

Victor Elementary School District
Park View Preparatory

**Student and Parent
Guide Book
for
Code of Conduct
and
General Procedures**



2024-2025

The administration of Park View Prep reserves the right to make changes to this handbook as deemed necessary to ensure a safe and orderly campus at all times.

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Park View Preparatory

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Victorville, CA 92392

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A hard copy of the school's SARC is available upon request

Mailing Address:

12219 Second Avenue
Victorville, CA 92395

Brandon Spalding, Principal
Mason Case, Assistant Principal

Cindy Rael, School Secretary
Anna Bernal, School Clerk
Hazell Contreras, LVN
Tracy Jensen, Library/Media Clerk

SCHOOL OFFICE HOURS

Our staff wants to provide the best possible service to you and your child. The office is open from 7:00 a.m. to 3:00 p.m., Monday through Thursday, and from 7:00 a.m. to 1:00 p.m. on Fridays and all minimum days, excluding the holidays noted.

SCHOOL HOURS

STUDENTS SHOULD BE ON CAMPUS BY 7:30 A.M. TO ENSURE THEY ARE IN THEIR SEATS BY 7:40 A.M.

The ***regular school day*** is from 7:40 a.m. to 1:55 p.m. for all

***Please refer to the school calendar for
scheduled minimum days.***

The ***minimum school day*** runs from 7:40 a.m. to 12:04 p.m. for all students.

The Park View Prep campus is host to several educational programs which include the Park View State Preschool, San Bernardino County Class for the severely handicapped and San Bernardino County Success Classes.

Victor Elementary School District
Park View Preparatory

Dear Parents:

The staff of Park View Prep believes that students have the right to learn, and teachers have the right to teach. Our efforts are concentrated on ensuring that the school environment is safe, clean, and free of disruption. We focus on assisting students in setting goals for their future and working toward achieving them.

Our goal at Park View is to enforce a firm and fair code of conduct which creates an atmosphere throughout the school where children will learn. In order to achieve this, we believe that the line of communication between staff, parents and students must be open, and that the expectation for code of conduct is clearly stated and consistently enforced.

In summary we believe:

- Students should attend school every day unless too sick to perform
- Students will be expected to allow for the learning of other students
- Students will be held to a positive code of conduct which will protect the best interest of all learners
- Work will be done neatly, accurately and completely
- Respectful language will be used at all times when speaking of self and others

Students who choose to follow the code of conduct at Park View Prep are continually rewarded. There is recognition both in the classroom and school-wide.

We encourage you to keep this guide book handy throughout the school year, and utilize it as a reference to answer any questions and to reinforce positive conduct with your child.

Sincerely,



Brandon Spalding, Principal

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(The administration of Park View Prep reserves the right to make changes to this handbook as deemed necessary to ensure a safe, secure and orderly campus at all times.)



PAWS-itive Behavior Expectations

Show Me Your:	Pick up/ Drop off	Bus	Walkway	Bathroom	MPR	Playground	Library/Lab	Office
Pride <i>LEADERSHIP AND RESPONSIBILITY</i>	•Wait patiently and quietly •Walk in assigned line	•Quiet "Spy" voice •Use kinds words	•Greet Passers •Eye Contact/Smile	•Wait your turn •Trash? Can it! •Keep it clean	•Use soft voices •Stand quietly in line •Walking feet	•Be where you're supposed to be •Stay in designated areas •Wow us at the whistle	•Respect property and due dates •Keep lab/library clean	•Use manners •Greet with a smile
Attitude <i>FLEXIBILITY AND ADAPTABILITY</i>	•Hands, feet, objects to self •Respect others •Use kind words	•Self Control •Respect driver •Respect riders	•Quiet voice •Respect classes working	•Respect privacy & property •Use toilets/stalls appropriately	•Respect adults & peers •Use manners •Ask for help	•With WORDS & ACTIONS: -Respect others -Help others -Include others	•Be kind •Be patient •Wait/work quietly	•Quiet "Spy" voice •Follow directions
Work Ethic <i>PRODUCTIVITY AND ACCOUNTABILITY</i>	•Be where you're supposed to be •Stand & watch for pick-up	•Respect property •Know your route and stop	•Be prompt •Use drinking fountain appropriately •Respect ramps	•Quiet "Spy" voice •Get in/get out •Prompt to class/back to work	•Look/listen to cashier •Stay in line/ABC order •Clean up/Hand up	•Play fair •Honor rules •Lead by example	•Treat books and lab with care •Follow procedures •Stay on task	•Enter with a PASS •Wait patiently
Safety <i>AWARENESS AND ACTION</i>	•Use crosswalks •Obey the lines •Eyes on traffic •Be ALERT	•Sit Safely •Hands, feet, objects to self •Follow driver's directions	•Obey STOP signs & speed limit •Walk to the right •Report problems	•Flush, Wash, Dry •Walk safely •Report problems	•Sit forward at assigned table •Eat your own food •Report problems	•Obey the speed limit •Use self control (hands/feet/mouths) •Respect equipment	•Use safe/assigned websites/programs •Keep aisles clear	•Keep walkway clear •Use self control

DRESS CODE

The VESD Board believes that appropriate dress and grooming contributes to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing/appearance must not present a health or safety hazard or a distraction that would interfere with the educational process of themselves and others. The following rules are for boys and girls alike.

1. No sandals, high-heeled shoes, wheeled shoes, open back or open-toed shoes may be worn. They are a hazard and unsafe footwear for PE and playground activities.
2. Students may be asked to remove head coverings indoors. Head coverings include hats, caps, bandanas, hoods and scarves. Baseball caps must be worn facing forward only and may not be worn backwards.
3. No revealing clothing may be worn including halter tops, tube tops, midriff tops, spaghetti straps, clothing with excessive holes, short shorts, oversized tank tops, very short skirts or very short dresses. It is advisable that shorts be worn under skirts for PE/playground activities.
4. Excessively baggy, sagging pants and oversized clothing is not permitted. Pants must fit at the waist or be held up by a belt.
5. Tattoos, body art, hair or face glitter or writing may not be visible on the body.
6. Clothing, symbols and accessories that suggest obscene gestures, pictures, and wording, violence, drugs, alcohol, tobacco, the occult or gangs are not permitted.
7. Appearance of hair that could cause distraction to learning are not allowed. This includes colored hair (blue, orange, pink, etc.) including streaks that are not a natural color, or extreme hair styles.
8. No jewelry may be worn in body piercings that could cause physical injury or a distraction to the learning process.
9. No hanging belts or chains.

The administration of Park View reserves the right to make adjustments/additions to this dress code policy as deemed necessary to ensure a continued safe and orderly environment that is conducive to learning.

VANDALISM

Students should show pride in their school, and are expected to treat school materials, equipment and facilities with care and respect.

Parents/guardians are responsible for the full amount of all damages caused by their child at school. This includes the cost of labor and materials for repairs.

In the event such vandalism occurs, the Victor Elementary School District will appraise the damage and cost of repair, and bill the parents or guardians of the child.



STUDENT RESPONSIBILITY TO A SAFE AND ORDERLY CAMPUS

Students who are aware of impending situations, threats or know of students who have brought inappropriate objects to school are expected to notify their teacher or other adult on campus **immediately**. Students may be held accountable for not informing an adult of any impending situations or dangerous/inappropriate objects at school.

INAPPROPRIATE BEHAVIOR

In order to teach students to be accountable for their actions, teachers, noon duty supervisors and administrators may use the following system:

- Reteach appropriate behavior/ strategies
- Verbal conference
- Time out*
- Loss of free time
- Parent contact
- Conference with the teacher, parent and student, which may result in a referral to Student Study Team
- Severe clause: immediate referral to the office
- Suspension (teachers or the administrator)
- Referral to district placement committee (administrator)
- Expulsion (administrator)

** Time out in a designated classroom stipulated by the classroom teacher's discipline plan.*

Noon duty supervisors may have students sit along the building during lunch recess. Staff may restrict a student's recess time when he/she believes this action is the most effective way to bring about improved behavior.



ANTI-BULLYING

Park View Prep strictly adheres to the belief that all students have the right to a safe, healthy, non-threatening school environment. Therefore, any conduct or language that infringes on the safety of, or intimidates and/or threatens another student **will not be tolerated in any way and is cited in the Education Code (48900 r.) as a suspendable offense.** This includes physical contact, verbal assaults including teasing and name-calling, social isolation and manipulation. In addition, any act of electronic bullying while on or off campus which disrupts school activities is suspendable per **Education Code 32261 (2)** which states, *“Electronic Act” means the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to a telephone, wireless telephone or other wireless communication device, computer or pager.*

As with all aspects of Park View's code of conduct, this standard is expected to be followed while on campus, traveling to and from school and when on field trips. **(For complete Education Code 48900, please refer to the Appendix at the end of this handbook.)**

SETH'S LAW

California Assembly Bill (AB) 9, or “Seth’s Law,” came into effect on July 1, 2012. This is a law that reinforces and expands the Safe Place to Learn Act to help safeguard all public school students. California public schools are required to adopt policies to protect students who are targets of unlawful discrimination and harassment (bullying). The scope was expanded to include complaints alleging unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, race or ethnicity, religion, sex, sexual orientation, or a person's association with a

person, or group, with one or more of these actual or perceived characteristics.

Park View Prep is committed to ensuring that all students are protected from discrimination and harassment (bullying) to the extent that this law provides.

ITEMS NOT APPROPRIATE AT SCHOOL

A student shall not bring personal property items to school without specific permission from the teacher or principal. This includes but *shall not be limited to* the following items: gum, candy, toys, portable radios, iPods, CD or MP3 players, sports equipment, electronic devices, pens or watches that make noises or have distracting functions, skateboards, roller-blades, scooters, live animals or pets. Any special items to be shared or brought for display purposes must be approved by the child's teacher. All inappropriate items brought to school will be taken from the child and will be held in the office until picked up by a parent or legal guardian. Items left in the school office by the end of the school year will be disposed of.

Any type of weapon (including toy and pellet guns), or dangerous objects including laser pointers, fire crackers, poppers, matches, lighters, alcohol, drugs, tobacco products, etc. are never to be brought to school. If they are brought to school it shall result in a suspension and/or expulsion for the student.

SUSPENSION AND EXPULSION

A student may be suspended for 1 - 5 days from Park View and may be subject to placement or expulsion for a violation of the State Education Code 48900. Certain offenses may also subject a student to 1 – 5 days of suspension from school, possible placement or expulsion according to California Education code. ***(For the complete language of Education Code 48900., please refer to the Appendix at the end of this handbook.)***

Due Process

The Governing Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with

procedures for notices and appeals as specified in the regulations.

Once a student has been suspended from school, he/she must not be on or near any campus in the Victor Elementary School District. A student on or near any Victor Elementary School District campus will be subject to arrest (Penal Code 626.2). Parents/guardians and/or pupils have a right of access to the pupil's records as they might pertain to the suspension (CEC 49069). Parents/guardians and/or pupils have the right to request a meeting with the superintendent or the superintendent's designee (CEC 48914).

Attendance of suspended child, parent or guardian for part of a school day following a suspension

When a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, a teacher of the class from which the student was suspended may require a student's parent/guardian to attend a portion of a school day in that class. After completing a classroom visit, and before leaving the school premises, the parent/guardian shall also meet with the principal or designee (EC 48900.1).

Sexual Harassment (EC 48900.2)

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school determines that the student has engaged in sexual harassment. Sexual harassment is defined as engaging in, but not limited to, the following activities: Unwelcome leering, sexual flirtations or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions. Graphic verbal comments about an individual's body or overtly personal conversation; sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, computer-generated images of a sexual nature, sexually explicit language or images sent via any electronic method; spreading sexual rumors; 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 student who retaliates against an individual that reports or participates in the investigation of a sexual harassment complaint may be subject to suspension.

Any student who feels they have been or are being sexually harassed should immediately report the offending act(s) to a school administrator or teacher. Every complaint will be thoroughly investigated by the school administration.

Hate Violence, Harassment, Threats and Intimidation (EC 48900.3, .4)

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school determines that the student has engaged in any of the following: EC 48900.3 Caused, attempted to cause, or participated in an act

of hate violence; EC 48900.4 Engaged in harassment, threats, or intimidation, directed against a student or group of students sufficiently severe or pervasive to disrupt class work, create disorder and invade the rights of said students by creating a hostile or intimidating educational environment.

POSITIVE BEHAVIOR RECOGNITION

Park View Prep is a school-wide positive behavior intervention school (SW-PBIS). Behavior expectations are presented and enforced in a consistent, clear and positive manner. Students are explicitly taught behavior expectations on a regular basis, and we regularly recognize and celebrate students who show responsible behavior in the classroom and in all areas on campus. Students can earn daily fun time, parties and/or monthly celebrations for meeting positive behavior expectations.

Students can also earn positive notes that are sent home to parents from their teachers, administrators or noon duty supervisors. Every adult at school looks for the opportunity to praise students for their appropriate conduct and reward them with Panther Paws.

The following pages contain important information with regard to procedural issues relating to a safe and orderly campus, with minimum interruptions within the instructional day.

Please be assured, these procedures have been put into practice in order to ensure that your child receives maximum benefit from the time he/she is in the classroom.

CLASSROOM PLACEMENT

Class changes will not be made during the first two weeks of school. Every effort should be made to help your child adjust to their new teacher. Concerns after the second week of school must be addressed with your child's teacher. If there are unresolved concerns after speaking with the teacher, please contact the School Secretary to set up an appointment with the Principal.

STUDENT SUPERVISION

Park View staff share the responsibility of monitoring the conduct and safety of the students on their way to and from school, on the school campus, in the walkways and in the cafeteria. Students are expected to respond obediently, courteously and quickly to any adult providing supervision. All rules of conduct apply to student behavior from the time a student leaves his/her home/parental supervision until he/she returns, and are subject to the code of conduct.

STUDENT SAFETY BEFORE AND AFTER SCHOOL

Developing good safety practices going to and from school is vital to the well being and safety of every student. Instruction begins

at 7:40 a.m. and **students should not arrive on campus before 7:30 a.m. unless they are participating in the school breakfast program.** Adult supervision is not provided before 7:30 a.m. except for the breakfast program.

Students walking or riding bicycles are expected to travel directly to and from school along established routes. Bicycle riders **must** wear a helmet. Students should NOT short-cut through the desert. Snake bites or other harm may result. Upon dismissal at 1:55 p.m. (12:05 p.m. on minimum days), students are instructed to go directly home unless attending a scheduled after-school program.

TELEPHONE USE

Students may utilize the telephone in their classroom at the discretion of their teacher. The office telephone can be used in the event of illness, injury or emergency.

ANNOUNCEMENTS AND MESSAGES INTO CLASSROOMS

In our continued effort to eliminate interruptions during classroom instruction, the public address system or telephone in the classrooms will only be used for general, school-related announcements or urgent messages that cannot be handled in any other manner.

If you need for a message to get to your child during the school day, you may leave it with the office staff, and it will be delivered to your child toward the end of the school day. Messages called in after 1:20 p.m. on a regular day, or 11:25 a.m. on a minimum day, may not make it to your child's classroom before dismissal.

We urge parents to ensure that their children have needed information prior to coming to school to ensure an uninterrupted school day.

CLASSROOM VISITS

ATTENDANCE, EXCUSED/UNEXCUSED ABSENCES AND SARB

Education Code Section 48200 requires that every person between 6 and 18 years of age attend school full time unless exempted. Education Code Section 48260 defines truancy as any three instances of unexcused absences of 30 minutes or more during the school day. While it is the parent, guardian or caregiver's responsibility to make sure that their child attends school, it is the school district's responsibility to enforce compulsory education laws and regulations.

Legal requirements aside, it is most important to a child's education that he/she attend school regularly. Staff will verify absences, and those reported as unexcused, as well as excessive excused absences will be followed up by the School Attendance Review Board (SARB) for legal action.

Doctor and dentist appointments should be scheduled for after the school day or during afternoons of minimum days. If it is unavoidable that your child be off campus for an appointment during school hours, please plan to bring him/her to school for at least a portion of the day.

To protect our children, state law and VESD board policy, AR. 1250, requires that all persons not employed or enrolled as a student report their presence and purpose of their visit to the school office immediately upon arriving at school. Visitors and volunteers must have scheduled business with school personnel, provide a valid photo ID, be logged in by office personnel via Raptor and wear a badge at all times while on campus.

Park View Prep is a closed campus in the interest of providing a safe secure environment for students and staff.

All student absences must be verified. Please submit a note the day your child returns to school or call and verify an absence the day of the absence. When an absence is unverified, your child is considered truant.

TARDINESS AND EARLY DEPARTURES

Frequent tardies and/or leaving before the end of instruction disrupts the learning process and the environment. This will leave gaps in your child's education that may be very difficult to make up. Students with excessive tardies and early pick-ups may be referred to the SARB Board.

STUDENT RELEASE

Parents must present staff with a photo I.D. before a child will be released to them. Calling students out of class causes an interruption to the instruction of the entire class. Therefore we ask that parents avoid picking up their children before release time unless it is absolutely necessary.

INDEPENDENT STUDY

If you plan to have your child out of school for five or more days, please talk with your child's teacher about Independent Study. Contracts must be completed and approved by the principal a minimum of three days

prior to the first day your child will be out. ***Students receiving any special education services will need to request an IEP addendum prior to approval of an Independent Study contract.***

If your child's doctor recommends that your child be out of school for more than five days due to severe illness, please contact the school office for an independent study contract. Contracts MAY NOT be backdated. Therefore, the doctor recommended period of time out must be a minimum of five days after the date of your child's doctor appointment.

Provided all work is done according to the plan set out by the teacher, and returned on the first day back from independent study, your child will receive credit for days attended. Partial work will result in partial credit; no work will result in no credit, and the time out will be reported as absent.

HOMEWORK

The purpose of homework is to reinforce classroom learning and to ensure student mastery. Parents are encouraged to provide an atmosphere conducive to completion of homework and to offer support whenever possible.

Please speak with your child's teacher about the individual class policy with regard to homework requirements and the possible rewards and consequences for homework completion.

REPORT CARDS

Our first parent conference of the school year is a goal setting/progress report meeting with the student, parent and teacher. The first report card is sent home after the close of the first trimester, and the second report card is given out at spring parent conferences. The third report card is sent home on the last day of school. We encourage parents to attend conferences to keep communication open. If you have questions after a report card has been issued, we urge you to schedule a

conference with your child's teacher to discuss your questions/concerns.

STUDENT RECOGNITION

Students must be at or above grade level to receive academic awards. Grade level standards may be discussed with your child's teacher at any time during the school year. Subject areas for these awards are Reading, Math, Language, Social Studies and Science/Health. ***Perfect attendance recognition is given to students who are present every school day without being tardy or leaving early for any reason.***

EXCUSES FROM PHYSICAL EDUCATION/RECESSES

Elementary children are required to participate in physical education. In order for a child to be excused he/she must present a written excuse from the parent or doctor. A doctor's note is required in order to excuse a child from P.E./recess for more than 3 days. If your child has a chronic condition that would keep him/her from participating in P.E. please notify the office and your child's teacher in writing, along with a doctor's note stating the specific limitations. Students with casts or on crutches will not be allowed on the playground for recess or P.E. Other activities will be arranged to accommodate your child.

ILLNESS/ACCIDENTS AT SCHOOL

If a child becomes ill or injured at school requiring parent contact, school office personnel will consult the emergency form for information on how to reach them. A call will be made and information relayed. In the event the parent and/or emergency contact(s) are not readily available and

immediate medical attention is required, paramedics will be called. Attempts to notify the parents will continue. It is imperative that accurate information is available as to home, work, cell phone and emergency contact phone numbers. Please notify the office about any change of address or phone numbers immediately.

A child will be excluded from school for:

- vomiting or excessive coughing
- a fever of 99.6 or higher develops
- an injury sustained which requires skilled medical attention

Evidence of treatment (medication/prescription) will be required for children having pink eye, scabies, scarlet fever, ringworm, impetigo or other communicable condition before they can return to school.

STUDENT MEDICATION AT SCHOOL

The use of certain medication for the benefit of the mental and physical well being of a particular student is an accepted practice. The Victor Elementary School District has certain policies that regulate this function. Not only must we conform to State legislation (Chapter 747 of the Statutes of 1972 - Chapter 5, Division 9, Article 2.5 of the Education Code), but we must also safeguard all students' health and well-being. Therefore the following must be strictly enforced:

1. Medication must be brought to school by the parent or guardian - NOT THE STUDENT or any other individual.
2. Medication must be in a container with the child's name and the physician's prescription dosage on the label.
3. The parent or guardian and the physician must sign an appropriate school form authorizing designated school personnel to administer medication prescribed by the physician.

4. We realize some students occasionally forget their morning medication. If this occurs we cannot accept permission by telephone to administer the medication. The parent or guardian must come to the school to administer the child's medication.
5. If there is a change in dosage of medication, a new medication form must be signed by the parent or guardian and the physician.
6. Medication will be kept and administered in the school office by the school health attendant or designated school personnel.
7. A new authorization form must be completed by the child's parent or guardian and physician on an annual basis.

All medications MUST be picked up by the parent or guardian by the last day of the school year or in the event a prescription no longer needs to be administered. Medications left in the office will not be kept over the summer recess and will be disposed of.

ROUTINE HEALTH SCREENING

On an annual basis, Victor Elementary School District (VESD) conducts various student health screenings for vision, hearing, and color blindness. Screenings are conducted by qualified, authorized VESD personnel, and the results are placed in the student's health record. Vision screening may be waived at the request of the parent/guardian as long as the school is given a certificate from a qualified doctor or optometrist with the results of an examination of a student's visual acuity and/or color vision, per VESD Board Policy 5141.3. Students may also be weighed and measured annually. These results are also posted in the students' health record.

LICE

One of the most common problems on any elementary school campus is head lice. Our primary concern is that they are easily transmitted from one student to another, and unless an infected student has all nits (egg sacs) removed, the lice are likely to return. For this reason, we recommend that students never share hats, hair brushes, hair accessories, jackets, etc. Also, it is our district policy that a student sent home due to head lice must be completely nit-free before returning to school. This policy comes directly from the San Bernardino County Department of Health. For additional information on the subject, contact the school or call the Public Health Department at (760) 956-4400.

NOTE: By law, if head lice or nits are present on a student, the student must be sent home until he/she is nit-free and cleared to return by the school office staff.

FIRE, DISASTER AND LOCK DOWN DRILLS

Students are taught what to do in case of a fire, dangerous individual on campus, earthquake or other natural disaster while at school. Fire or disaster drills are practiced once a month and are indicated by the alarm system with a repetitive buzzer-type alarm or an administrative announcement. Emergency lock down drills are practiced at least once a year.

Our intent is not to frighten our students but rather to prepare and practice evacuation or lock down procedures in the event they need to be used.

DIVORCE/CUSTODY OF CHILDREN

If you have special custody or visitation arrangements for your child, it is most important that you bring this to the attention of the office staff. A copy of the child custody or visitation order document or final divorce papers should be given to the office. *Without court documents with a judge's signature on file at the school, the non-custodial parent may sign out and remove the child from school.*

WITHDRAWAL PROCEDURES

Please notify the school office two days in advance when students are transferring out of Park View Prep. All library books and textbooks must be returned to us and all outstanding charges paid by the student's last day. Student records will be forwarded upon request from the new school.

VOLUNTEERS

Volunteers are always welcome at Park View Prep. We require that all individuals interested in volunteering go through a one-hour volunteer training each school year. As a part of the volunteer application, a copy of your driver's license is required. Per district policy, names of all prospective volunteers are searched on the Megan's Law website. Trainings are scheduled throughout the year and are announced in the monthly newsletter and online.

Small children may not be brought into the classroom when you volunteer unless it has been approved by the classroom teacher ahead of time. Children are not allowed in the workroom, staff lounge or staff restrooms. Siblings of current students may use student restrooms or the office restroom.

PARK VIEW PTO

Our PTO is a link in the chain of your child's education. Our goal is to increase parent involvement in order to increase student achievement. If you would like further information, or you are interested in becoming a member, please call the school office and leave a message for the PTO leadership.

BOARD MEETINGS

The Victor Elementary School District Board of Trustees holds most of their regular board meetings on the first and third Wednesday of each month at 7:00 p.m. in various locations. Agendas and locations for each meeting are posted in the Park View office. Special Board meetings are sometimes called and agendas are always posted at least 72 hours prior to the meeting. Should you wish to be placed on the agenda, please call the district office at (760) 245-1691.

Board meeting information, including agendas, minutes and schedules, can be located on the Internet at www.vesd.net.

SITE COUNCIL/ELAC

Our Site Council consists of 10 members; 5 being elected parent representatives. ELAC (English Learners' Advisory Council) is comprised of parents of EL identified students. These advisory groups provide valuable input regarding the school budget, curriculum and programs that impact Park View students. Meetings are held once a month and everyone is encouraged to attend. Child care is not provided.



EDUCATIONAL STUDY/FIELD TRIPS

Field trips are used to enhance the study of many concepts or units. A notice will be sent home whenever your child's class is going on a field trip. Your child will be permitted to go as long as the district consent form granting permission for the child to participate in that particular trip is signed by the parent or legal guardian. All permission slips must be turned in the day prior to the trip. Hand written notes or phone calls are not acceptable forms of parental authorization. Teachers may invite volunteer-trained parents to accompany the class when extra supervision is needed. You will need to have a board-approved volunteer form on file with the office prior to the field trip. Siblings are not permitted to participate. All school rules and dress codes apply to all students while on field trips and it is expected that this code of conduct will be followed at all times. We expect volunteers to support the teachers and to follow expectations set by the teachers.

LOST OR DAMAGED BOOKS AND MATERIALS

It is the student's responsibility to take reasonable care of school property, and, although books are sometimes just misplaced, the school must seek payment. Parents must pay for school property or books checked out or assigned to their children that are lost, damaged or loaned to other students. If a book checked out by your child is lost or damaged, a form will be sent home to you noting the name of the book(s) or a description of the materials damaged, and the amount due. When a lost book is found or returned, the amount paid will be refunded. If a student goes to another school while owing for books or materials, the new school will be notified

and library or check-out privileges may be revoked by that school. If you have questions about materials you are being asked to pay for, please contact your child's teacher or the Library Media Clerk.

LIBRARY BOOKS

Parents must authorize their children to check books/materials out of the library each school year. Students who misuse or abuse library books may have library privileges revoked, and parents will be required to pay for damages.

LOST AND FOUND

Labeling personal items can help lost valuables be identified. Please be sure your child's name is on his/her jacket and lunch box. If items are missing, please ask your child to check the lost and found cart. Articles found on school property placed in the lost and found cart in the cafeteria. Jewelry, glasses, wallets, etc. are kept in the school office. At the close of the school year unclaimed articles will be donated to a charitable organization.



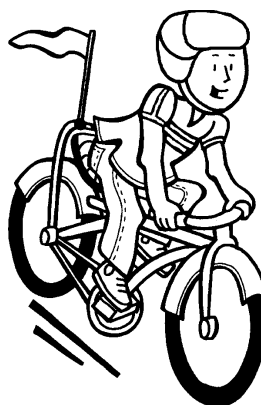
CELL PHONES

We discourage parents from sending cell phones to school with students. However, some students have a valid need for cell phones in school. In accordance with the Victor Elementary School District Board Policy - BP 5131(b), the Park View Prep Site Council adopted the following guidelines for cell phones that will ensure the continuation of a positive climate of learning, free from unnecessary disruptions.

Cell phones may not be used for any reason during the school day. If they are brought to school, it is the responsibility of the student to have the cell phone **turned off** and not visible (i.e. stored in a backpack) while school is in session, including recess, restroom breaks, lunch, and on the bus. ***Park View Prep is not responsible for lost, stolen or damaged cell phones.***

If a student does not comply with these requirements, the administration will confiscate the cell phone, and the parent must come to the school to pick it up from the classroom or office.

Park View Prep makes every effort to ensure that the time spent in the classroom is focused, productive learning time. This policy is strictly followed to help us achieve our goal of *"Preparing Today's Students for Tomorrow."*



BICYCLES/SKATEBOARDS **ROLLERBLADES/SCOOTERS** **WHEELED SHOES**

Students may ride bicycles to school as long as they wear a helmet, have bicycle locks and use the bicycle rack provided. The school cannot assume responsibility for lost or stolen bicycles. Bicycles are not to be ridden on school grounds; they must be walked to and from the sidewalk area.

Students should comply with the law that requires safety helmets be worn when riding a bicycle. Students seen exhibiting unsafe bicycle behavior may be denied the privilege of bringing a bicycle on campus.

For the safety of all students, skateboards, roller skates/blades, scooters and wheeled shoes are not allowed on campus.

DAILY TRANSPORTATION

You are required to communicate your wishes with regard to how and with whom your child is to go home after school. This information is on the reverse side of the emergency form that is sent home with your child on the first day of school, or upon enrollment. Please make every effort to make arrangements with your child before school if they are to go home in a different manner than usual. If your child will be going home differently than you have specified, you must send a signed note to your child's teacher. If a student verbally notifies their teacher or the office staff of a change in plans, the student will be sent home the way you have specified on the Emergency/Registration form.



PARENT DROP OFF AND PICK UP PROCEDURES

In order to assure student safety, parents must remain with their children until they are safely on campus. Students may only cross the street without a parent when there is a crossing guard at the crosswalk. Students should ***never*** be told to cross the street

away from the crosswalk, or to walk through traffic in the parking lot.

When students are being dropped off in front of the school, parents are required to pull all the way forward before allowing their child to exit. Likewise, parents must pull forward at the end of the day to pick students up in the pickup area. To ensure your child's safety, never allow him/her to exit the vehicle into the line of traffic.

BUS TRANSPORTATION

Busing is provided for students who live in the bus area. It is important that students and parents understand that riding a school bus is a privilege and not a right of the student. This privilege can and will be revoked when serious misconduct occurs or when minor infractions occur repeatedly. Refusal of the district to provide transportation under this condition does not excuse parents from their responsibility, by law, of having their children in school each day. A section of the California Administrative Code states in part, "Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus" (California Administrative Code 14263). Rules of conduct have been established and aid in the safe and efficient transportation of students.

Student behavior expectations for the bus can be found on the PAWS matrix on page 4. Instructions given by the driver must be followed. The bus driver is responsible for students from the time they can be visually identified at the bus stop, while riding the bus, and until they are delivered to their destination.

Show your PAWS!!

Bus Stop:

1. Be considerate of the property at and near the loading area. Parents will be held liable for any damage to property caused by their child.
2. Line up in an orderly manner in preparation for boarding the bus.
3. Stand back from the bus until it has come to a complete stop.
4. Live animals and insects, contained or otherwise, are not permitted on a school bus (BY LAW).

On the Bus:

1. Follow directions the first time they are given.
2. Stay seated at all times.
3. Keep hands, arms, legs, feet and objects to yourself.
4. Language must be school-appropriate.
5. Voices must be kept at a reasonable level without shouting.
6. Food and beverages must be stored away and may not be consumed on the bus.

A detailed pamphlet of bus rules and conduct is available on line at vesd.net/departments/operations/transportation, click on the link, "Student/Parent Transportation Handbook" under the "Important Forms" tab. If you do not have access to the Internet, a copy of the pamphlet may be obtained from the school office.

STUDENTS, PLEASE HELP US KEEP THE BUS SAFE BY OBEYING THE BUS RULES.



BREAKFAST PROGRAM

The cafeteria opens daily at 6:50 a.m. and breakfast is served until 7:20 a.m. Students are not to arrive on campus before supervision is available which is at 6:50 a.m. The cafeteria will be locked at 7:20 a.m. and students are released at 7:30 a.m. to go to their class. Only students eating breakfast are allowed in the cafeteria before school.

The school breakfast program is offered daily at a cost of \$1.25, and additional milk may be purchased for 30¢. If your child qualifies for the National School Lunch Program and your child receives free or reduced price lunch, the same status will apply for breakfast. Reduced price breakfast is 25¢.

PUPIL SERVICES

The Victor Elementary School District has a wide variety of programs to support our students. Listed here are the services provided and the method by which a child may receive them if deemed necessary.

Student Study Team (SST) - Park View's Student Study Team is used as a learning intervention for parents, teachers and students.

These meetings are typically requested by the teacher, however, you may request a meeting by contacting your child's teacher.

Special Education - After a parent-authorized evaluation is completed and further assessment is indicated by the SST team, an Individualized Educational Plan (IEP) meeting may be scheduled to determine if your child qualifies for one or more of the following services.

- Speech and Language
- Learning Handicapped/Resource Specialist Program (RSP)
- Special Day Class (SDC)

Counseling services are also available on a very limited basis. These services are designed to help students with behavior-based difficulties as they relate to the school day.

A referral to Children's Services through the Desert/Mountain SELPA for other counseling

services may be completed by Park View staff depending on the needs of the child and family.

English Language Learners - Students who are assessed as non-English proficient or limited English proficient will receive designated English Language Development (ELD) instruction daily. All classroom teaching is conducted in English, however our teachers integrate strategies to ensure that content is comprehensible to our ELD students.

The administration of Park View Prep reserves the right to make changes to this handbook as deemed necessary to ensure a safe, secure and orderly campus at all times.

APPENDIX: California Education Code 48900.0.

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.