Welcome to Tierra Linda!

It is with great pride that I welcome you to the new school year. I look forward to collaboration with students, staff and families to make sure Tierra Linda shines in all they do! We will continue to embed intervention, practice and enrichment into the school day. This year, we are excited to expand upon our Learning Center Model to support this, and look forward to engaging our community and families to further our enrichment opportunities. Our teachers have some very creative, research-based ideas on how to provide this little bit of extra to our students, and we are excited to partner with you to help each child get exactly what they need.

We will be emphasizing our community, explicitly teaching our students the behavior expectations, and growing their classroom community through restorative circles. The staff at Tierra Linda does an excellent job making their classrooms feel like family, so these efforts will be seamless for them!

Tierra Linda is a *No Place for Hate Campus*. All students will be taking the No Place for Hate Pledge at the beginning of the year, ensuring everyone feels welcome, safe and included on our campus.

To further grow our school community, 2nd - 5th Grade students will be placed into houses to encourage positive interactions with each other and with staff, and to grow their Hawk Pride.

Please look for information at the beginning of the school year for our 4th and 5th grade students to be a part of the Tierra Linda Community Council. The council consists of multiple clubs that work with advisors and PTA to bring out the best in our community. I personally always enjoy getting to work with our elected 4th and 5th grade students on the Principal's Cabinet.

As we move through the school year, there will be a variety of opportunities for family involvement. Please take a moment to consider each of these, as your presence on campus is both welcomed and appreciated.

I look forward to meeting all of our new families and continuing to build relationships.

Let's have a fantastic year Hawks!
Fayanne Bakoo
Principal, Tierra Linda Elementary
(805) 383-5360
fbakoo@pleasantvalleysd.org

Don't forget to follow us on Social Media!		
Facebook: Tierra Linda School	Instagram: tierralindaschool	Twitter: @TLSHawks

Pleasant Valley School District Vision: Excellence for all.
Pleasant Valley School District Mission Statement: PVSD prepares 21st Century learners who are responsible members of our global society.

Tierra Linda School Vision Statement: Excellence through Inclusion, Engagement and Leadership
Tierra Linda School Mission Statement: Tierra Linda develops confident leaders who are collaborative, innovative and engaged in their community.
Tierra Linda Core Values: Achievement - Perseverance - Resilience - Diversity - ***Love of Learning***

Established: May 15, 1994
Grade Levels: Transitional Kindergarten (TK) through Fifth Grade (5)
School Colors: Blue and Green, Mascot: Hawks

Parent Organization: Parent Teacher Association (PTA)

TIERRA LINDA
ELEMENTARY SCHOOL

Attendance

Attendance: Regular school attendance is very important for academic growth. We cannot educate students who are not at school. Our school district only receives funding when students are present. That said, we do encourage you to keep your child home, if they are ill, to maintain the health and safety of their classmates and our staff.

Reporting absences: Please report student absences on the "Absence Hot Line" (805-383-5360, press 1).

Late students: When a student arrives at school after 8:10 he/she must check in at the office before going to the classroom or childcare.

Checking out a student during the day: Students who must leave the school grounds during the school day must be signed out of the office by a parent/guardian, and be signed back in upon their return to school. ***Please do not plan to pick your child up during recess or lunch***. It can be challenging to find them on the yard, and this may delay the process.

Absence Work: If your child is absent, you need to first contact the Absence Hotline to verify the absence. You may also verify the absence though the attendance feature in Parent Square. You may contact the teacher directly to request work, if you are able to come pick it up. Teachers typically try to bring absence work to the front office by 3:15 that day. If there is an extended absence, please allow the teacher additional time. Completion of work may be able to count toward independent study. ***Please be sure to notify both the teacher and the office of the absence.***

Independent Study: If you know ahead of time that your child will not be in school for 3 or more days, you may request an Independent Study Contract from our SOA and/or the principal. The principal will review the reason and your child's records prior to determining if independent study is appropriate. Please note that independent study does not eliminate the impact of your child missing a great deal of class work and teaching. The vast majority of teaching and classroom activities cannot be made up appropriately when a student is absent. For this reason non-illness absences are highly discouraged and detrimental to the student.

If your child is out with an illness, or an other unexpected emergency, you may request independent study work be left in the office for pick up, or sent home with your child upon return. Once the work is submitted to the classroom teacher, we will adjust their absence to reflect completion of independent study.

Please note that children may have no more than 15 days of independent study in a school year. Students with IEPs may require an IEP meeting to determine supports during extended independent studies.

TIERRA LINDA
ELEMENTARY SCHOOL

Arriving to and Leaving School

Gates at Arrival: Gates will be open at 7:55 and monitored by a staff member. There is supervision on the blacktop and in the TK/K Area. The TK/K Gate and Bike Rack Gate close at 8:05. The main gate will remain open until 8:10 am.

TK/K Opt In Time: If your child opted in to the full day (8:10 - 2:25), utilizing Expanded Care, please note the following times:

- Drop off for the Green Staggered Group (9:40 start time) is from 7:55 - 8:05 **at the TK/K Gate**. Pick up will also be at the TK/K Gate.
- Drop off for the Blue Staggered Group (8:10 start time) is from 7:55 - 8:05 **at the TK/K Gate**. Pick up for the Blue Staggered Group (8:10 start time) is **at the Childcare door** and needs to occur by 2:25 pm, Monday, Tuesday, Thursday and Friday.
- On Wednesdays, pick up for the Blue and Green Staggered Groups attending Expanded Care from 12:55 - 2:00 is **at the Childcare door** and needs to occur by 2:00 pm.
- If your child is enrolled in before and afterschool care through Childcare, they will be escorted to and from class by Childcare staff and should enter and exit through the Childcare Door.

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.

Pedestrian Safety: Students and adults are instructed to practice safety and citizenship at all times. Students are to cross the street at the crosswalk only. ***Students should not walk through the parking lot without an adult guiding them***. 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.

Cross Walks:

We encourage families to teach their children crosswalk safety:

1. Wait for crossing guard, push crossing buttons or pause to examine traffic
2. Assess safety - Look left, look right and look left again
3. Make eye contact with drivers in vehicles
4. Cross cautiously, always being aware of new vehicles approaching the crosswalk

There are three crosswalks that can be utilized to safely cross streets entering/exiting Tierra Linda.

- ***Woodcreek and Fieldcrest*** - These crosswalks are typically supported with a crossing guard provided by the City of Camarillo. If a crossing guard is not present, please teach your child to assess safety, make eye contact with drivers and cross cautiously
- ***Woodcreek and Paseo del Campo*** - There is no crossing guard present. Please teach your child to assess safety, make eye contact with drivers and cross cautiously
- ***Paseo del Campo*** near the Avalon Apartment Complex - There is no crossing guard present, however there are buttons that will light the sign up, signaling to drivers there are pedestrians wanting to cross. Please teach your child to assess safety, push the button, make eye contact with drivers and cross cautiously

Transportation: Students are encouraged to ride their bikes, skateboards, etc. to school. Please make sure they are following safe routes to/from school and are wearing a helmet. Bikes, skateboards and scooters are to be walked on campus and stored in the bike rack area. We do not allow students to wear shoes with wheels, as those can be a safety hazard on the playground and in the classroom.

Bicycle and E-Bike Safety: 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.

Parents and students must read, sign, and submit the PVSD Bicycle Safety Agreement to their school administrator before riding a bicycle or an e-bike on campus.

Stickers & Campus Access:

- Certified students will receive a registration sticker for their bicycles or e-bikes.
- Stickers are required to bring e-bikes or bicycles on campus. Stickers may be revoked for rule violations or infractions.
- Lost stickers can be replaced with documentation.
- E-bikes or bicycles without a valid sticker will not be permitted on campus and may be confiscated or held for parent pick-up.
- Students riding without helmets may face disciplinary actions, including the loss of campus parking privileges.
- Unauthorized locks may be cut, and bikes may be securely stored until parent retrieval.
- Once a sticker is earned, the student is certified for the duration of their enrollment in the PVSD unless a violation occurs.

Parental Responsibilities & Support

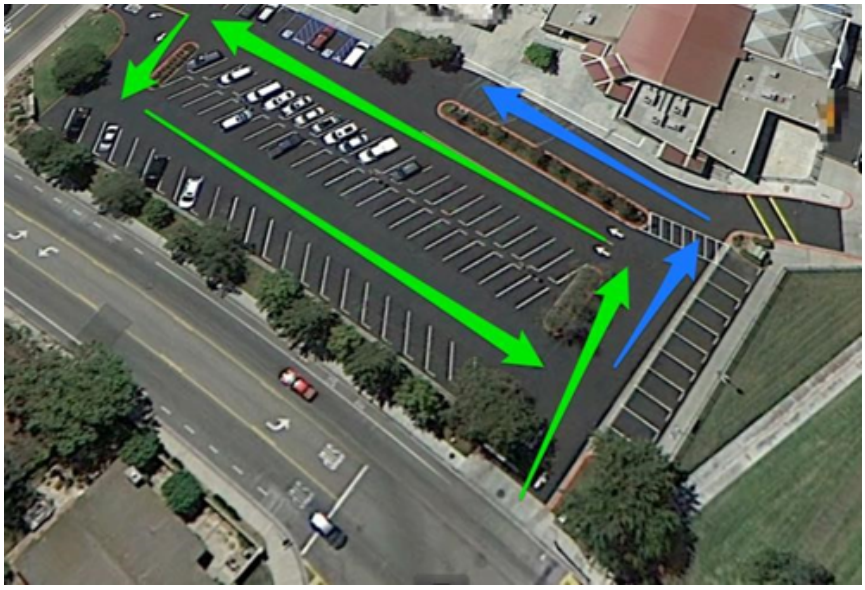
Parents and guardians play a critical role in ensuring safe and lawful e-bike use. Please:

- Understand e-bike classifications:
    - Class 1: Pedal-assisted (20 mph max)
    - Class 2: Throttle-assisted (20 mph max)
    - Class 3: Pedal-assisted (28 mph max, 16+ only)
- Teach and enforce helmet use and road safety.
- Monitor riding behavior and maintain the e-bike in good condition.

Parking Lot: The pick up/drop off zone in the Tierra Linda parking is short, which can create congestion during peak times. We suggest the following: walk your child to/from school, participate in carpools as much as possible, arrive early for drop off and be patient during dismissal.

Here are the protocols for using the drop-off/pick-up curb:

- Traffic flow in the parking lot is one way:
- Cars enter the parking lot at the Woodcreek driveway.
- Cars may turn left into the Woodcreek driveway.
- Cars may exit onto Woodcreek
- The exit on Paseo del Campo is two lanes – 1 left turn, 1 right turn
    - Right turn moves much faster – please try to exit this way.
    - If turning right, please be mindful of the crosswalk on Paseo del Campo



Please note the following "zones" and be mindful of how you utilize them:

Red curbs in the parking lot and on Paseo del Campo must be kept clear. No parking, stopping or drop-off/pick-up is allowed here

The ***white curb*** is a student loading is located in front of the Multi-purpose Room Building. You may not leave your car unattended in this area. This area is designated for students getting out of the car and walking in independently. If you would like to escort your child to a gate, childcare, etc. please park your vehicle.

There is no parking/blocking the ***handicap spaces***.

Classroom Visitors and Volunteers

Parents are always welcome at Tierra Linda!

Volunteers: We love volunteers on campus, and encourage you to find ways to get involved. If you plan to volunteer, there are forms that need to be submitted to the school office manager, along with a copy of your photo ID. Your child's teacher has access to all of this information, and it is also posted on our website.

Classroom Observations: If you would like to visit your child's classroom to observe, please call and make an appointment with the teacher. It is suggested that the length of visitations be limited to 20 minutes, and you will be escorted by either an administrator or counselor so we can answer any questions without interrupting instruction. Parents may visit the class in which their child is enrolled.

Birthdays: We acknowledge and honor student birthdays in the classroom. However, we do NOT allow birthday celebrations. If you would like to do something special in honor of your child, we suggest that a book be purchased for the classroom library. Check with the classroom teacher for the suggested book titles. Only party invitations that include every child in the classroom may be given out at school. Families ***may not*** hand out treats or gifts on campus, including in front of the school at dismissal.

Communication

Good communication is the key to providing quality education for the child. We strive for open, two-way communication, so please do not ever hesitate to reach out to us.

Formal parent-teacher conferences are conducted once or twice a year based on the needs of the students in grades K-5. Report cards are given three times per year.

Teachers host a website with information about their classroom, and many also send home weekly newsletters. Please look for weekly newsletters from the principal, with information about school wide initiatives and upcoming events.

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 or 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 wish information about your child's work, you may email or call the school and leave a voicemail message for the teacher or ask the teacher to return your call. 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.

Messages will not be delivered to students during the school day, unless there has been an emergency change of plans.

Curriculum

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. You may preview district-adopted curriculum on the PVSD Educational Services Page.

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 to the teacher. For prolonged excuses, a doctor's statement will be required and should be submitted to the Health Office.

Homework

Purpose: The purpose and intent of homework is to reinforce classroom learning, provide practice, and expand the application of knowledge and skills that develop independent thinking and creativity. Homework at Tierra Linda will be consistent with the classroom teaching and have relevance 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.

Guidelines: Homework assignments typically will take your child 10 minutes per grade level each night. In essence, a 3rd grader should expect approximately 30 minutes of homework. If your child is taking significantly longer on assignments, please contact your child's teacher to discuss ways to make it more manageable. If your child is completing homework quickly, use the extra time for additional reading practice.

Parent Participation: To support your child's success, you may…

- 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.
- Assist your child, but keep in mind it is your child that we are observing in the development of skills. Try to avoid step-by-step assistance and try methods such as restating the directions, helping them find examples in their classwork, etc.

Personal Items

Labeling Items: When sending your child to school with personal items, please be sure they are labeled clearly with their first and last name. Labeled items will be delivered to the classroom. Items not labeled will be placed on the lost and found cart. The Lost and Found will be wheeled out front at the end of each month. Items not claimed will be donated.

The following items are not allowed on campus: Knives or weapons, play or imitation weapons of any kind, glass containers, items being used as toys (this includes fidgets if not used properly as well as Pokeman Cards, etc).

Electronic Devices: Cell phones, smartwatches, earphones and all other electronic devices must be out of sight and not used during the school day. Students may have devices set to silent in their pockets or backpacks. Smart watches need to be covered or put away 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.

Recess, Lunch and Food Service

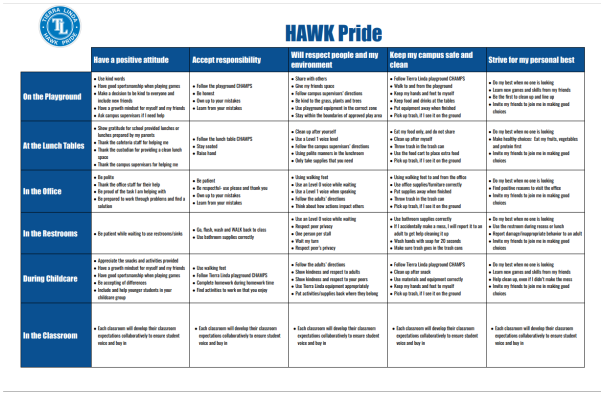
Recess: Students have the opportunity to eat a snack during recess prior to playing. We encourage that you send them with a small healthy snack that will help them get through the morning. ***Snack (2nd chance breakfast) is available for free for all students daily during recess time.*** Teachers send a count each morning to the cafeteria to make sure enough food is prepared for the day.

Lunch: Students at Tierra Linda participate in a Play-then-Eat lunch. They leave their lunches near the tables and are escorted by their teacher to the playground to play first. When the warning bell rings/whistle blows, they clean up and can wash or sanitize their hands prior to entering the lunch area. ***Lunch is available for free for all students daily.*** Teachers send a count each morning to the cafeteria to make sure enough food is prepared for the day.

TIERRA LINDA ELEMENTARY SCHOOL

Behavior Expectations and Citizenship

Tierra Linda staff believe in bringing out the best in our students!

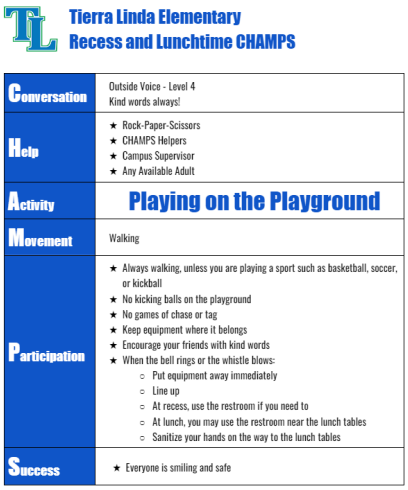


HAWK Pride

	Have a positive attitude	Accept responsibility	Will respect people and my environment	Keep my campus safe and clean	Strive for my personal best
On the Playground	• Use kind words • Have good sportsmanship when playing games • Make a decision to be kind to everyone and include new friends • Have a growth mindset for myself and my friends • Ask campus supervisors if I need help	• Follow the playground CHAMPS • Be honest • Own up to your mistakes • Learn from your mistakes	• Share with others • Clean my friends space • Follow campus supervisors' directions • Do kind to the grass, plants and trees • Use playground equipment in the correct zone • Stay within the boundaries of approved play area	• Follow Tierra Linda playground CHAMPS • Walk to and from the playground • Keep my hands and feet to myself • Keep food and drinks at the tables • Put equipment away when finished • Pick up trash, if I see it on the ground	• Do my best when no one is looking • Learn new games and skills from my friends • Be the first to clean up and line up • Invite my friends to join me in making good choices
At the Lunch Tables	• Show gratitude for school provided lunches or lunches prepared by my parents • Thank the cafeteria staff for helping me • Thank the custodian for providing a clean lunch space • Thank the campus supervisors for helping me	• Follow the lunch table CHAMPS • Stay seated • Raise hand	• Clean up after yourself • Use a Level 1 voice level • Follow the campus supervisors' directions • Using polite manners in the lunchroom • Only take supplies that you need	• Eat my food only, and do not share • Clean up after myself • Throw trash in the trash can • Use the food cart to place extra food • Pick up trash, if I see it on the ground	• Do my best when no one is looking • Make healthy choices: Eat my fruits, vegetables and protein first • Invite my friends to join me in making good choices
In the Office	• Be polite • Thank the office staff for their help • Be proud of the task I am helping with • Be prepared to work through problems and find a solution	• Be patient • Be respectful- use please and thank you • Own up to your mistakes • Learn from your mistakes	• Using walking feet • Use an Level 0 voice while waiting • Use a Level 1 voice when speaking • Follow the adults' directions • Think about how actions impact others	• Using walking feet to and from the office • Use office supplies/furniture correctly • Put supplies away when finished • Throw trash in the trash can • Pick up trash, if I see it on the ground	• Do my best when no one is looking • Find positive reasons to visit the office • Invite my friends to join me in making good choices
In the Restrooms	• Be patient while waiting to use restrooms/sinks	• Go, flush, wash and WALK back to class • Use bathroom supplies correctly	• Use an Level 0 voice while waiting • Respect your privacy • Take person per stall • Wait my turn • Respect your's privacy	• Use bathroom supplies correctly • If I accidentally make a mess, I will report it to an adult to get help cleaning it up • Wash hands with soap for 20 seconds • Make sure trash goes in the trash cans	• Do my best when no one is looking • Use the restroom during recess or lunch • Report damage/inappropriate behavior to an adult • Invite my friends to join me in making good choices
During Childcare	• Appreciate the snacks and activities provided • Have a growth mindset for myself and my friends • Have good sportsmanship when playing games • Be accepting of differences • Include and help younger students in your childcare group	• Use walking feet • Follow Tierra Linda playground CHAMPS • Complete homework during homework time • Find activities to work on that you enjoy	• Follow the adults' directions • Show kindness and respect to adults • Show kindness and respect to your peers • Use Tierra Linda equipment appropriately • Put activities/supplies back where they belong	• Follow Tierra Linda playground CHAMPS • Clean up after snack • Use materials and equipment correctly • Keep my hands and feet to myself • Pick up trash, if I see it on the ground	• Do my best when no one is looking • Learn new games and skills from my friends • Help clean up, even if I didn't make the mess • Invite my friends to join me in making good choices
In the Classroom	• Each classroom will develop their classroom expectations collaboratively to ensure student voice and buy in	• Each classroom will develop their classroom expectations collaboratively to ensure student voice and buy in	• Each classroom will develop their classroom expectations collaboratively to ensure student voice and buy in	• Each classroom will develop their classroom expectations collaboratively to ensure student voice and buy in	• Each classroom will develop their classroom expectations collaboratively to ensure student voice and buy in

(*click here to see full size document*)

HAWK Pride: We have developed a Hawk Pledge to help students develop positive behaviors and HAWK Pride!



Tierra Linda Elementary Recess and Lunchtime CHAMPS

Conversation	Outside Voice - Level 4 Kind words always!
Help	★ Rock-Paper-Scissors ★ CHAMPS Helpers ★ Campus Supervisor ★ Any Available Adult
Activity	**Playing on the Playground**
Movement	Walking
Participation	★ Always walking, unless you are playing a sport such as basketball, soccer, or kickball ★ No kicking balls on the playground ★ No games of chase or tag ★ Keep equipment where it belongs ★ Encourage your friends with kind words ★ When the bell rings or the whistle blows: ○ Put equipment away immediately ○ Line up ○ At recess, use the restroom if you need to ○ At lunch, you may use the restroom near the lunch tables ○ Sanitize your hands on the way to the lunch tables
Success	★ Everyone is smiling and safe

(*click here to see full size document*)

CHAMPS: Tierra Linda is a CHAMPS school, and this is evident in how we coach our students to interact on the playground. We have posters stationed strategically around the campus to help our students remember the expectations of **C**onversation Level, **H**ow they Move, the **A**ctivity, how they **P**articipate and what Success looks like in different settings.

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.

Revised August 3, 2026 - Please note, this handbook may be revised to reflect current laws and/or board policies.

Response to Behavior: Teachers spend time at the beginning of the year, and after breaks, explicitly teaching the skills, procedures and policies to be successful at Tierra Linda. All adults on campus reinforce the expectations through positive feedback and incentives. When students are struggling to learn how we behave on campus with the general strategies, we will work through tiers to assist them in the learning process:

HAWK Pride Response to Behavior

Our children are learning, and sometimes have difficulty following the expectations.

When this happens, we will use the chart below to guide our decisions, and help them grow:

Minor Behaviors May Include:		Major Behaviors May Include:	
• Defiance	• Not lining up with the bell		• Possession of drugs/alcohol
• Dishonesty	• Out of bounds	• Bullying	• Possession of weapon or imitation weapon
• Disrespect to a peer	• Peer Conflict	• Derogatory Language	• School Threat
• Disrespect to an adult	• Playing in the restrooms	• Destruction of Property	• Significant or severe instances of minor behaviors
• Food on the playground	• Playing unsafely (ex: tag)	• Fighting	• Theft/Stealing
• Horseplay	• Profanity	• Harassment	• Threat to staff or a peer
• Improper use of equipment	• Prohibited items (toys, etc.)	• Physical Peer Conflict	
• Not using kind words with peer	• Running on campus		

(click here to see full size document)

Please note, these tiers are not a checklist, and occasionally behavior is such that we may need to skip from “minor” to “major” or begin the process in a higher level tier. These are guidelines to assist our staff in maintaining consistency and emphasizing the learning of behavior alongside any consequences that might be necessary.

Building Character: Each month, we will focus on a new character trait. This is highlighted in our Wellness Wednesday message to students, staff and families, and also supported by our School Spirit Club.

- September: Cooperation
- October: Creativity
- November: Consideration
- December: Compassion
- January: Kindness
- February: Confidence
- March: Grit
- April: Curiosity
- May: Loyalty
- June: Honesty

School Safety and Emergencies

The Pleasant Valley School District Board of Education and leadership take the safety and welfare of our students and staff very seriously. PVSD has a variety of safety measures in place to ensure our campuses are as safe as possible:

- Comprehensive safety plans to handle emergency situations reviewed and updated annually
- Regular drills, including lockdown drills
- School Resource Officer who visits each campus
- Single point of entry during school hours
- All visitors must check in with front office
- Visitor management system (Raptor) at each school
- Lock blocks on all school and classroom doors
- Safety audits in collaboration with law enforcement
- Upgraded radio communication at all sites, buses, and District Office

In addition, we implement a social-emotional learning curriculum, and are employing restorative practices and community circles. Counselors and other support staff continue to be available.

We remain vigilant and work closely with law enforcement in the event of any threat against our schools. All threats are taken seriously and investigated thoroughly.

As difficult as it may be, in the case of an emergency, we ask that you do not rush to the school as it may not be safe or we may change the pickup location. We will alert parents of the dismissal procedure via Blackboard Connect phone calls and emails when a safe plan is in place.

Please remember that students are only released to adults listed on their emergency card. Please consider making sure there are people listed who are nearby and could pick your child up quickly if we were to dismiss in an emergency. You can make notes when you add them that they are there for that reason so we only use the phone numbers to dismiss in an emergency. Some suggestions would be neighbors, carpool partners, etc.

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 recordings may be used in disciplinary proceedings, and matters captured by the camera. 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.

TIERRA LINDA ELEMENTARY SCHOOL

PLEASANT VALLEY SCHOOL DISTRICT

INCIDENT COMMUNICATIONS

Pleasant Valley School District takes all emergencies and threats seriously.

Pleasant Valley School District works closely with first responders and community safety partners to ensure clear, consistent communication. In the event of an incident or crisis, PVSD coordinates with local law enforcement, fire, and other safety authorities to:

- Investigate and address student and staff safety first
- Get the facts about the incident
- Determine what level of impact the incident may have on students
- Review communications before they go out to ensure accuracy and that PVSD is not compromising any on-going investigation

For the most accurate and up-to-date information, please refer only to our official website and social media channels.

Based on student impact

LOW	• Minimal or no risk to student safety • Typical school operations • Only a small group is impacted
MODERATE	• No immediate threat to student safety • Possible minimal disruption to school operations • Potential for temporary lockdown of classrooms and schools
HIGH	• Serious threat to student safety • Disruptions to normal school operations • Evacuations or school closures possible

Pleasant Valley School District will communicate with families when:

- Your child may be impacted
- Potential threat to safety of students or staff
- Change to operations that impact families

Pleasant Valley School District communication channels:

- ParentSquare
- Email
- Social media
- Text
- PVSD website
- Phone

Revised August 3, 2026 - Please note, this handbook may be revised to reflect current laws and/or board policies.

Health Services

Emergency Cards: Emergency cards are printed off of the information you submit in Parent Connect. These are kept in the office and are 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. Please assist us with your prompt communication of any change in information. ***Please also consider making sure there are people listed who are nearby and could pick your child up quickly if we were to dismiss in an emergency.*** You can make notes when you add them that they are there for that reason so we only use the phone numbers to dismiss in an emergency. Some suggestions would be neighbors, carpool partners, etc.

Injuries: When a student is seriously injured or becomes seriously ill, the parent will be contacted. The Health Technician and School Secretary 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 in School: Students may not have medications in their possession, this includes cough drops, prescriptions, and 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 a "Authorization for any medication taken during school hours" form on file signed by the physician." 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.

Medical Alert: If your child has a severe allergic reaction of any kind or other medical condition that requires immediate medical attention, please note this in Parent Connect and also contact the school Health Technician.

Student Insurance: Insurance is provided by an outside carrier and may be purchased separately. This is offered every September and forms are sent home with each child. Insurance is not provided by the district.

Student Supports

What-I-Need (WIN) Time: The purpose of WIN Time is to provide differentiated instruction as a team to ensure every student gets what they need to meet grade-level standards and to extend learning for those who have mastered the standards. WIN Time takes place 3-5 times a week in each grade level. During WIN time students may be working on reinforcement, specific standards, or enrichment.

Reading Support: Our Literacy Intervention Content Specialist (LICS) works with students on reading intervention and foundational literacy skills. Focused mainly in primary elementary, the LICS works alongside classroom teachers to foster strong reading foundations and identify growth opportunities for our youngest learners.

Counseling Center: We have counseling support to foster strong social emotional learning. Our counseling team is located in our Counseling Center that students may access throughout the day. Students may visit the counseling center for a variety of reasons; individualized support, peer mediation/restorative circle, social skills development, etc.

The Collaborative Success Team (CST): The CST Team at Tierra Linda meets regularly to review individual cases where students are not making sufficient academic progress, are demonstrating speech concerns, or who are exhibiting behavior issues. This process includes the classroom teacher, parents, the principal, the counselor and any additional staff members who may be able to provide expertise in the area as we collaborate on supports and solutions. Outcomes of the CST process could include recommendations for academic or behavioral support. When the team has met multiple times and progress is not being made, an assessment for special education may be presented and discussed.

The Learning Center (LC): New to the 2025-2026 school year, Tierra Linda offers a Primary Learning Center. The Primary Learning Center serves students between TK - 5th 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, and instructional assistants, and services take place in both the general education classroom and our dedicated learning center. We are excited about this new addition to our learning community.

HAWK Pride Response to Academics

Our children are learning, and sometimes need additional support to meet the high academic expectations for all. When this happens, we will use the chart below to guide our decisions, and help them grow:

All students will receive highly effective instruction:

- High Expectations for Academic Success for all Students
- District Adopted Curriculum implemented with fidelity
- Use of District Sequence Guides
- Universal Design for Learning
- Student Friendly Learning Targets Posted and Reviewed
- Integrated and Designated ELD Instruction
- Literacy strategies in all content areas
- Relevance of Content
- Development of Academic Vocabulary in all content areas
- Common Formative Assessments
- Student Data Reviewed Regularly with Team
- Team-Developed WIN Time Intervention/Enrichment
- Peer and Teacher Feedback Provided Regularly
- Self-Assessments and Goal Setting
- Access to Technology
- Use of Mathematics Manipulatives for Exploration and Instruction
- Graphic Organizers
- Thinking Maps
- Investigation/Inquiry in All Content Areas
- Students Present Multiple Approaches to a Posed Problem/Question
- Scaffolding of information verbally, visually, and on assignments
- Peer Collaboration
- Academic Dialogue and Discourse with Peers
- Structured Movement Activities (think-pair-share, gallery walk, etc)
- Movement in Classroom/Change of Activity Every 10-20 Minutes
- Random selection of student responses

(click here to see full size document)

Special Education: Some students qualify for Special Education Services. Service providers may work with your child in the Learning Center, within the regular classroom, or another designated space, targeting specific instruction or skills related to their annual goals. We aim to work with our students in the least restrictive environment, and utilize supports listed here, or in our Response to Academics, prior to assessing for Special Education.

Important Pleasant Valley School District Policies

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: Tierra Linda 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 of effect of having a negative impact on the student's academic work or performance, or of 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:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic comments about an individual's body or overly personal conversations.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any 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: The following guidelines shall apply to all regular school activities:

- 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.
- Appropriate shoes must be worn at all times.
- Capes, blankets or other draped items that could present a pulling hazard.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No Use Statement: Tierra Linda 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.

Tierra Linda 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.

Tierra Linda 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.

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 middle school promotion shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. 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.