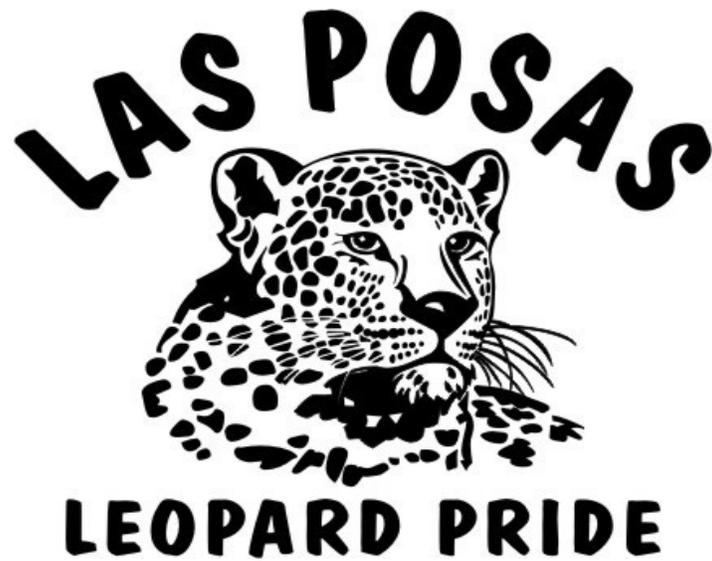


**STUDENT AND PARENT HANDBOOK
2013-2014**



75 CALLE LA GUERRA
CAMARILLO, CA 93010

LAS POSAS SCHOOL

75 Calle La Guerra
Camarillo, CA 93010
(805) 482-4606

A California Distinguished School

Dear Las Posas Families:

Welcome to Las Posas, home of the Leopards! We offer a quality and enriched educational program in a safe, nurturing and positive environment. We know that it takes teamwork and collaboration to build a strong academic, social and emotional foundation for all our students and parents are an important part of the team. We welcome your involvement at Las Posas.

This handbook is designed to help guide you through our school policies and procedures. All parents and students are encouraged to read and discuss this information together. I hope it will answer any questions you have about Las Posas. Finally, please return the last page signed as indicated. If you have any further questions, feel free to contact us at any time.



Sincerely,

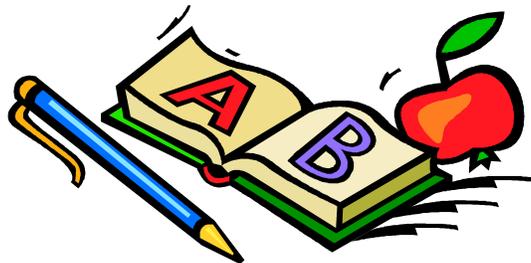
Sue Sigler
Principal

ADD PTA Information

LAS POSAS SCHOOL MISSION STATEMENT

Las Posas School provides a safe and caring community that fosters academic success, emotional growth, physical wellness, and social development for all students.

We are the proud Las Posas Leopards!



The Las Posas "Basic 5"

1. Be respectful of all others.
2. Be respectful of your environment.
3. Make good, safe choices.
4. Keep hands, feet and objects to yourself.
5. Do your best and allow others to do the same.

LAS POSAS SCHOOL BELL SCHEDULE

2013-2014

Transitional Kindergarten and Kindergarten: Extended, Staggered Schedule

Early Start:	8:10 - 12:57	<u>Total: 224 Instructional Minutes</u>
Late Start:	9:10 - 1:57	<u>Total: 224 Instructional Minutes</u>
Recess:	9:50-10:10 or 10:10-10:30	
Lunch:	11:30-12:13 or 11:45-12:28	

EARLIEST ARRIVAL TIME: 8:00 a.m.

8:00 First Bell STUDENTS LINE UP BY CLASS
8:10 TARDY BELL

GRADES 1 – 3 HOURS: 8:10 – 1:57

GRADES 4 – 5 HOURS: 8:10 – 2:55 (Thursday: 8:10 – 1:57)

<p align="center"><u>Grade 1</u></p> <table border="0"> <tr><td>8:10 – 10:00</td><td>Instruction</td><td>110 min.</td></tr> <tr><td>10:00 – 10:20</td><td>Recess</td><td></td></tr> <tr><td>10:20 – 11:45</td><td>Instruction</td><td>85 min.</td></tr> <tr><td>11:45 – 12:28</td><td>Lunch</td><td>43 min.</td></tr> <tr><td>12:28 – 1:57</td><td>Instruction</td><td>89 min.</td></tr> <tr><td>1:57</td><td>Dismissal</td><td></td></tr> </table> <p><u>Total: 284 Instructional Minutes</u></p>	8:10 – 10:00	Instruction	110 min.	10:00 – 10:20	Recess		10:20 – 11:45	Instruction	85 min.	11:45 – 12:28	Lunch	43 min.	12:28 – 1:57	Instruction	89 min.	1:57	Dismissal		<p align="center"><u>Grades 2</u></p> <table border="0"> <tr><td>8:10 – 10:20</td><td>Instruction</td><td>130 min.</td></tr> <tr><td>10:20 – 10:40</td><td>Recess</td><td></td></tr> <tr><td>10:40 – 12:10</td><td>Instruction</td><td>90 min.</td></tr> <tr><td>12:10 – 12:53</td><td>Lunch</td><td>43 min.</td></tr> <tr><td>12:53 – 1:57</td><td>Instruction</td><td>64 min.</td></tr> <tr><td>1:57</td><td>Dismissal</td><td></td></tr> </table> <p><u>Total: 284 Instructional Minutes</u></p>	8:10 – 10:20	Instruction	130 min.	10:20 – 10:40	Recess		10:40 – 12:10	Instruction	90 min.	12:10 – 12:53	Lunch	43 min.	12:53 – 1:57	Instruction	64 min.	1:57	Dismissal	
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RAINY DAY SCHEDULE

Kindergarten and Grade 1

11:30 – 12:00 Eat in MPR

Grade 2 and Grade 3

12:10 - 12:40 Eat in MPR

Grade 4 and Grade 5

12:45 – 1:15 Eat in MPR

Every Thursday – 1:57 Early Dismissal

1st -5th grade students attend 8:10 – 1:57 p.m. Total: 284 Instructional Minutes

Kindergarten Schedule does not change

Minimum Day – 11:55 Dismissal

Early Start kindergarten students 8:10 - 11:55 a.m. Total: 205 Instructional Minutes

Late Start kindergarten students 8:10 -11:55 a.m. Total: 205 Instructional Minutes

1st - 5th grade students 8:10 - 11:55 a.m. Total: 205 Instructional Minutes

ARRIVAL AND DEPARTURE

To ensure proper supervision and safety, children are to arrive at school no earlier than ten minutes before their class period begins. Supervision is provided from **8:00 to 8:10 a.m.** on the playground. Children are to wait at the front gate in the morning. Children are to line up on the blacktop until their teachers greet them and take them to their classroom. **NO SUPERVISION IS PROVIDED PRIOR TO 8:00.** At dismissal, 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 first bell rings at 8:10 a.m. Class begins immediately. Students are considered tardy after 8:10 a.m. Tardy students will have to stop at the office to check-in and receive a "Readmit Slip". Children who are frequently tardy may be requested to make up the time after school. If tardies become extensive, parents or guardians will be referred to the STUDENT ATTENDANCE REVIEW BOARD (SARB).

ABSENCE EXCUSES

A phone call must be made to the absence hotline at **482-4606** the day your child is absent from school and follow the voice prompt. All returning students who have been absent must stop at the office in the morning before school. They will receive a "Readmit Slip" to take to the classroom teacher.

The following should be included in the message when you call or on the note:

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

A child returning to school after an illness should be well enough to go outside at recess. Active play is not required if a note is sent. No child may be in school with a fever or any contagious or communicable disease. 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.

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

If a student accrues a number of unexcused absences, the parents or guardians will be referred to STUDENT ATTENDANCE REVIEW BOARD (SARB).

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 just an aspirin or cough drops) at school, it must be taken to the office (preferably by an adult), in the original container, giving the name of the medication, strength, and dosage to be given, and an "Administration of Medication in School" form signed by the physician. If this form does not accompany the medication, school personnel **cannot** administer the medication, and a parent must come to the school to administer the medication in the Health Office and be witnessed by a member of the office staff. The school office has the "Administration of Medication in School" forms. The Health Technician or School Site Administrative Assistant will supervise as directed by the doctor.

Students may not have medications in their possession. Occasionally a student will bring unmarked medication to school in their lunch bag or backpack. The school has no way of knowing whether or not a parent or doctor has authorized the student to have this medication. The medication can be lost and another student could find it and mistake it for candy. Students may not have medications of any kind in their possession.

LUNCHES

Healthy lunches are served daily. Free and reduced lunches and milk are available to qualifying families. You may pick up an application in the office for the free and reduced lunch program. Contact the school for more information. Lunch may be purchased for \$3.50. Reduced lunch price is \$0.40. Milk price is \$0.50. Students may purchase regular or chocolate milk. Parents are encouraged to pre-pay using the pre-pay lunch envelopes. Pre-paying for lunches avoids loss and theft. Lunch envelopes are to be put in the lunch box before school. Las Posas School serves **2nd Chance Breakfast** daily during the morning recesses for each grade level. The cost of **2nd Chance Breakfast** is \$2.00. Reduced **2nd Chance Breakfast** is \$0.30. You don't need to pre-order this. If you want your child to come home from school for lunch on a daily basis, please send a letter to the office at the beginning of the school year. If your child is to come home for lunch on an occasional basis, please send a note to the teacher on each occasion. *Any student leaving for lunch must go to the office to sign out and sign in when returning.* This is done for your child's protection, as it allows us to know which children have permission to leave campus during lunch. Also staff will not deliver lunches to the classrooms. Please do not bring pizza or other food for your child to share with others unless this has been pre-arranged with the classroom teacher and there is enough food for the entire class.

EMERGENCY CARDS

Emergency cards are maintained in the school office and are of utmost importance. It is **imperative** that you **notify** the school of any **change** in daytime telephone numbers. There may be an occasion when we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Without current telephone numbers, a minor problem may 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 from the parent(s) stating the name of the person(s) with whom they may leave. (IT IS IMPORTANT THAT YOU COMMUNICATE ANY CHANGES TO THE SCHOOL ADMINISTRATIVE ASSISTANT.)

EMERGENCY DISMISSAL

We hope that we will never have to send students home because of an earthquake, serious incident or other disaster that would make the school unsafe. However, please make certain your children know who they are to go home with if such a disaster occurs. Someone will have to sign them out. The names and phone numbers of local people who could sign them out needs to be on the emergency card.

EMERGENCY / DISASTER PLAN

In the event of a major disaster during school hours, students will duck, take cover then evacuate to the playground when it is safe to do so. Staff members will stay with classes until a parent or a designated adult (the one you select for the emergency card) signs the student out. Remember only the adults listed on the emergency card may sign your child out. 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. The designated area to pick up and sign out students will be at the gated area off the parking lot entrance; however, that area could change, depending on the circumstances of the emergency.



VEHICLE AND PEDESTRIAN TRAFFIC FLOW

Lincoln Military Housing allows us to use their park loop for student drop-off and pick-up. Enter the loop on the west side of the loop. To ensure safety, students should exit or enter vehicles on the passenger side of the vehicle only. The main parking lot is reserved for school faculty and staff until 8:00 a.m. Students in grades 1-5 are to enter the campus through the gate on the west side of the campus each day and line up on the blacktop at the designated spot for their class.

All kindergarten students enter through the gate to the kindergarten playground on the east side of the parking lot. Early kinders enter at 8:00 a.m. and line-up at the designated spot for their class. The gate closes promptly at 8:10 a.m. Late kinders enter at 9:05 a.m., and the gate closes at 9:10 a.m. Kinders who arrive after the gate closes, must check in through the office.

Students in grades 1-5 may ride their bikes to school. They must WEAR HELMETS and need to have locks to lock up their “ride.” The playground gate will not be opened until 8:00 a.m. If students are early, they need to wait at the gate. When the gate opens, they may walk their bikes to the bike rack that is located on the east side of the multi-purpose room.

SAFETY ON THE STREETS AND PARKING LOT

For the safety of your children and yourself, please use the crosswalk staffed by the crossing guard at Calle La Guerra and Calle La Palmera. Thank you in advance for your patience and good manners to each other and to staff. Remember it’s all about keeping the children safe.



- The school driveway is ONE WAY ONLY. Enter on the west side only. Please DRIVE SLOWLY through the parking lot at all times.
- The parking lot is closed to everyone except staff until 8:00 each morning. It closes again at the dismissal times between 1:45 and 3:15 each day except for designated child care provider vehicles and the CAT bus.
- Adults must accompany students walking in the parking lot.

STRANGERS

Children should be reminded regularly of the dangers of talking to strangers when going to and from school. All children should be instructed to contact the school or parents immediately if any questionable approaches are made at any time. Students will only be released to properly identified adults whose names are on the student emergency card.

REGULAR ROUTE

Help your child establish a regular route he is to take to and from school each day. Encourage your child not to deviate from the established route. If possible, see that the route has a minimum of traffic hazards and is used by many other school children. Please check frequently to see that your child is observing safety rules enroute to school or home. It is always safer for children to walk home in a group or with a partner.

Students and adults should practice safety and citizenship at all times. Students are to cross streets only at properly identified crosswalks. Please review with your student the safest route to and from school. Explore routes that involve minimal street crossing. Car pools are encouraged.

TELEPHONE

Please make arrangements for after-school activities before dropping your child off at school as we do not interrupt classrooms during instructional time. The school telephone is not available to the children except in the case of emergencies. There is no pay phone on campus.

CLOTHING

Please label or mark personal items with first and last name, such as: coats, sweaters, lunch boxes, lunch sacks, etc. Students and parents are encouraged to check for lost clothing and other articles in our lost and found barrels located in by the multipurpose room.

INSURANCE

The school provides insurance forms as a service to parents. This form and any claims are to be mailed to the Insurance Company whenever the protection is purchased. Claim forms are available in the school office.

SMOG

Play is restricted when the smog level or air quality is unhealthy for normal physical activities.

BIRTHDAY AND OTHER CELEBRATIONS

We acknowledge and honor student birthdays in the classroom. However, we don't allow birthday celebrations and food brought into the classroom because of student allergies and family budgets. If you would like to do something special in honor of your child, we suggest that a book be purchased for the classroom or library. Check with the classroom teacher for the suggested book titles. Party invitations may not be given out at school. Please be considerate of others' feelings.



SUGGESTED SNACK GUIDELINES FOR SPECIAL OCCASSIONS AND CELEBRATIONS

Fresh Fruits & Vegetables

Include at least one fruit and Vegetable at parties such as:

Fruits

Apples, orange wedges, pineapple, bananas, kiwi, grapes, strawberries, dried fruits

Vegetables

Baby carrots, green or red pepper strips, pea pods, broccoli, cauliflower, cherry tomatoes, salads with low fat dressing.

Snack Foods – (Prepackaged)

Low-fat string cheese
Crackers with low-fat cheese
Hot, soft pretzels with mustard
Popcorn, air popped
Cheese pretzel kabobs (cheese cubes threaded on thin pretzel sticks)
Baked tortilla chips and salsa
Pretzels, baked or reduced-fat chips are better than regular chips
Hard-boiled eggs
Dry cereal mix (i.e. Cheerios, Chex)

Dessert

Limit desserts to one or two small portion items.

Options are:

- Graham Crackers Oatmeal raisin cookies
- Low-fat frozen yogurt Animal crackers
- Fig Newtons Gingersnap cookies
- Vanilla Wafers Chocolate covered strawberries
- Strawberries with whipped cream
- Yogurt splits with bananas, yogurt, granola, and fruit toppings
- Angel food cake with fresh fruit toppings such as strawberries, peaches, blueberries, etc.

Beverages

Nonfat, 1% milk
(including chocolate)
Water
100% juices

VISITING THE CAMPUS: EVERYONE MUST SIGN IN

All visitors, volunteers, parents, guests, or anyone else coming on the campus must sign in and out at the office. Visitor's badges must be worn at all times while on campus. This is for the safety of the children as well as for your safety. If we were to have an emergency, we would not know to look for you if you are not signed in.

Anyone attempting to be on the school grounds or enters a classroom without following this procedure will be asked to leave. In the event of any drill or emergency, volunteers are required to stay until released.

CLASSROOM VISITATIONS AND PARENT VOLUNTEERS

Parents are always welcome at school. If you would like to visit your child's classroom, please make prior arrangements with your child's teacher and the school principal. These visits will be for 20 minute periods of time. In order not to interrupt the teaching process, please save any questions for the teacher after class time.

Parent involvement is highly encouraged at Las Posas. There are many opportunities to participate and assist in our school programs. Parents interested in volunteering in the classroom must arrange times with the teacher in advance. All volunteers must complete the Volunteer Form and have a copy of a valid I.D. on file at the school office before working on campus. A new form must be completed for each school year. When volunteering, please make other arrangements for younger siblings.

REMEMBER: All visitors and volunteers must sign in before going into the classroom and sign out when leaving.

CELL PHONES AND ELECTRONIC DEVICES

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 requiring that students keep cell phones and other electronic devices turned off during the school day and out of sight, 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.

*Cell phones and other electronic devices are not allowed during outdoor activities. This includes recess, lunch and P.E. **Please be aware that the school is not responsible for lost or stolen student property.***

INTERRUPTION POLICY

In order to maximize classroom instructional time, it is our policy not to interrupt classroom for any reason other than an emergency. School transportation plans and after school commitments will need to be made with your student before school. The no interruption policy includes lunch arrangements. *The office is not able to deliver personal messages except of an emergency nature.*

ASSEMBLIES/PERFORMANCES

Parents are always welcome to attend assemblies. We hope you will understand that the performance is usually not a practiced one, but rather a learning experience for the children. Please sit in the back seats so that students will be able to see.

HOME / SCHOOL COMMUNICATION

- PTA Newsletters
- School Website
- Monthly Parent Bulletin
- Letters from Principal and/or Classroom Teachers
- Conferences, Progress Reports and Report Cards

HOMEWORK POLICY

Homework is a meaningful part of the Las Posas School curriculum and is assigned Monday through Thursday. Occasionally special projects may be assigned over weekends to upper grade students. The purpose of homework is to reinforce basic concept development, to expand and enrich topics covered in the classroom and to develop good study habits. Homework is to be completed on time, reviewed by the parent and returned to the teacher. Parents have a responsibility to provide a quiet place and time for children to work. Parents can enrich their children's learning by providing experiences related to or beyond the school program, such as excursions to points of interest, art shows, music lessons, or the public library.

"NO USE STATEMENT"

Las Posas School, as part of the Pleasant Valley School District, recognize that the use of alcohol, drugs, 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.

LASER LIGHT POLICY

For safety purposes, laser light pointers are not permitted on school premises without special permission. As per procedure and policy, unauthorized objects other than those needed for regular school activities may be confiscated and not returned. Students bringing laser pointers to school may be suspended.

COMPREHENSIVE POSITIVE BEHAVIOR PLAN

Our school wide comprehensive, positive behavior plan is based on the six principles of the Peacebuilders' Program:

Praise People	Notice Hurts
Give Up Put-Downs	Right Wrongs
Seek Wise People	Help Others



Student behavioral expectations are based on the Las Posas "The Basic 5". All students are held accountable to these 5 expectations:

The Las Posas "BASIC 5"

1. Be respectful of all others.
2. Be respectful of your environment.
3. Make good, safe choices.
4. Keep hands, feet and object to yourself.
5. Do your best and allow others to do the same.

Problems Solving Strategies and Skills will be taught at each grade level. This begins in kindergarten using simplified language, skills, and visual cues and progresses to a more comprehensive system. By fifth grade, a student, should be able to independently monitor and facilitate the problem solving process through a verbal action plan and/or peer mediators in most cases.

It is through this progressive system of learned strategies and skills that we hope our students will develop into productive members of our community and country with the following attributes:

Creativity
Problem Solving
Leadership

Innovation
Communication
Technology & Science Literacy

Critical Thinking
Collaboration

GENERAL RULES

- Show respect and a cooperative attitude toward all adults and students.
- Use appropriate language and gestures at all times in actions, conversations, writing or drawings.
- Respect school property.
- Personal electronic devices are NOT permitted at school including toys, games, walkman radios/tape/CD players, etc.
- All playground equipment including balls will be provided by the school. Students may **NOT** bring a football, softball, baseball, handball, tennis ball or any other sports equipment to school.
- Gang-related signs, language, drawings, slogans and attire are unacceptable at any time or any place.
- Sunglasses may not be worn unless they are prescription sunglasses and a doctor's statement is on file in the office.
- Laser light pointers are not permitted on school premises.
- Glass bottles or any other kind of glass containers may not be brought to school at any time due to potential injuries.
- Pets may not be brought to school except when approved in advance by the teacher. Pets must be in cages or on leashes. Students may NOT PET OR HOLD dogs, cats, hamsters,

mice or any other visiting animals - even in cages or on leashes. *Pets may only stay for a short period of time and the visit must relate to the instructional program in the classroom.*

- Items which could prove harmful to children, such as: medicines, chemicals, or sharp or dangerous materials, cannot be brought to school.

Incidents subject to immediate suspension or expulsion include:

- Cause, attempt to cause, or threaten to cause physical injury to another person.
- Possess, sell or otherwise furnish any firearm, knife, explosive, or other dangerous object.
- Possess an imitation firearm, including look-alike cap guns.
- Offer, arrange, deliver, possess, use, negotiate to sell, sell or otherwise furnish drug paraphernalia, or be under the influence of controlled substance, alcoholic beverage, intoxicant of any kind.
- Possess or use tobacco, any products containing tobacco, snuff, chew packets or betel.

GUIDELINES FOR STUDENT DRESS

At Las Posas we know that coming to school properly groomed helps 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

- Dress of the student must not interfere with his/her ability to perform assigned class activities.
- No crop tops, tank tops, halter or spaghetti strap tops may be worn unless they are worn under or over other garments. Tops must be long enough to completely cover midriff and stomach. Shorts must be mid-thigh or longer in length.
- All dress must be neat and clean.
- All students must wear closed-toe shoes with backs. All shoes must be appropriate for PE, no flip flops, sandals or shoes without backs.
- Hair must be neat and clean. Hair styles/hair color must be respectful of the academic environment for all students and can't distract others from learning is prohibited.
- No make up is allowed
- Body piercing jewelry, except for most earrings is prohibited. Earrings may not be larger than 1 inch in diameter. Dangling or large earrings may be snared in active play and should not be worn to school.
- Caps or hats may be worn properly outside only. Hoods, hats and caps may not be worn indoors anywhere.
- Clothing must be worn as "designed to be worn"; e.g., straps hooked and in place, appropriate size, etc.
- Helmets are required by law for all bike and scooter riders.
- Wheelie shoes may NOT be worn to school.
- *Roller blades, roller skates, and other hazardous equipment cannot be brought to school because there is no secure storage for these items.*
- Gang related attire, bandanas, drawings, symbols, hand signs and flashings are unacceptable at any time.
- Wearing of attire that promotes drugs, tobacco, or alcohol, or contains profanity or demeaning or offensive remarks or pictures is unacceptable.

SAFETY RULES

Recess and Rules:

- Students must walk when dismissed to playground, lunch, recess or home.
- Students are to eat in assigned area, not on playground or restrooms. When finished eating, make sure the area is clean and the trash is put in trash barrels.
- Students remain at tables until dismissed by yard duty supervisors.
- Students must have a pass to be in hallways.
- Students may not leave campus without written adult permission.
- Students may not retrieve playground balls that go over the fence, into backyards, on the roof or in the street.
- Students may not climb on fences, backstops, poles, tables, walls, tether ball ropes, volleyball nets, etc.
- Fences are not to be used as backstops.
- Paper towels, napkins and other paper items are to be put in trashcans.
- Students are not to pop lunch bags, plastic bags, and juice boxes.
- Put aluminum cans in recycle barrels and lunch boxes in designated areas.

Restroom and Drinking Fountain Rules:

- Restrooms have specific uses. They are not play or eating areas. Climbing on stalls or on ledges and standing on toilets is dangerous and inappropriate.
- Spraying or splashing water, plugging toilets, sinks or drinking fountains to cause flooding, and throwing toilet paper or paper towels on ceilings or walls is inappropriate, dangerous and wasteful.
- Paper towels are to be put in trashcans.
- Practice good hygiene. Wash hands after using restroom.
- Students should only use the drinking fountains on the playground during lunch and recess.

PLAYGROUND SAFETY RULES

General Rules:

- Students are to keep hands and feet to themselves.
- Everyone is to be respectful of others and their feelings.
- There are NO CONTACT SPORTS.
- Equipment must be used properly and only for its intended purpose.
- Jump ropes are to be used only for jumping.
- Everyone is allowed to play; no "lock-outs" in games.
- Use good sportsmanship when playing all games.
- Handball wall is the only wall balls should be hit against.
- Students will always walk in the hallways.
- Playing tag is allowed on grassy, field area only.

Apparatus:

- Sitting, walking and crawling on top of horizontal bars are not permitted.
- Go only in one direction.
- Do not flip or jump off.
- NO BACK FLIPS.
- Students must have two hands on the bars.

BICYCLE and SCOOTER SAFETY RULES

(No skates at school)

Las Posas takes an active role in bicycle safety. City and state laws are supported.

- Walk bicycles on and off the playground, campus and in crosswalks.
- Park bicycles in bike racks and securely locked bikes.
- As a safety precaution younger children are encouraged to walk to school, rather than ride their bikes.
- A student may be requested to leave his/her bike, skateboard or scooter at home if unsafe riding habits are practiced. There is no riding on campus including the parking lot areas.
- **Helmets are mandatory when riding bikes, skakeboards and scooters.**
- *Loss of riding privileges* will occur if a student is riding a bike, skateboard or scooter to and from campus *without a helmet*.

SCHOOL SITE COUNCIL (SSC)

The School Site Council (SSC) consists of parents, teachers, and a classified employee all elected by their peers. The principal is also an active participant. The council meets regularly and serves in an advisory capacity to the school. Some of the School Site Council's responsibilities are to:

Approve the budgets
Evaluate the programs
Monitor implementation of the School Plan

Assist in the development of the School Plan
Assess the needs of the school

ENGLISH LANGUAGE ACQUISITION PROGRAM (ELAP)

When a school site has more than 21 English Language Learning students, there must be a functioning English Language Acquisition Committee (ELAC), which includes parents of ELL students, school personnel and other interested parents and ELAC community members. The ELAC gives input to the principal and staff in the following areas: 1) English immersion program; 2) development of school needs assessment; 3) language census; 4) importance of school attendance; 5) legal requirements for BAC; and 6) elects a representative for the District English Language Acquisition Committee (DELAC).

SPECIAL SERVICES

Resource Specialist Program

The Resource Specialist Program (RSP) provides special education services to those children who have learning disabilities. These students have been referred by teachers or parents to the Student Success Team (SST) and have been tested by school and district specialists. Test results determine eligibility for the program. Eligible students receive help in designated areas of need - reading, writing and/or math.

SPEECH AND LANGUAGE PROGRAM

The Speech/Language Program provides remediation for articulation (Speech Sound Production), stuttering, voice disorders and language delay. All kindergarten and second graders are screened for speech and language. Eligible students receive services as designated on the child's Individual Educational Plan (IEP). Parents may refer their children for Speech/Language evaluation.

ENGLISH AS A SECOND LANGUAGE

In compliance with Proposition 227, all students are taught in English. There is a procedure for a parent to request a waiver for Spanish language instruction, please ask in the office for this form.

PROMOTION /ACCELERATION / RETENTION

PROMOTION

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.

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 are 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 the 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 intercession school programs, counseling, ongoing parent conferencing, and behavior modification plans. (Legal References: Education Code sections 48070, 48070.5, 48011, and 46300)

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, extended day programs, summer school programs and/or the review of a student study team.

Education Code Section 48070, 48070.5

NOTICE TO PARENTS AND STUDENTS SEXUAL HARASSMENT POLICY

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

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

1. Submission to the conduct is made a condition of a student's academic status or progress.
2. The conduct has the purpose or effect of having a negative impact on the student's academic work or performance, or 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:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Cornering or blocking of normal movements.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against any individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Any student who feels that he/she is being harassed should contact his/her teacher, the principal, or another district administrator in order to obtain a copy of the district policy 41181/4218.1. Complaints of harassment can be filed in accordance with these procedures. Failing resolution at the informal level, the complaint can be addressed under district policy 4135.4.1 or 4135.4.1.3, as appropriate.

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.

Las Posas School

Please return this form to your child's teacher. There must be a form on file for each Las Posas student. Thank you.

Signature Form

I have read and reviewed the Handbook and school rules with my child. I understand that these rules are for the safety of all children at Las Posas School. I agree to support Las Posas School in enforcing these school rules.

Parent
Signature _____

Date: _____

As a student at Las Posas School I understand that it is my responsibility to follow the school safety rules. I understand that if I choose to break a school safety rule there are consequences.

Student
Signature _____

Date: _____