



**San Pasqual Valley Elementary School  
Student Handbook  
2010-2011**

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**San Pasqual Unified School District**

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**San Pasqual Valley Elementary School Mission Statement**

*The San Pasqual Valley Elementary staff believes in the worth and dignity of each individual. San Pasqual provides a safe and orderly environment where mutual respect is modeled, fostered and student academic needs are met and challenged.*

*We believe that education is a lifelong process of learning and living.  
Our school provides a California standards-based curriculum for the skills needed to be successful in school and society.*

Revised June 10, 2010

## PRINCIPAL'S MESSAGE

Welcome Parent, Guardians, and Students,

What an exciting time to be a student at San Pasqual Valley Elementary School where students strive for excellence each day. Understanding that parents entrust their child to us daily, every staff member on the elementary site is an advocate for every child. We, as an entire school, value and believe in each student, parent, & community and staff member. The whole child is taken into consideration in our school's instructional culture.

We, like you, are concerned with every child's academic success. To provide students with a rich learning environment, teachers implement Explicit Direct Instruction. This provides students with many opportunities to engage in learning, from pair share, choral responses, use of slates, and activities that have students working together. The instructional task provides students with many opportunities of engagement by the teacher scaffolding student learning up to the complexity of the intended learning task.

A special thanks to every parent for ensuring your child arrives to school on time and with helping your child complete their homework!

Thank you for selecting San Pasqual Elementary school for your child.

Sincerely,

Frances Franco

*Please use the information contained in this handbook so you may better understand your child's school.*

## **BELL SCHEDULE**

For our students' safety, please refer to the hardcopy of this handbook that was sent home with your child. You may also call the Elementary Office at (760) 572-0222 x 2198 or the District Transportation Office (760) 572-0222

## **VISITORS TO SCHOOL**

We welcome and encourage all parents to visit our campus. All visitors, including parents, **MUST** report to the office to obtain a "VISITORS PASS" prior to going to classrooms. The pass must be displayed at all times while on campus.

## **PARENT INVOLVEMENT**

San Pasqual Valley Unified School District encourages parents to be involved in their child's education. If you would like to volunteer or to help out in any way, please stop by the elementary or district administrative office for more information.

## **EMERGENCY HEALTH INFORMATION**

Emergency information obtained from the parent/guardian is used to contact a parent/guardian if your child is ill or an emergency arises. Please make sure that information in the office is accurate and current. Your child's health is important, please call the school office (572-0222 extension 2100) if your child's health status changes.

## **MEDICATION**

Students are not permitted to have medication of any kind in **their** possession while on campus. Whenever possible, we encourage parents and students to work out the dosage schedule with the doctor so that medication is not given during school hours. Only medication prescribed by a licensed physician in the United States may be administered at school. The licensed physician must include the name of the medication, method, dosage, and time schedule by which the medication is to be dispensed. The school will not dispense medication without a Medical Release Form completed and signed by the parent and a licensed United States physician. **All medications must be submitted to the school office in their original container with the original label attached and will remain locked in the school office. Please contact the site office for a copy of the Medical Release Form**

## **SICK CHILDREN**

Children with a contagious disease, such as a virus, impetigo, head lice, conjunctivitis (pink eye) should not come to school until disease is no longer transmittable. Students with contagious conditions will be sent home. A doctor's note may be

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required if the absence is more than 3 days. Please contact the attendance clerk when your child needs to stay home due to illness (760-572-0222 ext. 2194).

## **IMMUNIZATIONS**

To protect those in educational settings and communities from communicable disease outbreaks, the State of California requires documentation of complete immunizations of students before entering school. Annual review of student health records are mandated by State law. Parents are required to supply updated immunization records on any students who have deficient records. These records must be one of the following:

- A copy of the hospital, clinic, or doctor's office record
- The California (or other state or county) immunization card (baby shot book)
- Records from previous school

Immunizations needed for student registration are listed below:

Polio 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup>

Dtp 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>

Mmr 1<sup>st</sup>, 2<sup>nd</sup>

Hep-B 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

Varicella 1<sup>st</sup> (or history of chicken pox disease)

Hep A is not required for entry

In addition, new Kindergarten and First grade students must have a health physical and oral exam with the results completed on the school's Health Physical Examination and the Oral Health Assessment form dated no later than February 2010.

## **CURRICULUM**

San Pasqual Valley Elementary follows Standards-Based Curriculum. The California State adopted text books we use are:

Houghton-Mifflin Reading Series

Harcourt Math Series

Pearson Scott Foresman Social Studies Series

Pearson Scott Foresman Science Series

Intervention Program: Read Naturally, Barton System, & English-in-a Flash

## **COMPUTER AND THE INTERNET**

Students may have access to the internet if they and their parent/guardian complete the Internet Usage License Agreement Contract. They must abide by the rules governing student access and use. No trade may be conducted through the school and inappropriate subjects, (i.e. Myspace, Facebook, and other social netting working sites) may not be accessed. Students who abuse the privilege will lose their right to access the internet. **Signing the Internet Usage License Agreement is considered the student's first warning.**

## **STUDENT WITHDRAWAL FROM SCHOOL**

State law requires that a student, who is withdrawing, must have the school's Withdrawal Form signed by the parent/guardian and the attendance clerk. A withdrawal is complete when a student has cleared with the library, classroom teacher, and the attendance clerk. Transcripts and records will not be forwarded until all materials are returned and/or fines paid.

## **PROGRESS/REPORT CARDS**

At the mid-point of each grading period, parents are notified of student progress in all subject areas. These written reports are to keep students and parents informed. Report cards are issued four times per year. If you do not receive a report card please contact the classroom teacher or school office. Students who have turned in their library books will receive their 4<sup>th</sup> Quarter Report cards on the last day of school. For students who do not receive their 4<sup>th</sup> quarter Report cards due to overdue library materials/books, please contact the librarian at ext. 2174. Parents are encouraged to contact the classroom teacher if there are any concerns. The progress/report card schedule is as follows for the 2010-11 school-year:

## **2010-11 Progress/Report Card Schedule:**

8/16/10 – 9/17/10 **1<sup>st</sup> Progress Report**

**End of Quarter: 1<sup>st</sup> REPORT CARD:** October 20, 2010

Report Cards Sent Home – November 1, 2010

Awards Assembly - November 5, 2010

10/21/10-11/24/10 **2<sup>nd</sup> Progress Report**

**End of Quarter: 2<sup>nd</sup> REPORT CARD:** January 12, 2011

Report Cards Sent Home – January 19, 2011

Awards Assembly either January 28, 2011

1/13/11-2/16/11 **3<sup>rd</sup> Progress Report**

**End of Quarter: 3<sup>rd</sup> REPORT CARD:** March 18, 2011

Report Cards Sent Home – March 23, 2011

Awards Assembly April 8, 2011

3/21/11-4/20/11 **4<sup>th</sup> Progress Report**

**End of Quarter: 4<sup>th</sup> REPORT CARD:** May 27, 2011

Report Cards Sent Home – May 27, 2011

Awards Assembly May 27, 2011

### **PARENT CONFERENCES**

Parent conference nights will be held prior to the 1<sup>st</sup> Report Card and the 3<sup>rd</sup> Report Card. Individual parent conferences may be scheduled with the teacher at any time throughout the school-year.

### **MULTIPLE GRADE-LEVEL STANDARDS FOR PROMOTION**

As per SPVUSD Elementary Multiple Grade Level Standards for Promotion, students must achieve two of the three benchmarks to be promoted to the next grade level:

1. Students must be in attendance at school for 90% of the school year.
2. Students must score Basic or above on the STAR/CST.
3. Students must maintain a 1.5 GPA or higher in core classes/Primary Grades this equates to 50% of “N” (needs improvement) overall.

Students not meeting the above criteria can only be promoted if:

1. They receive an exception letter based on the criteria outlined by the California Education Code.
2. They score proficient or advanced on the current year CST in the areas of Language Arts and Math. Scores for these tests do not arrive until August.

### **ATTENDANCE**

We, like you, are concerned for your child’s well-being and education. We understand children get ill and/or may be under a physician’s care and an absence from school is necessary. We also understand there are certain life events that may cause a child to be absent from school for a few days. Research has indicated that daily attendance directly relates to one’s academic achievement. When a child is absent, the newly learned concepts and skill building activities are missed. We like you, value and believe in your child and want your child to partake in all learning activities so that your child will become better prepared for the upcoming school years.

Please make every effort to adjust doctor appointments and family schedules to minimize time away from school. Please note that:

- California State law requires that students will be in attendance during the school day unless officially excused.
- Parents are responsible for notifying the attendance office if their child is absent. Parents may call the school 24 hours a day. To let the attendance office know of an absence, call Veronica Gallardo at 572-0222 extension 2194. If calling before or after school hours, a message may be left at 572-0222 extension 2194.

- If contact is not made by phone, a written note, signed by the parent/guardian, must be sent to the school upon the child's return.
- If a child is absent due to illness for 3 (three) or more consecutive days, a note from a physician is required to excuse the absence.
- A physician note is also required if a child misses more than 14 days during the school year for medical appointments.
- Independent Study is a viable option for students with medical long term conditions. Please contact the elementary office at extension 2194 for more information.

### **ABSENCES**

San Pasqual Valley USD reserves the right to respond to the home in order to address excessive number of absences students or to address issues of State mandatory attendance.

Students are expected to be at school every day. We do understand students get sick, however, habitual absences raises concerns. Parents will be notified by a letter or a phone call on the 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> absences. After the issuance of the third notification, the student may be referred to the School Attendance Review Team (SART/SARB) for action.

Unexcused absences: Absences that the parent/guardian has not reported to school officials are unacceptable. If a student is absent 5 (five) school days without notification, the student is considered habitually truant. Truancy cases are reported to the School Attendance Review Team (SART) for action. After the 10<sup>th</sup> consecutive unexcused absence, the student will be withdrawn from school and authorities will be notified. Retention at grade level will be considered for students who exceed the minimum number of absences.

### **TARDIES**

Study Hall/Enrichment Programs/Recess begins at 8:10A.M. A student is considered tardy when they arrive at school after 8:25 A.M. It is important for parents/guardians to insure that their child arrives on time. Please make sure that your child is ready for the bus when it arrives for morning pick up at the bus stop. If your child misses only 5 (five) minutes of the school day, he/she will miss a total of 900 minutes of instruction time during the course of one year. **Instruction time begins at 8:25A.M.** Students are eligible for the End-of-the-Year Bike Drawing if they have **perfect attendance with no tardies.**

### **HOMEWORK**

It is the responsibility of the student to complete homework prior to the first bell ringing and to submit the homework when due to the teacher.

### **MAKE UP WORK**

It is the responsibility of the student returning from an absence to ask for assignments missed. Students may ask for future assignments for known upcoming absences.

### **STUDENT SUCCESS TEAM (SST)**

The Student Success Team (SST) is a service utilized to assist students who are experiencing academic, behavioral, or personal difficulties. The teacher is responsible for compiling student materials and pertinent information to submit prior to the SST meeting. The team is comprised of the student, parent, teachers, Outreach Consultant, and an administrator. The SST works toward identifying different ways to assist the student in achieving success in school. For further information, contact the Outreach Consultant at 572-0222 ext. 2197.

### **RIGHTS AND RESPONSIBILITY:**

#### **Student Pledge:**

**I pledge to do my best every day, on every test, assignment, and to follow school rules demonstrating my commitment to learning to make my parents, teachers, and myself proud!**

- RIGHT...To remain enrolled in school until removed under due process conditions as specified in the California Education Code.
- RIGHT...To have access to records upon reaching the age sixteen.
- RIGHT...To be informed in class of school rules and regulations.
- RESPONSIBILITY...To value education.
- RESPONSIBILITY...To attend classes regularly.

- RESPONSIBILITY...To obey school rules and regulations.
- RESPONSIBILITY...To respect the rights of school personnel and fellow students.
- RESPONSIBILITY...To be prepared for class with appropriate materials and work.
- RESPONSIBILITY...To use orderly processes of appeal.

## **RIGHTS AND RESPONSIBILITY OF PARENTS**

### **Parent pledge:**

**I pledge to send my child to school daily, entrusting that all the staff at San Pasqual nurtures and educates my child in preparation for future success.**

- RIGHT...To be informed of District policy and school rules and regulations related to their student.
- RIGHT...To be informed of all facts and school action related to their student.
- RIGHT...To inspect their student's records with the assistance of certified staff member for proper explanation.
- RESPONSIBILITY...To visit the school periodically to participate in conferences with teachers on the academic and behavioral status of their student.
- RESPONSIBILITY...To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- RESPONSIBILITY... To provide the elementary staff with any new phone number so that in case of emergency contact can be made.

## **RIGHTS AND RESPONSIBILITIES OF TEACHERS**

### **Teacher pledge:**

**I pledge to be an advocate for every child, to be a genuine, caring teacher, who strives to make a safe and rigorous learning environment, and to believe and value every student, parent, & community and staff member.**

- RIGHT...To expect students to behave in a manner which will not interfere with the learning of other students.
- RIGHT...To have parental support related to academic and social progress of students.
- RIGHT...to expect students to put forth effort and participate in class in order to receive a passing grade.
- RESPONSIBILITY...To inform parents through report cards and conferences about the academic progress, school citizenship and general behavior of their students.
- RESPONSIBILITY...To conduct a well planned and effective classroom program.
- RESPONSIBILITY...To initiate and enforce a set of classroom regulations consistent with school and District policies.
- RESPONSIBILITY...To hold pupils to strict accountability for any disorderly conduct in school or on their way to and from school.
- RESPONSIBILITY...To attend all meetings and staff development trainings held during work hours.
- RESPONSIBILITY...To arrive on time daily prepared to teach.
- RESPONSIBILITY...To monitor student activities for the purpose of providing a safe and optimal learning environment.
- RESPONSIBILITY...To maintain open communication with parents to discuss their child's academic progress.

## **RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS**

### **Principal pledge:**

**I pledge to be an advocate for every child, to be a genuine, caring principal, who builds an inclusive team with students, parents, community members, and staff to and to promote a warm, inviting school climate and a culture that believes and values for every student, parent, & community and staff member.**

- RIGHT...To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students and staff.
- RIGHT...To request assistance from the Pupil Personnel Services Department in matters concerning serious instructional, behavioral, emotional, health or attendance problems.

- **RIGHT...**To grant access to pupil records by parents/guardians or others with proper authorization.
- **RIGHT...**To direct classified and certificated personnel to perform their employment function, as well as, provide additional work related assistance during work hours.
- **RESPONSIBILITY...**To provide leadership that will establish, encourage and promote good teaching and effective learning.
- **RESPONSIBILITY...**To take appropriate counseling, suspension, exemption, exclusion and/or expulsion actions as the situation requires according to administrative determination.
- **RESPONSIBILITY...**To listen to and respond to concerns and suggestions from students, parents, staff and community members.

## **INSTRUCTION**

Explicit Direct Instruction (EDI) implemented by teachers is a research based method of teaching that formats effective methods for all students to learn. Instructional strategies that provide for 100% student engagement and checking for understanding methods include:

1. Pausing-Teachers use pair share and almost all teachers used wait time and or whiteboards as a way to give thinking time and engage students.
2. Picking Non-Volunteers-Teacher pick students using a system such as Fair Sticks (student's name on a stick) to call on non-volunteers.
3. Echoing-Teachers echo responses to provide all students with the opportunity to hear the correct response to a question several times.

## **STUDENT CONDUCT**

Students are responsible for their own successes and failures. A person develops positive self-esteem by making appropriate choices and by accepting responsibility for poor ones. It is important that students understand that safe, proper, and responsible behavior will be expected at all times. Disciplinary action will be taken when any individual's actions threaten the safety of others or interfere with the teacher's right to teach and the student's right to learn.

Any staff member in the school has the right and responsibility to correct unruly individuals any place on campus, or at school-sponsored events, at any time in a responsible manner. Students are accountable to school and district rules, as well as, state and federal laws, from the time they board the bus until they get off the bus after school.

## **BUS PROCEDURES**

Students and parents must understand that bus transportation to and from school is a privilege **not a right**. **Students are to board and disembark only at their designated stops. For the safety of the child, to change a dropped off address other than his/her designated address, a student must have a bus pass issued by the office with a call in prior to 11A.M. that day.** Depending on the bus infraction, students can lose the privilege to ride the bus if bus procedures are not followed. If you would like your child to walk home, please send a note with your child to school and submit it to the teacher.

The following rules apply to all students riding San Pasqual Valley Unified School District buses and all other district vehicles:

## **BUS RULES**

- Follow directions
- Keep hands, feet and objects to yourself and in the bus
- No profanity or loud voices
- Food and drink are prohibited; keep the bus clean
- Remain seated while the bus is in motion
- Do not destroy property
- For your safety and the safety of others, do not distract the driver
- All school rules apply while on the bus
- Seat belts are to be worn if available

## **CAFETERIA RULES**

- Walk into cafeteria, wait quietly in line, and follow directions
- No line cutting or holding places
- Keep food, hands, feet and objects to yourself
- Students are to remain seated until dismissed

- Talk quietly to the students sitting by you
- Remove caps and hats inside
- Pick up trash, place on tray, and walk in an orderly fashion when dismissed

## **DISCIPLINE**

Good conduct in school is of primary importance to both school staff and parents/guardians. The maintenance of orderly conduct of students is necessary in every school situation to ensure the safety and health of all. Effective discipline is necessary for quality education.

The school's fundamental philosophical basis of good conduct is that students are responsible for their own actions and are expected to show consideration and respect while following school rules. This includes, but is not limited to, the right to take advantage of available educational opportunities without interference from others. We encourage and expect students to think responsibly when making decisions. These expectations are the basis upon which our discipline procedures are formulated.

The administration has the right to determine action taken for all offenses in order to maintain and protect school safety and harmony. Each incident is considered independent of others with respect to its severity, exact nature, setting, and past performance. Some occurrences may require maximum consequences, even for a first offense.

When a student is required to fulfill Responsible Student Center (RSC) time, the student is required to complete standard related work packets provided to the RSC personnel; if the student has Out-of-School Suspension, the student is required to make-up all work missed. Any work missed in class will be made up on student's own time.

The following actions will be taken by administration dependent on the type of behavior for which a student is referred for action (at the discretion of the administrator).

## Administrative Discipline Guidelines for Kindergarten

<p style="text-align: center;"><b>Mischievous Behavior*</b> (Referral is made after use of teacher's four-step classroom plan approved by administration)</p>	<p style="text-align: center;"><b>Severe Behavior*</b> (Referral is made as a result of fighting, vandalism, overt defiance, and stopping the class from functioning.)</p>
<p><b>Five-Step Classroom Plan: Review rules with teacher each time</b></p> <ol style="list-style-type: none"> <li>1. Clip down procedure &amp; time out</li> <li>2. Clip down procedure &amp; time out</li> <li>3. Clip down procedure &amp; Buddy Room</li> <li>4. Parent contact by teacher &amp; Referral</li> </ol> <p><b>1<sup>st</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with RSC personnel</li> <li>• 15 Minute time out in RSC trace rule broken</li> <li>• Parent Contact (Note or Phone) by teacher</li> <li>• Letter sent home to parent from RSC</li> </ul> <p><b>2<sup>nd</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with RSC personnel</li> <li>• 30 Minute time out in RSC</li> <li>• Parent Contact (Note or Phone) by teacher</li> <li>• Letter sent home to parent from RSC</li> </ul> <p><b>3<sup>rd</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by RSC</li> <li>• 1 hour time out in RSC</li> <li>• Letter sent home to parent from RSC</li> <li>• Teacher implements reward/consequences system and other classroom modifications</li> <li>• Teacher holds a parent conference to discuss student's behavior</li> <li>• Teacher begins collecting items required for COST/SST</li> <li>• Referral to school counselor/Community Liaison</li> </ul> <p><b>4<sup>th</sup> Referral – becomes a Severe Behavior Referral</b></p>	<p><b>1<sup>st</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 2-3 hours RSC or 1-3 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by Administrator or RSC</li> <li>• Teacher submits COST paperwork</li> <li>• Teacher continues to collect SST data</li> <li>• Referral to school counselor/Community Liaison]</li> <li>• Teacher implements reward/consequences system and other classroom modifications</li> </ul> <p><b>2<sup>nd</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• 3-4 hours RSC or 1-3 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by Administrator</li> <li>• Teacher submits SST request with data to ORC</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s) considered</li> </ul> <p><b>3<sup>rd</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• 3-4 hours RSC or 1-3 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by administrator</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s).</li> <li>• Family Resource Center Referral by ORC/Counselor</li> <li>• Modification of length of day considered.</li> <li>• Referral to CARE team considered.</li> </ul> <p><b>4<sup>th</sup> Referral (Trace the rules)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to RSC with referral</li> <li>• 3-4 hours RSC or 1-3 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by administrator</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s). considered</li> <li>• Family Resource Center Referral by ORC/Counselor</li> <li>• Modification of length of day considered.</li> <li>• Referral to CARE team</li> </ul>

## Administrative Discipline Guidelines for Grades 1-2

<b>Mischivous Behavior*</b> (Referral is made after use of teacher's four-step classroom plan approved by administration)	<b>Severe Behavior*</b> (Referral is made as a result of fighting, vandalism, overt defiance, and stopping the class from functioning.)
<p><b>Four-Step Classroom Plan: 1<sup>st</sup> /2<sup>nd</sup> Rules Reviewed by Student</b></p> <ol style="list-style-type: none"> <li>1. Verbal warning/clip down/pull a ticket</li> <li>2. Clip down/pull a ticket</li> <li>3. Character Skill/Life Skill in Buddy Room</li> <li>4. Buddy room/Life Skills</li> </ol> <p><b>1<sup>st</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with RSC personnel</li> <li>• 1 hour time out in RSC</li> <li>• Parent Contact (Note or Phone) by teacher</li> <li>• Letter sent home to parent from RSC</li> </ul> <p><b>2<sup>nd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with RSC personnel</li> <li>• 2 hours time out in RSC</li> <li>• Parent Contact (Note or Phone) by teacher</li> <li>• Letter sent home to parent from RSC</li> <li>• Referral to school counselor/Community Liaison considered</li> </ul> <p><b>3<sup>rd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by RSC</li> <li>• 4 hours time out in RSC</li> <li>• Letter sent home to parent from RSC</li> <li>• Teacher implements reward/consequences system and other classroom modifications</li> <li>• Teacher holds a parent conference to discuss student's behavior</li> <li>• Teacher beings collecting items required for COST/SST</li> <li>• Referral to school counselor/Community Liaison considered</li> </ul> <p><b>4<sup>th</sup> Referral – becomes a Severe Behavior Referral</b></p>	<p><b>1<sup>st</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 1-2 days RSC or 1-3 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by Administrator or RSC</li> <li>• Teacher submits COST paperwork</li> <li>• Teacher continues to collect SST data</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Teacher implements reward/consequences system and other classroom modifications</li> </ul> <p><b>2<sup>nd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 1-3 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by Administrator</li> <li>• Teacher submits SST request with data to ORC</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s) considered.</li> </ul> <p><b>3<sup>rd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 1-4 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by administrator</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s).</li> <li>• Family Resource Center Referral by ORC/Counselor</li> <li>• Modification of length of day considered.</li> <li>• Referral to CARE team considered.</li> </ul> <p><b>4<sup>th</sup> or more Referral(s)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to RSC with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 1-4 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference/phone call with administrator</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s).</li> <li>• Family Resource Center Referral by ORC/Counselor</li> <li>• Modification of length of day considered.</li> <li>• Referral to CARE team</li> <li>• Referral to School Board for possible action</li> </ul>

## Administrative Discipline Guidelines for Grades 3-5

<b>Mischivous Behavior*</b> (Referral is made after use of teacher's four--step classroom plan approved by administration)	<b>Severe Behavior*</b> (Referral is made as a result of fighting, vandalism, overt defiance, and stopping the class from functioning.) Recommendation for Expulsion (Ed. Code 48915) may occur based on infraction.
<p><b>Four-Step Classroom Plan 4<sup>th</sup> and 5<sup>th</sup> : Rules Reviewed by Student</b></p> <ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Sign the log</li> <li>3. Character Skill/Life Skill in buddy room</li> <li>4. Referral with parent contact by teacher</li> </ol> <p><b>1<sup>st</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with RSC personnel</li> <li>• 1 hour time out in RSC</li> <li>• Parent Contact (Note or Phone) by teacher</li> <li>• Letter sent home to parent from RSC</li> </ul> <p><b>2<sup>nd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with RSC personnel</li> <li>• 2 hours time out in RSC</li> <li>• Parent Contact (Note or Phone) by teacher</li> <li>• Letter sent home to parent from RSC</li> </ul> <p><b>3<sup>rd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by RSC</li> <li>• 4 hours time out in RSC</li> <li>• Letter sent home to parent from RSC</li> <li>• Teacher implements reward/consequences system and other classroom modifications</li> <li>• Teacher holds a parent conference to discuss student's behavior</li> <li>• Teacher beings collecting items required for COST/SST</li> <li>• Referral to school counselor/Community Liaison</li> </ul> <p><b>4<sup>th</sup> Referral – becomes a Severe Behavior Referral</b></p>	<p><b>1<sup>st</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 2-3 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by Administrator or RSC</li> <li>• Teacher submits COST paperwork</li> <li>• Teacher continues to collect SST data</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Teacher implements reward/consequences system and other classroom modifications</li> </ul> <p><b>2<sup>nd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 3-5 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by Administrator</li> <li>• Teacher submits SST request with data to ORC</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s).</li> <li>• Referral to CARE team considered for Intense Intervention Team considered</li> </ul> <p><b>3<sup>rd</sup> Referral</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to elem office/ with referral</li> <li>• 3-5 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference with administrator</li> <li>• Phone call to parent by administrator</li> <li>• Referral to school counselor/Community Liaison (behavioral contract, cool down pass)</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s).</li> <li>• Family Resource Center Referral by ORC/Counselor</li> <li>• Modification of length of day considered.</li> <li>• Referral to CARE team considered for Intense Intervention Team considered</li> </ul> <p><b>4<sup>th</sup> or more Referral(s)</b></p> <ul style="list-style-type: none"> <li>• Review of rules with teacher</li> <li>• Student sent to RSC with referral</li> <li>• RSC ensures that the 4<sup>th</sup> referral is now a Severe Behavior Referral</li> <li>• 1-4 days RSC or 1-5 days OSS</li> <li>• Student Conference with RSC personnel</li> <li>• Student Conference/phone call with administrator</li> <li>• Referral to school counselor/Community Liaison</li> <li>• Parent coming in and provide student with behavioral support for 1+ school day(s).</li> <li>• Family Resource Center Referral by ORC/Counselor</li> <li>• Modification of length of day considered.</li> <li>• Referral to CARE team considered for Intense Intervention Team</li> <li>• Referral to School Board for possible action</li> </ul>

## **EXTRA CURRICULAR ACTIVITIES AND BEHAVIOR**

Extra academic activities require a student's best behavior before and during an event (e.g. field-trips, assemblies and other events). Physical education has State minute time mandates. Withholding a student from participating with Physical education time (e.g. PE swimming time) may not be used as a disciplinary action. Students who have a referral that requires RSC time may miss physical education time or from participating in an extra academic activity if the student is required to complete the RSC during that time.

## **ASSOCIATED STUDENT BODY**

Fifth graders may run for ASB office. Successful candidates are required to maintain the following standards: To run for office and to maintain the Executive Office position, the student must have a 3.0 GPA or equivalent, 10 or less unexcused absences, 4 or less Lifeskills, no defiant referrals and 3 letters of recommendation from a SPVUSD employee, and 1 mischievous referral with no defiant referrals. Continued exemplary behavior from the ASB Officers is expected. The ASB sponsor is a certificated staff member that dedicates one day a week or more for ASB meetings.

## **INTENSE INTERVENTION TEAM**

A safe school environment is of utmost importance. San Pasqual Valley Elementary Intense Intervention Team assists with student safety. It is made up of a Behavioral Technician, Community Liaison, Outreach personnel, Special Education representative, and an administrator. The team members may be called into a classroom to assist with students or the student may have scheduled time to meet with the Behavioral Technician for support.

## **SEARCH AND SEIZURES**

School administration reserves the right to search and seize when there is reason to believe that material or matter detrimental to the safety, health, and welfare of students or staff exists. A safe and orderly campus is of vital importance to all. School administration also reserves the right to include law enforcement presence to assist in search and seizure if deemed appropriate. Parents will be notified immediately.

## **DRUG/WEAPON FREE ZONE**

Unlawful use, possession, distribution, or sale of weapons and drugs, alcohol, other illegal contraband on school district property, or at school sponsored events are not allowed and will be referred to legal authorities. In addition, the school administrative disciplinary plan will be enforced.

## **TOBACCO FREE ZONE**

Unlawful possession of tobacco or any tobacco-related products is prohibited and will be cause for disciplinary action.

## **LIBRARY/MEDIA CENTER**

The library is open from 7:55 A.M. to 3:30 P.M.

## **CAHSEE**

It is never too early to start thinking about graduation from High School. The High School Exit Exam begins with the California State Standards covered in elementary school. Every minute counts when it comes to education and our academic future.

As per Ed. Code 60851(a) "each pupil shall successfully pass the exit examination as a condition of receiving a diploma of graduation...." All students beginning with the class of 2006 must pass the California High School Exit exam in order to receive a diploma.

- Students take the CAHSEE exam for the first time in grade 10. It consists of an English Language Arts test and a Mathematics test.
- When one section is passed students do not need to take the test again.
- Students are given two opportunities to take the test in grade 11 and three opportunities to take the test in grade 12.
- Students who do not pass the test may not receive a diploma.
- Currently, as a result of a lawsuit, students who have a 504 or IEP may not be required to pass the CAHSEE but all other graduation requirements are required.

## **PROHIBITED ARTICLES AND PRACTICES**

To ensure a safe environment for all students, any item that is potentially dangerous or distracts from learning is prohibited. Weapons, implements, toys and gadgets have no place on school campus. **DO NOT** bring the following items to school: Weapons, squirt guns, water balloons, electronic games, music boxes, trading cards, cell phones, pagers, radios, tape or CD  
Board Approved 06/08/10

players, skateboards, or any other item determined to be disruptive to the learning process. Bringing in prohibited articles to school may result in the parent being called to pick up the item, school suspension, and possible further disciplinary action. **The school is not responsible for items lost, stolen or damaged.**

### **FOOD AND DRINK ON CAMPUS**

Students are to follow the teacher's classroom food and drink rules. All cafeteria food and drink are to be consumed in the cafeteria unless authorized. Snacks may be given to students as an incentive and be sold by organizations in designated locations. Gum is not allowed, unless it is a part of a child's classroom educational modification plan.

### **DRESS CODE**

The California Administrative Code stipulates that students are to be neat and clean: The district further recognizes that clothing should promote the health and welfare of the student. Attire should not distract from, interfere with, or disturb the instructional program of the school in accordance with the health plan.

Recognizing that we live in a society of constantly changing fashion, in order to promote an academic environment, school safety, health and welfare, and appropriate neatness of dress, the following guidelines are established:

- All clothes must be neat, clean and in good repair; Prohibited attire include: Bandana/rags, tank tops, spaghetti straps, sheer blouses, tops exposing midriff, and sagging pants. Boys and girls must wear appropriate length shorts. Undergarments shall be worn and must not be visible at any time.
- Attire advertising or advocating the use of alcohol, drugs, or tobacco and/or clothing illustrating or depicting writing or pictures that are abusive, sexually suggestive, or depict violence are prohibited.
- Clothing and/or headgear with wording or lettering, or accessories denoting association or affiliation with territorial gangs, groups, or organizations, which would distract, interfere with or disturb the orderly school process, are prohibited. This is inclusive of sagging pants, jeans, and/or shorts, female or male.
- Footwear must be worn at all times and such footwear should be conducive to sanitation and foot health.
- Hair must be neat, clean and combed – no outrageous hair dye is allowed.
- Hats are not to be worn inside buildings.

All students who are at school wearing inappropriate attire, that does not meet the Dress Code, will contact their parent/guardian to provide appropriate attire.

### **SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT GOVERNING BOARD POLICIES, PROCEDURES, AND REGULATIONS**

A copy of the San Pasqual Valley Unified School District Policies, Procedures and Regulations is available at each school office and in the district office. Students, parents, and members of the community have access to them, and may review them upon request.

SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT  
SCHOOL CALENDAR 2010-2011

**July 5** – Independence Day, observed

**Aug 13-** Orientation Day, All staff

**Aug 16-** First Student day of school

**Sep 6-** Labor Day

**Oct 29-** Native American Day

**Nov 11-** Veteran's Day

**Nov 25-26** Thanksgiving Break

**Dec 20-Jan 3-** Christmas Break

**Jan 3-** New Year's Day Observed

**Jan 17-** Martin Luther King's Day

**Feb 14-** Lincoln's Birthday, Observed

**Feb 21-** Washington's Birthday, Observed

**Mar 28-April-** Spring Break

**Apr 22-** Good Friday

**May 27-**Last Day of School

**May 30-** Memorial Day



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SCHOOL CALENDAR 2010-2011

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**Sep 6**- Labor Day  
**Oct 29**- Native American Day  
**Nov 11**- Veteran’s Day  
**Nov 25-26** Thanksgiving Break  
**Dec 20**-Jan 3- Christmas Break  
**Jan 3**- New Year’s Day Observed  
**Jan 17**- Martin Luther King’s Day  
**Feb 14**- Lincoln’s Birthday, Observed  
**Feb 21**- Washington’s Birthday, Observed  
**Mar 28**-April- Spring Break  
**Apr 22**- Good Friday  
**May 27**-Last Day of School  
**May 30**- Memorial Day