

# ***WHITE OAK ELEMENTARY SCHOOL***

***A California Distinguished School  
Awarded 2008***



## **Parent - Student Handbook 2020 – 2021**

Nikki Perryman, Principal

2201 Alscot Ave., Simi Valley, CA 93063  
(805) 520-6617  
Fax: (805) 520-6126

School Website: [https:// woe-simi-ca.schoolloop.com/](https://woe-simi-ca.schoolloop.com/)  
Twitter: <https://twitter.com/WhiteOakWildcat>

### **Vision Statement**

Within a safe and nurturing environment, the White Oak community provides students with opportunities to be successful in order to become independent problem solvers. The entire school community is committed to the holistic approach of education students: we have high expectations for academics, technology, social responsibility, as well as emotional and physical well-being. We provide a warm, compassionate and dedicated community that strives to fulfill the individual needs of each students in order to achieve the advancement of all students. Our drive for academic excellence and commitment to strong moral character fosters an internal motivation in our students for life long success.

# Table of Contents

Academic Dishonesty/Plagiarism .....	4	Gum .....	7
Accelerated Reader .....	9	Health Office Information .....	8
Animals on Campus .....	4	Homework .....	8
Arrival and Dismissal .....	4	Library .....	9
Attendance & Tardy Information .....	4-5	Lost and Found .....	9
Bikes, Skateboards, etc .....	5	Lunch .....	9
Birthdays, Balloons, Flowers, Etc... .....	5	Markers, Aerosol Cans, Etc... .....	9
Bullying .....	5	Parking Lot Rules & Regulations .....	9
Cafeteria .....	5	Progress/Report Cards .....	9
Calendar of Events .....	3	PTA .....	9
Cell Phones .....	5	Public Displays of Affection .....	9
Classroom/Playground/Lunch Visitation .....	5	School Safety .....	9
Communication .....	6	School Site Council .....	9
Cyber-Bullying .....	6	School Suspension .....	10
Detentions .....	6	Sexual Harassment .....	10
Discipline Policy .... .....	6-7	Textbooks .....	10
Dress Code Policy .....	7	Toys .....	10
Email and Internet Use .....	7	Truancy .....	10
E-Readers/Electronics .....	7	Uniform Complaint Procedures .....	10
Expulsion .....	7	Volunteers .....	10
Fighting .....	7	Withdrawal of Students .....	10

## Bell Schedule

<u>School Hours</u>	<u>Recess</u>	<u>Lunch</u>
8:15 AM – 2:45 PM	K: 9:45 AM – 10:05AM	K: 11:10 AM – 11:50 AM
**All students begin/end at the same time	1 – 2: 10:05 AM – 10:25 AM	1 – 2: 11:35 AM – 12:15 PM
<u>Early Dismissal Days</u>	3 – 4: 10:25 AM – 10:45 AM	3 – 4: 12:00 PM – 12:40 PM
8:15 AM – 1:10 PM	5 – 6: 10:45 AM – 11:05 AM	5 – 6: 12:25 PM – 1:05 PM

### **Academic Dishonesty: Plagiarism/Cheating (BP 5131.9)**

Students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process. Cheating offenses may include but will not be limited to the following:

- Copying someone else's work
- Allowing someone else to copy your work
- Submitting work on which the student has received substantial assistance from another person (including tutors, parents, etc.)
- Cheating on a quiz, test, or assignment
- Plagiarizing and /or forgery
- Giving or receiving information regarding a quiz or test

Consequences will include the following:

- Parent contact by teacher
- Reduced grade or grade of "No Credit" on the assignment per teacher discretion.
- Citizenship marks may be lowered per teacher discretion.
- All cheating offenses will be documented in AERIES for the student's tenure.

### **Accelerated Reader (AR)**

Students will take the Accelerated Reader STAR test and will receive a Cone of Proximal Development (ZPD) which identifies the correct level of books your child should be reading. Each student will have a personalized goal that they should strive to achieve each month. Students who meet or exceed their goals will be recognized for their achievements on a regular basis.

### **Animals on Campus (BP 6163.2)**

Please leave your animals at home when you are dropping off or picking up your students. **Animals, except approved service/therapy animals, are not allowed on campus for safety and sanitation reasons.**

### **Arrival and Dismissal**

School begins at 8:15AM. Students should be in line promptly at the sound of the first bell at 8:10AM. Adult supervision begins on campus at 7:45AM. Students should stay in assigned areas only and follow the directions of all staff members at all times.

### **Attendance and Tardy Information (ED Code 48200, BP 5113)**

All children are expected to be in attendance each day unless they are ill or a family emergency arises. On time daily attendance takes high priority at White Oak Elementary. Please encourage your child's academic success by seeing that he/she is in school and on time each day. Attendance problems hinder success.

- **Tardies** – Students are considered tardy if they are not in class at the time the tardy bell rings. Tardies are disruptive to the class and your student may miss valuable morning information or instructions. Excessive tardies may result in consequences and possible referral to the Student Attendance Review Board. Tardies in excess of 30 minutes without a valid excuse are considered a truancy as per ED Code 48260. School lunches are ordered by 9:00AM. Please call if your student needs a lunch and will be arriving after that time. **Please sign in through the office. Students will not be admitted to class unless they have received an admit slip from the school office.**

If you get the missed assignments for your child to do at home, it is not the same as your child being in class and participating. Students are allowed to make up work missed because of a justified absence. However, teachers are not obligated to provide make-up work for unexcused absences.

**You must call, email, or send a note within 5 days of an absence to avoid a truancy.** The note/email should include student's name, date(s) of absence, teacher's name and room number, reason for absence, your signature (with relationship to child).

**State law requires that students be in attendance at school except for valid excused absences. (E.C. 48200).**

**Please call 520-6617 to report your child's absence.**

Justified Absences (Excused)	Unexcused Absences:
<ul style="list-style-type: none"><li>• Illness or injury</li><li>• Medical, dental, optometric, or chiropractic appointments</li><li>• Quarantine/Contagious Disease</li><li>• Funeral for member of immediate family (1 day if in California, 3 days if outside of California)</li><li>• Exclusion for failure to meet immunization requirements (5 day limit)</li></ul>	<ul style="list-style-type: none"><li>• Truancy</li><li>• Personal reasons</li><li>• Family Vacations and Trips</li><li>• Suspension</li><li>• ALL other reasons not listed as justified absences</li></ul>

- **Attention 2 Attendance** – Online attendance monitoring system implemented in SVUSD in 2008. Changes to the implementation were made at the start of the 2009-2010 school year to improve effectiveness as it relates to the early stages of the SARB process. The system will generate letters 1, 2, and 3 for truancy and an excessive excused absence letter. The guidelines for the letters are as follows:
  - **Letter 1:** Three (3) unexcused absences at the elementary level. This letter cites Education Code and reminds parents of their obligation to compel the attendance of their child.
  - **Letter 2:** Six (6) unexcused absences at the elementary level. This letter reminds parents of their obligation to assure their child attend school regularly. It also informs them that a conference with an administrator will be required.
  - **Conference Notification Reminder:** After Letter 2 is sent out, an administrator schedules a conference and the notice is sent out to parents with date, time and location.
  - **Letter 3:** Nine (9) unexcused absences at the elementary level. This letter notifies parents that their child is to be classified as a “habitual truant” and their name will be turned over to the SARB Chairperson.
  - **Excessive Excused Note:** Sent home when a student reaches 10 excused absences at the elementary level, verification from a physician will be required to clear absences. (\*Special Ed. Students with medical issues should not receive this letter)
  - **SARB Meeting:** When a student accumulates 9-12 unexcused absences the school site administrator/School Attendance Review Team may conduct a meeting with the parents at the site prior to referral to School Attendance Review Board.

### **Bikes, Scooters, Skateboards, Etc...**

Bicycles must be parked and locked in the designated areas. Only children in 3rd, 4th, 5th and 6th grades may ride bicycles or to school. All students riding a bike to school must complete a signed permit form. These forms are available in the school office. A helmet must be worn at all times. Bicycles are not to be used on the school grounds. Please walk your bike through campus. Always practice good safety rules. Obey traffic regulations! SKATEBOARDS, ROLLER BLADES AND “HEELIES” ARE NOT ALLOWED ON CAMPUS. (This includes all non-school hours).

- **Students are responsible for their conduct both to and from school. (E.C. 44807, E.C. 48900f)**

### **Birthdays, Balloons, Flowers, Etc... (Board Wellness Policy AR 5030c)**

Balloons, flowers, cakes, cupcakes, pizza parties, etc. are a distraction to the learning environment and the educational program and are not allowed at school or during lunch time. Students should not pass out individual invitations to parties during the instructional day.

### **Bullying (BP 5131.3)**

Bullying is intentional, repeated, and hurtful acts, words, or other behavior which occurs in a relationship where there is an imbalance of power and strength. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is **never** justified or excusable as “kids being kids,” “just teasing,” or any other excuse. The victim is never responsible for being a target of bullying. School Staff spends time with all of our students educating them about bullying and the consequences of it. Parents are asked to talk with their students about bullying and inform any adult on campus if it occurs. (See Uniform Complaint Procedures for further information)

### **Cafeteria**

Breakfast is served in the cafeteria each morning for \$2.00. Food/Items must say in the cafeteria/lunch area. Lunches may be purchased for \$3.00. Breakfast and lunch credits can be purchased in advanced at [www.myschoolbucks.com](http://www.myschoolbucks.com) Breakfast service begins at 7:40. School lunches are ordered by 9:00AM. Please call if your student needs a lunch and will be arriving after that time. Eligible students may receive meals free or at a reduced price. The Application for Free and Reduced-Price Meals is available in students’ first day packet, the office, or click [HERE](#) to access online. A new application must be submitted each year.

### **Calendar of Events**

See page 2

### **Cell Phones**

Students may bring a cell phone to school as long as it is turned off and properly stored. All parents must complete the SVUSD Acceptable Use Policy information through AERIES. Permission to use the cell phone/electronic device must be given by a teacher or school authority. If students are using their cell phones/electronic devices in an unauthorized manner, the cell phone/electronic device is confiscated parents will be notified and must come in to the office. We are not responsible for personal property brought to school.

### **Classroom/Playground/Lunch Visitation (AR 1250.1)**

Whenever a parent wishes to visit his/her child’s classroom for purposes of observation, it is required that you make an appointment with the teacher and principal in advance of the day of your intended visit. Upon arrival at school, go to the school office to sign in and obtain a visitor’s badge. School visits are limited to 20 minutes. Parents should not be in the lunch area or on the playground unless they have checked in at the school office and have a visitor’s badge. For the safety of all children on campus, we ask that you interact with your child(ren) only when you are visiting during recess/lunch time.

## **Communication**

- Report cards and progress reports document student academic progress via AERIES. Access is through the parent portal.
- The Wildcat Wire is published monthly as is emailed home to all families. A hard copy is available in the main office.
- Principal Weekly Updates – phone call and/or email sent home on Sunday evening listing upcoming events & reminders
- Staff makes the effort to return phone calls and respond to emails within 48 hours
- Parents are encouraged to initiate communication with teachers regarding their student's progress prior to coming to the principal.

## **Cyber -Bullying (BP 5131.2) (Assembly Bill 746)**

*(Facebook, Texting, E-mail, Instant Messaging (IM), YouTube, Instagram, Twitter, SnapChat, TikTok, etc...)*

Students who engage in harassing/ bullying or make written threats of other students or staff via the internet, electronic device, and/or cell phone will be subject to disciplinary consequences, which may include detention, counseling by administration and law enforcement, suspension and/or expulsion; if this creates a substantial disruption (interferes with learning) and/or unsafe environment on campus. All students will receive instruction on digital citizenship including cyber-bullying through district-approved curriculum. Parents are asked to talk with their students about cyber-bullying and inform any adult on campus if it occurs. (See Uniform Complaint Procedures for further information)

## **Detentions**

Teachers and Administrators may assign detentions for inappropriate student behavior. It is expected that students will serve their detentions on the date and time assigned. Failure to do so will result in additional consequences.

## **Discipline Policy (BP 5144)**

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet that school's needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

- **Recess Restriction (EC44807.5, BP 5144)**
  - A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:
    1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate
    2. The student shall remain under a certificated employee's supervision during the period of restriction.
    3. Teachers shall inform the principal of any recess restrictions they impose.
- **Community Service (ED Code 48900.6)**
  - As part of, or instead of, disciplinary action, the Board, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs.
- **Reasons for Suspension (BP 5144.1)**
  - California Ed. Code, Board Policy and the specific reasons for suspension can be found on the SVUSD website, in the Parents' Rights Handbook, [www.simvalleyusd.org](http://www.simvalleyusd.org), Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 can be found on:  
[http://www.simvalleyusd.org/cms/page\\_view?d=x&piid=&vpid=1327924239084](http://www.simvalleyusd.org/cms/page_view?d=x&piid=&vpid=1327924239084)
- **Zero Tolerance (AR 5131.71) (ED Code 48915)**
  - According to Education Code (ED48915), students possessing, selling, or otherwise furnishing any knife, gun, explosive device or other dangerous object at school or school activities off school grounds shall be subject to discipline up to, and including expulsion, consistent with district policies and regulation, as well as state and federal law.

- According to Education Code, no student may carry on their person or have in a backpack or purse any knife, gun, explosive device or other dangerous object. (This includes knives of any size). This also includes any look-alike weapons (water pistols, cap guns, poppers, fireworks).
- Any student who possesses toy or imitation firearms, knives, explosive devices or dangerous objects at school or school activities off school grounds will be subject to discipline, up to and including suspension or expulsion.

### **Dress Code Policy (BP 5132)**

In accordance with the Governing Board we believe that **appropriate dress and grooming** contribute to a productive learning environment. As our school dress code is in compliance with our Board Policies and Administrative Regulations, we expect our students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

#### **• Specific Dress Code Guidelines –**

- **Clothing should be MODEST in fit.**
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, strapless/backless, off-the-shoulder or low-cut tops, bare midriffs are prohibited.
- Dresses, skirts, and shorts must be modest in length covering all body parts appropriately.
- Tops and dresses with low cut necklines at the front and or back are not permitted.
- Leggings & yoga pants must be properly covered by another garment (longer shirt, skirt, shorts, or dress)
- Jeans, pants, or shorts must fit properly at the waist, stay up without a belt, and be of appropriate length.
- Articles of clothing or jewelry that pose a threat to the safety of the student or others shall not be worn on campus or at school activities.
- No articles of clothing related to a group which may provoke others to acts of violence or to be intimidated by fear of violence shall be worn on campus nor at school activities.
- Shoes must be worn at all times. *Shoes must have enclosed toe and heel.*
- Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate racial, ethnic or religious prejudice, the use of drugs or alcohol or any illegal activity or which bear drug, alcohol, or tobacco company advertising, promotions and likeness.

The Principal or the Principal's Designee has the right to determine if attire is inappropriate for school or any school activity. Violation of the dress code will result in appropriate disciplinary action including but not limited to the following: **student changing clothes, parent notification, detention, and/or parent conference**

### **Email and Internet Use**

All teachers and administrators may be reached by email. Addresses can be obtained from <https://woe-simi-ca.schoolloop.com/> Students and parents are required to review and acknowledge the guidelines and consequences outlined in the SVUSD Acceptable Use Policy in AERIES. Misuse of the internet, including harassment and inappropriate websites, will result in the loss of internet privileges & disciplinary action. [Click here](#) to log in to AERIES to complete the required updates.

### **E-Readers and Electronics**

#### **SVUSD Acceptable Use Policies (AUP) and Guidelines**

Technology resources, including email, internet access, school computers, and use of personal electronic portable devices are to be used for educational purposes only. Adherence to Board Policy is necessary for continued access to technological resources. To utilize portable devices on school campuses (i.e. Kindle, iPad, iPod, Nook, Smartphone, Netbook, Laptop, etc), you and your child must agree to the Board Policy. The SVUSD Portable Device Guidelines are available online at [www.simivalleyusd.org](http://www.simivalleyusd.org), or [click here for the form](#). This form must be signed and returned to the school office.

### **Expulsion**

Expulsion is an action taken by the School Board which takes away a student's privilege of attending any district school for a specified period of time. Students possessing or threatening others with a weapon, dangerous object or imitation firearm as well as students in possession of illegal substances are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

### **Fighting**

Fighting or promoting fighting either on or off campus is not tolerated. Rough horseplay or play fighting will be treated as seriously as "real" fights. Consequences may include detention, parent/administrative conference, suspension and/or expulsion for repeated offenses.

### **Gum**

Due to the damage caused to school property and facilities by the careless disposal of gum, gum is not allowed on campus unless otherwise noted.



### Health Office Information

- **All students must be in compliance with immunization requirements prior to the first day of school.**
- No type of medication, prescription or nonprescription, can be administered by school personnel without the appropriate form signed by both the doctor and the parent. Forms may be picked up in the health office. **Medication must be in the original container and must be brought to the health office by a parent** where it will be kept in a locked cabinet.
- If your student needs to use or wear crutches, casts, ace bandages, orthopedic appliances, etc., the parent/guardian and physician must complete District release forms. These forms are available at each school's office or [HERE](#)
- While we want all children to be in school, parents should not send children to school if they have a fever, are vomiting, or have flu symptoms. Children must be free from fever and associated symptoms for 24 hours before returning to school.
- Students should report to the health office if they are feeling ill. **All illness-related calls to parents must come from the health office not cell phones so that staff can be aware of a problem.**
- The following screenings are conducted during the school year at no cost to parents: vision and hearing (Kindergarten, 2<sup>nd</sup>, and 5th). These screenings are mandatory by law. Parents may write a note excusing their child from the screening.
- **Heat Policy:**
  - **Heat Stress** is the overall effect of excessive heat on the human body. Those at highest risk are the very young, the elderly, and people with acute or chronic health problems. For various reasons, not all people tolerate heat to the same extent. **Heat Index** is a measure of how hot it really feels when relative humidity is factored with the actual air temperature. For local and forecasted temperature and humidity, go to the NOAA (National Oceanic and Atmospheric Adm.) website at <http://www.noaa.gov/wx.html> and type in the local zip code. Please click [HERE](#) for our Heat Index Policy.
- **Concussion:**
  - Best Practices (Ventura County Office of Education) are followed when dealing with a possible concussion. A concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head that can change the way the brain normally works.
- **Air Quality**
  - Each site will be aware of the conditions on or near their campuses; this can include wind, fire, smog, heat, rain or other varying factors that can affect students and staff. The County site is [www.vcapcd.org/Forecast.aspx](http://www.vcapcd.org/Forecast.aspx)

### Homework (BP/AR 6154)

Students will receive homework on a regular basis. Time required will vary according to the grade level. The principal and staff at each school shall develop an overall school homework plan reflective of district policy. Each teacher shall develop a homework plan which includes specific guidelines for the assignment of homework. The plan shall provide parents/guardians with information as to how much time on homework will be expected and how homework relates to the student's grades. Teachers have the responsibility to instruct students on how to develop good study techniques, study habits and the skills needed to complete homework assignments such as reports and research.

- **Homework for Elementary Grades**
  - Students should be expected to spend an average of 30 minutes daily on homework at the primary level and an average of 45 minutes daily at the intermediate level (4-6), four or five days a week.
  - Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians should be encouraged to read to their children.
  - Homework assignments in grades 1-3 should promote the development of skills and encourage family participation.
  - In grades 4-6, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects.
  - Homework assignments should not require use of the internet or other specialized materials unless sufficient time is allowed for students to access such resources from the library or another source.
- **Homework Help:** Each student should have a specific time each day for home study. Teachers will develop a homework plan which includes specific guidelines for the assignment of homework. In addition to homework assignments, children should spend time reading or being read to every day. For your child to be successful with homework, he/she needs:
  - **A place to do homework.** If possible, your child should do his/her homework in the same place each night (an uncluttered, quiet space to study).
  - **A schedule for completing homework.** Set a homework schedule that fits in with each week's particular activities.
  - **Encouragement, motivation, and prompting.** It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact the teacher.
  - **Understanding of the knowledge.** When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what

knowledge he/she is using to complete the work. If your child consistently cannot answer these questions, please contact the teacher. In intermediate grades, if your child is working on a long-term multi-step project, help them break the task into smaller tasks with interim deadlines.

- **Reasonable time expectations.** If your child seems to be spending too much time each night on homework, please contact the teacher.
- **At bedtime.** When it is time to go to bed, please stop your child, even if he has not finished the homework.

### Library

At White Oak, we are very proud of our library and the service it provides for our teachers and students. Students are encouraged to choose library books that they can read both in class and at home. We also believe that it is the responsibility of each child who borrows a book to return this book in good condition and on time. Parents are ultimately responsible for any book checked out by the child, so if parents prefer to not have their child check out library books, please write a note to the library regarding your wishes.

### Lost and Found

Students missing items are encouraged to check in the Lost & Found cart for missing items. Unclaimed lost and found items are donated to charity on a regular basis.

### Lunch

Lunch is a 40-minute period. Lunches are eaten in a designated area and students are expected to throw away their own trash. Parents who are bringing students' lunch to school must deliver it to the main office and may not give it to them directly. **At no time is there to be food outside of the designated eating areas. STUDENTS MAY NOT SELL CANDY, SODA, OR OTHER ITEMS FOR PERSONAL GAIN OR PROFIT.**

### Markers, Aerosol Cans, Etc...

To protect our students, staff, school environment & facilities, permanent markers of any kind (sharpies, white-out, paint pens, etc.) & aerosol spray cans (deodorant, cologne, etc.) are prohibited at school. Items will not be returned to the student and must be claimed by a parent from the main office. Disciplinary action will result for students who write, mark, or spray on others or school property.

### Parking Lot Rules and Regulations

All adult behaviors, including driving behaviors serve as role models for our students. Respectful speaking and responsible actions are safety requirements for everyone using the parking lot. Cars are to proceed in a single file to the drop off/pick up area. Children get into and out of the car once it has come to a complete stop.

- Drivers may not use their cell phones and must remain in their cars at all times during drop off and pick up.
- Please note that the SVUSD School parking lots are considered public property as specified in Sections 21113 and 360 of the California Vehicle Code and are thus subject to the same rules of the road and parking regulations applicable to traffic on the streets and highways.
- Drop off and pick up are accessible at the curb. Drivers must remain in their vehicles and continue pulling forward to ease the flow of traffic. For safety, students may not cross lanes of traffic to enter vehicles.
- **THERE IS NO PARENT PARKING IN THE MAIN PARKING LOT.** Parents entering the school with their child must park in the street and walk in.
- **Please be patient and courteous with others while driving around the school, especially on rainy days.**

### Progress Reports and Report Cards

*Progress Reports and Report Cards* will *NOT* be mailed home. Parents will be able to view all reports in Aeries. It is expected that every parent will review the report. Parents are encouraged to contact teachers if they have any concerns about their student's progress.

### PTA

Our PTA works to support our students in a variety of ways. Ask the office about ways you can volunteer and be a part of our PTA!

### Public Displays of Affection

Students are asked to keep hands to themselves. Hugging and kissing is not acceptable for children on an elementary school campus. Students will be counseled, parents contacted, and disciplinary action taken.

### School Safety

Our school takes great care to ensure our students are educated in a safe environment. Students and parents are expected to report any potentially dangerous situation to a staff member or administrator. Such reports can be made anonymously. Our school also prepares its students for emergencies by practicing fire drills, school evacuations, school-wide lockdowns, and a disaster drill.

### School Site Council

The School Site Council is composed of parents, teachers, and administrators. The Council meets about 4 times each year to discuss curriculum priorities. The Council approves the Single Plan for Student Achievement budget and prioritizes budget expenditures for additional funds that the school receives. Look for election information flier sent home with students or contact the school office. Meetings are open to the public.



### **School Suspension (BP 5144.1)**

Students who violate the disciplinary guidelines of the school, district or California Educational Code, may be suspended from school. **When students are suspended from school they may not attend any school functions during the time of their suspension nor may they be on campus. Please refer to “Discipline Policy” for further information.**

### **Sexual Harassment (BP 5144.2)**

The district has a sexual harassment policy that covers students and adults. Any individual who believes there has been an act of harassment on the basis of gender against any person or group in any course, program or activity provided through the district, may file a complaint under state law. Students may be suspended or expelled for sexual harassment conduct and parents may be held financially liable for the conduct of their children. Complaints may be filed through district staff, the State Department of Education and/or the Office for Civil Rights (Calif. Code of Regulations, Title V212.) (Ed. Code 212.6, 48980(f))

### **Textbooks**

Textbooks will be issued to all students from the library. Students are responsible for all books checked out to them.

### **Toys**

Please leave toys at home! If toys are brought to school the teacher will confiscate the toy and return it to the student after class, or the teacher will keep the toy until a parent can pick it up. Cameras are considered toys and may not be brought to school. The school is not responsible for lost, stolen, or damaged personal items. **As a reminder, toy weapons are a violation of the Zero Tolerance policy. See Ed Code 48900.**

### **Truancy**

Students are expected to be in class at all times. Children who are not in class and not excused are considered truant. For repeated occurrence, a referral to the Student Attendance Review Board (SARB) may be made. (See Attendance Information)

### **Uniform Complaint Procedures**

Uniform Complaint Procedures (UCP) adopted by Simi Valley Unified School District Governing Board 12/9/14. This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a local educational agency of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, and noncompliance with laws relating to pupil fees.

- [Click here](#) for the SVUSD UCP information and procedures.
- [Click here](#) for the SVUSD UCP Reporting form (English)
- [Click here](#) for the SVUSD UCP Reporting form (Spanish)

### **Volunteers**

If you are interested in becoming a school volunteer, please contact the office. [A Volunteer Information Form and a copy of your driver's license must be on file in the Principal's office.](#) Volunteers are expected to dress appropriately and follow all school rules. Please refer to your school's Volunteer Handbook for more information. Your cooperation is always greatly appreciated.

### **Withdrawal of Students**

If you are moving and are withdrawing your child from school, please call or come into the school office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, return school issued material, etc. Student records will be released to the new school upon official request from the receiving school. The student will be officially withdrawn at the time the school receives the request for records. Your cooperation is always greatly appreciated.