



Student and Parent Handbook

Principal: Thomas Holtke

School Address: 75 Calle La Guerra, Camarillo, CA 93010

Telephone: (805) 383-5325 **Fax:** (805) 389-4004

Website: <https://lps.pleasantvalleysd.org/>

Welcome to Las Posas School

The handbook is designed to answer many of the questions commonly asked regarding our school. If you have other questions or need assistance, your teacher or the principal will be happy to help you. Each school's student handbook is a living document that is updated periodically based on changes in laws, board policies, and administrative regulations. Information in the student handbook may change throughout the year. Parents and students should review their school's student handbook throughout the year to be aware of the changes.

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.

Las Posas Vision: Excellence for All

Las Posas Mission Statement: Las Posas School is dedicated to fostering a strong foundation where our students are motivated to be creative, critical thinkers, communicators, and collaborators. This commitment to provide and instill 21st Century skills will allow our students the opportunity to thrive in future global environments.

Established: 1959

Grade Levels: Transitional Kindergarten (TK) through Fifth Grade (5)

School Colors: Navy Blue and White

Mascot: Leopard

**Las Posas Elementary School
Bell Schedule 2026-2027**

Transitional Kindergarten and Kindergarten Early Cohort		Transitional Kindergarten and Kindergarten Late Cohort	
Line Up	7:55 am	Line Up	9:30 am
Tardy Bell	8:05 am	Tardy Bell	9:35 am
Instruction	8:10 - 9:20 am	Instruction	9:40 - 11:00 am
Recess	9:20 - 9:40 am	Lunch	11:00 - 11:43 am
Instruction	9:40 - 11:00 am	Instruction	11:43 - 12:55 pm
Lunch	11:00 - 11:43 am	Recess	12:55 - 1:15 pm
Instruction	11:43 - 12:55 pm	Instruction	1:15 - 2:25 pm
Dismissal	12:55 pm	Dismissal	2:25 pm
Inclement Weather: Recess 9:20-9:35, Lunch 10:55-11:25		Inclement Weather: Recess 1:15-1:30, Lunch 10:55-11:25	
		Wednesday Schedule ONLY 8:10 am – 12:55 pm	
First Grade		Second and Third Grade	
Line Up	7:55 am	Line Up	7:55 am
Tardy Bell	8:05 am	Tardy Bell	8:05 am
Instruction	8:10 - 9:40 am	Instruction	8:10 - 10:00 am
Recess	9:40 - 10:00 am	Recess	10:00 - 10:20 am
Instruction	10:00 - 11:25 am	Instruction	10:20 - 11:50 am
Lunch	11:25 - 12:08 pm	Lunch	11:50 - 12:33 pm
Instruction	12:08 - 2:25 pm	Instruction	12:33 - 2:25 pm
Dismissal	2:25 pm	Dismissal	2:25 pm
Dismissal (Wed. Only)	2:00 pm	Dismissal (Wed. Only)	2:00 pm
Inclement Weather: Recess 9:40-9:55, Lunch 11:30-12:00		Inclement Weather: Recess 10:00-10:15, Lunch 12:05-12:35	
Fourth and Fifth Grade		 75 Calle La Guerra Camarillo, California 93010 (805) 383-5325	
Line Up	7:55 am		
Tardy Bell	8:05 am		
Instruction	8:10 - 10:20 am		
Recess	10:20 - 10:40 am		
Instruction	10:40 - 12:15 pm		
Lunch	12:15 - 12:55 pm		
Instruction	12:55 - 2:25 pm		
Dismissal	2:25 pm		
Dismissal (Wed. Only)	2:00 pm		
Inclement Weather: Recess 10:20-10:35, Lunch 12:40-1:10			
Preschool Schedule			
8:15 am - 11:15 am			
Minimum Day Schedule			
8:10 am – 12:00 pm			
Early Day Schedule			
8:10 am - 1:25 pm			

No Place for Hate

Las Posas School has been officially designated a No Place for Hate® School by the Anti-Defamation League (ADL). This honor reflects our community's strong commitment to creating and sustaining an environment where all students feel valued, respected, and safe.

THE NO PLACE FOR HATE® PLEDGE

ELEMENTARY SCHOOL



01

I PROMISE to do my best to treat everyone fairly.

02

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

03

IF I SEE someone being hurt or bullied, I will tell a teacher.

04

EVERYONE should be able to feel safe and happy in school.

05

I WANT OUR SCHOOL to be No Place For Hate®.

Have You Signed the No Place For Hate® Promise Yet?
Find out how from your school's No Place For Hate® committee

ADL®
FIGHTING HATE FOR GOOD

Arrival and Departure

To ensure proper supervision and student safety, students are not to arrive to school earlier than 7:45 am. The LPS staff does not provide supervision before 7:45 am. except for students attending Child Care. Students may enter the campus at 7:55 am. and proceed immediately to their classroom. At 2:25 pm. dismissal (M, T, TH, F) and 2:00 pm. dismissal (W), teachers are on duty for 10 minutes only. Please be sure your child is picked up on time.

Tardies

In order to provide a quality instructional program, students must arrive at school on time. The warning bell rings at 8:05 am. Students arriving after 8:05 am. Must enter the campus through the office. Class begins immediately at 8:10 am. Students are tardy if they are not in their seats by 8:10 am. Students arriving after 8:10 am. and need to be signed in at the front office by a parent.

Absences

A phone call must be made to the absence hotline at 805-383-5325 the day your child is absent from school. If you call the absence hotline, it is not necessary to send a note. The following should be included in the message when you call or in the note:

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

No child may be in school with a fever or any contagious or communicable disease. Parents will be called to pick up any child who is unable to benefit from being in school due to general illness or extreme fatigue. Children should not return to school until 24 hours after their temperature has returned to normal. Students with excessive illness absences will be required to provide a doctor's note as proof of illness. If you take your child to the doctor when ill, please ask the doctor to provide a note that states when he/she may return to school.

Illness, bereavement, doctor's appointments, and mandated court appearances are the only absences deemed "excused." Doctor appointments should be arranged for after school to avoid a negative impact on your child's core academic achievement.

Excused Absences

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

1. Personal illness, including absence for the benefit of the student's mental or behavioral health. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic service or appointment. (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family. (Education Code 48205) Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
5. Jury duty in the manner provided for by law. (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)
10. Attendance at the student's naturalization ceremony to become a United States citizen. (Education Code Board Policy Manual Pleasant Valley School District 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people. (Education Code 48205)
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted by the Superintendent or designee, students shall be limited to one such school day-long absence per school year. (Education Code 48205)
13. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination. (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)
14. Work in the entertainment or allied industry. (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

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

16. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances. (Education Code 48205, 48260) For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205) Method of Verification Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205) For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible. The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:

- a. Name of student
- b. Name of parent/guardian or parent representative
- c. Name of verifying employee
- d. Date(s) of absence
- e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in Item #2 above.

4. Physician's verification.

- a. When excusing students for confidential medical services or verifying such appointments, district staff

shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination. (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Independent Study Contracts

The maximum number of days for Independent Study is 15 for the entire school year. There are three types of Independent Study:

Short Term Independent Study: This option is available for *unplanned* absences, such as illness or unexpected family events. If you completed an Independent Study contract earlier in the year, with no specific dates, you may use it to recover attendance and receive credit by completing make-up work.

Travel Short-Term Independent Study: This option is for *planned* absences ranging from 1 to 15 school days, such as a family trip or event. Each student is allowed up to 15 days per school year for this type of absence. To be eligible, the request must be submitted and approved at least 3 weeks in advance of the planned absence. Approval is required from the principal. Requests submitted with less than 3 weeks' notice will not be approved, and the absence will be marked as unexcused. If approved, you will receive instructions on how to collect and complete the schoolwork before your departure.

Long-Term Independent Study: This option is rare and for 15 consecutive school days. If you're considering this option, please contact the school office for more information.

If a vacation or family trip must be planned during the school week, and it will be for three days or longer, an Independent Study contract for absences may be requested. An Independent Study Contract that is completed and returned to the teacher on time will count as a day of attendance and the district will receive funding when the contract is completed. *Students will receive credit for attendance when the 100% of the work assigned for each day is returned and receives a passing grade.* It is important to remember that this is supposed to be comparable to the work a child missed each day from the classroom. Work must be returned no more than 3 weeks from the due date stated on the contract. When requesting an Independent Study Contract, please

contact the school office at least one week prior to the vacation to ensure ample time to prepare the student's work.

Learning Center

The Learning Center (LC): Since the 2025-2026 school year, Rancho Rosal offers a Primary Learning Center. The Primary Learning Center serves students between TK - 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 [customize- special education teachers, general education teachers, speech-language pathologists, 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.

Closed Campus

Las Posas School is a closed campus. Students are not permitted to leave campus without a note from home and permission from the office. Students leaving early must be met in the office and signed out by a parent. All visitors are required to sign in at the office and print a visitor's badge before going to classrooms. Volunteers must file a Volunteer Registration form with the office each school year.

Personal Safety Reminders

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

Parking Lot Safety

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

Parents are asked to be especially cautious when driving in and around the school during the congested times immediately before and after school. NEVER SIGNAL CHILDREN to cross through

the parking lot and between cars. We especially urge you to consider parking half a block away from the school, or on the streets adjacent to the school parking lot, then walking to the campus to deliver or meet your child. In the past, such a cooperative effort has significantly reduced the congestion created by dropping children off immediately in front of the school. Children who walk to and from school should always walk in twos or small groups exercising great care.

Bicycle Safety

Las Posas School takes an active role in bicycle safety. City and State Laws are supported. Loss of riding privileges will occur if a student is riding a bike or scooter on campus or is riding without a helmet.

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

Bicycle and E-Bike Safety Program

In response to the growing popularity of e-bikes among students and rising safety concerns in the community, the Pleasant Valley School District will launch a comprehensive **Bicycle and E-Bike Safety Program** in **August of 2026**. This initiative is designed to enhance road and campus safety for all students, pedestrians, and motorists.

Certification Requirement - E-Bikes: 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.** Certification is mandatory and must be submitted to your school site's administration before students are permitted to bring e-bikes on campus. Once certified, students remain certified throughout their enrollment with the PVSD unless they are cited for misuse of the e-bike or there are changes to state and local procedures and statutes. The courses listed below have a cost.

The approved training option is: <https://teenebiketraining.com/register/ebike-pro/> (\$35)

Students can also attend a free CHP-created e-bike safety presentation at the PVSEA-EEC (550 Temple Ave) from 9 AM-11:45 AM on Friday, August 14)

Students may not ride their e-bike to school until they show proof of training to their school site administrator. Parents must also sign and have their student turn in the [PVSD Bicycle Safety Agreement](#).

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.

Certification Requirement - Bicycles: Parents and students must read, sign, and submit the [PVSD Bicycle Safety Agreement](#) to their school administrator before riding a bicycle on campus.

Important Procedures for E-Bikes and Bicycles

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.
- Stickers will be placed on the e-bike or bicycle by school staff only.

Rules & Enforcement

- 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 cited violation occurs.

Other Notes

- **Parents riding e-bikes or bicycles** do not need to be certified to park on campus.
- Violations may result in additional training, revoked privileges, or referral to community diversion programs.

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.

Cell Phones

According to PVSD District Policy 5131: "Students may possess or use electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during the school day and at any other time directed by a school employee. If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity." We are requesting that students keep cell phones and other electronic devices turned off during the school day and in his/her backpack, which will minimize the disruption they can cause but make them available in an emergency. Students may check in their cell phones before school at the office and pick the phone up at the end of the school day. Please be aware that the school is not responsible for lost or stolen student property.

Health Issues and Emergency Contacts

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

Illness and Injury

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

Medications

The California State Education Code for Health and Welfare requires that; "If your child must temporarily take a prescription or 'over-the-counter' medication (cough drops, throat lozenge or even just an aspirin) at school, it must be brought to the office by the parent / guardian, in the original container, giving the name of the medication, strength, and dosage to be given, and an *Administration of Medication* in School form must be completed and signed by the physician and on file. **If the form does not accompany the medication, school personnel cannot administer it, and a parent must come to school to do so.** *Administration of Medication in School* forms can be obtained from the office. If the medication is to be taken for only a few days, the parent portion of the form must still be filled out and kept on file in the office during the time the medication is taken by the student. The School Health Technician or other trained staff will supervise as directed by the physician. Your cooperation in this matter will be greatly appreciated.

Allergic Reactions

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

Emergency and Disaster Plan

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

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

Food Services

The staff of the Pleasant Valley School District Food Services Department is dedicated to serving our students a variety of healthy menu options every day that meet or exceed the standards set forth by the United States Department of Agriculture (USDA) in conjunction with the National School Breakfast and Lunch Program (NSLP). We support our students, communities, and educational environments by offering a variety of healthy menu options every day. For an overview of the Food Services Department, please see the [PVSD Food Services Department](#) website with access to the daily menu, purchase options, School Benefit Form, and more.

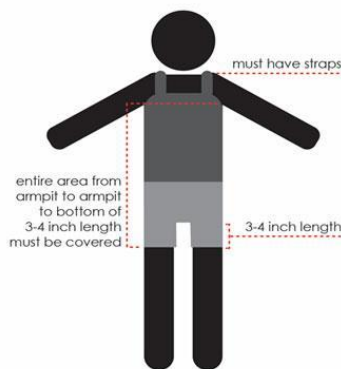
No Use Statement

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

Guidelines for Student Dress

The PVSD Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process (BP/AR 5132).

Wearing attire that suggests gang affiliation, promotes drugs, tobacco, or alcohol, or contains profanity or demeaning remarks is unacceptable. Additionally, no capes, blankets, or other draped items due to 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 or appearance. Consequently, parents may be called to bring their children a change of clothing.

We urge children to dress appropriately and bring sweaters or jackets as the weather often changes rapidly.

Hats and hoods may be worn outside the classroom only.

Student Behavior

At Las Posas School, we believe a safe and positive environment is essential to effective learning. In order to provide this environment, we work together as a school community observing some general rules and directions that are known and observed by all. Las Posas School has created a School-Wide Positive and Progressive Behavior Intervention and Support Plan.

Students will adhere to school rules:

- Be Safe
- Be Respectful
- Be Prepared

Students are expected to:

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

Students will:

- Follow all adult directions, respectfully and without comment.
- Work and play in assigned areas.
- Avoid rough play, physical contact, or any appearance of fighting.
- Avoid teasing, name-calling, or put-downs.
- Enter and leave classrooms in orderly lines.
- Walk bicycles on campus.
- Walk on the sidewalk in the hallways and courtyard.
- Eat only in the assigned area. No gum is allowed on campus.
- Take proper care of school property, books, and sports equipment.
- Leave personal toys and technology at home.
- Leave weapons, toy weapons, or any instrument that could be considered dangerous at home.

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

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

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

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

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

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

Playground and Lunch Supervision

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

Equipment:

- Playground equipment will be checked out from the community ball and equipment.
- Slide: One person at the top of the slide.
- Ball playing: On field or courts only.
- Handballs against the ball wall, not the school building.
- No kicking balls on the blacktop.

Game rules:

- Students must comply with the Hands Off Policy.
- Tag is not allowed.
- Chasing is not allowed.
- Rules to games must follow what has been taught by Las Posas adults. Rules may not be altered by students.

Las Posas School Guidelines

1. Upon arrival at school, children are to proceed immediately to their classroom.
2. During rainy weather, children will line up under hallway overhang until dismissed to classrooms.
3. Bicycle riders are to walk their bikes once on school grounds. Helmets are required, as well as a lock. Infractions and disregard for safety will result in a loss of the privilege to ride a bike to school.

4. The office is open from 7:30 am - 4:00 pm each day.
5. All adults and children are to enter and exit through the designated gates.
6. Pedestrians and bicycle riders are not to cross the parking lot unless accompanied by an adult. Sidewalks are to be used whenever possible.
7. Upon dismissal, prior arrangements must be made for children to arrive home safely. Children are not to wander or loiter on campus and must remain in front of the school until picked up by their designated family member, friend, care provider or transportation carrier.
8. Children that ride buses will have a designated pick-up area. They are to report promptly to their designated area and wait in an orderly manner.

Homework

It is the policy of the Board of Trustees that, "Homework has a place in the educational program." The responsibility for homework rests with the student, teacher, and parents. The student's responsibility is to complete and turn in the assigned homework on time. Teachers have the responsibility of assigning meaningful and grade-appropriate homework. Parents should exhibit interest in homework assignments, encourage students to complete their homework, and provide an appropriate time and place for students to complete their assignments.

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

Homework Guidelines

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

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

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

Student Motivation

At Las Posas School, we are committed to teaching our students that good work habits and positive behavior will be beneficial not only to the overall educational program but to them personally. Just as we have consequences for students who exhibit negative behavior, we have reward systems that honor those students who display positive attitudes and behavior.

Parent Involvement

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

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

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

Home School Communication

Because education is a responsibility shared by parents and school; cooperation and communication are essential in providing the best education possible for all students. Formal

parent-teacher conferences are conducted in October. Please see the calendar on the website for specific dates.

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

Classroom Volunteering

Parents are most welcome and appreciated at Las Posas School. If you would like to visit or volunteer to help in your child's classroom, please call first and make an appointment. It is requested that classroom visitations be limited to no more than 20 minutes (October-May.) Volunteering opportunities can be discussed with your child's teacher.

All visitors and volunteers must sign in at the office before going to a classroom. If you want to talk with the teacher regarding your child's progress please make an appointment before or after school.

Interruption Policy

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

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

If a parent brings in a lunch or jacket for a student it is to be marked with the student's full name and left in the outer office. Students will be instructed to check in the office if they forget a lunch or other necessary item. Classes cannot be interrupted with messages for students. Students will be allowed to check with the office at recess or lunchtime.

Testing

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

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

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

Report Cards and Progress Reports

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

Textbooks

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

Lost and Found

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

Birthdays Celebrations

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