



Theodore Vick Elementary School

Student/Parent Handbook

Principal: Ms. Jahnnylyn J. Malana
Assistant Principal: Mr. Matthew LaTomme

School Secretary: Ms. Brandy McDowell

Attendance Clerk:

TVE Vision-Mission Statements

Vision: *to be the premier elementary school in the high desert where students **achieve academic excellence, nurture their talents, and shape their character with integrity and perseverance** for future successes.*

Mission: *to uphold **standards of excellence in education** by: providing **multi-tiered systems of support**, strengthening **professional practice and collective efficacy**, increasing **student attendance and accountability**, and improving **student and parent engagement**.*

PBIS Mission:

Ted Vick Elementary is a community of responsible learners and leaders, setting and achieving goals for our future.

PBIS Mantra:

Ted Vick Mustangs ROCK!

Respect our world, Own our choices, Care for others, Keep our focus!

Updated 8/1/24

Theodore Vick Elementary School

10575 Seneca Rd
Adelanto, Ca 92301
(760) 530-1750

A copy of this handbook is available in Spanish by request in the front office.

SCHOOL INFORMATION

Hours of Operation:

Office Hours: 7:30 AM- 3:30 PM

School Hours: 8:20 AM - 2:35 PM TK-3rd and 2:40 PM 4th-5th (Warning Bell 8:15 AM)

Early Out Tuesdays: 8:20 AM- 1:50 PM TK-3rd and 1:55 PM 4th-5th

90 Minute Early Out 8:20 AM -1:05 PM TK-3rd and 1:10 PM 4th-5th

Parent-Teacher Conference Hours: 8:20 AM - 12:10 PM TK-5th

Emergency Closure Information

When emergency conditions, such as severe weather, make it necessary to close school for the day, announcements will be made on local radio stations (Y102: 102.3 FM and KATJ: 100.7 FM). In addition to the local radio station, you can find closure information online at <http://www.aesd.net>.

Student Pick Up and Drop Off

The District has implemented a closed campus at all sites. There is a Parent Drop-off and Pick-up Procedure throughout the district, lessening unregistered and unmonitored visitors from entering the site during morning drop-off and afternoon pick-up. If you have any questions regarding these procedures please contact our office at (760) 530-1750.

1. The drop off area is located at the front of the school. Students are not to be dropped off before 7:45 a.m. because there is NO supervision before that time. Students will enter through the Multipurpose Room (MPR) starting at 7:45 till 8:15am. Kindergarteners who are not eating breakfast, will enter through the Kindergarten gate at 8:15 am. Other students not eating breakfast need to go straight to their classrooms at 8:15. The door to the MPR will be locked at 8:15am and students arriving after 8:15 must enter through the open gate by the office and proceed directly to their class. School begins promptly at 8:20am. Students arriving at 8:20 or later must enter through the office and get signed in by the Attendance Staff.
2. Parents who want to walk students to the MPR, office, or pick them up at the gates MUST park in the parking lot. Due to the large number of students being picked up and dropped off, the parking lot may fill up quickly. DO NOT park alongside the curbs, or in red zones as this causes traffic issues. Additional parking is across the street along the curb. **You may then use the crosswalk with the assigned crossing guard to cross over to the school site.** Parking along the street in front of the school is a No Parking Zone and cars can receive citations. **The bus zone located near the kindergarten buildings is not to be used for parking or automobile student pick up.** We do have a few buses that need access and students should not walk through or cross through that area.
3. Afternoon dismissal: TK/Kindergarten students are dismissed at the kindergarten gate. Parents need to present their TK/K Corral Pick Up Pass Card. First, second, and third grade students are dismissed at the front office gate to parents and siblings from Ted Vick. Fourth and fifth grade students are dismissed through the gate by the MPR then proceed to the office gate to pick up 1st-3rd grade siblings. Parents can also pick up students along the loop in front of the school. **Please pull up all the way through the drop-off/pick-up zone to enable the maximum number of cars to unload/load. Parents are to remain in their cars.** This loop is designed for cars to continually move forward or exit.

This loop is divided into two sections. The right side, along the school, (white curb) is for drop off and pick up only. Once students have exited the vehicle, you may pull into the left lane to exit the loop. Students can be dropped off at any part of the loop on the drop off side only. **Do NOT** create a third lane down the middle. This creates a dangerous situation for students entering and exiting vehicles. Please follow traffic patterns indicated by signs and arrows for the drop-off and pick-up area.

For safety reasons, please do not drop off or pick up your student in the parking lot or from across the street as they may not be visible to other drivers and may sustain injuries as a result of being hit by a car.

All students are to wait in their designated areas under the supervision of an adult until their parent/guardian picks them up. Students are not allowed to wait in front of the school or on the street where there is no supervision.

Students may ride bikes, scooters or skateboards to school but may not ride them on campus. Bikes are to be walked to the bike rack. Students caught riding their bikes on campus will have them confiscated.

4. Drivers need to be patient and courteous of others who are also waiting.
5. While waiting for your student(s), please wait outside at your child's dismissal gate.
6. Students will not be called to the office 30 minutes prior to dismissal/end of the school day. Students should remain in their classrooms until the dismissal bell. Instruction at Ted Vick Elementary is bell to bell.

Late Pick Up

We expect that all students will be picked up no later than fifteen (15) minutes after dismissal. We understand that sometimes emergency or unforeseen situations occur which may interfere with a parent being able to pick their student up on time. When these situations arise, and we have not heard from the parent, we make every effort to get a hold of someone on the emergency card to come get the student.

When we cannot reach the parent or anyone on the emergency card and thirty minutes after dismissal has elapsed, it becomes necessary for us to call the local Sheriff's Department to pick the student up. If we have to call the Sheriff's Department, the student will be taken into protective custody and the parent will have to pick the student up at the Sheriff's Department.

To and From School

Students are expected to travel directly to and from school along the safest and shortest routes. Students are expected to exhibit the same behavior while en route to school and from school as on school campus. Ted Vick School has the authority by law and Board Policy to suspend or expel students for violation of their behavior on campus as well as to and from school.

Lost and Found

Children will be able to view lost and found articles at lunch and during recess. These items will be kept in the multi-purpose room. At the end of the school year, all unclaimed clothing and items will either be donated to the Adelanto CRC or cleaned and used for school needs. Parents may want to check the lost and found area periodically throughout the school year. We make every effort to return lost items, labeling your student's personal items with their name helps us in our return efforts.

ATTENDANCE INFORMATION

Research has shown that for every day a student misses school, he/she becomes more than two days behind in class. Research has also shown that regular school attendance is an indicator for academic success.

Absences: In California, students are expected to come to school on a daily basis. Students who have three or more unverified absences and ten or more excused absences will be referred to the School Attendance Review Board (SARB) and may receive a citation into court. If your student is absent from school, please call Brandy McDowell, Attendance Clerk, at (760) 530-1750. It is very important that you

notify the school of your student's absence. Please see the Adelanto School District SARB A policy and procedures below.

BP 5113/AR 5113 states: It is the parent's responsibility to contact the school office in order to verify their student's absence. Upon returning to school, parents will have three (3) days to provide a note or contact the school in person or by telephone to verify the absence. After three (3) days the absence will be permanently unexcused and considered a truancy. Disciplinary action may result from unexcused absences. After three (3) days of cumulative unexcused absences, a truancy letter will be sent home and the District's School Attendance Review Board (SARB) will be notified.

Tardies: The tardy bell rings at 8:20 A.M. Students **must** be in their seats and ready to work when that bell rings. If your student is not in their seat by 8:20 A.M., they will be marked tardy. Students who have three or more tardies over thirty minutes late will be referred for SARB A.

Independent Study: If it becomes necessary for your student to miss three or more consecutive days of school, you have the option of requesting an Independent Study Contract. If your student completes all of the required assignments at an appropriate level of mastery, he/she will receive attendance credit for the days he/she was absent. Failure to return the contract completed will result in your child being marked absent for the duration of his/her time away from school. You may contact the office to request an Independent Study Contract. Whenever possible, please allow a one-week window from the time of the request to the student departure date to ensure that your student's teacher has ample time to prepare the work requested.

Student Sign Out: In the event your student needs to leave campus before the end of the regular school day, you will be required to come into the office and sign your student out. For safety reasons, students will not be allowed to leave the campus with anyone not listed on the emergency card or without prior written approval from the student's parent or guardian. **Students will not be released to anyone without a photo ID.** While we recognize this may be inconvenient, we value the safety of all our students. Students will not be called to the office 30 minutes prior to dismissal at the end of the school day.

Divorce/Custody of Children: If your child has special custody or visitation agreements, it is most important that you bring this to the attention of the office staff. A copy of the court order document or final divorce papers must be given to the office. Without specific court documents on file, the non-custodial parent may sign out and remove the child from school. We will notify you in the event that this occurs and the Sheriff's Department may be called if we feel the students are in danger.

Emergency/Student Information: Please make sure you update your student's information as soon as you have changes in address, phone number, insurance and guardianship. This will be used in the event of an emergency or illness. You may check your student's information using the AERIES parent portal online system found at <http://aesd.net>.

TRANSPORTATION

Bus Riders: Not all students are eligible for transportation to and from school. Please note that eligibility is based on the distance from the home to the school, not the home to the nearest bus stop. Students who attend Ted Vick on an Intra/Inter district Transfer Request are not eligible for transportation. Please direct inquiries to the District Transportation Office at 760-246-3278.

SCHOOL-TO-HOME COMMUNICATION

Please check your student's binders/backpacks daily for important school communications. Parents will also find important information regarding their individual student's grades and attendance through their student's AERIES account and ParentSquare (the District's official communication platform). Please see the school website or visit the office for information on setting up an Aeries Parent Portal. Phone calls will be sent out in cases of emergencies or missing students. Important event information can also be found on the school marquee.

CAFETERIA

School breakfast (served from 7:45 am to 8:15am), lunch, and afternoon fruit or vegetable snacks are provided free to all students. If you send your student to school with additional snacks, they should be individual-sized healthy snacks and drinks.

No hot or spicy snacks allowed (for example hot Cheetos or Takis, etc).

No sharing of food.

Gum is not allowed on campus.

Our menu is posted on the District website at www.aesd.net.

Allergies: Please inform the Director of Food Services at (760) 246-4912 if your child has any unique food allergies that require special meal preparation.

HEALTH

School Health Assistant: The TVE Health Assistant is utilized when a student becomes ill at school, needs minor first aid, or is required to take a prescribed medication. The Health Assistant may only give medication accompanied by a doctor's note. All prescription medicine must come to school in the bottle it was originally dispensed in. Parents will be called to pick up their student when it is determined a student is too sick to remain in school. Due to privacy issues with our students, parents are not allowed to use the health room door as an entrance or exit. Please enter and exit through the front office doors only.

The District Registered Nurse: The District Registered Nurse is available in cases of emergency and for routine vision, hearing, and scoliosis screenings. She maintains the health records of students with health problems such as asthma, diabetes, and allergies. She works closely with parents and the school to develop a care plan for each child with special health needs or concerns.

CAMPUS VISITATION

Visitors: We are delighted to welcome parents and other adult community members to visit our campus with sufficient notification and appropriate clearance and sign-in. The Principal/designee will need 24 hours' notice from parents to observe classrooms. While visits are welcome, we do not allow parents or other visitors to interrupt the learning environment while class is in session. All visitors must present government-issued identification through the Raptor Check-In System, which will issue a badge upon approval according to district policy and legal mandates. **Visitors are overseen by teachers in the classroom and do not go out to recess or lunch with students.** Visitors are allowed to be on campus for no more than thirty (30) minutes.

EC 44810: Interference with School-Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school grounds or into any school house and there willfully interferes with

the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1000), or by imprisonment in the county jail for not more than sixth months or both.

Volunteers: Theodore Vick Elementary has an active program for interested parents and community members eighteen and over who wish to volunteer. Coordinated by our attendance clerk, these volunteers work in classrooms and at the school to provide support and safety. A completed volunteer application, training at the school site, finger prints, a TB Test, and a copy of your driver's license, along with board approval must be turned in prior to volunteering at school. **Parents who wish to chaperone on study trips must receive volunteer approval from the School Board prior to attending the study trip.** Interested volunteers can call the school office at 760-530-1750. Parent volunteers are honored each year at a Volunteer Celebration. We have many opportunities for parents who wish to be an active part of the Ted Vick Campus.

Classroom Deliveries: Delivery of flowers, balloons, food/lunches, etc. will not be allowed during the school day due to the disruption of learning time. Important messages to students will be delivered at the end of the school day. For any celebrations, please contact your student's classroom teacher.

Parent/Teacher Conferences: Parent/Teacher conferences are scheduled in October for all students and in February/March for all at-risk students. For students not at risk, conferences may be held at the discretion of the parent or teacher. We encourage all of our parents to attend conferences. At the conference you will receive information on your student's progress towards mastering the California State Standards. If you are unable to make your scheduled conference time, please schedule an alternate time when you can meet with your child's teacher. Progress reports are mailed home after the 1st and 3rd grading periods. Report cards are mailed after the 2nd and 4th grading periods. If at any time you have concerns about your child's progress, contact the teacher to set up a meeting. While we make every effort to notify you of your student's progress, please ensure your child is making adequate progress towards mastering grade-level content standards.

At dismissal, parents should refrain from holding personal conversations related to their student until a parent/teacher conference can be held.

Concerns

Parents/guardians facing concerns about their child should first discuss the issue with the student's teacher. If the parent/guardian remains dissatisfied with the situation he/she may request to meet with the assistant principal. If at that time a resolution has not been reached he/she may put his/her complaint in writing and meet with the principal.

UNIFORM COMPLAINT PROCEDURE

Should you have any concerns that are not handled appropriately by the school administration, you may request a public complaint form from either the Ted Vick Office or the Adelanto School District Office. Once the complaint is filed, you will be contacted by School District personnel.

CAMPUS LIFE/ACADEMICS

Homework: At Ted Vick we feel that literacy is the cornerstone to a great education. We ask that each child read for the allotted time given by their teacher. Students may read independently or with another family member. As we feel strongly that students need to have family and enrichment time after school, we will only send homework in the other content areas that we feel is necessary to sustain content mastery. If you would like to work on fluency with your child, we recommend getting flash cards in addition, subtraction, multiplication, and division.

Assessment: Students are assessed throughout the year. Assessment data is used to drive the instructional needs of the school. In addition to the local Adelanto benchmarks, students in grades 3-5 are required to take the CAASPP test each spring. In addition to the CAASPP multiple-choice test, students in the fifth grade are required to take an annual Physical Fitness Assessment in March.

GATE: Each year students can be recommended for placement in the Gifted and Talented (GATE) program. Program placement is based on a variety of measures, including the NNAT3, state tests, teacher and parent observations, and student aptitude.

A.V.I.D (Advancement Via Individual Determination): AVID is a school-wide academic program on the Ted Vick Site. The AVID program is designed to get students prepared for college. Students are given a rigorous curriculum and the tools necessary to be successful. Parents who wish to know more about AVID can find information on the AVID website: <http://avidonline.org>

ELD (English Language Development) : Students with language development needs, as determined by their Home Language Survey and annual English Language Proficiency Assessments for California (ELPAC) testing, are given thirty minutes of English Language Development five days a week. During this time, the students work on meeting their ELD goals and objectives.

Multi-Tiered Systems of Support (MTSS): All students are given every tool possible to meet and exceed the state mandated proficiency levels. With this in mind, the Ted Vick staff has developed an intervention and enrichment program that is focused and specifically targets essential standards in language arts and math.

Academic Enrichment: We believe that students should have the opportunity to explore a challenging, exciting, and rewarding curriculum that reaches beyond what can be done in the classroom. With this in mind, we offer opportunities for students to participate in after-school clubs.

After School Program: TVE is pleased to offer an afterschool program for students in grades K-5. Attendance is important. Students who are frequently absent will be asked to leave the program. The program consists of academics, enrichment, and physical education. Applications are available in the office.

Library: Instructional materials are checked out to the student - including textbooks and Chromebooks, charger, headphones, etc. Students who lose or damage checked out items are required to pay for them. Students will not receive a report card if a book/fee is owed. Students who owe for library or textbooks/Chromebooks will not be allowed to attend study trips, dances, or promotion. Students are responsible for their textbooks and technology at all times.

STUDENT RECOGNITION

We believe that every student on our campus can and will be successful. We take every opportunity to celebrate this success. We encourage and invite you to attend these celebrations.

Perfect Attendance: Students who do not miss any days of school are honored at quarterly and end-of-the-year award assemblies. Students who have perfect attendance the whole year are honored with an award at the end of the year. In order to receive a perfect attendance honor, a student cannot miss any days or have been tardy or picked up from school early, more than five times in a year.

AR Store: Ted Vick is an Accelerated Reader school. Students who meet their goals will earn points they can redeem in the AR store for prizes, and will be honored at an awards assembly. At the end of the year, students who meet the criteria, will be invited to an AR Celebration .

Academic Recognition (Award) Assemblies: Students will be recognized by their classroom teacher for their academic achievements, citizenship, and assessment scores at award assemblies. Parents are encouraged to come and celebrate the achievements of their students.

PBIS (Positive Behavior Interventions and Support) Rewards: The school offers a variety of rewards for students. Please refer to the PBIS Handbook for more information.

Classroom Celebrations: District policy and County Health regulations prohibit us from serving home-baked items. All food items brought to school for consumption by students must be store bought, recently purchased, and unopened. Please coordinate with your child's teacher for birthday and other classroom celebrations.

Spirit Days: Ted Vick School is a community of learners, both student and adult. In building that sense of community and belonging, we use a common language and have common goals. It is important that we celebrate together as well. Every Friday is School Spirit Day and everyone is encouraged to wear a Ted Vick shirt or our school colors of yellow and blue. Each month will have a specific Friday designated as a Special Spirit Day. Students and adults are encouraged to participate.

PARENT ORGANIZATIONS

Parent involvement in school is a critical indicator for academic success. Recognizing the importance of our parents, we invite you to be involved in every aspect of your student's educational journey. A great way to be involved is to join some of the parent groups we have on campus.

PTA: The Parent-Teacher Association is founded with the purpose of supporting students and staff. The PTA is a vital part of the TVE campus. Throughout the year, they sponsor fundraisers and activities. The funds raised are used to provide the school with a variety of resources including study trips. The PTA meets when school is in session and can be contacted by calling 760-530-1750 and asking for the PTA President.

SSC: The School Site Council plays an important role in the educational program at Theodore Vick Elementary School. Site Council voting members are elected for two-year terms. The main responsibility for the School Site Council is to assist in improving the learning environment here at Theodore Vick Elementary. All parents are encouraged to come and attend School Site Council's meetings even if they are not voting members.

ELAC: The English Learner Advisory Committee is made up of the parents of our English Language Learners. This committee meets throughout the year to discuss student progress and provide input for the instructional program for our English Learners, including categorical budget expenditures.

FAMILY ENGAGEMENT OPPORTUNITIES

We offer a variety of family engagement activities each year. In the past, we have hosted activities such as Back-to-School Night, Literacy Night, Math & Science Night, and Fall Festival. We look forward to offering similar programs this year.

SCHOOL SAFETY AND DISCIPLINE

Positive Behavioral Interventions and Support (PBIS): Ted Vick School is a PBIS campus. We believe that all students can be taught the appropriate expectations for behavior. We also believe that when students do not behave appropriately, they need intervention and support. We work with every student, developing and using different methods of support to help all students achieve and behave their very best. Whether on the playground, classroom, multipurpose room, or anywhere else on the campus of Ted Vick, students will be held to high standards of behavior.

Discipline Philosophy: All students have the right to learn in a conflict-free environment. Therefore, teachers have the right to expect each child to demonstrate behavior appropriate for school. Students will be counseled when they make inappropriate choices. Every staff member on the school campus shares the same expectations for student behavior. When a student demonstrates negative behavior, they will receive consequences appropriate to the action. Students are expected to know and follow school and classroom rules at all times. In an effort to educate every student on the appropriate way to behave in school, we hold behavior assemblies throughout the year, we model appropriate behavior and choices, and we work closely with parents. We want every student at Ted Vick to receive the maximum benefits of attending our school.

Bus/Transportation Student Conduct

It is the intent of the Adelanto School District to transport students as safely and as comfortably as possible. To accomplish this, it is expected that students will conduct themselves in a courteous and orderly manner. Any behavior which is not conducive to the safety and well-being of everyone riding the bus will be subject to disciplinary action. Bus riding is a privilege. Students who repeatedly fail to act in a safe manner will be removed from the bus permanently.

The state law (Section 14103 Title 5 C.A.C. "Authority of bus drivers" reads: Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the District.

Students may receive a "bus ticket" for any of the following infractions:

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated
4. Refusing to obey the driver
5. Fighting/pushing/tripping
6. Hanging out of the window
7. Throwing objects in or out of the bus
8. Lighting matches/smoking on the bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous, and annoying conduct
13. Destruction of property
14. Other behavior relating to safety, well-being, and respect for others

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

The principal or designee of the school will notify the parent of any written bus citation. The following consequences shall be followed:

- 1st offense—warning and ticket home
- 2nd offense—3 day suspension from bus
- 3rd offense—5 day suspension from bus

- 4th offense—8 day suspension from bus
- 5th offense— 10 day suspension from bus
- 6th offense --bus privileges suspended for rest of school year

The principal may suspend immediately from the bus if the infraction is warranted. The transportation office and the school office will keep copies of the citations on file with each incident. Teachers will endeavor to familiarize pupils with the standards of conduct expected of them as passengers prior to their participation in trips. It is the parent's responsibility to contact the school office when a student is issued a "School Bus Incident Report". **SCHOOL BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT!**

Serious Offenses: There are a group of behaviors, listed in Education Code 48900, which require an administrator to become involved immediately. These are serious offenses and can lead to suspension from school and, in severe cases, expulsion.

- Causing, attempting to cause, or threatening physical injury
- Possessing or furnishing a weapon (including toy weapons)
- Possessing, selling or furnishing controlled substances or paraphernalia
- Selling look-alike controlled substances
- Aiding and abetting an altercation
- Damaging or attempting to damage school or private property
- Robbery or extortion
- Possession of stolen property
- Hate crime
- Sexual Harassment includes, but is not limited to verbal, visual, or physical conduct of a sexual nature:
 1. Unwelcome leering; sexual flirtations or propositions.
 2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
 3. Graphic verbal comments about an individual's body, or overly personal conversation.
 4. Sexual jokes, stories, drawings, pictures, or gestures.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes in a sexual way.
 7. Cornering or blocking of normal movements.
 8. Displaying sexually suggestive objects in the educational or work environment.
 9. Any act or retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

AESD AND TED VICK ANTI BULLYING POLICY

Bullying/Cyber-Bullying Definition:

Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, **repeated over time**, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom, or school-related activity.

Cyber-bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber-bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Indicators of Bullying Behavior: Bullying behaviors may include, but are not necessarily limited to the following:

- **Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors. Inappropriate references to an individual's sexual orientation, religious beliefs, or ethnicity.
- **Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, theft, or exhibiting inappropriate and/or threatening gestures or actions.
- **Emotional (Psychological):** Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- **Cyber Bullying (Sexting):** Sending insulting or threatening messages, sending nude or sexually suggestive pictures/videos, black mailing, via email, phone, texting, social media, or any other electronic or written form of communication.

Areas where bullying can occur:

- Any school sponsored function e.g. study trips, dances, sports, etc.
- School property including when before/ after school is in session.
- Bus stops or on the bus itself.
- Walking to and from school.
- On the internet through social networks such as Facebook, Twitter, Emails, Blogs, Chat rooms, etc.
- In the neighborhood where the individual lives.
- Public areas where students are known to hang out when school is not in session such as skate parks, shopping malls, strip malls, bowling alleys, etc.

Components to Bullying Behavior

When investigating a report of bullying the principal or designee shall assure the incident contains all of the following components:

1. Specific type of Aggression:
 - Verbal
 - Physical
 - Psychological
2. Behavior is intended to harm or disturb
3. Carried out repeatedly and over time
4. Imbalance of Power
 - ✓ Physical
 - ✓ Psychological

Jurisdiction:

The administration and staff will act promptly on any act of bullying that takes place under the following conditions:

- Any district or school sponsored function e.g. study trips, dances, sports, etc.
- On school property including before school, after school, and while school is in session.
- Bus stops or on the bus itself

- Walking to and from school.
- Cyber-bullying that causes a disruption to the educational process for individuals, groups or the school.
- When a bullying act that began in a non-school setting presents itself in school and disrupts the educational process for individuals, groups, or the school.

Education Code: 48900

- 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.
- k) 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.
- 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 the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation 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.
- q) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against the school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Administrative Responsibilities:

- Create an environment where the school community understands that bullying is inappropriate and will not be tolerated.
- Communicate and ensure that staff, students, and parents are informed of District Policy and school procedures regarding anti-bullying.
- Develop and incorporate anti-bullying procedures into behavior or discipline codes.
- Review and revise these annually, as appropriate.

- Provide in-service training to certificated and classified staff to ensure that staff is clearly familiar with and able to identify the indicators of bullying and understand their individual responsibilities to respond to and report bullying behavior.

Staff Responsibilities:

- Create an environment where students understand that bullying is inappropriate and will not be tolerated.
- Discuss with students all aspects of the anti-bullying policy and strategies to prevent bullying.
- Encourage students to report bullying incidents.
- Learn to recognize the indicators of bullying behavior.
- Intervene immediately and take corrective action when bullying is observed.
- Understand individual responsibility not only to intervene when bullying is observed, but also, to report incidents and actions to appropriate District offices or outside agencies as required.

Student Responsibilities:

- Take responsibility for helping to create a safe school environment.
- Do not engage in or contribute to bullying behaviors, actions, or words.
- Treat everyone with respect. Be sensitive as to how others might perceive your actions or words.
- Report bullying behavior to a trusted adult.
- Never engage in retaliatory behavior, ask, encourage, or consent to anyone's taking retaliatory actions on your behalf.

Parent Responsibility:

- Talk to your child about bullying behaviors and encourage them to report incidents of bullying to you and school officials.
- Role model tolerance and citizenship.
- Keep communications open and on-going with teachers and principals.
- Help your child to accept responsibility for their actions.
- Seek out school and community resources when problems occur.

Responding to Bullying Complaints:

Reported incidents of bullying must be submitted (with the reporting party kept in confidence) within 30 days of the last incident taking place. Reports of bullying that are over 30 days since the incident occurred will not be investigated. This does not include, however, previously written and recorded incidents of bullying that may constitute a pattern or history of bullying behavior.

- Assure the target of the bullying that the district takes bullying seriously, will not tolerate such treatment, and has a strong policy against bullying. Additionally, provide all parties involved with assurances regarding district policies on confidentiality and non-retaliation in the complaint investigation.
- Have the student (with the help of a staff member if necessary) accurately fill out all sections of the bullying incident report form - <https://www.aesd.net/harassment-bullying-report>. This form can be found online, in each school office and/or classroom. Every reported incident of bullying will be recorded on this document for the purpose of proper notification and follow-up of the reported incident.
- Intervene immediately and take corrective action to stop bullying behavior.
- Assure the target of the bullying that steps will be taken to monitor that the bullying behavior does not continue. Provide the individual with the names of school personnel who can help if the situation continues, escalates, or arises again.

- The parent or student must be notified within two (2) days of receiving the report that it is being dealt with and a thorough investigation in a confidential manner shall be conducted and completed promptly.
- The student accused of bullying should be informed of the results of the investigation and given the opportunity to present his/her version of the situation and to identify witnesses on his/her behalf.
- Determine what type of action or consequences will resolve the situation. This process shall not exceed 10 school days. Inform the target of the bullying and his or her parent or guardian that corrective actions have been taken to resolve the complaint. This should be done in a manner that protects the privacy of all parties. Corrective action may include, but not be limited to: counseling, warning, or initiating disciplinary procedure against the offending student. Corrective action should be designed to prevent recurrence of bullying.
- Continue to monitor with the target of the bullying that the bullying has stopped.
- It is important to note that bullying may at times be part of a continuum of violence, and that some bullying actions can and do constitute other categories of misconduct such; as sexual harassment, hate crimes, assault, blackmail, child pornography, or child abuse which may be reported to outside community members such as law enforcement and child protective services.

Procedural Steps:

- 1) All district employees who deal directly with students receive training on the topic of recognizing and prevention of bullying on and off school grounds.
- 2) That each school located in the Adelanto Elementary School District adopts an anti-bullying program that may include an onsite school campus designee or committee to address all reports of bullying at their school and to make students and parents aware of the new policies in place.
- 3) An appeals process is developed for students and employees who have been implicated in a reported incident of bullying.
- 4) The anti-bullying policy will be included in the Official AESD Parents Handbook and School Site Handbooks.

DRESS CODE

Clothing should be comfortable, generally in good condition, appropriate for the day's weather conditions, school activities, and not compromise modesty, safety, or cause a school disruption. Accessories must be simple and appropriate for school wear.

1. Shirts must be free of any logo pictures, or writing that may be considered suggestive of gangs, drugs, alcohol, tobacco, sex, violence, or hate related.
2. Shirts that expose the midriff, back, or shoulders or extend below the fingertips when the student's arms are held at his or her side are **not** allowed.
3. Shorts and skirts must extend below the fingertips when the student's arms are held at his/her side. Do not wear tight fitting clothing which includes spandex and bicycle shorts.
4. Tank tops are permissible in warmer weather, but must fit well enough to **not** expose undergarments or upper torso. **NO "spaghetti" straps.**
5. Oversized and undersized clothing is not allowed. **Pants and shorts must fit the waist of the student.** Shorts should be long enough not to expose undergarments and to cover the legs half way between the knees and torso. **Clothing with gaping holes, fringe or ragged edges are not acceptable.**
6. Shoes **must** have closed toes, back or back straps. Sandals and slides are not safe. Shoes with wheels are not allowed. Shoes must be worn at all times and in all areas of the school.

7. For safety, only stud earrings are allowed. **No other body piercing is allowed.** Students with pierced lips will have to wear a band aid over their piercing. Heavy chains are not allowed. Thick necklaces (over 5mm) are not allowed to be worn.
8. Cosmetics are **not** appropriate for elementary school students. Students with makeup will be asked to remove their makeup in the restroom.
9. Hats must be worn with the bill facing forward. **Hats and hoodies are to be removed in the auditorium, office, and classrooms.**
10. Bandanas, hairnets, do rags, or other head coverings are **not** allowed.
11. Hairstyles must not cause a distraction to the campus.

Dress Code Consequences: On the first offense the student will be given a warning and will be given a loaner article to replace the offending clothing. A phone call home will also be made. Students with sagging pants may be given some yarn to be used as a belt. If a student continues to violate the dress code, they will continue to have to change and receive further disciplinary action.

AESD AND TED VICK CELL PHONE USE POLICY

The Board of Trustees recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being but are disruptive of the instructional program in some circumstances. The Board follows the law and the following policy.

Students are not to use cell phones, smart watches, pagers, or other mobile communication devices on campus during instructional or non-instructional time except as in accordance with law and as described in the accompanying administrative regulation. Any student who needs to call a parent/guardian may use the phones located in the school administrative office.

Mobile communication devices shall be turned off, and secured away throughout the school day, except after 4:00 p.m. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
3. When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a school employee of the District may confiscate the device. The school employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or property of the District or substantially disrupts school activities.

The Superintendent or designee shall inform students that the District will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

BP:5131.8 Mobile Communication Devices

Consequences for Inappropriate Use

When a student uses a mobile communication device in an unauthorized manner, the student will be subject to progressive discipline and a restorative process.

-Early intervention includes conducting a restorative conversation with the student and a phone call to the parent/guardian

- If a student does not follow the expectation of the policy after the restorative conversation and phone call to the parent/guardian, the consequences shall include the confiscation of the phone by a school official in accordance with law. The device will be confiscated and secured in the office by the administrator. The parent/guardian will have to pick up and sign out the device from the school administrator.

- In cases of severe incidents, such as distribution of pornography, severe cyberbullying, or terroristic threats, law enforcement will be contacted.

A student will be subject to discipline for unauthorized use of an electronic device during a school or a state assessment.

A student shall also be subject to discipline, in accordance with the law, Board policy, or administrative regulation, for off-campus use of mobile communication device, including bus transportation to and from school, which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The District's cell phone policy and supporting documentation shall be distributed annually to parents/guardians and staff and will be posted in all classrooms and prominent areas of the school. The Board of Trustees seeks to partner with parents/guardians in the development of a cohesive message

ELECTRONICS AND TOYS

Items such as (but not limited to) music players, walkie-talkies, battery/computer games, Gameboys, laser pens, pepper spray, fireworks, tech decks, game cards, aerosol spray cans, perfumes, and hairspray, make-up, nail polish, stuffed animals, permanent markers (Sharpies) and similar toys/items **ARE NOT ALLOWED** at school. Aerosol sprays and strong perfumes are not permitted, as per district policy. Such items will be confiscated and a parent will have to pick the item up the same day it is confiscated. **We ARE NOT responsible for any lost or stolen property (including money).**

RECESS/PLAYGROUND RULES

General Guidelines

1. No balls or other playground equipment is to be brought from home.
2. All students can participate in any game on the playground. Games cannot be locked or restricted from any student by other students.
3. No wrestling, tackling, karate, play-fighting, chasing, or tag.
4. No playing in bathrooms or around the restroom area.
5. No bouncing balls against buildings.
6. No throwing of grass, dirt, or rocks.
7. No throwing of balls at other student unless under the direct supervision of a classroom teacher.
8. No bouncing balls after the bell rings.

Basketball:

1. No more than ten players on the court at one time.
2. No full court games if others want to play.
3. General basketball rules will apply for games.

Handball:

1. The line forms at the side of the court, and the last person in line is the judge.
2. There can be two or four players.
3. Interference (other students walking through the court, student getting hurt or hit with the ball) - play over
4. If the ball hits the line or outside of the court, it is considered "out."
5. The ball must bounce once on the ground before it hits the wall.
7. There are no special rules at any time on any handball court.
8. Rainbows are not allowed.

Tetherball:

1. Two players only
2. Players must stay in their half of the circle, if they step on the line or out of their court, they are "out."
3. If they touch the rope or the pole, they are "out."
4. The winner serves, and the new player picks the way.
5. The line forms at the side of the court, and the first person in line is the judge.
6. If a player wins three times in a row he must get out of the game and go to the end of the line.

Swing:

1. Swing facing forward.
2. Swing sitting down.
3. Only one person (at a time) on each swing.
4. Swing straight.
5. A waiting student counts 30 times the swing is forward with legs up. Then it is their turn.
6. No count backs.
7. "Bailing Out" -- jumping out of swings is not allowed.
8. No pushing other students on the swings.

Climbing Apparatus and Equipment:

1. Climb carefully.
3. Keep your hands to yourself.

4. Always have both hands on the bar (No “Death Drops”).
5. Do not stand on top of the equipment.
6. No jumping from bar to bar.
7. No twirling down poles.

Four Square:

1. No “Wars.”
2. Bounce once in square.
3. No over-hand.
4. Two hands only.
5. Game moves clockwise.
6. “Babies” and “Corners” (announced by servers).
7. Underhand must be two hands.
8. No “Do Overs.”
9. No “Hardies.”
10. No “Around The World.”
11. “Do Backs” are okay.

Football is not allowed. Kickball will only be allowed if there is direct supervision by a staff member. Rules of the game are set by supervising staff.

Failure to follow the above guidelines may result in limiting student participation, disciplinary consequences, and loss of playground privileges.

RESTROOMS

1. Follow expectations in the restroom.
2. Students are to assist in keeping the restrooms clean.
3. In an effort to maximize the use of instructional minutes students will use the restroom during his/her lunch and recess. A student will be permitted to use the restroom during class time, on an emergency basis. When a student leaves the classroom they MUST sign in and out on the restroom log. If there is a chronic medical issue that requires frequent use of the bathroom, please notify your child's teacher.

School/Family Compact

(Please sign and return to your teacher)

Parent/Guardian Responsibilities:

I agree to do the following to support my child's education:

- Communicate the importance of education and learning to my child.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Assist my child/children with assignments and ensure homework is completed and returned on time.
- Regularly monitor my child's progress in school.
- Attend parent-teacher conferences and parent education events.
- Become informed about opportunities for involvement, such as PTO, School Site Council (SSC), English Language Advisory Committee (ELAC), Coffee with the Principal, and other school events.
- Ensure that my child/children are at school on time and are prepared to remain in school for the entire day.
- Follow safe drop off and pick up procedures.
- Ask school personnel for support, when needed.
- Ask my child/children for school communication regularly and return signed documents in a timely manner.
- Keep student emergency and contact information updated.
- Model appropriate conflict-resolution skills in difficult interactions with parents, teachers, and students.
- Respect the school, staff, students, and families

Parent's Signature: _____ **Date:** _____

Student Responsibilities:

I agree to:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Always do more than what is expected of me.
- Put forth my best effort each and every day.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences, so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

Student's Signature: _____ **Date:** _____

School Responsibilities:

We agree to do whatever it takes to help ensure our students are successful in school.

- Be open to new and innovative ways to improve the academic and social achievement of all our students.
- Collaborate towards success.
- Analyze data and adjust instruction accordingly.

- Provide instruction through interesting and challenging lessons that promote student achievement
- Endeavor to motivate students to learn
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress
- Provide a warm, safe, caring, clean, and supportive learning environment
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participate in collaborative decision making and consistently work with families to make Theodore Vick Elementary School accessible and a welcoming place for families which help each student achieve the school's high academic standards

Cell Phone Agreement:

I have read the Adelanto Elementary School District and Theodore Vick Policy on Cell Phone Use and understand the policies, rules, and consequences. By checking below, I acknowledge and agree to the policies, rules, and consequences stated in this handbook:

_____ I authorize my child to carry a cell phone at school
 _____ I DO NOT authorize my child to carry a cell phone at school

Parent's Signature: _____ **Teacher's Signature:** _____

Theodore Vick School Master Signature Page
Parent and Student Handbook
Parent/Guardian Affirmation

Thank you for your time in reviewing this document and for being a partner in your child's education. Please sign and return this page to your child's teacher right away.

I understand that a high quality education can only occur when there is a strong partnership between parents and the school. I have reviewed and understand the terms highlighted in this Parent/Student Handbook and have directed any questions to my child's school or appropriate district department.

I have read and agree to the following:

	Student Initials	Parent Initials
School Attendance Code Policy (p. 3-4)	_____	_____
School Discipline Policy/Procedures (pp. 8-10)	_____	_____
District Bullying Definition and Policy (pp. 10-12)	_____	_____
Dress Code (pp. 14-15)	_____	_____
Student Cell Phone Use Policy (pp. 14-16)	_____	_____
Electronics and toys. (p. 16)	_____	_____
School/Family Compact (pp.19-20)	_____	_____

Student's Signature: _____ **Teacher's Signature:** _____

Parent's Signature: _____ **Date:** _____