

VALLEY VIEW ELEMENTARY SCHOOL



2016-2017 Student/Parent Handbook

480 Adams Way
Pleasanton, CA 94566 (925)426-4230

Nondiscrimination

The District's programs and activities shall provide equal access to and shall not unlawfully discriminate based on actual race, color, ancestry, national origin, ethnic group identification, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics and against students who are members of special populations. *Special populations* include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; students preparing for nontraditional fields; single parents and single pregnant females; displaced homemakers; and students with limited English proficiency. (20 USC 2302, 2354, 2373) (cf. 0410 - Nondiscrimination in District Programs and Activities)

Responsibility

- Do what you are supposed to do
- Always do your best
- Be accountable for your choices

Compassion

- Be kind to self, others and the environment
- Help others in need
- Be forgiving

Self-Discipline

- Practice self-control
- Set goals and work toward them
- Strive for personal improvement

Honesty

- Tell the truth
- Don't cheat or steal
- Be trustworthy

Respect

- Use good manners, not bad language
- Be considerate; honor the feelings of others
- Deal peacefully with anger, insults and disagreements

Integrity

- Be reliable; do what you say you will do
- Have the courage to do the right thing
- Build a good reputation

Welcome to Valley View! Home of the Mustangs

Welcome to Valley View Elementary School. As we begin our year at Valley View, I encourage your active participation and involvement in all areas of the school program. Teamwork makes Valley View Elementary synonymous with excellence in education.

Mission Statement:

We are a child centered, forward thinking, learning community, educating each of our students in an individually appropriate manner within an environment of personal safety and mutual respect to become well-informed, productive, and socially responsible citizens.

Our Goals:

- measurable and ongoing increases in student academic achievement
- a safe school climate that emphasizes mutual respect
- ongoing partnerships with parents and the community
- a curriculum that meets students' individual talents and learning styles

This handbook has been prepared to provide our parents and students with basic information to help understand the operation of our school. You will receive additional information about our programs and activities throughout the school year. The "Mustang" is a weekly news bulletin published by the Valley View PTA and emailed home every Wednesday. Please look for your child's weekly information folder each Wednesday, as it will contain updated information, calendars and important information from the school and your child's teacher. We also encourage you to subscribe to E-connection at www.pleasantonusd.net. Additional information can be obtained from the school's website at www.pleasantonusd.net/Valley View.

This year promises to be an exciting and productive year. I look forward to working with you as we continue to grow and expand our programs. If at any time you have questions or concerns, please don't hesitate to call me.

Rafael Cruz, Principal

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VALLEY VIEW BELL SCHEDULE

KINDERGARTEN

DAY	BASIC SCHEDULE	INSTRUCTIONAL TIME
M, T, Th, F		
	Early Start 8:15-11:35	200 minutes
	Late Start 9:35 – 12:55	200 minutes
Wed.	9:15-12:35	200 minutes

GRADES 1 AND 2

DAY	BASIC SCHEDULE	RECESS	LUNCH	INSTRUCTIONAL TIME
M, T, Th, F				
	Early Start 8:15-2:05	9:45-9:55 1:45-1:55	11:30-12:15	285 minutes
	Late Start 9:00-2:50	9:45-9:55 1:45-1:55	11:30-12:15	285 minutes
Wed.	9:15-2:50	1:45-1:55	11:30-12:15	280 minutes

GRADES 3, 4 AND 5

DAY	BASIC SCHEDULE	RECESS	LUNCH	INSTRUCTIONAL TIME
M, T, Th, F	8:15-2:50	10:30-10:45	12:15-1:10	325 minutes
Wed.	9:15-2:50	no recess	12:15-1:10	280 minutes

MINIMUM DAY

DAY	BASIC SCHEDULE	RECESS	LUNCH	INSTRUCTIONAL TIME
Gr. 1 and 2	8:15-12:30	9:45-9:55	11:25-11:55	215 minutes
Gr. 3, 4 and 5	8:15-12:30	10:25-10:35	11:55-12:25	215 minutes

PLEASE NOTE: VALLEY VIEW DOES NOT PROVIDE PLAYGROUND SUPERVISION BEFORE 8:00 AM ON M, T, TH, F OR 9:00 AM ON WEDNESDAYS. PLEASE DO NOT DROP OFF YOUR CHILDREN BEFORE OUR SUPERVISED TIMES LISTED A

ATTENDANCE AND SCHOOL POLICIES AND PROCEDURES

Attendance Policy for the first day and last week of the school year

All students are expected to attend school on the first day of the school year. Students who do not attend the first day of school will be dropped. Students who are dropped will not be guaranteed a seat at Valley View and may have to be overflowed to another school upon return. The only exception to this rule is students who are absent due to illness. If a student is absent during the first day of school due to illness, parents or guardians must notify the school. Seats will not be held for students on extended vacations or other optional activities, whether or not the school is notified.

Students are also expected to be in school the last week of the school year. Students who miss the last week of the school year will be dropped and may not be guaranteed a seat at Valley View. **Students who miss the last week of school may have to be overflowed to another school upon their return the following school year.**

PUPIL ATTENDANCE (excerpts from Board Policies)

All students are expected to attend school every day! As per the Education Code and PUSD Student Attendance Policy; a student is deemed “**Truant**” when:

- Absent from school without a valid excuse for three full days in one school year
- Tardy or absent more than 30 minutes three times without a valid excuse
- Excessively tardy under 30 minutes, or any combination thereof

As per PUSD attendance policy, truancy notification letters are mailed home for students who show a pattern of truancy and are intended to increase parental awareness about attendance, and not as a reprimand. This information is also reported to the Senior Director of Pupil Services.

Upon receiving a second truancy letter within the same school year, a pupil may be referred to, and required to attend, a School Attendance Review Board (SARB) conference, a truancy mediation program established by the district attorney or the probation officer, or a comparable program.

Upon receiving a third truancy letter in the same school year, the pupil shall be classified a “**Habitual Truant**” as defined in Education Code 48262. (Education Code 48264.5). Habitual Truant students who continue to demonstrate poor attendance shall be referred to the juvenile court system which may adjudge the pupil to be a ward of the court pursuant to Section 601 of the Welfare and Institutions Code.

EXCUSED ABSENCES

A pupil’s absence shall be excused for the following reasons (Education Code 48205):

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, or chiropractic appointments
- Attendance at funeral services for a member of the “immediate family” defined as; mother, father, grandmother, grandfather, brother, sister or any relative living in the pupil’s immediate household (Education Code 45194). Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
- Participation in religious instruction or exercises is excused when in accordance with district policy. It is the policy of the Board of Trustees not to excuse pupils to attend regular classes for religious education conducted during the regular school day (District Policy 6113.2). In such

instances, the pupil shall attend at least the minimum school day and shall be excused for this purpose on no more than four school days per month (Education Code 46014).

Additional Justifiable Personal Reasons (Advance Written Request and Approval Required)

For pre-planned absences of **one to four days**, advance written request by the parent/guardian and approval of the principal or designee is required for the following family necessity reasons (Education Code 48205) including, but not limited to: appearance in court, attendance at a funeral service for a non-immediate family member, attendance at religious retreats, employment interview or conference, family necessity of less than 5 school days provided the pupil makes up all the work missed during the absence, college visit (post secondary options), other pre-approved justifiable reason (non-vacation). Pre-approval forms are available at the school office or can be downloaded from the school's website.

Independent Study Contract (Five school days or more, not to exceed 30 calendar days)

Independent Study Contracts are available in the office for planned absences of **5 school days or longer** and must be initiated by the parent or guardian two weeks prior to the absence. If approved, the teacher will assign schoolwork to be completed during the absence.

The contract and the completed work are due on the first day back to school. If the work is completed and turned in on time, the school will receive ADA money for the time the student was absent, and the student will receive credit for being in school. The contract is null and void and all days missed will be recorded as unexcused absences if any part of the work is not completed and returned on the date of return indicated on the contract.

Please note:

- Students may not receive work prior to the planned absence.
- All work must be completed while the student is out of school.
- Maximum amount of time missed from school cannot exceed 30 calendar days.

PUPIL ATTENDANCE – ADMINISTRATIVE REGULATIONS

*Please see the complete pupil attendance district policy and regulations at:
<http://www.pleasantonusd.net/pub/BoardPolicies/5000/5101-REG.pdf>*

ARRIVAL/DEPARTURE TIMES

Students are to arrive **NO EARLIER** than 8 a.m. or 15 minutes before the start of school since there is no adult supervision prior to this time. Students are to leave the school grounds immediately after dismissal. Parents or individuals on the emergency card will be contacted for students are not picked up by 3:10 p.m.

ABSENCE REPORTING PROCEDURES

Please contact the school's **24 hour** school attendance line (**925-426-4230 ext. 2604**) to report all absences. Leave the following information: **child's name, teacher's name, and reason for absence**. Children should be free of a fever for 24 hours (without medication) prior to returning to school. To request homework, contact your student's teacher. Prolonged illnesses or communicable diseases should be reported to the school office as soon as they are diagnosed.

TARDY PROCEDURES

Students who arrive to school after the start of the school day, should report to the office to sign-in and receive a

tardy slip for admittance to class. A note or phone call is required when a student is tardy. Acceptable reasons for tardiness include student illness, injury, and medical appointments.

EARLY DISMISSAL OF STUDENTS PROCEDURES

Parents are encouraged to make all medical and dental appointments outside of the school day. If not possible and if a student is to be picked up before dismissal, the parent must personally come to the office and sign the student out. Students will only be released to adults listed on their emergency card. Students will not be released to leave school alone under any circumstances, thus, written notes and phone calls are not accepted for the release of any student before the end of the school day.

EMERGENCY CARDS and PHONE NUMBERS

Every student must have an updated Emergency Card on file in the school office. Students are not considered enrolled unless their card is on file. **Students will only be released to adults listed on the Emergency Card.** For your child's welfare, please keep the emergency card information current with all residence, work, and cell phone numbers. It is imperative that we have up-to-date information in order to contact the parents (or designee) in an emergency. **Please make changes immediately!**

MEDICATION POLICY AND PROCEDURES

ANY MEDICATION REQUIRED TO BE ADMINISTERED IN SCHOOL

If your student must take a prescription or over-the-counter (i.e. Advil, eye drops, and cough drops) medication in school, you may do any of the following:

- You or an adult designated by you in writing, may come to school and give the medication to your child. The Health Clerk may not be designated for this responsibility.
- You may get a copy of the Authorization for Medication form from your child's school and take it to your child's health care provider. This form must be filled out and signed by the health care provider and the parent/legal guardian. Once completed, return this form to your child's school. The Health Clerk will assist your child taking the medicine.
- You may choose to discuss with your health care provider a schedule for giving medication outside of school hours.

Medication forms are available in the school's health office or can be downloaded from the District website at <http://www.pleasantonusd.net/EducationalServices/PupilServices/HealthServices.cfm> Medication must be delivered by an adult to the health office in its original container.

Please List Medical Conditions on Emergency Card

Any medical condition about your student should be noted on the emergency card (i.e., asthma, allergies, heart conditions, etc.). By being aware of his/her conditions, we can better help your student in a medical emergency.

SELF-MEDICATION CONSENT FORM

Per California Education Code 49423.1, students with asthma are permitted to carry inhalers. A consent form must be completed by the parent and health care provider and kept on file. If your child has severe allergies that necessitate him/her to carry an EpiPen, a consent form is also required. The forms are available in the school's health office or can be downloaded from the PUSD website.

SPECIAL MEDICAL PROCEDURES

If your child has any medical conditions such as diabetes, seizures or severe food allergies, please contact the school health office to fill out the required forms in order for us to meet his/her medical needs in school. It will be helpful to provide a small picture of the student to be attached to the forms.

NEW STUDENTS ENTERING CALIFORNIA SCHOOLS FROM ANOTHER STATE, COUNTRY OR PRIVATE SCHOOL

Proof of immunizations is required for all new students. The required documents must be reviewed by the Health Services Liaison or a District Nurse at the time of the enrollment. If you are entering from out of the country, a TB test must be done within 6 months of the first day of school. Immunizations must be up-to-date and signed or stamped by the doctor's office. Please check the current California immunization requirements at: <http://www.pleasantonusd.net/EducationalServices/PupilServices/HealthServices>

CALLING YOUR STUDENT/FORGOTTEN ITEMS

To encourage student responsibility, the office telephone will be available for student use in **emergencies only**. Students will not be allowed to phone home for forgotten lunches, assignments, or to ask permission to go to a friend's house after school, etc. ***Please help your child memorize important phone numbers.***

All transportation arrangements need to be made at home before coming to school. Interruptions and distractions must be controlled to ensure that teachers can dedicate classroom time to the instruction of students; therefore, calls to the classroom are disallowed to give messages about lunch, homework, messages from home, etc. Students are expected to check for and to pick up forgotten items in the school office of their own volition during recess or lunch time.

MOVING TO A NEW SCHOOL

Families who move away during the school year are requested to inform the Valley View office as soon as possible. The office, teacher, cafeteria, and library appreciate knowing in advance if a student is planning to transfer away from our school. Valuable information regarding the student's progress can be gathered and forwarded to the new school to make a smoother and faster transition. Cumulative records will be forwarded to the new school of attendance upon written request.

LOST AND FOUND

Items lost at school are placed in the Lost and Found rolling cart in the multi-purpose room. These articles are kept for a reasonable length of time and then are donated to local charities. To help prevent loss of property and clothing, it is recommended that all articles be marked with the student's first and last name.

LUNCH PROGRAM

Hot lunches are available to all students daily. Checks or cash for lunches may be dropped off in the school office or payment can be made online at Myschoolbucks.com. Please make checks payable to Child Nutrition Services (CNS). The following information needs to be on the lunch payment envelope: **student name, teacher and student ID number**. All lunches should be prepaid and students should not carry cash into the lunch line. Students who bring their lunch from home should have their name on their bag or lunch box. It is the student's responsibility to pick up a forgotten lunch from the office during recess or at the start of lunch. Classrooms will not be interrupted for the delivery of lunches. Applications for free and reduced lunches are available in the school office and must be renewed annually.

Parents are welcome to have lunch with their child at school. Valley View staff's recommendation is no more than once per month to allow students opportunities to socialize with their peers and to build independence. As a safety precaution, visiting parents will be asked to sit at a designated table or area away from the general student population. Parents are expected to leave campus after the dining portion of the lunch period and shall not accompany their child to the playground for recess. The principal reserves the right to revoke lunch visitation privileges at any time.

CLASSROOM AND ACADEMIC INFORMATION

CLASSROOM ASSIGNMENTS

Valley View teachers offer a quality educational program for all students. The assignment of students to a classroom is the responsibility of the administration and professional staff. Before students are assigned to a classroom and teacher, careful consideration is given to creating balanced classes by gender, ethnicity, personality types, learning styles, social needs, and cognitive/academic skills. We do not accept requests for specific teachers. Your respect for this policy is appreciated and your input is important to us. In the spring, parents are given the opportunity to write a short note to the principal to share any information that the school does not already have regarding their child that may be pertinent to their classroom placement.

TEACHER CHANGE REQUEST

1. A three-week waiting period will be observed. During this time, parents are asked to conference with the current teacher about their concerns regarding the classroom program and attempt to work out any issues that may exist.
2. If after three weeks parents continue to feel that a change is necessary, a request in writing should be made to the principal for a meeting to discuss the concerns. A meeting of the principal, parent, and teacher will be required. Following the meeting, parents will be informed of the principal's decision.

CLASSROOM OBSERVATIONS

All classroom observations require the Principal's pre-approval and a 24-hour notice to the teacher whose classroom will be observed. Classroom observations by parents will be limited to 30 minutes and may require accompaniment by an administrator upon the school's request. To avoid disruptions to the learning process, please do not speak to students or ask questions of the teacher during instructional time. Parents are encouraged to make an appointment with the teacher or principal to discuss any questions and/or concerns about the class, the school, or the instructional program. Observations by parents of non-Valley View students or parents "shopping for schools" are not allowed.

HOME AND SCHOOL COMMUNICATION

A positive and collaborative home and school partnership is essential and very important at every stage of your child's education. When questions or concerns arise, the best place to start is with your child's teacher. Please contact your child's teacher early to address questions, concerns or to solve problems before they become serious. Remember also to stay in regular contact with your child's teacher via email and/or phone.

PARENT/TEACHER CONFERENCES

In a "Community of Learners," parents and teachers work together to help children succeed. Communication through conferences is an important way to reach that goal. A parent and teacher conference, at a mutually agreeable time, may be scheduled at any time during the school year at the request of either the parent or the teacher. Regular conference days are scheduled early in November to review your child's progress, to discuss assessments and report cards, and to identify specific learning goals for the year.

HOMework AND EVALUATION OF STUDENT ACHIEVEMENT

RESPONSIBILITIES OF PARENTS/STUDENTS

The student is responsible for the completion of homework. To successfully complete assignments, the student is expected to listen carefully to all directions in class, ask questions if the assignment is not clear, budget time wisely, maintain a schedule of study time, and turn in assignments on time. The parent is responsible for teaching the student skills related to planning and time use around the issue of homework and school projects. It is highly

recommended that parents monitor the completion of homework to include providing a suitable workspace in the home and limitations of access to television and computer activities that are not academically based or school related.

RESPONSIBILITIES OF TEACHERS/ADMINISTRATION

The principal and teaching staff are responsible for establishing homework requirements consistent with these guidelines. They are expected to provide information which describes homework expectations, how homework relates to the student's grades, how parents/guardians can best help their children, and the importance of planning and organizing to meet deadlines.

The teacher has the responsibility to communicate and explain expectations for homework to students and parents and to monitor the completion of homework. As part of their responsibilities, teachers shall do the following:

- Assign homework and allow time in class for discussion, questions, and planning
- Evaluate assignments and provide helpful feedback
- Make available student's performance in completing homework responsibilities in a timely manner

At the beginning of the school year and at Back to School Night, teachers shall make available to students, parents/guardians, and administrative staff course policies, expectations, and procedures. The principal will monitor compliance with the homework policy.

GUIDELINES FOR TIME SPENT ON HOMEWORK

The following parameters are established as general guidelines (rather than limits or requirements) in terms of on-task time expectations spent by students on homework. Reading is an integral part of learning in all subjects. These guidelines include a minimum of 20 minutes of reading:

- K-1: approximately 10 - 20 minutes per day
- 2-3: approximately 20 - 30 minutes per day
- 4-5: approximately 40 - 50 minutes per day.

Should parents feel that their child's nightly homework assignments are excessive or insufficient, a conference with the teacher should be requested.

ABSENCES AND HOMEWORK

Students who miss school work because of an excused absence will be given the opportunity to complete assignments and tests. As determined by the teacher, the assignments and tests will be reasonably equivalent but not necessarily identical to the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed within a reasonable period of time. Teachers *may*, but are not required to provide make-up work or allow students to take tests missed because of suspension or absences which have been designated unexcused.

EVALUATION OF STUDENT ACHIEVEMENT

The PUSD Board of Education believes that grades help students and parents monitor student progress toward meeting the State and District's Academic Standards. It is recognized that grades reflect individual student achievement and that teachers exercise their professional judgment in assigning grades. Students are expected to work toward the expectations established in PUSD's course of study and to meet clearly established standards in all subject areas.

Teachers will use a variety of student achievement data as evidence to determine whether a student is meeting grade level standards. Methods of demonstrating this proficiency may include classroom participation, completion of classroom assignments and tests, homework, projects, and portfolios.

HOMEWORK POLICIES; EVALUATION OF STUDENT ACHIEVEMENT & GRADING

*Please see the district policy and regulations at:
<http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students>
Regulation 6154 and Policy 5100*

RULES AND DISCIPLINE PROCEDURES “Make Good Decisions, Show Respect, and Solve Problems”

DISCIPLINE

Our community of students, teachers, administrators, and parents shall work collaboratively to provide a positive, safe, and productive school climate. The primary goal at Valley View is to develop students who are self-disciplined to Make Good Decisions, to Show Respect to self and others, and to Solve Problems at the lowest level. Discipline is the joint responsibility of all students, parents, teachers, and administrators.

The rules for behavior are outlined on the following pages. In addition, each classroom teacher will maintain discipline standards for student behavior and develop rules and procedures with the students in the classroom. These rules and behavior expectations shall be clearly communicated to students and parents and are intended to ensure that all work together to build a positive and safe learning environment in all classrooms and at school.

Consistency in using consequences is crucial to the effectiveness of any discipline plan. Children are taught that their behavior choices lead to appropriately aligned consequences. All behaviors, good or bad, are supported and reinforced by consequences. Positive consequences are awarded for appropriate behavior and negative consequences are imposed as an intervention for inappropriate behavior and the desire to modify behavior. Negative consequences are progressive in nature and typically range from verbal warnings, to loss of privileges, to home suspensions for serious school infractions. Suspensions are used as a last resort and include parent conferences with an administrator to discuss solutions to prevent repetition.

CONSEQUENCES FOR VIOLATING SCHOOL RULES (Trackers and Referrals)

- Students receive a citation known as a “TRACKER” to indicate that a behavior choice was not a Good Decision, did not Show Respect, or did not help Solve the Problem.
- Reflection time will be given to the student. The TRACKER will be forwarded to the parent as notification and for signature. Additional TRACKERS may be given for repeated school rules violations or other inappropriate behaviors.
- Students are given Discipline Referrals and are sent to the office to meet with an administrator for serious rules violations or for repeated TRACKER citations that fail to bring a positive change of behavior. Administrators may impose consequences to include; warnings, detentions, loss of privileges, In-House or at Home Suspensions, and parental contacts.

POSITIVE INCENTIVES

Valley View recognizes students for **Making Good Decisions, for Showing Respect**, and for helping to **Solve Problems**. These efforts are taken seriously in the effort of developing strong character attributes in our students and for supporting **Pleasanton’s Community of Character** Program. This is accomplished in part through the following:

- **Display of student work:** Student work and projects are displayed in the school office, in display cases, or in the library as well as the classrooms.
- **Caught Ya Slips:** Students are given Caught Ya coupons by adults on campus who observed them demonstrating one of the **Community of Character** traits: Responsibility, Compassion, Self-Discipline, Honesty, Respect, and Integrity. Students are randomly chosen to partake in a monthly “Ice Cream with the Principal” celebration.
- **School Announcements:** “Words of Wisdom” schoolwide announcements made by staff or students to inspire all Mustangs to make good choices, to appreciate our diverse community and world, to strive for academic excellence, and to promote doing one’s personal BEST, always!
- **Student/Star of the Week:** Students are recognized weekly in their individual classrooms and are given time to share their life experiences and achievements with their classmates.

CLASSROOM SUSPENSION

A teacher may suspend a student from his/her class for any of the acts specified in the Education Code 48900 for the day and the day following. The student will be informed of the violation and given the opportunity to present his/her version of the facts. The teacher will immediately report the suspension to the principal and must attempt to notify the parent/guardian, in the absence of the principal or designee, prior to imposing the suspension.

If prior notification is not feasible, the principal or designee will contact the parent/guardian no later than the end of the day that the suspension occurred. The teacher shall request a parent-teacher conference regarding the suspension. If possible, a school counselor will attend the conference. The principal will attend the conference if requested by the teacher or parent/guardian. The student shall not return to class during the period of the suspension without the concurrence of the teacher and the principal or designee.

SUSPENSIONS

The PUSD Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction (cf. 5144 - Discipline). In all suspension cases, the student’s explanation of the incident will be heard and considered before suspension is imposed.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code [48900.5](#))

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

Student Due Process

In all student suspensions, the Principal or designee will make a reasonable effort to contact the student’s parent/guardian for a conference to be held in person or by telephone. An “Official Notice of Suspension” shall be mailed to the parent/guardian. A copy of this notice will be forwarded to the Pupil Services Department. This notice will contain each of the following:

- a. An explanation of the incident leading to the suspension.
- b. The date and time when the student will be allowed to return to school.

- c. A statement of the right of the student or parent/guardian to due process.
- d. A statement of the right to have access to the student's records.

Education Code 48900

A student shall not be suspended from school nor recommended for expulsion unless it is determined that he/she has committed any of the violations listed under this code. The principal can make a RECOMMENDATION FOR EXPLUSION for any student that poses a continued threat to the safety and well-being of another student or staff member.

A pupil may be suspended or expelled for Education Code violations that are related to school activity and attendance that occur during the school day, including, but not limited to any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch or recess period
- During, or while going to or coming from a school-sponsored activity including field trips.

Reasons for Suspension and/or Expulsion

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished a firearm, knife, explosive or other dangerous objects.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, o an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, except by prescription.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged or negotiated to sell drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm or replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, intimidated, or retaliated against a pupil who is a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, attempted to engage in, hazing as defined in Section 32050.

(r) Engaged in an act of bullying. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act that place a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property. See PUSD Board Policies for more information.

EXPULSION

EDUCATION CODE 48915(a) - MANDATED EXPULSION RECOMMENDATION

The principal shall recommend expulsion for any of the following acts unless the principal reports in writing to the Pupil Services Department that expulsion is appropriate:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object with no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.
5. Assault or battery on any school employee.

EDUCATION CODE 48915(c) – MANDATED EXPULSION

The principal must immediately suspend and recommend expulsion for any of the following acts:

1. Possessing, selling, and otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance
4. Attempting to commit a sexual assault or sexual battery.
5. Possession of an explosive.

SCHOOL RULES

The following rules are in place for your student’s safety and the safety of others:

1. General Rules – Make Good Decisions, Show Respect, Solve Problems

- ★ Bikes, scooters, skateboards, roller shoes and/or roller blades shall not be ridden on campus
- ★ Walk in the hallways, corridors, courtyards and all blacktop areas
- ★ Running is only allowed on the field or during PE class
- ★ No inappropriate language, screaming, or yelling

2. Recess Rules

- ★ All food and drink must be eaten in designated areas
- ★ Students must be on the supervised playground at all times
- ★ Students must be where they can be seen by yard duty supervisors at all times
- ★ Do not throw tanbark, rocks, dirt, or objects, do not dig hole or pull tree branches, etc.
- ★ All games are open – all students are allowed to join games and/or share the equipment
- ★ Do not play games that are rough or dangerous (tackle football, wrestling, play fighting, slide tackling, piling on others, etc.)
- ★ “Freeze, down on one knee!” at the recess bell. Wait for teacher’s whistle. Walk to class.

3. Ball Use

- ★ All balls are supplied by the school
- ★ Balls can only be kicked on the field
- ★ Balls are to be returned to the ball bins when students are done using them or at the end of recess
- ★ Balls should not be bounced or thrown against buildings, people, or fences

4. Wall Ball

- ★ Handball only (no kicking of balls against the wall)
- ★ Only red rubber balls provided by the school may be used against the wall

- ★ Only one ball at a time on each side

5. Play Structure

- ★ Use apparatus appropriately
- ★ Go across the bars in one direction
- ★ Go down the slides one at a time, feet first
- ★ Running, chasing and tag are not allowed in the tanbark area

6. After the Bell

- ★ Students “freeze” when the bell rings and wait for whistle by staff members
- ★ Students are to walk to their assigned area or class

7. Designated Areas

- ★ Students are not to play in the halls during recess and lunch
- ★ On a rainy day, students are expected to go to the multipurpose room before the bell rings. Kindergarten students go directly to their classroom
- ★ Primary and upper grade students are not allowed in the kindergarten play area
- ★ Students are not to go to the office without a pass and permission from the teacher or lunch staff supervisor

8. Restrooms

- ★ The facilities will be used as designed.
- ★ Yelling, running/playing in restrooms is not allowed.
- ★ Students will put used paper towels in the garbage cans.
- ★ Students will respect another person’s right to privacy.

LIBRARY USE AND RULES

Valley View’s library is managed and maintained by a library assistant. The multimedia library contains books, computers, recordings, and other learning materials. The library is used by classes (students may check out books at this time) and is open for students’ use during the school day. Library skills are taught by the classroom teacher and reinforced by the library assistant. Extra reading is encouraged and students may check out books at other times throughout the day. Materials are circulated for one or two weeks. No fines are charged for overdue materials; however, students are expected to pay the replacement costs for lost or damaged items and will not be able to check out additional books until resolved. The California Education Code, Sections 60411 and 408904, establishes students’ liability for damage and replacement of materials loaned to them by the Pleasanton Unified School District. **Report cards will be held until replacement costs for lost or damaged library items have been paid.**

Students using the library are expected to:

- ★ Treat the library as a quiet place. Students who cause disruptions will be asked to leave.
- ★ Use the library for its intended purpose, not just to visit with friends or to hang out.
- ★ Students may visit the library only when there is a teacher or library assistant present.
- ★ No food or drinks in the library.

USE OF SCHOOL COMPUTERS

Excerpt taken from PUSD Board Policy #6160

Users of the telecommunications network are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Use the telecommunications network as specified in the policies and regulations of the district. Be professional and careful about what you say about others.

- Keep messages short and to the point.
- Be polite.
- Use appropriate language.
- Do not use the network in any way that would disrupt the use of the network by other users.

The Internet, a global "network of networks" is not governed by any entity. This leaves no limits or checks on the kinds of information that is maintained by and accessible to Internet users. The district will make every effort to block those Internet sites that contain information inappropriate to the educational setting. However, the district cannot guarantee that access to inappropriate materials will not occur. Individual users of the telecommunications network must observe guidelines of network safety. Users should not:

- Assume that e-mail messages are private.
- Post personal information, e.g. home street address, phone number, or age to someone unknown.
- Use last name on any message.
- Respond to messages that are harassing, demeaning, or belligerent.
- Arrange any face-to-face meeting with an unknown network user.

The district makes no warranties of any kind, whether expressed or implied, for the services it is providing. The district will not be responsible for any damages, non-deliveries, mis-deliveries, or service interruptions caused by the system or user errors or admissions. Use of any information obtained via the telecommunications network is at the users own risk. The district specifically disclaims any responsibility for the accuracy of the information obtained through its services.

The Pleasanton Unified School District has provided a network to connect schools of the district and the Pleasanton Unified School District Media Center. This network connection provides students and teachers with access to a telecommunications network and to the resources which are available through the Internet. These resources are to be used only in conjunction with teacher-directed and teacher-approved educational projects.

The guidelines below identify your responsibilities as a user of these resources. If any user violates these provisions, his/her access will be cancelled and appropriate disciplinary action will be taken. Parent and student signatures indicating acceptance of these responsibilities are collected annually at registration.

ACCEPTABLE USE

The purpose of providing access to the Internet is to support classroom instruction and educational research. The use of the Internet must be in support of teacher-directed and teacher-approved activities that are consistent with the adopted curriculum and educational objectives of the Pleasanton Unified School District. Transmission of, or access to, materials that are in violation of federal or state laws is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or materials restricted through a password or other access codes. Use for commercial or personal advertising is also prohibited.

PRIVILEGES

The access to resources contained on the Internet is a PRIVILEGE, not a right, and

inappropriate use will result in the cancellation of those privileges. The site administrator will determine when a student has violated these provisions based upon recommendations from the instructor. Renewal of the PRIVILEGE is at the sole discretion of the site administrator.

RULES AND DISCIPLINE PROCEDURES

Please see the district policy and regulations at

[http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students reg. #5150](http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students%20reg.%20#5150)

DRESS CODE

Our schools standards for appropriate dress promote a safe and positive learning environment conducive to high academic and behavior standards.

Excerpt taken from PUSD Board regulation 5155:

II. The following district and school dress codes shall be enforced during the school day:

1. Any apparel, jewelry, grooming, or accessories, even if not specifically mentioned below, which creates a safety or health concern, or causes or threatens to cause a disruption to the educational process is prohibited.

2. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others.

3. Footwear is required at all times and must be safe and appropriate for indoor and outdoor activity.

Note: The wearing of open-toed or backless sandals and high wedged shoes have resulted in numerous injuries and should not be worn. Students should appear at school in attire that is conducive to school work rather than to the beach or park.

4. Clothing, grooming, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, grooming, accessories, or jewelry that degrades any sexual orientation, males or females, nationalities or cultural, religious or ethnic values are prohibited. Clothing, grooming, accessories, or jewelry that advocate racial, ethnic, sexual orientation or religious prejudice or discrimination, or promote sex, the use of tobacco, drugs, alcohol or any unlawful acts, are prohibited.

5. Hats, caps, and other head coverings shall not be worn in classrooms, except for valid religious or medical reasons authorized by the administration and verified in writing by a physician.

6. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.

7. All articles must be of sufficient length and looseness for appropriate body coverage in positions of standing, walking, running, sitting, leaning, and "arms up", so as not to be revealing. Clothes, apparel or attire must be sufficient to conceal undergarments, the breasts, midriffs, buttocks, and torso at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to, see-through or fishnet fabrics, clothes that reveal any part of the midriff or torso, tube tops, backless or strapless tops, halter tops, off-the-shoulder or

low-cut tops or dresses, tops that have shoulder straps that are less than one and one half inches wide, skirts shorter than or with slits higher than the length of a person's finger tips when the arms are extended naturally at the side and shorts shorter than thumbs length when the arms are extended naturally at the side, sagging pants (pants must be worn above the buttocks), and tattered or torn clothing that may cause a safety issue or do not meet the standards of decency, are prohibited.

8. Any clothing, apparel or attire which could be used as a weapon, or could be damaging to school property, included, but not limited to, steel-toed boots, chains, items with spikes or studs, etc., is prohibited.

9. Gang-related apparel is prohibited, including, but not limited to, bandannas, or other symbols, emblems, or insignia.

10. Pupils shall not display any material which so incites others as to create a danger of the commission of unlawful acts on school grounds and at any school-sponsored activity, disrupts the school process or violates district or school site policies or rules.

11. Clothing, grooming, accessories, or jewelry which have been altered by the addition of lettering or symbols and fall within the definition of part 8 above, are prohibited. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display or promote 1) racial, ethnic, or sexual orientation slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive words or images; or (4) products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.

III. Exceptions for Special Activities

Exceptions may be made by the principal particularly for special days, special events, or student activities outside the school day. Students will be expected to uphold the standards of safety and decency at all school events.

IV. Enforcement of the District Dress Code Regulation

1. Any violation of the district or school dress code(s) will be considered a violation of Education Code section 48900 (k)--disruption of school activities and/or willful defiance of valid school personnel authority.

2. Administrators will notify all students of the dress code regulation expectations at the start of every school year.

3. The following possible consequences will follow any infraction of the district dress code regulation: change of clothing with parent notification; change of clothing with detention assigned & parent notification; change of clothing with Saturday school assigned and parent notification (middle and high school); student suspension

4. Final determination of what constitutes appropriate dress will be made by the school administration.

DRESS CODE

Please see the district policy and regulations at

<http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students> reg. #5155

PARENT VOLUNTEERS & FIELD TRIP GUIDELINES

VOLUNTEERS

One of the basic goals of our school is to provide an educational program which will meet the needs and interests of each student. We strongly encourage parents to participate by volunteering in the classroom. It is with your assistance that we can improve the instructional program for the students and provide experiences that will help make your student's year a successful one. All volunteers must sign-in in the office at arrival and pick up and wear the Volunteer Badge at all times. Additionally, volunteers are expected to sign-out at departure. Small children and siblings are not allowed to accompany parent volunteers.

All visitors and volunteers must sign-in at the office and wear a "Volunteer" or "Visitor" badge while on the campus.

Parent volunteers must have a cleared volunteer form on file with the school. These must be renewed each school year and generally take 4-6 weeks to be cleared by the police department.

FIELD TRIP STUDENT GUIDELINES

Trips will be related to current courses of study and pre-announced by teachers. Students must have a signed Field Trip Permission Form on file in the office before they will be allowed to go on a trip. No siblings will be allowed on field trips. Field trip drivers must be at least 21 years of age and have completed an Insurance Form at least one week in advance of any field trip, have a valid California Driver's license and a current, cleared volunteer form on file in our office. A copy of your insurance policy face sheet or declaration page must be attached to your completed Insurance Form to verify that your coverage meets the District requirements. These forms must be renewed each school year, and updated when the insurance coverage date expires.

Students are fortunate to be able to participate in off-site learning experiences. In order to ensure the safety of all, these guidelines must be adhered to at all times. Any student who deliberately endangers the safety of himself or others will have consequences and may be prohibited from going along on future field trips.

- The discipline program that guides students to appropriate behavior at our school is applicable on field trip excursions.
- Students will respect a chaperone as they would respect their teacher.
- Students will stay within sight of their chaperone and follow group members at all times.
- Students traveling in cars need to use seat belts, face forward, and use soft voices.
- Children ***MUST*** be secured in an appropriate child passenger restraint (safety seat or booster set) **IN THE BACK SEAT OF A VEHICLE** until they are at least **8 YEARS OLD** or 4'9" in height. Vehicle code section 27360-27368
- In buses, students need to remain seated at all times and use low voices so as not to distract the bus driver.

FIELD TRIP RESPONSIBILITIES OF THE CHAPERONE

- To provide transportation that is reliable and safe - seat belts are used, kids face forward, no air bags in front of small children.
- To bring NO siblings.

- To arrive on time - earlier if possible - to assist the classroom teacher.
- To review group assignments, directions and emergency packet prior to leaving to be sure all information is clear and understood.
- To familiarize yourself with the student group members - memorize names, faces, and clothing.
- If at any point during the field trip you are separated from the group or lost please call the school office.
- Upon arrival at the destination, discuss with the group members the procedures to follow in the event a member becomes separated.
- To remind students that they must stay with you at all times and that they must abide by rules of behavior.
- Chaperones should consider themselves extensions of the teacher in enforcing proper conduct and should seek assistance from the teacher if a student refuses to cooperate.
- Do not, under any circumstances, leave a student in your group unattended. Individual students must be accompanied to the bathroom (with the rest of the group being chaperoned by another adult).
- Chaperones must agree to limit socializing with other adults because it will interfere with their ability to keep a close watch on the students in their assigned group. Remember the safety of all students is a vital responsibility.
- **Provide the school with a current driver insurance coverage form with a copy of the current declaration sheet attached. These must be done each school year.**

FIELD TRIP GUIDELINES & PARENT VOLUNTEERS

Please see the district policy and regulations at [http](http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students)

<http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students> reg. # 6153

FOODS PROVIDED FOR SCHOOL FUNCTIONS

FOODS PROVIDED FOR SCHOOL FUNCTIONS (ADMINISTRATIVE REGULATION 5537)

The Board of Trustees will permit the serving of foods from home for school activities given the following criteria: All foods served at school functions shall be prepared or purchased according to the California Uniform Retail Food Facilities Law and Health and Safety Code 113700 et seq. Food Items may be distributed by individuals or organizations during the school day if:

- a. It is a prepackaged item, or
- b. It is prepared by a licensed outside vendor, or
- c. It was prepared in a district kitchen facility under the supervision of an authorized Child Nutrition Services representative, or
- d. It is food prepared in the home following safe food handling guidelines

It is the responsibility of the pupil's parent/guardian to notify the teacher and site principal of any food allergies their child may have and what precautions are required to address their needs.

In order to support traditional school events such as Thanksgiving Feasts and International Celebrations (of which ethnic foods are sometimes the highlight of the event), a parent or guardian must provide explicit permission to participate in the event.

FOODS PROVIDED BY PARENTS, ETC. FOR SCHOOL FUNCTIONS

For the complete district policy and regulations, please see

<http://www.pleasantonusd.net/boardoftrustees/boardpolicies.html#students> reg. # 5537