

Valley View Elementary School



Student / Parent Handbook and **Technology Responsibility Use Policy**

Principal: Mrs. Erica Williams

School Address: 21220 Maurice Street, Nuevo, CA 92567

Telephone: (951) 928-1841 **Fax:** (951) 928-9581

Website: vves.nuviewusd.org

Valley View Mission Statement: The belief at Valley View Elementary School is that each child should be provided with a safe, positive, and challenging learning environment. We believe that each child should be given the opportunity to grow academically, socially, and emotionally, and that our job as staff members is to provide an environment that will ensure this growth. We believe that all children should be challenged to do their personal best, and that our efforts should lead to the development of well-rounded students who will obtain skills that will make them successful adults and participate in a democratic society.

Established: September 6, 1993

Grade Levels: Transitional Kindergarten through 6th Grade

School Colors: Royal Blue, Black and Silver

Mascot: Eagle

Parent Organization: VVES Booster Club

Favor de preguntar en la oficina de la escuela por una copia del cuaderno en español.

VALLEY VIEW ELEMENTARY
SCHOOL STAFF

2018 – 2019 Administrative, Certificated and Classified Staff	
Administrator:	Campus Supervisors (CS):
Erica Williams	Christie Baker
	Aralina Galaviz
Certificated Staff:	Sirena Mares
Belinda Aina	Janelle Pruitt
Leticia Benitez	Cathleen Sievers
Heidi Berlin	
Penny Casey	Custodial Support Staff:
Karen Chavez	Kyle Crookshank
Marilee Clarke	Christopher Tapia
Dan Clay	
Amy Debaran	Food Services Staff:
Laura DiMeo	Kim Boss
Karla Fernandez	Victoria Glenn
Christee Flanagan	Francisca Jaramillo
Gaylynn Gastelum	Sherry Pascoe
Nick Grayem	Sandra Reyes
Diane Harden	Bonnie Sahlin
Sharon Jarosch-Takeuchi	
Esther Jones	Media Center Services:
Melva Keithley	Lisa Castro
Linda McGregor	Truena Roffi
Angelica Murga	
Megan Mayberry	Office Support Staff:
Holly Newton	Maria Medina, Health Technician / Liaison
Kristy Reed	Christine Mills, Office Manager
Cliff Schaeffer	Mary Ritchea, Attendance / Registrar Technician
Sarah Schaeffer TOSA	
Ron Tucker	Teaching Assistants:
	Tammy Alverson
	Rosa Cabrera
Special Services / PBIS:	Cora Chrisman
Kyra Desantis, SLHP Assistant	Elisabeth Fair (STEM Lab)
Cathy Espinosa, SLH Pathologist	Cynthia Goddard
Ariana Funn, Counselor	Maria Gonzalez
Jennifer Green, NUSD Psychologist	Breanna Harwood
Cynthia Lemus, MH Coordinator	Carol Lourenco
	Jessica Orozco
	Cindy Otwell
	Tresean Owens
	Chelsea Pinedo
	Bonnie Sahlin
	Deborah Zuk

VALLEY VIEW ELEMENTARY
SCHOOL CALENDAR

Please log in to the Nuview Union School District website for further information regarding the school calendar, the district strategic plan, district administration, educational services and other school sites information in our district: <http://www.nuviewusd.org>.

2018 – 2019 School Year

Tuesday, August 14	First Day of School for Students
Thursday, August 23	“Back to School Night”, VVES
Monday, September 3	NO SCHOOL in honor of Labor Day
Tuesday, September 18	School Picture Day
Friday, October 5	Last Day of First Quarter
Monday, October 8	NO SCHOOL
October 15 – 19	Parent / Teacher Conferences / 1 st Quarter Progress Reports Distributed
October 15 - 19	MODIFIED DAYS
Thursday, November 1	Picture Day Make Ups
November 7, 8, 9	6 th Grade Excursion to PALI Institute
Friday, November 12	NO SCHOOL in honor of Veteran’s Day
November 19 – 23	NO SCHOOL, Fall Recess
Wednesday, December 19	End of 1 st Semester
December 21 – January 7	NO SCHOOL, Winter Recess (Monday, January 6 is a teacher workday)
Tuesday, January 8	School Resumes
Monday, January 21	Dr. Martin Luther King Jr. Holiday, NO SCHOOL
Tuesday, February 12	Spring Picture Day and 6 th Grade Panorama Picture
Friday, February 15	Lincoln’s Birthday Holiday, NO SCHOOL
Monday, February 18	Presidents’ Day, NO SCHOOL
Friday, March 8	Last Day of 3 rd Quarter, Progress Reports Distributed
Thursday, April 11	Valley View “Open House”
April 15 - 26	Spring Recess, NO SCHOOL
May 13 - 24	State Testing, Grades 3 – 6
Monday, May 27	Memorial Day Holiday, NO SCHOOL
Thursday, June 6	MODIFIED DAY
Friday, June 7	Valley View 6 th Grade Promotion
Friday, June 7	Last Day of School, Grades K – 6
Friday, June 7	MODIFIED DAY

PLEASE NOTE: All Wednesdays at VVES are MODIFIED DAYS. October 15 – 19 are MODIFIED DAYS. June 6th and June 7th are MODIFIED DAYS. (8:50 a.m. – 2:12 p.m.)

VALLEY VIEW ELEMENTRY

BELL SCHEDULE

2018 – 2019

Daily Schedule (Monday, Tuesday, Thursday, Friday)		Modified Day Schedule (Every Wednesday), Oct. 15 – 19, and June 6 and 7	
Full-Day Kindergarten / TK		Full-Day Kindergarten / TK	
8:50 – 10:00	Class Instruction (70)	8:50 – 10:00	Class Instruction (70)
10:00 – 10:15	Recess (15)	10:00 – 10:15	Recess (15)
10:15 – 11:15	Class Instruction (60)	10:15 – 11:15	Class Instruction (60)
11:15 – 12:00	Lunch/Recess (45)	11:15 – 1:50	Lunch/Recess (35)
12:00 – 1:30	Class Instruction (90)	11:50 – 2:12	Class Instruction (142)
1:30 – 1:45	Recess (15)		
1:45 – 3:17	Class Instruction (92)		
	Instructional Minutes =312		Instructional Minutes = 272
Grades 1, 2, and 3		Grade 1, 2, and 3	
8:50 – 10:30	Class Instruction (100)	8:50 – 10:30	Class Instruction (100)
10:30 – 10:45	Recess (15)	10:30 – 10:45	Recess (15)
10:45 – 11:45	Class Instruction (60)	10:45 – 11:45	Class Instruction (60)
11:45 – 12:30	Lunch (45)	11:45 – 12:20	Lunch (35)
12:30 – 2:00	Class Instruction (90)	12:20 – 2:12	Class Instruction (112)
2:00 – 2:15	Recess (15)		
2:15 – 3:17	Class Instruction (62)		
	Instructional Minutes =312		Instructional Minutes =272
Grades 4 and 5		Grades 4 and 5	
8:50 – 10:50	Class Instruction (120)	8:50 – 10:50	Class Instruction (120)
10:50 – 11:05	Recess (15)	10:50 – 11:05	Recess (15)
11:05 – 12:15	Class Instruction (70)	11:05 – 12:15	Class Instruction (70)
12:15 – 1:00	Lunch (45)	12:15 – 12:50	Lunch (35)
1:00 – 3:17	Class Instruction (137)	12:50 – 2:12	Class Instruction (82)
	Instructional Minutes =327		Instructional Minutes =272
Grade 6		Grade 6	
8:50 – 10:50	Class Instruction (120)	8:50 – 10:50	Class Instruction (120)
10:50 – 11:05	Recess (15)	10:50 – 11:05	Recess (15)
11:05 – 12:45	Class Instruction (100)	11:05 – 12:45	Class Instruction (100)
12:45 – 1:30	Lunch (45)	12:45 – 1:30	Lunch (45)
1:30 – 3:17	Class Instruction (107)	1:30 – 3:17	Class Instruction (107)
	Instructional Minutes =327		Instructional Minutes =272

Modified Dates:

All Wednesdays
October 15, 16, 17, 18, 19, and June 6 and 7

Important Dates:

August 14: First Day of School
August 23: Back to School Night
Thanksgiving Recess: November 19 – 23
Winter Recess: December 21 – January 7
Spring Recess: April 15 – 26
Last Day of School: June 7

SCHOOL BEHAVIOR PLAN

PBIS (Positive Behavior Interventions and Support) is an approach in behavior management on a school-wide level, in a specific setting such as the bus, hallways, classrooms, cafeteria, recess, and assemblies, or with an individual student. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention.

An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. The vision of Valley View Elementary is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement.

Positive Consequences for good behavior

- ❖ Praise
- ❖ Incentive Rewards
- ❖ Classroom Rewards
- ❖ Award Assemblies
- ❖ Visits to the Principal's Office
- ❖ Friday Spirit Awards

Negative Consequences for Misbehavior

- ❖ PBIS will focus on clear and consistent expectations for students. In the event that a student **chooses** not to follow the classroom or school rules, the consequences for misbehaving will progressively become more serious.

Student Responsibilities:

Responsibilities are behaviors that children should practice in order to succeed in school.

- ❖ Come to school unless you are sick or injured.
- ❖ Be on time for school and class.
- ❖ Finish your schoolwork and homework.
- ❖ See that school information to parents reaches home.
- ❖ Ask for help when needed.
- ❖ Obey and respect all Valley View Elementary School staff members and students.
- ❖ Help your school remain clean by doing your part in picking up papers, food trays, etc.

Home Responsibilities

- ❖ Students should eat a good breakfast.
- ❖ Students are to be sent to school unless they are sick or injured.
- ❖ Review all school communications and return promptly when appropriate.
- ❖ Attend school annual meetings; "Back to School Night", Parent-Teacher conferences, "Open House" and other school events.
- ❖ Encourage your child to engage in reading activities every day.
- ❖ Support the Nuview Union School District's homework, discipline, dress code, anti-bullying, and attendance policies.
- ❖ Maintain open communication with school staff in all areas that pertain to your child.

SCHOOL POLICIES AND PROCEDURES

Alphabetical Listing

Arrival / Departure Times

Students are to arrive NO EARLIER than 45 minutes before the start of class. There is no adult supervision prior to this time. Students are to leave the school grounds immediately after dismissal. If students are not picked up by 15 minutes after the dismissal time, we will contact individuals on the emergency card. Habitual lateness will require a conference with the principal. All adults visiting the campus are required to sign in at the school office.

Attendance / Tardiness

California State Law requires regular attendance at school. Compulsory education is legally required for pupils between the ages of 6-18. Students who are excessively absent or truant and their parents/guardians may be subject to the School Attendance Review Board (SARB) process, which could include the District Attorney's office and Juvenile Justice Systems. Welfare allotments can also be affected by a child's poor attendance. ***We urge you to have your child in school at all times unless they are ill.***

Children are required to attend a full school day unless excused. Excused absences are limited to:

- ❖ Illness of student
- ❖ A doctor or dental appointment
- ❖ Funeral of an immediate relative
- ❖ Court appointed appearance by the student

A child is considered unexcused by the State Education code for all other absences. Three unexcused absences and absences that exceed 10% (from first day of school year to present), are considered truant. After three truancy notifications, (calibrated monthly), a referral will be made to the School Attendance Review Board (SARB) for intervention.

All absences should be reported to the attendance/registrar technician. Parents may call the school office (951/928-1841) to report the absence or send a note to the child's teacher. In case of extended absence of 5 or more days, an "Independent Study" contract can be acquired (Please review the Independent Study topic in this handbook).

Punctual attendance is important. The school starting time for ALL STUDENTS is 8:50 a.m. Students should be at school no later than 8:45 a.m. and arrive no earlier than 8:05 a.m. **If a student arrives after 8:50 a.m., they are considered tardy. All tardy students need to report to the office prior to going to class.**

Bicycles

Students in grades 3 - 6 may ride bicycles to school. The state law requires all bicycle riders to wear helmets and observe the same rules of the road as motor vehicles. Parents should make certain that their child knows the rules of the road. When a child enters and leaves the school on their bike, the following actions should be observed:

- ❖ When on the sidewalk, get off the bicycle and walk. Bikes are not to be ridden on the school grounds.
- ❖ Students arriving on bicycles should go directly to the bike rack and lock their bike.
- ❖ The school is not responsible for theft or damage while bicycles are on the school grounds.
- ❖ If a student rides their bicycle to school without wearing a helmet, the bicycle will remain in the bike rack and parent will be asked to pick up their child and transport the bicycle home in their car.
- ❖ Bicycle privileges can be revoked for infractions to safety procedures.

Birthday Recognition Policies

In an effort to support students with food allergies, promote overall student health, and protect instructional time, students are **NOT allowed to bring birthday food treats to share with other students**. If you would like your child to share something with his/her class in honor of their birthday, here are some suggestions: a book or rainy day game for the classroom collection, pencils and/or erasers for classmates, etc. Please do not send toys for classmates as they can be distracting. We cannot allow deliveries of balloons, flowers, etc., to students in their classrooms (health and safety of all students). Any deliveries will be held in the office until the end of the school day. Food items will not be distributed to students.

Bullying, Threatening or Intimidation

Valley View Elementary School does not tolerate any student or group of students who participate in emotional, physical or verbal abuse against any individuals. This includes cyber and electronic bullying, (i.e., Instagram, Twitter, or text messaging). Section 48900.2, 48900.3 and 48900.4 of the California Education Code authorizes suspension or a recommendation for expulsion for students who participate in these actions. To report an incident of bullying, visit our school website and click on the "Sprigeo" link located on the school website. This link is available to all students, parents and community members for the reporting of bullying.

Anti-Bullying Policy

"Bullying" is repeated aggressive behavior from one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- ❖ Causes physical or emotional harm to the target or damage to the target's property
- ❖ Places the target in reasonable fear of harm to him/herself, or of damage to his/her property
- ❖ Creates a hostile environment at school for the target
- ❖ Infringes on the rights of the target at school
- ❖ Materially and substantially disrupts the education process or the orderly operation of a school

"**Cyber-bullying**" means bullying through the use of technology (i.e. Facebook, Twitter, text, Instagram, YouTube, etc.) or any electronic communication, which shall include, but shall not be limited to , any transfer of signals, writing, sounds, data or intelligence of any nature transmitted in whole or in part. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Cafeteria Courtesy

- ❖ Walk in the lunch area using the proper flow pattern.
- ❖ Use hand sanitizer prior to eating.
- ❖ Wait in the lunch line in an orderly manner.
- ❖ Keep hands, feet, and mouth to yourself.
- ❖ Students may not bring or consume energy drinks (i.e. Monster, Rockstar, etc.) or soft drinks on campus or at any school related activity.
- ❖ All athletic equipment will be placed in storage boxes.
- ❖ All trash is to be picked up and placed in the proper trash cans.
- ❖ Raise hand for permission to be out of seat.
- ❖ Supervisors will dismiss students when entire table is clean.
- ❖ Observe courteous and quiet behavior while in the lunch area.

Cell Phones

The use of cellular phones during school hours is prohibited. Cellular phones may be brought to school by students but they are to remain off and in the student's backpack during the school day. If students need to contact their parents they are to use the office phones only. Infractions to this policy will result in the cell phone being taken from the student. The parent will then be notified and asked to pick up the phone at the school office. All cell phones not claimed by the end of the school year will be discarded. (See [Electronics Policy](#) for additional information.)

Classroom Interruptions

In order to make certain that quality instruction is viable each day at Valley View, phone calls into the classroom will be monitored. Parents who need a conference with their child's teacher are encouraged to call between 8:15 – 8:45 a.m., daily. Incoming calls during instructional time will be directed to the classroom voicemail. In addition, phone calls will not be forwarded to the classrooms between 2:45 – 3:17 p.m. each day. All calls during the above times will be transferred to voicemail.

Closed Campus

For the safety and welfare of the students and staff Valley View Elementary School is a **closed** campus. Students may not leave the grounds at any time during the school day except in the company of a parent or guardian. A person authorized on the emergency card may pick up in a non-emergency situation with a note from the parent / guardian. All visitors must **check in** at the office, where they will be issued a visitor pass. (Penal Code Sec. 627) All students leaving campus before the end of the school day must be released from the office. Students will not be released during the last 30 minutes of the school day. Students who are habitually picked up before the close of the school day for reasons other than MD appointments, illness, funeral attendance, or court appearance will be referred to SARB.

Note: In the event of separated or divorced parents, court papers indicating legal custody must be shown to prevent release to a parent not having custody. **IT IS THE PARENT'S RESPONSIBILITY TO ENSURE THAT CURRENT COURT DOCUMENTS ARE GIVEN TO THE SCHOOL TO BE PLACED IN THE STUDENT'S RECORDS.**

Communication

Communication is very important to the success of the academic program at Valley View Elementary School. We strive to keep parents informed via phone communication, newsletters, fliers, teacher notes home, as well as the school website: vves.nuviewusd.org. We welcome your efforts to contact your child's teacher with questions and concerns. Please refer to the "Classroom Interruptions" section of this handbook to ensure the success of reaching the teacher. Conferences with the teacher should be scheduled outside of the instructional day. If you would like a conference, please arrange a date and time with the classroom teacher.

Appointments and conference calls with the site administrator can be made through the school secretary. Please call the school office to check her schedule / availability. In the event of the principal's absence, an administrative designee will be available for parent conferencing.

Discipline

(Please refer to the following Student Handbook topics: "School Behavior Plan" and "Suspensions / Expulsions".)

Dress Standards: "Dress for Success"

Our dress standards at Valley View Elementary School are centered on the goal of "Dress for Success". Student dress should be appropriate for the business of school learning and shall meet the dress code standards set by the Board of Trustees (BP 5132). A student's mode of dress, hairstyle, and personal grooming should be in keeping with the learning atmosphere of the school. He/she should avoid unsafe dress, particularly footwear that limits full participation in recess and P.E. activities. Students who are not within the dress code will not be permitted in class and call home for a change of clothing. **Dress Code standards include:**

- ❖ Each student must be groomed and dressed in a clean and neat manner. Makeup, pajamas, blankets, toys, bandanas, balloons, chains, dog collars, fishnets, studded items, ear spikes or gages, and sharp objects displayed on clothing **are not allowed**.
- ❖ Body piercings (other than earrings), including facial piercings, belly button piercings, lip piercings, nose piercings, tongue piercing or eyebrow piercings **are not allowed**. Any jewelry deemed to present a safety hazard is not allowed.
- ❖ Clothing and accessories depicting gangs, vulgarity, profanity, which advertise drugs, alcohol, or cigarettes, racial / gender slurring, or sexually suggestive are not allowed.

- ❖ Attire which is tight or brief and /or clothing that does not conceal undergarments is not allowed including strapless, spaghetti straps, lace, off-the shoulder tops, halters, fishnet tops, muscle shirts, bare midriffs, ripped or cut-off garments, and garments that sag below waist level.
- ❖ Shorts and skirts must be as long as or longer than all the student's fingers when their hands are hanging at their sides. Garments that are ripped or frayed as a style may have no holes or rips in the area above the fingertips.
- ❖ Closed toed shoes must be worn at all times. All shoes must have back straps, Open toed shoes and sandals are not acceptable or appropriate for school recess and physical education. We strongly suggest students wear soft soled athletic type shoes everyday.

Parent and students have the primary responsibility to see that students are properly attired for school each day. School staff has the responsibility for maintaining proper and appropriate conditions conducive to learning, which includes disciplining students who violate the dress code. If a student is found to be in violation, the parent / guardian of the child will be notified. The parent will have the choice of bringing appropriate clothing for the student to change in to, or to pick up the child to remain home for the remainder of the day. Subsequent offenses will result in a parent and student conference with the school principal as well as establishing a behavioral contract.

Early Dismissal of Students

Although students are allowed to leave during the school hours for medical or dental appointments, this is not encouraged. There will be no early dismissals during the last 30 minutes of the school day. In order to protect each child who needs to leave the school before dismissal time, students will only be released to the parent/guardian. An adult listed on the emergency card may pick up with a note from the parent. Please be aware that early dismissals for an unexcused reason will be considered a truant.

Electronics Policy

Students may not have electronic devices in their possession at VVES. Such devices are a distraction, and can be stolen or easily lost. School resources will not be expended on locating lost or stolen prohibited items. These devices include but are not limited to: cell phones, iPods, cameras, tablets, and iPads. While the State of California Ed. code does allow a student to bring a cell phone on campus, the law clearly indicates that the cell phone cannot be used during school hours. **Students are required to leave their cell phones in their backpack throughout the school day.** We strongly advise that students do not bring their cell phones to school as backpacks are often left unsupervised.

- ❖ 1st Confiscation: Item will be confiscated. Student can pick up the item in the school office at the end of the day.
- ❖ 2nd Confiscation: Two days loss of recess and parent may pick up item from the school office
- ❖ 3rd Confiscation: Possible suspension and parent may pick up item to be left at home for the remainder of school year.

Emergency Cards / Change of Address etc.

Emergency cards are sent home at the beginning of each school year. It is required that we have a completed card for every child. Students are not considered enrolled until their card is on file. Students will only be released to adults listed on the Emergency Card. We ask that you list only local adults. For your child's welfare, please keep the emergency information current.

Extended Illness / Absence

If your child will be absent 5 or subsequent days, we encourage you to enroll your child in the Independent Study Program. An Independent Study contract must be filled out and signed by the parent, student, teacher, and principal at least 2 days in advance prior to the absence. All student work and Independent Study forms must be completed and returned to the school office upon return to school. Please refer to additional information under the title "Independent Study" located in this handbook.

Field Trips

Field trips are an extension of grade level curriculum. They are not intended to be family outings, but rather classroom activities. Due to NUSD liability policies and the safety of all students, minor children who are not enrolled in the classroom are not permitted on field trips. Adults must be 21 years of age or older to serve as a field trip chaperone.

All students must be transported to the field trip via Nuvview Union School District transportation (bus). Parents may transport their child home from the field trip after signing out with the teacher at the field trip site.

Food Services

All students who are approved for free and reduced lunch in the National School Lunch Program will eat at no charge. If you have not submitted a new application for the CURRENT school year and you think your child may be eligible for free or reduced meals, we encourage you to complete and submit an application to the Department of Food Services. Applications are available on line at www.lunchapplication.com, in school offices and at the Nutrition Services office. Students are responsible for paying for lunch until a written approval for free meals is received. The district offers Universal Free Breakfast to all students.

- Paying students who forget their lunch money or have no money on their account may charge up to 2 meals. If their account has not been paid after that the student will be offered an alternate meal which consists of white milk and salad. All students do have a lunch account and money can be put in that account on line at www.k12paymentcenter.com or you may send cash or checks with your student to put on their account.
- Lunches may be prepaid using the following method: A student may bring a check or cash for more than 1 meal and pay the cafeteria cashier. There is a locked box on the wall in the cafeteria for payments during non business hours. Payments should be placed in an envelope with the child's name, room number and teacher's name written on the outside and deposited in the locked box.
- If you have any questions you may call the Department of Food Services at 951-928-3078.

Grounds Supervision

Valley View Elementary School grounds are supervised by staff between the hours of **8:05 a.m. and 3:30 p.m. daily**. The school will not be responsible for incidents that happen outside these supervised times, except in the case of school sponsored activities. Please do not have your child at school before 8:05 a.m. Please refer to the Modified Day schedule for Wednesday dismissal times.

Gum

Gum chewing and/or carrying gum on a school campus is prohibited. This is for the safety of all students.

Homework Guidelines

The Nuvview Union School District believes homework is an essential part of the educational process and promotes the scholastic growth of students. It also teaches student responsibility and accountability. Homework assignments give students the opportunity to practice concepts learned in class, and parents the chance to become more familiar with the core curriculum and monitor their child's progress. Parents can help with their child's success by:

- ❖ Scheduling a specific time and place to do homework in the household.
- ❖ Having a quiet time and study area free of distractions with good lighting.
- ❖ Keeping paper, pencils, dictionary, and other study materials in your work area.
- ❖ Encouraging and praise your child.
- ❖ Helping you child with organization when needed.
- ❖ Helping your child meet deadlines and due dates.
- ❖ Being supportive and encouraging and making sure that assignments are being completed.
- ❖ Contacting your child's teacher if assignments are not arriving home.

Independent Study

Students missing five or more consecutive school days may receive an Independent Study work contract. This contract needs to be prearranged with the teacher, parent, and student. Independent Study Work contracts may be picked up at the Valley View Elementary School office through attendance / registrar. Independent Study work will be calculated for perfect attendance providing 100% of the assignments are completed according criteria in the contract.

Intervention Programs

Students at risk of not meeting grade level standards will be eligible for academic intervention programs provided by the site / district. Programs might include: in class intervention and during school hours "pull out" intervention programs. Please feel free to contact your child's teacher if you have questions regarding these programs. The Nuviev Union School District also provides after school care with an emphasis on tutorial services.

Items Not Allowed at School

Dangerous items or any item that distracts students from the intended purpose of learning are not allowed at school. Items that are judged to be inappropriate will be confiscated until the end of the school day or retained by the principal until a parent / guardian can reclaim the item.

- ❖ Electronics
- ❖ Games, toys, trading cards, jacks, marbles, personal sports equipment unless given prior permission by the teacher or school principal
- ❖ Shoes with wheels are not allowed on campus for the safety of our students.
- ❖ Laser devices
- ❖ Birthday balloons, flowers, gifts, celebration food cannot be delivered to classrooms as it causes a distraction.
- ❖ All Gambling devices such as dice, playing cards, etc.

Lost and Found

All jackets and other personal items should be labeled with the child's name on it. This will help the staff in returning these articles to the proper student should something become misplaced. There are two places that lost items are collected: large items such as backpacks, jackets, lunch pails etc. are displayed on the fence area located on the east side of the cafeteria (by car pick-up). Small items such as wallets, eyeglasses, etc. are kept in the office. Lost and found items that are not claimed are donated at the end of each semester.

Media Center Services

We believe students reading daily and have an extensive selection of books available for all grade levels. Each class frequents the library once per week. Kindergarten and 1st grade classes go to the library once per week. 2nd – 6th grade students go when they need a new book to read. Students may also obtain permission by their teacher to visit the library to return books and select AR books. Students with overdue books will not be allowed to check out more books until the overdue books are returned. Students are responsible to pay for any damaged or lost books and textbooks that are checked out to them. Fines are due by the end of the school year. Failure to pay the fines will result in your child not being able to receive their final report card. A contract will be sent home in each child's registration packet in order for the student to participate in both the library and computer lab services. Students will be using technology in the computer lab or with chrome books in the classroom.

Medical Appointments

Please make every effort to schedule medical appointments after school so that your child's education is not interrupted. If your child's appointment is in the morning or afternoon, it is advisable that you bring your child to school for partial day if possible. Children will not be allowed to be dismissed during the last 30 minutes of the school day. If you need health insurance for your child, please contact the school health technician. There are many references available to help with student wellness.

Medication Policy and Procedures

Nuvview Union School District has one credentialed school nurse who oversees health services at all sites. A health technician is on duty daily at VVES to provide initial first aid for students as well as support other health service activities. The health technician maintains the Health Office, which is located in the school office and will assist students who become ill / injured while at school. Please contact your physician if you have concerns about your child's health, as the health clerk is not able to assume responsibility for diagnosing health problems.

Please do not send your child to school if there has been:

- ❖ Vomiting or diarrhea in the last 24 hours.
- ❖ A fever of 100(F) degrees or higher in the last 24 hours.
- ❖ Itchy, burning, bloodshot, or draining eyes. These can be symptoms of "pink eye" (usually very contagious and needs treatment by a doctor).
- ❖ A rash or other questionable symptoms.

If a student is too ill to stay at school or has a severe injury, office staff will notify a parent/guardian to come and pick up their child. No student will be released to anyone who is not listed on the student's Emergency Card. The following conditions require a physician's note prior to returning to school:

- ❖ Any child who has been hospitalized
- ❖ Any child who requires compression bandages, casts, crutches, wheelchairs, etc.
- ❖ Any child who is under a physician's care for a contagious disease or injury
- ❖ Students returning from any contagious infection or illness must first be cleared through the Health Office.

All medications will be kept in the Health Office and be distributed by school office staff. No medication, including over-the counter medicines shall be administered except on the written orders of a physician or dentist. If your child will need medication during school hours, please call the office to request a "Medication Authorization Form" or download it from our District Website <http://www.nuvviewusd.org>.

Immunizations are required to enroll your child in school. More information is available in the Health Office regarding immunization schedules as well as on our District Website www.nuvview.k12.ca.us. Parents will be notified when a student needs additional immunizations. Physical examinations and a Dental Exam are required for ALL kindergarten students. (These forms are provided in our enrollment packets or you may access them from our site website: vves.nuvviewusd.org.)

Due to some medical conditions, some of our classroom may be "Peanut Free Zones." Please check with your child's teacher if you have any questions regarding peanut restrictions.

Parent In Attendance

In some instances, student misbehavior will require that a parent or guardian accompany the child to school for the day. This could be in lieu of or in addition to a school suspension. This practice reinforces with the student our collective commitment to his/her improved behavior. In addition, occasionally it may become necessary for a parent or guardian to pick up their child before the day ends due to student misbehavior. Should this become necessary, a conference with the site administrator will be scheduled.

Parent Involvement Compact

We welcome all parents and community members to volunteer and/or visit at Valley View. The staff appreciates the opportunity to demonstrate the school program and invites volunteerism. All volunteers and visitors **must sign in at the office through Lobby Guard. Please bring your California ID when visiting the campus. All visitors will receive a visitor's pass** before proceeding to the classroom. This policy is for student/staff safety, and is in compliance with Penal Code Sec. 627.

Volunteer opportunities at Valley View include: Working with individuals or small groups of students, chaperoning a field trip, assisting with reading groups, sharing a hobby or vocation, assisting with playground activities, copying classroom materials, helping with performing arts productions, etc.

In order to minimize distractions, siblings are not to be in the classroom while parent is volunteering or conferencing with the teacher. In addition, **NO PETS** of any type are allowed on the school grounds or in school buildings. For the safety and health of all students, there are also no “Pet Share Days” at VVES.

Parent and School Organizations / Committees

There are many aspects of the school that require parent involvement. If you are interested in serving on any of the following organization / committees, please call the school office:

- ❖ Valley View Volunteers (Booster Club)
- ❖ English Learner Advisory Council (ELAC)
- ❖ School Site Council (SSC)
- ❖ District Safety Committee
- ❖ District Technology Committee
- ❖ Classroom Parent Volunteer

Playground Behavior

As in our school behavior plan, the tenets are emphasized on the playground. They include:

Is it safe?

- ❖ Fighting, wrestling, or any forms of rough physical contact are not permitted. Dangerous games are not allowed.
- ❖ Students must have a hall pass or be on the “Tutor List” and check in with an adult in order to be dismissed from the playground area.
- ❖ Do not throw rocks, gravel, or sand.
- ❖ Stay in designated areas only.
- ❖ Students are to stop when the freeze bell rings and then walk to their lines when dismissed.

Is it Fair?

- ❖ All toys need to be kept at home.
- ❖ Keep all games open to all students.

Is it Polite and Respectful?

- ❖ Students are to play away from buildings. No bouncing balls against walls.
- ❖ Play all games by the school rules.
- ❖ Students will respond immediately to directions given by school staff.
- ❖ Students will be given consequences for any form of bullying.

The purpose of recess is to provide students with an opportunity to get drinks and to use the restroom. When the bell rings, indicating that recess has ended, getting drinks and snacks, and the use of the restroom is not permitted.

Positive Incentives

We recognize students for their positive choices and decisions. Some of the ways this is accomplished is through the following:

- ❖ **Display of student work:** Student work and projects are displayed in the school office, the library, the auditorium as well as the classrooms.
- ❖ **Character Award:** Monthly awards are earned for students in grades 1 – 6 for modeling positive character traits.
- ❖ **“Eagle Feathers”** are distributed for behavior that models positive characteristic traits. Students may redeem their Eagle Feathers for a weekly pencil drawing and “cuts in line” privileges throughout the year.
- ❖ Attendance wristbands each quarter
- ❖ Academic Awards each quarter

Preschool

The Nuvview Union School District provides an extensive preschool program. There are classes offered on the Valley View Elementary School campus. For additional information, please call: 928-3761.

Report Cards

Academic progress will be reported to parents on a regular basis. Report cards will be sent home with the student on a semester basis that show academic progress based on California Content Standards.

Safe, Drug, and Tobacco Free Schools

The Nuvview Union School District participates in a Safe and Drug Free Schools and Communities Program (S & DFSC). An important component of this program at Valley View is to provide references for Drug, Alcohol, and Tobacco Cessation and Counseling programs. Please contact the school office for more information. Valley View Elementary School is a drug and tobacco free campus and participates in the Tobacco Use Prevention Education (T.U.P.E.) Program.

School Rules

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

1. General Rules

- ❖ Bikes, scooters, skateboards, roller shoes and/or roller blades should not be ridden on campus.
- ❖ Walk in the hallways, corridors, in the buildings, and all blacktop areas.
- ❖ No inappropriate language, screaming or yelling.

2. Recess Rules

- ❖ All food and drinks must be eaten in designated areas.
- ❖ Students must be on the supervised playground at all times.
- ❖ Students should not play with or throw bark, rocks, dirt etc. nor play in water.
- ❖ All games are open, meaning that anyone is allowed to join a game and/or use the equipment with each other.
- ❖ No games are allowed which involve body contact (i.e., tag, wrestling, tackle football, slide talking in soccer, tug of war, play fighting etc.)

3. Ball Use

- ❖ All balls are supplied by the school. No personal sports equipment is allowed.
- ❖ Ball can only be kicked on the field. Soccer balls are the only balls that are allowed to be kicked.
- ❖ Balls are to be returned to the classroom at the end of recess.
- ❖ Ball should not be bounced or thrown against buildings, people, or fences.

4. Ball Wall

- ❖ Handball only (no kicking of balls against the wall)
- ❖ Only rubber balls provided by the school may be used against the wall
- ❖ Only one ball at a time on each side of a ball wall.

5. Play Structures

- ❖ Use all apparatus appropriately.
- ❖ Go across bars in one direction.
- ❖ Go down the slides sitting, feet first, one at a time.
- ❖ Sit on the swing, facing forward. Take turns appropriately.
- ❖ Chasing and tag games are not allowed at Valley View.
- ❖ Do not lift up any student so that they may reach an apparatus. If a student can not reach it on their own, they may not play on it.

6. After the Bell

- ❖ Students are to freeze at the ring of the bell or when they hear a whistle.
- ❖ Once a whistle is blown a second time, students are to walk to their assigned area (designated by room numbers), line up, and wait for their teacher to pick them up.

❖

7. Designated Areas

- ❖ Students are not to play in the halls or near building during recess and lunch.
- ❖ Upon arrival on a rainy day, students are expected to go to the auditorium and wait for their teacher to pick them up.
- ❖ Students are not allowed to visit other classes without teacher consent.

- ❖ Except in an emergency, students are not to go to the office without a pass and permission from a staff member.

8. Restrooms

- ❖ The restroom facilities will be used as designated.
- ❖ Yelling, running, playing in the restrooms is not allowed.
- ❖ Students will put used towels in the garbage can.
- ❖ Students will respect another person's right to privacy.
- ❖ Students will not damage or destroy the restroom facilities.

Search and Seizure

The administration retains control over buildings, parking lots, and grounds, and has the right to search them without warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, or arrest.

Sexual Harassment

The Nuvview Union School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. The district strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete Board of Trustees policy and resolution process is available at school and the district office.

Suspensions / Expulsions

A pupil may be suspended or expelled for education code violations that are related to school activity and attendance that occur at any time including but not limited to: 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. Ed. Code: 48900(q). According to Education code 48900, a student may be suspended and/or expelled for the following offenses:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects.
- C. Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- D. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
- 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 any products containing tobacco or nicotine products.
- I. Committed an obscene act, or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities, or willfully defied the authority of school personnel.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed sexual assault or sexual battery.
- O. Harassed, threatened, intimidated, or retaliated against a pupil who is a witness in a school disciplinary proceeding.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Aids or abets the infliction or attempted infliction of physical injury to another person.
- S.

The principal shall recommend expulsion for any of the following acts unless the principal reports in writing to the Pupil Services Department that suspension is appropriate: Causing serious physical injury to another person, except in self-defense, 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, unlawful possession of any controlled substance, robbery or extortion, or assault or battery on any school employee.

The principal must immediately suspend and recommend expulsion for any of the following acts: Possessing, selling, and otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing sexual batter, and possession of an explosive will result in automatic expulsion recommendations.

Transportation

Dismissal: On Monday, Tuesday, Thursday, and Friday, dismissal time is 3:17 p.m. for students in grades K – 6, Every Wednesday, for grades K – 6; dismissal time is 2:12 p.m.

Students who will be picked up will be escorted by staff and dismissed in the drop/pick up zone located on the north side of the school. Use Maurice Street to drive around the school building to locate this area. Adhering to the flow of traffic in the drop-off/pickup line will expedite the loading of students into cars and ensure safety of the staff and students.

Students who ride the bus will be escorted by staff to the bus area located at the front of the campus, using the gate located by the Kindergarten building. The busses are to have sole access to the curb area of the parking lot. Please do not park or drive through this area during drop off and pick up times. The curb is clearly marked yellow. Only busses are allowed to use the lane designated by a red line outlined with white lines located along the yellow curbing in the parking lot in the front of the school. Please do not park your car in this area at any time of the school day. If you need to visit the campus, please use a parking space in the parking lot and check in at the school office.

Bicycles: (Please refer to “Bicycle” section in this handbook.)

Bus: Riding the school bus is a privilege. Students using this service should be reminded that misbehavior at the bus stop or on the bus will result in the loss of this privilege, in which case a citation will be issued. Parents will be responsible for transporting students during the duration of a bus citation. Students who regularly ride the bus need to bring a note from home if they are going to walk or get off at a bus stop other than their usual one. ALL special arrangements need to be made in advance with written notice and signed by the parent / legal guardian.

Personal Vehicles: When transporting your child to school in the morning, please use the drop/pick up zone located on the north side of the school. Please do not drop off your child before 8:05 a.m. as there is no supervision available.

Walking Students: Walking students will leave the campus through the school office. It is advisable that you establish the safest route for your child to walk to and from school. Please advise your child to obey the California Department of Motor Vehicle Code by walking against traffic. Remind them to stay out of the traffic lanes and avoid “playing” with friends when walking. Staying alert is the best safety measure that a walker can practice.

Uniform Complaint Procedure

We make every attempt to resolve complaints on an informal basis. However, if resolution cannot be reached **Uniform Complaint Procedure** forms are available at the district office. The Uniform Complaint Procedure process is in compliance with state guidelines.

Nuview Union School District Responsible Use Policy

Pursuant To:
BP/AR 6163.4 - Student Use of Technology
BP 4040 - Employee Use of Technology

Nuview Union School District ("District") recognizes that access to technology at school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping our students develop 21st-century technology and communication skills. To facilitate this we provide access to various technologies for student and staff use.

This Responsible Use Policy ("Policy") outlines the guidelines and behaviors that all users are expected to follow when using District technology resources.

- The Nuview Union School District network is intended solely for educational purposes.
- All activity over the network or using District resources may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and applicable federal regulations, such as the Children's Internet Protection Act ("CIPA").
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of technology resources may result in disciplinary action.
- Nuview Union School District makes a reasonable effort to ensure our users' safety and security online but will not be held accountable for any harm or damages that result from the use of District technologies.
- Users of the District network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

Technologies Covered: The District may provide technological resources for student and employee use including, but not limited to, Internet access, computers and/or computing devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies: As a condition of maintaining the privilege of using District computer resources, each user will be held responsible for his or her own actions which affect such resources. Each user acknowledges and agrees to abide by the terms of the Policy. A user who violates the Policy will be subject to appropriate discipline.

District technology resources are to be used for instruction, learning, District-related business, and administrative activities. Use of District technology resources to engage in personal business is not permitted.

Internet Access: The District provides its users with access to the Internet, including web sites, resources, content, and online tools. This access will be restricted in compliance with CIPA regulations and District policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users shall comply with the access and security procedures and systems established to ensure the security, integrity and operational functionality of District computer resources.

Users shall not attempt to modify any system or network or attempt to "crash" or "hack" into District systems. Users shall not tamper with any software protections *or* restrictions placed on computer applications or files. Unless properly authorized, users shall not attempt to access restricted portions of any operating system or security software. Users shall not attempt to remove existing software or add their own personal software to District computers and systems unless authorized.

Personal Safety: Users should never share personal information including phone numbers, addresses, social security numbers, birthdates, or financial information over the Internet or via email. Communicating over the Internet brings anonymity and associated risks and users should always carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they have communicated with online in real life without parental permission.

If you see a message, comment, image, video or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Accounts: Accounts issued to users for the use of District technology resources are for the intended user's sole use only. Users are expected to keep login information private at all times and are responsible for any misuse that occurs under the accounts issued to them. They shall use the system only under their own accounts and shall maintain the privacy of personal information and passwords.

Email: The District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on District policies.

If users are provided with email accounts they should be used with care. Email is not a secure transmission protocol; messages are sent in clear text and may be intercepted. Users should never send personal information or attempt to open files or follow links from unknown or untrusted origin. Users shall refrain from profanity and vulgarity. Only communicate with other people as allowed by District policies or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Mobile Devices: The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are expected to abide by the same responsible use policies when using devices off the District network as on the District network. Use of these devices while off the District network may be monitored.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Social/Web 2.0/Collaborative Content: Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should never share personally identifying information online.

Cyberbullying: Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Don't send emails, text messages, or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to cause harm (physically or emotionally) to another person will result in severe disciplinary action. Cyberbullying can be a crime. Remember that your activities are subject to monitoring and retention.

Data Security: District staff and students may have access to confidential and/or personally identifiable information of students or staff. This information may not be shared with unauthorized third parties, and under no circumstances may it be transmitted electronically without the use of appropriate encryption and the prior approval of the Custodian of Records and the Director of Technology.

Confidential and/or personally identifiable information may not be stored on mobile computing devices or portable storage devices without encryption, and may not be transmitted via email under any circumstances.

Personal Equipment: The District recognizes that the use of certain technology devices, such as flash drives, which are not owned by the District, may be beneficial to both District employees and students. Flash drives and similar storage devices may be used with District computer resources if the user has current security software installed on all non-District equipment on which the flash drive or other storage device is used. District employees and students may connect personal laptops, tablets, or other computing or mobile devices to District wireless networks identified as "Guest" only. Personal equipment may not be connected to any other wired or wireless network owned by the District without express permission by the Director of Technology.

Unless approved by the teacher and/or school administration, students are only permitted to use cellular phones or other mobile communication devices outside of the instructional day (before school, at lunch, and after school). Students must keep their cellular phones or other mobile communication devices powered off and out of sight during instructional time.

District employees may only use personal communication devices during non-duty times of the workday or for brief conversations. Instructional time may not be interrupted by a personal cellular telephone or mobile communication device, except in an emergency. Such activities shall not interfere with the work efficiency or performance of the employee and shall not interfere with the rights or work efficiency or performance of others.

Security: Security on any computer system is of the highest priority. Users who identify a security problem must immediately notify a representative from Technology or an administrator. Users must *never* use another user's account or share passwords with anyone, or leave account/password information where it may be discovered. Students may only use teacher computing equipment under the direct supervision of the teacher, and solely for instructional purposes. Any user identified as a security risk may be denied access to the system.

Downloads: Users shall not download, attempt to download, or run executable programs over the District network, or onto District resources, without express permission from Technology staff.

You may be able to download other file types, such as images or videos. To ensure the security of the network download such files only from reputable sites, and only for educational purposes. Transmission, receiving, or downloading of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited to, copyrighted material, pornography, threatening or obscene material or images inappropriate to an instructional environment.

Netiquette: Users are expected to always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users are expected to recognize that among the vast array of valuable content online there also exists unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, future colleges or potential employers to see. Once something is online, it is out there, and can sometimes be shared and spread in ways you never envisioned or intended.

Plagiarism: Users shall not plagiarize content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet must be appropriately cited, giving credit to the original author.

Political Activities: Users shall not use District technology resources for political purposes including, but not limited to, urging the support or defeat of any ballot measure or candidate.

Receipt of Offensive Material: Due to the open and decentralized design of the Internet and networked computer systems, users are warned that they may occasionally receive materials which may be offensive to them. Users should report all such occurrences to the Director of Technology.

No Expectation of Privacy: District technology resources and all user accounts are the property of District. There is no right to privacy in the use of the technology resources or user accounts.

In addition, users are hereby put on notice as to the lack of privacy afforded by electronic data storage and electronic mail in general, and must apply appropriate security to protect private and confidential information from unintended disclosure. Electronic data, including email, which is transmitted through District technology resources, is more analogous to an open postcard than to a letter in a sealed envelope. Under such conditions, the transfer of information which is intended to be confidential should not be sent through District technology resources.

The District reserves the right to monitor and access information contained on its computer resources under various circumstances including, but not limited to, the following circumstances:

- Under the California Public Records Act ("CPRA"), electronic files are treated in the same way as paper files. Public documents are subject to inspection through CPRA. In responding to a request for information under the CPRA, District may access and provide such data without the knowledge or consent of the user.
- The District will cooperate with any local, state, or federal officials investigating an alleged crime committed by any person who accesses District computer resources, and may release information to such officials without the knowledge or consent of the user.
- The contents of electronic messages, including any email communication sent using District technological resources, may be viewed by Technology staff in the course of routine maintenance, or by the Director of Technology, or designee(s) as needed for District administrative purposes, including, but not limited to, investigation of possible violations of the Policy or other District policies, and monitoring of online activities of minor students.

Examples of Acceptable Use

I will:

- ✓ Use District technologies for instructional activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat District resources and equipment carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, posts or videos) online.
- ✓ Use District technologies at appropriate times, in approved places, and only for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that the use of District technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of District resources.

Examples of Unacceptable Use

I will not:

- ✓ Use District technologies in a way that could be harmful.
- ✓ Attempt to find inappropriate images or content, or attempt to circumvent the District's filtering tools.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Use District technologies to send mass mailings, "spam," or "mail bombs." Mass mailings directed to any large subgroup of District employees or students shall be approved by the sender's immediate supervisor in advance.
- ✓ Plagiarize content I find online.
- ✓ Share personally identifying information, about others or myself.
- ✓ Use District technologies for personal gain, product advertisement, political lobbying, or partisan political activities.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use District technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies.

Limitation of Liability:

The District will not be responsible for damage or harm to persons, files, data, or hardware.

While the District employs, and makes reasonable efforts to ensure the proper functioning of filtering and other safety and security mechanisms, it makes no guarantees as to their effectiveness.

The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the District network.

Violations of this Responsible Use Policy:

Student Violations: Users shall report any suspected violation of the Policy by a student to a school site administrator, who shall immediately refer the matter to the Director of Technology for review. If the Director of Technology determines that a violation has occurred, the user may be subject to appropriate discipline, legal action, and/or prosecution.

Employee Violations: Users shall report any suspected violation of the Policy by a District employee to the employee's supervisor who shall immediately refer the matter to the Director of Technology and Assistant Superintendent of Personnel for review. The Director of Technology and/or the Assistant Superintendent of Personnel shall then determine whether a violation of the Policy has occurred. If the Director of Technology determines that a violation has occurred, he or she may take immediate action to restrict, suspend, or revoke the user's privileges. The user may also be subject to appropriate discipline, legal action, and / or prosecution.