



Welcome to Tierra Linda!

It is with great pride that I welcome you to the new school year. I look forward to collaboration with students, staff and families to make sure Tierra Linda shines in all they do! This year, we will be embedding intervention, practice and enrichment into the school day. Our teachers have some very creative, research-based ideas on how to provide this little bit of extra to our students.

We also will be emphasizing our community, explicitly teaching our students the behavior expectations, and growing their classroom community through restorative circles. The staff at Tierra Linda does an excellent job making their classrooms feel like family, so these efforts will be seamless for them!

Please also look for information at the beginning of the school year for our 3rd, 4th and 5th grade students to be a part of the Tierra Linda Community Council. The council consists of multiple clubs that work with advisors and PTA to bring out the best in our community. I personally always enjoy getting to work with our elected 4th and 5th grade students on the Principal's Cabinet.

As we move through the school year, there will be a variety of opportunities for family involvement. Please take a moment to consider each of these, as your presence on campus is both welcomed and appreciated.

I am looking forward to meeting all of our new families and continuing to build relationships with everyone here.

Let's have a fantastic year Hawks!

Fayanne Bakoo

Principal, Tierra Linda Elementary

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Don't forget to follow us on Social Media!

Facebook: Tierra Linda School

Instagram: tierralindaschool

Twitter: @TLShawks

Pleasant Valley School District Vision: Excellence for all.

Pleasant Valley School District Mission Statement: PVSD prepares 21st Century learners who are responsible members of our global society.

Tierra Linda School Mission Statement: To ensure that all students will learn grade level standards in a safe, nurturing and supportive school environment.

Established: May 15, 1994

Grade Levels: Transitional Kindergarten (TK) through Fifth Grade (5)

California Distinguished School: 1998

School Colors: Blue and Green, Mascot: Hawks

Parent Organization: [Parent Teacher Association \(PTA\)](#)

Attendance

Attendance: Regular school attendance is very important for academic growth. We cannot educate students who are not at school. Our school district only receives funding when students are present. That said, we do encourage you to keep your child home, if they are ill, to maintain the health and safety of their classmates and our staff.

Reporting absences: Please report student absences on the “Absence Hot Line” (805-383-5360, press 1).

Late students: When a student arrives at school after 8:10 he/she must check in at the office before going to the classroom or childcare.

Checking out a student during the day: Students who must leave the school grounds during the school day must be signed out of the office by a parent/guardian, and be signed back in upon their return to school. Please do not plan to pick your child up during lunch. It can be challenging to find them on the yard, and this may delay the process.

Absence Work: If your child is absent, you need to first contact the Absence Hotline to verify the absence. You may also contact the teacher directly to request work, if you are able to come pick it up. Teachers typically try to bring absence work to the front office by 3:15 that day. If there is an extended absence, please allow the teacher additional time. ***Please be sure to notify both the teacher and the office of the absence.***

Independent Study: If you know ahead of time that your child will not be in school for 5 or more days, you may request an Independent Study Contract from the principal. The principal will review the reason and your child’s records prior to determining if independent study is appropriate. Please note that independent study does not eliminate the student missing a great deal of class work and teaching. The vast majority of class teaching cannot be made up appropriately when a student is absent. For this reason non-illness absences are highly discouraged and detrimental to the student.

Arriving to and Leaving School

Gates at Arrival: Gates will be open at 7:55 and monitored by a staff member. There is supervision on the blacktop and in the TK/K Area. The TK/K Gate and Bike Rack Gate close at 8:05. The main gate will remain open until 8:10 am.

TK/K Opt In Time: If your child opted in to the full day (8:10 - 2:25), utilizing childcare, please note the following times:

- Drop off for the Green Staggered Group (9:40 start time) is from 7:55 - 8:05 **at the TK/K Gate**. Pick up will also be at the TK/K Gate.
- Drop off for the Blue Staggered Group (8:10 start time) is from 7:55 - 8:05 **at the TK/K Gate**. Pick up for the Blue Staggered Group (8:10 start time) is **at the Childcare door** and needs to occur by 2:25 pm.
- If your child is enrolled in before and afterschool care through Childcare, they will be escorted to and from class by Childcare staff and should enter and exit through the Childcare Door.

Pedestrian Safety: Students and adults are instructed to practice safety and citizenship at all times. Students are to cross the street at the crosswalk only. ***Students should not walk through the parking lot without an adult guiding them.*** Please review with your child the safest route to and from school. Explore routes that involve minimal street crossing and the use of the crossing guard.

Cross Walks:

We encourage families to teach their children crosswalk safety:

1. Wait for crossing guard, push crossing buttons or pause to examine traffic
2. Assess safety - Look left, look right and look left again
3. Make eye contact with drivers in vehicles
4. Cross cautiously, always being aware of new vehicles approaching the crosswalk

There are three crosswalks that can be utilized to safely cross streets entering/exiting Tierra Linda.

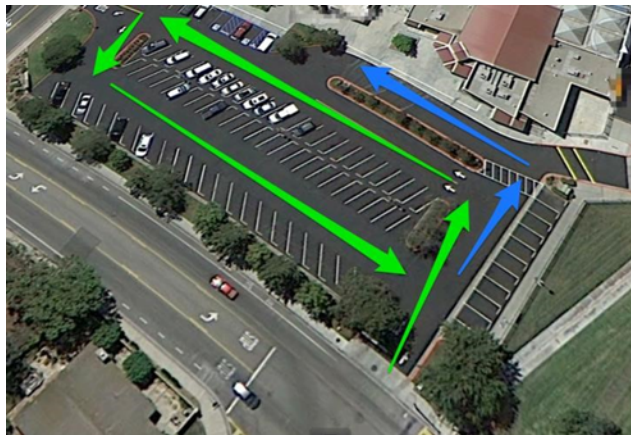
- **Woodcreek and Fieldcrest** - These crosswalks are typically supported with a crossing guard provided by the City of Camarillo. If a crossing guard is not present, please teach your child to assess safety, make eye contact with drivers and cross cautiously
- **Woodcreek and Paseo del Campo** - There is no crossing guard present. Please teach your child to assess safety, make eye contact with drivers and cross cautiously
- **Paseo del Campo** near the Avalon Apartment Complex - There is no crossing guard present, however there are buttons that will light the sign up, signaling to drivers there are pedestrians wanting to cross. Please teach your child to assess safety, push the button, make eye contact with drivers and cross cautiously

Stranger Safety: Please remind your child regularly not to speak to or go with any stranger. When walking, encourage your child to be with other children and go directly to the planned destination. Teach your child to get a license plate and car description if something seems wrong to them.

Parking Lot: The pick up/drop off zone in the Tierra Linda parking is short, which can create congestion during peak times. We suggest the following: walk your child to/from school, participate in carpools as much as possible, arrive early for drop off and be patient during dismissal.

Here are the protocols for using the drop-off/pick-up curb:

- Traffic flow in the parking lot is one way:
- Cars enter the parking lot at the Woodcreek driveway.
- Cars may turn left into the Woodcreek driveway.
- Cars may exit onto Woodcreek
- The exit on Paseo del Campo is two lanes – 1 left turn, 1 right turn
 - Right turn moves much faster – please try to exit this way.
 - If turning right, please be mindful of the crosswalk on Paseo del Campo



Please note the following “zones” and be mindful of how you utilize them:

Red curbs in the parking lot and on Paseo del Campo must be kept clear. No parking, stopping or drop-off/pick-up is allowed here

The **white curb** is a student loading is located in front of the Multi-purpose Room Building. You may not leave your car unattended in this area. This area is designated for students getting out of the car and walking in independently. If you would like to escort your child to a gate, childcare, etc. please park your vehicle.

There is no parking/blocking the **handicap spaces**.

Transportation: Students are encouraged to ride their bikes, skateboards, etc. to school. Please make sure they are following safe routes to/from school and are wearing a helmet. Bikes, skateboards and scooters are to be walked on campus and stored in the bike rack area. We do not allow students to wear shoes with wheels, as those can be a safety hazard on the playground and in the classroom.

Classroom Visitors and Volunteers

Parents are always welcome at Tierra Linda!

We love volunteers on campus, and encourage you to find ways to get involved. If you plan to volunteer, there are two forms that need to be submitted to the school office manager, and an additional form to be submitted to the district office. Your child's teacher has access to all of this information, and it is also posted on our website.

If you would like to visit your child's classroom to observe, please call and make an appointment with the teacher. It is suggested that the length of visitations be limited to 20 minutes, and you will be escorted by either an administrator or counselor so we can answer any questions without interrupting instruction. Parents are welcome to visit the class in which their child is enrolled.

Communication

Good communication is the key to providing quality education for the child. We strive for open, two-way communication, so please do not ever hesitate to reach out to us.

Formal parent-teacher conferences are conducted once or twice a year based on the needs of the students in grades K-5. Report cards are given three times per year.

Teachers host a website with information about their classroom, and many also send home weekly newsletters. Please also look for weekly newsletters from the principal, with information about school wide initiatives and upcoming events.

Inquiries concerning classroom assignments, activities or projects should be directed to the teacher. In most cases, matters regarding classroom procedure can be answered best by the teacher.

Teachers like to hear positive comments, as well as concerns, about what is happening in their classrooms. Let the teacher know when you are pleased as well as when you have a concern or question.

The education of your child requires a high degree of home-school cooperation during the year. If you wish information about your child's work, you may email or call the school and leave a voicemail message for the teacher or ask the teacher to return your call. Conferences or phone conferences will be held before and after school, not while class is in session and not immediately before school or at lunch unless prearranged.

Please note that messages will not be delivered to students during the school day, unless there has been an emergency change of plans.

Curriculum

Curriculum: All teachers follow a district-prescribed course of instruction. This curriculum is correlated with the Common Core State Standards, California State Department of Education Frameworks, and District Standards. Materials are selected to correlate with the Standards. You may preview district-adopted curriculum on the PVSD website:

<https://www.pleasantvalleysd.org/Page/10871>

Physical Education: Physical education is a part of the curriculum, based primarily on physical fitness and conditioning. Individual as well as group skills are taught, while the emphasis is on physical fitness and sportsmanship. In cases of minor illness or injury, excuses from physical education should be confirmed by a note from home to the teacher. For prolonged excuses, a doctor's statement will be required and should be submitted to the Health Office.

The Collaborative Success Team (CST): The CST Team at Tierra Linda meets regularly to review individual cases where students are not making sufficient academic progress, are demonstrating speech concerns, or who are exhibiting behavior issues. This process includes the classroom teacher, parents, the principal, the counselor and any additional staff members who may be able to provide expertise in the area as we collaborate on supports and solutions.

Outcomes of the CST process could include recommendations for intervention or behavioral support, and occasionally when the team has met multiple times and progress is not being made an assessment for special education may be presented by the team. Parent permission for any of these supports will be obtained in writing and results are discussed with the parent before any decision is made for additional help.

Special Education: Some students qualify for Special Education Services. The Resource Specialist Program takes the student out of the regular classroom for an hour or two for specific instruction or works with the student in their classroom. Students may also qualify for instruction in Speech and Language from a specialist in the field. Special Education students may also be assigned to a Special Day Class.

Homework

Purpose: The purpose and intent of homework is to reinforce classroom learning, provide practice, and expand the application of knowledge and skills that develop independent thinking and creativity. Homework at Tierra Linda will be consistent with the classroom teaching and have relevance to the student. Assignments will follow teacher guided practice so that the student will have a model from which to work. The tasks, given as independent work, are designed to challenge the student and expand his/her thinking, thus allowing for the application of knowledge.

Guidelines: Homework assignments typically will take your child 10 minutes per grade level each night. In essence, a 3rd grader should expect approximately 30 minutes of homework. If your child is taking significantly longer on assignments, please contact your child's teacher to discuss ways to make it more manageable. If your child is completing homework quickly, use the extra time for additional reading practice.

Parent Participation: To support your child's success, you may...

- Provide a suitable, well-lit area conducive to good learning with a minimum of distractions and interruptions.
- Plan to make homework a regular part of the daily routine to establish good study habits. • Give encouragement to ensure that the student completes his/her work. • Monitor assignments and pacing so that it is not left to the last minute • Reading is a daily homework assignment for all students each school day.
- Assist your child, but keep in mind it is your child that we are observing in the development of skills. Try to avoid step-by-step assistance and try methods such as restating the directions, helping them find examples in their classwork, etc.

Personal Items

Labeling Items: When sending your child to school with personal items, please be sure they are labeled clearly with their first and last name. Labeled items will be delivered to the classroom. Items not labeled will be placed on the lost and found cart. The Lost and Found will be wheeled out front at the end of each month. Items not claimed will be donated.

The following items are not allowed on campus: Knives or weapons, play or imitation weapons of any kind, glass containers, items being used as toys (this includes fidgets if not used properly as well as Pokeman Cards, etc).

Electronic Devices: Electronic devices are permitted on campus, but must be turned off and put away during instructional time. This includes items such as Smart Watches, cell phones, etc. Please consider the risk you take by sending these to school (damage/theft), as you decide what is appropriate for your child.

Recess, Lunch and Food Service

Recess: Students have the opportunity to eat a snack during recess prior to playing. We encourage that you send them with a small healthy snack that will help them get through the morning. ***Snacks (2nd chance breakfast) is also available for free for all students daily during recess time.*** Teachers send a count each morning to the cafeteria to make sure enough food is prepared for the day.

Lunch: Students at Tierra Linda participate in a Play-then-Eat lunch. They leave their lunches near the tables and are escorted by their teacher to the playground to play first. When the warning bell rings/whistle blows, they clean up and can wash or sanitize their hands prior to entering the lunch area. ***Lunch is available for free for all students daily.*** Teachers send a count each morning to the cafeteria to make sure enough food is prepared for the day.



TIERRA LINDA ELEMENTARY SCHOOL

Behavior Expectations and Citizenship

Tierra Linda staff believe in bringing out the best in our students!

HAWK Pride: We have developed a Hawk Pledge to help students develop positive behaviors and HAWK Pride!

	HAWK Pride			
	Have a positive attitude	Accept responsibility	Will respect people and my environment	Strive for my personal best
On the Playground	<ul style="list-style-type: none"> • Do not yell • Have fun and be respectful when playing games • Make a decision to be kind to everyone and include everyone • Have a growth mindset for myself and my friends • Use proper equipment in the playground 	<ul style="list-style-type: none"> • Follow the playground CHAMPS • Be kind • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful 	<ul style="list-style-type: none"> • Share with others • Do not throw things • Follow proper equipment directions • Do not throw things or play with them • The playground equipment is for everyone • Do not throw things or play with them 	<ul style="list-style-type: none"> • Follow Tierra Linda playground CHAMPS • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them
At the Lunch Tables	<ul style="list-style-type: none"> • Show gratitude for school provided lunches or snacks • Be respectful to my friends • Thank the adults staff for helping me • Thank the adults staff for helping me • Thank the adults staff for helping me 	<ul style="list-style-type: none"> • Follow the lunch table CHAMPS • Be kind • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful 	<ul style="list-style-type: none"> • Share up after myself • Do not throw things • Follow proper equipment directions • Do not throw things or play with them • The playground equipment is for everyone • Do not throw things or play with them 	<ul style="list-style-type: none"> • Follow Tierra Linda playground CHAMPS • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them
In the Office	<ul style="list-style-type: none"> • Be polite • Thank the adults staff for helping me • Be respectful to my friends • Be respectful to my friends • Be respectful to my friends 	<ul style="list-style-type: none"> • Be kind • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful 	<ul style="list-style-type: none"> • Share up after myself • Do not throw things • Follow proper equipment directions • Do not throw things or play with them • The playground equipment is for everyone • Do not throw things or play with them 	<ul style="list-style-type: none"> • Follow Tierra Linda playground CHAMPS • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them
In the Restrooms	<ul style="list-style-type: none"> • Be polite • Thank the adults staff for helping me • Be respectful to my friends • Be respectful to my friends • Be respectful to my friends 	<ul style="list-style-type: none"> • Be kind • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful 	<ul style="list-style-type: none"> • Share up after myself • Do not throw things • Follow proper equipment directions • Do not throw things or play with them • The playground equipment is for everyone • Do not throw things or play with them 	<ul style="list-style-type: none"> • Follow Tierra Linda playground CHAMPS • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them
During Chores	<ul style="list-style-type: none"> • Be polite • Thank the adults staff for helping me • Be respectful to my friends • Be respectful to my friends • Be respectful to my friends 	<ul style="list-style-type: none"> • Be kind • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful 	<ul style="list-style-type: none"> • Share up after myself • Do not throw things • Follow proper equipment directions • Do not throw things or play with them • The playground equipment is for everyone • Do not throw things or play with them 	<ul style="list-style-type: none"> • Follow Tierra Linda playground CHAMPS • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them
In the Classroom	<ul style="list-style-type: none"> • Be polite • Thank the adults staff for helping me • Be respectful to my friends • Be respectful to my friends • Be respectful to my friends 	<ul style="list-style-type: none"> • Be kind • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful • Have fun and be respectful 	<ul style="list-style-type: none"> • Share up after myself • Do not throw things • Follow proper equipment directions • Do not throw things or play with them • The playground equipment is for everyone • Do not throw things or play with them 	<ul style="list-style-type: none"> • Follow Tierra Linda playground CHAMPS • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them • Do not throw things or play with them

(click on the image to see full size document)

CHAMPS: Tierra Linda is a CHAMPS school, and this is evident in how we coach our students to interact on the playground. We have posters stationed strategically around the campus to help our students remember the expectations of **C**onversation Level, **H**ow they Move, the **A**ctivity, how they **P**articipate and what Success looks like in different settings.



Tierra Linda Elementary Recess and Lunchtime CHAMPS

Conversation	Outside Voice - Level 4 Kind words always!
Help	<ul style="list-style-type: none"> ★ Rock-Paper-Scissors ★ CHAMPS Helpers ★ Campus Supervisor ★ Any Available Adult
Activity	Playing on the Playground
Movement	Walking
Participation	<ul style="list-style-type: none"> ★ Always walking, unless you are playing a sport such as basketball, soccer, or kickball ★ No kicking balls on the playground ★ No games of chase or tag ★ Keep equipment where it belongs ★ Encourage your friends with kind words ★ When the bell rings or the whistle blows: <ul style="list-style-type: none"> ○ Put equipment away immediately ○ Line up ○ At recess, use the restroom if you need to ○ At lunch, you may use the restroom near the lunch tables ○ Sanitize your hands on the way to the lunch tables
Success	★ Everyone is smiling and safe

(click on the image to see full size document)

Teachers spend time at the beginning of the year explicitly teaching these skills.

Response to Behavior: All adults on campus reinforce the expectations through positive feedback and incentives. In addition, when students are struggling to learn how we behave on campus with the general strategies, we will work through tiers to assist them in the learning process:

HAWK Pride Response to Behavior

Our children are learning, and sometimes have difficulty following the expectations.

When this happens, we will use the chart below to guide our decisions, and help them grow:

Minor Behaviors May Include:		Major Behaviors May Include:	
<ul style="list-style-type: none"> • Defiance • Dishonesty • Disrespect to a peer • Disrespect to an adult • Food on the playground • Horseplay • Improper use of equipment • Not using kind words with peer 	<ul style="list-style-type: none"> • Not lining up with the bell • Out of bounds • Peer Conflict • Playing in the restrooms • Playing unsafely (ex: tag) • Profanity • Prohibited items (toys, etc.) • Running on campus 	<ul style="list-style-type: none"> • Bullying • Derogatory Language • Destruction of Property • Fighting • Harassment • Physical Peer Conflict 	<ul style="list-style-type: none"> • Possession of drugs/alcohol • Possession of weapon or imitation weapon • School Threat • Significant or severe instances of minor behaviors • Theft/Stealing • Threat to staff or a peer

(click on the image to see full size document)

Please note, these tiers are not a checklist, and occasionally behavior is such that we may need to skip from “minor” to “major” or begin the process in a higher level tier. These are guidelines to assist our staff in maintaining consistency and emphasizing the learning of behavior alongside any consequences that might be necessary.

Building Character: Each month, we will focus on a new character trait. This is highlighted in our Wellness Wednesday message to students, staff and families, and also supported by our School Spirit Club.

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|---|--|
| <ul style="list-style-type: none"> • September: Cooperation • October: Creativity • November: Consideration • December: Compassion • January: Kindness | <ul style="list-style-type: none"> • February: Confidence • March: Grit • April: Curiosity • May: Loyalty • June: Honesty |
|---|--|

School Safety and Emergencies

The Pleasant Valley School District Board of Education and leadership take the safety and welfare of our students and staff very seriously. PVSD has a variety of safety measures in place to ensure our campuses are as safe as possible:

- Comprehensive safety plans to handle emergency situations reviewed and updated annually
- Regular drills, including lockdown drills
- School Resource Officer who visits each campus
- Single point of entry during school hours
- All visitors must check in with front office
- Visitor management system (Raptor) at each school
- Lock blocks on all school and classroom doors
- Safety audits in collaboration with law enforcement
- Upgraded radio communication at all sites, buses, and District Office

In addition, we have increased the number of our school counselors districtwide, implemented a social-emotional learning curriculum, and are employing restorative practices and community circles. Counselors and other support staff continue to be available to students and staff who may need to process this latest tragedy.

We remain vigilant and work closely with law enforcement in the event of any threat against our schools. All threats are taken seriously and investigated thoroughly. While no amount of planning can guarantee that a tragedy like this will not occur, we are doing everything we know to keep students and staff safe while at school.

As difficult as it may be, in the case of an emergency, we ask that you do not rush to the school as it may not be safe or we may change the pickup location. We will alert parents of the dismissal procedure via Blackboard Connect phone calls and emails when a safe plan is in place.

Please remember that students are only released to adults listed on their emergency card. Please consider making sure there are people listed who are nearby and could pick your child up quickly if we were to dismiss in an emergency. You can make notes when you add them that they are there for that reason so we only use the phone numbers to dismiss in an emergency. Some suggestions would be neighbors, carpool partners, etc.

Health Services

Emergency Cards: Emergency cards are printed off of the information you submit in Parent Connect. These are kept in the office and are of utmost importance in a time of personal crisis. It is imperative that you notify the school of any change in daytime telephone numbers and/or contacts. There may be an occasion that we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Please assist us with your prompt communication of any change in information. ***Please also consider making sure there are people listed who are nearby and could pick your child up quickly if we were to dismiss in an emergency.*** You can make notes when you add them that they are there for that reason so we only use the phone numbers to dismiss in an emergency. Some suggestions would be neighbors, carpool partners, etc.

Injuries: When a student is seriously injured or becomes seriously ill, the parent will be contacted. The Health Technician and School Secretary are trained in basic first aid. If emergency medical attention is required and the parent or authorized person cannot be contacted, the District Nurse will handle whatever referrals for treatment may be necessary.

Medication in School: Students may not have medications in their possession, this includes cough drops, prescriptions, and over the counter medications. California State Education Code for Health and Welfare requires that "If your child must temporarily take a prescription or 'over the counter' medication (even aspirin) at school, it must be taken to the office (by an adult) in the original container, giving the name of the medication, strength, and dosage to be given, and a "Authorization for any medication taken during school hours" form on file signed by the physician." You may obtain this form from the health office. If this form does not accompany the medication, school personnel cannot administer the medication and a parent will have to come to the school to give the medication.

Medical Alert: If your child has a severe allergic reaction of any kind or other medical condition that requires immediate medical attention, please note this in Parent Connect and also contact the school Health Technician.

Student Insurance: Insurance is provided by an outside carrier and may be purchased separately. This is offered every September and forms are sent home with each child. Insurance is not provided by the district.

Important Pleasant Valley School District Policies

Weapons: Please be advised that students should come to school with equipment and materials that are directly related to their school responsibilities. Any item that could be defined as a “weapon” will be taken away from the student and may be grounds for disciplinary action up to and including expulsion [EC 48915(a)]

Parents are asked to review this information with their child before the fact. A good guideline: If in doubt, don’t bring it.

Vandalism: Per Education code, parents of students who vandalize or lose school property are liable for damages and loss up to \$10,000. Furthermore, the student’s transcripts, report cards and diplomas will be withheld until restitution is made. [EC 48904]

Title IX: Tierra Linda is an equal opportunity school, and as such, complies with Title IX requirements.

Sexual Harassment: The Governing Board of the Pleasant Valley School District prohibits unlawful sexual harassment of or by any student in or from the district.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or any other verbal, non-verbal, physical or visual conduct of a sexual nature when:

1. Submission to the conduct is made a condition of a student's academic status or progress.
2. The conduct has the purpose or effect of having a negative impact on the student's academic work or performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to or rejection of the conduct is used as a basis for any decision affecting the student regarding benefits and services, honors programs or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic comments about an individual’s body or overly personal conversations.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual’s body or clothes in a sexual way.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against any individual who reports a violation of the district’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint.



Any student who feels that he/she is being harassed should contact his/her teacher, the principal, or another district administrator in order to obtain a copy of district policy 5145.7/5145.71. Complaints of harassment can be filed in accordance with these procedures.

The district prohibits retaliatory behavior against a complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated and in a way that respects the privacy of all parties concerned.

Dress: The following guidelines shall apply to all regular school activities:

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No Use Statement: Tierra Linda School, as part of the Pleasant Valley School District, recognizes that the use of alcohol, other drugs, and tobacco and the problems associated with these are becoming increasingly common in our society and among youth.

Tierra Linda School, as part of the Pleasant Valley School District, also recognizes that the use of alcohol, drugs, and tobacco often precedes the development of problems. For that reason, we believe that “no use” of alcohol, drugs or tobacco by students is desirable.

Tierra Linda School, as part of the Pleasant Valley School District, believes that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role to play in helping students to remain drug-free.



P.V.S.D. BOARD POLICY, PROMOTION - ACCELERATION - RETENTION - PROMOTION
BP5123(a)

The Governing Board expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement (cf. 6011 – Academic Standards). Progress toward middle school promotion shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements in basic skills set by the Board.

Acceleration: When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. The decision to accelerate a student will follow the procedures established by law and Administrative Regulations.

Retention: As early as possible in the school year and in the students' school careers, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria:

Students shall be identified on the following academic indicators:

- Student assessments criterion-referenced and norm-referenced standards based assessments. (grades 2 - 8)
- Student work aligned to grade level standards in reading, writing and mathematics (grades 2 through 8) With respect to students who have been identified as individuals with exceptional needs who are eligible for special education instruction and services pursuant to Part 30 of Division 4 of Title 2 of the Education Code, and other students with a disability that affects a major life activity, decisions regarding promotion or retention of these students will be made in accordance with the recommendation of the student's IEP Team or 504 Team.
- At all grade levels, the score of students identified as English Language Learners as measured by English Language Development Assessments.

If a student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain (Education Code 48070.5). If a pupil is performing below the minimum standard for promotion, the pupil shall be retained unless the pupil's regular classroom teacher specifies in writing that retention is not the appropriate intervention. This written determination shall specify the reasons that retention is not appropriate for the pupil and recommendations for interventions other than retention that in the opinion of the teacher are necessary to assist the pupil to attain acceptable levels of academic achievement.



If the teacher's recommendation to promote is contingent upon the pupil's participation in a remediation program, the pupil's academic performance shall be reassessed at the end of the remediation program and the decision to retain or promote shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the pupil's parents/guardian and the school principal before any final determination of pupil retention or promotion.

The decision of the teacher to retain or promote a pupil may be appealed consistent with law, board policy and Administrative Regulations 5123. The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code 48070.5)

The retention of a student in his/her current grade is a serious matter. When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, after-school programs, summer or intersession school programs, counseling, ongoing parent conferencing, and behavior modification plans. Legal references: Education Code sections 48070, 48070.5, 48011, 46300.