

Palos Verdes Intermediate School

A to *Almost* Z

Absences

See Attendance

Activities

Our elected student body plans school-wide activities such as school dances, special dress-up days, charity fundraisers, classroom door decorating contests, spirit week, and more. As a spirit incentive our school is divided into 4 different houses (Narwhals, Sea Lions, Sea Turtles, and Sharks). Competitions are held between the houses for spirit points. Many different kinds of assemblies are offered throughout the year. During Red Ribbon Week students learn about the prevention of drug and alcohol abuse. During Yellow Ribbon Week students learn about the diversity of humanity and ways to show more tolerance to persons different from themselves. Intramural lunchtime sports, pep band, yearbook, and homework club are just a few of the many activities offered that students can choose to participate in. See also Assemblies & Dances.

Aeries

Aeries is an important tool providing increased communication between home and school via an online portal. Students and parents each have their own account and password. The Aeries portal will give you up to date information on your student's attendance, current and past grades, and test scores. Some teachers will post assignment information on Aeries. Emergency contact information can be viewed here. Parents can add additional new emergency contacts but need to contact the district enrollment center to update parental addresses. Aeries access codes are given when a student enrolls in the PVPUSD. If you do not have an Aeries account you may contact the main office. Please make a point of checking Aeries regularly.

After School Activities Program

PVIS students may participate in an after-school sports league with several of the surrounding schools in the area. Activities may vary depending on student interest. There are three sports seasons corresponding to each trimester. The fall season offers boys football, girls volleyball, and cross country. Boys and girls basketball and soccer are played in the winter season. For the spring season the league offers boys volleyball and girls softball. Games are played away or hosted on our schools campus. Bus transportation is provided for away games. Sports participation requires students to qualify with academic eligibility and may also include a

tryout as well. For program information, dates, and forms, please go to the PVIS website; look for the Booster Club link under Parents.

ASB

The Associated Student Body (ASB) is the student government organization at PVIS and is made up of elected class officers and liaisons from each grade level. Members of the ASB attend meetings as decided upon by the ASB coordinator. ASB elections are held annually. Elected officials must meet the following requirements: have an academic grade average of C or better and no N's or U's in citizenship from the previous grading period.

Assemblies

Many different kinds of assemblies are offered throughout the year for all students. Appropriate assembly behavior is required by every PVIS student. You are expected to enter the MPR in a quiet and orderly manner, proceed with your teacher to the assigned seating arrangement, and show courtesy and consideration to presenters. Personal belongings, food, drinks, and gum are not allowed during assemblies.

Attendance

Current academic research shows that regular attendance is closely associated with good scholarship and citizenship. A successful intermediate school student is one who comes to school every day and makes it to each and every class promptly. Please remember that regular school attendance is a legal requirement.

Absences

Parents should call the attendance office (310-544-4816 ext 625) to report any absence. Please state the date of absence, spell the student's name, and give the reason for absence. Make-up work can be requested after three days of illness. For shorter periods of time make-up work should be obtained from a Study-Buddy and/or from the teacher's classroom website. See also Independent Study section for extended absences. The Palos Verdes Unified School District loses \$41.00 per day in school funds for each student who is absent (excused or unexcused); therefore, parents are encouraged to make a voluntary donation to the PVPUSD to help compensate for this reduction in funding.

Excused Absences

Excused absences are defined by California Education Code as an absence resulting from: (1) an illness or injury verified by a medical professional (2) medical or dental appointments with a note from the doctor's office [please schedule before or after school hours whenever possible] (3) bereavement or (4) religious holidays.

Students with an excused absence are entitled and expected to make-up all work without penalty, within time limits. A student is allowed as many days as he/she was absent to make up the work. This policy does not apply to due dates on long-term assignments. It is in the student's best interest to make up work promptly so as to benefit from the continuing instruction.

Unexcused Absences

Unexcused absences defined by the California Education Code (even if a note is written by a parent/guardian) include unexplained absences, personal days, class cuts, car problems, over-sleeping, and suspensions.

Homework for Ill Students

When a student is ill for three or more days, a parent may request homework by calling the attendance clerk (ext. 212) before 11:00am. Once the teacher is notified of your request, they have 24 hours to provide the work to the office. If a student is absent for fewer than three days they should check on the teacher's webpage and contact their study buddies for homework assignments.

Arriving/Leaving/Tardies

We care about your safety. Students should not arrive at school before 7:50am unless attending a zero period class. Make arrangements to leave school promptly after school dismissal. Supervision is not provided before 7:50am or after 3:15pm.

In school, promptness is an extremely important attribute. The first several minutes of class are very important. We ask both parents and students to make every effort to be prompt to school daily. Communication will be made to parents if a student is having a problem complying with this policy.

Arriving late: If a student arrives to school after their 1st class has begun they must report to the attendance office, sign in, and get a late slip for class. A student is considered tardy if not in his/her assigned seat and ready to perform the tasks of the class when the tardy bell starts to ring. Disciplinary procedures for tardies in one given trimester will be implemented as follows:

Offense	Consequence
1 st tardy	Verbal warning by teacher
2 nd tardy	Teacher conference with student
3 rd tardy	Parent contact/letter
4 th tardy	2 days detention

	assigned
5 th tardy	5 days detention Student/parent/admin conference

Vacations

Please remember that regular school attendance is a legal requirement. All absences impact your child's educational program. Many parents don't realize that removing your child from school for a vacation is regarded by the state of California as an unexcused absence. For any absence PVPUSD loses \$41.00 a day per child. We recommend that our families consider reimbursing the school for these lost funds. Checks should be made payable to PVIS.

Independent Study

Students who are involved in a planned educational experience as part of family travel, or who wish to pursue special and/or unique interests outside the regular curriculum, or participate in community service projects may be authorized to participate in an Independent Study program by entering into a voluntary written contract signed and agreed to by the students, and parent/guardian, the teacher(s) and the principal or his/her administrative designee. The Independent Study Contract may be requested if a student is to miss school for a period of at least five consecutive school days. The Independent Study Contract must be requested from the attendance office at least one week prior to the date the contract begins. In carrying out the terms of this contract, the student maintains an ongoing instructional program, and the school is able to count the time as instructional time for attendance purposes. The student's teachers will determine appropriate assignments. It is the student's obligation, with the assistance and supervision of the parent/guardian, to set aside ample study time each day in a suitable learning environment so that the assigned work/projects can be completed. Please see back of Independent Study form for more information.

Backpacks

Since lockers are available, students do not need to carry lunches, jackets, school books, and other personal belongings to each class. A home set of textbooks issued to PVIS students helps alleviate the problem of carrying heavy books back and forth from home and school. Students are encouraged to carry only the necessary items required for this and/or the next class. Periodically cleaning out the backpack will keep it from becoming cumbersome.

Balloons and Flowers

PVIS wants every student to feel special on his/her birthday. Balloons and/or flowers can be a distraction to the educational program and learning environment and will be held in the main office until the end of the school day.

Behavior to and from School

The school's discipline standards and consequences apply not only when students are on campus, but also as students travel to and from school. This also includes bus rides to and from school, during, going to, or coming from a school-sponsored activity such as a field trip, school dance, or sporting event. It is important that students travel to and from school in a safe and courteous manner. Students are not to trespass on private property en route to school or home. Hitch-hiking is illegal. If there are no sidewalks, remember to walk on the side of the street away from the path of cars. Please respect our neighbors' property by not littering, walking through yards, or damaging property in any way.

Bicycles, Skateboards, Roller Skates, Scooters **Bicycles and bicycle parking**

The school provides a bicycle area in which bikes may be locked during school hours. Students should walk their bike from the street to the bike area. Bikes are not allowed to be ridden on campus. Bikes need to be locked to the racks provided. Law requires that a student wears a helmet while riding their bike. The school takes no responsibility for the loss or damage of any bike brought to school. Bicycles should be licensed. No one is to be in the bike rack area during school hours.

Skateboards

Skateboarding on city streets or sidewalks violates PVE code 1220. No skateboards may be brought on campus as they do not fit in book lockers, and secure storage areas are not available.

In-line skates, roller skates, skate shoes, pop-out skates, scooters, razors, and skateboards are not allowed on the PVIS campus, blacktop, or parking lots at any time. This policy also includes evenings and weekends. Should skateboards or any of the above mentioned items be brought to school, they will be confiscated, and parents will be notified.

Birthday Celebrations

Dress-up

No birthday dress up will be allowed. Students must adhere to the school dress code so as to not disrupt the education of other students.

Locker decorations

Nothing is allowed to be placed on the outside of a locker for birthday celebrations. Tape is never allowed on the outside or inside of lockers.

Body Painting

Body (face, arms, legs, hands) painting is never allowed on anyone unless it coincides with a spirit day event.

Booster Club

The PVIS Booster Club is committed to providing programs that encourage socialization, sportsmanship, education, and growth for all PVIS students.

Parents' tax-deductible donations and support enable the Booster Club to sponsor free after-school enrichment classes, intramural athletic teams, lunchtime activities, Cotillion, and various other student oriented events throughout the year.

Ideas of how the Booster Club can better serve our school can be expressed at our meetings or by contacting one of the Booster Club officers.

Bullying

A student is being bullied when he/she is exposed repeatedly and over time to negative actions on the part of one or more students. PVIS students are directed not to be a victim. Students exposed to bullying are to fill out a school incident report in the main office, so school staff members can address the issue.

Bulletin

See Daily Sea Scroll

Buses

Bus service is available through PV Transit Authority (PVTA).

38 Crest Road
Rolling Hills, CA 90274
Phone: 310-544-7108
Fax: 310-544-7109

E-mail: pvtransit@attglobal.net

Cell Phones

See Electronic Devices

Change of Address

The district Statement of Residency affidavit requires notification within seven days of any changes in the residence, phone number, or modifications to a student's records. Please notify the school registrar of any changes.

Cheating/Academic Honesty

PVIS students are expected to take pride in their personal achievements. Students must rely on their own talents and abilities to complete academic work. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Academic dishonesty usually involves an attempt by a student to show a level of knowledge or skill that he/she does not possess. Any student who seeks to gain a dishonest advantage over his/her fellow students is pursuing a course that is unacceptable to both peers and society.

In an effort to protect the rights of honest students and foster a sense of responsibility for personal conduct, PVIS has adopted this academic honesty policy. Promoting honest behavior is the responsibility shared by school and parents. It is the responsibility of every student, parent, teacher, and administrator at PVIS to prevent dishonesty. It is the responsibility of the teacher to determine whether or not a violation has occurred and to take the appropriate actions.

The following examples of cheating include any testing situation, as well as quizzes, papers, and homework assignments:

(1) using an electronic device, cheat sheet or any written answers on hand, arm, notebook, text messaging, etc. (2) verbally exchanging answers with another student before, during, or after a test (3) copying answers or homework from another student (4) knowingly allowing a student to look at one's answers (Students have a responsibility to cover their answers when taking a test or quiz.) (5) looking at text, notes, etc. during a test without teacher permission (6) committing plagiarism on a term paper or handing in someone else's work as your own (7) being in any way an accomplice to stealing a test or test key.

1st Cheating Incident

Students will be given an interim report and informed that a fail will be recorded for the test/assignment in question. A citizenship grade of U (unsatisfactory) may be given at this time. Parents will be notified. The teacher should send an interim report home if an F or U on the report card will result from the incident.

2nd Cheating Incident

The same procedures are followed as during a first time offence but a second offense while in intermediate school may be grounds to remove a student from the class in question and a F/U given as a final grade in that class. The administrator will inform the teacher that the incident is the second infraction and that the parents have been contacted.

Because the consequences for a second incident of cheating any time during the intermediate school years are so serious, teachers have been asked to make the cheating policy very well known. Teachers who foresee plagiarism as a potential problem have been required to clearly explain what would be considered plagiarism.

Civility Policy

Members of the PVPUSD staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our parents, students, and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the PVPUSD encourages positive communication and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Closed Campus

PVIS is officially a closed campus. Failure to observe the closed campus rule will result in disciplinary action. Students are not allowed to leave the campus during school hours without the expressed permission of the administration and without signing out in the attendance office. No adults are allowed on campus during the school day unless cleared through the office.

Code of Conduct

1. Students will follow each teacher's classroom procedures.
2. Students will follow all attendance policies, including:
 - (a) attend all classes
 - (b) be seated in their assigned seats when the bell rings
 - (c) when they need to leave campus during the day, bring a signed, dated note from parent to attendance office prior to school
 - (d) report to

class before going to main office or health office during school hours.

3. Students will respect and follow directions of all adults on campus.

4. Students will not chew or possess gum at any time.

5. Students will refrain from using language or gestures that are inappropriate, vulgar, or profane.

6. Students will follow the PVIS cheating/academic honesty policy and not engage in cheating, forgery, or plagiarism in any form.

7. Students will not bring to class any personal items that may disrupt instruction. The school takes no responsibility for the loss or damage of any personal items brought to school.

8. Students will not possess, consume, distribute, sell, or be under the influence of drugs, alcohol, drug paraphernalia, or tobacco. The possession or use of tobacco, e-cigarettes and vapor devices is strictly prohibited on campus at all times.

9. Students will not steal, deface, vandalize, or damage any property belonging to the school or to other people.

10. Students will follow all technology rules and not abuse computer privileges.

11. Students will not buy or sell anything on school grounds that are not approved by the administration.

12. Students will wear clothing that adheres to the dress code.

13. Students will not ride skateboards, scooters, or bicycles on campus at any time.

14. Students will follow the PVIS Code of Conduct while attending all school-sponsored activities.

15. Students will not inappropriately touch other students.

16. Students will not possess, sell, or otherwise furnish a firearm, knife, imitation weapon, explosive, or other dangerous objects.

17. Harassment (physical, verbal, racial, or sexual) of any kind is never tolerated.

Harassment occurs when a person is purposely made to feel uncomfortable, embarrassed, humiliated, or threatened.

If a student feels harassed, they should tell the harasser in a firm and decisive way that they do not like it and the action must stop. If they need help delivering this message, they should ask the nearest adult to help them. If the action does not stop, tell an adult immediately. Never join anyone else in any harassing activity. If a student participates in or tolerates harassment, they are part of the problem and subject to the same consequences. Rules against harassment will be strictly enforced. (a) Students will not physically, verbally, or sexually harass students or adults, either of the same gender or of a different gender, through physical, verbal, or non-verbal means.

(b) Students will not physically, sexually, verbally, or non-verbally abuse any person on campus.

A positive attitude and productive behavior are expected of all PVIS students so that teachers can teach and students can learn. Our goal is to help all students achieve their full academic and social potential.

Communication with Teachers

Communication between parents and staff members is highly encouraged at PVIS. Always talk with the school staff closest to the source of the problem. Speak with the teacher first. Many problems that have come to the principal's attention are due to miscommunication or misinformation that could have easily been cleared up by talking with or writing a note to the teacher.

If you wish to contact the teacher, send a note, e-mail, or call the teacher's voice mail using an asterisk (*) before the extension to avoid disrupting instruction. Please remember that when class is in session, teachers are conducting instructional or supervisory duties and are not free to converse with parents. Teachers are frequently expected to attend meetings or are busy with classroom preparation before and after school. An appointment always ensures a satisfactory meeting time for all concerned.

Computers

See Technology Use

Conferences

Parents and teachers may arrange conferences at any time during the school year. Parents may contact a teacher via voice mail, a written note, or e-mail to arrange a conference. Parents are strongly encouraged to arrange a conference with a teacher of any class in which their child receives a progress report in order to develop an improvement plan.

Counseling

The counseling department's mission is to provide a safe, accessible, supportive, and nurturing environment, and to ensure all students acquire the knowledge, attitudes, and skills in academic, college/career, and personal/social development necessary to achieve their full potential in preparation for higher learning and the workplace. To accomplish the mission the counseling department has created a program based upon the American School Counselor Association (ASCA) National Model. It is designed to ensure *all* students receive maximum benefits from the comprehensive, standards based program delivered in a systematic fashion. The counseling program will focus on what all students should know, understand, and be able to do in three domain areas: academic, career, and personal/social. The emphasis is on academic achievement for every

student. Counselors will deliver the program via the counseling curriculum, individual student planning, responsive services-including individual and crisis counseling, and system support. The program is preventive in design, developmental in nature and fully integrated with the total education program at PVIS. Counselors are available to assist students with problems or concerns of an academic, social or personal nature. To meet with your counselor complete the appointment request form in the main office.

Daily Sea Scroll

The bulletin is read to students each morning during their nutrition break and contains information that is important to the daily school program. It is important to listen carefully to the announcements. The daily bulletin is also posted on the PVIS website under the Daily Bulletin link.

Dances

School dances occur throughout the year based on student interest. Permission slips and tickets will be available the week of the dance. Signed permission slips are mandatory to purchase a ticket. No ticket sales will occur at the door. Appropriate, safe behavior is expected. Parents will be called and students sent home if necessary. All school rules and dress codes apply.

Detention

Students serving detention are expected to arrive on time, enter the room quietly, eat their lunch in silence, and for the remainder of the time sit silently facing the front of the room. If detention is not served on the first day an additional day is assigned.

Discipline

The Safe Schools Policy/Program and Acknowledgement Form are included in the registration packet. The Acknowledgement Form must be signed by each student and his or her parent(s). The document represents a general summary of the provisions contained in the Education Code, The California Code of Regulations, (Title 5) Board of Education policies, and District regulations. Copies of the Safe Schools Policy are available in the school office, and on Edline.

The policies/consequences outlined in the document represent guidelines that the school administration follows in dealing with the actions/offenses listed. More severe or less severe consequences than those listed may be invoked, depending on the exact nature of the conduct or incident.

A student may be expelled for any action that relates to school attendance or activity that occurs at any time,

including but not limited to, any of the following: while on school grounds, going to or from school, during the lunch period whether on or off campus, and going to or from a school-sponsored activity (Education Code section 48900.)

Student absences stemming from violation of school/district policies, rules, or regulations may result in the student being unable to make up assignments/work missed. Teachers are not required to allow students make up work as a result of a suspension.

Dress Code Policy

In accordance with PVPUSD regulations (DP 5132), a student must attend school with proper attention to personal cleanliness and neatness of dress. The PVIS policy is based upon the principle that the standard of dress and grooming is primarily the responsibility of students and their parents. Student's dress or appearance should not disrupt the education of others.

1. Clothes should be neat, clean, and reflect good taste and decency.
 2. Shoes must be worn at all times.
 3. Bare midriffs, half shirts, tube tops, bathing suit tops, sports bras, and see-through clothing without an under layer are not permitted.
 4. Dresses/skirts should reflect good taste and modesty. They should be no shorter than mid-thigh in length.
 5. Modest shorts are permitted. Short shorts are not allowed.
 6. Clothing with revealing holes in them is not appropriate school attire.
 7. Clothing with beer, alcohol, drug, or tobacco slogans are not to be worn.
 8. Clothing with obscene pictures, objectionable language, and/or derogatory (racial and ethnic) remarks is not to be worn.
 9. Hats and caps are only allowed for physical education. They must be removed when entering a building and may not be worn in class. Hoods are only allowed to be worn outside when it is raining. The only exception to this rule is head coverings worn for religious reasons, or for special hat days announced by the school.
 10. Pants need to be fitted at the waist so that they stay at the waist without a belt.
 11. Belts need to run through belt-loops.
 12. Excessive make-up is not allowed.
 13. Only natural colored hair is permitted. No blue, pink, purple, green, etc. colors are allowed.
- Students with a dress code violation will be referred to the main office and asked to make immediate corrections to their dress. Habitual or severe violations will result in parent notification. Consequences will be based on the severity of the violation.

Dropping Off and Picking Up Students

The safety of students attending PVIS is the responsibility of every adult. We count on parent support and cooperation, and appreciate adult assistance. Supervision is not provided before 8:00am or after 3:15pm. Please read the information provided in the registration packet for our traffic plan. Follow the school plan and treat all staff and volunteers with courtesy and respect.

1. Please use the driveway into the front parking lot to pick up/drop off students. Other areas are not supervised, and parent traffic contributes to traffic congestion and irritated neighbors!
2. Please observe all traffic patterns and signs in and around school.
3. Do not use the faculty parking lot to drop off or pick up students.
4. The parking spaces in the front lot are for those with appointments or other school business only.
5. Drivers in the drop off/pick up lane must remain with their vehicle at all times. If parents are unable to locate children after school, they may pull into the small parking lot in front of the 6th grade pod and park briefly while searching for their child.
6. Please pull all the way forward as the car moves through the curb lane.
7. Use turn signals to communicate with other drivers, and be observant of other cars as they move through the parking lot.
8. When exiting the parking lot, there is no left turn onto Via Romero during the following times:

Mornings: Mon. – Fri. 7:45–8:15AM

Afternoons: Mon. 1:45 – 2:15PM
Tues. – Fri. 2:45 – 3:15PM

9. Students may also be picked up/dropped off behind PVIS on Palos Verdes Drive West, just before the little league fields.

Remember to provide copies of the traffic plan to grandparents, older brothers and sisters, and others providing transportation, however infrequently!

Carpool passes are available through the main office when transporting four or more students.

Educational Goals

The PVPUSD Board of Education believes that quality education provides an opportunity for each student to develop:

1. The concept of self-worth and the ability to exercise self-discipline
2. A positive attitude toward responsible citizenship

3. Mastery of the basic skills in mathematics, computers, reading, language arts (including reading, oral and written communication), the sciences, foreign languages and fine arts

4. Skills and other competencies leading toward economic independence consistent with the individual's interests and basic potential

5. Student awareness and understanding of our country's history and ideals and its diverse ethnic, racial, and cultural heritage

6. An awareness and understanding of the heritage, ideals and contribution of other cultures, races, and countries

7. The opportunity to develop the capability of students to appreciate beauty in literature, art, music, and nature

8. Student recognition of the importance of physical and mental health

9. An ability to adapt and participate constructively in a changing society

10. An understanding of the relationship of people and his/her environment

11. Moral and ethical values based on the rights and responsibilities of individuals and their relationships to each other.

Electronic Devices

We are a Bring Your Own Device (B.Y.O.D) school. Students must sign a contract (found on the district website) and be on PVPUSD WiFi while on campus. No pictures or videos may be taken on campus. Please refer to the contract for details. A teacher has the right to regulate use in the classroom. The school takes no responsibility for the loss or damage of any personal electronic device brought to school. Students who violate the rules will have their personal items confiscated. They will be returned to the parent, and disciplinary action will be taken.

E-mail

All teachers, counselors, administrators, and school office personnel may be reached through e-mail. A staff directory is posted on the PVIS website under About Us.

Emergency Drills

Drills are held throughout the year so that in case of a real emergency students and teachers will know exactly what to do. It is absolutely essential that the students remain quiet, listen, and immediately obey the directions of the teacher. A detailed emergency drill plan is available in each classroom and the main office.

Emergency Information

Parents must notify the school office in writing immediately of any change in address, phone number, employment, or emergency information. (see Change of Address) It is critical that more than one adult be listed in the Aeries contacts screen. Students will be released only to adults who are listed in Aeries.

Expulsion

Expulsion is an action taken by the Board of Education for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is usually 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 a student's presence causes a danger to him/herself or others. (Education Code 48915)

If the Board of Education is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the superintendent or designee may, in writing, extend the suspension until such time as the Board of Trustees has made a decision. (Education Code 48911 (g))

Whether the expulsion hearing is conducted in closed or public session by the Board of Education, a hearing officer, or administrative panel, the action to expel must be taken by the Board of Education at a public meeting. If the Board of Education conducts the hearing and reaches a decision not to expel, this decision shall be final, and the student shall be reinstated immediately.

Upon ordering the expulsion, the Board of Education shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under the mandatory provisions of Education Code 48915, this date shall be one year from the date the expulsion occurred, except that the Board of Education may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall not be later than the last day of the semester following the date in which the expulsion occurred. (Education Code 48916)

Fighting

Fighting or promoting fighting either on or off campus (including on the way home or on the way to school) is not tolerated. Rough horseplay or play fighting will be treated as seriously as real fights. Consequences may include suspension, and/or expulsion for repeated offenses.

Gum Policy

Gum is not allowed on the school premises at any time.

Hall Passes

Students are not permitted out of class during regular class time without a pass. If students leave during class time they must sign in and out of the classroom.

Health Office

The Health Office is open to all students to help them with health problems. The nurse and/or health clerk is on duty during school hours. Ill and injured students will be sent home. Please stay home when you are coming down with an illness or if you have a fever. Students must be vomit and fever free for 24 hours before returning to school. Students who become ill during the school day must go to the health office. Calls home due to illness must be made through the health office.

Casts, **C**rutches, & **B**races

A note from a medical doctor is required for a student that has a cast, is on crutches, or is using a brace to attend school. Please bring the note to the health office and speak with the nurse.

Medications at **S**chool

Any medication to be taken at school must be kept in the health office with a district 1070 Form that has been signed by the doctor and parent. The 1070 form is available in the health office and on Edline under health office. No student may have any medication in his/her possession at any time except those students that need to carry an EPI pen or asthma inhaler in which case a form will be filed in the health office.

Physical **E**ducation **E**xcuses

If a student is not able to participate in physical activity because of illness or injury, a note signed by their parent/guardian is required and must be presented to the health office prior to the start of class. If an illness or injury requires the student to be excused longer than five days, a note from a doctor stating the nature of the illness or injury, the limitations of activity, and the duration of any limitations must be presented to the school nurse who will instruct the teacher as to the procedures to be followed.

Physical **E**ducation **E**xemption

Long term illness or injury with restricted physical activity is handled via the student's doctor, the nurse and the student's counselor. If a student misses more than four weeks during a grading period, they may receive a pass/fail grade. If they miss five or more

weeks, they may receive a NM (no mark) for that grading period.

Homework

Students may be assigned homework Monday through Thursday. Students taking high school credit courses (e.g., geometry, foreign language) while in intermediate school are subject to the same guidelines as high school students.

All major projects assigned should be due prior to major school breaks and holidays. Concerns about homework should be initially expressed by the parent/guardian to the teacher making the assignment. Since students work at various rates, it would be impossible to have all students spend the same amount of time on homework. That is not the intent of the policy or these regulations. The intent is for reasonable assignments to be given on a regular basis. Parents/guardians are encouraged to work with students on time management.

Time Guidelines

Grade	Weekly Minimum	Weekly Maximum
6	360 minutes	390 minutes
7	390 minutes	420 minutes
8	420 minutes	480 minutes

Teachers are to inform students of the due dates for assignments whether the assignments are of long or short duration. Homework may be either written or unwritten. Teachers shall make every effort to coordinate assignments so that students do not receive a daily overload of homework.

Makeup Work

Students who are absent from school because of illness, injury, or for any other reason deemed an excused absence are entitled to make up all work without penalty. In all such cases, it is the responsibility of the student to consult with the teacher regarding the assignments to be made up and any tests or examinations that need to be taken. As a general rule, students are allowed as many days as he/she was absent to make up the work. This policy does not apply to due dates on long-term assignments. Students will not be expected to take tests on the day of a return from illness, injury, or family bereavement and will be allowed at least as many days as he/she was absent to make up the work missed/required. It is in the student's best interest to make up work promptly to benefit from the continuing instruction. Students who miss work because of truancy or a class cut are not afforded these same makeup privileges and, except in those cases where special arrangements have been worked out with the school, may not make up for credit the work missed

because of the absence.. Arrangements for makeup work by students being released from class to participate in field trips or other school-sponsored activities must be made in advance with the teacher. Under Education Code 48913, a student who is suspended from school is not afforded automatic makeup rights; authority is delegated to the teacher(s) to determine which, if any, assignments and/or tests missed during the period of suspension are to be made up by the student.

Identification Cards

Students are expected to have their student identification card with them at all times during school hours. Replacement cards are available from the front office for a donation of \$5.00.

Independent Study

See Attendance

Leaving Campus

Students who must leave school during school hours are to bring a note signed by a parent with the following information: the full name of the student, the reason for leaving, the time the student needs to leave campus, the name of the person picking up the student, and whether or not the student intends to return to school that same day. This note must be given to the attendance clerk before school begins. The student is responsible for leaving class at the appropriate time. The student must meet the authorized adult in the main office and be signed out by the adult before leaving campus. The adult picking up the student may be required to show identification.

Students may only leave campus with one of the specific adults listed on their contacts unless the note states that another person is authorized to pick up the student.

If an emergency arises and the student must be taken out of school early, the parent should call the office as early as possible before coming to pick up the student so a call slip can be issued. Parents who have not sent in a note or called before coming to the office will have to wait for the student to be called out of class.

Lockers

Lockers are loaned to students by the school district. Students are to only use the locker that has been assigned to them and should not give their combination to anyone. Students may only use locks supplied by PVIS. The locker and lock will be assigned to the student for the duration of the school year. Locks will be available at registration and from the main office during the school year. If a student has a problem with

their locker they should contact the main office. Entering someone else's locker is grounds for disciplinary action. Backpacks are to be kept in their locker during school hours, and are not allowed in the classroom or lunch area. Extra supplies and books are to be stored in their locker and only required items taken to class. Students should ensure their locker is completely closed and locked before leaving. No belongings are to be left on top of the lockers or in the pod. Lockers are not to be used for storage of valuables, such as money, jewelry, etc. The school takes no responsibility for the loss or damage of any personal items brought to school.

Lost and Found

Lost and Found items are located in the bin outside the MPR, in the main office, and in the library. Please put your name in permanent marker on all personal items brought to school. Do not bring valuable items or large amounts of money to school. The school is not responsible for the loss of personal valuables.

Lunchtime

Many lunchtime options are available at PVIS. Students may bring a sack lunch (no glass containers), supplement their lunch with snacks from the snack bar, or purchase a meal from our cafeteria or lunch cart.

Lunch tickets may be purchased through our cafeteria. The use of lunch tickets is encouraged as they enable the lunch line to move quickly. Students should put their name on each lunch ticket and not share them with other students. Selling or exchanging lunch tickets will result in a disciplinary referral. The book of lunch tickets should be kept at home with a spare ticket in the student's binder and only a single ticket taken to the lunch area.

For families who qualify, free and reduced fee meals are available. Applications are available in the main office through the registrar.

If a student forgets their lunch, they are responsible to check in the main office to see if it has been brought in. Lunches are not delivered to the classrooms. There are no funds available to borrow from the main office for lost tickets or forgotten lunches.

All lunches should be eaten in the assigned lunch area. No food is to be taken out to the fields or blacktop. There is to be no running or horseplay in the lunch area. All students are to remain in supervised areas.

Administration, counselors, staff, noon aides, and Parents on Campus (POC) provide lunchtime supervision for our students. They are always to be treated with respect. Any student needing assistance during the lunchtime should ask any of these individuals. POC are parents who are approved to volunteer their time to support campus personnel in providing a safe campus and can be recognized by the yellow tag they wear.

Please help us maintain a clean campus. Do not feed the birds, and do not drop food, bags, cans, or other trash on the ground. Each student is responsible for their own litter.

Lunchtime Activities

Students may check out sports equipment (soccer balls, basketballs, footballs, etc.) at lunchtime using their PVIS ID card. Balls and other equipment may be used on the blacktop or field and are not allowed near classrooms, or in hallways. Students are responsible for replacing lost or damaged equipment.

Map of School

Our school map is located on the back of the agenda book.

Messages for Students

Delivering messages to students in class regarding after school arrangements, lunches, homework, and other items left in the office is disruptive to the teacher and to other students. Transportation arrangements should be made before school. Encourage your child to check the office for items that may have been dropped off for them. Messages are only delivered to students in emergency circumstances. We do not call students out of class to take phone calls.

Parking

Parents are allowed to park in visitor parking spaces only. Handicapped parking is available and clearly designated. When parking on the street, please note the no parking signs posted by the city.

Physical Education

Students are expected to dress for and participate in physical education class each class day. Each student is required to wear the PE uniform. Supportive tennis shoes must be worn; students may not wear platform tennis shoes. Students may wear sweatpants and a sweatshirt in cold weather as long as the attire was not worn to school. Clothing may become dirty during physical education class and therefore is not appropriate for a student to wear throughout the rest of the day. The student's name must be written with permanent marker on the outside of all pieces of PE clothing.

Students are issued a locker to store street clothes and personal belongings during the PE period.

Any student who misses PE because of an absence or written excuse is still responsible for the work missed and must make it up. A student with a note excusing him/her from PE must present the note to the school

nurse who will then issue a PE excuse. Parents can excuse a PE absence of five days. A note from a physician is required for a PE absence of more than five days.

Picking up Students

See Dropping Off and Picking Up Students

Progress Reports

Progress reports are mailed home approximately five weeks before the end of each trimester to inform parents of potential academic and/or citizenship concerns. Students who are earning a C- grade or lower, and/or an N (needs improvement) or U (unsatisfactory) in citizenship at the mid-trimester marking period will receive this report. Parents are encouraged to contact the teacher(s) who sent home a progress report in order to discuss methods of improvement and support for their student.

Notification to Parent/Guardian of Unsatisfactory Grades

In compliance with Education Code Section 49067, and Board Policy 5124 and 5121, the teacher shall notify the parent or guardian in writing during each grading period whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The notification shall be in a conference (in person or by telephone) or by written report. This regulation shall apply during all three grading periods. This regulation shall apply to failing (F) and/or unsatisfactory (U) grades issued in academics or citizenship.

Promotion Activities

Participation in promotion activities will depend upon a combination of academic grades, citizenship grades, and discipline records. Each 8th grader will receive the guidelines for promotion. These guidelines are to be reviewed and signed by the parent/guardian and student and returned to the office. The following is a summary of infractions that could prevent you from participating in the promotion activities. (1) more than one U in citizenship for any trimester grading period (2) more than one F grade for any trimester grading period (3) any suspensions throughout the school year (4) excessive referrals to the office throughout the school year (5) four or more tardies in one class for any trimester grading period (6) seven or more days of lunchtime detention throughout the school year (7) habitual unexcused absences throughout the school year (8) lost or damaged library/school books or property.

High School Policy for Extracurricular Activities

Eighth grade students promoting to Peninsula High School or Palos Verdes High School must, in the final grading period of the year, meet all of the following requirements to participate in extracurricular activities: (1) grade point average of at least 2.0 in the 3rd trimester (2) no more than one U in citizenship. (3) no more than three truanancies or cuts.

Safe School Policy

Information can be found at the district website.

Schedule of Classes

Bell schedules are listed at the front of this section.

Sexual Harassment

The PVIS staff is committed to keeping the school free from sexual harassment. Sexual harassment can consist of unwelcome sexual advances, request for sexual behaviors, and verbal, visual, or physical conduct of a sexual nature made by a student or adult in the educational setting. Students who violate the school's policy on sexual harassment will be disciplined appropriately (see Suspension or Expulsion.) Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Students or adults should report any sexual harassment to the school principal, a counselor, or a teacher. When at all possible it is beneficial to resolve a sexual harassment issue at the school site; however, if further action is needed to resolve the harassment, adults/students may contact the superintendent at the district office.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

Special Education

Special education services offered at PVIS include the Resource Specialist Program (RSP), Full Inclusion, and Special Day Class (SDC.) The Resource Specialist Program offers courses in math, English, academic support and linguistics. Students who are fully included may receive support within their general education classes. The Special Day Class program includes courses in math, English, linguistics, science, and social science. The Individualized Educational Plan (IEP) team is responsible for recommending appropriate placement in the least restrictive environment. The IEP team also recommends appropriate accommodations and modifications for students. All students with disabilities

have access to standards via accommodations, goals/objectives, and/or modifications.

Sports

See After School Activities Program

Student Attendance Review Team (SART)

The Student Attendance Review Team (SART) is a program required by the California Department of Education to stem excessive absences and/or tardies that lead to academic difficulties. The SART program provides parents a method for communicating their child's attendance issues with school officials before those issues require more severe interventions. The SART process includes parent conferences that are conducted in person or occasionally by phone. If SART interventions are not fulfilled and absences and/or tardies continue, a referral to the School Attendance Review Board (SARB) will be necessary.

Student Study Team (SST)

Students who are experiencing significant difficulty in their schoolwork and/or behavior may be referred to the school's student study team. This group is comprised of various school personnel, the student's parent(s), and the student. The SST develops a plan that includes recommendations and directives to enable the student to become successful. SST referrals may be initiated by teachers, counselors, or parents.

Suspension

A pupil may not be suspended from school or recommended for expulsion unless the superintendent, the principal of the school, or his/her designee determines that the pupil has committed an act as defined pursuant to one or more of subdivisions Education Code 48900 (a) to (p), inclusive:

- (1) (A) Caused, attempted to cause, or threatened to cause physical injury to another person. (B) Willfully used force or violence upon the person of another, except in self-defense.
- (2) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (3) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section

11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(4) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(5) Committed or attempted to commit robbery or extortion.

(6) Caused or attempted to cause damage to school property or private property.

(7) Stolen or attempted to steal school property or private property.

(8) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of their own prescription products.

(9) Committed an obscene act or engaged in habitual profanity or vulgarity.

(10) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(11) 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.

(12) Knowingly received stolen school property or private property.

(13) Possessed an imitation firearm. As used in this section, "imitation firearm" means a 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.

(14) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(15) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(16) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.

Tardiness

See Attendance

Technology Use

Technological tools and computer networks are to be used in a responsible, efficient, ethical, and legal manner by students in the PVPUSD classrooms. Failure to adhere to the district's policy and guidelines as outlined in the technology use agreement will result in revocation of the user's access privileges and may result in disciplinary/legal action. A signed technology use agreement must be on file before technology privileges are granted.

Prohibited Use:

(1) Unauthorized use or distribution of copyrighted material (2) Use of threatening or obscene material (3) Use for commercial activities (4) Use for product advertisement or political lobbying (5) Use of home computer products at school (6) Vandalism, which is defined as using any malicious attempt to harm or destroy technological hardware, networks, internet access, documents, or programs, is prohibited. This includes, but is not limited to, creating or uploading/downloading inappropriate programs, viruses, or information. (7) Harassment, which is defined as annoying other users or interfering in other users' work, is prohibited. This includes, but is not limited to, the sending of unwanted mail, improper telephone usage, and inappropriate electronic materials.

Appropriate Use:

(1) Minimum competency must be demonstrated to use technologies. (2) Be polite and do not use vulgar or other offensive language. (3) Use caution when revealing personal information. Electronic communications are not guaranteed private. (4) Do not intentionally disrupt the network of other users. (5) Abide by accepted rules of network etiquette. (6) Security Precautions: If a student/user identifies a security problem, notify an instructor immediately. (7) Using another user's ID, log-in, account, e-mail, web address, or phone code is prohibited. (8) Tampering with settings, moving, reconfiguring, or deliberately damaging/ defacing any technology equipment is prohibited. (9) Creating, demonstrating, or identifying a security problem to other students is prohibited. (10) Revealing your account/password or allowing another person to use your account is prohibited.

Any user violating these provisions, applicable state and federal laws, or classroom, school, and district rules is subject to loss of privileges and disciplinary options, including criminal prosecution. School and district administrators will make the final determinations on any computer violations and their decisions will be final. See also electronic devices.

Telephone Use

The office phone may be used by students only in case of an emergency or for school business. Personal calls are not allowed. Arrangements for after school activities are not considered emergencies or school business.

Textbooks

Students will receive one set of textbooks to be kept at home for studying and completing homework. A set of textbooks will be stored in each classroom and handed out to students for class use. This system will alleviate the need for students to carry textbooks in their backpacks to and from school as well as during the school day. Students will be charged for any lost or damaged textbooks.

The homework club and PVIS library maintain a set of classroom books for all subjects for student use.

Toys

Toys are not appropriate at school. Toys that disrupt classroom activities will be confiscated and returned at the teacher's discretion. Students may check out balls and other sports equipment during lunchtime by using their ID cards.

Truancy

Habitual truancy, absence, or tardiness may result in a referral to the Los Angeles County Student Attendance Review Board (SARB). When a problem persists, SARB may take legal action with the district attorney's office. See Attendance and SART.

Visitors on Campus

State law prohibits unauthorized persons from entering the school grounds. In order to guarantee the safety of all adults and students on campus, all visitors (including parents) must report to the main office.

Students who are not enrolled at PVIS may not be on campus during school hours or attend school functions.

Voice Mail

Parents may communicate with teachers via voice mail by dialing the school phone number (310) 544-4816, entering an asterisk (*), and then the extension number for the specific teacher. A complete list of teachers and their extensions and emails is listed on the PVIS website.

Websites

The PVIS website is an excellent means of obtaining information regarding school events and

announcements. Teachers use various websites to post homework, tests, etc. Please check with the student's teacher for website information.

Aeries website is: pvpusd.net
(Parents and Students/Aeries Portal)

School website is: pvis.pvpusd.net

District website is: pvpusd.net