

# Rancho Vista School

“A Tradition of Excellence”

A California Distinguished School



2017-18

## School Handbook

**Principal: Salvatrice Kuykendall**

4323 Palos Verdes Drive North

Rolling Hills Estates, California 90274

310-378-8388

310-378-4980 fax

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## PRINCIPAL'S MESSAGE – August 1st, 2017

Dear Rancho Vista Parents,

Welcome to the 2017-18 school year at Rancho Vista! I am truly overjoyed to be a part of an amazing team. A big welcome to our incoming TK and Kindergarten students and new families. I hope you are all enjoying a fantastic summer with your families. I look forward to hearing about all the summer when your children return to Rancho Vista in the fall.

Our Rancho Vista community is dedicated to excellence in education. I will continue to grow the signature programs at Rancho Vista including STEM (Science Technology Engineering and Math). In math, Cognitively Guided Instruction (CGI) will continue to influence instruction based on students' understanding and mathematical thinking. In language arts, we will continue to use the programs Daily 5 and Café in which students will build independent reading stamina and work in small groups including reading to self, work on writing, reading to someone, read to self, listen to reading and word work. Our Edible Garden program will continue to allow students to extend and apply their grade level science learning with hands-on experiences. These programs, along with many others, are in line with Rancho Vista's school mission of providing all students with an engaging and challenging learning environment which empowers students to become high achieving, responsible and productive citizens of the world.

As you already know, our biggest fundraiser of the year is our direct donation via Rancho Bucks. You will find detailed information about what your donation will fund inside the registration packet. We are looking for 100% participation in Rancho Bucks this year and I strongly encourage each of you to join and donate to our PTA. While the state provides a minimum level of funding for our school, it is truly the PTA through Rancho Bucks which funds the many, many outstanding programs at Rancho Vista.

I hope to see you all at Rancho Vista's upcoming events including:

- August 24<sup>th</sup> 3pm Kindergarten Playdate  
August 24<sup>th</sup> 4pm Ice Cream Social/Registration  
*Please be sure to bring with you the two confirmation forms from Aeries (more information in this packet and under the Registration tab on Rancho Vista's website).*
- August 28<sup>th</sup> 8:30am First Day of School  
*New parents, please join us in the MPR following student drop off*
- August 28<sup>th</sup>. 4pm TK, Kindergarten and First grade Back to School Night  
*Meet in your child's classroom*
- September 7<sup>th</sup> 4:30pm Back to School Night for Grades 2,3,4 and 5-  
*Meet in the MPR*

More information to follow. Please check the Rancho Vista school website for more information. I look forward to a great year and getting to know you and your child. Let's Go, Rancho!

Salvatrice Kuykendall

## **RANCHO VISTA VISION**

The Rancho Vista School vision is to create a truly world class school where the highest levels of academic achievement are reached by every student. We aspire to be a school model for STEAM (Science, Technology, Engineering, Arts, and Mathematics) and 21<sup>st</sup> Century Learning. We are dedicated to creating students who are prepared to actively and successfully participate in modern society and succeed in the new knowledge economy.

## **RANCHO VISION MISSION**

### **Our School**

Rancho Vista School exists to provide ALL students with an engaging and challenging learning environment which empowers them to become high achieving, responsible, and productive citizens of the world. Working together with parents and community members, Rancho Vista School endeavors to guide each child in the development of the intellectual tools, curiosity, confidence, social skills, and self-discipline need to recognize his or her full potential.

### **Our Staff**

Rancho Vista teachers and staff believe that ALL students can learn at elevated levels when there are high expectations, rigorous and relevant curriculum, and caring, involved teachers who build strong relationships with students. As a community of learners, we work together to constantly refine and improve our teaching practices, monitor student achievement, and differentiate instruction based on individual student needs. We actively engage our parents and community in our efforts to make Rancho Vista a truly exceptional place for students to learn.

### **Our Students**

Students at Rancho Vista will:

- Achieve mastery in all content areas including English-Language Arts, Mathematics, the Sciences, and the Arts.
- Demonstrate creative thinking across the content areas, utilize critical thinking to solve real world problems, successfully collaborate with others, and effectively communicate their learning through writing, speaking, and technology.
- Self-regulate their learning through metacognition, understand that learning is effort-based, and take risks and learn from their experiences.
- Act with integrity and compassion and be able to recognize and appreciate individual differences.
- Demonstrate effective social, interpersonal, and leadership skills.
- Possess self-esteem, self-discipline, and the courage to stand up for what is right.

### **Our Parents**

As a parent participation school, Rancho Vista parents commit their time, energy, skills, and passion to supporting school initiatives and organizing supplemental activities that will expand upon the curriculum and enhance student learning. Parents are key partners at Rancho Vista who share in the decision making structure that determines the direction for the school.

# RANCHO VISTA SCHOOL

## SIGNATURE PROGRAMS 2017-18

Practice/Program	Description
<b>Integrated, Thematic Units Aligned with Common Core State Standards</b>	Rancho Vista teachers have worked collaboratively to create thematic instructional units aligned to the new Common Core State Standards. These units are cross-curricular, include fiction, non-fiction, and media, and require students to think critically and cite evidence to support their thinking.
<b>Science, Technology, Engineering, and Mathematics (STEM)</b>	Rancho Vista's STEM focus includes a science lab, an engineering/robotics program (Project Lead the Way), inquiry-based FOSS science kits, the edible learning garden, extended outdoor science experiences in 4 <sup>th</sup> and 5 <sup>th</sup> grade, partnerships with local nature conservatories, and a robust science annual fair. Technology is used in every classroom to enhance teaching and learning and there is a 1:1 iPad program in 4 <sup>th</sup> and 5 <sup>th</sup> grade.
<b>"Daily 5" Approach to Balanced Literacy Learning</b>	The Daily 5 is a framework for structuring literacy time so students develop lifelong habits of reading, writing, and working independently. Students select from five authentic reading and writing choices while the teacher meets individual needs through small group instruction and one-on-one conferring. The Daily 5 are: Read to Self, Work on Writing, Read to Someone, Listen to Reading, and Word Work (Vocabulary).
<b>Cognitively Guided Math Instruction (CGI)</b>	CGI teachers experience intensive professional development in how children develop mathematical understandings. Through rigorous exercises and problem solving, CGI students are empowered to explain their reasoning, justify their solution strategies, and build deep mathematical thinking.
<b>Musical, Visual, and Performing Arts</b>	Music classes are provided to all students at Rancho Vista through funding from PEF. A partnership with the Palos Verdes Arts Center provides a visual arts program (Art At Your Fingertips). Similarly, a partnership with the Norris theater provides a performing arts program that culminates with musical theater performances.
<b>Reading Counts! (RC), RAZ Kids, Reflex Math, Typing.com</b>	<b>RC</b> is a web-based reading incentive program. After reading books, students can take quizzes on RC to earn points and rewards at school assemblies. <b>RAZ Kids</b> is a web-based reading program that offers students leveled fiction and non-fiction books and comprehension quizzes. <b>Reflex Math</b> is a web-based math program that helps students master math facts using a highly engaging, game-based format. <b>Typing.com</b> is a web-based typing program that teaches students form and fluency.
<b>Roadrunner Reading Clinic</b>	Rancho Vista provides differentiated reading instruction during the instructional day for all students. The Roadrunner Reading Clinic provides small group, research-based, guided reading instruction to struggling readers in order to get them back on track towards reading and comprehending independently.
<b>Special Education</b>	Rancho Vista hosts three exceptional special day classes for students with moderate and severe needs. An on-site SLP, OT, APE, and behavior team support both students with IEPs and those demonstrating needs in specific areas. The focus of the program is on inclusion and maximizing student potential.
<b>Roadrunner Racer's Club (RRC)</b>	The RRC is a running club that meets before school to encourage fitness and build community. Student mileage is tracked electronically using a barcode scanner. Awards are given when students reach important milestones such as 10K, Half Marathon, and Marathon.

## BELL SCHEDULE 2017-18

8:15 a.m. – Playground opens with supervision.

3:15 p.m. – Bell rings to call children not picked up back to office.

The district calendar can be found here:

<http://www.pvpusd.net/apps/events/?id=0>

## RANCHO VISTA GENERAL INFORMATION

- **The school playground is supervised beginning at 8:15 AM.** Therefore, we ask that no children arrive before this time unless they are enrolled in the PV Kids' Corner Child Care Program. Any students who are on campus prior to 8:15 will be required to sit on the bench until supervision begins.
- Once a child arrives at school he/she will not be released early unless picked up by a parent/guardian or other person authorized by the parent/guardian. When a child is to be picked up early, he/she should bring a note to the teacher indicating checkout time. When the adult arrives in the office, the child will be called from class. **All children leaving early MUST BE SIGNED OUT in the office.**
- **When children are dismissed at the end of the day, they should be picked up promptly and are expected to leave campus immediately.** There is limited supervision at the end of the day so prompt pick up is very important. At primary dismissal, teachers will walk all first and second graders to the grass area adjacent to room 14. They will remain there until 2:45 p.m. and then be brought to the office. Parents waiting to pick up older children are asked to in this area.
- Upper grade children should also be picked up promptly at dismissal time. **Unless meeting a sibling in the primary grass area, third through fifth graders will be dismissed at the upper parking lot.** No students will be allowed to cross Palos Verdes Drive North unless they are walking home, their ride is waiting on the other side, or they are in the presence of their parent. This must always be done with a crossing guard. At 3:15 a bell rings and all children not yet picked up must sign-in at the office.

### **These measures are necessary for the safety of all children**

- **All visitor and volunteers** need to check into the front office when entering school. The volunteer may then proceed to the classroom if scheduled to volunteer. If a parent is not scheduled, the front office will call the classroom prior to any volunteer entering the class. All items to be dropped off are to be left in the front office.
- The office phones are for school business only. Obviously, in the case of an emergency or student illness, calls can be made directly from the office. Please make after school plans prior to coming to school. Cell phone use is not permitted during school hours. The school is not responsible for the loss or theft of cell phones.

- If a child forgets something at home or if a parent brings items to the office after classes have started, the child can pick up the things at recess or lunch or the items will be sent to the room with a runner. **Parents should not personally deliver things to classes, as this can disrupt instructional time.** The staff strongly urges you to make your child responsible for his/her own things and that you do not bring in forgotten items.
- In an attempt to maximize efficiency and minimize waste of time and paper, we do not send home paper copies of information about activities and special events. **The Roadrunner, which is sent out electronically, contains a weekly calendar of upcoming events and other pertinent news.** For special events, such as the Carnival when information is extremely detailed, an electronic flyer will be sent separately. All flyers must be approved by the principal prior to distribution.
- **At Rancho Vista there are many ways parents can find out what's happening at school:**
  1. The Roadrunner Electronic Newsletter is sent to all registered families. This publication includes the news and upcoming events. **It is important that you read this each week.**
  2. Direct mass emails or phone calls from the Principal.
  3. Electronic Updates
  4. The School Marquee or "Buzz Board"
  5. Monthly PTA Meetings
  6. The Rancho Vista Main Office
  7. The School Website: [www.ranchovista.pypusd.net](http://www.ranchovista.pypusd.net)
  8. The District Website: [www.pypusd.net](http://www.pypusd.net)

# **STUDENT BEHAVIOR CODE**

The student behavior code was prepared by students, staff, and parents. These guidelines are not meant to be all-inclusive. The district Safe Schools Policy provides the basis for all student behavior requirements. This policy is sent separately to all families in the Palos Verdes schools and will be explained to all Rancho Vista students at the beginning of the school year.

## **I. General School Rights and Responsibilities**

A. You have the right to:

1. Know and understand your rights and responsibilities.
2. Know the consequences if you fail to carry out your responsibilities.
3. Have your rights protected by teachers, classroom aides, yard supervisors, and school volunteers.
4. Respect from other students and adults.
5. Ride your bicycle or razor scooter to school if you are in any grade 3 through 5.
6. Be safe when riding your bicycle or razor scooter by being required to wear a helmet.
7. Ask for and receive help when you need it.

B. You have the responsibility to:

1. Show respect for all adults and students.
2. Follow the instructions of all who work at school.
3. Refrain from using profane language and/or obscene gestures.
4. Walk your bicycle or razor scooter on school grounds and lock it in the bike rack.
5. Wear a helmet when you ride your bicycle or razor scooter.
6. Obey school rules.

## **II. Student's Playground Rights and Responsibilities**

A. You have the right to:

1. Be safe on the playground.
2. Get drinks and use the restroom without being bothered.
3. Have turns on the playground equipment.
4. Participate in fair and unlocked games.

B. You have the responsibility to:

1. Not lock games.
2. Not change rules once a game has begun.
3. Not throw or shoot rocks, sand, grass, or other objects.
4. Not sell anything on campus (including stickers, candy, etc.).

### III. Classroom Rights and Responsibilities

#### A. You have the right to:

1. A classroom atmosphere you can use to study and learn.
2. Be assigned regular homework.
3. A clear explanation of homework assignments and when they are due.
4. Have personal property respected.

#### B. You have the responsibility to:

1. Be courteous and polite at all times, both in behavior and language.
2. Have respect for school property, including proper use and care of books, furniture, and all equipment.
3. Respond promptly to a request or obey the instruction of the teacher and/or aide.
4. Leave other people's property alone.
5. Stay out of rooms when there is no adult in attendance.
6. Not chew gum.
7. Make sure you understand your homework.
8. Return homework when it is due.
9. Never wear a hat indoors.

### IV. Student Assembly Rights and Responsibilities

#### A. You have the right to:

1. See and hear the entire performance without disruption.
2. Be offered courtesy and respect when speaking or performing.

#### B. You have the responsibility to:

1. Keep your voice soft until the program begins.
2. Stay seated in the assigned area.
3. Stop talking when a person is ready to begin speaking or performing.
4. Be courteous to speakers and performers.
5. Stay seated until dismissed.

### **REMEDIATION MEASURES FOR STUDENTS WHO DO NOT ACCEPT THEIR RESPONSIBILITIES:**

1. Benching (sit out recess in the lunch area or in the office).
2. Paper pick up or other school service.
3. Detention (in the office).
4. Suspension and Expulsion for repeated or flagrant violations.

For more specific information, see the Disciplinary Guidelines as related to the Palos Verdes Peninsula Unified School District and the district-adopted Safe Schools policy.

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**



**SAFE SCHOOLS**

**STUDENT-PARENT ACKNOWLEDGMENT FORM – 2017-2018**

**INSTRUCTIONS:** The student and the parent/guardian need to complete and sign this form in the spaces provided below as acknowledgment that they have received and read the attached Safe Schools materials, as revised for the 2012-2013 school year. The completed and signed form needs to be returned to the school office as soon as possible, but **no later than the first Friday of the school year (August 31) or, in the case of new/late enrollees, within one week of receipt.**

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**



**SAFE SCHOOLS POLICY/PROGRAM**

**2017-18**

**IMPORTANT NOTES REGARDING THE DISTRICT'S SAFE SCHOOLS POLICY/PROGRAM:**

- **SUMMARY EXPLANATION:** This document represents a general summary of provisions contained in the *Education Code*, the *California Code of Regulations (Title 5)*, Board of Education policies, and District regulations. See references cited on bottom of back page.
- **GUIDELINES FOR DISCIPLINARY ACTION:** The disciplinary consequences outlined in Column 2 represent *guidelines* that the school administration follows in dealing with the actions/offenses listed. More severe or less severe disciplinary measures than that indicated may be invoked, depending upon the exact nature of the conduct or incident. In those cases where the presence of a student presents a continuing danger to the safety of others or, if other means of correction are not feasible or have repeatedly failed to bring about proper conduct, immediate action may be initiated to expel the student from the schools of the District.
- **SCOPE OF SCHOOL AUTHORITY:** A student may be suspended/expelled for an action that relates to school activity or attendance that occurs at any time, including but not limited to, any of the following: (1) while on school grounds, (2) while going to and from school, (3) during the lunch period whether on or off campus, and (4) during, or while going to or coming from, a school-sponsored activity (*Education Code* Section 48900).
- **SCHOOL ATTENDANCE REVIEW BOARD (SARB):** A student with excessive absenteeism (> 10% of enrolled days) and or excessive tardies (more than 3) may be referred to the School Attendance Review Board (SARB) for a hearing. The School Attendance Review Board hearing involves the student and parents meeting with school administrators, community representatives, and local law enforcement officials. Should problems with attendance/tardies continue after the SARB hearing the student may be referred to the District Attorney for further action. (*Education Code* Sections 48200, 48260, 48263, 48263.6, *Penal Code* Section 270.1). New chronic truancy law for K-8 students > 10% of enrolled days = prosecution of parents/students.
- **MAKEUP OF WORK MISSED AS A RESULT OF A STUDENT BEHAVIOR VIOLATION:** Student absence stemming from violation of school/District policies, rules, or regulations may result in the student's being unable to make up assignments/work missed. Teachers are not required to allow students to make up work missed as a result of suspension. Note that in EC 48913 they are not required but may. Legislation is being proposed to mandate that student work be made-up.
- **DUE PROCESS:** The disciplinary consequences, as outlined in the attached, in all cases a conference with student and contact with parent/guardian will occur as initial steps.
- **SUSPENSION:** Action by a teacher or principal to remove a student from ongoing instruction and/or a regular schedule of classes because of a violation of rules, regulations, and/or prescribed procedures governing student behavior. (**NOTE:** The *Education Code* limits the number of days a principal may suspend a student to five (5) on any one occasion, but the suspension may be extended by the superintendent or designee in cases where an expulsion recommendation is being processed, provided that the superintendent or designee has determined that the presence of the student at the school or in an alternative school/program would cause a danger to persons or property or would threaten disruption of the educational process.)
- **EXPULSION:** Action by the Board of Education, upon the recommendation of the school principal and the superintendent/Designee, to

discontinue the attendance of a student at District schools for an extended period of time (up to one year) because of a violation of school/District rules and regulations. An expulsion action becomes part of the student's permanent record. Under current state law, other school districts are not required to enroll an expelled student during the period of expulsion. However, an alternative placement will be provided.

**REPORTING OF INFORMATION ENCOURAGED**

*Please assist us by calling any of the numbers listed below to alert the schools/District to any dangerous or potentially dangerous activity around or adjacent to the school campus. In addition, a special informant line has been established so that reports can be filed with the District outside of regular school/District office hours; reports received will be handled promptly and in strict confidence. When calling the informant line, it is not necessary for callers to identify themselves.*

*If a situation warrants immediate response, please contact the local law enforcement agency by calling the 911 emergency number. Reporting this type of information will help us maintain our safe school environment and could prevent a potentially dangerous situation.*

Cornerstone	310-378-0324	Miraleste Elem.	310-732-0922	Palos Verdes Int.	310-544-4816
Dapplegray	310-541-3706	Miraleste Int.	310-732-0900	PV Peninsula HS	310-377-4888
Lunada Bay	310-377-3005	Montemalaga	310-378-5228	Pt. Vicente	310-377-6972
Mira Catalina	310-377-6731	Palos Verdes HS	310-378-8471	Rancho del Mar HS	310-377-6691



Rancho Vista	310-378-8838
Ridgecrest Int.	310-544-2747
Silver Spur	310-378-5011
Soleado	310-377-6854
Valmonte	310-378-9966
Vista Grande	310-377-6066

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**

**SAFE SCHOOLS POLICY/PROGRAM – 2017-18**



**CATEGORY 1 VIOLATIONS**

**ZERO TOLERANCE VIOLATIONS RESULTING IN MANDATORY EXPULSION**

VIOLATION/OFFENSE	DISCIPLINARY CONSEQUENCES/PUNISHMENT
<ul style="list-style-type: none"> <li>• SELLING, FURNISHING, ARRANGING, NEGOTIATING, AND/OR PURCHASING ILLEGAL NARCOTICS/DRUGS/CONTROLLED SUBSTANCES</li> <li>• BRANDISHING A KNIFE AT ANOTHER PERSON.</li> <li>• POSSESSING, SELLING, OR OTHERWISE FURNISHING A FIREARM</li> <li>• COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR A SEXUAL BATTERY</li> <li>• POSSESSING, SELLING, OR OTHERWISE FURNISHING AN EXPLOSIVE AS DEFINED IN 18 USC 921</li> </ul>	<p>Immediate 5-day suspension; referral to local law enforcement agency; meeting with student and parent(s) to discuss possible intervention programs and need for additional counseling; probable extended suspension; recommended expulsion; one (1) year mandatory expulsion if student is found to have committed the offense.</p>

**CATEGORY 2 VIOLATIONS**

**VIOLATIONS RESULTING IN RECOMMENDED EXPULSION OR REASSIGNMENT TO A SCHOOL/PROGRAM AWAY FROM THE HOME CAMPUS**

**NOTE:** Expulsion may be ordered if the student is found to have committed the offense and one or more of the following applies:

- (1) Other means of correction are not feasible;
- (2) Other means of correction have repeatedly failed to bring about proper conduct; and/or
- (3) The presence of the student, because of the nature of the violation, causes a continuing danger to the physical safety of the student and/or others.

VIOLATION/OFFENSE	DISCIPLINARY CONSEQUENCES/PUNISHMENT
<ul style="list-style-type: none"> <li>• CAUSING SERIOUS PHYSICAL INJURY TO ANOTHER PERSON, EXCEPT IN SELF-DEFENSE (<i>EC</i> 48915)</li> <li>• POSSESSING A KNIFE (PARTICULARLY A "SWITCHBLADE" KNIFE OR ANY "DIRK," "DAGGER," "RAZOR BLADE," "BOX CUTTER" OR OTHER INSTRUMENTS THAT MAY BE USED WITH THE INTENT OF INFLECTING BODILY INJURY [REFERENCE: <i>PENAL CODE</i> SECTIONS 653(k) and 626.10]), OR OTHER DANGEROUS INSTRUMENT/OBJECT OF NO REASONABLE USE TO THE STUDENT</li> <li>• EXTORTION/ROBBERY</li> <li>• ASSAULT OR BATTERY AGAINST ANY SCHOOL EMPLOYEE AS DEFINED IN SECTIONS 240 AND 242 OF THE <i>PENAL CODE</i>.</li> </ul>	<p><u>1st Offense:</u> Immediate 5-day suspension; referral to local law enforcement agency; reassignment of the student to a program away from the home campus with a rehabilitation contract. (<b>NOTE:</b> Failure to agree to the rehabilitation contract will be interpreted to be an indication that other means of correction have failed to bring about the proper conduct, which will result in the initiating of a recommended expulsion); meeting with student and parent(s) to discuss possible intervention programs/need for additional counseling; in cases of reassignment to a different school, co-curricular/athletic suspension (if applicable) until any prescribed intervention program is completed (References: <i>Education Code</i> Sections 48915(e)).</p> <p><u>2nd/Repeat Offense:</u> (generally a subsequent occurrence of a Category 2 or Category 3 violation); Immediate 5-day suspension; referral to local law enforcement agency; meeting with student and parent(s) to discuss possible intervention programs and need for additional counseling; possible extended suspension; recommended expulsion.</p>

**CATEGORY 3 VIOLATIONS**  
**OTHER VIOLATIONS WHICH COULD RESULT**  
**IN RECOMMENDED EXPULSION OR REASSIGNMENT TO A SCHOOL/PROGRAM AWAY**  
**FROM THE HOME CAMPUS**

**NOTE:** In the case of serious or repeated violations, the principal and Superintendent may recommend expulsion, and the Board may act to expel if it is found that the student committed the offense, and one or more of the following applies:

- (1) other means of correction are not feasible;
- (2) other means of correction have repeatedly failed to bring about proper conduct, and/or
- (3) the presence of the student, because of the nature of the violation, causes a continuing danger to the physical safety of student or others.

VIOLATION/OFFENSE	DISCIPLINARY -- CONSEQUENCES/PUNISHMENT
<ul style="list-style-type: none"> <li>• POSSESSION/USE OF AN IMITATION FIREARM (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)</li> </ul>	Immediate 5-day suspension; referral to local law enforcement agency; reassignment to a school/program away from the home campus or recommended expulsion.
<ul style="list-style-type: none"> <li>• POSSESSION/USE OF AN IMITATION WEAPON (IF USED TO THREATEN TO CAUSE INJURY TO ANOTHER INDIVIDUAL OR RESULTS IN DISRUPTION OF SCHOOL ACTIVITIES)</li> </ul>	Immediate 5-day suspension; referral to local law enforcement agency; reassignment to a school/program away from the home campus or recommended expulsion.
<ul style="list-style-type: none"> <li>• THEFT, OR ATTEMPTED THEFT OF, DAMAGE TO, OR ATTEMPTED DAMAGE TO, SCHOOL OR PRIVATE PROPERTY; DESTRUCTION OF (INCLUDING GRAFFITI, VANDALISM, ETC.), OR ATTEMPTED DESTRUCTION OF, SCHOOL OR PRIVATE PROPERTY; KNOWINGLY RECEIVED STOLEN SCHOOL OR PRIVATE PROPERTY</li> </ul>	Immediate 5-day suspension; restitution; possible reassignment to a school/program away from the home campus or recommended expulsion; referral to local law enforcement agency.
<ul style="list-style-type: none"> <li>• ENGAGED IN, OR ATTEMPTED TO ENGAGE IN, HAZING, AS DEFINED IN PENAL CODE SECTION 245.6(b) (REFERENCED IN 48900(q))</li> </ul>	<p><u>1st Offense:</u> 3-5 day suspension; referral to local law enforcement; possible transfer to a program away from the home school.</p> <p><u>2nd Offense:</u> 5-day suspension; referral to local law enforcement; transfer to a program away from the home school or recommended expulsion.</p>
<ul style="list-style-type: none"> <li>• POSSESSION OF A KNIFE OR OTHER DANGEROUS INSTRUMENT/OBJECT</li> </ul>	<p><u>1st Offense:</u> 2-5 day suspension; possible transfer to a program away from the home school.</p> <p><u>2nd Offense:</u> 5-day suspension; transfer to a program away from the home school or recommended expulsion.</p>
<ul style="list-style-type: none"> <li>• INTIMIDATION, ANY ACT OF HATE VIOLENCE, OR THREATENING TO CAUSE INJURY TO ANOTHER PERSON (GRADES 4-12)</li> </ul>	Immediate suspension; reassignment to a school/program away from the home campus or recommended expulsion; probable referral to local law enforcement agency.
<ul style="list-style-type: none"> <li>• DISRUPTED SCHOOL ACTIVITIES OR OTHERWISE WILLFULLY DEFIED THE VALID AUTHORITY OF SCHOOL PERSONNEL IN THE PERFORMANCE OF THEIR DUTIES, INCLUDING BUT NOT LIMITED TO POSSESSION/USE OF CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES.</li> </ul>	<p><u>1st Offense:</u> Warning, conference, and parent/guardian contact; suspension, if justified by severity of incident. Confiscation of communication device until end of school day.</p> <p><u>2nd Offense:</u> Suspension.</p> <p><u>3rd Offense:</u> Reassignment to a school away from the home campus or assignment to continuation/alternative program.</p>
<ul style="list-style-type: none"> <li>• GANG ACTIVITY/INVOLVEMENT OR ANY GANG-RELATED ACTION/BEHAVIOR THAT IS DAMAGING OR DISRUPTIVE TO A SAFE AND ORDERLY SCHOOL, INCLUDING THE WEARING OF APPAREL/INSIGNIAS/ACCESSORIES WITH GANG CONNOTATIONS (REFERENCE: BOARD OF EDUCATION POLICY 5136)</li> </ul>	<p><u>1st Offense:</u> Warning, conference, parent/guardian contact, and, if justified by severity of incident, law enforcement referral; restitution for damage (if applicable); suspension, reassignment to a school away from the home campus or recommended expulsion (if merited).</p> <p><u>2nd Offense:</u> Law enforcement referral, if justified by severity of incident; restitution for damage (if applicable); appropriate disciplinary action, as determined by principal, up to and including recommended expulsion.</p>
<ul style="list-style-type: none"> <li>• UNLAWFUL INVOLVEMENT, POSSESSION, OFFERING, ARRANGING OR NEGOTIATING TO SELL ALCOHOL OR INTOXICANT OF ANY KIND, AND/OR PARAPHENALIA SUCH AS A BONG, PIPE, PIECE, PAPERS, PILL BOTTLES OR OTHER CONTAINERS AS DEFINED IN HEALTH AND SAFETY CODE 11014.5 (EDUCATION CODE 48900 (J)), WITH DETECTABLE RESIDUE OR EVIDENCE OF USE.</li> </ul>	<p><u>1st Offense:</u> 5-day suspension; Parent/guardian meeting; Meet with substance abuse program coordinator; cocurricular suspension. Possible referral to local law enforcement agency; possible reassignment to a school/program away from the home campus or recommended expulsion.</p> <p><u>2nd Offense:</u> Suspension; immediate reassignment to a school away from the home campus or recommended expulsion. Probable law enforcement referral.</p>
<ul style="list-style-type: none"> <li>• RACIAL/RELIGIOUS/SEXUAL HARASSMENT (GRADES 4-12) THIS INCLUDES HARASSMENT AGAINST PUPILS OR SCHOOL OFFICIALS. (REFERENCE: EDUCATION CODE SECTIONS 49800.3-48900.5)</li> </ul>	Suspension; probable reassignment to school/program away from the home campus or recommended expulsion.
<ul style="list-style-type: none"> <li>• COMMITTED AN OBSCENE ACT OR ENGAGED IN HABITUAL PROFANITY/VULGARITY</li> </ul>	<p><u>1st Offense:</u> Warning unless blatant; parent/guardian contact; immediate suspension on first offense if serious or blatant.</p> <p><u>2nd Offense:</u> Maximum suspension; probable reassignment to a program/school away from the home campus.</p>
<ul style="list-style-type: none"> <li>• POSSESSION OR USE OF TOBACCO, OR ANY PRODUCT CONTAINING TOBACCO OR NICOTINE PRODUCTS</li> </ul>	<p><u>1st Offense:</u> Possible suspension or alternative suspension and mandatory attendance at cessation program.</p> <p><u>2nd Offense:</u> 1-3 day suspension.</p> <p><u>3rd Offense:</u> 5-day suspension, probable reassignment to a school/program away from the home campus.</p>
<ul style="list-style-type: none"> <li>• ENGAGED IN AN ACT OF BULLYING, INCLUDING, BUT NOT LIMITED TO, BULLYING COMMITTED BY MEANS OF AN ELECTRONIC ACT, AS DEFINED IN SUBDIVISIONS (F) AND (G) OF SECTION 32261, DIRECTED SPECIFICALLY TOWARD A PUPIL OR SCHOOL PERSONNEL.</li> </ul>	Suspension; probable reassignment to school/program away from the home campus or recommended expulsion.

## CATEGORY 4 VIOLATIONS

### OTHER VIOLATIONS WHICH RESULT IN VARYING DISCIPLINARY PUNISHMENT

VIOLATION/OFFENSE	DISCIPLINARY CONSEQUENCES/PUNISHMENT
<ul style="list-style-type: none"> <li>FALSIFICATION OR FORGERY IN RELATION TO OFFICIAL DOCUMENTS</li> </ul>	<p><u>1st Offense:</u> Suspension or assignment to alternative to suspension program.  <u>2nd Offense:</u> 1-2 day suspension; possible reassignment to a school away from the home campus.</p>
<ul style="list-style-type: none"> <li>VIOLATION OF DRESS STANDARDS, INCLUDING WEARING OF UNSAFE OR DISRUPTIVE ATTIRE OR UNSAFE FOOTWEAR</li> </ul>	<p><u>1st Offense:</u> Warning, plus parent/guardian contact and arrangement to modify attire.  <u>2nd Offense:</u> Suspension for a period of up to five (5) days.</p>
<ul style="list-style-type: none"> <li>USE OF SKATEBOARDS OR OTHER WHEELED VEHICLES AND/OR TOYS ON CAMPUS AT ANY TIME</li> </ul>	<p><u>1st Offense:</u> Warning and confiscation of item.  <u>2nd Offense:</u> Detention or assignment to in-school suspension program. Referral to law enforcement for possible citation.  <u>3rd Offense:</u> Suspension for a period of up to five (5) days. Referral to law enforcement for possible citation.</p>
<ul style="list-style-type: none"> <li>GENERAL VIOLATION OF SCHOOL RULES, INCLUDING VIOLATIONS OF ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES (E.G., COMPUTER NETWORKS, ELECTRONIC MAIL, AND THE INTERNET)</li> </ul>	<p><u>1st Offense:</u> Warning, conference, and parent/guardian contact; suspension or requested expulsion in severe cases.  <u>2nd Offense:</u> Suspension of up to five (5) days; possible recommended expulsion.  <u>3rd Offense:</u> Suspension; reassignment to a school/program away from the home campus; possible recommended expulsion.</p>
<ul style="list-style-type: none"> <li>CLASSROOM DISRUPTION</li> </ul>	<p><u>1st Offense:</u> Warning; parent contact/conference; other corrective action deemed appropriate by the teacher; possible detention; possible suspension from class; possible in-school suspension; possible removal from class in cases of serious offense.  <u>2nd Offense:</u> Parent contact/conference; removal from class, depending upon severity of incident; probable "U" in citizenship in class in question.</p>
<ul style="list-style-type: none"> <li>CHEATING ON EXAMINATIONS AND/OR OTHER CLASSROOM WORK, INCLUDING PLAGIARISM (I.E., TO REPRESENT THE WORK/WORDS OF ANOTHER AS ONE'S OWN WITHOUT CREDITING THE SOURCE)</li> </ul>	<p><u>1st Offense:</u> Parent/guardian contact; assignment of failing grade on project/exam in question; warning by administrator of consequences of any repeated cheating offense; probable "U" in citizenship in class in question; probable failure ("F") in class.  <u>2nd Offense (any subsequent offense):</u> Parent/guardian conference; removal from class in question with "U" in citizenship and "F" grade; probable immediate reassignment to a school/program away from the home campus.</p>
<ul style="list-style-type: none"> <li>OFF CAMPUS WITHOUT PERMISSION</li> </ul>	<p><u>1st Offense:</u> Parent/guardian contact, alternative to suspension program, or 1-day in-school suspension.  <u>2nd Offense (any subsequent offense):</u> Parent conference; appropriate alternative to suspension at the discretion of administrator (i.e., detention, paper pick-up, etc.)</p>
<ul style="list-style-type: none"> <li>ENTERING ANOTHER SCHOOL CAMPUS WITHOUT AUTHORIZATION</li> </ul>	<p>Detention, in-school suspension, or suspension; possible referral to local law enforcement agency.</p>
<ul style="list-style-type: none"> <li>UNSAFE ACTS SUCH AS THROWING FOOD OR ANY OTHER OBJECT, RUNNING IN CORRIDORS, CLIMBING FENCES OR BUILDINGS, OR ANY OTHER ACTIONS WHICH THREATEN CAMPUS SAFETY OR ORDER</li> </ul>	<p>Detention, in-school suspension, or suspension.</p>
<ul style="list-style-type: none"> <li>TRUANCY/CLASS "CUT"</li> </ul>	<p><u>1st Offense:</u> Warning to student; parent contact.  <u>2nd Offense:</u> Referral to administration; parent contact; warning of drop from class on 3rd offense; possible detention; referral to SART (School Attendance Review Team), SST (Student Study Team) or SARB (School Attendance Review Board), and/or a citation from local law enforcement to juvenile traffic court for truancy.  <u>3rd Offense:</u> Referral to administration; removal from class, and a citation from local law enforcement to juvenile traffic court for truancy.</p>
<ul style="list-style-type: none"> <li>EXCESSIVE UNEXCUSED TARDINESS (30 MINUTES OR LONGER FOR 3 OR MORE DAYS)</li> </ul>	<p>Warning to student after three (3) tardies; contacts/conferences with student/parent; referral to SART (School Attendance Review Team), SST (Student Study Team) or SARB (School Attendance Review Board); removal from class after final warning/conference; probable "U" in citizenship, and/or referral to juvenile court for truancy.</p>
<p><b>REFERENCES:</b></p> <ul style="list-style-type: none"> <li>Board of Education Policies and Administrative Regulations 5136, 5144, and 5144.1</li> <li>Education Code Sections 48900-48915, 51512</li> <li>California Code of Regulations, Title 5</li> <li>California Penal Code</li> </ul> <p>Issued: 05/24/81  Revised: 7/83, 6/86, 1/87, 6/90, 7/91, 6/92, 8/94, 9/95, 7/96, 6/97, 6/98, 6/01, 6/02, 6/03, 5/04, 6/05, 04/06, 04/07, 5/08, 5/09, 5/10, 4/11, 3/12</p>	

## HEALTH AND SAFETY INFORMATION

Emergency Cards: Emergency cards are sent home on the first day of school each year. Parents need to be particularly conscientious about completing these cards and returning them to the school office promptly. **This is vital to the welfare of the child in the event there is an emergency.** Please keep the school informed about changes of address, phone number, place of employment, new emergency contacts, etc. A separate emergency form is needed for the disaster-preparedness container. This supplies a backup in case office records are destroyed.

Health Clerk: There is no nurse assigned to Rancho Vista on a regular basis; however, a health clerk is available. Her primary function is to attend to health records and to take care of minor first aid needs of students.

First Aid: The school gives first aid only to those injuries that occur at school, never second aid or treatment of those injuries occurring at home. If care beyond immediate first aid is required, the parent is called. If a child is required to take medication at school, both the child's parent and doctor must complete appropriate forms before the medication can be administered. Forms are available in the office. No child should carry medication with him/her. All medication (after forms are completed) is kept in the health office.

Communicable Disease Control: Parents are urged to adhere to the following Health and Safety Code of California:

- If your child shows symptoms of illness during the night, please keep him/her home the following day. Those staying home at the onset of an illness recuperate faster and miss fewer days.
- Please notify the school IMMEDIATELY WHEN A COMMUNICABLE DISEASE IS SUSPECTED OR DIAGNOSED. This is an important step in the control of disease.
- Re-admittance following communicable illness: Children recovering from certain common disease (measles, mumps, chicken pox, and the like) must be readmitted to school either by a written release from their family physician or by the school district nurse.

Bicycle Riding: Bicycles or razors may be ridden by third, fourth, and fifth grade students only. All bicycles must be walked on the school grounds. This is for your child's safety. Bikes should be placed in the bicycle rack and should be locked. Children riding bicycles or razors to school are required to wear a helmet.

Cell Phones: Cell phones are allowed on campus for use outside of the classroom and auxiliary buildings. **They are only to be used before or after school, not during the school day.** The parents must assume all risks, loss or charges.

Foot Traffic: Parents should determine the safest route to and from school. Children are to observe all traffic rules and regulations. Please warn your child about accepting rides from strangers.

Skateboards and roller-skates: For your child's protection skateboards and roller skates may not be used on campus before, after, and during school and may not be ridden to or from school. This regulation includes roller blades also. Obviously, roller blade hockey is never allowed on campus.

Playground Safety: These guidelines are reviewed in every classroom; pupils are expected to obey these rules for the protection of themselves and others. These are located elsewhere in this booklet.

Locked Gates: All gates, with the exception of the one by the flagpole, will remain locked while school is in session. Please do not climb the fence to gain access to the campus.

Drill: Fire and civil defense drills are held on a regular basis so that pupils will have automatic responses to emergency signals. Pertinent information regarding the destination of your child during a civil defense drill **MUST** be on file in the school office (reverse side of emergency card). Also, we ask each parent to complete a special emergency form, which is kept in the disaster supply shed. This provides "back-up" information in case of an emergency.

Pupil Dress: Rancho Vista pupils are expected to dress in a neat and appropriate manner. For safety reasons, open-toed sandals are not recommended. While hats are not illegal at Rancho Vista, they may never be worn inside a classroom or in any other room. When hats are worn the bill must be faced forward as to provide proper sun protection.

# SCHOOL DROP OFF AND PICK UP PROCEDURES

## #1 Rancho Vista Traffic Flow at Drop Off and Pick Up

Rancho Vista is fortunate to have two drop off zones: the front circle by the flag pole and the side circle in front of the MPR. In the morning, please pull all the way forward and unload students on the curb site only. Unloading students should take less than sixty seconds!

### Important Reminders for Morning Drop Off.

- **Don't park in the drop off area.** There is absolutely no parking in the drop off area between 8:00-8:45 a.m. This includes parents, school staff, and volunteers. It only takes ONE car parked along the curb to back up traffic all the way to Palos Verdes Boulevard.
- **Pull forward as far as possible.** Please pull as far forward as possible when dropping off. Do not stop on the curve coming into the circle. This is the worst possible place to stop as it impedes all incoming traffic.
- **Do not unload students on the left side of cars.** This is very dangerous. Only unload students on the right side of the car directly onto the curb. This is for your safety as well as your child.
- **Unload quickly and efficiently.** When you pull up to the curb, students should be prepared to unload on the right. Ideally, parents will not get out of the car. However, I recognize that for young children this may be necessary. Regardless, unloading should take less than one minute. The drop off area is not a place to tie shoes, pack lunches, or catch up with friends. Please take care of these things before or after you pull up to the drop off.

**We are also asking that in both drop off areas that the INSIDE LANE (nearest the school) ONLY be used for drop off and pick up.** Think of it just like the airport where you are not allowed to stop for an extended period of time and there is absolutely NO PARKING. Also, please pull as far forward in this lane as possible when dropping off or picking up in order to make room for other cars. **The OUTSIDE LANE is for cars exiting the drop off and pick up area – there is no stopping, drop off or pick up in this lane.** It is not safe for students to leave or enter cars in this lane.

On Tuesday-Friday, students are dismissed on a staggered schedule (K-2:05, 1<sup>st</sup>/2<sup>nd</sup> – 2:35, 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> – 3:00 p.m.).

**After school, Kindergarten and 3<sup>rd</sup>-5<sup>th</sup> grade students should be picked up in front of the school (near the flagpole). 1<sup>st</sup> and 2<sup>nd</sup> grade students should be picked up at the side of the school (in front of the MPR).**

The car line up for the side circle starts in front of the MPR and goes up around the corner on Moccasin Lane. A school staff member will help direct traffic so that students can be picked up quickly and without incident.

## #2 Supervision Before and After School

**Supervision is available on the Rancho Vista blacktop from 8:15-8:30 daily.** Please do not drop off students before 8:15 a.m. as there is no adult to watch them at this time.

On Tuesday-Friday, students are dismissed on a staggered schedule (K-2:05, 1<sup>st</sup>/2<sup>nd</sup> – 2:35, 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> – 3:00 p.m.). **The school does not provide after school supervision except through the Kid's Corner program.** For those of you with Kindergarten- 2<sup>nd</sup> grade students, "Kinder Plus" supervision is provided by Kid's Korner from the end of school until 3:15 p.m. Kid's Corner staff will pick up Kindergarten students at their classrooms and take them to the Kid's Corner room on campus.

**I understand that some parents like to remain with their K/1<sup>st</sup>/2<sup>nd</sup> graders on campus to wait for 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> grade dismissal.** I am OK with this but would like these families to confine themselves to the the grassy area in front of the first grade classrooms. If we are to make this work, the students and parents need to insure that they are not disrupting instructional time between 2:15-3:00 when other classes are still in session. Please make sure that your children are seated on the blue or yellow benches, quiet, and under your care if you choose to wait in these areas. If this does not happen, we will not be able to allow families to stay on campus during this time. Families are not allowed on the blacktop, stage, eating area or playground.

## ABSENCES AND INDEPENDENT STUDY

School funding is based on regular attendance of students. The state no longer reimburses the school if a child is absent due to medical reasons. For any absences there are three choices available so that Rancho Vista will not be penalized financially.

- First, parents may choose to reimburse the school. This year's daily allocation per student *per day* is \$40.00. Checks should be made out to PVPUSD.
- Secondly, if a child is out of school for a period of at least **five days** to one quarter the teacher can prepare work for that period. This is called independent study. At least one week prior to an absence, parents should pick up a form in the office. This form is signed by the parent, child, principal, and teacher. The teacher will give assignments to the child so that he/she is able to do some of the work that would normally be done during class. After all assignments have been completed, documentation is filed in a timely manner the reimbursement is provided directly to the district.
- Thirdly, if a child will miss longer than one quarter, special arrangements can be made through the principal's office.

## ATTENDANCE

State legislation provides for student success by funding through a Local Control Funding Formula (LCFF). This requires that school attendance be reported and aligned with PVPUSD's Local Control and Accountability Plan (LCAP). School funding is based on Average Daily Attendance (ADA).

### EXCUSED ABSENCES

- Illness
- Quarantine
- Medical, dental, optometric, chiropractic services
- Funeral of immediate family member (1 day in California, 3 days if out of state)
- Court appearance
- Religious observance
- Educational conference
- To spend time with immediate family member who is an active duty member reporting for duty, on leave, or immediately returned from deployment

*For excused absences, work missed, or an alternative assignment, may be made up for full credit within a reasonable amount of time, as determined by the teacher.*

### UNEXCUSED ABSENCES

- Any absence unverified after 72 hours
- Vacations or trips
- When Independent Study Contract is pending completion and/or approval by teacher

- Auditions for entertainment
- Entertainment instances that extend beyond the 5 days allowed per instance

*Teachers are not required to provide or allow work missed due to unexcused absence. Independent Study Contracts must be completed and approved by the teacher in order to be excused.*

School attendance is critical to academic success. It establishes a foundation of accountability and commitment to one’s responsibilities. Punctuality is a habit that successful students practice. When students arrive tardy, they miss important morning announcements that set the tenor of the day and disrupt the work of others who arrived on time. At the elementary level, parents are the greatest influencing factor in a child’s attendance and punctuality. Please send them to school on time unless there is a valid reason for absence or tardiness.

## **POLICY AND PROCEDURE ON ATTENDANCE**

Rancho Vista and Palos Verdes Peninsula Unified School District, in compliance with state law, will notify you when your student has three (3) unexcused absences as this meets the definition of **truant**.

Another notice will be sent when the student has six (6) unexcused absences/tardies as this is considered **habitually truant**, and a third notice will be sent when the student reaches nine (9) unexcused absences/tardies which is considered **chronically truant**. At any point when a student’s absences for any reason reach 10% of the days in the school year, the student is considered truant and the family may be required to attend a School Attendance Review Board meeting at district request.

### **Definitions**

#### **Truant**

*Ed. Code 48260, Article 5*

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (Note: The Ed. Code in entirety can be found in the appendix)

*Ed. Code 48260.5*

Upon a pupil’s initial classification as a truant, the school district shall notify the pupil’s parent or guardian using the most cost-effective method possible, which may include electronic mail or a telephone call: (Note: The Ed. Code in entirety can be found in the appendix)

#### **Habitual Truant**

*Ed. Code 48262*

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district office or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call. (Note: The Ed. Code in entirety can be found in the appendix)

#### **Chronic Truancy**

*Ed. Code 60901*

For purposes of this section, “chronic absentee” means a pupil who is absent on 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays

## **SPECIAL EDUCATION/PUPIL SERVICES**

- Speech/Language Program: The speech and language pathologist screens, assesses, and qualifies students for the program based on teacher and/or parent referral. Each child selected meets regularly with the pathologist who has designed an individual program for speech/language improvement.
- Resources Specialist Program (RSP): A child may qualify for this program when his/her academic achievement is significantly below the level of his/her ability and when the discrepancy is related to behavioral, emotional, or neurological disorder. How much small group instructional time a child receives is based upon his/her individual education plan as developed by the educational planning team.
- Special Day Class (SDC): Similar to the resource program, the special day class program is available for those students who qualify based on individual educational testing. Children with more significant educational delays are able to receive more time in small group settings. Again, the amount of time and the specifics of each child's learning program are designed by the educational planning team.
- School Psychological Services: The services of a school psychologist are available through the school district. Teachers and parents may request an individual evaluation for children when they feel a child is having learning difficulties, which may prevent the child from being successful in the core curriculum. The first step in this process is a review of the child's progress by the Student Study Team (SST). No individual evaluations are performed until the SST meeting is held and parents give written permission for such an assessment.
- English Language Learner (ELL): For those students who are not native speakers of English, a special tutoring session is available on a regular basis. A specially trained aide provides the assistance during the school day.
- 504 Plan: For those students with a disability which interferes with the child's ability to access the curriculum an individual accommodation plan is available. Teachers, parents, and the administration determine how best to meet the child's needs within the confines of the classroom.

The Palos Verdes Peninsula Unified School District and Rancho Vista Elementary School, in particular, make a concerted effort to seek out and serve those students who have special needs. If you know of a child who may qualify for special services, please consult with the child's teacher and/or the school principal.

## PARENT/TEACHER CONFERENCING

1. Parents are invited to attend group conferences with each teacher during the first two or three weeks of school. These group conferences are known as Back-to-School Night, and, due to space limitations, are for adults only. Children should not attend this evening presentation. The purpose of this night is for teachers to explain their proposed program for the year, to discuss daily schedules, and to review instructional materials that will be used during the course of the school year. This evening is not an appropriate time for individual conferencing. Check the calendar for the exact date for this event.
2. Individual conferences are held on an as-needed basis. Teachers will invite parents to come meet with them before or after school or may hold telephone conferences. Following the fall and spring report cards, minimum days will be scheduled during which parents will be able to schedule somewhat more formal meetings with teachers. Unfortunately, not all parents will be able to arrange appointments during this very limited time period. We will work with you to accommodate everyone in the most efficient manner possible.
3. Parents may always ask for an appointment with an individual teacher. This is best accomplished by calling the school (310.378.8388) and leaving a message on an individual teacher's voice mail. Your child's teacher will advise you of her/his extension number, but the "rule of thumb" is that extensions are the room number preceded by numeral "2." If a room number has only one digit, then it should be preceded by "20." Teachers check their voice mail daily and will be happy to schedule an appointment for you. **It is not recommended that parent "drop by" for conferences before or after school, since teachers have many responsibilities during these busy times and will not be able to give parents the time necessary UNLESS a previously arranged appointment has been made.**
4. The school principal is also available to meet with parents regarding any concern or question related to school. **It is District policy that issues concerning individual classrooms be discussed with the teacher FIRST.** Then, when necessary, a meeting can be arranged for parents to confer with the principal. It is also possible for a joint meeting between parent, teacher, and principal to be held. The principal can be reached by calling the school (3310.378.8388) and leaving a message at extension 200.

WE APPRECIATE PARENTS WHO ARE ACTIVELY INVOLVED IN THEIR CHILDREN'S EDUCATION AND LOOK FORWARD TO MEETING/TALKING WITH YOU AS OFTEN AS NECESSARY TO HELP GUARANTEE A SUCCESSFUL SCHOOL EXPERIENCE FOR YOUR CHILD.

## GUIDELINES FOR PARENT PARTICIPATION

"Parent participation helped put us in tune with our child, his progress, and interaction with friends and teachers. It allowed us to become part of his school day on a regular basis, thereby strengthening our knowledge of the overall experience. By contributing to the school, along with other parents, it helps to make our school the exceptional educational experience we desire."

– Rancho Vista Parent

**Rancho Vista School encourages parent participation.** The benefits of parent participation are tremendous. According to the National Standards for Parent and Family Involvement:

- ✓ When parents are involved in their students' education, students have higher grades and test scores, better attendance, and complete homework more consistently.
- ✓ The more the relationship between parents and educators approaches a comprehensive, well-planned partnership, the higher the level of student achievement.
- ✓ School programs that involve parents outperform identical programs without parent and family involvement.

**All families are asked to volunteer for a minimum of eight (8) hours per month. Rancho Vista offers flexibility to accommodate busy lifestyles.**

**There are many flexible options your family can choose to fulfill volunteer hours and we will work with your schedule so the school can benefit from your talents.** The majority of Rancho Vista's families choose to work in their child's classroom, and we encourage you to do so too. However, there are also numerous opportunities available through the PTA (Parent Teacher Association). Many of these opportunities are geared towards parents who work outside the home, since these families are some of our most involved parents with bountiful talents to contribute.

Perhaps *most* important, though, is that light you will see in your child's eyes when you show through participation how much you value his/her experiences. This is *our* school, and we all enrich it for our children in countless ways. We invite you to join us in our journey of growth and discovery.

The ultimate goal of family participation is to provide educational, emotional, and social support for all children at Rancho Vista. The following are guidelines to better prepare the adults for their role as participants in this endeavor. All family participants are encouraged to be flexible, creative, and understanding. Some of the best activities evolve from today's experiences and tomorrow's dreams.

**Every child and every adult has the right to privacy.**

Confidentiality is a key in providing services to children and teachers at Rancho Vista. It is expected that what goes on in the classroom and on the playground is not to be discussed with anyone other than the teacher or principal. No parent should provide information to another parent about his/her child. All such information should come from the teacher.

- Parent observation or concerns regarding a particular student's work should be shared only with the classroom teacher. If another parent inquires, refer him/her to the teacher, reminding them of confidentiality.
- Criticism should always be constructive, not gossip. It should never occur in front of children, either at school or at home.
- Discuss concerns regarding student behavior in private only with the teacher or principal who will inform the child's parents if necessary.
- Be sure to share amusing stories and heart-warming anecdotes as well. But those too should remain confidential and be shared only with the teacher.
- What others do at school should not ever be discussed at home.

It is important to be cognizant of what is said in public areas at school. Any information should be imparted to the teacher outside of another's hearing, child, or adult.

### **General Guidelines for Working with Children at Rancho Vista:**

- Be firm, positive, and friendly
- Encourage the student to uncover the facts by asking him/her guiding or leading questions
- While working in small groups maintain eye contact. Make sure all children are listening and doing their work
- Be sensitive to children's feelings, emotions, and individual needs
- Answer students with, "What do you think?" or "Tell me more about it."
- Don't do the work for the student or offer answers too quickly
- Help struggling students to go beyond the assignment
- Have the students read or explain the directions out loud
- Suggest where information might be found such as textbooks, dictionaries, or the internet
- Encourage students to correct math errors by explaining the thinking they used to arrive at their answer
- Inform the teacher when one or several children are having difficulty with an assignment or concept
- Remember that all children can learn with encouragement, guidance and patience

### **Promoting Good Discipline**

The goal is to foster self-discipline, self-respect, and respect for others. Set a positive example by using positive discipline with students.

- The classroom teacher is responsible for maintaining discipline and the proper learning environment.
- Each classroom has a rule violation procedure. Please discuss with the teacher how you fit into this procedure.
- When complimenting students, be specific and sincere.

- In the classroom, negative discipline has not worked. It should be issued after a warning and should be done in a calm manner showing respect for the child.
- On the playground, when you give a “warning” for undesired, dangerous, or destructive behavior, or profanity, it should be reported to the principal at the end of recess or activity.
- Negative discipline might include “time out”, loss of privilege, or change of activity or location.

### **All Teachers in All Grade Levels Require the Following Assistance**

- Provide assistance in preparation of instructional materials.
- Work in small groups or one-on-one as needed
- Provide additional attention and help with student assignments
- Offer guidance and supervision to encourage good discipline
- Help teacher in correcting homework, class work, and objective tests
- Check-off class assignments, but not in a grade book
- Encourage classroom clean-up and student responsibility
- Work with teacher to plan special events
- Monitor the playground for safety and good sportsmanship
- Monitor lunch and snacks encouraging litter-free care of the campus
- Supervise arrival and departure of students using valet method
- Attending in-service training and general parent meetings to remain current in all school related activities

### **The Following Expectations/Requirements are Grade Level Specific:**

#### **Developmental Kindergarten and Kindergarten**

- Assist small groups with hands-on projects such as cutting, coloring, and writing, remembering to encourage independence
- Provide guidance in exploring reading using small groups, and math techniques including manipulatives
- Lead playground games
- Provide encouragement
- Always be mindful of safety

#### **First and Second Grades**

- Paperwork can be organized and corrected
- Work with small groups under the direction of the teacher
- Listen to children read, asking comprehension questions
- Encourage writing with probing questions

### **Third, Fourth, and Fifth Grades**

Because the curriculum is more advanced it is important to attend workshops and take the direction and lead from the teacher. Each grade level and each teacher within the grade level will have specific things to which parents will lend their help.

### **Special Projects**

If you have a specific skill or interest, you are strongly encouraged to note it on the Parent Participation Contract and/or tell your child's teacher.

### **If You Have a Question**

Healthy and open communication is always encouraged

*Concerns or questions about Rancho Vista and the Parent Participation Plan should be directed to the teacher, principal, or the PTA representative.*

**Support the teacher when a decision is made. If you have a question or concern, request a conference with the teacher to discuss the matter in private. Classroom volunteer hours are an inappropriate time for a parent conference.**

**Please remember, all volunteers MUST check into the front office before reporting to a classroom.**

## HOMEWORK/MAKEUP WORK

### Homework Time Guidelines

<u>Grade</u>	<u>Weekly Minimum</u>	<u>Weekly Maximum</u>
<b>K-1</b>	<b>Discretion of Teacher</b>	<b>Discretion of Teacher</b>
<b>2</b>	<b>40 minutes</b>	<b>80 minutes</b>
<b>3 (1<sup>st</sup> semester)</b>	<b>50 minutes</b>	<b>100 minutes</b>
<b>(2<sup>nd</sup> semester)</b>	<b>75 minutes</b>	<b>150 minutes</b>
<b>4</b>	<b>115 minutes</b>	<b>230 minutes</b>
<b>5</b>	<b>150 minutes</b>	<b>300 minutes</b>

### General Guidelines

1. Students in grades 1-5 will be assigned homework Monday through Thursday, no homework on Friday.
2. Concerns about homework should be initially expressed by the parent/guardian to the teacher making the assignment.
3. Consistency in the assignment of homework is of prime importance.
4. 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.
5. Teachers are to inform students of the due dates for assignments, no matter whether the assignments are of long or short duration.
6. Homework may be either written or unwritten.
7. Teachers shall make every effort to coordinate assignments so that students do not receive a daily overload of homework.

## **Makeup Work**

### 1. General

- a. Students who are absent from school because of illness, injury or for any other reason 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.
- b. Students who miss work because of truant or a class cut are not afforded these same make up 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.
- c. 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.

### 2. Other Provisions

- a. Students shall not be expected to take tests on the day of a return from illness, injury or family bereavement and, as a general rule, should be allowed at least as many days as he/she was absent to make up the work missed/required.
- b. Arrangements for make up 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.

## **RULES FOR PLAYGROUND**

### **SOCCER AND FLAG FOOTBALL**

1. No pushing
2. No tripping
3. No tackling
4. No hanging on goals
5. No climbing on nets
6. No kicking balls from other games

### **HANDBALL**

1. Those waiting for their turn may not sit or stand on the court during play
2. From 12:45 (when fourth and fifth graders can play) until 1:00 when students in grade three return to class, the court nearest the fenced in area is for grades four and five and the other is for grade three.
3. No kicking balls from any court
4. No food or obstacles (sweaters, books, etc) around the court area

### **TETHERBALL**

1. No kicking tetherballs
2. No swinging on tetherballs or poles
3. No climbing tetherball poles

### **SWINGS AND SLIDE AREA**

1. Don't stand on swings
2. Swing with your feet and legs toward the handball courts
3. Counting is done on forward swings from green line
4. Turns consist of 50 forward swings when others are waiting
5. No sitting on top of bars
6. No balls within the fenced area
7. No hanging from knees
8. No somersault drops from bars
9. Sliding must be done face forward and feet first

### **OTHER RULES**

1. All children are expected to stay seated in an eating area for the first 15 minutes of their lunchtime.
2. No pushing, saving, or cutting places in lunch line.
3. Purchase the type of lunch you have ordered the day before
4. No hanging out in cafeteria

5. No playing ball in lunch line
6. Clean up after yourself
7. No kicking balls on blacktop
8. No running or hanging out in hallways
9. No climbing on toilets and bathroom partitions
- 10.No soap play
- 11.Bathrooms are not to be used as a play or safe station
- 12.No tree climbing
- 13.No sliding down the cement drain by the fifth grade garden
- 14.Use jump ropes only for jumping
- 15.Be mindful of classes in session during your playtime
- 16. No food in play areas**
- 17.Play handball on handball courts only...not on building walls
- 18.No climbing on backstops
- 19.No playing around the sheds
- 20.No somersaulting down hills
- 21.Walk quickly and quietly to line when the bell rings
- 22.Quiet and courteous behavior is expected during rainy day lunch in the MPR



## Rancho Vista School Pledge

Today has been given to me fresh and new.  
I can learn from it or throw it away.  
I will choose to do my best in thoughts, words, and actions.

Today, I will be a **ROADRUNNER**. I am  
**R**eady to engage, **c**Ollaborate, **A**cquire knowledge and  
**D**emonstrate my learning.

I will be **R**esponsible, Understanding, **N**oble, and  
**N**ever Give Up. I will **E**ncourage others and  
**R**ecognize and appreciate individual differences.



## Rancho Vista School Song

We're marching along with a smile and a song  
For the school that we love  
Rancho Vista

We're loyal and we're true in whatever we do  
For the school that we love  
Rancho Vista

Raise your voices loud and clear  
Stand up tall so all can hear  
Now's the time to give a cheer  
Hooray for Rancho Vista!

We're marching along with a smile and a song  
For the school that we love  
Rancho Vista

We're loyal and we're true in whatever we do  
For the school that we love  
Rancho Vista