 3 absences/tardies will be brought to the attention of the site administrator who will contact you to inquire how we may assist in helping improve your child's attendance.

## Regular Attendance

- **Excused Absences/Tardies:** Limited to verified illness, medical or dental appointments, funeral or immediate family member, court appearance, religious holiday, etc. as approved by Ed. Code.
- **Unexcused Absences/Tardies:** Any absence or tardy for a reason not defined as an excused absence/tardy.
- **Truancy:** More than three unexcused absences or tardies over 30 minutes in any school year.
- **Chronic Absenteeism:** Any student who is absent or tardy over 30 minutes, for reasons that are excused or unexcused, for 10 percent or more of the school year.
- Students who are truant or chronically absent/tardy will be referred to the School Attendance Review Board.

## Excused/Unexcused Absences

- Non-Charter School students who need to be absent for a minimum of five or more school days may be placed on Independent Study.
- Charter School students who need to be absent for any number of school days may be placed on Independent Study.
- A signed Independent Study contract must be completed prior to the first day of absence. Contact your school office for more information. Please provide two weeks notice when possible.
- If your child has a chronic illness that causes him/her to frequently miss school, please contact the school nurse.

## Additional Information

- **Please Note:** Students who are truant or chronically absent/tardy will be referred to the School Attendance Review Board (SARB).

# Statewide Testing Notification

Every year, California students take several statewide tests.

When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

## CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

### Who takes these tests?

- Students in grades 3-8 and grade 11.

### What is the test format?

- The Smarter Balance assessments are computer-based.

### Which standard are tested?

- The California Common Core State Standards

## CAASPP: California Alternate Assessments (CAAs) for ELA and Math

### Who takes these tests?

- For students in grades 3-8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments.

### What is the test format?

- Computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

### Which standards are tested?

- The California Common Core State standards through the Core Content Connectors.

## CAASPP: California Science Test (CAST)

### Who takes this test?

- Students take the CAST in grades 5 and 8 and once in high school either in grade 10, 11 or 12.

### What is the test format?

- The CSA is computer-based.

### Which standards are tested?

- The California Common Core State Standards en Español.

## CAASPP: California Spanish Assessment (CSA)

### Who takes the test?

- Optional test for students in grades 3-12 that tests their Spanish reading, listening, and writing mechanics.

### What is the test format?

- The CSA is computer-based.

### Which standards are tested?

- The California Common Core State Standards en Español.

## ELPAC

### Who takes the test?

- For students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

### What is the test format?

- ELPAC assessments are computer-based.

### Which standards are tested?

- Tests the 2012 California English Language Development Standards.

## Alternate ELPAC

### Who takes the test?

- Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

### What is the test format?

- Alternate ELPAC assessments are computer-based.

### What is the test format?

- Alternate achievement standards derived from the 2012 California English Language Development Standards.

## Physical Fitness Test

### Who takes the test?

- For students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

### What is the test format?

- Consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

### Which standards are tested?

- The Healthy Fitness Zones, which are established through the FITNESSGRAM®.

## CAASPP: California Alternate Assessment (CAA) for Science

### Who takes the test?

- Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

### What is the test format?

- The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

### Which standards are tested?

- Alternate achievement standards derived from the CA NGSS.



# HOT WEATHER GUIDELINES FOR P. E.

According to the American Academy of Pediatrics, most healthy children and adolescents can safely participate in outdoor physical activities in warm to hot weather conditions, as long as appropriate preparation, modifications, and monitoring are provided.

Students are encouraged to wear light-weight clothing, bring a water bottle, and may bring a towel to sit on during exercises and stretching.

In accordance with BP 6142.7 modifications will be made when temperatures reach 90 degrees or more. Modifications include:

- Increasing the frequency of breaks for water and resting
- Reducing the duration and/or intensity of activity
- Select appropriate level of intensity for physical activity as defined in Administrative Regulation 6142.7
- Limit physical activity of students who were recently ill
- Closely monitor students for signs of developing heat illness
- Review signs, symptoms, and prevention of heat related illness with students

## Physical Education Activity Guidelines

**90 to 95 degrees:** All outdoor activities are acceptable. The teacher will ensure the modifications above are being implemented.

**96 to 99 degrees:** All outdoor activities are acceptable, but the temperatures can rise and should be monitored every 30 minutes. The teacher will ensure the modifications above are being implemented. Additional considerations should be made in regards to the environment of the activity (i.e. blacktop vs field).

**100 to 104 degrees:** Outside activities are not suggested. The teacher will re-check the temperature every 30 minutes when students are outdoors and ensure the modifications above are being implemented. Indoor activities are highly recommended.

**105 degrees or more:** All outdoor activities are to be stopped, activities can continue indoors.

# Additional Information



*In order to promote a safe environment for all students, parents will not be allowed on the campus without checking into the office first. In addition, all gates and classroom doors will remain locked throughout the school day. Thank you for understanding that safety is a high priority in our district.*

## Arrival and Departure

- Students eating breakfast at school are to report to the cafeteria no earlier than 7:45 a.m.
- All other students who arrive before 8:00 must report to the cafeteria or to the appropriate playground.
- After school, students are to go directly home, ride the bus, or be picked-up. Younger students are not allowed to wait until their older siblings are dismissed.
- Our playground is not available immediately after school for your child's enjoyment.
- Remember that there is early dismissal every Wednesday at 1:00 p.m. for all students. Supervised after school care may be available on campus through the Porterville City Parks & Leisure Services/and or Boys and Girls Club after school program.

## 4th - 6th Graders

Fourth, fifth, and sixth grade students may ride their bicycles to school if they reside within the walking-to-school perimeter for their grade level. Appropriate helmets are required by law. Bicycle riding privileges may be revoked for students who ride unsafely to or from school. Students may not ride skateboards or scooters on school grounds. Roller skates and roller blades are prohibited.

## Medication During School

The school health office supervises students who are required to take medication during the school day:

1. A signed written statement from the doctor detailing the method, amount, time and frequency by which such medication is to be taken. Parents must also sign the form "Medication in School" to indicate they agree with the school administrating it.
2. The form "Medication in School" can be found on the BSD website under Health Services.

In addition to the State Education Code for administering prescription medication, please read the following information regarding medication at school:

- All prescription medication must come in the original bottles and kept in the health office with the exception of medications that. Physician requests the pupil be allowed to carry (e.g., inhalers, Epi-pens or insulin. Doctor's orders are required to be kept on file at the school for any student authorized to carry medication.
- **No over-the-counter medication may be sent to school without a doctors prescription and clearance from the site nurse.** (Over the counter medications include ibuprofen, Tylenol, cough drops, etc.).



*Each school year, parents and doctors will need to fill out new forms to take medication in school, even if it is the same medicine your child took last year. It is your child's responsibility to come to the office and get his/her medicine at the correct time.*