



La Mariposa

Student and Parent Handbook

Pleasant Valley School District Board

President - Ron Speakman

Clerk - Beckie Cramer

Trustee - Patty Learner

Trustee - Bob Rust

Trustee - Douglas McDowell

Superintendent

Dr. Danielle Cortes



Principal: Claudia Stepan

School Address: 4800 Corte Olivas, Camarillo, CA 93012

Telephone: (805) 383-5315 **Fax:** (805) 389-4006

Website: <https://www.pleasantvalleysd.org/lamariposa>

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

La Mariposa School Mission Statement: The La Mariposa School vision is to provide a safe and nurturing learning environment in which all students participate and thrive in engaging standards-based curriculum. We strive to achieve academic excellence, foster leadership skills, and prepare students to succeed in our global society. To support and extend student achievement, we have established a strong partnership between the home, the school, and the community.

Established: September 13, 2002

Grade Levels: Transitional Kindergarten through 5th grade

California Gold Ribbon School: 2015

California Distinguished School: 2008

School Colors: Royal Blue and Silver

Mascot: Tiger

Parent Organization: Parent Teacher Association (PTA)

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

Multi-Tiered System of Supports (MTSS)

At La Mariposa we are committed to helping every student succeed academically, socially, emotionally, and behaviorally. We use a *Multi-Tiered System of Supports* (MTSS) to provide the right level of help at the right time for every child.

Tier 1 – Support for All Students

All students receive high-quality instruction in every subject, along with social-emotional learning opportunities. Teachers work together in grade-level teams and professional learning communities to review student progress, share strategies, and design targeted instruction during WIN time (“Whatever I Need”). WIN time can include extra help or enrichment for students working above grade level. Social-emotional lessons are taught using the *Second Step* curriculum, and all students have access to our general education counselor.

Tier 2 – Targeted Support

Some students may need extra support based on their learning or social-emotional needs. Tier 2 supports can include:

- Math tutoring for grades 4 and 5
- Literacy coach support
- Small group instruction during the school day
- Intersession and summer school opportunities
- Referral to the Child Study Team (CST) process
- Small group social-emotional sessions with the counselor
- Targeted behavior supports

Special Education and Additional Services

Students who qualify for special education services receive individualized support. This can include access through our Resource Room, Speech and Language room, and Occupational Therapy, as well as other services as indicated in their IEPs.

Primary Learning Center

Primary Learning Center serves students in grades TK–2. This program offers additional support to strengthen foundational academic skills, provide specialized instruction, and create opportunities for small-group and individualized learning. The Primary Learning Center is staffed by a team that may include special education teachers, general education teachers, speech-language pathologists, and instructional assistants. Services take place both in the general education classroom and in our dedicated learning center.

At La Mariposa we believe in meeting every child where they are and helping them grow to their fullest potential. MTSS is one of the many ways we ensure that all students have the tools and

support they need to thrive.

ATTENDANCE AND VERIFYING ABSENCES: Regular school attendance is very important for academic and social/emotional growth. Excessive absences will be cause for a referral to the Student Attendance Review Board (SARB). Please review the complete attendance guidelines.

Absences

- When a student is out of school for any reason, call the attendance hotline at 805-383-5315, ext 1 to report the absence. This helps our attendance clerk to record the absence accordingly. *Absences must be reported within 24 hours.*
 - Examples of excused absences:
 - 1. Personal illness, including 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. (Education Code 48205) 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: (Education Code 48205) a. Appearance in court b. Attendance at a funeral service c. Observance of a religious holiday or ceremony d. Attendance at religious retreats for no more than four hours per semester e. Attendance at an employment conference f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
 - 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 an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 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. (Education Code 48205) Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
 - 10. Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code Board Policy Manual Pleasant Valley School District 48205)
 - 11. Participation in a cultural ceremony or event which 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) Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)
 - 14. Work in the entertainment or allied industry. (Education Code 48225.5) Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)
 - 15. Participation with a nonprofit performing arts organization in a performance for a public school audience. (Education Code 48225.5) 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 authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260)
 - For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)
 - *Any absence not meeting the above criteria is considered unexcused.*
 - *If an absence is not reported by a parent, it is considered unverified and therefore unexcused.*
- *A parent can report their child as ill for a total of 10 days during a school year. After the 10th day, the school has the right to request a doctor's note to verify the absence or to ask the parent to bring the child to school and be checked out by the health technician to determine if he/she is fit to attend school.*
 - If you take your student to the doctor for an illness, please remember to ask the doctor's office for an excuse note. Absences accompanied by a doctor's note DO NOT count towards the 10 allowable absences by parent.

Excessive Absences

- Unexcused absences are limited to 2 per school year. At or after the 3rd unexcused absence, the parent will be sent home a letter informing them of the SARB (School Attendance Review Board) process beginning.
- Upon the 4th unexcused absence, the parent will be sent home a 2nd SARB letter and must attend a meeting with the school principal to discuss the student's attendance.

- Upon the 5th unexcused absence, the parent will be sent a 3rd SARB letter and be referred to the district for a SARB meeting.

Punctuality

Being on time to school is essential to student success and helps start the day off right. Students should aim to be at school by 8am. Gates open at 7:55am. The first bell rings at 8:05am. The tardy bell rings and instruction starts at 8:10am. If a student is not in their assigned seat at 8:10am, they are considered late. (For our *Late Tiger Kindergarten students*, they are considered late after 9:40am)

If a student is 30 or more minutes late, they are considered **TARDY**. If a student is tardy 3 times, that is equal to one unexcused absence and is included in the SARB accounting of unexcused absences.

Independent Study – for planned travel

We encourage families to plan their travels during school breaks, however Independent Study is an option for families who cannot avoid an absence during the school year which will affect their student's attendance. **Please contact the office for any Independent Study requests.**

- The absence is *NOT MORE than 15 school days*.
- The Independent study must be requested by the parent 3 weeks prior to the first day of the scheduled absence.
- In order to be approved for Independent Study, students must be meeting attendance and academic standards. All independent study requests are reviewed and approved by the attendance clerk, teacher and principal.
 - If good attendance and academic standards are not being met, the Independent study request can be declined.
- If the request is longer than 15 school days, any remaining days will be considered unexcused and subject to the SARB process of unexcused absences (see above)
- Independent study is not approved after 5/31

Independent Study – for absence recovery

Of the same 15 days allowed for pre-planned travel, families **MAY** recoup absences by students completing the academic work missed due to an unforeseen absence. Parents should email the classroom teacher and request the work missed due to an absence if it is not automatically sent home. Work must be returned within 7 days of returning to school.

TRUANCY: A truant student is one who has been absent from class without parent permission. Teachers are not required to provide make-up work, and a truant student's grade may suffer.

CHECKING OUT A STUDENT DURING THE SCHOOL DAY: Students who must leave the school grounds during the school day must be signed out of the office by a parent/guardian or authorized adult. The adult must come to the office, check in with the office staff, ask to have the student called, be prepared to provide photo identification and sign the student out. The child will

not be called to the office until the person picking them up arrives in the office.

Please allow for extra time if you come to pick your child up during recess or lunch as it may take time to locate them on the playground and get their belongings. Upon the student's return to school, the parent returns to the school office to sign their student back in.

BIRTHDAY CELEBRATIONS: Birthdays are mainly celebrated in the home. Student birthdays are included in the weekly student announcements. If you would like to purchase a Marquee announcement through our PTA, please visit the PTA link on the school website. The class may recognize birthdays through birthday charts or calendars or singing happy birthday. If you wish your child to share his/her birthday at school your child may bring a birthday gift of a book to present to his/her class or the school library. This book becomes an ongoing reminder of the child's birthday as well as a class/school resource. In accordance with our district Wellness Policy, please do not send food, balloons, etc. to celebrate birthdays. Food will not be distributed to students. If you would like to pass out birthday invitations, please do so after school if the entire class is not included.

BEFORE SCHOOL: The school gates open at 7:55 am. Use the drop off lane at the front of the school if your child can exit the passenger side independently. The driver must remain in the vehicle. The side parking lot by the lunch tables is only open for vans, busses, staff parking, and parents of special education programs who have a pass. TK/Kindergarten: Use the TK/Kindergarten gate entrance. Students in 1st-5th who arrive between 7:55 and 8:05 should gather at the designated locations supervised by staff. 1st-3rd sit at the lunch tables. 4th-5th line up on the marked lines near the D building. At 8:05, students walk to class. Instruction begins at 8:10. For safety, adults may not enter campus. If your child walks through the gate after 8:05, they may not make it to class in time for the late bell and be marked tardy. Please ensure your child arrives between 7:55-8:05.

DISMISSAL: Drive through pick-up is located at the front gate only. TK/Kindergarten students are picked up at the side TK/Kindergarten gate. Parents should park and walk to the TK/Kindergarten gate. Busses and after school care vans pick up on the side gate near the lunch tables. Parents of our special education programs may use the side parking lot with a principal provided pass. All other parent vehicles are prohibited in the side parking lot. Students who have permission to walk home may exit either gate. Students riding bikes should use the bike lock up area.

BIKE SAFETY: Students who ride bikes or E-bikes to school must have a completed safety agreement on file, and an authorized sticker on their bike provided by the front office.

CLOSED CAMPUS: La Mariposa has a closed campus policy. School gates will be locked when school is in session. All visitors and volunteers must check in with the school office. All visitors/volunteers are to report to the office to sign in and wear a volunteer/visitor badge while on campus during school hours anytime between 8:00 and 3:00. The badge indicates the person has checked in and has permission to be on campus for school business only. Parents/guardians must arrive with a picture identification.

If, for a special occasion, a parent comes to school to eat with his/her child, the parent must check in with the office and be given a visitor badge. The parent can then eat with his/her child at front round table by the gate.

CLASSROOM VISITATIONS and VISITORS: Parents are always welcome at La Mariposa School. If you would like to visit your child's classroom, please call or email and make an appointment with the teacher. It is suggested that the length of visitations be limited to 20 minutes. Parents are welcome to visit the class in which their child is enrolled.

Parents who wish to meet with a teacher are requested to contact the office or the teacher, insofar as possible, at least three days in advance. Such notification will give all parties an opportunity to gather data and have a meaningful meeting. Appointments should generally be made by contacting the teacher through voicemail or email.

Many parents volunteer in the classroom based on teacher request. Every school year, all volunteers assisting in any manner with students must complete and have approved, a Volunteer Registration Form prior to participating as a volunteer.

HOT MEAL PROCEDURES: Pleasant Valley School District offers a second chance breakfast and lunch program at **no cost** for all students.

In years where there is a cost, Parents/Guardians or students may place cash or checks for lunch in any sealed envelope (or one provided by the school). On the outside of the envelope, the following information must be stated: Student's First and Last Name and Room Number or Teacher Name. Make checks payable to PVSD.

Online Payment: PVSD families can conveniently pre-pay for student meals online through Q Parent Connect. Payments may be made with major credit cards or electronic check. For families already on Parent Connect, this service is available now from the cafeteria screen by following the link to Food Service Account Payments. Transactions are made securely through PayPal and a PayPal account is not required. There is a 2.9% handling fee added to the transaction.

Students may turn in their envelope to their teacher in the morning or there will be a basket on the office counter to drop off the envelope. All money in the envelope will be credited to the child's account. There will not be any change given. Payment into an account can be for one or more meals. La Mariposa encourages parents to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling.

Milk is available for \$.50. Students may pay their money at lunchtime and pick up milk. You may also deposit extra money into your child's account and they can use their lunch card to purchase milk.

Households with more than one child at La Mariposa may use one envelope for payment designating the amount of money to be divided into each child's meal account, or the amount will be evenly divided between the children.

NUTRITION: Good nutrition is very important to enable students to perform well in school. Please have this in mind when making your child's snack and lunch. Please **DO NOT SEND CARBONATED BEVERAGES** to school. For safety reasons no glass containers are allowed - glass containers will be collected in the office and held until a parent/guardian can pick it up.

HOME / SCHOOL COMMUNICATION: The education of children is a shared responsibility of parents and school staff. Good communication is the key to providing quality education for the child. All teacher websites and email addresses are located under the Teacher Pages tab on the school website. The principal sends out a weekly email with important information every Sunday evening at 4 pm. Please take time to read this communication weekly. Formal parent-teacher conferences are conducted once or twice a year based on the need of the students in grades TK-5. Report cards are given three times per year.

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

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

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

STUDENT TELEPHONE MESSAGES & OFFICE TELEPHONE USAGE: In order to maximize instructional time, as directed by the State and Pleasant Valley School District, we have a policy to minimize classroom interruptions. Telephone messages from parents will be delivered to students only in an emergency. Students may not use office phones except in an emergency, as these phones are reserved strictly for school business. Please discuss school transportation and play arrangement plans with your child before school.

DROP OFF COUNTER: If a parent brings in a lunch, jacket or homework, the item will be placed on a designated "Drop Off Counter" in the office by the parent. All students are instructed at the beginning of the year to check this location at recess or lunch if they forgot lunch or other items. It is the parent's responsibility to notify the teacher via email if you are dropping off items in the office for your student(s).

HEALTH SERVICES: Emergency contact information is of utmost importance in a time of personal crisis. It is imperative that you notify the school of any change in daytime telephone numbers and/or contacts. There may be an occasion that we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Without the telephone numbers, a minor problem may become a real crisis. Please assist us with your prompt communication of any change in information. Parents should make updates through Parent Connect.

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

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

Medical Alert: If your child has a severe allergic reaction of any kind or other medical condition

that requires immediate medical attention, please note it on emergency card that you can update on-line before the beginning of the school year, and contact the school Health Technician.

Student Insurance: Insurance is provided by an outside carrier and may be purchased separately. This is offered every August and forms are available in the school office. Insurance is not provided by the district.

CURRICULUM: All teachers follow a district-prescribed course of instruction. This curriculum is correlated with the Common Core State Standards, California State Department of Education Frameworks, and District Standards. Materials are selected to correlate with the Standards. All essential standards and adopted curriculum can be found on the district website. Back to School Night provides an opportunity for parents to learn about the grade level standards and view adopted curriculum.

STUDENT PLACEMENT: The assignment of students to classes is done carefully by the previous year's teachers and the administration. Starting with transitional kindergarten and going to fifth, students are placed into classes with all abilities represented in each classroom. One teacher is not given only accelerated students, or only students needing considerable help.

Balancing the class involves looking at reading ability, math ability, students who are in GATE, and English Learners, all the while checking the boy and girl ratio and group dynamics. The process is long and tedious. We at La Mariposa take the placement of your child very seriously and work to maintain a balance in each classroom. Teacher requests are not accepted. To provide input about your child, contact the school office before May 31st to complete a Student Characteristics Form.

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

LOST AND FOUND: Parents are requested to mark all clothing, lunch boxes, etc. with the child's full name. Parents are encouraged to check the Lost and Found for missing articles as soon as you notice something is missing. Unclaimed items will be donated periodically to charitable organizations.

SCHOOL SAFETY - CAR AND PEDESTRIAN SAFETY

Students and adults are instructed to practice good safety and citizenship at all times. Students are to cross the street at the crosswalk only.

Please review with your child the safest route to and from school. Explore routes that involve minimal street crossing and the use of the crossing guard. Walking, bike riding and car pools are encouraged.

When driving students to school, find a safe, convenient drop off point in order to avoid congestion in school parking lot.

1. Traffic flow in the parking lot is one way:

Cars enter the parking lot at the Corte Olivas driveway.

All cars exit onto Alta Vista.

The exit on Alta Vista is two lanes – 1 left turn, 1 right turn

2. RED CURBS in the parking lot must be kept clear – NO PARKING/NO STOPPING ALLOWED.
3. WHITE CURB – Student loading is located in front of the Administration/Multi-purpose Room Buildings. DO NOT LEAVE CAR UNATTENDED in this area. When dropping off or picking up, please pull **all the way forward** to the end of the white curb. Adults loading and unloading students are to **remain in their vehicle**. If you would like to get out of your vehicle, please park in a designated parking spot in the parking lot. Cars waiting for the student pick-up area must not block empty parking places and must allow cars to back-out of parking spaces.
4. Children using the white curb area must enter/exit the car from the **curb side**. No child should be let out or picked up in the second lane from the curb at the front of the school as it is not safe to send children between cars from the second lane.
5. Handicap spaces should only be used by someone with a designated handicap placard or plate.
6. An adult must cross the child to AND from parked cars. Children may not walk in the parking lot without an adult.
7. Please only use the two crosswalks in front of the school when walking through the drop off/pick up lane.
8. If you are riding your bike to pick up your child, please remember to walk your bike on the campus.
9. The 3 Reserved spaces in front of the school are for the Silent Auction winners.

TRANSPORTATION: Bicycle/Skates /Rollerblades /Skateboard/Scooter Safety: Bicycles ridden to school should be licensed and in safe working order. Students must follow helmet laws. Bikes, skateboards and scooters should be walked onto the grounds and skates/rollerblades should be removed in the bike rack area. Bikes, skateboards and scooters should be locked in the bike rack, as the school cannot assume responsibility for lost or stolen property.

A student may be asked to leave his/her bike, skateboard, scooter, skates or rollerblades at home if unsafe riding habits are practiced.

Shoes with wheels are not allowed. A student will have to call home for a regular pair of shoes if they wear them to school.

BIKE SAFETY: Students who ride bikes or E-bikes to school must have a completed safety agreement on file, and an authorized sticker on their bike provided by the front office.

EMERGENCY PROCEDURES: Drills are an important safety precaution at school, they include the following:

1. Fire Drill: Signaled by continuous ringing of alarm.
 - a. Know the route of exit from your room.
 - b. During the fire drill, quickly and quietly leave the room. Go to the designated area for that room and wait for your teacher to take roll. There is no talking during the drill.

- c. You may return only when the all-clear signal has been given.
 - 2. Earthquake Drill: Signaled by the emergency itself or command "DUCK, COVER and HOLD."
 - a. Duck or drop to the floor.
 - b. Take cover under a sturdy desk or table. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, or tall furniture.
 - c. Get under and hold on to the piece of furniture and be prepared to move with it.
 - d. Follow instructions without question. Be ready to evacuate building and assemble in designated area.
 - 3. Lock Down Drill signaled by the command, "This is a lock down."
 - a. All students go to the nearest available classroom, office, MPR or nearest secure room.
 - b. All doors are locked, blinds are drawn closed, and lights are turned off.
 - c. Students gather in the designated safe area of the classroom.
 - d. All students are to remain quiet during the entire lock-down, and they follow instructions without question.
 - e. The lock down stops and doors can be opened when students and teachers hear the all clear signal - "Tiger Pride!"
-

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

La Mariposa Staff closely monitors school safety issues. It is imperative to have everyone's cooperation on this matter to ensure the safest possible environment for students.

Remember: All visitors/volunteers must sign in the office and get a badge upon arrival.

Student bathrooms are for student use only during the school day. Adult restrooms are available in the office.

The majority of parents and students carefully follow safety rules and strive for the safest condition possible. We thank you for all your conscientious efforts.

CAMPUS SECURITY: In accordance with Board Policy 3515 (Campus Security), PVSD utilizes surveillance cameras in public areas throughout its campuses, including interior and exterior locations where there is no reasonable expectation of privacy. The purpose of the surveillance

cameras is to protect students, staff, and district assets and to support a safe learning and working environment. Surveillance cameras may or may not be actively monitored at any time. Outside of emergency situations, access to surveillance cameras and video recordings is for internal district purposes and will only be released to outside parties as required by court order, and as needed by law enforcement.

DISCIPLINE AND BEHAVIOR POLICY

The following pages describe a positive and progressive approach to discipline at La Mariposa. The purpose of the policy is to help students develop self-control and learn to be accountable and responsible for their actions. As a staff, we accept the responsibility of assisting and encouraging students to adhere to high standards of behavior. La Mariposa expects our parents to cooperate with us in a partnership for the benefit of all students.

Students will be informed of the rules and regulations for acceptable behavior through assemblies, in-class discussions, and public address announcements. Students are responsible for knowing, understanding, and complying with these behavioral standards. School disciplinary actions will result when students violate school rules.

Inside the classroom, the teacher is responsible for enforcing school rules. Teachers have the right to teach without disruption, and to expect students to follow the classroom rules. No student has the right, at any time, for any reason, to disrupt the teaching/learning process, or to disrupt any school function.

La Mariposa focuses on improving discipline and behavior with positive behavior reinforcements as much as possible. We provide Student of the Week awards, Tiger Pride tickets, classroom incentives, restorative practices, and House System weekly points/awards in order to reinforce school expectations.

School wide discipline is based on common sense rules and the state Education Code. We follow a progressive discipline policy. Students have the right to a classroom learning environment that is free from disruption. The primary responsibility of the student is to be in class to maximize his/her opportunities for success. Parents, students, teachers, and administration all have a shared responsibility to ensure that obtaining quality education is a top priority.

PLAYGROUND: School rules are important to follow when playing on the playground. There are many fun things to do on the playground including: Swings, Slides, Soccer, Kickball, Volleyball, Basketball, Hopscotch, Four Square, Jump Rope and the Climbing Equipment. **Rules are discussed at the beginning of the year and reviewed routinely throughout the year.**

LA MARIPOSA SAFETY RULES: La Mariposa is a walking campus. Students walk wherever they go. The exception is that children may run when playing an organized game like basketball on the playground and when on the grass play field.

When on the swings, students are seated properly and swing forward and back. If all swings are full, students wait their turn and count to 25 and clap twice between each number to get a turn on the swing.

When on the slide, children are to climb up the ladder carefully and sit facing forward as they slide down. One child sliding at a time.

Handball court is for hitting or bouncing the ball only. Children do not use a soccer ball, and they do not kick the ball against the backboard. Children may not be in front of the board when the ball is being thrown at the board.

The volleyball net is to throw the ball over; the net should not be touched or hung on. No more than 1 ball on the court.

Games of tag or chase or “monster”, karate or other body contact games are not allowed at school for safety reasons.

Pretend play must stay within appropriate age guidelines and may not include any “scary” characters or scenarios. We do not allow students to pretend fight or battle, as this often leads to physical accidents.

PERSONAL POSSESSIONS: During school hours all energies should be directed toward the learning process. Any personal items which have no direct bearing on the educational process do not belong at school. Some items of particular concern that must not be brought to school are:

1. Knives or weapons
2. *Play* or imitation weapons of any kind
3. Items construed by staff as toys
4. Electronic game devices

ELECTRONIC DEVICES: Cell phones, smartwatches, and earphones of all sorts are to be out of sight and not used during the school day. Students can have them set to silent in their pockets or backpacks. Smart watches need to be covered at all times. Students may ask to go to the office if they need to communicate with their parents. The office is happy to make parent calls in urgent matters.

NO ANIMALS ALLOWED ON CAMPUS: No animals are allowed on campus. This includes areas directly outside of campus gates where students enter and leave campus. If you walk your dog to or from school, please remain near the street sidewalk away from these areas. If a student wishes to bring an animal for show and tell, advanced permission from the teacher is required.

MORNING RECESS AND LUNCH PERIOD:

Morning Recess (20 minutes): Students have the opportunity to play and eat a school second chance breakfast or eat a nutritional snack brought from home. Snacks are eaten at the lunch tables; food is not taken on the playground.

Lunch Period: All students are seated at the tables for the first 15 minutes to eat. Students are asked to keep wrappers, etc. from their lunch in their lunch container until they are dismissed. They then throw away trash and walk to the playground. After 15 minutes, students are excused to play after their table area is clean. If a student would like additional time to eat they are able to stay at the table as long as needed within the lunch period. Students are not permitted to share food from

home. Students who are still hungry may opt to take a second item from the universal share table that only includes items from the school menu.

LA MARIPOSA CITIZENSHIP PROGRAM: At La Mariposa School we strive to teach students to demonstrate positive citizenship and behavior at all times. We utilize the CHAMPS positive behavior support program. Our positive behavior support model focuses on our motto of ROAR:

- 1) **R** - Respect yourself and others
- 2) **O** - Offer kindness and encouragement
- 3) **A** - Always do your best, and come to school
- 4) **R** - Ready to learn

Our program also is based on emphasizing the positive in a variety of ways which include: Pride Tickets, Classroom Incentives, Classroom Behavior Systems and Student of the Week.

When reminders are needed to bring about positive behavior several systems are in place: Classroom Behavior Systems, Behavior Referrals, Five Step Discipline Procedure, Time-Out (Detention), Suspension (from class) and Suspension (from school). We utilize a Restorative Justice approach, which empowers students to resolve conflicts on their own and focuses on repairing harm done in safe environments with adult facilitators.

Each teacher has a classroom behavior system which encourages and reinforces positive behavior. The administrative office is always ready to aid and support in behavior efforts. The teaching staff and administration are expected to be fair, firm, and consistent when dealing with disruptive students.

The classroom teacher is the key person for corrective discipline. Behavior referrals completed by other staff members are given to the child's classroom teacher. The teacher who works closely with the child on a daily basis is responsible for carrying out the discipline plan.

If a student has recurring problems and is unable to display appropriate school behavior, the Five Step Discipline Plan (outlined as follows) will be implemented. The student moves from one step to the next if he/she continues with inappropriate behavior. **However, depending on the severity of the infraction, the teacher or the administrator may skip steps.**

La Mariposa School



School Wide Positive and Progressive Behavior Intervention and Support Plan Template

MENU OF SUPPORTS

August 2025

Behavior	Step 1 Teacher/Staff	Step 2 Teacher/Staff	Step 3 Teacher/Counselor	Step 4 Principal	Step 5 – FINAL Principal/PVSD
Disrespect to Student or Adult	Implementation of Teacher's classroom behavior consequence	Options from Step 1 plus: Teacher-directed Student	Options from Step 2 plus: Referral to School-Based Counselor for counseling session	Referral to Principal for counseling session	Refer to PVSD Board Policy 5144 and 5144.1
Disruptive/Off-Task Behavior	Parent contacted by teacher via email, phone or after school in person communication	Written Reflection Sheet	Parent-Student-Teacher-Counselor Conference	Principal-Parent Student phone call	Refer to CA Ed Code
Willful Defiance	Community Building	Teacher-Student Conference	Teacher-Counselor-Student(s) Restorative Circle	Parents-Student-Teacher-Counselor-Principal Contract	
Inappropriate Language	Verbal Warning	Teacher Contacts Parent/Guardian (phone call)	Teacher-Student-Counselor-Behavior Contract (monitored by Counselor/Teacher)	Restorative Circle	
Teasing/Taunting	Reteach Expectation	Teacher-Student-Parent Conference		Alternative Discipline Activity	
Lying	Verbal or Written Apology	Reflection Time		Restorative Plan	
Academic Dishonesty	Teacher-Student Conversation (brief)	Teacher consults with grade level team or other staff including counselor or principal		Assigned consequence via handbook	
Not Following Class or School Rule (s)	Recognize Other Students' Appropriate Behavior	Time Out (In a Room Partner's Classroom)		Referral to CST team	
Inappropriate Online Behavior	Time Out Away from Community (in-class)				

Behavior	Step 1 Teacher/Staff	Step 2 Teacher/Staff	Step 3 Teacher/Counselor	Step 4 Principal	Step 5 – FINAL Principal
Inappropriate Use of Cell Phone	Verbal Warning to Turn off and put away Teacher Confiscates Cell Phone and returns to Student at end of the school day	Teacher Confiscates Cell Phone and contacts parent/guardian Teacher-Parent-Student conference prior to return of cell phone	Teacher Confiscates Cell Phone and turns in to Counselor Office Counselor-Parent-Student conference prior to return of cell phone	Teacher Confiscates Cell Phone and turns in to Main Office Behavior Reflection (Written) Principal-Parent-Student Conference prior to return of cell phone	Teacher Confiscates Cell Phone and turns in to Main Office Behavior Reflection (Written) Student turns in cell phone on daily basis to teacher
Behavior	Step 1 Teacher/Staff	Step 2 Staff/Office staff	Step 3 Counselor	Step 4 Principal	
Inappropriate Clothing/Dress Code	Refer to Main Office for change of clothes	Staff or Office Staff call home to request change of clothes	Counselor contacts parent/guardian to request change of clothes Counselor counsels student Parent-Student-Teacher Counselor Conference	Principal contacts parent/guardian to request change of clothes Parent-Student-Teacher-Principal Conference Student checks in daily with counselor or principal upon arrival	
Behavior	Step 1 Supervision Staff	Step 2 Teacher/Staff	Step 3 Counselor	Step 4 Principal	
Inappropriate Behavior during Recess or Lunch For behaviors not listed for immediate referral to administration	Verbal Warning Reteach Rules/Expectations 5 min. Time Out (Bench during Recess/Lunch) Campus Ecology/Beautification during Recess/Lunch if related to behavior (throwing food, etc.) Staff informs teacher immediately at conclusion of Recess/Lunch	Teacher Reteaches Rules/Expectations Teacher checks in with Supervision Staff at Recess/Lunch and vice versa 10 minute time out (during recess/lunch) Restriction from an activity for repeated infractions	Referral to Counselor for sessions or group sessions Parent-Student-Teacher-Counselor conference Behavior Reflection (Written) Student checks in with campus supervisor at the start of unstructured time.	Options from prior steps plus: Counselor or Principal contacts parent/guardian Principal counsels student Parent-Student-Teacher-Principal conference Behavior Reflection (Written) Recess/Lunch playtime plan with designated areas	

Behavior	Step 1 ALL STAFF/ PRINCIPAL	Step 2 PRINCIPAL/PVSD
Education Code 48900 Violations Fighting Weapons Drugs Tobacco/E-Cig/Vaping Sexual Harassment Stealing / Theft Threats Sexual Assault Other: Hate Speech/inappropriate language related to identity	Immediate referral to main office/Principal	Principal secures situation to ensure Student/Staff safety Principal notifies PVSD/Law Enforcement (SRO) Principal call 911 (if applicable) Principal notifies DO Assistant Superintendent Administrative Services Principal conducts investigation Principal refers to PVSD Board Policy 5144 and 5144.1 for additional response: *1 st Offense – refer to alternative discipline or consider suspension if allowed *if expellable offense – confer with Assistant Superintendent Principal refers student/family for district or outside resources (counseling, support group, etc) Principal convenes Restorative Conference (Principal – Counselor – Teacher(s) – Student(s)-Other(s))

BULLYING: La Mariposa does not tolerate bullying of any kind. This includes any type of cyber bullying. Any incidents of bullying should be reported to the nearest adult on campus or information regarding the incident should be e-mailed to the principal.

Bullying Definition: 48900 (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

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

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

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

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

NO PLACE FOR HATE: 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.

ACCEPTABLE USE OF TECHNOLOGY: Students are expected to understand and abide by all rules and procedures set forth in the PVSD Acceptable Use Contract. Teachers are expected to explain and discuss acceptable use of technology in the classroom. Students will receive a number of digital citizenship lessons at the beginning of the year. Parents can assist their students by reading through and explaining the PVSD Acceptable Use Contract with their student(s).

ACADEMIC HONESTY: La Mariposa believes that academic honesty requires adherence to ethical principles. Administration, faculty, students, and parents are engaged in a partnership to uphold the values of integrity, personal accountability, and respect for the rights and the work of others.

Academic dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another’s work as one’s own. This can take the form of unauthorized communication, notes, or obtaining prior knowledge before a test; copying material, or allowing another student to copy material during a test. Copying another person’s assignment, plagiarism, or submitting a report or project that is not one’s own work are examples of academic dishonesty.

Academic honesty will be discussed in class during the first week of school, so that everyone can support each other in completing honest work and maintaining an atmosphere of openness and honesty.

If a student is found to have committed an infraction of academic dishonesty he/she will not receive credit for the work in questions, the teacher will conference with the student and contact the parent, and the principal will be notified of the infraction in writing. If a second infraction occurs, the student will receive not credit for the work in question, and there will be a conference involving the student, teacher, parent, and principal.

PARENT INVOLVEMENT: La Mariposa parents are encouraged to become involved in the education of their children. Many opportunities are available, and can be either short term or on-going, as your schedule and the school needs dictate. We have an excellent PTA, which is a support group to our school. We have parent volunteers working in a variety of ways. Parents are encouraged to be involved with their child's education through: Back-to-School Night, Parent-Teacher Conferences, PTA Meetings, School Site Council, Classroom Activities & Programs, Open House, Field Trips, Jog-A-Thon, Disaster Preparedness, Parent Education Meetings, Innovation Center, and Library.

HOMEWORK: The purpose and intent of homework is to develop good study habits, reinforce classroom learning, provide practice, and expand the application of knowledge and skills that develop independent thinking and creativity. The nature of the assignments allow the student to work at his/her own pace while learning to organize time, use good study habits, develop self-discipline, and accept responsibility for completing the task.

HOMEWORK DURING ABSENCE: Homework at La Mariposa will be consistent with the classroom teaching and have relevancy to the student. Assignments will follow teacher guided practice so that the student will have a model from which to work. The tasks, given as independent work, are designed to challenge the student and expand his/her thinking, thus allowing for the application of knowledge.

If a parent wishes to request homework for an absent student, please email the teacher or contact the office. If the request is made prior to the morning recess, the homework will be ready to pick up in the office by 3:00 p.m. the same day. We cannot promise homework the same day for requests that come in after the morning recess.

PARENT RESPONSIBILITIES WITH HOMEWORK

- Provide a suitable, well-lit area conducive to good learning with a minimum of distractions and interruptions.
- Plan to make homework a regular part of the daily routine to establish good study habits.
- Give encouragement to ensure that the student completes his/her work.
- Monitor assignments and pacing so that it is not left to the last minute.
- Reading is a daily homework assignment for all students each school day.
- Parents are encouraged to assist in their child's homework, but keep in mind it is your child that we are observing in the development of skills. We know that you know the information; we want to be as sure of your child.

PLEASANT VALLEY SCHOOL DISTRICT POLICY

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

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

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

TITLE IX: La Mariposa is an equal opportunity school, and as such, complies with Title IX requirements.

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

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

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

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

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic comments about an individual’s body or overly personal conversations.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual’s body or clothes in a sexual way.
8. Cornering or blocking of normal movements.
9. Displaying sexually suggestive objects in the educational environment.

10. Any act of retaliation against any individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

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

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

DRESS: Per PVSD Board Policy 5132, the Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

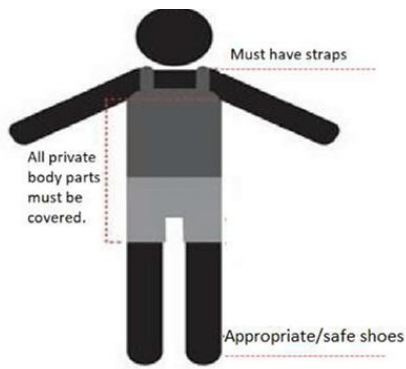
All students must dress appropriately for the academic environment of the school. Parents and students share responsibility with the school to make sure a student's dress does not affect the learning environment by causing substantial disruption and/or an intimidating, unsafe atmosphere.

Any clothing or grooming which, in the judgment of school administration, may tend to be detrimental to the overall school climate will not be permitted. All rules apply to both genders and are in effect during Spirit Days and Halloween.

- Clothing , jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Students must not wear capes, blankets or other draped items that could present a pulling hazard.
- Hats, caps and hoods may be worn outside. Sandals and slippers are prohibited during PE due to safety issues.
- Closed-toed shoes must be worn during the school day.
- Any dress that the school administration or the police consider to be indicative of gang attire is prohibited.

Consequences of Dress Code Violation: Student will need to remain in the office until a parent/guardian can bring a change of clothing.

All students must wear clothing that covers their torsos and follow the graphic below:



NO USE STATEMENT: La Mariposa School, as part of the Pleasant Valley School District, recognizes that the use of alcohol, other drugs, and tobacco and the problems associated with these are becoming increasingly common in our society and among youth.

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

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

PLEASANT VALLEY SCHOOL DISTRICT NOTICE OF SCHOOL DISRUPTION (INSULTS, ABUSES, THREATS):

Any parent, guardian, or other person who insults, abuses, or otherwise threatens a school employee or disrupts school activities is guilty of trespassing and must leave school grounds immediately. Failure to comply with this directive will result in a police report and possible arrest for violation of Penal Code 71 and 601 and Education Code 44811.

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

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

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

RETENTION: As early as possible in the school year and in the students’ school careers, the

Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, administrative regulation and the following criteria:

Students shall be identified on the following academic indicators:

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

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

If the teacher's recommendation to promote is contingent upon the pupil's participation in a remediation program, the pupil's academic performance shall be reassessed at the end of the remediation program and the decision to retain or promote shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the pupil's parents/guardian and the school principal before any final determination of pupil retention or promotion. The decision of the teacher to retain or promote a pupil may be appealed consistent with law, Board policy and Administrative Regulations 5123. The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code 48070.5)

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