

PARADISE VALLEY ENGINEERING ACADEMY



Parent and Student Handbook 2021-2022

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PARADISE VALLEY ENGINEERING ACADEMY's VISION/MISSION

VISION:

Paradise Valley Engineering Academy will be devoted to developing passionate problem solvers by revolutionizing the way we educate our students. Utilizing the Engineering Design Process, students will construct their own learning with a growth mindset to take on future opportunities.

MISSION:

Our mission is to inspire passion in our students to be:

Tenacious learners who apply the

Engineering Design Process to achieve

Academic success and be

Motivated students who make a positive impact at home, at school, and in the community.

SCHOOL PLEDGE:

"I pledge to show respect, make good decisions, and solve problems at home, at school, and in my community each day."

STUDENT ACTIVITIES

Student Leadership

Students in grades fourth and fifth are invited to participate in various leadership activities. Those roles include but are not limited to Principal's Advisory, Spirit events, HSA input, and ELAC and SSC representatives.

School Spirit

Paradise Valley School colors are royal blue and gold. The school mascot is the Panther. T-shirts, sweatshirts, and hats are available for purchase through the Home & School Association. We encourage students to wear school spirit wear or school colors on Fridays.

School Parties

There are occasional parties in the classrooms. These vary from teacher to teacher. Nutritional refreshments are encouraged. Only **store bought** treats are allowed due to various allergy restrictions with students. Please do not bring items that contain any nuts or traces of nuts. Birthday treats may only be brought to school with teacher permission. Please bring the treats to the school front office, not to the classroom. **No balloons, pinatas or flowers are allowed at school.**

STUDENT RECOGNITION

Positive Behavior Intervention Support Program (PBIS)

Our Positive Behavior Interventions & Support program (PBIS) emphasizes consistent school-wide behavior expectations, personal responsibility, positive reinforcements, and problem solving in order to create a positive school culture. School wide expectations are tied to our school pledge. Having a few simple, positively stated expectations facilitates a positive and consistent school-wide culture. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of common language.

- Acknowledgement Systems

1. **Panther Pride Tickets**

Staff members look for students following the school expectations and will give Panther Pride tickets to students that demonstrate the said expectations. Routinely around the 1st and 15th of every month, students may use their tickets to buy something at the Panther's Den (aka, Student Store, which is conducted by the Home & School Club).

2. **Assemblies**

Student Achievement

There is an award assembly at the end of the school year for grades 4-5. Students may receive one of the following awards:

-Principal's Award – This shall be presented only to students achieving a Straight A average with no B's or C's.

-Honor Roll - This recognition is for students with an overall average of 3.0 or above, with A's and B's only, no C's or D's.

-Bug Roll Certificate – Presented to any student who is not on Honor Roll but has brought up a grade without letting the other grades drop.

-Top Cat Award – Shall be presented to two students that are deserving of special recognition.

PARENT INVOLVEMENT

Home and School Club

All Paradise Valley parents are members of the Home and School Club Association. The HSA holds announced meetings throughout the year, usually on the last Thursday of every month. Elections of officers are held in the Spring with introduction of officers held in the Fall and the Back to School Night. Check the monthly school calendar for dates and location. We hope you will join us at our meetings!

School Site Council/English Learner Advisory Committee

The Paradise Valley School Site Council/English Learner Advisory (ELAC) Committee is composed of parents and school staff members who have been elected to represent the community in or efforts to provide a quality education for children. The purpose of this group includes:

- Assess community, school and student needs.
- Develop school and community priorities.
- Plan, implement and evaluate the school improvement program.
- Interpret school programs to the community.
- Maintain school and community communication.

All interested members of our community are encouraged to attend school site meetings. Your input is welcomed. Meetings will be announced.

Parent/Teacher Conferences

Keeping each other informed of the academic progress of a student becomes the responsibility of both the parent and the teacher. We encourage you to become acquainted with your child's teacher early in the school year. Please feel free to schedule a conference with your child's teacher at any time during the school year to discuss his/her academic progress. Formal conferences are held at the end of the first reporting period in November.

Volunteers in the Classroom

Parents are encouraged to help our school in any way they can. Home and School Club Association coordinates volunteers for many school activities. Individual teachers may also enlist your help in the classroom for various projects. All volunteers must be fingerprinted through Morgan Hill Unified School District's Human Resource Department. Once fingerprinted, you may continue to volunteer through the years. All classroom volunteers must sign-in in the office and wear their volunteer badge when on school grounds. Please contact your child's teacher or the school front office for more details. **Siblings are not allowed in classrooms, workrooms or common rooms.**

Classroom Visitations

Parents are welcome to visit classrooms to observe instruction by appointment only. Call the school front office to make arrangements with individual teachers. ***Parents must sign-in in the office and wear a visitor's badge when on campus for any reason.*** Parents may not go directly to the classrooms during instructional time unless they are volunteering in the classroom and have signed-in in the office.

GENERAL INFORMATION

Traffic Control

Morning Drop Off

Drive with caution in the pick-up/drop-off area at all times. Always pull your vehicle as far forward as possible to allow for a constant flow of traffic. Please follow the directions of our teachers and student safety patrol as they guide traffic through the drop off loop. **Drivers are not permitted to park in the drop off area and may not leave their car unattended.**

School buses will be arriving/departing by the street side curb, directly in front of the school. This area will be a bus loading/unloading zone ONLY.

Afternoon pick up

Students are to board vehicles *beyond* the crosswalk only. Drivers are not permitted to double-park in the drive-through. If you must park your car, please use street side parking. Parking in the drive-through and leaving your car is not permitted.

Student Discipline

Students are expected to follow school rules. The school administration will follow California Education Code in regards to suspensions and expulsions.

Attendance/Absences

We recognize that success in school is directly impacted by prompt and regular school attendance. Frequent absences and/or tardiness negatively influence student performance and achievement and are therefore matters of great concern.

California Education Code states that a minor child becomes truant after four or more unexcused absences. Unexcused absences may result in a referral to the School Attendance Review Board (SARB). *An excused absence is only allowed for student illness, student doctor/dentist appointments, and death in the immediate family or quarantine.* If a student is absent, the parent must send a note stating the reason or call the school at 408-201-6460

within two days of the absence. If a child has a doctor/dentist appointment, please bring/send in a note from the doctor/dentist office verifying the absence.

Excessive absences and tardiness will be reported to the attendance supervisor of the school district. It is to your child's benefit to be at school consistently and on time. The teacher will mark a student tardy when he/she is not present in the classroom at the start of class/school day, **at 7:40 am**.

Unexcused Absences

Education Code Section 48260 – Any pupil subject to full-time education who is absent from school without valid excuse for *three full days or tardy or absent in excess of 30-minutes* on each of three days in one school year is considered truant and shall be reported to the attendance supervisor of the school district.

Family Trips/Independent Study Contracts

Although strongly discouraged, missing school for a family trip is sometimes unavoidable. These absences are considered Unexcused according to the California Education Code. Students missing school should contact his/her teacher, as soon as possible, to request make-up work. If your child is going to be gone for 5 days or longer, and is in good academic standing without truancy letters, then an Independent Study Contract may be requested. Parents must notify the office at least two weeks prior to leaving to request Independent Studies. If it is approved then the work will be put together for that time away from school. All work is to be completed, and submitted to the teacher upon return for credit.

Students on School Grounds

Attendance is important. Students are to go straight to and from school. Students may not leave campus during the school day unless they are signed out by an adult who is on their emergency card. If a student is to be dismissed for an appointment, the student must be signed out in the office by an adult listed on the emergency card. Advance arrangements must be made and a written note submitted if a student is to ride a different bus or go elsewhere after school.

Tardies

Students are considered tardy when they are not in their seats and ready for instruction at the start of class. Frequent tardiness will result in a letter to the parents. A continued pattern of tardies may result in a referral to SARB.

Illnesses

As a reminder to parents, please do not send your child to school if he/she displays one or more of the following symptoms:

Earache, headache, runny nose and/or persistent cough, nausea, diarrhea anytime in the last 24 hours, fever (100 degrees or above) child should be free of fever for 24 hours before he/she returns to school, skin rash (unless diagnosed by a doctor as non-contagious), red/crusty and/or draining eyes, or sore throat. Parents please continue to check your child's hair for lice/nits twice weekly after they have been treated. **DO NOT SEND A CHILD TO SCHOOL WHO HAS VOMITED DURING THE NIGHT.**

Children who are ill at school do not have a productive educational day. Please allow your child to recover from an illness at home, *not at school*. Should your child become ill or injured during the school day, it is your responsibility to pick up your child in a timely manner. In case a parent is not able to pick up his/her child, it is important to have an available emergency contact to pick up and take your child home.

Is your emergency card up-to-date? Please call the school office to report any changes in addresses or telephone numbers. If you have moved or changed jobs, it is very important to let the office know.

Release of Students

If it is necessary for your child to be released during the school day, please come to the office first. The office staff will call the student's classroom and have him/her sent to the office. The parent/guardian must sign the student out. **Parents may not go directly to the classroom.** No child will be released to anyone other than those listed on the emergency card. If someone other than the parent/guardian is picking up the student, a note should be given to that person with the parent's permission to release the student ahead of time.

If you need to pick up your child after school, please follow the Pick Up procedures as detailed on page 7.

Student Safety Patrol

Paradise Valley Engineering Academy is assisted by a Student Safety Patrol team before and after school. Student volunteers are trained and supervised by their teachers. This important community service teaches responsibility and builds a sense of community. The purpose of Safety Patrol is not to control vehicle traffic, but to keep students safe. Please be courteous and follow the directions of the Safety Patrol by pulling all the way forward before unloading. In the afternoon, students will wait in the designated pick up spot, which is in the drive through beyond the crosswalk. **Never park in the drive through and leave your car.** Please observe the rules and take a moment to wish our student leaders a good day.

Moving Out of School Procedures

When a student is moving from Paradise Valley Engineering Academy, parents must notify the school office. The new school will request your child's records from us.

Medications

Please be aware the California Education Code 49423 states that:

“Any student who must take medication while at school must first bring a written order from their doctor and a written request from their parent for school personnel to help the child take his/her medication. A new order and permission must be obtained each year. No student is to keep medication on his person. Prescription medication should be sent in the prescription bottle and must be kept in the health office.” If your child must take medication, forms can be picked up from the health office. We have a health clerk on campus five hours a day and a district nurse that is available as needed (on call).

Telephone Calls

Classroom instruction will not be interrupted for personal phone messages to students or teachers. Students will NOT be allowed to use the telephone to request forgotten homework, get permission to go to a friend's home, etc. It is their responsibility to plan ahead for these things. (Phones are intended for emergency use only.)

Lost and Found

Lost clothing and lunch boxes are kept in the cafeteria. All belongings should be clearly marked with student's first and last names. Every two-three weeks, lost items will be put along the school fence for a day so students may have the opportunity to recognize and take home their belongings. Unclaimed items will be donated to charity.

PVEA Library

All Paradise Valley students are encouraged to use the library as often as possible and we hope you will encourage them also. In order for children to gain the most from their library experience and in order to keep replacement costs down, we are requesting that children abide by the following rules:

1. Keep books clean.
2. Do not mark or deface books.
3. Refrain from trading books with other children who have not checked them out.
4. Return books on time. All books must be returned before any can be checked out again.
5. Should students not return books within four weeks after their due date, the student will be charged with the value of the book(s). No final report card will be issued until these accounts are cleared.

Library Conduct

- Any conversation should be kept at a low level.
- All children must be in the library for a specific purpose and under proper supervision.
- If a child is not following the rules, after several warnings, the code of conduct will be followed.

Library "Birthday Book Club" Program

Books may be donated for special occasions (birthday, anniversaries, holidays) or just as a show of support for our library. Books may be donated by families to the school library on a student's birthday. Each donated book will be noted inside with the name of the donor and/or the person the book is honoring. All donations are fully tax deductible.

Homework Policy

Homework may be assigned Mondays through Fridays. Time will vary by grade. It should be time during which the student is putting forth concentrated effort. Parents should provide a quiet place for their child to study each night. Parents should also review and help check homework for accuracy. Some teachers require that the agendas be signed each night after parents check homework. This assigned homework will be in addition to unfinished class work or work missed due to absence. Lexia and other online programs are available for use at

home, as well as, at school.

Dress Code

Students should be well groomed and dressed appropriately for school. Private areas including the stomach area should be covered at all times. Inappropriate or offensive logos or words will not be allowed. For safety reasons all shoes must be closed toed and safe for running in PE. Hats may be worn outside only and may not have any offensive language or logo. Stud earrings are the only earrings allowed due to safety concerns.

Report Cards

Report cards are distributed three times a year. The first report period includes a parent teacher conference at which time the student's placement, progress goals and expectations are discussed. The second report is sent home with conferences scheduled for individual needs and by parent request. The final report is sent home with the student on the last day of the school year. Parents are encouraged to call and set up an appointment at any time during the year to discuss each student's progress.

Special Education

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team (SST) is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Student Study Team will explain their reasoning in writing. Once the student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

Non-Discrimination

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, seical orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

PUPIL SERVICES

Resource Specialist Program (RSP)

An individual prescriptive program is developed for each child that is certified as having learning disabilities.

Special Day Class (SDC)

An individual prescriptive program is developed for each child who is certified as having learning disabilities and in a full day classroom.

Speech-Language Therapist

A speech therapist identifies, assesses and offers instruction to children who have articulation or language disabilities as determined in the student's IEP.

School Psychologist

A psychologist provides testing and certifies children for special programs. They are also a support to all students on campus.

English Language Development (ELD)

The designated ELD Program is provided for students whose primary language is another language than English. This program is designed to assist these students in their English language acquisition.

Health Services

Some services are provided by health personnel. Vision and hearing screenings take place at selected grade levels. Growth and Development and a dental health program are provided.

PARADISE VALLEY ENGINEERING ACADEMY STUDENT CODE OF CONDUCT

We believe that school should be a place where children can experience success in a number of ways, where their efforts are recognized and where they can learn in an orderly, structured environment. In order to achieve these goals, we have developed a Student Code of Conduct.

The Paradise Valley Engineering Academy Student Code of Conduct has been created to ensure the learning, health and safety of each child. The staff believes that the behaviors and consequences listed in this handbook are sufficient to guide student's conduct.

The purpose of this code is:

1. To ensure that every child has the chance to learn and be safe on campus
2. To make sure the rules are clear and concise and that the consequences are understood by everyone.
3. To ensure school-wide consistency.
4. To teach and reinforce positive behavior and values

Living and modeling our school values of Respect, Integrity, Perseverance, and Kindness, will be recognized by positive activities, such as, but not limited to, Panther Pride tickets, awards, special activity time once a week and other recognitions of good behavior as appropriate.

Teaching students how to be respectful, persevere when challenged, showing kindness, and integrity is achieved through a strong parent-school partnership. School staff are trained in discipline techniques and will work with you in teaching your children appropriate behavior. However, the foundation begins at home. **Please review this Student Code of Conduct with your child and return the sign-off portion on the last page.**

Standards of Behavior

Each teacher has determined a set of classroom rules and consequences, which enhance the learning environment.

It is the student's responsibility at the beginning of the school day, after each recess and after the lunch break to arrive in class on time and ready to work.

The rules and consequences are posted in each room and apply to all students in that room. Periodically, the teacher reviews the rules and consequences with the students. Rewards for positive behavior will also be discussed as incentives to students and to encourage "living in our values."

Any behavior that falls under the California Education code 48900 will be subject to disciplinary action.

Personal belongings are not to be brought to school unless permission from the staff has been given (e.g., toys, pets, cell phones, etc).

No gum is allowed at school.

Use of electronic devices on school grounds (cell phones)

Cell phones and smart phone watches are to be turned off during the school day and only to be used when directed by staff or in an emergency.

Playground Rules

- Students shall line up after the whistle is blown.
- Students must use equipment safely and appropriately.
- Students shall not throw objects that could injure others.
- Games are to be open to as many students as possible.
- Students are not to engage in rough play, which may cause injury (e.g., tackle football, rugby, play fight, elimination, and wrestling). Tagging games are not encouraged unless supervised by an adult staff member.
- Students are to ensure they put the equipment back on the cart at the end of recess.
- Parents are encouraged to provide students with appropriate shoes and playground attire.

Anti-Harassment Policy

Everyone at Paradise Valley Engineering Academy has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and

harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability.

The Morgan Hill Unified School District is committed to maintaining a safe and supportive school environment in which all members of the school community are treated with dignity and respect. It is the policy of this District that harassment and discrimination based on sexual orientation and gender identity, including perceptions of a person's identity, appearance or behavior, is expressly prohibited. The Board considers harassment and discrimination based on sexual orientation and gender identity to be a major offense. The District shall investigate all complaints of discrimination and harassment, and take appropriate action against any student or employee who is found to have violated this policy.

Harassment of a student by another student in violation of this policy constitutes cause for disciplinary action. Students shall be advised that harassment and discrimination based on sexual orientation and gender identity are unacceptable conduct and will not be tolerated. Students shall be informed that they should contact the school principal or designee if they experience such harassment or discrimination.

A harasser may be a student or an adult. Harassment may include the following when related to gender race, national origin, ethnicity, religion, sexual orientation, or disability:

- Name calling, teasing, derogatory comments, slurs
- Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
- Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
- Graffiti, offensive or graphic posters or book covers
- Derogatory notes or cartoons
- Unwelcome touching of a person or clothing, grabbing fondling
- Violent acts or threats

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, school staff member, principal or the District's Compliance Officer.

If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, staff member, principal or the District's Compliance Officer. The report may be verbal or written.

Your right to privacy will be respected as much as possible consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.

We take seriously all reports of sexual harassment, and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.

The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

Cafeteria Rules

Students are expected to behave courteously in the school cafeteria.

- Follow directions of adult supervisors.
- Refrain from making loud noises.
- Leave a clean table and floor.
- Walk and move in the lunchroom without distracting others.
- Be excused before leaving the table.
- Food is to be eaten. Do not throw or play with it.

Lunches from Home

All late lunches must be taken directly to the office. We have a lunch cart in the front office. Parents must label the lunch with the child's name and room number. Our office helpers will deliver it to your child before their lunchtime. Please do not take it to the classroom. Students may not meet their parent in the drive through to pick up lunches. Lunches brought from home may not be heated up in the cafeteria. Soda is not permitted at school. We encourage you to pack a healthy lunch for your child.

Bicycle, Skateboard and Scooter Rules

Bicycles must be locked up at the bicycle rack during school hours. The school is not responsible for damage or theft of any bicycle brought to school.

Bicycles must be walked when on the school grounds. Bicycle riders should obey traffic laws: **DO NOT RIDE DOUBLE**, use proper signals and ride on the right-hand side of the road in bike lanes and not on the sidewalks. Do not ride skateboards or scooters on campus.

Bus Rules

Riding the bus is a privilege. Students should be made aware of this and reminded that misbehavior at the bus stop or on the bus may result in the loss of this privilege. We are concerned with the safety of the children being transported on buses. In order to promote safety on our busses, the following standards of conduct are necessary.

Children are to walk to the bus. Students are not to board the bus until the driver is there and ready for them.

All students shall remain seated while the bus is in motion, only being allowed to move when the bus is stopped with the permission of the bus driver. Students must face the front of the bus at all times while the bus is in motion.

Windows shall not be opened more than halfway or closed without permission from the bus driver. No portion of the student's body is allowed outside of the bus.

Nothing shall be thrown within the bus or out of the windows.

Students are not to eat or chew gum on the bus at anytime.

Students are not allowed to bring animals, jars, medication or anything that might create a danger on the bus.

Students shall conduct themselves in an orderly manner. Loud and boisterous behavior cannot be permitted.

Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation on a school bus. Bus drivers have the responsibility to report misconduct to the principal. If a child is to take a different bus or accompany a bus riding child, a note from the child's parent/guardian must be sent to school with the child that morning.

Aeries Portals

Aeries Portals for teachers, parents, and students is a website that connects parents to teachers with any device. The main aim of this portal is to increase communication between parents and teachers to help ensure student success. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades, test scores, and assignments. Through Aeries Portals parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students stay up-to-date with school events and assignments with the portal calendar.

This Website provides a single, secure sign-in for parents or guardians with multiple students regardless of the school enrolled at MHUSD. Multi-lingual support (English, Spanish, Vietnamese, Chinese, Korean and Arabic) is also available. Both parents and students can access Aeries Portals by going to: <https://morganhillusd.asp.aeries.net/student>.

Mobile Device

Students and parents have immediate access to Aeries Portal real-time student information using their preferred mobile device. Quickly access assignments, grades and attendance with simple one touch navigation.

Username & Password

Each student has his/her own username and password. Elementary students may obtain their username and password from their classroom teacher. Each parent or guardian also have their own username and password which is emailed to parents on the email I.D. they provide when they register their child or the one mentioned on the student emergency card.

GLOSSARY OF TERMS

APE	Adaptive Physical Education
ELAC	English Language Advisory Committee
ELD	English Language Development
FEP	Fluent English Proficiency
GATE	Gifted and Talented Education
IEP	Individual Educational Plan
LEP	Limited English Proficiency
SARB	School Attendance Review Board
SST	School Study Team
SSC	School Site Council
SDC	Special Day Class
PBIS	Positive Behavior Interventions and Support

PARADISE VALLEY ENGINEERING ACADEMY

I have read the PARADISE VALLEY ENGINEERING ACADEMY HANDBOOK and discussed the Student Code of Conduct and the Morgan Hill Unified School District's "Standards for Student Behavior" with my child, _____, in room _____, and he/she, as well as I, am aware of these expectations and consequences.

Student Name

Student Signature

Parent Name

Parent Signature

Date

**Please tear out this page and return it to the school.
Thank you!**