

**Novato Unified School District
Pleasant Valley Elementary School
Parent-Student Handbook
2018-19**



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Pleasant Valley Parent-Student Handbook

2018-19

We, the staff of Pleasant Valley Elementary School, believe that it is our responsibility to engage all families in our school community and to empower each child to become healthy and responsible citizens of the community and the world by:

- Providing a safe school environment that stimulates creativity, inquiry, problem solving, and decision-making;
- Meeting and exceeding the educational needs of all children;
- Emphasizing excellence in academics and behavior;
- Promoting an atmosphere that encourages compassion, acceptance, cooperation, kindness, empathy, and inclusion;
- Preparing students to be responsible, productive, and concerned citizens;
- Encouraging students to develop their full potential and unique qualities as global citizens;
- Promoting NUSD's Graduate Profile and the 6 C's of communication, collaboration, critical thinking, cultural competence, conscientious learner, and character.

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2018-2019 Bell Schedule

Our schedule for the 2018-19 school year includes Early Release Wednesdays for curriculum planning and staff development. Please keep the following schedule handy for planning before and/or after school care. The YMCA provides day care on site, and there are several organizations in Novato that provide pick-up and drop-off programs for our families. School supervision begins at 8:10AM, half an hour before school starts, and ends at 3:15PM at the end of the day. For the safety of your child, please do not drop off children before 8:10AM, and be sure to have arrangements for your child after school.

	Grades TK/K	Grades 1-2	Grades 3-5
Mon, Tues, Thursday, Friday	8:40 – 1:40PM	8:40 - 3:00PM	8:40 – 3:05PM
Wednesday	8:40 – 1:40PM	8:40 – 1:45PM	8:40 – 1:50PM
Minimum Days (Parent-Teacher Conferences, Staff Development Days, Back to School Night and Open House)	8:40 – 12:35PM	8:40 – 12:35PM	8:40- 12:35PM
Last Day of School	8:40 -11:55AM	8:40 – 11:55AM	8:40 – 11:55AM

If you are taking your child off campus for any reason, you must **always** sign your child out in the front office before leaving campus.

Attendance Line - (415) 897-6264

If your child is ill or has a medical appointment during school hours, please call the Attendance Line **each** morning by **8:00AM**. Leave your child's name, teacher's name, reason for the absence or tardy, and the date. This line is available 24 hours a day, and is checked daily. It will alert the teacher and the front office so that we can account for your child.

Consistent attendance enables each student to obtain the full benefit from classroom instruction. Although make-ups may be available, it is advisable to have the student present for all class instruction. Whenever possible, please limit appointments and vacations to times when school is not in session.

Please keep children out of school when they are sick. A child with the beginning symptoms of a cold, such as sneezing or runny eyes and nose, should stay at home. A child should remain home if he/she has swollen glands, a sore throat, rashes or sores, abnormal temperature, nausea, earache, headache or lice. Contagious diseases (strep throat, measles, mumps, lice, whooping cough, etc.) should be reported to the office as soon as possible. Should evidence of live lice be found, the school office must be notified **immediately** in order to prevent the spread of this recurring problem.

According to Board Policy AR 5113, if a student has been absent due to illness for 14 days in a school year, a doctor's note is required for all absences thereafter. When your child is truant, absent for 3 or more days without a valid excuse, you will receive truancy letters. If sick absences or trancies continue, a SART (School Attendance Review Team) Meeting will be held. During this SART meeting, the team will meet with parents to brainstorm on how to make sure their student comes to school more often and/or on time. If students continue to be absent they will be reported to School Attendance and Review Board (SARB) and have to meet with them at the District Office.

Assessments

Pleasant Valley uses a variety of formal and informal assessments to monitor student progress. Teachers use end of unit tests of grade level curriculum, district benchmark assessments and State of California CAASPP assessments for grades 3-5 to measure student learning and to drive instruction. Assessment data is shared with parents during Parent Teacher Conferences in November and in trimester student report cards (November, March, and June).

Assessments include:

- ESGI for TK/K,
- NWEA MAP testing in math and ELA for grades 1-5,
- Running records for reading for TK-5th
- Writing assessments
- MARS tasks for K-5 grades
- District Benchmark and end of unit assessments in TK-5t
- CAASPP interim and standard assessments for grades 3-5th
- ELPAC for English Language learners

Birthdays

Birthdays are important milestones in every child's life and we like to celebrate children throughout the year. Because we do not allow items like candy and cake, families are

encouraged instead to donate a book to the classroom library in the child's name. PV teachers have a variety of ways that they celebrate children in their classrooms. Please check with your child's teacher about the possibilities.

In an effort to prevent hurt feelings for not being invited, students are not allowed to distribute birthday party invitations at school. Thank you for your support in this matter!

Dress Code

Please remember that the Dress Code remains in effect for students while attending school functions or school sponsored activities on or off school property. Exceptions to this are certain school-related events and "Spirit Days" as determined by the school administrator. The purpose for this dress code is to strengthen the learning environment, prevent disruption and distraction, increase the atmosphere for school pride and personal appearance, and enhance the image of the students at PV. Violations of the dress code are enforced by all school personnel. Any student who does not comply with the dress code will call home for parents/guardians to bring a change of clothes. We appreciate your compliance with the following dress code policy:

- Shoes must be worn at all times. No open toe, backless shoes, slippers, heels one inch or higher, or shoes with wheels or spikes are acceptable. Tennis shoes are highly recommended.
- All clothing must properly fit the body.
 - ❖ All straps must be two fingers in width
 - ❖ No tube tops, halter tops, spaghetti straps, or open mid-sections
 - ❖ Shorts must extend past the tips of fingertips
 - ❖ Pants may not be worn below the waistline
 - ❖ No pajamas
- All attire including caps must be free of logos representing any drug, tobacco, alcohol, gang affiliation, or obscene gestures or language.
- Masked hoodies are not allowed to cover the face at any time.
- Hats, baseball caps, and sweatshirt hoods are not to be worn indoors.
- Cosmetics, perfume and cologne, and make-up are not to be brought to school.

Electronic Devices Policy

School and Personal Electronic Devices

- At Pleasant Valley, technology resources are provided to students to conduct research, access curriculum resources, enhance parent involvement, complete assignments and communicate with others to further their education. NUSD has compiled a comprehensive Technology Scope and Sequence plan for Kinder-12 grade students outlining the computer skills that every student must learn as well as the digital citizenship requirements for each grade level. At the beginning of the school year, all students and parents are required to read and sign the responsibilities of the Technology Use Agreement before students can access school devices. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in classrooms or on school grounds, they must also be responsible when using school computer networks or personal technologies.
- **Student usage of cell phones/smart phones/smart watches is prohibited on campus.**
- NUSD has deployed 1:World for grades 4 and 5. Students in these grade levels will be assigned their own Chromebook for use in the classroom. Fifth graders can take Chromebooks to and from home and school in order to complete assignments.
- Any personal information such as name, age, address, phone numbers, email, etc., and any pictures taken on any personal or school devices may not be posted on any online social media or other transmission without the consent of the classroom teacher.

Consequences of Misuse and/or Violation of the Provision of the Agreement

- Any student found using an electronic device contrary to classroom expectations, based on the discretion of the classroom teacher, may be subject to disciplinary action such as losing the privilege to use school electronic devices and/or personal devices for the duration of the current classroom activity. After the second violation of technology classroom expectations, the student may lose the privilege to use school electronic devices and/or personal devices for the rest of that school day (8:45AM-3:05PM). After the third violation of technology classroom expectations, the student may lose the privilege to use the school electronic devices for up to one week (5 school days). Any further violations may

result in disciplinary action according to the discretion of the classroom teacher in collaboration with the principal.

- **Student usage or display of cell phones/smart phones/smart watches will be confiscated and parent/guardian will be responsible to pick it up in the front office at the end of the school day.**
- Misuse of personal or District technology resources on or near school property, on school field trips, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from Pleasant Valley Elementary. This Agreement shall be used in conjunction with NUSD Board of Education policies, California Education Code, and other local, state and federal laws and regulations governing the applicable matter.
- Students, parents, and guardians should recognize that the nature of the use of District Technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior.

Limitation of Liability

- Pleasant Valley assumes no liability for personal technology, including computers, iPads/tablets, or smart phones, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold PV harmless from any losses sustained as the result of use or misuse of the school's technology resources by the student and/or the loss or damage of personal technology.
- NUSD shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of information obtained via the Internet or communications technologies is at the student's own risk. NUSD specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

Emergency & School Safety Procedures

If your child experiences illness or injury at school, our staff will follow these procedures:

- Parents/guardians on emergency card will be notified immediately

- If unavailable, the first emergency name will be contacted
- If parents or emergency persons are unavailable, the principal and/or school nurse will determine what action to be taken based on the child's best interest.
- Students will **ONLY** be released to adults identified on the emergency card.

For your child's protection:

- Make sure all emergency information is always current on the emergency card;
- Make sure teachers and staff are informed of any change in family members who can release your child from school;
- Make sure your child understands important safety precautions such as no automobile rides from strangers, speak to an adult employee if s/he senses danger, and stay away from unsupervised classrooms or playground areas;
- Make sure your child understands that s/he cannot leave school grounds without permission from the office.

In case of a local, regional, or larger disaster, the school's emergency plan will be activated. School staff are trained in various aspects of emergency supervision and will supervise children until it is deemed safe to release them to their parents or adults listed on the emergency cards. In the case of an emergency, please cooperate with school staff as to when and how you can retrieve your child so we can focus our attention on the well-being of all students.

At Pleasant Valley we are proud of the emergency preparedness that we have in place. We strive to ensure that students and staff members are practiced, confident and capable of responding in emergency situations. To that end, we hold monthly fire drills at various times during the day, as well as three earthquake drills and three lockdown drills throughout the year. Once a year, we also schedule a comprehensive "Disaster Drill" during which we deploy an Incident Command System and Response Teams under the supervision of District Emergency Preparedness consultants. Parents are invited to participate in the drills in order to familiarize themselves with our practices.

Field Trips

Off campus field trips extend student's classroom learning experience. To assure each student has the opportunity to participate, teachers will send home permission notices prior to each trip. These forms MUST be returned with your signature no later than one

day prior to the trip. PTA generously helps cover the cost of most field trips, and no child will be denied field trip participation due to lack of funds.

In order to cut the cost of field trips, parent drivers are asked to help for some trips in grades 4 and 5. Parents who would like to help transport students on field trips are required to complete paperwork and provide proof of insurance. The information is kept on file for one year.

PLEASE NOTE: Field trips are an extension of your individual child's education and siblings are not allowed to participate due to limited space and destination limitations.

Gifted and Talented (GATE)

All students are screened and recommended for GATE services in third grade during the winter. GATE students are served in the GATE Cluster classrooms by a regular teacher. Families of GATE identified students have the option of remaining at PV to be served in the GATE cluster classrooms with their peers, or they can opt to attend the self-contained GATE classes at Olive Elementary.

Health & Wellness

PV recognizes the link between student health and learning and is committed to providing a healthy school environment that promotes student and staff wellness, proper nutrition, nutrition education, and regular physical activity.

- In an effort to encourage healthy habits, instead of celebrating a student's birthday with food (i.e., cake and ice cream), we recommend donating a new book to the classroom library in honor of the student on their special day.
- Parents/guardians are encouraged to support student wellness by considering the nutritional quality and portion-size of items they send for snack/lunch.
- PV students are given opportunities to be physically active throughout the day with activities such as classroom brain breaks, 100 minutes of physical education each week, recesses, school relays, Zumba in Motion on Tuesday and Wednesday mornings to start the day, special events (e.g. Jog-a-thon and Field Day), Walk and Bike to School Wednesdays, and after school programs.
- Physical exercise outside of the school day is also encouraged.
- Personal hygiene that is disruptive to the learning environment may result in a call home from the school nurse or principal.

Homework

A large body of research studies indicate that there is little correlation between homework and academic success in the elementary grades. Therefore, we do not send home homework packets or lots of worksheets for families to complete. As a staff, we agree that the MOST important thing a student can do for academic success is to READ. Reading has been associated with increases in vocabulary, reading fluency, comprehension, decoding, grammar, spelling, writing, and even the development of more compassion. Therefore, the bulk of student homework will be to read and write a response, with possibly math page or a problem of the week for students to complete. At times, teachers may also send additional items related to specific projects that they are working on in class. Please consult with your child's teacher for homework expectations.

Students must take homework with them at dismissal time. Students are responsible for bringing home their homework at the time of dismissal or retrieving it within the first 30 minutes of dismissal from school. After 3:30PM classrooms are considered closed and the office will not retrieve forgotten work for families.

Returning completed homework to school is the student's, rather than the parent's, responsibility. This is part of our mutual goal to teach children personal responsibility. Parents dropping off late homework may bring work to the office, but parents may not go into classrooms to drop off late work.

Independent Study (IS)

Students may receive credit towards their educational program while away from school for an extended time. Independent Study may be arranged through your child's teacher and the front office. We encourage Independent Study for children who will be absent for **5 consecutive days or more**. Arrangements must be made in advance and are best designed with a **minimum of one-week notification**. To receive credit for IS, all assignments must be completed and submitted to the teacher for grading immediately upon return to school.

Library

The Pleasant Valley Library is the heart of the school and offers students opportunities to extend their learning beyond the classroom through an extensive selection of books. Each class visits the library weekly to check out books (1 book for TK-1st grade, 2 books for 2nd, and 3 books for grades 3rd-5th).

Students are expected to walk at all times inside the library, treat books with care and respect, use quiet voices in the library, and wait in line to check out books. Children who do not obey library rules will be given a warning and then may lose the privilege of checking out a book that day.

There are no fines for late returns; however, parents must replace lost or damaged books. We have Internet access in the library for the purpose of classroom research, as well as Chromebooks for students to use. The PV PTA hosts two book fairs each year (Scholastic and Copperfield's) to support the library catalogue.

Lost and Found

Parents are encouraged to label their child's clothing and lunch boxes and to check the Lost and Found cart regularly. All clothes and personal items left behind in the breezeway, MPR, or playground will be donated to charities at the end of each month.

Lunch and Snack

When sending a snack or lunch from home, please prepare nutritious, healthy lunches for your child. We also encourage families to limit plastic wrapping and try to do a "waste free" lunch as much as possible. Please note that ***candy and food with high sugar content are not allowed at school and will be confiscated.*** Also, due to food allergies and special diets, students are not allowed to share snacks or lunches.

Recommended snacks include:

Fruit, dried fruits, fruit salad, frozen fruit, veggies, veggie pockets, breakfast cereal, whole wheat muffins, pita or tortillas, crackers, rice cakes, granola, cereal bars, pretzels, breadsticks, flatbreads, yogurt, low-fat cheese, soy and rice drinks, hard boiled eggs. We have many children who are severely allergic to nuts and so we do encourage families to use caution when sending food containing nuts (e.g., peanut butter, trail mix, etc.).

If you need to drop off your child's lunch after the school day as begun, always leave it in the front office. We will contact your child's teacher to send your child in at lunchtime to retrieve their lunch. Please make your child aware that they should always check the Front Office if they do not have a lunch. **Remember: Always drop off the lunch in the front office, no matter what time, and we will contact your child.** Thank you!

Lunch Time

All students are given a total of 45 minutes at lunch time (15 minutes to eat, 25 minutes to play, and 5 minutes to use the restroom and wash hands). If they need more time to eat or the hot lunch line was long, they can still remain seated at the lunch tables and a yard supervisor will monitor them.

While eating lunch, students are expected to remain seated at their tables, use quiet voices (no shouting or yelling), and they must eat with manners and show courtesy toward others. In addition, students may not share their food, and they must clean up after themselves before going to play.

Common concerns at lunchtime include: students not eating their lunch and throwing it away, sharing food, throwing or playing with their food, leaving trash in the eating area and not cleaning up after themselves. Students who are disruptive may be given a warning, community service (e.g., campus clean-up), or lunch with the principal.

We have two containers to dispose of lunch waste: recycling and trash. Each bin is clearly labeled.

Purchasing School Lunch

All students in grades TK-5th grade may purchase hot lunch at school. Lunch costs: \$3.25. Free and reduced lunches are also available. Milk may be purchased for: \$0.50.

Please review the monthly lunch menu that is posted online or sent home in Friday folders. Choose the lunches your child will be purchasing for the month and send that amount to the office in advance for your child's lunch money, or pre-pay for lunch online at myschoolbucks.com. Please do not pay your child's lunches on a day-to-day basis as this creates more paperwork and the chance of forgotten or lost lunch money. You may always check online for the status of your child's lunch account.

Free and Reduced Meals

If you qualify for free or reduced price meals, you can complete an application. Applications are mailed home at the beginning of the school year, and are also available in the school office. Eligibility or denial letters are sent home with your child. If you have questions regarding the application, please contact:

Medications

Medications are not permitted at school except when kept in the Health Office. All students' medications must be prescribed by a physician. **Students may not keep any medications (prescribed or over the counter) on their person; this includes aspirin, eye drops, cough drops, vitamins, and sunscreen. All items should be labeled.** Parents of any student who is required to take medication must fill out an Authorization for Medical Administration Form. This form will be kept on file in the Front Office and authorizes the Health Office Technician, Office Manager, and School Nurse to administer the medication to your child.

Morning Drop Off & Afternoon Pick Up

Students can be dropped off as early as 8:10AM when supervision begins. Students can go out on to the playground under the supervision of the yard supervisor. Please do not drop off your child before supervision begins. TK and kinder students must go to the kindergarten yard, first and second graders can play on the lower school playground, and third-fifth graders can play on the upper school blacktop. Teachers pick up their classes from the playground at designated line-up spots with the second bell.

Please do not park in red drop-off zone in front of school because it creates a traffic jam at drop-off time. Also, please do not park in the parking stalls in front of the school or on the side of school next to the Multipurpose Room. These spots are reserved for staff members. If you want to walk your child into school, please park on Sutro or one of the side streets.

After school, students must be picked up or go directly to their after school location promptly after dismissal. Supervision ends 15 minutes after the dismissal bell. The school office does not provide childcare. If you are going to be late in picking up your children, you must make other arrangements for pickup. Parents must call the office at (415) 897-5104 when an emergency occurs that precludes a normal arrival at school.

In the event that a child is left at school, we make every effort to contact parents and/or the adults listed on a child's emergency card. When we cannot locate the parents/guardians or person(s) listed on the student's emergency card, we will contact North Bay Security or the Novato Police Department to assist us.

A reminder: No rough play in front of the school while waiting to be picked up. Parents, please watch your younger children. Yard Supervisors must watch students, and they are not able to watch younger siblings.

Office

The office hours are 7:30AM - 4:30PM each school day. When the office is closed, you may still leave a message for school personnel through the voice mail and phone extension system. The main office number is (415) 897-5104.

Pets

Please do not bring your pet, no matter how large, small, or sweet to school or to school related events. There may be children or staff members with severe allergies present, or with extreme fear of animals. In some circumstances, teachers may ask for a pet to be brought in to the classroom as it pertains to the curricular study. Permission from the teacher and principal is required in advance.

Registered service animals are allowed on campus. Under ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

School Spirit Days

Every Friday is a Pleasant Valley School Spirit Day. Students and Staff are encouraged to wear PV attire such as t-shirts or sweatshirts with the PV logo. These can be purchased through the PV PTA.

The Pleasant Valley Student Council also determines several school Spirit Days throughout the year. Past themes have included Twin Day, Crazy Hair Day, Favorite Sports Team Day, etc.

Skateboards, Skates and Bicycles

Skateboards, skates, and shoes with wheels are not permitted on the school grounds. Students are encouraged to walk or ride their bicycles or scooters to school with the following provisions:

- Helmets are worn at all times while riding
- Bicycles/scooters are kept in the bike rack next the Multipurpose Room
- Bicycles/scooters are to be walked when on campus, and are not to be ridden at any time
- Bicycle/scooters are only to be ridden before and after school hours (8:40AM-3:00PM)

Student Council (3rd – 5th Graders)

The Pleasant Valley Student Council is a service organization open to all students in grades 3rd through 5th. Student Council members organize school spirit activities as well as compete school service projects throughout the year. Student Council representatives are expected to be positive role-models. Those interested in participating will campaign, give a speech, and be elected by their peers.

Student Recognition

Several ongoing programs exist to recognize positive student behavior. These may include, but are not limited to the following:

1. Kindness Awards
2. Academic Awards
3. Character Traits Awards
4. Perfect Attendance Awards

Tardiness

Students are expected to be in class, seated, and ready to learn by 8:40AM. A warning bell rings at 8:38AM. Habitual tardiness can be detrimental to your child's education and disruptive to the education of other students. If your child is consistently late to school, you may be required to attend a School Attendance and Review Board (SARB) meeting with the principal and other involved parties. The intent of the first meeting will be to surface the causes for the tardiness and offer solutions. If the lateness continues, a more formal SARB meeting may be called with the principal, or a student may be referred to a Student Attendance and Review Team (SART) meeting at the district level.

Parent-Teacher Conferences and Communication

The level of consistent communication between parents and teachers determines the success of each student. In addition to the formal parent-teacher conference scheduled in the fall of each year, we encourage calls, notes, emails, and visits throughout the year.

Konstella - At PV, we have an in-house online communication system called Konstella which provides an easy, direct communication line to your child's teacher as well as to other families in the classroom. New families are highly encouraged to sign up for their Konstella classroom on Passport Day in August before school starts.

Teachers will often post updates and class information on Konstella as well as requests for volunteers, etc. If you have any questions or concerns regarding class assignments, homework, or classroom policies, please contact the classroom teachers directly. If you have a question about anything outside of the classroom, please contact the principal at (415) 897-5104.

Friday Folders- Each Friday your child will receive a folder that contains important flyers and information for upcoming school and community events along with any additional items your child's teacher feels necessary to send home. Please review the enclosed materials over the weekend, empty the folder, and return the folder (and any items for the teacher or school) to your child's teacher at the beginning of each week.

Submitting information/flyers for the folders:

All flyers for the Friday Folder must:

1. Be approved for distribution by the principal
2. Be submitted to the Front Office by Wednesday afternoon.

Student Records- Parents and designated guardians are entitled to view their children's records at any time. In order to provide the best opportunity to do so, we encourage you to contact the office in advance to request that the records be available to you at a time convenient to both you and the school office.

Class Placement- The student's current teacher, grade level teacher, other professionals who have been working with your child, and the administrator all participate in an extensive, professional planning process to create balanced classrooms of students. Careful consideration is given to the characteristics and needs of each individual child to create balance for instruction so children can continue friendships and working

relationships that foster academic, emotional, and social development. The following is taken into consideration to balance classrooms:

- Gender and age balance
- Scholastic/academic balance
- Special emotional needs
- English language learner needs
- Social and behavioral balance
- A child's leadership potential
- A child's interests, readiness, behavior, and motivation
- A child's learning style, both individually and in a group
- Instructional grouping

This is a complicated process and is based on our best assessment of each student. Although leaving your child's placement up to the teacher is recommended, please refer to Board Policy 6152 for information about placement requests.

Principal's Schedule

The importance of parent participation within your child's educational program is a high priority. Ms. Sadan encourages you to always consult first with your son or daughter's teacher regarding academic, behavior, progress or concerns prior to scheduling an appointment with her. Appointments with the principal can be made directly with Ms. Sadan or through Julie Spaan, Office Manager. Parents can also reach the principal via telephone at 415 897-5104, or via email at dsadan@nUSD.org. Please know that during the school day, the principal is in classrooms or on the playground. Ms. Sadan checks her email and voicemail messages at the end of the school day.

Teachers' Schedule

Teachers are not available for conferencing or meeting with parents between 8:40AM and 3:00PM. Please email, send a note on Konstella or with your child, or call your child's teacher to meet with your child's teacher based on his or her availability to discuss any concerns or questions you may have.

School Site Council and the Single Plan for Student Achievement (SPSA)

The School Site Council (SSC) consists of an equal number of members from teaching staff, classified staff, and parents who are elected to a two-year position. California Ed Code requires that a SSC develop the Single Plan for Student Achievement (SPSA). A

SPSA is required of schools that receive state and federal funding, and is a blueprint to improve the academic performance goals of each school. The SSC must approve the plan, recommend it to the NUSD Board for approval, monitor its implementation, and evaluate the effectiveness of the planned activities at least annually. SSC meetings are public meetings, and anyone may attend. We meet once a month in the staff lounge and dates are printed in the PTA calendar.

English Language Advisory Committee (ELAC)

Pleasant Valley offers an open English Language Advisory Committee to discuss and set direction for programs which support our English Language learners and their families. ELAC meets three times each year to support the implementation of the site English Learner Plan and to support the development of the school budget. The first meeting is in the fall, and all scheduled dates can be found on the PTA calendar.

Student Success Team (SST) & Other Student Support Programs

Student Success Team (SST):

The SST meets to discuss strategies to help individual students who may be struggling academically, socially and/or emotionally in the classroom. Pleasant Valley's Student Success Team (SST) includes the principal, classroom teachers, Resource Specialist, district psychologist, speech and language therapist, and the parents of the particular student. The school nurse and/or counselor may also attend. Staff and parents work together to develop a plan to meet the needs of individual children. If you have questions regarding the SST process, please call the principal.

Resource Specialist Program:

The Resource Specialist Program (RSP) provides intensive assistance in skill development for students who meet the Special Education eligibility requirements of the State of California or those students who require focused intervention services. Eligibility is determined through assessment. Parent consent for assessment is required. Parents are active participants and are included in a follow-up conference in which test results are explained and specific recommendations are made. An Individual Educational Plan (IEP) is developed for each child in the special education program with specific goals to meet the individual needs of each RSP student. Students admitted to the Resource Specialist Program spend the major portion of the day in their regular classroom. Students enrolled in the RSP program have a scheduled time to meet with our resource teacher.

Speech and Language Program:

Students who qualify for special speech or language development therapy and/or instruction receive individual or small group assistance from a trained speech and language specialist. Parents and classroom teachers may make recommendations for referrals. Testing by the school's speech and language specialist determines eligibility for services.

Psychologist:

As part of the special education assessment, a district psychologist provides individual consultation, testing, and diagnosis as referred by the teacher, principal, or parents. Parents must give written consent for assessment, and they are included in a follow-up conference in which test results are explained and specific recommendations are made. The District Psychologist is assigned to this school one day per week.

Counseling:

Pleasant Valley's Life Skills counselors work with small groups of children in the development of social skills. Written parent permission is required before the counselors can see children. Two Life Skills counselors are assigned to Pleasant Valley 3 days per week.

School Nurse:

The school nurse handles record keeping, annual state mandated testing (hearing and vision testing), immunization requirements and emergency situations involving accidents and illness. The school is equipped with first aid kits for emergency situations. First aid kits are always included on all field trips to ensure children's safety. The school nurse is assigned to this school one day, every other week.

Siblings on Campus

Younger siblings who do not attend Pleasant Valley may not play on the play structures at any time, even under the supervision of their parent. Only Pleasant Valley students may use play structures due to safety reasons. Siblings should not accompany volunteers in the classroom.

Siblings are welcome to attend after-school community events including the Halloween Happening and PV family education nights.

Volunteers

Pleasant Valley depends on our parent volunteers to enrich the educational opportunities for our students. A number of volunteer opportunities are available in the classroom and school-wide. More information on how parents can contribute their time will be available during the first weeks of school and at Back to School Night.

Most teachers encourage/request parents to assist in the classroom on a weekly basis to assist with small group sessions. Sign-ups/schedules are typically established with individual teachers at Back to School Night. Please join us for our annual Welcome Back Coffee at 8:45AM on the first day of school. Many volunteer opportunities are presented then.

Reminder: All volunteers must be fingerprinted and have proof of TB test results before working with children and sign in at the School Office when volunteering. All volunteers must watch the Pleasant Valley Volunteer Training Presentation and sign the Volunteer Code of Ethics before working in the classroom.

School Policies for Volunteer Program:

1. Volunteer Sign-In: Volunteers MUST sign in at the office upon arrival, put on an identification tag, and sign out when leaving. This is a district regulation that must be observed for security purposes.
2. Confidentiality: Any observation concerning individual children is confidential. Conversations between volunteers and teachers regarding students in connection with classroom objectives remain private. No volunteer should speak to another volunteer or parent about a student's classroom performance.
3. Volunteers should discuss their own child during scheduled parent conferences, not during volunteer time.
4. Siblings: Siblings are not to accompany volunteers while they work with students.
5. Vaccinations: Volunteers must have a TB test on file and comply with any other district health requirements before working with children. TB tests are valid for four years.
6. Finger-printing: Volunteers must be fingerprinted ("LiveScan") before working with children. Finger-printing is available at UPS and Sherriff's Department. Paperwork and more information are available on the NUSD website.
7. Classroom Management: Volunteers will handle minor discipline problems in a friendly, firm manner. Major problems will be handled by the classroom teacher.

Volunteers will follow the example demonstrated by the teacher with respect to classroom management.

8. Cultural and Gender Sensitivity: Volunteers should act with cultural sensitivity when planning projects per teacher recommendations. Volunteers will treat boys and girls equally without stereotyping.
9. Clean Up: Volunteers should include time for student clean up when planning projects.
10. Classroom Consideration/Role Model: Cell phone use is not permitted in the classroom. Please silence or place on vibrate before entering. Volunteers should not distract the children during projects by talking amongst themselves. Volunteers are role models and should demonstrate consideration, sensitivity, and general good manners for the children. Volunteers should not stand outside the classroom talking to another parent or on the phone.
11. Silent Hall Travel: When taking children to locations outside of their classroom, students are to walk without talking so that they do not disturb other classrooms.
12. Cancellation: Volunteers should always notify a teacher if they are unable to keep scheduled appointments, giving as much notice as possible. If appropriate, arrangements should be made for a substitute.
13. The Teachers' Lounge: The Teachers' Lounge is designated for teachers and staff only and volunteers should not enter without specific permission from the front office staff.

Parent Teacher Association (PTA)

The PTA is the link between parents and the school. Our PTA provides programs, activities, and events that enrich the quality of education for students at Pleasant Valley School. Parents are urged to join and participate in PTA. The best way to gain further information about the PTA is to attend a meeting. Everyone is encouraged to attend. Minutes from the PTA meetings are posted on our school website.

All PTA programs are posted and volunteers are encouraged to sign up. For more information about Pleasant Valley's PTA, please attend our monthly meeting or visit our PTA website at Konstella.com. Go this website to register if you have not already received an invite.

The PTA supports numerous programs such as sponsoring numerous field trips and assemblies for students at every grade level. These field trips give children an opportunity to experience something outside the classroom that makes their lessons come alive such as visiting Lawrence Hall of Science, Audubon Canyon Ranch, Sonoma

Mission, Academy of Sciences, deYoung Museum, San Pablo Bay Wetlands, experiencing live theater, and many other activities. The PTA also sponsors a variety of after school enrichment classes giving students the opportunity to study art, chess, science, drama, writing, and more.

The PTA and Site Leadership Team also fund the school's technology plan, picnic tables, emergency preparedness supplies, playground equipment, academic specialists, computer lab tech and student literature.

In addition, they organize activities for families to enjoy together such as Back-to-School Night, Family Movie Night, PV Son/Daughter events, Halloween Happening, and Holiday Concert. Each year, PTA provides a wonderful recognition lunch for the teachers and staff of PV Elementary to thank them for their dedication to the education of their children.

PTA Events Calendar

Every year, the PTA develops a calendar of events for Pleasant Valley. The calendar can be found on Konstella, and follow Pleasant Valley Elementary School on Facebook for the latest news. Be sure to add the dates to your calendars!

Parents – Please read this section with your child, then sign and return the acknowledgement form to school.

Behavior Expectations and Responsibilities

Pleasant Valley Code of Conduct

- Be Respectful
- Be Kind
- Be Responsible
- Be Safe
- Be Healthy

The Pleasant Valley Code of Conduct applies to all children, at all times, and in all situations. The entire staff will be implementing this plan including the principal, teachers, campus supervisors, front office staff, library and technology technicians, para-professionals, custodians, and volunteers.

All students have dignity and self-worth and can behave properly. Students are expected to be responsible and respectful of the rights, feelings, and property of others at all times. Students are here to learn. Our goal is to create a warm, safe, welcoming, and inclusive environment with rigorous academic and behavior expectations. This type of environment requires the support of parents modeling, valuing, supporting and reinforcing high behavior and academic expectations in the home.

Students in elementary school are learning to be social beings, how to interact appropriately with others, and how to resolve conflict in appropriate ways. In order to be successful, students need opportunities to learn and develop *social emotional skills* as well as *rules and expectations for behavior*.

Social-Emotional Learning

At Pleasant Valley, we provide many social-emotional learning opportunities for our students. These include:

- First 20 Days of School – Explaining, practicing, and modeling expectations for behavior
- Classroom meetings and community building circles 3-5 times each week
- Soul Shoppe Assemblies to teach students the I Message, the Clean-Up, how to resolve conflicts, and walking the Peace Path

- North Marin Community Counselors
- Restorative Justice practices to help students work through on-going conflicts and repair broken trust
- Do Good, Be Kind message
- Monthly character traits and trimester assemblies for student recognition
- Growth Mindset and Mindfulness strategies used in classrooms

Solving Problems

Students are empowered and encouraged to resolve minor conflicts on their own. If a student feels another student is bothering him or her, the student can follow the three-step rule:

1. Tell the person to stop
2. Walk away
3. Ask an adult for help, if needed

Basic rules for behavior

To help students successfully comply with Pleasant Valley's Code of Conduct (above), specific rules for behavior include, but are not limited to the following:

1. Be in class on time, rested and ready to participate fully in learning
2. Always walk in hallways, breezeway, classrooms, and library
3. Keep hands, feet, and objects to self. Do not hit, push, trip, or throw objects at anyone else
4. Show courtesy and respect to all fellow students, visitors, teachers, staff, volunteers, and others in authority at all times
5. Profane language, verbal/physical abuse including but not limited to intimidation/threatening/manipulation, play fighting or comments such as "I was just kidding" is not allowed
6. Leave all candy, gum, toys, cosmetics, gaming devices, cell phones, iPods, music players, and non-school related items at home

Logical Consequences

The goal of social emotional learning is for children to learn from their mistakes, correct the behavior and find positive solutions. Students will make mistakes and have LOTS of learning opportunities while at school. Providing logical consequences, as opposed to punishment, is a positive way to help children learn from their mistakes.

At Pleasant Valley, we provide a set of logical consequences along these lines:

You break it, you fix it – This is as simple as it sounds. If a student breaks something or makes a mess, whether intentionally or not, the teacher or yard supervisor helps him/her to take responsibility for fixing it or cleaning it up. For example, if you knock someone down on the playground, you help him up, ask if he's okay, and go with him to the office for first aid, if needed.

Loss of Privilege – When a student abuses a privilege such as not using playground equipment appropriately, a logical consequence is to remove that privilege for a day. For example, if after reminders or warnings a student continues to demonstrate an inability to play a game appropriately and follow rules, the student may lose the privilege of playing that game and will be directed to play something else for the remainder of recess.

Time out – Used to help students learn self-control while keeping other students safe. For example, if a student becomes overly emotional (e.g., argumentative, angry, crying, etc.), the student will be asked to take a time out to recover. The student can rejoin the group when control has been regained and s/he is able to participate in a more positive way.

Potential Consequences

If a student does not comply with expectations for safety, respect, or responsibility, a referral will be made to the principal documenting the incident and the consequences may include one or more of the following:

- Apologize verbally and/or in writing to the offended person(s), and walk the Peace Path
- Complete a Think Sheet about the incident (what occurred, their role in it, actions to take in the future). Students will take the Think Sheet home to discuss the incident with parents. Parents must sign the Think Sheet and students must return it to the teacher/principal the next day
- Hold a parent meeting with the teacher and/or principal. Parent will be notified by the school

- Depending on the severity and frequency of the incident, may result in loss of privileges, loss of field trip attendance, community service (e.g., campus clean-up), or school suspension

In the classroom, behavior that disrupts the teacher from teaching or prevents other students from learning will not be tolerated. Behavior of students who continuously fail to follow basic classroom or school rules will not be tolerated.

Consequences for disruptive classroom behavior may include:

- Verbal warning
- Complete a reflection or Think Sheet
- Contacting parents
- Parent-student-teacher conference
- Referral to principal

Once a student has received three (3) referrals to the principal, a behavior Student Study Team (SST) meeting will be scheduled in order to provide the student with a behavior support plan. Referrals to the principal will be noted in NUSD Aeries system.

If a student does not respond to these interventions, possible further consequences include loss of privileges (including attending field trips), in-house suspension, and suspension.

Our goal is to work with each family to support and improve each child's behavior. Although suspension is not our preferred response or choice, we will not tolerate on-going disruptive behaviors, either verbal or physical.

The following are causes for immediate suspension up to 5 days, followed by a required parent conference to develop a behavior support plan:

- Possession or brandishing of a weapon
- Possession or use of an illegal substance
- Causing serious bodily injury
- Physical and verbal threats of harm
- Hazing
- Sexual harassment (mandatory suspension for grades 4 and 5 by Education Code)
- Theft, robbery, or extortion

The school can recommend expulsion to the school board based on 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 presence of the pupil causes a continuing danger to the physical safety of the pupil or others

Playground and Blacktop, and Field Rules

While the overarching rules of the campus are: Be Safe, be Respectful, Be Responsible, Be Kind, and Be Healthy, each game and piece of playground equipment has a set of rules that we follow.

In order to stay safe on the playground, students must follow these rules:

- Students must treat playground supervisors with respect at all times
- Students must listen to and follow the instructions of yard supervisors at all times
- Students will spend first 15 minutes of lunch recess sitting and eating, and they are not allowed to play at this time
- No eating on playground equipment. All food must be eaten on tables or in designated areas. No eating allowed in the blacktop games
- Throw trash in containers provided and not on the ground
- Slide down the slide; no climbing up the slide
- One student at a time on the slide
- Walk on the play structure; No tag, running or chasing games on the play structure
- Follow established and approved rules for all blacktop games including tetherball, four square, switch, basketball, etc. If a student breaks the rules, he or she will be out of the game. Arguing about results may result in the loss of blacktop game privileges.
- At the end of recess, students must stop playing and **walk** to line up for class when the bell rings for the safety of everyone

For the safety of everyone, students must remain within ear range of campus supervisors at all times. Students are not allowed to climb fences, throw items into the street or into neighboring yards. Students must stay out of the trees and bushes and may not climb the hill during recesses.

Consequences of breaking these rules may result in supervisors choosing an alternate activity for the student, completing a reflection or Think Sheet, campus clean-up, or shadowing of yard supervisor, or other appropriate logical consequences.

Assembly Behavior

School assemblies are a privilege. The following rules will be enforced by all staff members during each assembly:

- Walk in and exit quietly and orderly
- Show respect towards the presenter/performer
- All voices off during the presentation/performance
- Sit in an assigned area
- Show appreciation by applause
- Students need permission to leave the assembly for any reason

If students do not follow these rules, they may be removed from the assembly and parent will be notified.

Toys from Home

Students should only bring necessary items to school with them. Toys, trading cards, gaming equipment, and make-up take away from instruction. Items will be confiscated and may be picked up by a parent in the front office at the end of the school day.

Thinking putty and other focus tools are only allowed after a conference with the teacher to pursuant to an IEP or 504 plan. If they become toys or distractions, the items will be immediately confiscated and cannot return to class. Confiscated items may be picked up by a parent from the office at the end of the school day.

A student who continues to bring items that are not allowed at school may be asked to have parents check his/her backpack or may lose the privilege of bringing a backpack to school.

Please sign the acknowledgement form on the next page, and return it to school.

Pleasant Valley Parent-Student Handbook Acknowledgement

Parents are responsible for:

1. Reinforcing their child's appropriate behavior
2. Reviewing the school and classroom rules with their children to ensure understanding
3. Cooperating with school personnel in carrying out appropriate discipline procedures

If a student chooses to break a rule, the actions taken will be determined by factors such as:

1. Seriousness of the incident and degree of student involvement
2. History of misconduct
3. Student's willingness to change his/her future behavior

The following actions may be taken when school rules are not followed:

1. Meeting with principal to complete a "Think Sheet"
2. Time-out from school
3. Loss of privileges
4. Student/Parent/Principal meeting
5. Restorative Justice circle
6. Suspension

(Please note: Due to the serious nature of some infractions, a student may receive a higher level of consequence without having gone through all the other listed actions.)

I have read the Behavior Expectations and Responsibility section of the PV Handbook and agree to abide by the expectations and consequences outlined in it.

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

Please sign and return to the Front Office by August 27, 2018