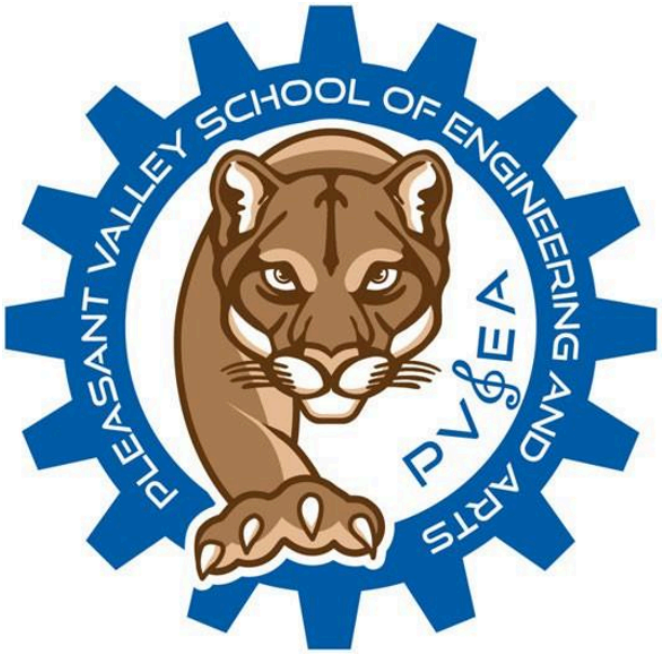


PLEASANT VALLEY SCHOOL OF ENGINEERING AND ARTS

Home of the Cougars!

Cougar Pride!

STUDENT HANDBOOK

2026-2027

El manual del estudiante está disponible en español en el sitio web de PVSEA:
www.pleasantvalleysd.org/Domain/15

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Principal's Message

Welcome to a new school year at Pleasant Valley School of Engineering and Arts!

Our staff will provide a quality instructional program in a safe, orderly environment that encourages students to develop self-confidence, independence, and a love of learning.

Parents can be most helpful by:

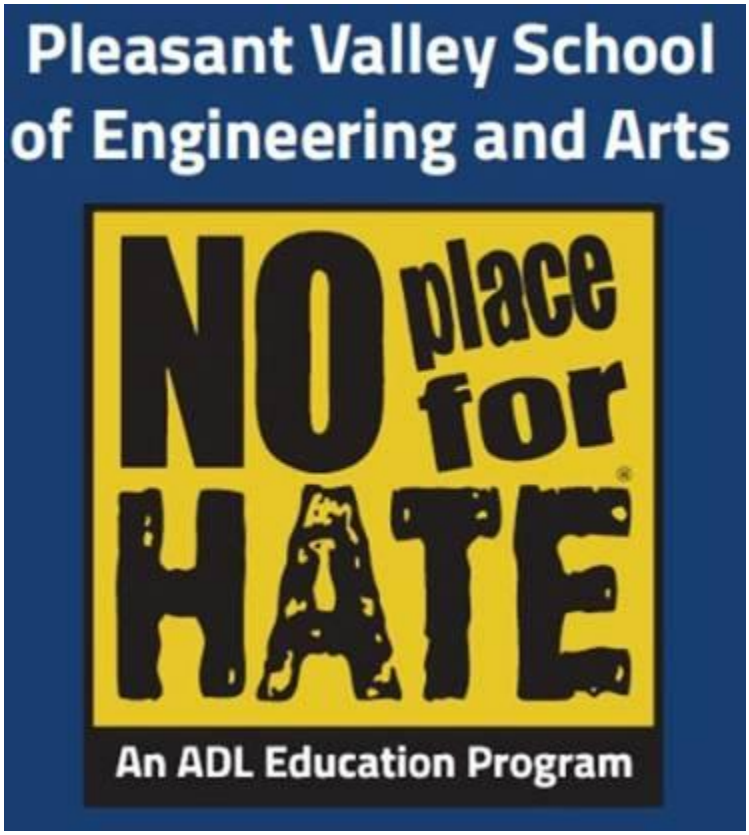
- Sending your students to school on time, well rested, dressed according to school guidelines, and equipped with the necessary materials.
- Checking/reviewing your student's agenda book, AVID binder, homework, Google Classroom, grades in Q, and progress reports and report cards.
- Reviewing the student handbook regularly and reinforcing your own expectations.

To be successful, students should:

- **BE CONFIDENT.** Successful people believe in themselves. They know their actions make a difference in their lives and the lives of others. They work at trusting themselves and others.
- **BE RESPONSIBLE.** Successful people choose to respond with appropriate behavior and accept the consequences of their actions. They take credit for their successes and learn from their mistakes.
- **BE HERE.** Successful people go to work regularly. Once there, they are both physically and mentally present. As a student, going to school is your work.
- **BE ON TIME.** Successful people are prompt. They get to where they are going on time. Others count on them to be on time.
- **BE FRIENDLY.** Successful people accept the differences of others. They build friendships by helping one another rather than hurting each other. Unsuccessful people destroy friendships by doing physical or spoken violence.
- **BE POLITE.** Successful people show courtesy. They know that other people help them to be successful, so they treat others with respect. They are polite by waiting their turn and listening when others are talking.
- **BE PREPARED.** Successful people plan ahead. Successful people have their materials when needed. They keep their tools and supplies in good condition.
- **BE A LISTENER.** Successful people listen to instructions and follow directions. Because they listen to what others need, they can cooperate to achieve success.
- **BE A DOER.** Successful people do their work to the best of their ability. They know the more they do, the more capable they will become. For example, good baseball players become better baseball players because they practice.
- **BE A TOUGH WORKER.** Successful people have kept on trying. They keep working toward their goals even when things get difficult.
- **BE A RISK TAKER.** Successful people have courage and are willing to run the risk of failure. They know that sooner or later they will reach their goals if they keep trying.
- **BE A GOAL SETTER.** Successful people plan for the future. They use goals as a personal road map to guide them where they want to go. By setting goals, people are able to realize their dreams.

Please reach out if we can ever be of help and support. Let's have a great year!

Patrick Miller, Principal



I will seek to understand and respect those who are different than me.
I will understand, address, and challenge prejudice, bias, and discrimination.
I will act as an ally to support those who are targets of bias, bullying, and hate.
I will help students in my school feel included, respected, and treated fairly.
I will help make our school.

No Place for Hate!

Office Services and Information for Students and Parents

School Contact Information

Address	700 Temple Avenue, Camarillo CA 93010 – Main Campus 550 Temple Avenue, Camarillo CA 93010 – Early Education Center
Phone	(805) 383-5340 –Main Campus (805) 383-5345 – Early Education Center
FAX	(805) 389-4022
Office Hours	7:30-4:00
School Hours	K-5th 8:10-2:25 (M-F) 6th-8th 8:10-2:55 (M, T, W, F) 8:10-1:57 (TH)
PVSEA Website	www.pleasantvalleysd.org/Domain/15
PVSD Website	www.pleasantvalleysd.org

Arrival and Departure Times

Students should not be on campus more than 10 minutes before the start of the school day (7:55am) and should leave the school grounds at 12:57pm (K early birds), 2:25 pm (K late birds – 5th) or 2:55pm (6th - 8th) unless involved in a before or after school activity.

In the morning, students enter the campus through the gates directly in front of the office and report directly to their classroom. Middle school students may visit their locker prior to reporting to the classroom.

School Information

PVSEA utilizes several forms of communication to help keep parents and students informed about school activities. Public announcements are made daily during the first five minutes of the school day to let students know important school information. Weekly teacher newsletters are sent home with important classroom and school information. School, ASB and PTA calendars are posted on the school website. PVSEA utilizes Parent Square, Parent Connect phone calls / emails /texts with important school reminders. Parents receive a weekly school newsletter, Cougar Connection, every Sunday evening. Google Classroom, and Q Parent Connect is our web-based electronic grade book for grades 4th-8th only. The PVSEA students, parents, and community are encouraged to visit the school website regularly or watch the marquee as information is updated regularly.

Visitors

PVSEA is a closed campus. To ensure that our students are safe on campus at all times, we ask that every parent / guardian or visitor check in through the front office and wear a visitors' pass at all times. Parents and visitors must use the Raptor system and scan a valid ID. Students may not have visitors (relatives or friends) with them during the school day.

Health Services

Students who become ill or are injured during school hours are to report to the health office with a pass from their teacher. Students are not allowed to use a personal cell phone to contact a parent / guardian. If necessary, arrangements will be made from the health office for ill or injured students to go home. Under no circumstances are students to leave campus without permission.

If a student requires medication during the school day (prescription, over-the-counter, cough drops, pain reliever, inhaler, etc.) an adult on the emergency card may bring the medication to the health office to

administer to the student. Alternatively, a supply may be kept in the health office to be administered under the supervision of a staff member, provided that we have a signed “Authorization for Medication” form (available in the health office) completed by the parent and physician. Emergency information must be current. A parent / guardian must update emergency information as changes occur. All Physical Education excuses from a doctor must be kept in the health office.

Agenda Book

Students in grades 3-8 are required to use the agenda book to record their homework, class assignments, upcoming tests and projects, etc. for each subject on a daily basis. The agenda book is a valuable organizational tool that will help students find success. PVSEA will provide all third – eighth grade students with an agenda book at the beginning of the school year. Lost or damaged agenda books must be replaced and are available for purchase in the PVSEA office at the student’s expense.

Bicycles and Skateboards

Students may not ride a skateboard/scooter/bicycle/e-bike to school until parents and students sign and turn in the PVSD Bicycle Safety Agreement. In addition, to ensure responsible e-bike use, all students who wish to park their e-bike at school must complete a district-approved e-bike safety education program.

Bicycle and skateboard riding is not permitted on the school grounds, including the parking lot. A bike lockup area is located on campus. Students must obey the helmet law. Skateboards, scooters and in-line skates may not be stored in the PVSEA office.

Cell Phones Procedures

For the 2026-27 school year, 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. Smart watches 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.

School Office Telephones

We do have a phone available for student use should they need to contact a parent/guardian during school hours. The school telephones are for school business only. They may be used to communicate with parents especially in medical or emergency situations. Parents and students are encouraged to have after school arrangements preplanned, as the educational process will not be interrupted to forward messages.

Campus Security

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

Lockers

All middle school students will be assigned TWO lockers (book and PE). Students may never share a locker or locker combination with anyone. PVSEA locker locks (with key access) are available for purchase during

orientation. Non-school locks will be cut off. The school is not responsible for any items in the lockers. Students should report locker problems to the office immediately.

Students are responsible for keeping their lockers in the same shape as when they were assigned. If scratches or marks appear on a locker, those damages must be reported immediately to the office so the damage can be repaired. Damages not reported will earn the student a repair fine.

Dressing Out for Physical Education

All middle school students are expected to dress appropriately to participate for PE. A PE dress code, including color and style, will be provided to every student at the beginning of the school year. Failure to comply with PE dress code will result in a loss of points and will lower a student's grade.

Backpacks

Backpacks are used for transporting books and Chromebooks to and from school and must remain in lockers for middle school or on backpack hooks for elementary.

Homeroom – Grades 6-8

This is time to be used for attendance, announcements, daily business, social-emotional education, agenda checks, locker checks, grade checks, organizational skills, homework, test make-up, counseling advisement, intervention, etc.

Attendance Procedures

All absences must be reported by calling the school office. A reason must be provided for all absences within 3 days.

Phone (805) 383-5340 extension 1 – for students in 1st - 8th Grades
Phone (805) 383-5345 extension 1 – for students in grades PK - K.

Absences

Experiences in the classrooms, the richness of activities and material covered by a teacher interacting with students can never be made up. Absence from school, especially truancy, is the greatest contributing factor to unsatisfactory schoolwork and, therefore, must be avoided except in the case of illness or emergency. Please call on the day of the absence, follow the automated instructions, and state the student's name, date and reason for absence. If the absence is for an extended period of time, a note is preferred, listing all dates involved. Our office answering machine remains on 24 hours a day for your convenience. If special restrictions due to physical limitations are involved, the health office should be advised in writing at the time the student returns.

Truancy and/or Tardiness

A truant student is one who has been absent for an unexcused reason for 3 days or more or from class without parent permission. Teachers are not required to provide make-up work, and the truant student's grade may suffer. Excessive absences will also be cause for a student to be referred to the Student Attendance Review Board (SARB).

Independent Study Program

Parents may request independent study work for their student when a planned absence will occur and is a minimum of three school days. Parents must provide their teacher(s) with a two-week lead time to prepare Independent Study Program work. All work is due upon students' first day back to school. Failure to return completed work will result in an unexcused absence and zero credit for assignments.

Programs

Primary Learning Center

PVSEA offers a Primary Learning Center. The Primary Learning Center serves students between Kindergarten-2nd and provides opportunities for additional support to reinforce a variety of academic and foundational skills, learn in specialized programs, and receive individualized and small group instruction. The Primary Learning Center is staffed by a combination of special education teachers, general education teachers, Literacy Content Specialist, Reading Specialists, Speech-Language Pathologists, and instructional assistants, and services take place in both the general education classroom and our dedicated learning center. We are excited to continue this addition to our learning community for the 2026-27 school year.

AVID

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

AVID Elementary classes focus on the lens of **WICOR** (**W**riting, **I**nquiry, **C**ollaboration, **O**rganization, and **R**eading) to enhance the designated curriculum, frameworks and Common Core expectations per grade level. AVID Elementary is a metacognitive methodology that promotes best teaching practices to develop consistency in thinking, processing, and delivering information by both the students and the teachers.

AVID Secondary in the middle school is an elective course taken during the school day. Students are selected to enroll in AVID class after an application process. For one class period, students learn organizational and study skills, develop critical thinking by asking probing questions, get academic help from peers and tutors, and participate in enrichment and motivational activities that make college attainable.

The AVID philosophy is to create or enhance a school-wide college-going culture that supports high expectations and high levels of achievement for all students. AVID is school-wide when a strong AVID system transforms the Instruction, Systems, Leadership, and Culture of a school, ensuring college readiness and an improved academic performance for all students.

Honor Roll

The Honor Roll Program recognizes students in grades six - eight who are achieving academic excellence and improvement with positive, tangible incentives. Honor Roll encourages all students, teachers, support staff, parents, businesses and the community to work together to hold the pursuit of academic excellence as a priority. We encourage all students to work hard so that they can participate in the program, feel pride and satisfaction in their accomplishments and realized goals. It is a school-wide concept and an attitude.

The Honor Roll Program recognizes student (6-8) achievement on a trimester basis. Students can qualify in one of three categories:

Gold	4.0 Grade Point Average (GPA) and minimum of Satisfactory Citizenship
Silver	3.5 – 3.99 GPA and minimum of Satisfactory Citizenship
Bronze	3.0 – 3.49 GPA and minimum of Satisfactory Citizenship

Superstar Scholar of the Week

The Superstar Scholar of the Week program recognizes students (K-8) for outstanding academic achievement, exemplary effort, excellent citizenship, and adherence to the monthly citizenship trait.

Students are announced during morning announcements and are awarded with a certificate of recognition and a token to the PVSEA Book Vending Machine.

Perfect Attendance

Students are recognized monthly / trimesterly / yearly for perfect attendance. Perfect attendance means ZERO absences or tardies that exceed 30 minutes. If a student has a prior absence, they may still be recognized in upcoming months if they have perfect attendance during that current month. Trimester and yearly recognition require perfect attendance during these time periods.

Discipline and Behavior Policy

The following pages describe the positive and progressive approach to discipline at PVSEA. 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. PVSEA 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 behavior 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 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.

School wide discipline is based on common sense rules and the state Education Code. Students have the right to a classroom learning environment that is free from disruptions and anti-social behavior. 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 a quality education is a top priority.

COMPREHENSIVE POSITIVE BEHAVIOR PLAN

Student behavioral expectations are based on the PVSEA school rules where all students are held accountable to these 3 expectations:

PVSEA SCHOOL WIDE EXPECTATIONS
BE RESPECTFUL
BE RESPONSIBLE
BE SAFE

Problem-solving strategies and skills will be taught at each grade level. We will use various strategies for intervention to address inappropriate behavior using the plans below:

Elementary: School-Wide Positive and Progressive Behavior Intervention and Support Plan
Middle School: School-Wide Positive and Progressive Behavior Intervention and Support Plan

Consequences for Violations of School Policies

The following consequences will be the result of a violation of the rules. They represent a range of consequences that will be used according to the severity or frequency of the infraction. Each student and his / her situation will be evaluated on an individual basis.

1. Confiscation of item(s) to be returned to the parent only.
2. Warning.
3. Lunch detention / trash pick-up. After school detention.
4. Saturday School. (Grades 4-8 only).
5. Loss of Privileges.
6. Restorative Justice Practices.
7. In-house Suspension.
8. Suspension from school.
9. Suspension and parent conference.
10. Minimum day schedule.
11. Notification to the Sheriff's Department.
12. Expulsion.

A student's consequence is based upon progressive discipline and severity. The list above is a range of consequences, not a step-by-step procedure.

Rules and Standards

The following rules and standards will be upheld at PVSEA so that students may all have the opportunity to learn in a safe, orderly environment.

1. Alcohol / Drugs
   Students may not use or possess alcohol, drugs, “look alike” substances or drug paraphernalia at school, or on the way to or from school. Students may not possess drugs for sale or discuss the possible sale of these items at school.

2. Appropriate Dress
   Students must adhere to the Dress Code and Grooming Policy.

3. Campus Rules
   Students may not bring gum, electronic devices, permanent markers, laser pens, water guns, stink bombs, firecrackers, smoke bombs, playing cards, trading cards or dice to school at any time. These may not be on campus before school or after school or at any school event. Students must obey the helmet law. Students shall not litter, gamble, display romantic affection, use profanity or vulgarity on campus. Students may not sell any items that are not part of an authorized fund-raising campaign on campus to other students. Personal sales by students are prohibited.

4. Fighting / Hazing / Hate Crimes
   Students shall not fight, threaten to fight, instigate a fight, or physically intimidate, assault or haze another student. Students will not commit extortion. Students will not engage in physical, verbal, emotional, relational or cyber-bullying.

5. Forgery
   Students shall not forge or falsify any school documents.

6. General Behavior
   Students are expected to treat all others with respect, cooperation, and courtesy. Students will cooperate with all staff members at all times, including substitute teachers, and follow their direction. Defiance will not be tolerated at any time.

7. Hands-Off Policy
   Students will keep their “hands-off” each other and others’ property at all times. There will be no pushing, shoving, kicking, or horseplay. Students may not engage in public display of affection.

8. Leaving Campus
   Students may only leave campus during school hours with an appropriate pass from the front office. Students will only be released to a parent or legal guardian listed on school records.

9. Substitute Teachers
   Students are expected to treat guest teachers with respect, cooperation and courtesy. Defiance will not be tolerated at any time.

10. School Safety
    Gum is not permitted on campus. Backpacks are used for transporting materials to and from home. Backpacks are not allowed in the classroom.

11. Serving Consequences

    Students will serve detentions and other consequences when they are assigned. If students miss a detention, for any reason, a more severe consequence will be assigned. Students assigned Saturday School are required to be on time and arrive with at least four hours of study materials, homework, or book to read during the detention. Additionally, a student assigned Saturday School will participate in some form of campus beautification.

12. Sexual Harassment

    The District shall not tolerate any form of sexual harassment in the schools or at the work place, including acts of students. Disciplinary action will be taken promptly against any employee, supervisory or otherwise, or students engaging in unlawful sexual harassment.

13. Theft or Property Damage

    Students shall not engage in theft of school property or personal property or damage to school property or to the property of someone else.

14. Tobacco

    Students may not bring to school or use any tobacco product, matches, lighters, etc.

15. Weapons

    Students shall not possess any weapon or anything that can be used as a weapon. “Look alike” weapons, B-B guns, knives, sharp objects, dangerous items or weapons are illegal on school grounds.

Dress Code and Grooming Policy

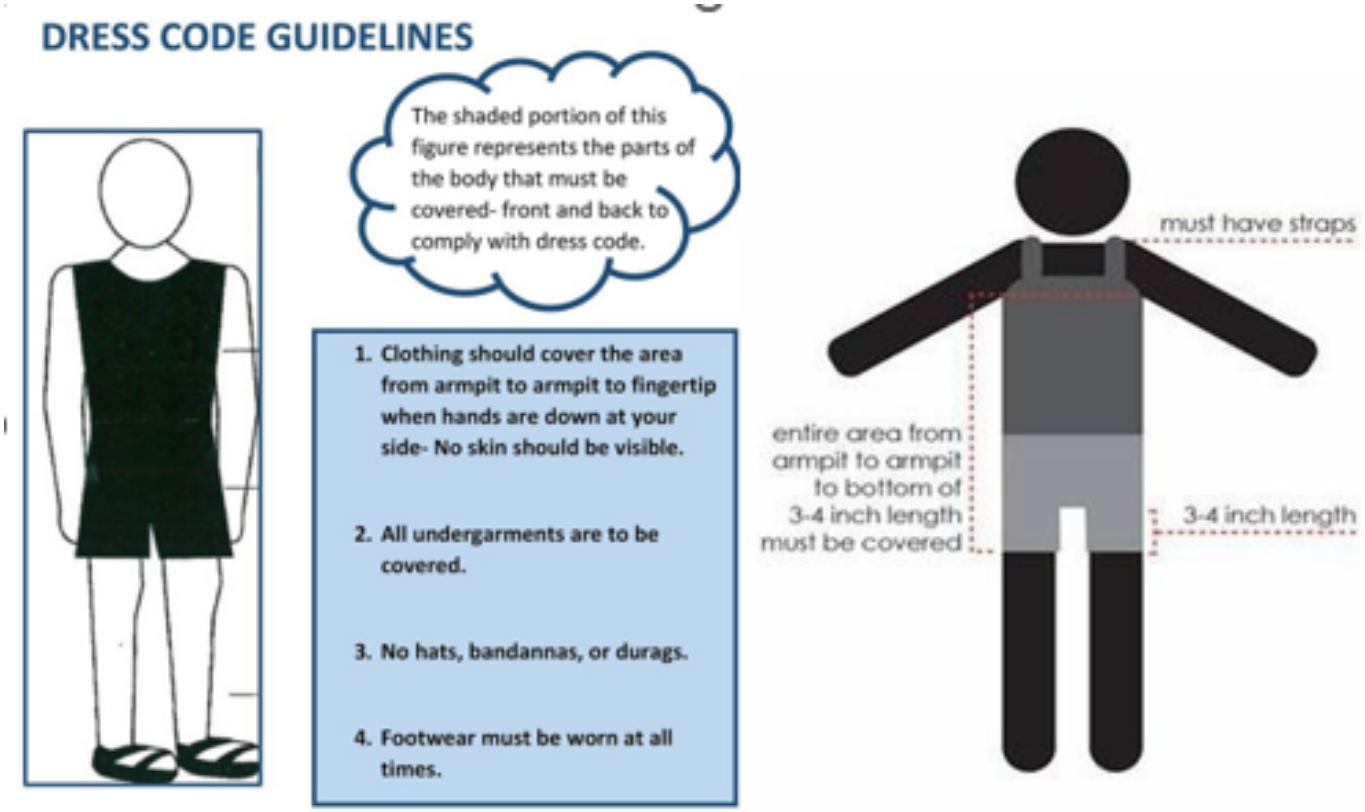
Parents and students share responsibility with the school to ensure that the dress of students is not distracting and/or disruptive to the learning environment, nor creates an intimidating atmosphere on campus. Any clothing or grooming which in the judgment of the administration may tend to be detrimental to the overall school climate will not be permitted. There is a definite relationship between appropriate dress and proper school behaviors.

Dress Code Policies

At PVSEA we want to establish good lifelong habits. Research shows that there is a definite relationship between good dress habits, good work habits, and proper school behavior. Please follow these guidelines:

- *Tops must be long enough to completely cover the midriff and stomach. Clothing must cover all private body parts and not show undergarments.*
- *Clothing must be worn as “designed to be worn”; e.g., straps hooked and in place, appropriate size, etc.*
- *Dress or hairstyle of the student must not interfere with his/her ability to perform assigned class activities.*
- *Wearing of attire that promotes drugs, tobacco, gangs, or alcohol, or contains profanity or demeaning or offensive remarks or pictures is unacceptable.*
- *All students must wear closed-toe shoes with backs and be appropriate for PE. Wheelie shoes may not be worn.*
- *Dangling or large earrings may be snared in active play and are not to be worn to school.*
- *Caps or hats may be worn properly outside only. Hoods, hats, and caps may not be worn indoors anywhere.*
- *Helmets are required by law for all bike, skateboard, and scooter riders.*
- *Roller blades, roller skates, skateboards and other hazardous equipment cannot be brought to school because there is not secure storage for these items.*
- *No Capes, blankets, or other draped items that could present a pulling hazard.*

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 to his/her clothing/appearance.



As fashion trends change, the school administration reserves the right to deem certain articles of clothing inappropriate, even if not expressly outlined in thisstudent handbook.

Promotion Standards

PVSEA has established and maintained high academic and behavior standards, and therefore promotion serves as the ultimate reward for those students who have strived to achieve these standards during the school year. Eighth grade students must meet the following standards to participate in the June promotion activities.

1. Students must maintain a 1.5 or better cumulative Grade Point Average to participate in the promotion ceremony.
2. Students must maintain a 2.0 or better cumulative Grade Point Average to participate in promotion activities (banquet, Magic Mountain, dance).
3. Students must maintain satisfactory attendance.
4. Students must maintain satisfactory behavior for the year. Students who have been suspended for serious offenses or have established a pattern of suspensions may be excluded from promotion or activities.
5. Students must have returned all textbooks / school property or paid outstanding fines.

Eighth grade students that exhibit excessive unsatisfactory behavior may lose one, two or all promotion activities. All decisions will be made on case-by-case basis dependent upon the student's progressive discipline record.

Eligibility for School Dances and Extracurricular Events

Students are expected to uphold school behavior expectations in order to participate in school dances and other extracurricular activities. If a student engages in behavior requiring administrative intervention within the two weeks prior to a school dance or major event, the Principal may determine that removal from the event is an appropriate component of the consequence for the infraction. Eligibility decisions will be made individually, considering factors such as:

- Consistent behavior — patterns of meeting expectations across classes and settings
- Demonstrated improvement — evidence of positive change following interventions
- Responsiveness to interventions — participation in restorative conversations, reflection processes, or assigned supports
- Impact on the learning environment — whether behaviors have disrupted instruction or peer safety
- Adherence to citizenship systems — engagement with schoolwide expectations, routines, and accountability structures

Promotion Ceremony

Promotion is a celebration of our students' success at PVSEA and is regarded as a stepping-stone to high school. To keep the promotion events in perspective, and to ensure that parents and students do not incur unnecessary and inappropriate expenses, the following rules will apply to promotion activities and the ceremony.

Girls may wear attire appropriate for school or religious functions that do not violate the dress code: no spaghetti straps, bare midriffs, low necklines front or back. Formal attire is not appropriate or allowed. Girls will wear promotion gowns.

Boys may wear slacks and shirts appropriate for school or religious functions that do not violate the dress code: no tuxedos, shorts or t-shirts and no pants that sag, are oversized, or that are not properly hemmed. Boys will wear promotion gowns.

Limousines or chauffeur-driven cars are not permitted for any event.

Under classmen will not be permitted on campus during the promotion ceremony. Siblings of promoting eighth grade students are the only exception.

Eighth grade students that are ineligible for the promotion ceremony are not allowed on campus during the ceremony.

Homework Policy

Homework is designed to help students develop and/or expand content knowledge based on academic curriculum standards. Examples of appropriate homework assignments are:

1. **Practice and Review:** Reinforce material presented in class and/or develop mastery skills.
2. **Preparation:** Introduce material that will be helpful in understanding future instruction.
3. **Skill Integration:** Utilize separately learned skills and concepts and apply them in the completion of a single product such as a book report, science project, or writing assignment

4. **Extension:** Transfer previously learned skills and concepts to other situations such as making real world and cross-curricular connections.

The guidelines for amount and frequency of homework are based on the recognition that learning is an on-going process. While some subjects necessitate daily study and practice, other assignments may be ongoing over several days, weeks, or a semester. It is the intent of the guidelines that the amount and frequency of homework increases progressively as students advance through the grades.

Missing Homework

Because homework is time-sensitive, it must be turned in on time. Homework turned in late may not be accepted and may receive a "0." Missing homework will affect the academic grade for the student and may affect the "Work Habits" grade as well. It will not affect the citizenship grade.

Making Up Missed Work

Experiences in the classrooms and the richness of activities and material covered by a teacher interacting with students can never be made up. Students with excused absences are permitted to make up any work or tests that were missed. It is the responsibility of the student to obtain the assignments, complete the work, and turn it in promptly. Students must make up all work within a period of time equal to the number of days absent unless other arrangements have been made with the teacher(s). If a student is absent on the day that make-up is due, it must be turned in the day the student returns to school.

Students who miss class by participating in school activities are expected to get assignments before missing class.

Homework for Students Who are Ill.

It is the student's responsibility to call a "study buddy", check Google Classroom or check the teacher's webpage to acquire homework when absent.

Acceptable Use and Internet Safety Policy

Use of Pleasant Valley School District technology is intended to support students' academic success. Students must read and agree to follow the rules below to use PVSD network accounts.

The Pleasant Valley School District, hereinafter referred to as (PVSD), provides technology resources including various devices and internet access to its students for the purpose of advancing the educational mission of PVSD. Students waive any right to privacy or confidentiality to material that was accessed, created, sent or stored using PVSD technology or a PVSD-provided network account. Students may have access to applications, databases and web sites. Students are expected to use technology and the internet ethically and responsibly for school-related purposes only.

In compliance with California legislation, E-Rate and the Children's Internet Protection Act, PVSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism and provides for the education of minors about internet safety and appropriate online behavior, including: interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and avoiding online predators, and maintaining privacy of personal information.

Students must follow current legal regulations, and the rules set forth in this policy and the student disciplinary code. Board Policies and Administrative Regulations will govern all violations of this policy. For clarification of other related student policies and consequences including suspension or expulsion that may result from misuse, please refer to your student handbook and/or the PVSD website.

As a condition of the right to use PVSD technology services, students (and their parent/guardian) understand and agree with the following:

- I will use technology resources responsibly:
- I will use the internet and other technology resources ethically and for academic activities only.
- I will create and store only educationally appropriate materials.
- I will not use PVSD technology for commercial purposes or to offer to provide products or services through PVSD technology.
- I will not use technology resources to violate PVSD policies, federal and/or state laws.
- I will not intentionally search for, access and/or store inappropriate information, including, but not limited to the following: material that is obscene; pornography of any kind; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, illegal substances, school cheating or academic dishonesty, weapons; or material that advocates participation in hate groups hate speech or other potentially dangerous groups, activities or challenges.
- I will not participate in unacceptable behaviors including but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

I will use technology resources safely:
- I will not share my password with anyone at any time for any reason.
- I will not give out my name, picture, address, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to internet sites as it relates to educational purposes and assigned classwork.

I will use technology resources respectfully:
- I will not deliberately attempt to harm or destroy data on any system on the network or internet.
- I will not damage equipment or inappropriately alter settings or any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the PVSD network or to any other system on the PVSD network.
- I will not use technology beyond my authorized access in accordance with this policy and any school site rules.
- I will not circumvent PVSD internet filters (i.e., use proxies)
- I will not install or use scripts, plugins, extensions, virtual machines, VPNs, remote access systems or servers, etc. of any kind without prior authorization from PVSD technology staff.
- I will not use any modified software or operating systems at any time and will not modify my district-issued device or utilize my district-issued account for any unauthorized systems access of any kind.

- I will not disclose names, personal information, or any other private information about other students, including setting up social media accounts that reflect or impersonate my school, its staff members or students.
- I will not use the PVSD network to engage in any unlawful activity or to threaten the safety or well-being of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language or hate speech.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.
- I will not access, share or store offensive, obscene, unethical, or inappropriate content in file storage or applications provided by PVSD or utilizing any PVSD-issued account.

I will use technology resources in a manner that respects the intellectual property of others:
- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

I will use Artificial Intelligence tools ethically and responsibly under the direction of my teacher or school staff only:

Artificial Intelligence (AI) has become increasingly common in many areas, including in education. The appropriate use of AI can enhance student learning, provide new and creative ways to support teaching and encourage independent research, curiosity, critical thinking, and problem solving. AI has the potential to serve as a valuable supplemental tool to support and expand classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities. However, when used inappropriately or unethically, AI can also have a negative impact.

Students at PVSD should only access AI for assistance with assignments, research, or writing when it is done under the guidance and approval of their class teacher or school principal. Using AI for schoolwork without permission may lead to consequences for academic misconduct. Use that is considered inappropriate or unethical may also result in disciplinary action and/or legal action in accordance with the law and Board Policies.

I understand that:
- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using PVSD technology or a PVSD provided network account at any time, on any device, or in any location.
- PVSD personnel have the right to review any material sent, emailed, accessed, or stored through PVSD technology or a PVSD provided network account at any time or location.
- PVSD adheres to the requirements set forth in the Children's Internet Protection Act (CIPA); however, no protection measure can be 100% effective at all times. It is the responsibility of the student to use technology in accordance with this AUP. Student supervision while off campus is the parent/guardian's responsibility. Any breaches or ability to access inappropriate content should be reported to the classroom teacher or principal right away so it can be evaluated and appropriate action can be taken.
- My use of the internet may be monitored at any time with or without notice. Monitoring of internet usage can reveal all activities I engage in using the PVSD network at any time or location. All activities may be logged and Board monitored when accessing PVSD networks and/or when using any PVSD account on any device.
- PVSD personnel can remove any material that is deemed unlawful, obscene, indecent, harassing, or otherwise objectionable at any time, without notice.
- PVSD does not promise that the functions of the internet service will meet any specific requirements or that the internet service will be error-free or uninterrupted.

- PVSD will not be responsible for any damage I may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people, at any time or location.
- PVSD will not be responsible for the accuracy or quality of the information obtained through the system. PVSD accepts no liability relative to information stored and/or retrieved on PVSD-owned technology resources.
- PVSD will not be responsible for financial obligations arising through unauthorized use of the system.
- My parent/guardian can be held financially responsible for any harm resulting from my intentional misuse of the system.
- Although PVSD will make a concerted effort to protect me from adverse consequences resulting from use of PVSD technology resources, I must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities.
- Use of any personal devices such as smart phones, smart watches, tablets, gaming systems, etc. must be in accordance with current school rules, district policies, and the student handbook.
- PVSD accepts no liability for student-owned technology resources used on PVSD property, including loss of data, theft, damage caused by others, etc.
- Any violation of this AUP, board policies, school rules or any applicable laws may result in disciplinary action up to and including: revocation of technology access, suspension, expulsion, and/or legal action.
- In the event there is a claim that I have violated this policy or the student disciplinary code in my use of PVSD network, at any time or location, I will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- PVSD administrators have the final say on what constitutes a violation of this AUP. Violations include, but are not limited to, all bulleted points in this agreement.

Academic Honesty

PVSEA 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 of others.

A. Parents should emphasize that the most important measure of an education is what is learned and that the grades a student receives should reflect actual learning.
B. Students should realize that the final value of an education is what is learned that there is real value in integrity, and that the grades received should be the result of honest effort.
C. Teachers must be cognizant that academic dishonesty can be controlled, that guidelines can be implemented, and that grades mean little when dishonesty is accepted and learning is thereby devalued.
D. Parents, teachers, and students need to understand that allowing others to be dishonest without doing something about it is the same as endorsing it and that doing work for or giving answers to others is a form of dishonesty.

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty during tests includes unauthorized communication; copying materials or allowing another student to copy; using prohibited notes or devices; obtaining prior knowledge of test content; and / or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project which is not one's own work, and submitting falsified information for grading purposes are also examples of dishonesty.

Academic honesty requires a clear statement of the policy by the teacher, student / parent awareness of the policy, student compliance with the regulations, and consistent enforcement of the policy by school staff. The best way to deal with dishonesty is to prevent it before it happens. To this end, within the first week of each class, teachers and students will discuss expectations and the importance of doing honest work. Students,

parents, and faculty need to understand that they must support each other in order to maintain an atmosphere of openness and honesty.

First Infraction
1. The student will receive no credit for the work in question.
2. The teacher will conference with the student and notify the parent.
3. A referral will be sent to the principal and counselor.

Second Infraction in the Same or Any Other Class
1. The student will receive no credit for the work in question.
2. There will be a conference involving the parent, teacher, student, and principal.
3. The student's citizenship grade in that class will be lowered to Unsatisfactory for the grading period.
4. The student will be referred to the Student Study Team (SST) for review and recommendation, including examination of current level placement.

Criteria for Citizenship and Work Habits Grades

(1, 2, 3, 4 used for grades K-5 report cards and O, S, U, N used for grades 6-8 report cards)

- 4 or O = Outstanding
  An outstanding student consistently demonstrates the characteristics listed below.
- 3 or S = Satisfactory
  A satisfactory student usually demonstrates the characteristics below.
- 2 or N = Needs Improvement
  This mark indicates a need for improvement in the characteristics listed below.
- 1 or U = Unsatisfactory
  This mark indicates that a student rarely demonstrates the characteristics listed below.

Citizenship Criteria
- Demonstrates respect to peers and adults.
- Demonstrates self-control.
- Follows class rules.
- Follows school rules.
- Maintains positive attitude.

Work and Study Habits Criteria (K-5 only)
- Comes to class prepared.
- Completes classwork on time.
- Completes and returns homework.
- Demonstrates effort.
- Demonstrates neatness and organization.
- Focuses consistently and stays on task.
- Listens and follows directions.
- Participates in class activities and discussions.

Although students in grades 6-8 do not receive work habit grades, they are expected to meet the same criteria listed.

Counseling and Guidance

The philosophy of PVSEA is to offer students a variety of opportunities through support and services that will assist each student to develop personal, social, and educational skills and to develop positive goals for the future. The counseling office is student-centered, based on the principle that we exist to empower students at every opportunity for personal, social, and academic growth.

Program Goals

- The counseling office provides assistance so that each student will:
- Achieve a strong self-concept and a healthy self-respect.
- Build healthy interpersonal relations and behave responsibly in school, in the family and in the community.
- Develop motivation to learn and accept the responsibility for his / her own achievements.
- Experience educational and social growth that will lead to success in school and beyond.

Roles and Responsibilities of Counselor

The responsibility of the counselor is to focus on individual student needs and to guide the student in making appropriate decisions. In addition to this, the counselors provide the following services:

- Review academic progress.
- Register students into appropriate classes.
- Interpret test data.
- Maintain academic records.
- Coordinate and facilitate parent conferences when difficulties go beyond a single teacher.
- Stimulate career awareness and provide career information.
- Scheduling.
- Assist with classroom and school problems.
- Offer parents and students informational brochures, support materials, and referrals to resources within the community.
- Assist with developing and maintaining positive peer relationships.

The counselor will provide the following services as appropriate:

- Assistance in decision-making.
- Assistance in functioning productively within the school and the family.
- Assistance in clarifying personal goals.
- Assistance to the students in making appropriate behavioral changes.
- Referral of the student with special needs to appropriate programs or agencies.
- Counselor led peer support groups.