



San Pasqual Valley Elementary School Parent and Student Handbook



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San Pasqual Valley Elementary School Vision and Mission

Vision:

San Pasqual Valley Elementary Staff will provide a safe and nurturing learning environment in which our students will gain the skills necessary to be successful in their education, careers, and society.

Mission:

San Pasqual Valley Elementary School provides a safe and orderly environment where mutual respect is modeled and fostered. Individual academic needs are met and challenged through the implementation of a California Common Core standards-based curriculum. Every student will be given the opportunity to master the state approved standards.

San Pasqual Valley Unified School District
676 Baseline Road
Winterhaven, CA 92283
760-572-0222
www.spvUSD.org

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 may review them upon request.

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Principal's Message

Hello San Pasqual Students and Families,

On behalf of the San Pasqual Valley Unified School Board, teachers, and staff, I want to welcome you to another amazing year at San Pasqual Valley Elementary School. We hope that you will enjoy your year with us as we work and learn together. It is an honor and privilege to partner with you and your family as we provide an enriching and engaging learning environment. We take this task seriously and we are committed to supporting each student in reaching his or her full potential.

We value the diversity of our students, and believe in fostering the unique strengths that each student possesses. We believe in the potential of all our students and know that all students can learn. Our commitment to addressing individual student needs through best practices and strategies will help your students become self-motivated, life-long learners and responsible citizens of society who strive to make a positive impact on their community.

In this handbook, you will find information that will support and encourage clear and open communication between families and the school. We have tried to be as comprehensive as possible without being overwhelming with the information provided. Please make yourself familiar with the contents in the handbook and if you have any questions feel free to contact the school or your child's teacher.

Our intent and hope is to provide a safe, orderly, and positive learning environment where students can learn and teachers can teach. We appreciate your support for your child and our staff throughout this coming year and thank you for trusting us with the education of your child. We value your confidence in our work and look forward to forming strong partnerships with parents, guardians, and the community.

When parents, guardians, and teachers work together, the students are the real winners! Working together, we can all look forward to a wonderful school year with great success for all of our students.

Sincerely,

Ruben Gonzalez

Principal
San Pasqual Valley Elementary School

ATTENDANCE POLICY

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 indicates 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 in the United States is required to excuse the absence.
- A physician note from the United States is also required if a child misses more than 9 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 raise concern. Parents will be notified by a letter or a phone call on the 3rd, 6th and 9th absences. After the 3rd unexcused absence, you will receive the first letter from the School Attendance Review Board (SARB) notifying you of California compulsory school attendance. After the 6th absence you will receive a second letter from the SARB outlining your requirement to attend a Student Success Team (SST) meeting at the elementary school site. Here the team will outline specific ideas of how to remedy the issue of attendance. If absences continue into the 9th absence, you may be summoned to appear before the SARB to address attendance issue. The SARB committee holds private hearings per student. During that hearing a SARB contract is created and will be in force until your child's eighteenth birthday or high school graduation. If the contract is not adhered to you are subject to citation(s) from the Imperial County Sheriff's Department which will result in financial fines and court appearances before the Deputy District Attorney.

EXCUSED ABSENCES:

Excusable absences are illness, medical appointments for the student, and court appointments for the student, and bereavement.

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 10th 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.

Attendance Incentives:

Regular attendance is crucial to your child's school success. Students who display good and perfect attendance habits will be recognized, and when the school is able, rewarded. Attendance incentives are offered to encourage good attendance and build necessary Lifeskills such as responsibility, reliability, and commitment.

Students are eligible for the end-of-the-year bike drawing and field trip if they have **zero absences with three or less tardies**. Absences with a doctor's note are still considered absences and do **not** qualify students for attendance incentives.

Leaving During School Hours:

Please refrain from signing your child out of school early unless it is absolutely necessary. This has a negative impact on your child's learning and is a disruption to the other students in the classroom.

If a student needs to leave school due to illness, doctor's appointment, or any other reason, the parent must sign the student out in the front office before leaving campus. Upon returning to school, the student must be signed in with the attendance office. Failure to do so will result in the absence being unexcused. **When a student is signed out of school early**, this time will be recorded and the student will not qualify for classroom and school wide attendance incentives.

Tardies:

The school day begins at 7:55AM and a student is considered tardy when they arrive at school after 8:00AM. 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 begins at 8:00AM.**

Saturday School:

In an effort to respond to students who are chronically absent/truant at the elementary school, a series of Saturday School classes will be offered. Saturday School will allow

students the opportunity to make up missed instructional time. Students classified as truant may be assigned without parental permission pursuant to *Education Code* Section 37223. Parental permission shall be obtained for all non-truant students. Students classified as truant will be given enrollment priority over non-truant students.

**San Pasqual Valley Elementary School
Bell Schedule
2018- 2019**

Regular Day – Kindergarten – 5 th	7:55 – 2:25	
Transitional Kindergarten	7:55 – 1:00 – Monday through Friday	
Early Release Friday K-5	7:55 – 1:15	
Prekindergarten	12:30 – 3:30	
Breakfast/Recess	7:25-7:55	Kindergarten – 5 th Grade
School begins	7:55	Kindergarten – 5 th Grade
Tardy Bell	8:00	Kindergarten – 5 th Grade

LUNCH SCHEDULE

1:20 – 1:50	Pre-K
10:40 – 11:10	First and Kindergarten
10:55 – 11:25	Second and Third Grade
11:15 – 11:45	Fourth and Fifth Grade

**SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT
ELEMENTARY SCHOOL CALENDAR**

July

4-Independence Day

August

14-First Student Day of School

23-Back to School Night

September

3-Labor Day

October

12-Native American Day

26-Fall Festival

November

1-2-Report cards sent home and

Parent Conferences

12-Veteran's Day

19-23-Thanksgiving Break

December

6-Winter Program

17-28-Winter Break

January 2019

1-New Year's Day (observed)

2-4-Winter Break Continues

7- Non Student Day – (teacher in-service)

8-Back to School

21-ML King Day

February

1-100th Day of School Celebration

11-Lincoln's B-day

18-Presidents Day

28-Parent Conference

March

1-Report cards sent home

April

1-5-Spring Break

19-Good Friday

May

16-Ice Cream Social and Yearbook Signing

27-Memorial Day

June

5-PreKindergarten

6- Kindergarten Graduation

7-Last Student Day

BULLYING PREVENTION POLICY

The San Pasqual Valley Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The San Pasqual Valley Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The San Pasqual Valley Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the San Pasqual Valley Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Student Code of Conduct (PeaceBuilder Program, School-wide rules, Rules Matrix) will be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

BUS PROCEDURES

Your child's safety is our priority. For this reason there will be a limit of FIVE Change in Transportation Request/Change in Student Dismissal Procedure per year. This request can only be accepted in written form. Phone calls requesting a change will not be accepted for the safety of your child. We understand that at times emergencies arise and parents/guardians must make a request by phone. In this case and for the **safety of your child**, all requests must be made prior to 11:00AM each day.

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.** 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 the first time given
- 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

CONSEQUENCES FOR MISCHIEVOUS BUS BEHAVIOR

Driver stops the bus and investigates: Name in driver's book, student placed in front of bus, last one off the bus stop, parent contacted.

First Bus Referral - Student Conference, Parent Contact, Site Discipline Plan

Second Bus Referral - Student Conference, Parent Contact, Site Discipline Plan AND three (3) Day Bus Suspension.

Third Bus Referral - Student Conference, Parent Contact, Site Discipline Plan AND five to ten (5 - 10) Day Bus Suspension.

Fourth Bus Referral - Student Conference, Parent contact, Site Discipline Plan AND revoke bus privileges for the rest of the year.

CAFETERIA RULES

- Follow Directions the first time given
- Wait quietly in line
- When in cafeteria, walk at all times
- 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
- Table area and floor area must be clean and dry before being dismissed
- Remove caps and hats inside
- Pick up trash, place on tray, and walk in an orderly fashion when dismissed

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., Facebook, YouTube, 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.**

CURRICULUM

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

HMH Journeys

Pearson EnVision Math

Pearson Scott Foresman Social Studies Series

Pearson Scott Foresman Science Series

i-Ready online instruction / assessments

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, foot health, and student safety. Shoes with wheels or wheel attachments are not allowed.
- 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.

HEALTH: Emergency Information/Sick Children/Medications/ Immunizations

EMERGENCY INFORMATION/ SICK CHILDREN

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 (760-572-0222 ext. 2191) if your child's health status changes.

Children with a contagious disease, such as a virus, impetigo, conjunctivitis (pink eye) should not come to school until disease is no longer transmittable. Students with contagious conditions will be sent home. Any student who has had diarrhea or has been vomiting may not return to school until he/she has been symptom free for 24 hours. A doctor's note may be 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. 2191.

HEAD LICE

The Board of Trustees recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff. School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

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.**

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 1st, 2nd, 3rd & 4th

Dtp 1st, 2nd, 3rd, 4th & 5th

MMR 1st, 2nd

Hep-B 1st, 2nd, 3rd

Varicella 1st (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.

FOOD AND DRINK ON CAMPUS

Students are encouraged to bring a water bottle each day. Colored and flavored drinks are not allowed and will be confiscated. 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 otherwise authorized. Snacks may be given to students as an incentive and be sold by school organizations in designated locations. Gum is not allowed, unless it is a part of a child's classroom educational modification plan.

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 at a basic level or above on the California Assessment of Student Performance and Progress (CAASPP)
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 California Assessment of Student Performance and Progress (CAASPP) in the areas of Language Arts and Math. Scores for these tests do not arrive until August.

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.

INTENSIVE 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 Behavior Intervention Specialist, 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 schedule a time to meet with the Behavior Intervention Specialist for support.

LIBRARY/MEDIA CENTER

The library is open from 8:00am to 3:30pm. All students visit the library once a week with their class to practice library skills and check out books. Students may check out a book during their library rotation time or during open check out times. Each student will only be allowed to check out one book at a time. If a student does not return the library book, he/she will lose the privilege of borrowing any more books until the first library book is returned. All students will be held responsible for the book they have check-out under their name.

Overdue notices will be sent home if a student does not return a book by the due date. The replacement cost of the book will be quoted on the overdue notice.

If a book is lost or damaged, the student who checked it out, or his/her parents, will be responsible for paying the cost to replace the book. Any student who has an unpaid fine is at risk of losing library book check-out privileges.

PARENT CONFERENCES

Parent conference nights will be held in conjunction with the release of the 1st Report Card and the 2nd Report Card. Individual parent conferences may be scheduled with the teacher at any time throughout the school-year.

PARENT INVOLVEMENT AND VOLUNTEERS

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. In some cases, volunteers may be required to get fingerprint clearance.

PEACEBUILDERS® PROGRAM AND PEACE AMBASSADORS

San Pasqual Valley Unified School District is a PeaceBuilder District. PeaceBuilders is a research-validated violence prevention youth program. It is a comprehensive program that shifts the entire climate of a school or district to a peaceful, productive, and safe place for children, parents, and staff.

In the school setting, PeaceBuilders increases academic achievement by allowing teachers to spend more time teaching and less time disciplining. In all settings, the

program creates a peaceful environment by increasing positive, respectful, thoughtful behavior, while decreasing violence and disruptive behavior. Children who are in a positive, peaceful, environment, feel positive, ready to learn, and are able to process abstract concepts more easily.

PeaceBuilders Pledge:

- To praise people
- To give up put-downs
- To seek wise people
- To notice and speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school and in my community each day.

Each morning the elementary students and staff recite the PeaceBuilders Pledge. The staff prepares monthly PeaceBuilders Assemblies for the students to help them understand the PeaceBuilders Principles. Teachers teach weekly PeaceBuilders lessons in their classrooms. The PeaceBuilders Program affects the whole school by increasing cooperation, achievement and individual success. We encourage families to memorize the PeaceBuilders Pledge or talk about what the PeaceBuilders principles mean to them.

PEACE AMBASSADORS

Students in grade five are eligible to participate in the Peace Ambassador program. Peace Ambassadors are considered role models for other students and at times will miss class time to participate in Peace Builder events. Therefore, good behavior and passing grades are a requirement of all Peace Ambassadors. Students interested in being a Peace Ambassador must submit an application and meet the following requirements:

- zero discipline Referrals for the school year
- passing grades (2.0 GPA)

Students who meet the above criteria will also be required to do the following:

- Attend a total of 4 trainings
 - 1st Training – Introduction and Team Building
 - 2nd Training – Opening Statements/Empathy/Listening/Restating
 - 3rd Training – Steps of Peer Mediation
 - 4th Training – Role Play Peer Mediation
- Continue to be a model Peace Builder

PETS ON CAMPUS

Pets of any kind, regardless if they are on a leash, are not permitted on campus at any time. This includes reptiles and amphibians such as turtles, lizards and frogs. According to the Centers for Disease Control and Prevention, these pets carry a harmful germ called Salmonella, which can cause serious illness in people. This germ lives on the bodies of the animals even when they appear healthy and clean. The germ also lives on the cages, aquariums or other containers that house them. For this reason, cages, aquariums, and containers housing reptiles and amphibians may not be on campus at any time.

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 three times per year. If you do not receive a report card please contact the classroom teacher or school office. Parents are encouraged to contact the classroom teacher if there are any concerns.

PROGRESS/REPORT CARD SCHEDULE

FIRST TRIMESTER – 52 Days

Grading period: August 14, 2018 - October 26, 2018

Progress Reports sent home: September 13th

Parent Conferences: November 1, 2018 (1:30pm – 7:00pm)

Parent Conferences: November 2, 2018 (1:30pm – 3:15pm)

Report Cards sent home: November 2, 2018

Awards Assemblies: November 08, 2018– 1st & 2nd 8:15-9:15; 3rd, 4th, & 5th 9:30 – 11:00

SECOND TRIMESTER– 60 Days

Grading period: October 29, 2018 – February 22, 2019

Progress Reports sent home: January 10, 2019

Parent Conferences: February 28, 2019 (1:30pm – 7:00pm)

Parent Conferences: March 1, 2019 (1:30pm – 3:15pm)

Report Cards sent home: March 1, 2019

Awards Assemblies: March 8, 2019– 1st & 2nd 8:15-9:15; 3rd, 4th, & 5th 9:30 – 11:00

THIRD TRIMESTER – 68 Days

Grading Period: February 25, 2019 – May 31, 2019

Progress Reports sent home: April 11, 2019

Report Cards sent home: June 7, 2019

Awards Assemblies: June 7, 2019 – 1st & 2nd 8:15-9:15; 3rd, 4th, & 5th 9:30 – 11:00

REQUESTING A TEACHER FOR YOUR CHILD

Parents are able to request teachers for their children during an appointed window at the end of the year, which will be the first two weeks of May. Requests made after that time may not be honored. The requests must be in writing. Every effort will be made to grant each request, however, it is important to remember that due to many factors, we may not be able to grant all requests.

SCHOOL SAFETY: Search and Seizures/Drug/Weapon Free Zone/Tobacco Free Zone/
Prohibited Articles and Practices/Discipline/Rules Matrix/In-School
Suspension/Administrative Guidelines

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. School personnel will contact legal authorities in the event they suspect any person to be under the influence of drugs or alcohol.

TOBACCO FREE ZONE

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

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 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. This includes reading glasses.**

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.

The San Pasqual Valley Elementary Staff have developed the following rules matrix for students to follow while in specific school locations. This matrix is taught at the beginning of the year and again throughout the year as needed.

In-School Restriction

When a student is assigned to In-School Suspension (ISR), the student is required to complete standard related work packets provided to the ISR 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.

Extra academic activities require a student's best behavior before and during an event (e.g. field-trips, assemblies and other events). The school reserves the right to not allow

ROUTINE/SETTING							
School-Wide Rules	Classroom	Cafeteria	Playground	Restroom	Library	Computer Lab	Bus
Follow directions the first time given	School-Wide Rules One Voice	School-Wide Rules Eat quietly	School-Wide Rules Follow Mr. Broby's rules	School-Wide Rules Keep feet on the floor	School-Wide Rules Speak quietly	School-Wide Rules Speak quietly	School-Wide Rules Speak quietly to the person next to you
Keep, hands, feet and objects to yourself	Try your best and complete all tasks	Raise your hand to leave seat	Play non-contact games	Flush, wash, take two, throw away trash	Enter and go to assigned area and be ready to listen	Only use school/teacher approved websites	Wear your seat belt
Speak and act in a positive manner		Food stays in the cafeteria and on your own tray	On Big Blue, walk upstairs and slide down slide with feet first	One person in each stall	Treat books and materials with care	Set computer to home screen	Remain seated
Walk on sidewalk and indoors		Clean table and floor area and push in chairs	Stay in designated areas	Keep eyes to yourself	Return borrowed books on time	Put headphones on monitor Push in chairs	Food and drinks are prohibited
Keep school and it's property clean			Freeze when you hear 3 whistles and walk to classroom on 4 th whistle	Use restroom quickly and quietly			

a student to participate in an extra-curricular event, field trip etc. if the student's behavior is considered a safety issue for him/herself or others. Students who receive a referral that requires In-School Suspension or Out-of-School Suspension will not participate in physical education, extra academic activities, or field trips if the student is required to complete the ISS during the scheduled field trip or activity.

On pages 18, 19, and 20 you will find the Administrative Discipline Guidelines by grade level. The guidelines show actions that will be made by administration dependent upon the type of behavior for which a student is referred. Action taken is at the discretion of the administrator.

Administrative Discipline Guidelines for Kindergarten

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

Administrative Discipline Guidelines for Grades 1-2

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

Administrative Discipline Guidelines for Grades 3-5

<p>Mischievous Behavior* (Referral is made after use of teacher's four--step classroom plan approved by administration)</p>	<p>Severe Behavior* (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>
<p>Four-Step Classroom Plan 4th and 5th : Rules Reviewed by Student</p> <ol style="list-style-type: none"> 1. Verbal warning 2. Sign the log 3. Character Skill/Life Skill in buddy room 4. Referral and parent contact by teacher <p>1st Referral</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to office with referral • Student Conference with ISS personnel • 1 hour time out in ISS • Parent Contact (Note or Phone) by teacher • Letter sent home to parent from ISS <p>2nd Referral</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to office with referral • Student Conference with ISS personnel • 2 hours time-out in ISR • Parent Contact (Note or Phone) by teacher • Letter sent home to parent from ISR <p>3rd Referral</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to office with referral • Student Conference with administrator • Phone call to parent by ISR • 4 hours time-out in ISS • Letter sent home to parent from ISR • Teacher implements reward/consequences system and other classroom modifications • Teacher holds a parent conference to discuss student's behavior • Teacher begins collecting items required for COST/SST • Referral to school counselor/Community Liaison <p>4th Referral – becomes a Severe Behavior Referral</p>	<p>1st Referral</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to office with referral • 2-3 days ISS or 1-5 days OSS • Student Conference with ISS personnel • Student Conference with administrator • Phone call to parent by administrator, teacher, or ISR • Teacher continues to collect SST data • Referral to school counselor/Community Liaison • Teacher implements reward/consequences system and other classroom modifications <p>2nd Referral</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to office with referral • 3-5 days ISR or 1-5 days OSS • Student Conference with ISR personnel • Student Conference with administrator • Phone call to parent by administrator, teacher, or ISR • Teacher submits SST request with data to ORC • Referral to school counselor/Community Liaison • Parent attends school with child 1+ school days • Referral to CARE team considered <p>3rd Referral</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to office with referral • 3-5 days ISR or 1-5 days OSS • Student Conference with ISR personnel • Student Conference with administrator • Phone call to parent by administrator • Referral to school counselor/Community Liaison (behavioral contract, cool down pass) • Parent attends school with child 1+ school days • Family Resource Center Referral by ORC/Counselor • Modification of length of day considered. • Referral to CARE team considered <p>4th or more Referral(s)</p> <ul style="list-style-type: none"> • Review of rules with teacher • Student sent to ISR with referral • 1-4 days ISR or 1-5 days OSS • Student Conference with ISS personnel • Student Conference/phone call with administrator • Referral to school counselor/Community Liaison • Parent attends school with child 1+ school days • Family Resource Center Referral by ORC/Counselor • Modification of length of day considered. • Referral to CARE team considered • Referral to School Board for possible action

SCHOOL VISITORS

General Requirements for Visitors to School:

A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building. School visitors, under no circumstances, are permitted to be left alone with students for any reason. School visitors must be under the supervision of a school employee at all times while on any school campus.

- All visitors shall report to the school office when arriving or leaving the school premises.
- All visitors shall be requested to wear a visitor's pass when on school premises.
- It is possible that visits may not be allowed at certain times of the school year or school day; such as, but not limited to, the first and last weeks of school, immediately before or after vacations or other breaks, while standardized testing or other student assessments are being conducted, or for any other reason deemed necessary by school personnel.

Visitors to Classrooms or Other Instructional Areas:

Access to particular classrooms or other instructional areas of the school may not be allowed upon the recommendation of the classroom teacher or as otherwise deemed necessary by the principal. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be required of visitors, including but not limited to:

- remaining in a designated area or seat
- refraining from speaking to students while the class or activity is in session
- refraining from entering or leaving the area while an activity is underway
- requiring that the visitor be chaperoned
- limiting the duration of the visit to particular times or length of time
- limiting the activities of the visitor to a particular purpose(s)

Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.

STUDENT DROP OFF AND PICK UP PROCEDURES

Drop off: All students should enter through the cafeteria doors in the morning until 7:55AM. Students that arrive after 7:55AM should go to the Elementary office to obtain a tardy slip.

Pick Up: Students who are picked up by their parent/guardian each day will wait near the library.

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.

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.

TRAFFIC AND BUS LANE

Please keep the bus lane clear for all buses during the morning from 7:15 – 7:55AM. If a bus is in the lane, please DO NOT ENTER. Students should walk along the paved sidewalks to avoid crossing the lane of traffic when entering the cafeteria.



**San Pasqual Valley Elementary School
Student-Parent-Teacher Pledge**

Please sign and return to your child's teacher. Thank you.

It is important that families and schools work together to help students succeed academically, socially, and emotionally. The following are roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school each day on time and ready to learn.
- Follow school and bus rules.
- Do my best work at school and home every day.
- Take responsibility for my education by listening and participating in class, doing my homework and seeking help when I need it.
- Read daily outside of school (20 minutes K-3, and 30 minutes for grades 4-5).
- Demonstrate positive character traits by not feeding into bullying behavior.
- Respect the school, classmates, staff, and families and follow the PeaceBuilders© Principles.

Student Signature _____

Parent/Guardian Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide the school with current phone numbers and home address (update as needed).
- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-5).
- Communicate with the teacher/school and regularly monitor my child's progress (agenda, email, phone, conferences).
- Monitor and initial my child's agenda daily.
- Ensure that my child is in school each day, on time and gets adequate sleep.
- Respect the school, students, staff, and families and encourage my child to follow the PeaceBuilders© Principles.

Parent/Guardian Signature _____

Teacher Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide motivating learning activities (high student engagement).
- Provide high-quality curriculum and instruction to meet the state's academic standards.
- Provide a safe and positive classroom environment for all.
- Assign appropriate homework with clear instructions.
- Communicate with parents/guardians regularly regarding student progress (agenda, email, phone, conferences).
- Participate in professional growth activities.
- Respect the school, students, staff, and families and model and teach the PeaceBuilders Principles.

Teacher Signature _____

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

California Assessment of Student Performance and Progress

- **Smarter Balanced Assessment Consortium Assessments**

The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**

The new, computer-based CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school. The new computer-based CAST replaces the California Standards Tests (CST) for Science.

- **California Alternate Assessments (CAA)**

The computer-based CAA for ELA and CAA for mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

- **Standards-based Tests in Spanish (STS) for Reading/Language Arts**

California offers the optional STS for Reading/Language Arts, which are multiple-choice tests that allow Spanish-speaking English learners to demonstrate their knowledge of the California content standards. The California Spanish Assessment (CSA) will replace the optional STS. The CSA will be a computer-based assessment that is aligned with the California CCSS en Español.

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.

English Language Proficiency Assessments for California

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test (PFT) for students in California schools is the Fitness Gram[®]. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.