



Parent and Student Handbook

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Welcome to Camarillo Heights STEM Academy

This handbook is designed to answer many commonly asked questions regarding our school. If you have other questions or need assistance, your teacher or the principal will be happy to help you. We believe that we have an excellent educational program that strives to serve the whole child, academically, socially, and emotionally. We are glad you have selected our school.

Pleasant Valley School District Vision: *Excellence for all.*

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

Camarillo Heights STEM Academy Vision: *Excellence for all.*

Camarillo Heights STEM Academy Mission Statement: *Camarillo Heights STEM Academy prepares students to be leaders who thrive academically, socially, and emotionally.*

Camarillo Heights STEM Academy Lion Pledge: As a CHSA Lion, I pledge to:

Listen to Others

Include and share ideas

Own my goals and learning

Never stop trying my best

School Facts:

Established: 1956

Grade Levels: TK-5

School Colors: Red and White

Mascot: Lion

Camarillo Heights STEM Academy

2025-2026 Bell Schedule

Earliest Arrival Time: 7:55 a.m. No supervision is provided before 7:55 a.m.

To ensure proper supervision and safety, children are to arrive no earlier than 7:55 a.m.

8:05 a.m.	First Bell		
8:07 a.m.	Drop-off gate begins to close		
8:10 a.m.	Tardy bell rings and instruction begins		

Students who arrive after 8:10 a.m. must report to the office and sign in before going to the classroom.

Early TK/Kindergarten		Late TK/Kindergarten	
8:10 - 9:20	Instruction	9:40 - 11:20	Instruction
9:20 - 9:40	Recess	11:20 - 12:03	Lunch*
9:40 - 11:20	Instruction	12:03 - 12:55	Instruction
11:20 - 12:03	Lunch*	12:55 - 1:15	Recess
12:03 - 12:55	Instruction	1:15 - 2:25	Instruction
12:55	Dismissal	2:25	Dismissal

*Play 11:20 - 11:38 ; Eat 11:38 - 12:03

*Play 11:20 - 11:38 ; Eat 11:38 - 12:03

1st Grade		2nd & 3rd Grade	
8:10 - 9:30	Instruction	8:10 - 9:50	Instruction
9:30 - 9:50	Recess	9:50 - 10:10	Recess
9:50 - 11:20	Instruction	10:10 - 11:48	Instruction
11:20 - 12:03	Lunch*	11:48 - 12:31	Lunch*
12:03 - 2:25	Instruction	12:31 - 2:25	Instruction
2:25	Dismissal	2:25	Dismissal

*Play 11:20 - 11:45 ; Eat 11:45 - 12:03

*Play 11:48 - 12:13; Eat 12:13 - 12:31

4th & 5th Grade			
8:10 - 10:10	Instruction	Fridays: Spirit Days!	
10:10 - 10:30	Recess	Join us in showing your school spirit by wearing your CHSA shirt or red every Friday.	
10:30 - 12:20	Instruction		
12:20 - 1:00	Lunch*	M, T, TH, F 2:25 Dismissal	
1:00 - 2:25	Instruction	W 2:00 Dismissal, TK/K non-staggered	
2:25	Dismissal	Minimum Day: Dismissal at 12:00 PM	

*Play 12:20 - 12:42; Eat 12:42 - 1:00

Early Dismissal: Dismissal at 1:25 PM

Arrival and Departure

To ensure proper supervision and safety, students are to arrive at school no earlier than ten minutes before their class begins. Supervision is provided from 7:55 am - 8:10 am on the blacktop. There is no supervision provided before 7:55 am. At dismissal, please be sure your student is picked up on time.

1st - 5th grade- enter at the main gate located adjacent to the parking lot

TK/Kindergarten- enter at the Anacapa gate

During inclement weather, 1st - 5th grade children are to go directly to the MPR and line up with their classroom in the morning.

Common dismissal is at 2:25 p.m. At dismissal, teachers are on duty for 10 minutes only. Please be sure your child is picked up on time. Students who are not picked up by this time will be walked to the school office.

During inclement weather, 1st -5th grade children are to go directly to the MPR and line up with their classroom to be dismissed. Mission Gate will be closed during inclement weather.

Children who ride buses will have a designated pick-up area. They are to report promptly to their designated area and wait in an orderly manner.

Upon dismissal, prior arrangements must be made for children to arrive home safely. Children are not to wander or loiter on campus but must remain in front of the school until picked up by their designated family member, care provider, or transportation carrier.



Tardies

In order to provide a quality instructional program, students must arrive at school on time. The first bell rings at 8:05 a.m., and class begins immediately. Students are considered tardy after 8:10 a.m. and will need to sign in at the front office and receive a pass.

Absences

A phone call must be made to the absence hotline at 805-383-5305 the day your child is absent from school. If you call the absence hotline it is not necessary to send a note. The following should be included in the message when you call or on the note:

- a. Child's, first and last name
- b. Reason for absence. If illness, state kind of illness.
- c. Date or dates of absence
- d. Teacher's name and child's grade

A child returning to school after an illness should be well enough to go outside at recess since the teacher has duties at recess time and cannot provide supervision in the classroom. Active play is not required if a note is sent. No child may be in school with a fever or any contagious or communicable disease. Please do not send your child to school if they vomit at home.

Parents will be called to pick up any child who is unable to benefit from being in school due to general illness or extreme fatigue. Children should not return to school until 24 hours after their temperature has returned to normal. Students with excessive illness absences will be required to provide a doctor's note as proof of illness. If you take your child to the doctor when ill, please ask the doctor to provide a note that states when he/she may return to school.

Medical appointments should be arranged for late afternoons or after school to avoid a negative impact on your child's core academic achievement.

We urge children to dress appropriately and bring sweaters or jackets as the weather often changes rapidly. To ensure proper exercise and fresh air, children should have outdoor recess and P.E. Children are not permitted to remain in the classroom unsupervised before school, during the lunch period, or during the recess break.

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family. Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
5. Jury duty in the manner provided for by law. (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to, appearance in court, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at religious retreats for no more than four hours per semester, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. (Education Code 48205)
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. To spend time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absences shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
10. Attending the pupil's naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in a cultural ceremony or event that relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year.

(Education Code 48205)

13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination.

(Education Code 46014)

14. Work in the entertainment or allied industry. (Education Code 48225.5) 15. Participation with a nonprofit performing arts organization in a performance for a public school audience. A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

16. Other reasons are authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)

Independent Study

If a vacation or family trip must be planned during the school week, and it will be for five days or longer, an Independent Study contract for absences may be requested. An independent Study Contract that is completed and returned to the teacher on time will count as a day of attendance, and the district will receive funding when the contract is completed.

When requesting an Independent Study Contract, please contact the school office at least three weeks before the vacation to ensure ample time to prepare the student's work. *Students will receive credit for attendance when the 100% of the work assigned for each day is returned and receives a passing grade.* It is important to remember that this is supposed to be comparable to the work a child misses each day from the classroom. All work needs to be completed and returned on the date of the return to class.

Closed Campus

Camarillo Heights STEM Academy is a closed campus. Students are not permitted to leave campus without a note from home and permission from the office. Students leaving early must be met in the office and signed out by a parent. All visitors are required to sign in at the office using the Security system and pick up a visitor's badge before going to classrooms. All visitors must present a photo ID to enter the campus. Volunteers must file a Volunteer Registration form with the office each school year.

Personal Safety Reminders

No running - always walk on campus, except in designated areas. Weapons, matches, and lighters ARE NEVER ALLOWED ON CAMPUS. Glass containers are not permitted at school. In order to maintain the highest level of safety and order, certain policies have been developed by the district and or school. Among these are restrictions and stipulations regarding privacy involving student belongings. Such items include, but are not limited to, backpacks, lunchboxes, etc. Should the school principal, or designee, deem it necessary, any and all personal belongings may be subject to examination. We would appreciate your help in enforcing these vital rules of safety for our students.

Parking Lot Safety

It is of the utmost importance that all drivers, walkers, and bicyclists exercise caution at all times when entering or exiting our parking lot and school grounds. Please make every effort not to block the flow of traffic. Bicycle riders are to walk their bikes in front of the school and on campus. At Camarillo Heights STEM Academy, we will be doing our part with classes and programs that will alert our students to safety hazards. We ask that you, as parents, do your part to assist us by being alert as well.

Parents are asked to be especially cautious when driving in and around the school during the congested times immediately before and after school. NEVER SIGNAL CHILDREN to cross through the parking lot and between cars. We especially urge you to consider parking half a block away from the school, or on the streets adjacent to the school parking lot, then walking to the campus to deliver or meet your child. In the past, such a cooperative effort has significantly reduced the congestion created by dropping children off immediately in front of the school. Children who walk to and from school should always walk in twos or small groups exercising great care along Mission Drive and other neighboring streets.

Morning Drop-off for 1st - 5th grade:

- The first lane/White Curb in front of the Administration/MPR Building is for unloading of children only.
- Pull all the way up past the double gate off the basketball courts or the most forward position before stopping and unloading the vehicle.
- NO PARKING in the lane.
- DO NOT leave the car parked at the curb.
- Have your child/children READY to be dropped off. For example, hair combed,

shoes on, backpack ready.

- Pleasant Valley District buses drop off in the bus zone.
- Please be aware of children and adults in the crosswalk.
- Please drive slowly and carefully through the parking lot.

Afternoon Pick Up for 1st - 5th grade:

- The first lane/White Curb in front of the Administration/MPR Building is for picking up children only.
- Pull all the way up past the double gate off the basketball courts or the most forward position before stopping and unloading the vehicle.
- DO NOT park at the curb and leave your car unattended.
- NO STOPPING in the lane.
- Pleasant Valley District buses pick up in the bus zone.
- Please drive slowly and carefully through the parking lot.

Bicycle Safety

Camarillo Heights STEM Academy takes an active role in bicycle safety. City and State Laws are supported. Helmets are required as well as a lock. Loss of riding privileges will occur if a student is riding a bike on campus or is riding without a helmet. Bicycle riders are to walk their bikes once on school grounds. Infractions and disregard for safety will result in a loss of the privilege to ride a bike to school. Skateboards, scooters, rollerblades, and skates are not permitted on campus.

BICYCLE RIDER'S RULES

- Keep your bicycle in good mechanical condition.
- Obey all traffic rules and signs - always give proper hand signals.
- Walk your bike across intersections.
- Always ride with the traffic, as close as possible to the right side of the road.
- Be sure the roadway is clear before entering.
- Always ride single file and watch for opening car doors.
- Bicycles are built to carry one person - you, and you alone.
- Select the safest route to your destination and use it. Avoid busy streets and intersections.
 - Yield right of way to pedestrians.
 - Wear a helmet.

Cell Phones

Due to the overwhelmingly positive feedback across PVSD from staff and families, we will continue to require cell phones, smartwatches, and earphones of all sorts to be out of sight and not used during the school day. Our students have adapted to this change and are engaging in more positive activities during non-instructional time. Of course, students can have them set to silent in their pockets or backpacks. Smartwatches need to be covered at all times. Students will need to ask to go to the office if they need to communicate with their parents. The office is happy to take parent calls in urgent matters like unexpected dismissal changes. Please be aware that the school is not responsible for lost or stolen student property.

Health Issues and Emergency Contacts

Emergency cards are maintained through Q/Parent Connect and are of vital importance. It is imperative that you update any change in contact information. There may be occasions when we must reach you or an emergency contact person to facilitate the needs of your child. Without current telephone numbers, a minor problem can become a very real crisis. A student may not leave the school grounds with anyone other than those listed on the Emergency Card unless the school receives a note signed by a parent stating the name of the person with whom they may leave.

Illness and Injury

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

Medications

The California State Education Code for Health and Welfare requires that; "If your child must temporarily take a prescription or 'over-the-counter' medication (cough drops, throat lozenge or even just an aspirin) at school, it must be taken

to the office (preferably by an adult) in the original container, giving the name of the medication, strength, and dosage to be given," and an "Administration of Medication in School" form must be completed and signed by the physician" IF THE FORM DOES NOT ACCOMPANY THE MEDICATION, SCHOOL PERSONNEL CANNOT ADMINISTER IT AND A PARENT MUST COME TO THE SCHOOL TO DO SO.

"Administration of Medication in School" forms can be obtained from the office. If the medication is to be taken for only a few days, the parent portion of the form must still be filled out and kept on file in the office during the time the medication is taken by the student. The School Health Technician will supervise as directed by the physician. Your cooperation in this matter will be greatly appreciated.

Allergic Reactions

If your child is subject to severe allergic reactions which may require immediate medical attention, please indicate and communicate to the school office.

Emergency and Disaster Plan

In the event that school was to be dismissed early under emergency circumstances, or at the direction of district-level personnel, certain protocols are established and to be adhered to. For your planning, please make sure that all emergency card information is current especially to whom your children can be released. Otherwise, they will not be released. It is imperative that should you need to come to school and pick up your child, or someone else, a signature will be required to release them. In the midst of emergency procedures, the children's well-being will be the first priority. A reminder to parents and family members that calm and collected thought should prevail. Designated areas will be established on-site for authorized pick-up and release of students.

Emergency supplies include first aid materials, food, water, tools, flashlights, and other emergency equipment. Two-way radios are used for on-campus communication as well as direct communication with the district office. The school and district have a comprehensive disaster plan that can be reviewed in the school office.

School Meals

The kitchen provides both breakfast and hot lunches for our students. *Meals are free for the 2025 - 2026 school year.*

For years when meals are not free, parents may pick up an application in the office for the free and reduced lunch program. Contact the school for more information. Lunch may be purchased for \$3.50. The reduced lunch price is \$0.40. The milk price is \$0.50. Breakfast is served during morning recess and may be purchased for \$2.00. The reduced breakfast price is \$0.30. Students may purchase regular or chocolate milk.

Payments for school meals can be made online through Q Parent Connect, by cash, or by a check payable to "PVSD." Students paying by cash or check are to use an envelope from school or home and clearly print their first and last name on the envelope should they be paying for lunch, even if they are only paying for one day. Students who qualify for free lunch do not need to send in an envelope. Any amount of money can be deposited into a student's lunch account.

Parents may inquire at the school cafeteria to check the balance of a student's lunch account. Students are to take their envelopes to the office directly. No lunch money is to be brought to the classroom. It is not feasible to collect money during lunchtime, as the students are then delayed in receiving a lunch, and lunches are then subject to getting cold. If a student arrives late to class they need to inform the office to add them to the hot lunch count.

No Use Statement

Camarillo Heights STEM Academy, as part of the Pleasant Valley School District, recognizes that the use of alcohol, drugs, and tobacco and the problems associated with these, are becoming increasingly common in our society and among youth. We also recognize that the use of alcohol, drugs, and tobacco often precedes the development of problems. We believe that "no use" of alcohol, drugs, or tobacco by students is desirable. We believe that it is in the best interest of the community to take steps to promote, enhance, and maintain a drug-free school system and that the student body, along with parents and other segments of the community have a role to play in helping students remain drug-free.

Guidelines for Student Dress

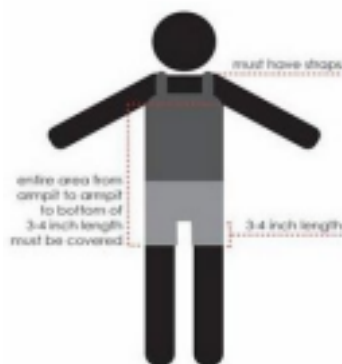
The PVSD Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process (BP/AR 5132). Wearing attire that suggests gang affiliation, promotes drugs, tobacco, or alcohol, or contains profanity or demeaning remarks is unacceptable.

1) All PVSD schools are No Place for Hate designated schools. This means that all PVSD schools abide by and uphold the principles of the No Place for Hate program. The program's goal is to create a safe, accepting, respectful, and judgment-free environment in every school.

2) All students must wear clothing that covers their torsos and follow the graphic below.

3) Students must not wear capes, blankets, or other draped items that could present a pulling hazard.

4) Each school's student handbook is a living document that is updated periodically based on changes in laws, board policies, and administrative regulations. Information in the student handbook may change throughout the year. Parents and students should review their school's student handbook throughout the year to be aware of the changes.



If a student's clothing or appearance creates an unnecessary distraction or safety hazard, the school administration reserves the right to ask the student to make an adjustment in his/her clothing or appearance.

Students must not wear capes, blankets, or other draped items that could present a pulling hazard.

Consequently, parents may be called to bring their child a change of clothing.

Student Behavior

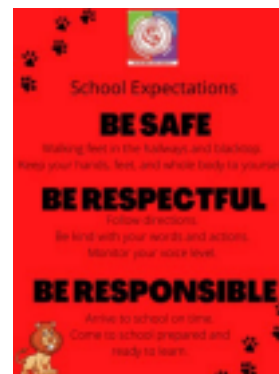
At Camarillo Heights STEM Academy, we believe a safe and positive environment is essential for effective learning. We have no tolerance for hate speech, epitaphs, or racial slurs. In order to provide this environment, we work together as a school community observing some general rules and directions that are known and observed by all. We regularly remind our students of school expectations using the "Be's" which include Be Safe, Be Respectful, and Be Responsible.

Students are expected to:

- Behave in a manner that does not disrupt the teaching/learning process.
- Be courteous, and cooperative, and respect the rights and property of others.
- Be in class on time, and prepared to work.

Students will:

- Follow all adult directions, respectfully and without comment.
- Work and play in assigned areas.
- Avoid rough play, physical contact, or any appearance of fighting.
- Avoid teasing, name-calling, or "put-downs."
- Enter and leave classrooms in orderly lines.
- Walk bicycles on campus.
- Walk on the sidewalk in the hallways and courtyard.
- Eat only in the assigned area. NO GUM allowed on campus.
- Take proper care of school property, books, and sports equipment.
- Leave personal toys, earphones, radios, tapes, tape players, and games at home (except with special permission.)
- Leave skateboards and skates at home.
- Leave weapons, toy weapons, or any instrument that could be considered dangerous at home.



CHSA is a No Place For Hate Designated School



Students pledge to:

I promise to do my best to treat everyone fairly.

I promise to do my best to be kind to everyone - even if they are not like me.

If I see someone being hurt or bullied, I will tell a teacher.

I will help others to feel safe and happy at school.

I will be a part of making Camarillo Heights STEM Academy

NO PLACE FOR HATE

CHSA has Student Ambassadors and leaders to help facilitate activities that promote inclusivity and equity.

Playground and Lunch Supervision

The principal, teachers, campus supervisors, and other staff members share responsibility for monitoring the behavior and safety of students while they are on the school campus, in the hallways, and on the playground. Students are expected to follow the school rules and respond appropriately.

Equipment:

- Playground equipment is available for the students.

Slide:

- One person at the top of the slide.

Ball playing:

- On grass area only.
- Handballs against the ball wall, not the school building.
- No kicking balls on the blacktop.

Jump Rope:

- For jumping only.

Game rules:

- No games involving body contact.
- Four square balls may not be kicked.
- Stay behind the backstop while waiting for "ups".
- After one game of tetherball, step out and let the next team up.
- No jumping from any equipment.

Homework

It is the policy of the Board of Trustees that, "Homework has a place in the educational program." The responsibility for homework rests with the student, teacher, and parents.

The student's responsibility is to complete and turn in the assigned homework on time.

Teachers have the responsibility of assigning meaningful and grade-appropriate homework.

Parents should exhibit interest in homework assignments, encourage students to complete their homework and provide an appropriate time and place for students to complete their assignments.

Children are expected to read nightly as part of their homework.

Homework Guidelines

Grade	Minutes/ School Day	Learner Chart All Students
Kinder.- Grade 1	0-10	*Developing nightly reading as a "habit" *Teaching responsibility *Listening to different types of reading *Practice and review as a means of building habits *Developmentally appropriate corrective instruction *Reading for pleasure
Grade 2	20	*Practice and review *Developmentally appropriate corrective instruction *Elaborating on previously taught lessons *Skill integration *Continue to build the reading "habit"
Grades 3-5	30-60	*Elaborating on previously taught lessons *Preparation *Corrective instruction where necessary *Continue to build the reading "habit"

In addition to the above, we promote a nightly reading program that will increase student achievement. All children are assigned a reading assignment each night in addition to a homework assignment. All children should read or be read to as follows:

- K & 1 15 minutes
- 2 & 3 20 minutes
- 4 & 5 30 minutes

Student Motivation

At Camarillo Heights STEM Academy, we are committed to teaching our students that good work habits and positive behavior will be beneficial not only to the overall educational program but to them personally. Just as we have consequences for students who exhibit negative behavior, we have a reward system to honor those students who display positive attitudes and behavior. Positive behavior and leadership are rewarded daily with the following:

- Daily in-class positive behavior programs
- Student of the Trimester

[School-Wide Positive and Progressive Behavior Intervention and Support Plan](#)

Parent Involvement

Parents are strongly encouraged to become involved in the education of their children. Many opportunities are available and can be either short-term or ongoing. Camarillo Heights STEM Academy PTC is an excellent school support group. We also have volunteers in the classroom working with children and organizing materials. Volunteers are required to complete a Volunteer Registration form with a copy of a photo ID. This form must be renewed each year. Parents are encouraged to attend and/or assist with:

- Back-to-School Night
- Parent-Teacher Conferences
- PTC Meetings/Functions/Fundraisers
- TAP (Teacher Assistance Program)
- School Site Council
- Classroom activities and programs
- Sports programs
- Open House
- Field trips
- Disaster Preparedness
- Parent Education Nights/Parent Institutes

Please call the school should you wish to become involved in any of our school activities.

Home School Communication

Because education is a responsibility shared by parents and schools, cooperation and communication are essential in providing the best education possible for all students. Formal parent-teacher conferences are conducted in October. Please see the calendar on the website for specific dates.

Inquiries concerning classroom procedures, assignments, or activities are generally best answered by the teacher and can usually be resolved at that level. If you wish to communicate with your child's teacher, please send an email directly to the teacher or call the school and ask to have the teacher return your call. Conferences are scheduled before or after school.

Campus and Classroom Visitations

All visitors, volunteers, parents, guests, or anyone else coming on the campus must sign in and out at the office using our Raptor system, and a photo ID is required to enter the campus. Visitor badges must be worn at all times while on campus.

Parents are always welcome at school. Please make prior arrangements with your child's teacher if you would like to visit the classroom. Classroom visits are limited to 20 minutes. In order to minimize classroom disruptions, please make childcare arrangements for younger siblings and save any questions for the teacher until after class time.

Interruption Policy

In order to maximize uninterrupted instruction time, as directed by the State of California and Pleasant Valley School District, we have a policy that limits classroom interruptions. For this reason, parents are asked to confine messages of a personal nature to EMERGENCY ONLY. We can only relay actual emergency messages.

Please discuss transportation plans with your child before school. The office is not able to deliver transportation messages except when they are of an emergency nature.

If a parent brings in an item such as a lunch or jacket for a student during the school day, it is to be marked with the student's full name and left in the school office. Parents will need to email their child's teacher to alert them to the

delivery. At recess and lunch, students can retrieve the delivered items. Classes cannot be interrupted with messages or deliveries for students.

Testing

Testing is an integral part of any effective program. All 3rd through 8th grade students in the Pleasant Valley School District will take the California Assessment of Student Performance and Progress (CAASPP) each spring. You will receive individual test data for your child in August each year.

Each teacher tests and monitors student progress within the classroom. Particularly in the upper grades, these tests may be formulated to have a bearing on the child's grade. When your child says that he/she must study or prepare for a test you can be of assistance by:

- Creating a quiet environment in which to study
- Seeing that your child gets plenty of sleep
- Seeing that your child is well nourished prior to leaving for school.

Report Cards and Progress Reports

Grade levels will observe the following schedule for student progress reporting:
TK-5, Three-trimester reports - December, March, and June

Textbooks

Textbooks are assigned to students by number and, if not consumable, must be returned at the end of each school year. Charges will be made for lost or damaged books. California Education Code provides for the withholding of report cards and records until fines are paid on lost or damaged books. If you move or transfer your child to a different school, be sure to return all textbooks to your child's teacher.

Lost and Found

Parents are requested to mark all clothing, lunch boxes, etc. with the child's first and last name. Students and parents are encouraged to check the Lost and Found area in the school office for missing articles. Unclaimed articles are periodically donated to local charitable organizations.

Birthdays

We recognize students' birthdays and encourage parents to bring a book to donate to the classroom library or a **non-food item** to share with the class. We are encouraging good nutrition for our students and due to possible food allergies, we ask that you do not bring food items to celebrate your child's birthday.

Parent Teacher Council

The Camarillo Heights STEM Academy Parent Teacher Council is dedicated to benefiting all students at our school. Their goal is to provide our children with fun and educational activities to supplement their regular classroom curriculum and projects. PTC contributes to all children by providing funds for field trips, educational assemblies, Red Ribbon Week, Reflections Program, classroom support and equipment, educational supplies, P.E. equipment, and new books for our classroom libraries. In addition, PTC sponsors Spirit Wear sales, School Spirit Day activities, and a Book Fair.

Our PTC is operated solely by volunteers. Please join our Camarillo Heights STEM Academy PTC and get involved! Both new and returning members are invited to join committees and assist with these very worthwhile programs. The more volunteers, the easier the task. Why not attend a meeting and see for yourself how informative and rewarding active participation can be? Please check your school calendar for meeting dates.



This document is a living document that changes as the laws, board policies, and administrative regulations change.