

Planada Elementary School

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Parent/Student Information Handbook 2018/2019



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PLANADA SCHOOL DISTRICT
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PLANADA SCHOOL BOARD OF TRUSTEES

Adrian Sanchez	Board President
Ignacio Yanez	Board Clerk
Daniel Chavez	Board Member
David Rodriguez	Board Member
Yolanda Ramirez	Board Member

Jose Gonzalez
Superintendent

Planada Elementary School

Gonzalo Avila
Principal

Parents/Guardians,

Welcome to another year at Planada Elementary. Enclosed is the Parent/Student Handbook information for this school year. I ask that you review the handbook and familiarize yourself with its contents. Also, I ask that you visit our school's website at www.planada.org to stay informed of all upcoming events at PES.

Gonzalo Avila
Principal

School Mission .and Vision Statement

Our Mission...

The Mission of Planada Elementary School is to help students to become:

- High Academic Achievers
- Respectful and Responsible Individuals
- Cooperative and Independent Learners
- Critical Thinkers and Problem-Solvers

Our Vision...

Together with family and community, all students at Planada Elementary School will reach their highest academic potential and become responsible, productive citizens in a multicultural global society.

**Planada Elementary School
School Events Days 2018/2019 (tentative)**

September 4	Picture Day
August 22	Back-to-School Night
September 3	Labor Day Holiday- No School
October 15-23	Parent Conferences
October 8	Picture Retakes
November 12	Veteran's Day- No School
November 19-23	Thanksgiving Break
December TBD	Winter Program
December 17- January 4	Winter Recess
January 21	Martin Luther King, Jr. Holiday
February 18-22	President's Week
March 18-22	Parent Conferences
April 22 – 26	Spring Break
April 17	Open House
April 5	Spring Pictures
May 27	Memorial Day- No School
June 5	Last Day of School- Early Dismissal

Daily Schedules

All students participate in Physical Education, Music, English Language Development and have opportunities for intervention support when needed. Daily schedules vary by grade level and teacher. Please speak to your student's teacher for a complete list of daily activities and subject matter taught.

Report Cards

As we continue to transition to the Common Core State Standards and align our curriculum, the report card system will also need to change to reflect Common Core expectations and track student progress toward mastery. Planada Elementary School has a new report card system that we will be implementing this year that reflects those standards. At the end of every quarter, every student will receive a copy of their current Standards Based Report Card. These reports notify parents where their child is in terms of meeting the standards per quarter. The criteria to meeting or not meeting standards are based on the following:

4- Standard Exceeded

3- Standard Met

2- Standard Nearly Met

1- Standard Not Met

X- Standard Not Yet Introduced

Upon receiving a progress report, please review the areas that your child has/has not mastered. We have scheduled parent-teacher conferences in the fall and in the spring. If at any time, you feel that you need to contact your child's teacher, do not hesitate to call the office. Our goal is to have each child achieve "3"s on their report card. If students are not achieving a minimum of a "3" on their report cards, we may be able to offer additional tutoring for your child.

Code of Conduct

"All students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." *California Education Code (CEC) Section 48908.*

Students and staff have the right to learn and to teach within a positive learning and working environment. Therefore, (we) believe in the importance of establishing positive school discipline and maintaining order to provide a safe, secure and peaceful school.

General School Rules:

1. Respect the rights and properties of self and others.
2. Help keep your classroom, cafeteria and school grounds clean. No gum allowed, anywhere.
3. Students must remain on grounds and are to stay in supervised areas.
4. Students are not to enter the office unless sent with a note by the teacher, or in case of an emergency.
The school phone may also be used in an emergency situation.
5. Use appropriate language and actions at all times.
6. Keep hands, feet, and objects to yourself. Play-fighting and fighting are not allowed.
7. Running is allowed only in designated outside areas.
8. Be prepared with appropriate materials and assignments.

9. We strongly encourage students not to bring electronic devices (phones, Ipods, games, etc.) to school as we are not responsible for them if they are stolen. If your child is caught with an electronic device it will be confiscated in the office until parents pick it up.
10. Interference of games or others activities is not allowed.
11. Mutual student displays of affection are inappropriate at school and school functions.
12. Deliveries of flowers, balloons, gifts or other personal items will not be accepted for students. Items are not allowed to be delivered directly to the classroom or to student during school day.
13. School dress code regulations will be enforced at all times.
14. Follow all directions given by adults and outlined throughout the “Parent/Student Handbook.

CLASSROOM MANAGEMENT

Students are expected to follow rules and comply with the reasonable requests of teachers. Each teacher is responsible for enforcing State, District, and School Site rules and policies. In addition, each teacher may establish individual classroom policies, procedures, and rules and inform students of those rules and their consequences. Additional rules and procedures will pertain to safety in the labs, physical education facilities, and activity-based classrooms.

No student will be allowed to interfere with the teacher’s right to teach or other students’ right to learn.

Students committing minor rule infractions or minor class disturbances will be issued consequences by the teacher. These consequences might include verbal or written warnings, moving a student’s assigned seat, isolation, loss of participation points, phone call to parent, parent conference, etc. Teachers may also assign students to detention.

More serious disturbances or persistent rules violations may result. Class suspensions are issued by the teacher. In cases of serious or persistent rules violations, teachers may refer the student to the Principal for further disciplinary action, including suspension.

CAMPUS MANAGEMENT

Students are expected to follow rules and comply with the reasonable requests of all District staff members, including administrators, teachers, teacher aides, campus supervisors, cafeteria staff, maintenance staff, and bus drivers.

Students who violate State, District, or School Site rules or policies, or who fail to comply with the reasonable requests of District staff will be referred to the principal for disciplinary action.

STUDENT RESPONSIBILITIES

First and foremost, students are responsible for the choices they make. Students understand that they have a responsibility to use, care for, and return school property (textbooks, library books, athletic equipment, etc.) in good repair and that they will be held responsible to pay for any damaged, lost, or stolen. Students are expected to be prepared for school each day. In addition, students are expected to actively participate in class. Corrective measures only become necessary when a student chooses to act in a manner that is inappropriate and unacceptable. Corrective measures are intended to reflect the severity of each incident of inappropriate behavior.

PARENT RESPONSIBILITIES

Parents that are actively involved in their child's education make a difference. Parents are a child's first teacher. As such, parents have the responsibility of demonstrating acceptable behavior to their child. Parents are expected to see that their child uses school property (textbooks, library books, athletic equipment, etc.) in a respectful and appropriate manner and understand that they will be held responsible to pay for any damaged, lost or stolen property. Parents are expected to see that their child comes to school prepared to learn and participate in daily activities. Parents are expected to support school personnel in guiding their child towards making acceptable choices.

SCHOOL PERSONNEL RESPONSIBILITIES

Schools exist to educate pupils to enable them to function effectively in society. To accomplish this, academic excellence must be combined with socially acceptable behaviors. School personnel shall set and maintain high standards for all students, holding students accountable for the choices they make. School personnel shall work cooperatively with parents in guiding their child in making acceptable choices.

DISCIPLINARY PROCEDURES

Discipline helps maintain an atmosphere that will encourage learning. Students have a legal right to an education and they have a legal obligation to attend school. The main reasons for these Rules and Regulations are to encourage individual students to be active learners; to provide an atmosphere whereby teaching and learning can flourish; to maintain order, health, and safety; and to comply with the laws of our society.

Students are responsible for their own behavior and they will be held accountable for their actions.

Students can expect to be treated in a fair, consistent, equitable, and timely manner by the Principal who will also explain the consequences of persistent refusal to comply with school rules. The ultimate goal in the disciplinary process is to get the student to modify his/her behavior so he/she can be a successful learner.

CORRECTIVE MEASURES

The following measures may be taken to help guide a student towards making appropriate behavioral choices:

1. Counseling by school personnel
2. Parent conferences
3. Detention
4. Expulsion

The student's parent/guardian will be contacted by phone and /or in writing each time the student receives a detention or suspension. When a pupil is suspended from a class for any reason a parent/teacher or parent/administrator conference will be scheduled. The student's parent/guardian may be required to attend class with his/her child following a suspension.

Student discipline may be imposed for acts occurring:

- While on school grounds.
- While going to or coming from school.

- During, or while going to, or coming from a school sponsored activity. (*EC. Section 48900 (p)*).

HOME SUSPENSION

Home Suspensions may be assigned in accordance with California Education Code. During Home Suspension, the student is expected to remain at home under adult supervision and may not attend school activities or be on or around the school campus. Students may be allowed to make up the work missed during the suspension at the discretion of the teacher, as provided in the Education Code. It is a violation of the terms of a Home Suspension to loiter on public streets without adult supervision during regular school hours. Failure to abide by these rules is a violation of law which can be punished by arrest and/or incarceration in the County Juvenile Hall or other appropriate law enforcement facility (*Calif. Penal Code, Sections 626.2, 626.4, and 653-g*). These prohibitions remain in effect until PES permits the student to return to school.

STUDENT'S SEXUAL HARASSMENT POLICY

1. Purpose:

Planada Elementary School is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity, and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Educational Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal, physical, or environment, by anyone in or from the District.

Any student who engages in sexual harassment of anyone in or from the District may be subject to discipline, up to and including expulsion.

2. Definition:

As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or from the District, under any of the following conditions:

- a) Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
- b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d) Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honor, programs, or activities available at or through the educational institution.

4. Dissemination of Policy:

This policy and related regulations shall be disseminated as follows:

- a. This policy and regulated regulations shall be provided to students as part of any orientation program for new students.
- b. This policy and related regulations shall be included in the notifications that are sent to parents/guardians at the beginning of each school year.

- c. This policy and related regulations shall be posted in a prominent location near each school principal's office.
- d. This policy and related regulations shall appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures and standards of conduct.

All administrators and supervisors shall be knowledgeable of the District's policy and their responsibilities for its implementation.

5. Complaint Procedures:

a. Informal Resolution Process

To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall, at a minimum, include the following elements:

1. The Superintendent or Principal will be available to receive sexual harassment complaints for students. If the Superintendent or Principal is the alleged harasser, the student may present his or her complaint to the Planada Elementary School District. Upon receiving a sexual harassment complaint the Superintendent or Principal shall:
 - a. Counsel the alleged victim and outline the options available.
 - b. Obtain a factual written statement of the complaint.
 - c. Assist in follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, in recommending the disposition of the complaint.
2. The Superintendent or Principal will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual incidents occurred, and will take and/or authorize appropriate action.

A. Formal Resolution Process

- a. If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, the following formal procedures are available:
 - i. The complaint shall be reduced to writing and sent to the Planada Elementary School District within ten (10) working days of the completion of the informal process.
 - ii. The Planada Elementary School District shall investigate the complaint and respond within ten (10) working days after receiving the complaint.
 - iii. If the complaint is not satisfactorily resolved at the level of the Planada Elementary School District with ten (10) days of receipt of the Planada Elementary School District's response, the student may request that the complaint be reviewed by the superintendent.
 - iv. The Superintendent shall then take action deemed appropriate to resolve the situation including but not limited to, discipline, training, or other remedial measures.
 - v. An effect will be made to protect the privacy of the parties involved in a complaint. Files which pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
 - vi. Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).

- vii. No retaliation of any kind will occur because a student made a sexual harassment complaint.

3. Obligations of All Employees:

- a. All employees shall report to their immediate supervisor any sexual harassment by or of students. Employees shall take appropriate action to stop any sexual harassment of students, including discipline of students involved and notification of the incident(s) to the appropriate site administrator.
- b. All employees shall cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the District or by an appropriate State or Federal Agency.
- c. No employee of the District shall take any action to discourage a victim of harassment from reporting such an instance.

CAUSES FOR MANDATORY EXPULSION (AR 5144 H)

Upon recommendation by the Principal, Superintendent of Schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

- 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 2. Due to the nature of the act, the present of the pupil causes a continuing danger to the physical safety of the pupil or others.

The Principal or Superintendent of Schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- 1. Possessing, selling, or otherwise furnishing a firearm. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- 2. Brandishing a knife at another person.
- 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5. Possession of an explosive.

CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION (AR 5144 H, E.C. 48915)

Except as provided in subdivisions (c) and (e), the Principal or the Superintendent of Schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the Principal or Superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- 1. Causing serious physical injury to another person, except in self-defense.
- 2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- 4. Robbery or extortion.
- 5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

CAUSES FOR SUSPENSION ON THE FIRST OFFENSE (ED CODE SECTION 48900, AR 5144.1 (b))

A student may be suspended or expelled for any of the acts listed below if the act is related to school activity or school attendance occurring at any district school or within any other district, including but not limited to the following circumstances:

1. While on school grounds
2. While going to or coming from school
3. During, going to, or coming from a school-sponsored activity.

Students may be subject to suspension or expulsion for committing any of the acts listed below and shall be suspended and/or expelled when so required by law:

Please note: The Principal/Administrator shall have the right to adjust the consequence on each said disciplinary infraction based on the evidence provided.

NOTE: Depending on the seriousness of the act, expulsion may be immediately recommended on the 1st Offense.

- 1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another, except in self-defense. (Ed Code Sec 48900 a, P.C. 415, 415.5)**

1st Offense: 3-day suspension, parent conference, notification of law enforcement at the discretion of the administration, possible recommendation for expulsion

2nd Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration, possible recommendation for expulsion.

- 2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Ed Code Sec 48900 b)**

1st Offense: 5-day suspension, parent conference, notification of law enforcement, mandatory recommendation for expulsion.

- 3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in the Health and Safety Code 11-53-11058, alcoholic beverage, or intoxicant of any kind; possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Sections 11364.5 and 11364.7 of the Health and Safety Code. (Ed Code Sec 48900 c)**

1st Offense: 5-day suspension, parent conference, notification of law enforcement, referral to substance abuse counseling program, possible recommendation for expulsion.

A future occurrence will result in a recommendation for expulsion.

- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold,**

delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant. (Ed Code Sec 48900 d)

1st Offense: 5-day suspension, parent conference, notification of law enforcement, possible recommendation for expulsion.

A future occurrence will result in a recommendation for expulsion.

5. Committed or attempted to commit robbery or extortion. (Ed Code Sec 48900 e)

1st Offense: 5-day suspension, parent conference, notification of law enforcement, mandatory recommendation for expulsion.

7. Caused or attempted to cause damage to school property or private property; cutting, defacing, tagging, computer hacking, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Ed Code Sec 48900 f)

1st Offense: 1-3 day suspension, parent conference, notification of law enforcement at the discretion of the administration.

2nd Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration.

3rd Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration, recommendation for expulsion.

Parent or guardian will be held responsible for damages to school district property and restitution for damages. The parent or guardian is also liable for the amount of a reward paid for information leading to the apprehension of the person(s) causing the damage.

NOTE: Grand Theft or felony cases will result in notification of appropriate law enforcement agency.

8. Stole or attempted to steal school property or private property; being in unlawful possession of the personal property of another. (Ed Code Sec 48900 g, P.C. Sec 487, 488)

1st Offense: 1-3 day suspension, parent conference, notification of law enforcement at the discretion of the administration.

2nd Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration.

3rd Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration, recommendation for expulsion.

Parent or guardian will be held responsible for damages to school district property and restitution for damages. The parent or guardian is also liable for the amount of a reward paid for information leading to the apprehension of the person(s) causing the damage.

NOTE: Grand Theft or felony cases will result in notification of appropriate law enforcement agency.

- 9. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Ed Code Sec 48900 h, 48900 k, 48901)**

1st Offense: 1-3 day suspension, parent conference

2nd Offense: 3-day suspension, parent conference

3rd Offense: 5-day suspension, parent conference, possible recommendation for expulsion

- 10. Committed an obscene act or engaged in habitual profanity or vulgarity. (Ed Code 48900 i)**

1st Offense: 1-3 day suspension, parent conference

2nd Offense: 3-day suspension, parent conference

3rd Offense: 5-day suspension, possible recommendation for expulsion

- 11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Ed Code Sec 48900 c)**

1st Offense: 5-day suspension, parent conference, notification of law enforcement, referral to substance abuse counseling program, possible recommendation for expulsion

2nd Offense: 5-day suspension, parent conference, notification of law enforcement, possible recommendation for expulsion

- 12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Ed Code Sec 48900 k)**

1st Offense: 1-3 day suspension, parent conference, possible recommendation for expulsion, notification of law enforcement at the discretion of the administration.

2nd Offense: 5-day suspension, parent conference, possible recommendation for expulsion, notification of law enforcement at the discretion of the administration.

- 13. Knowingly received stolen school property or private property. (Ed Code Sec 48900 l)**

1st Offense: 1-3 day suspension, parent conference, notification of law enforcement at the discretion of the administration.

2nd Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration.

- 14. Possessed an imitation firearm, i.e. 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. (Ed Code Sec 48900 b)**

1st Offense: 5-day suspension, parent conference, notification of law enforcement, mandatory recommendation for expulsion.

15. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, Penal Code 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Ed Code Sec 48900 a, n)

1st Offense: 5-day suspension, parent conference, notification of law enforcement, mandatory expulsion.

16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. (Ed Code Sec 48900 o, P.C. 415, 415.5)

1st Offense: 1-3 day suspension, parent conference.

2nd Offense: 5-day suspension, parent conference.

17. Made a terrorist threat against school officials or school property as defined in Education Code section 48900 (b); fire setting, attempted fire setting, or bomb threat, including the activation of false alarms or tampering with emergency equipment. (Ed Code Sec 48900 b, f), 48900.7, 48900 k, P.C. 148.1, 148.4)

1st Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration. Restitution for damages may be a condition of re-admittance.

18. Committed sexual harassment such that considered from the perspective of a reasonable person of the same gender as the victim, to be sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment; engaging in or having any part in hazing, sexual harassment, or committing any act that injures, degrades, or disgraces any other person attending the school. (Ed Code Sec 48900.4, 48900 k, 32050-2052, P.C. 415)

1st Offense: 1-3 day suspension, parent conference, student counseled for understanding of seriousness of offense.

2nd Offense: 5-day suspension, parent conference.

19. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence including injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation. (Ed Code Sec 48900.3, 48900.4, P.C. 415)

1st Offense: 5-day suspension, parent conference, notification of law enforcement at the discretion of the administration, possible recommendation for expulsion.

20. Intentionally harass, threaten or intimidate a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial

disorder, and invading student rights by creating an intimidating or hostile educational environment. (Ed Code Sec 48900.3, 48900.4, 32050-2052, P.C. 415)

1st Offense: 1-3 day suspension, parent conference.

2nd Offense: 5-day suspension, parent conference.

3rd Offense: 5-day suspension, parent conference, possible recommendation for expulsion.

21. As deemed by the administration, based on input from the Merced County Sheriff's Office as well as themselves, students exhibiting gang-like behavior such as but not limited to: writing on clothing or school or student property, wearing articles of clothing commonly associated with gangs, "flashing signs", associating in groups with other students known to be gang affiliated. Gangs (as referred to in California Penal Code 186.22) are associated with drug use and/or violent or disruptive behavior. Incidents of gang behavior will be reported to law enforcement. (Ed Code 48900 k, P.C. 186.22)

1st Offense: 1-3 day suspension, parent conference, notification of law enforcement, restitution of any damage to property.

2nd Offense: 3-5 day suspension, parent conference, notification of law enforcement to determine if student meets validation as a gang member in accordance with Penal Code, restitution of any damage to property.

3rd Offense: 5-day suspension, parent conference, recommendation for expulsion, notification of law enforcement, restitution of any damage to property.

22. Disrupting school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (Ed Code Sec 48900 k)

1st Offense: 1-3 day suspension, parent conference, possible removal from class

2nd Offense: 5-day suspension, parent conference, possible removal from class

NOTE: Threatening or intimidating school personnel requires mandatory notification of law enforcement agencies. (Ed Code Sec 44014, P.C. Sec 71)

23. Failing to identify oneself or giving false information to school personnel. (Ed Code Sec 48900 k)

1st Offense: 1-3 day suspension, parent conference.

2nd Offense: 5-day suspension, parent conference.

24. Forging, falsifying, or altering school correspondence, passes, or absence vouchers. (Ed Code Sec 48900 k)

1st Offense: 1-3 day suspension, parent conference.

2nd Offense: 5-day suspension, parent conference.

25. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause

serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events. (Ed Code Sec 48900 g)

1st Offense: 1-3 day suspension, parent conference, notification of law enforcement, restitution of any damage to property.

2nd Offense: 3-5 day suspension, parent conference, notification of law enforcement to determine if student meets validation as a gang member in accordance with Penal Code, restitution of any damage to property.

3rd Offense: 5-day suspension, parent conference, recommendation for expulsion, notification of law enforcement, restitution of any damage to property.

26. 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. (Ed Code Sec 48900 r)

1st Offense: 1-3 day suspension, parent conference, notification of law enforcement, restitution of any damage to property.

2nd Offense: 3-5 day suspension, parent conference, notification of law enforcement to determine if student meets validation as a gang member in accordance with Penal Code, restitution of any damage to property.

3rd Offense: 5-day suspension, parent conference, recommendation for expulsion, notification of law enforcement, restitution of any damage to property.

CAUSES FOR LESS THAN SUSPENSION ON THE FIRST OFFENSE

Alternative consequences may include, but not be limited to warning, counseling, benching, detention, class suspension, in school suspension, Saturday School, work detail, community service, intervention groups, social suspension from one or more school activities, and Alternative Educational Programs. (Ed Code Sec. 48900.1, 48900.5, 48900.6, 48910, 48911)

BICYCLES, SKATEBOARDS, ETC.

Improper or unsafe use of bicycles, mopeds, motorcycles, roller skates, in-line skates, or skateboards on campus. (Ed Code Sec 48900 k)

1st Offense: Parent contact, alternative consequences may be assigned. The item may be confiscated.

2nd Offense: 1-3 day suspension, parent contact. The item may be confiscated.

NOTE: The school cannot guarantee the safety of the items confiscated and assumes no responsibility for the theft of or damage to such articles. Parents may be required to pick up articles from school officials.

CELL PHONE VIOLATIONS

Students violating the established cell phone policy. (Ed Code Sec 48900 k)

1st Offense: Cell phone will be confiscated and released only to a parent/guardian. Written warning.

2nd Offense: 1-3 day suspension. Cell phone will be confiscated and released only to a parent/guardian.

3rd Offense: 3-5 day suspension. Cell phone will be confiscated and released only to a parent/guardian. Student may not be allowed to be in possession of a cell phone at school.

CHEATING

Cheating or helping a person to cheat on an assignment, test, or exam.

1st Offense: Parent contact. Discipline by the teacher and an “F” on the assignment or test.

2nd Offense: 1-3 day suspension, parent contact. “F” on the assignment or test.

3rd Offense: 3-5 day suspension, parent contact. “F” on the assignment or test.

CLOSED CAMPUS VIOLATION

Leaving the campus without authorization. (Ed Code Sec 48900 k)

1st Offense: Parent contact.

2nd Offense: 1-3 day suspension, parent contact.

3rd Offense: 3-5 day suspension, parent contact.

COMPUTER VIOLATIONS

Improper use of computers in violation of the PESD Acceptable Use Contract.

(Ed Code Sec 48900 k)

1st Offense: Parent contact. Student’s log-in capability will be disabled at the discretion of the teacher and/or administrator. Alternative consequences may be assigned. Law enforcement may be notified, if appropriate.

2nd Offense: Parent contact. Student’s log-in capability may be disabled for the remainder of the school year.

Alternative consequences may be assigned, including suspension. Law enforcement may be notified, if appropriate.

CUTS / TRUANCY

Cutting class, leaving class without permission, missing class without proper authorization, going to a destination other than where authorized by a teacher or staff member. (Ed Code Sec 48900 k)

1st Offense: Parent contact. A Detention

2nd Offense: Parent contact. Detention

DISRUPTIONS

Interfering with the peaceful conduct of the campus or classroom causing class or campus disruption of a minor but annoying nature. (Ed Code Sec 48900 k)

1st Offense: Parent contact. Alternative consequences may be assigned.

2nd Offense: 1-3 day suspension, parent contact.

3rd Offense: 3-5 day suspension, parent conference.

DRESS CODE

Violations of district dress code. NOTE: The wearing and/or carrying of symbols, paraphernalia that symbolizes gang membership or advocating racial, ethnic, sexual, religious group prejudice or tends to detract from the educational process, is not permitted. (Ed Code 48900k)

1st Offense: Parent contact, alternative consequences may be assigned. Student may be sent home to dress properly, if necessary.

2nd Offense: 1-3 day suspension, parent contact.

3rd Offense: 3-5 day suspension, parent conference.

FAILURE TO SERVE DETENTION OR WORK DETAIL

Students who fail to serve an assigned Detention or Campus Beautification (Work Detail). (Ed Code Sec 48900 k)

1st Offense: Parent contact. Alternative consequences will be assigned.

ITEMS OF NO EDUCATIONAL PURPOSE

Possession of unauthorized articles/items on campus that are of no educational purpose or value at school. (Ed Code Sec 48900 k)

1st Offense: Parent contact, alternative consequences may be assigned. The item may be confiscated.

2nd Offense: 1-3 day suspension, parent contact. The item may be confiscated.

NOTE: The school cannot guarantee the safety of the items confiscated and assumes no responsibility for the theft of or damage to such articles. Parents may be required to pick up articles from school officials.

OBSCENITY/PROFANITY

Commit an obscene act or use profane or indecent language either verbally or in writing. (Ed Code Sec 48900 i, 48900 k)

1st Offense: Parent contact, alternative consequences may be assigned.

2nd Offense: 1-3 day suspension, parent contact.

OFF-LIMITS VIOLATION

Being in a parking lot or out-of-bounds area without authorization. (Ed Code Sec 48900 k)

1st Offense: Parent contact. Alternative consequences may be assigned.

2nd Offense: 1-3 day suspension, parent contact.

TAMPERING WITH PROPERTY

Tampering with property of the school district or belongings of any other person.(Ed Code Sec 48900f)

1st Offense: Parent contact. Alternative consequences may be assigned.

2nd Offense: 1-3 day suspension, parent contact.

HEALTH AND WELLNESS POLICY/ SNACKS AND OTHER FOODS

At PES, we participate in the Health and Wellness Policy. Therefore, snacks and other foods that do not meet the necessary requirements or that are not on the PESD approved list of snacks and foods are **NOT ALLOWED** on campus. Foods may be consumed as part of the student's lunch and eaten during lunch, but must abide by the Health and Wellness Policy and guidelines. PES will be participating in the Fruits and Vegetables Program this year and all students will be provided with a nutritional snack during their recess times at least 2 days per week. Students are not obligated to take a fruit or vegetable.

PASSES AND RESTROOM

No student is denied the opportunity to use the restroom at any time. All students are encouraged to use the restrooms during their recess times to minimize their loss of instruction. Any student out of class during the school day **MUST** have a pass from a school employee granting permission for student to be out of class.

TEXT BOOK/LIBRARY BOOKS POLICY

Students are responsible for the library books they check out. Students who lose damage or have textbooks/workbooks stolen will be held responsible for fines up to the current price of the book.

OBLIGATIONS

Students are placed on an "obligation list" when they owe fees or must replace school property (textbooks, library books, athletic equipment, etc.) that has been damaged, lost or stolen. Students are to pay all obligations as they occur. Participation in extra-curricular sports and extra-curricular school functions require that all

obligations be cleared. Failure to pay such charges will result in withholding of report cards, graduation activities and diplomas. (Reimbursement will be made for any item that is paid for but recovered in the same fiscal year

FREEZE BELL

At PES, we have implemented FREEZE BELLS. When the ‘freeze bell’ sounds, all students, teachers and visitors are asked to ‘freeze’, wait for the teacher’s/ supervisor’s whistle to be sounded, and then walk to their classroom or next destination. The ‘freeze bell’ helps the school reinforce the no running in the hallways rule. The freeze bells are initiated daily at 7:55 a.m., at the end of the recess times, and at the end of the lunch times for each grade.

FIELD TRIPS

All students will be afforded the opportunity to participate in school sponsored field trips according to their grade level. Students that do not abide by the code of conduct may be disqualified from participating on any field trip. If a student is recommended to be disqualified from participating in a field trip, the grade level team for that specific student will make the final decision to allow/disallow the student to participate.

DRESS CODE POLICY (PESD BP 5132 (a))

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

The expression of a student’s uniqueness and individuality by means of his/her dress is sanctioned by the Board of Trustees as being consistent with stated purposes of the school. It should be recognized that any apparel, or lack thereof, which draws undue attention to the wearer tends to detract from the educational process and is, therefore, inappropriate. The dress code is not an attempt to censor student expression. Rather it is an attempt to promote good taste and good grooming as part of learning. In addition, it is recognized that the school shares with the parents a responsibility for teaching young people appropriateness of dress. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard appropriateness. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

- a. unsafe either for himself/herself or those around him/her.
- b. disruptive of school operations and the educational process in general.
- c. contrary to law and the substantial interest of the Board.

Specifically:

No clothing, jewelry, etc., which advertises, encourages or promotes the use of illegal drugs, tobacco, alcohol, displays profanity, vulgarity or is sexually suggestive.

No attire which affiliates with outside groups, organizations, or gangs. This includes, but is not limited to: brand names often times associated with gangs such as Southpole, Indigo, Anchor Blue; color bandannas, gang-related initials or symbols, or gang type writing on clothing or personal belongings.

Blouses/Shirts: No attire which or extremely brief, such as low-cut garments, strapless or off-the-shoulder tops, tube tops, spaghetti straps, bare midriffs exposing the mid-section while walking or standing, tank tops or muscle shirts, undershirts, spandex, see-through tops, torn outer garments, clothing that allows exposure of undergarments, etc. All blouses and shirts must be tucked.

Belts: Dangerously decorated belts, Gang-affiliated belts or excessively long belts are not permitted

Pants: Pants must be worn at the waist. Pants exposing undergarments are not allowed.

No sagging pants that exceed waist measurements by more than two inches or spandex type pants will be permitted.

Shorts / Skirts: Short and skirts must be fingertip length when students are standing.

Hats: Planada hats only. Hat must be worn properly, bills forward. Students may not wear hats/headgear which are altered in any manner or have inappropriate writings.

Shoes: No bare feet. Shoes are required to be worn at all times. No steel-toe shoes, flip flops, strapless sandals or open toe shoes will be allowed. Gang-affiliated shoelaces are not permitted.

Students found to be in violation of the Dress Code Policy are subject to disciplinary action.

School-Student-Parent/Guardian Compact

THE TEACHER AGREEMENT

I understand the importance of the school experience to every student and my role as a teacher and model.

Therefore, I agree to carry out the following responsibilities to the best of my ability:

- a. Teach the necessary concepts to your child before regular homework is assigned.
- b. Strive to be aware of the individual needs of your child.
- c. Regularly communicate with you regarding your child's progress.

THE STUDENT AGREEMENT

I realize that my education is important to me. It helps me develop tools I need to become a happy and

productive person. I also understand my parent(s)/guardian(s) want to help me do my very best in school. I

know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree

to carry out the following responsibilities to the best of my ability:

- a. Turn in completed classroom and homework assignments on time.
- b. Return corrected work to my parents.
- c. Arrive at school on time every day unless I am ill.
- d. Be responsible for my own behavior at school and on the bus.
- e. Be a cooperative learner.
- f. Follow the rules and procedures at Planada Elementary School.
- g. Use school property (textbooks, library books, etc.) in an appropriate and respectful manner and return them in good condition.

THE PARENT'S / GUARDIAN'S AGREEMENT

I realize that my child's school years are very important, and I understand that my participation in my child's education will help his or her attitude and achievement. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- a. Read and support the rules and procedures at Planada Elementary School.
- b. Provide a quiet place for my child to study.
- c. Encourage my child to complete his/her homework.
- d. Make sure my child gets an adequate night's sleep.
- e. See to it that my child arrives at school on time each day that he/she is in good health.
- f. Spend at least 20 minutes per day reading with my child.
- g. Attend Back to School Night, Parent Conferences and Open House.
- h. Assure that my child uses school property (textbooks, library books, etc.) in a respectful and appropriate manner and returns them in good condition.

Homework Policy

According to school district policy, homework is considered a necessary and very valuable part of the learning process. At Planada Elementary School we expect that parents will be involved in homework in the following ways:

- a. Expecting that there is homework daily
- b. Checking and signing student planner and reading log
- c. Asking about the assignment/ checking to see that it is done
- d. Providing a time and place for homework to be done
- e. Checking to see if the child understands the assignment
- f. Talking with the teacher if there are questions or problems

We assign homework for these five reasons:

1. **RESPONSIBILITY:** To encourage student self-discipline and independence. For example: do something at home, bring something back to school every day, according to directions
2. **PREPARATION:** To help students prepare for the next day's lesson. For example: write questions for a discussion, bring materials
3. **PRACTICE:** To review and reinforce what has been taught. For example: practice spelling words and math facts.
4. **EXTENSION:** To carry things learned in class to the next step. For example: after studying a specific subject in class, the students read something else and report to the class.
5. **CREATION:** To encourage students to develop their own ideas related to a class topic.

Just as your employers are different in what they expect, you should explain to your child that each teacher, even at the same grade level, will have different types of homework and slightly different expectations. There are things you can expect to be the same across the school. There will be an average amount of homework assigned at each grade level. Some teachers will assign homework every night and others will send home weekly folders so that you have a flexible schedule to work with children on the week's homework. The

teachers will explain their system of assigning homework at Back to School Night and by a letter at the beginning of the year. District policy states that students will receive homework Monday through Thursday. Some teachers may assign homework over the weekend. All students in Kindergarten – 5th Grades are responsible for reading at least 20 minutes per day,

The **minimum time** for homework at each grade level is as follows:

Kinder- 10 minutes of homework each day

1st- 20 minutes of homework each day

2nd- 30 minutes of homework each day

3rd- 40 minutes of homework each day

4th- 50 minutes of homework each day

5th- 60 minutes of homework each day

The consequences for not doing homework could be:

Your child will learn less and consequently, grades may be lower.

Your child may not earn classroom awards or school awards.

Your child will not be prepared for classroom participation.

The teacher will make timely contact with you if there is a pattern of missed homework.

You will receive written notification of any major changes in the homework system.

STEPS TO TAKE FOR STUDENTS WITHOUT MATERIALS

1. Verbal warning by teacher.
2. Teacher phones parents to inform them of the problem and tell them of the next steps.
3. Teacher may keep student in at recess/lunch time to complete assignment.

If books are lost or stolen, send student to the school library to get the price of the book. At the end of the quarter all students will start again with Step 1.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter. These, along with personal conferences, positive and negative comments including deficiency notices, all serve to inform parents of their child's academic progress in relation to Planada School District Standards.

Between quarters, we have deficiency reports that go home to each child that is having difficulty in mastering the standards. The notice shall be in the form of a deficiency notice sent home with the student. Additionally, a parent-teacher conference may be held at the request of the parent/teacher.

Progress Notices will be sent home on the following dates:

September 7

February 8

November 9

April 19

The four quarters end on the following dates and report cards will be distributed soon thereafter:

October 12

December 14

March 15

June 5

ATTENDANCE PROCEDURES

It is vital that students maintain regular attendance. Poor attendance will definitely affect a student's school progress; nearly all high school drop-outs developed a pattern of poor attendance in the elementary grades. For these reason the law states that students must attend school regularly. They may be excused only for specific reasons. Absences are classified as excused or unexcused. It is against the law for parents to keep a child home for an unexcused reason.

Excused Absences

According to California Education Code, Absences can only be considered excused if they occurred for the following reasons:

- a. Illness
- b. Medical, dental appointments
- c. Funeral Services of the student's immediate family
- d. Quarantine

[Students will be allowed to make up work missed under these circumstances providing the absence is verified within three days.]

Unexcused Absences

Absences are unexcused when a student is absent for any reason other than those allowed by California Education Code, which are listed above.

Verified Absences

It is necessary to verify an absence ("excused" or "unexcused") within two days in order for student to be eligible to make up work missed during their absence.

A parent's call or note verifies the absence, regardless if it was "excused" or "unexcused" for State accounting purposes. **A note is still required even though parents call in to report the absence. Students with verified absences other than suspensions may be allowed to make up work missed during their absences.**

Note: Excessive absences and tardies affect school work. Tardiness is very disruptive to the class. Parents will be notified if there are an excessive number of absences or tardies. Five or more unexcused absences or tardies constitute habitual truancy, which is a cause for disciplinary action. If the unexcused absence or late arrival to school continues, the case will be referred to the School Attendance Review Board.

Early Dismissal

Students will be allowed to leave school for medical appointments and other important matters. Parents must come to the office to sign a student out before leaving school. Parents must also sign students returning to school the same day in at the Office. It's the student's responsibility to make up any work missed in the process.

TRANSPORTATION POLICIES

Contact the PSD Transportation Department at 382-1650 for specific information related to bus transportation. Students who ride the bus are under the direct supervision of the driver. Any student who exhibits disorderly conduct or refuses to comply with the directions of the driver may be suspended from bus transportation privileges and may also face school disciplinary action.

BUS REGULATIONS

In order to insure the safety of students being transported, all students must abide by the following rules.

- a. Be on time at the bus stop.
- b. Enter the bus quickly and sit down.
- c. Remain seated and do not change seats while bus is in motion.
- d. Boisterous conduct, profanity, whistling, unnecessary noise, calling or waving to people from the
a. bus is prohibited.
- e. Refrain from loud conversation.
- f. Eating on the bus is prohibited.
- g. Keep all parts of the body inside the bus and feet on the floor.
- h. Live animals or pets are not permitted on the bus.
- i. Throwing objects on or from the bus is prohibited.
- j. Help keep the bus clean and sanitary. Do not damage the equipment or leave articles on the bus.
- k. Be courteous to the driver and fellow students.
- l. Do not talk unnecessarily with the driver.
- m. In case of personal emergency, request the driver to stop
- n. Only musical instruments of the size that may be held in the lap may be carried on the bus.
- o. Items in glass jars or bottles are not permitted on the bus.
- p. Students will not be allowed to disembark at places other than their usual stop except by parent's written permission.

Temporary or permanent suspension from the use of transportation is regulated by the principal of the school. However, the bus driver may suspend a pupil until a parent has responded to his discipline report form or until parent or guardian has contacted the principal.

Suspension from bus can be for the following reasons:

- a. Persistent refusal to submit to the authority of the bus driver or to obey the regulations.
- b. Any act that the driver sees as a possible danger to the safety of the other passengers, or motorists.

BUS CITATIONS:

As a general rule, bus drivers will warn you if you are in violation of a bus or school rule. If the driver sees fit to issue a bus citation, you must take it home and have it signed by your parents. It must be returned to the driver

the next day, or you will not be allowed to ride the bus. Recommended guidelines for violations of bus rules are as follows:

1. First Violation – Written warning and parent contact
2. Second Violation – Written warning and parents contact
3. Third Violation - Removal from bus for one (1) week
4. Fourth Violation – Removal from bus for the rest of the school year

BUS EVACUATION:

If a bus needs to be evacuated, drivers will pick one student to lead the way. If exiting out the front door, students will be dismissed by the driver, one seat at a time, starting from the back. All students will follow their leader in a single file and proceed at least 200 feet from the bus. Students will stay in a single file line with no talking until bus driver joins them.

If exiting out the back, or side doors, driver will pick two students to go out and help the other students down. The driver will then dismiss students starting from the front of the bus one seat at a time. All students will follow their leader in single file, and proceed at least 200 feet from the bus. Students will stay in a single file line, with no talking until the bus driver joins them.

SPECIFIC RULES FOR BUS TRANSPORTATION

Take time to read the rules and bus citations, so you will know what is expected of you. As you know it is difficult to include every rule that could possibly guide student's behavior, so they will be expected to use good common sense in all their actions on the bus. ***Kindergarten parents not at the bus stop will be cited as per bus citations above. It is important that kindergarten parents be at the bus stop on time to receive their child.***

SCHOOL VISITATION/PARENT INVOLVEMENT

PES encourages Parent Involvement and appreciates parents visiting on campus. As part of our safety plan, all parents/visitors are required to report to the office and sign in and out. A "Visitor" pass will be issued at that time. This pass must be worn at all times during the school/classroom visitation. ***If parents wish to visit the classrooms, they must provide the school at least 24 hours notice.*** The school also had several committees such as School Site Council (SSC) ELAC and Booster Club, which are composed of parents. Parents wanting to participate in these meetings may do so. Parents will also have other opportunities to become members of these school committees.

ITEMS OF NON EDUCATIONAL PURPOSE

Any items of no educational purpose or value are not permitted on campus during the school day. Examples include Game Boy type electronic devices, disc players, MP3 players, laser pointers, water toys (squirt guns, water balloons, etc.), graffiti items (marking pens, spray paint, paint tips, etc.), and other non-educational items. Violators will be subject to having these items confiscated. Confiscated items will be released only to parents. Items held over 30 days may be disposed of without warning. The school will exercise all reasonable caution to keep confiscated items secure but is not responsible for them.

ACADEMIC ASSESSMENTS

In the Spring of each year, all 3rd - 5th grades take the state test called the Smarter Balance Assessment (SBAC) in Language Arts and Mathematics. These tests measure the growth our school makes over the previous year. Our school receives the Academic Performance Index (API) based on the results from the SBAC. Additionally, in the Fall of each year, all students that are classified as English Learners, take the state test called the CELDT or California English Language Development Test. This test measures an English learner's growth from the previous year. The data from this test is used to monitor our growth in the Title 3 federal program.

OTHER SCHOOL SITE ASSESSMENTS

In compliance with State requirements, the Planada Elementary School also conducts minimum proficiency testing using Benchmark Assessments. Students' skills will be assessed in the areas of Mathematics, Language Arts, and English Language Development. Our students are required to meet a goal of 80% or higher on each assessment. If your child does not meet the 80% or higher requirement on each assessment, he/she may be referred to after school tutorial.

CAFETERIA

The Planada Cafeteria offers carefully planned hot breakfasts and lunches that are nutritionally balanced for growing children. Planada School District participates in the Universal Free Lunch Program. All students are entitled to receive free breakfast and lunch. Breakfast is served daily from 7:15 a.m. to 7:45 a.m. Adult lunches cost \$3.75 with an additional charge for milk.

MEDICATION

Students needing to take prescribed medication during the school day are required to register their medication in the Administration Office through the school nurse. Students may not carry medication with them. An exception for inhalers, EpiPens, etc., may be granted with proper prior authorization from a physician and from the school nurse.

School personnel will assist with the administering of such medication as necessary. The following statements are required before such assistance is given: (1) a written statement from the student's physician detailing the method, amount, and time schedules for taking of the medication, and (2) a written statement from the student's parent/guardian requesting the District to assist the student in taking the prescribed medication. (Ed. Code 49423). (Forms are available in the office for this purpose.)

CELL PHONE POLICY

Students are allowed to have cell phones in their possession during the school day. Students may not use cell phones during class time, visits to the restroom or to the office, or during extra-curricular activities. Cell phones must be turned off and stored out of sight during class time. Teachers and staff members are directed to confiscate the cell phone of any student who violates this policy. In addition, students who violate this policy will be subject to disciplinary action. NOTE: Confiscated cell phones will be released only to parents. All items held over 30 days may be disposed of without warning. The school will exercise all reasonable caution to keep confiscated items secure but is not responsible for them.

LIBRARY

The PES Library is open during the school day. All classrooms have scheduled library visits every other week. The library offers a variety of student needs including textbook services, recreational reading, research, and computer access.

DELIVERIES TO CAMPUS OR CLASSES

Flowers, gifts, or other personal items will not be delivered to students by the school office. These items will be kept in the office until the end of the day.

BICYCLES, SKATEBOARDS, ROLLERBLADES, ETC.

PES is not responsible for loss or damage to bicycles. Please lock them securely in the appropriate location. Bicycles are not to be ridden on school grounds before, during, or after school. Skateboards, rollerblades, and roller blade tennis shoes are not allowed on campus at any time. Violators will be subject to having these items confiscated. Confiscated items will be released only to parents. Items held over 30 days may be disposed of without warning. The school will exercise all reasonable caution to keep confiscated items secure but is not responsible for them.

CLOSED CAMPUS POLICY

PES is a Closed Campus. Students may not leave school premises at any time during the school day without obtaining a valid Permit to Leave. A Permit to Leave may be issued when the student is under the direct supervision of a school employee, parent/guardian, or, in the case of an emergency, with the approval of a school administrator (Title 5, Sec. 303). Excessive requests for Permits to Leave will be denied by Administration.

IMPORTANT NOTE: The school cannot release a student to any person who is not listed on the student's Authorized Contact List.

EMERGENCY PROCEDURES:

FIRE DRILL/LOCKDOWN

State law mandates a minimum of one fire drill each month. If you are in the classroom and hear the alarm (short bursts), follow the instructions of your teacher and evacuate in a quiet and organized manner. If an alarm sounds during a passing period, report to your next period teacher at the open grass area away from the buildings. All persons are to remain out of the buildings until directed by an Administrator to return to class.

Our school will practice monthly LockDown Drills in order to prepare our students for these types of emergencies. We currently practice 3 types of LockDowns: Green, Yellow and Red. A Green LockDown indicates that the campus is in no immediate emergency and no action is necessary. During a Yellow LockDown, the campus will be secured. This includes all gates and classrooms will be locked, but instruction will proceed as normal. The Yellow LockDown indicates that there is something of caution taking place off campus and we will prepare ourselves in case we need to go to a Red LockDown. A Red LockDown indicates that there is something critical taking place on-campus and we will take all necessary precautions to safeguard our students and staff. During this type of LockDown, the entire campus will be secured with students and staff taking cautionary measures not be seen or hear; all instruction will cease. Absolutely no one will be allowed on the campus until we have been deemed safe. Parents will be informed via the call-home system.

INJURY/ACCIDENT

If an injury or accident occurs on campus, please notify a teacher or administrator immediately. If the injury appears serious, make the person as comfortable and calm as possible, but do not move him/her unless the person's life is in danger. School personnel may contact the appropriate person(s) designated on the Emergency Contact list provided for the student by the parent/guardian, the school nurse, and/or emergency personnel