

Felix J. Appleby Elementary School

10321 Vernon Ave Blythe,
CA 92225
760-922-7174 phone
760-922-0504 fax

Karina L. De La Peña, Principal

Felix J. Appleby Elementary School is committed to providing an education for all students to develop the essential academic skills necessary to become self-reliant, life-long learners. Our direction and focus is to have students appreciate the educational process and to understand that in order to be successful in life, there are expectations of each individual. Through the alignment of effective curriculum and instruction, educational leadership, student accountability and parental involvement, students will develop the skills necessary to be successful in an increasingly competitive global society.



Parent Handbook 2016-2017



Principal's Message

Dear Parents and Students,

It is my pleasure to welcome you to the 2016-2017 school year here at Felix J. Appleby. Our staff is ready to begin a school year full of learning opportunities that will provide your student with the skills needed to reach academic success. We certainly hope you and your family had a wonderful and relaxing summer.

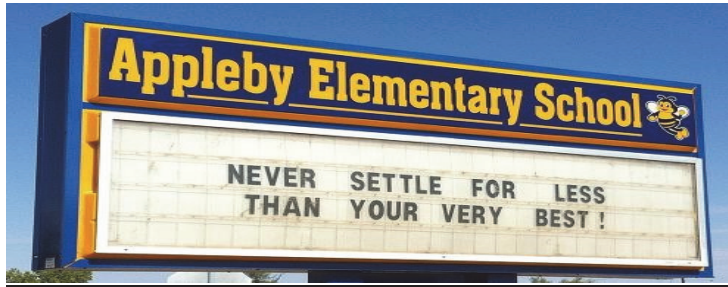
This handbook is designed to be a useful guide in understanding numerous school and district procedures. Another purpose is to assist you in communication with our staff. Please refer to the phone extensions and e-mail addresses of our staff included in the handbook. It is our hope that you will use these to communicate with us. We encourage you to contact us when concerns or questions arise. Also keep in mind that there are some changes taking place here at Appleby. You will be able to find the information on these changes in the hand book.

We cannot stress enough how imperative your involvement is on your child's education and would like to let you know that we appreciate everything you do. We are certain that with your involvement, we, along with your student, will be able to reach our academic goals.

Attendance is crucial for your student's success, make sure to send your child to school every day on time, help with homework, and do not hesitate to reach out to us when you have questions or concerns. Communication is a key component that we take very seriously. Join our Appleby team! Communicate with your child's teacher regularly, join and support our Appleby Parent Teacher Organization and school events, and volunteer at our school.

Join us in making this year a time of exciting progress for your child.

**Karina L. De La Peña
Principal
760-922-7174
kdelapena@pvusd.us**



Felix J. Appleby Elementary Staff

PRINCIPAL	Mrs. Karina L. De La Peña	Office
DEAN OF STUDENTS	Ms. Mary Roberson	Office
TRANSITIONAL KINDERGARTEN		
	Mrs. Britt Loureiro	Room 1
KINDERGARTEN		
	Mrs. Katie Vance	Room 4
	Miss Jeannie O'Brien	Room 2
	Miss Veronica Vaca	Room 3
	TBA	
FIRST GRADE		
	Miss Alicia Fletcher	Room 12
	Mrs. Maria Brandon	Room 14
	Ms. Gwen Plecas	Room 13
SECOND GRADE		
	Mrs. Maryann Bradshaw	Room 9
	Mr. Scott Housel	Room 11
	Mrs. Brenda Rymer	Room 6
THIRD GRADE		
	Mr. Dale Hackney	Room 8
	Mrs. Nancy Hackney	Room 10
	Ms. Carol Wade	Room 7
FOURTH GRADE		
	Mrs. Andrea Jimenez	Room 18
	Mrs. Gina Vega	Room 17

	Mr. Jesus Jacquez	Room 19
FIFTH GRADE		
	Mrs. Emily Chute	Room 21
	Mrs. Virginia Giron	Room 22
	Mr. Daniel Lucero	Room 20
SIXTH GRADE		
	Mrs. Katie White	Room E-28
	Ms. Stephanie Ortiz	Room E-29
SEVENTH GRADE		
	Mrs. Adde Iwai	Room H-31
	Mrs. Dominique Holbert	Room I-32
SEVENTH- EIGHTTH GRADE		
	Ms. Susan Watkins	Room C-26
EIGHTH GRADE		
	Mr. Kevin White	Room J-33
	Mrs. Cindy Costilla	Room K-34
SDC RESOURCE		
	Mr. Omar Peña	Room 23
	Mrs. Stephanie Warren	Room B-25
School Secretary	Traci George	Office
Sr. Clerk – Attendance	Melissa Peterson	Office
Dropout Prevention Specialist	Janet Saldaña	Office
Nurse	Ida Rocha	Office
Custodians	Marisela Silva Sheila Cooper Fernando Relampagos	
Library Clerk	Sammy Rinaldi	Library
Instructional Aides—Kindergarten	Araceli Lainez	

**EL Aides --
Instructional Aides – Special Education**

Patty Valencia

**Jessica Iniguez
Emily Lasley
Victoria Borny**

Noon Hour Supervisors

**Jacob Birmingham
Taylor Currier
Marcella Jauregui
Elizabeth Ramirez
Valerie Houser
Juana Molina**

Kitchen/Cafeteria

**Maria Flores
Crystal Garza
Mary Sanchez
Shelina Melgarejo**

Daily Schedule

TK-8th grade students can be dropped off at school at 7:30am. Our cafeteria and playground do not open before this time. Students that arrive before this time are not allowed in the school (except the front waiting area).

Office Hours:	7:00 am	4:00 pm
First Bell	Grade K-8th	8:20 am
Start of Student Day:	Grade K-8th	8:25 am
End of Student Day: (M, TU, TH, & FRI)	Grade K-8th	3:15 pm
End of Day Wednesday:	Grade K-8th	12:10 pm

Start of Teachers Day: (M, TU, WED, TH)	Grade K-8th	7:55 am
Start of Teachers Day: (Friday)	Grade K-8th	8:20 am
End of Teachers Day:	Grade K-8th	3:25 pm

School Calendar

First Day of School	August 17
Labor Day – NO SCHOOL	September 5
Back to School Night	August 31
Parent/Teacher Conferences Dismissal 12:10 pm	October 5, 6, 7
End of First Trimester	November 4
Thanksgiving Holiday – NO SCHOOL	November 24-27
Winter Break – NO SCHOOL Students return	December 16-January 2 January 3
Martin Luther King Day – NO SCHOOL	January 16
Lincoln’s Birthday – NO SCHOOL	February 13
President’s Day – NO SCHOOL	February 120
Parent/Teacher Conferences	January 26, 27
End of second trimester	February 23
Local Holiday – NO SCHOOL	March 16, 17
Spring Break Students return	March 10-April 14 April 17
Memorial Day – NO SCHOOL	May 29
Last Day of School, Dismissal 12:10 pm	June 2
Informational Nights for Parents	First Wednesday of the Month

Parent Groups

The following parent groups are offered at Felix J. Appleby Elementary.

P.T.O.

The P.T.O. is an important part of Appleby Elementary School. We urge all parents to participate in this worthwhile club through membership and attendance. Your support will show your concern and interest in your child’s school. Learning is a partnership of parent, child, and school.

There are many important activities from the P.T.O. such as book fairs, and other student-supported programs. Your child will bring home notices to keep you informed of all activities during the year.

SCHOOL SITE COUNCIL

We have a School Site Council consisting of parents, teachers, administrators, and other school personnel. The main function of the group is to have input for improving the program at our school. The group meets once every other month. Meetings are open to the public. You are welcome and encouraged to attend and to discuss programs with a member of the Council. Minutes of the meetings are available upon request. Your ideas and suggestions are welcome and encouraged.

ENGLISH LEARNER ADVISORY COUNCIL (ELAC)

This committee is composed of school staff and parents of children in bilingual programs. The committee advises and assists in planning an appropriate educational program to meet the needs of students of non or limited English proficiency. At least one member is selected to represent Appleby Elementary at the District English Learner Advisory Council.

Programs and Protocols

Change of address and phone numbers

If an emergency should occur it is very important that the parents of a child can be reached. For this reason, every effort should be made to keep the school office informed of any changes in address, phone number, place of employment, and name and phone number of the person to call in case parents cannot be reached. Please keep in mind that our staff will NOT make any changes over the phone.

Positive Behavior Intervention and Supports (PBIS)

PBIS is a proactive approach used to teach expectations and positive behavior here at Appleby. Our students are exposed to school-wide expectations on a daily basis through morning announcements, direct behavior instruction, and exposure to sixteen social skills that students will need to be successful in and out of school. We encourage our students to “Be Respectful, Be Responsible, and Be Safe.” We truly believe that all the students here at Appleby are capable of meeting school expectations and demonstrating proper behavior. The purpose of the PBIS approach is that soon enough all students, teachers, and parents see the appropriate behavior as the norm. We will use a system of positive rewards. These include, special phone calls home, certificates to local restaurants, positive assemblies, among other activities.

We understand that not every day will be perfect and that there will be students who might have a difficult time understanding the importance of meeting our school expectations. In those cases, the school staff will use the following system:

- **Low Level Referral:** these are referrals given by the teachers in the classroom or in any other setting at our school (e.i. computer lab, library, etc.). Before the teachers give these type of referrals they will try to redirect the behavior, giving the student a few opportunities to redirect their behavior. If the student chooses not to change his/her behavior, the teacher will use a low level referral followed by a phone call home or a note on the agenda, and finally re-teaching the expected behavior. The student might lose privileges in the classroom or have some sort of consequence given by the teacher. The consequences for Low Level referrals are at the teacher’s discretion. The student is sent to the office after the 4th Low Level referral.

- **Office Referral:** This type of referral is used by the teacher once the student has reached four Low Level referrals. The Principal or the Dean of Students will conference with the student, will give consequences to the student, and will contact home to notify the parents of the situation.

*****Students will take home a copy of the referral for parental signature. Please make sure to sign it and return it the next day.**

Medication

Medicine, including aspirin, cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office.

Absences and Tardies

All absences that occur because of a student's illness or a doctor's appointment will be excused. Please send a note with your child upon their return to school explaining the reason for the absence. Also telephone the school office on the day of the absence, 760-922-7174.

Please send your child to school on time. Students who are tardy must report to the office before going to their classroom.

Early Pick-Up

Parents who need to pick their child up early must sign them out of school in the office. Time in the classroom is very valuable--state law requires us to have specific minutes of instruction for the year. Please make every effort to schedule appointments for after school hours. Also keep in mind that students will NOT be RELEASED after 3:00 p.m. Teachers and students are wrapping up the day at this particular time and it is very difficult to disturb the classroom during the last fifteen minutes of the day. If you must pick up your student early, it will have to be done before 3:00 p.m.

Continuous absences and/or tardies may result in a SARB referral (School Attendance Review Board).

Perfect Attendance

Criteria

1. NO ABSENCES – starting the first day of school, August 20, 2014
2. Independent study students ARE eligible

Reward for Perfect Attendance – At the end of the year the students with Perfect Attendance will receive an award and be entered into a drawing for a prize.

Independent Study

If your child must be absent for more than five (5) consecutive days you may contact the outreach consultant, Janet Saldana, to fill out an Independent Study Contract. Arrangements for Independent Study must be made several days prior to the child leaving. The completion of the contract must be verified by the teacher.

Lunch and Breakfast

All children will receive a free and reduced price lunch application during the first week of school. If you qualify and wish to take advantage of this program, the application must be completed and returned to the school office. No free or reduced price lunches will be given after the first three weeks until the application has been approved.

The price of lunch is \$2.40 daily, and breakfast is FREE. Milk is available for \$.30. Lunch money can be paid in the office. A computerized system is used where students are assigned a lunch number that they input onto a keypad. Please assist your child in memorizing this number.

Proper dining room behavior is expected from each child. Noon Hour Supervisors in charge help ensure that children are sitting while eating, that they are socializing in an appropriate manner with their friends, and that they eat their whole lunch. We ask that snacks be as nutritious as possible. Part of what we learn in health class teaches about the benefits of eating nutritious foods, so you can help in this regard.

We emphasize the following rules in the cafeteria:

“Bee Responsible”

- Face forward while standing in line
- Keep hands, feet, and objects to yourself
- Clean up after yourself

“Bee Respectful”

- Use kind words
- Listen to all adults
- Use quiet voices

“Bee Safe”

- Always walk
- Pick up anything you drop
- Enter and leave the cafeteria quietly

Lost and Found

Articles found should be taken to the lost and found basket. Please have your child check there for any lost items. To ensure recovery of lost items, we request the child’s name be printed on articles (especially sweaters, jackets, lunch pails, wallets, purses, and backpacks). The school is not responsible for lost or damaged personal property. Any library or textbook lost or damaged must be paid for.

Snacks and Birthday Treats

The school board has adopted a student wellness policy. The policy has the following guidelines for student snacks and parties:

1. No carbonated beverages.
2. Snacks to be shared with classmates should be store bought.
3. Unhealthy snacks may not be sold to the students during the school day.

Please try to provide your student with healthy choices for snack break and lunch. If you choose to provide a treat for a birthday, please make sure it fits the guidelines and talk to your child's teacher about the best day and time to bring the snack to share.

School Telephone

We discourage the use of the school telephone except for emergency use.

Class Interruptions

Parents are asked not to interrupt the classroom during the instructional day. Visitors will NOT be allowed on school grounds from 8:25 a.m. to 3:15 p.m. unless they have the volunteer paperwork cleared. Please make school pick-up arrangements before the child comes to school. Classes will NOT be disrupted by giving students messages. If it is absolutely necessary to get a message to a child, this must be done before noon time so that teachers can be given the message at lunch time, thereby not interrupting instructional time. Also we will NOT take any messages over the phone. This is for safety purposes. Our number one priority is to make sure all of our students are safe. We do not know who is on the other side of the phone. Thank you for your cooperation.

End of the day departure

Students who are walking home are to leave school from the front guided by teachers. Bussed students are to go to the cafeteria escorted by teachers. Parents who pick up students in private vehicles can do so in front of the school.

Please cooperate with staff on crosswalk duty; they are there for the protection of your child.

Our school supervision of students ends on Mon., Tues., Thurs., and Fri. at 3:25 pm for TK-8th graders and on Wednesdays at 12:20pm for TK-8th graders. Please pick up all students by those times. Picking up a student after these times is considered late. When school supervision ends the office staff will begin making contact with the families of those students still at school to ensure their safe pickup. The Sheriff's Dept. will be called for any student not picked up by 4:00 p.m. in grades TK-8th.

Accident Insurance

The school district does not carry accident insurance on your child while traveling to or from school or while at school. We do encourage every parent to purchase the inexpensive insurance policy for their child that is available in the information sent home the first week of school.

Report Cards and Conferences

Report cards will be prepared at the end of each trimester. Conferences are required during the middle of the first trimester. At that time you will receive information about your child's progress in class. Conferences are an opportunity for the teacher to explain the social and educational progress of your child and answer any questions you may have concerning your child's school experiences. You may be called in for conferences during the year other than at this time. Close communication between home and school is important for the success of your child.

Student Study Team

When concerns arise about the academic or social growth of a student, special teams convene with the parent to meet and discuss strategies and solutions. Retention or promotion may also be discussed at these meetings. Responsibility for the decision to retain or promote rests with the school personnel. Parents and students shall be included in an advisory capacity.

Cellphones at School

We understand that communication between your child and you is important, especially after school is out. Students are allowed to bring cellphones to school; however, they will be required to turn in their cellphones to their teachers once school starts. Our number one focus during the day is to make sure our students are learning. In the past cellphones have been a distraction during instructional time. Teachers will not touch the cellphones. Students will place them in a plastic box and will be required to sign them in and out. If a student chooses not to turn in his/her cellphone, they will receive an office referral and the parent(s) will be asked to pick up the cellphone. Appleby staff is not responsible for losses or property damage.

Gum

Gum is not allowed on school grounds. We often find gum under tables, on the carpet, and on the black top. Students who choose to chew gum will receive an office referral and will be asked to help clean up areas that might have been affected by gum.

Appropriate Dress

The dressing and grooming of your child is your responsibility and your cooperation is crucial. Students are expected to follow these district guidelines:

The following dress and grooming guidelines shall apply to all school activities:

For all students:

1. **Students must wear shoes at all times. (Shoes are defined as a foot cover, which has a sole.) No flip flops.**
2. **Students' clothing must not include patches or decals with a "double meaning" such as referring to tobacco, drugs, sex, degrading comments or pictures.**
3. **No sunglasses will be permitted inside school buildings unless authorized by a doctor's note.**
4. **Chains other than those generally worn to display jewelry shall not be worn. Short wallet chains will be allowed as long as it is attached to the wallet and garment at all times.**
5. **Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.**
6. **All undergarments must be completely covered by the outer clothes being worn to school.**
7. **The principal, staff, students, and parents at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. (Activity days, hat days, pajama day, cheerleading uniforms, dances, etc.)**
8. **No headgear will be worn in the classroom, and will contain no signs with double meanings.**
9. **No see-through tops will be worn without undershirts or camisoles. (Boys – undershirt must be covered by outer shirt) (Girls – tops must be worn with an undershirt or camisole).**

For the boys:

1. **Pants or shorts too large for the individual will not be worn. (Waistband must not fall below the hips.) The fullness of the pants must not interfere with the normal school activities and they must be clean and neat at all times.**
2. **All underwear must be completely covered by outer clothes (i.e. no exposure of boxer shorts or undershirts).**
3. **Belts must be around the waistband of the garment (not hanging down).**

For the girls:

1. **All underwear must be completely covered by outer clothes. Fishnet or see-through clothing must have undershirt or camisole.**
2. **No halter tops**
3. **No off the shoulder or low cut tops.**
4. **No tube tops.**
5. **No blouses, tops, or dresses with spaghetti straps.**
6. **No bare midriff (tops must be long enough to reach the top of the waistband).**
7. **Shorts, skirts, and pants should be in the bounds of decency and good taste as appropriate for school. The garment must fit appropriately and shall not be a disruption to the educational process. Shorts, skirts, and dresses must be no shorter than where the student's knuckles hang at their sides.**

School Traffic Rules

- All students must enter and exit autos next to the curb on the right side. Please never let a student exit the car on the left side. This is very dangerous.
- Students and parents must use crosswalks at all times.
- Circular drive has a maximum speed limit of 5 mph.
- All students riding bikes and skateboards to school must wear approved safety head gear, as required by city laws. Students will be issued warnings and citations for violations of this rule.

General Suggestions to Parents

- Remind your child not to talk with a stranger, never to accept a gift from a stranger and never get into a car with a stranger.
- Your child needs plenty of sleep each night in order to do their best each day.
- Get to know your child's teacher. Make an appointment to talk with her/him. You should not take up instructional time to discuss an individual problem. If you have a concern about your child in the classroom, please contact your child's teacher and make an appointment to talk with her/him.
- If there is something that you want to know about school, or if something has happened at school that cannot be resolved, or if you need more information for any reason, call the school office at (760) 922-7174 and make an appointment with your child's principal or Dean of Students.
- Our staff and principal work very hard at creating success for your child. Class formations for the school year are done at the end of May but are subject to change through the summer. All classes are temporary due to enrollment through the first few weeks of school. It is important for us to work together as a team (school, students, and parents) so that we can and will continue to improve.

Appleby Elementary Playground Rules

1. If you ride a scooter or skateboard to school, you must stop riding it and carry it once you reach the school campus.
2. Leave knives and other unsafe objects at home. Do not bring toys or other non-school essentials to school.
3. Leave rocks, bark, sticks, and other items not meant for playing with alone.

4. **EVERYBODY is to walk on the sidewalks, not on the grass or dirt. Do not run on the cement. Stay away from any puddles and muddy areas. Students should not ride their scooters or bikes on the school's sidewalks.**
5. **At recess time, do not stand by the classrooms. Do not play or rest on any ramps. Do not bring gum or candy to school.**
6. **On the playground, listen to the playground supervisors. Respect the adults on this campus. Every student is aware of playground rules and is expected to follow them.**
7. **Stay in the play areas. Avoid edges of the playground and fence areas. Do not play on the sidewalk in front of classrooms or in any dirt areas. Do not play between buildings. Do not even go near buildings unless you are going to the restroom, then return to the playground immediately. The restrooms are not an extension of the playground, so do not play any types of games at all in the restroom. There is to be no loitering around the water fountains or the restrooms.**
8. **When the recess bell rings, line up where your teacher has instructed you to do so. Remember that no student is permitted to be in a classroom without an adult present. Do not get a drink or go to the restroom at the end of recess. Start recess doing these things. Do not take water bottles on the playground.**
9. **No yelling, running, or begging for food from other students.**
10. **At the end of the day, if riding a bus, go directly to the bus lines in the cafeteria with the teacher in charge of your line. Line up in your line and wait quietly for your bus. Do not get drinks or go to the restroom after school. If walking or getting picked up, go outside to the front of the school. If you are meeting brothers or sisters, do so outside in front of the school, not at the room or in the hallways. Follow the directions of the crosswalk people. Scooters and skateboards need to be walked or carried until you have crossed the street.**

Guide to Transportation Services

Transportation of pupils in the state of California is a privilege. The school district is not mandated to transport students. Therefore, the students must follow the rules of conduct to keep their privilege to ride.

Rules of Conduct

Observe the same conduct as in classrooms.

1. **Be courteous; do not use profane language.**
2. **Do not eat or drink on the bus.**
3. **Keep the bus clean.**
4. **Do not be destructive.**
5. **Remain seated at all times.**
6. **Keep head, hands, and feet inside the bus and out of the aisles.**
7. **Cooperate and follow the bus driver's directions.**
8. **Absolute silence is required at all railroad crossings.**

Parent Responsibilities

- 1. Have your child at the bus stop 5 minutes before scheduled arrival time.**
- 2. If you have a Head start or kindergarten student, a parent or a responsible adult must be at the bus stop when the child is delivered home.**
- 3. Sign and return all misconduct citations. Students are not allowed to ride until the citation has been signed and returned.**
- 4. You must provide transportation if your child misses the bus.**
- 5. You are responsible for any acts of vandalism to the bus done by your child.**
- 6. You are expected to cooperate with school officials regarding your child's behavior.**
- 7. If your child rides the special education bus or you live in a remote area, you are responsible for notifying the transportation department if your child will not be riding the bus.**

GROUNDS FOR SUSPENSION AND EXPULSION EDUCATION CODE 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.**
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.**
- c. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.**
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, and then either sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant (i.e. look alike).**
- e. Committed or attempted to commit robbery or extortion.**
- f. Caused or attempted to cause damage to school property or private property.**
- g. Stolen or attempted to steal school property or private property.**
- h. Possessed or used tobacco, or any product containing tobacco or nicotine product, including clove cigarettes, snuff and betel.**
- i. Committed an obscene act, or engaged in habitual profanity or vulgarity.**
- j. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.**
- k. Disrupted school activities, or willfully defied the valid authority of school personnel.**
- l. Knowingly received stolen school property.**
- m. Possessed and/or brandished an imitation firearm.**

EC 48900.2 Committed sexual harassment (grades 4-12 only).

EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence (grades 4-12 only).

EC 48900.4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are not enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to, any of the following:

- 1. While on school grounds.**
- 2. While going to or coming from school.**
- 3. During the lunch period, whether on or off the campus.**
- 4. During, or while going to or coming from, a school sponsored activity.**

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities (Amend. Stats. 1989, Ch. 1306).

Pledge of Allegiance

Students in the school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. Proper etiquette, display, and respect of the United States flag will be shown at all times.

Visitor Policy

Parents and community members are welcome to visit the school. ALL visitors must make prior arrangements with the teachers or office staff and must sign in at the school office before going into school grounds. Visitors are expected to observe all school rules and behavior policies while on school grounds. If the visitors choose to stay more than four hours, they will required to go through the volunteer paperwork process.

Volunteer Policy

The volunteer information form needs to be completed by the candidate and signed by the principal PRIOR to sending the form to the district office. Fingerprinting

and tuberculosis screening **MUST** be completed on **ALL** volunteers, prior to being with students. This process must be completed annually. Once clearance is received, a copy will be sent to the site and then the volunteer can work in the school setting.

Quick Reference – School District Phone Directory

Administrative Office

District Office	760-922-4164
Early Childhood Program	760-922-3204
Appleby Elementary	760-922-7174
Margaret White Elementary	760-922-5159
Ruth Brown Elementary	760-922-7164
Blythe Middle School	760-922-1300
Palo Verde High School	760-922-7148
Counseling Center-High School	760-922-7148
Twin Palms High/Adult Ed.	760-922-4884
Transportation	760-922-1322
Family Services Center	760-922-1349

The school district maintains a website that provides a wide variety of information about the school district and school programs and activities as well as school board information.

School District Website – www.pvusd.us

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Phone: (760) 922-7174
Fax: (760) 922-0504

Principal: Karina L. De La Peña
kdelapena@pvusd.us

D.O.S.: Mary Roberson
mroberson@pvusd.us



Dear Parents,

We truly appreciate all of your support in helping us make sure that your child receives a high quality education on a campus where safety and academics are a priority. Once again the purpose of this handbook is to share information that will help you and your child have a successful year here at Felix J. Appleby. If you have any questions please do not hesitate to contact our office at (760) 922-7174. Please sign and return this page as soon as possible to your child's teacher.

Student: _____

Grade: _____

Teacher: _____

Parent Signature: _____