

Ruth Brown Elementary

241 North Seventh Street
Blythe, CA 92225
760-922-7164 phone
760-922-0636 fax

Mrs. Laura Mathews, Principal
Mrs. Cintia Robinson, Dean of Students

We pride ourselves on being a Pro- Kindness School

We strive to ensure our students will become proficient in academics, be prepared for further learning, and develop a concept of self worth in the process of becoming responsible citizens who respect others.



Ruth Brown Bears

Parent Handbook
2016-2017

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Principal's Message

Dear Parents and Students,

Welcome to the 2016-17 school year at Ruth Brown Elementary, home of the Bears! I'm excited to begin my 4th year as principal of our school. We extend a warm welcome to you whether you are familiar with our school or are joining us for the first time! I hope your family had a wonderful, 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. I highly recommend joining the Ruth Brown Parent Club Facebook Page. This is an informational page of all school activities and positive feedback.

You are one of the key partners in your child's education. With your involvement, we will be more successful at what we do. Send your child to school every day on time, help with homework, and see to it that your child reads every day. Communicate with your child's teacher regularly. Join and support our Ruth Brown Parent Club and school events. Volunteering can be done in so many ways.

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

**Mrs. Laura Mathews
Principal
760-922-7164
laura.mathews@pvusd.us**

Ruth Brown Elementary School

Address: 241 North Seventh Street
Blythe, CA 92225

Telephone Number 760 922-7164
FAX number: 760 922-0636

Office Staff

Laura Mathews, Principal
Ext. 5101
Cintia Robinson, Dean of Students
Ext. 5103
Sonhia Johnson, Secretary
Ext. 5101
Lindsey Stewart, Attendance Clerk
Ext. 5105
Christina Norton, DPS
Ext. 5111
Jennifer Lambert, Nurse
Ext. 5117

School Hours:

Mon, Tues, Thurs, Fri
TK-8th 8:20am – 3:10pm
Wednesday
TK-8th 8:20am – 12:05pm

Cafeteria opens at
7:30am – TK-8th

Bus Loading and Unloading East Barnard Street turnout
Bussing Information 760 922-1322
District Website www.pvUSD-bly.k12.ca.us

School District Phone Directory

District Office	760-922-4164
Early Childhood Program	760-922-8454
Appleby Elementary	760-922-7174
Margaret White Elementary	760-922-5159
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
Family Services Center	760-922-1349

RUTH BROWN CERTIFICATED STAFF
2016-2017
PRINCIPAL, LAURA MATHEWS

<u>GRADE</u>	<u>ROOM #</u>	<u>TEACHER</u>
TK	22	John Wise
K	15	Kimberly Voellm
K	21	Diane Pittman
K	14	Elena Navarro
1 st	18	Courtney Bell
1 st	17	Lorena Tribby
1 st	16	Kristin Fenster
2 nd	12	Debra Iriart
2 nd	11	James Williams
2 nd	13	Laura Copple
3 rd	34	Karla Phelps
3 rd	33	Leandra Estrada
3 rd	32	Teri Moore
4 th	3	Christian Aguilar
4 th	2	TBA
4/5 th	9	Betty Miller
5 th	8	Lora Rodriquez
5	10	Victor Zaragoza
6 th	4	Sylvia Red-Smith
6 th	5	Dr. Matthew Baxter
7 th	1	Debbie Schuster
7 th	30	Casie Husby
8 th	6	Stephanie Romero
8 th	7	Jill Madsen
SDC	19	TBA
Life Skills	20	Melissa Crusinberry
Resource	31	Sharon Stewart
TOSA		Cintia Robinson

**Ruth Brown Elementary
Classified**

School Secretary

Ms. Sonhia Johnson

Sr. Clerk – Attendance

Ms. Lindsey Stewart

Dropout Prevention Specialist

Mrs. Christina Norton

Library Clerk

Mrs. Diana Vibanco

Instructional Aides – 6-1/2 hr.

Mrs. Kathleen Morgan-Alms

Mrs. LaVerne Shasky

Ms. Cristina Sanchez

Instructional Aide – Special Education – 6-1/2 hr.

Mrs. Erica Vohn Mohr

Mrs. Veronica Gutierrez

Mr. Narciso Pedroza

Mrs. Monica Joslin

Mrs. Elizabeth Ramirez

Mrs. Berta Pedroza

Ms. Esperanza Becerril

Instructional Aide – Speech

Mrs. Brenda Anderson

Noon Hour Supervisors

Ms. Nikki Dodd

Mrs. Sherry Benefield

Mrs. Susana Medina

Ms. Kimberly Felix

Mrs. Bethany Sorrells

TB

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, 760-922-7164, Ext. #5105

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

Parents who pick their child up early must sign them out of school at the office. Time in the classroom is invaluable--state law requires us to have specific minutes of instruction for the year. Please make every effort to schedule appointments for after school hours.

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

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.

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.

Perfect Attendance

Perfect attendance - no missing instructional minutes. Students that have perfect attendance will receive a trophy or medal.

Outstanding Attendance

Outstanding attendance – students that have come to school for any portion of the day, every day of the school year will receive an outstanding attendance certificate.

Ruth Brown
2016/2017
Bell-Lunch-Recess Schedules
M, T, Th, F

School Starts	8:20am	TK-8th grade
Dismissal	3:10pm	TK-8th grade
	<u>Recess</u>	<u>Lunch</u>
Transitional Kindergarten /Kindergarten	10:00-10:15am 2:00-2:15pm	11:00-11:40am
First Grade	10:30-10:45am	11:20-12:00pm
Second Grade	10:30-10:45am	11:35-12:15pm
Third Grade	10:30-10:45am	11:50-12:30pm
Fourth Grade	10:45-11:00am	12:00-12:40pm
Fifth Grade	10:45-11:00am	12:15-12:55pm
Sixth Grade	10:45-11:00am	12:25-1:05pm
Seventh Grade	9:45-10:00am	12:40-1:20pm
Eighth Grade	9:45-10:00am	12:40-1:20pm

Ruth Brown
2016/2017
Bell-Lunch-Recess Schedules
Wednesday

School Starts	8:20am	TK-8th grade
Dismissal	12:05pm	TK-8th grade
	<u>Recess</u>	<u>Lunch</u>
Transitional Kindergarten /Kindergarten	9:15-9:30am	10:00-10:30am
First Grade	9:45-10:00 am	10:20-10:50am
Second Grade	9:45-10:00am	10:30-11:00am
Third Grade	10:15-10:30am	10:40-11:10am
Fourth Grade	10:00-10:15am	10:50-11:20am
Fifth Grade	10:00-10:15am	11:00-11:30am
Sixth Grade	10:00-10:15am	11:10-11:40am
Seventh Grade	9:45-10:00am	11:20-11:50am
Eighth Grade	9:45-10:00am	11:20-11:50am

Behavior Expectations

Ruth Brown teachers have adopted BEARS as part of our School Wide Positive Behavior Support (PBIS) Plan. Ruth Brown BEARS:

- Be responsible.**
- Encourage each other.**
- Arrive prepared.**
- Respect everyone.**
- Safety Always.**

We believe that most undesirable behaviors can be eliminated by building on positive qualities, by providing a challenging and motivating learning environment, and by taking the time to address any area of concern. We further believe that all adults in this building have responsibility towards all students, and we will reflect that in our interaction with students and other staff members. We know that two-way communication between home and school is critical to an effective behavior plan. We will use every means possible to involve parents in our effort to provide consistency between the home and school in our expectations and overall plan.

Students will be acknowledged for positive behavior choices at Ruth Brown Elementary! Rewards will vary throughout the year.

Occasionally, certain behaviors on the part of students may warrant a conversation with the principal. The principal and the Dean of Students, will monitor behavior concerns reported to her from the buses, playground, lunchroom, hallways, and classrooms and will contact parents when needed in order to work with teachers, parents, and students on improving behavior.

Bullying

When someone say or does something, hurtful, and they do it once, that's rude.

When someone says or does something, intentionally, and they do it once, that's mean.

When someone says or does intentionally, hurtful, and they keep doing it even when you tell them to stop or show that you are upset, That's BULLYING!

Respectful behavior is expected in all areas of the school, on the playground, and on the bus. If someone makes a child or adult feel uncomfortable, afraid, or confused, the child or adult needs to tell a teacher, principal, or counselor.

Calendar

See <http://www.pvusd-bly.k12.ca.us/> for District Calendar

Departure from School

Kindergarteners and their siblings who are walking home or are being picked up are to leave school through the cafeteria. Parents or Guardians of Kindergarteners must have an orange sign issued by the office to pick up kindergarten students. Others getting picked up should exit through the west gate. Walkers leave through the Kindergarten and West gates. Bused students are to go to north gate.

Our campus is completely fenced in and students must exit through the designated gates. Please wait outside the gate for a staff member to open it at the end of the school day.

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

Please wait until the bell rings to pick up your child. Students will not be called out of class 20 minutes prior to the end of the school day by parents wanting to avoid the rush. This causes a disturbance to the classroom and end of the day routine. Remember, teachers need to assign and pass out homework as well as give reminders.

Students must be picked up immediately after school. Failure to do so may result in the authorities being called.

Dress

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

1. Students must wear shoes at all times. (Shoes are defined as a foot cover which has a sole.) No flip-flops or shoes with wheels.
2. Students' clothing must not include patches or decals with a "double meaning" such as referring to alcohol, 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, both male and female, must be completely covered

- by the outer clothes being worn to school.
7. No headgear shall be worn in the classroom, and will contain no signs with double meanings.
 8. The principal, staff, students and parent/guardians 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 day, pajama day, etc.)
 9. No see-through tops will be worn without undershirts or camisoles. (Boys - undershirt must be covered with outer shirt) (Girls - tops must be worn with an undershirt or camisole). No halter tops. No off-the-shoulder or low cut tops. No tube tops. No blouses, tops, or dresses with spaghetti straps.

Electronic Devices, Toys, Trading Cards, etc.

These items are not to be brought to school. The teacher/staff will not invest valuable learning time investigating lost or stolen items.

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 to set up an appointment.
- 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, see your child's principal.
- 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. 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.

Gum Chewing

Ruth Brown Elementary Students are not allowed to have gum or any candy containing gum at school.

Homework

Homework assignments vary from teacher to teacher. Some homework consists of completing assignments that were not finished during the school day. Other homework may include studying spelling words, practicing math facts, and special projects that relate to a unit of study or reinforces a skill worked on at

school. All homework is meant to reinforce and enrich a student's learning experience. At Ruth Brown Elementary we recommend 10 minutes per grade level for homework each evening. For a 3rd grader, the students would have about 30 minutes of homework at night. Reading independently or with a parent can often exceed the 10 minute per grade level recommendation.

Homework during an absence: When your child has an extended illness and you want to pick up homework, please notify the teacher before classes begin in the morning. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office at the end of the day or sent home with another student.

Independent Study

If your child must be absent for five (5) days or more you may contact the Outreach Consultant to fill out an Independent Study Contract. Arrangements for Independent Study must be made at least one day prior to the child leaving. The completion of the contract must be verified by the teacher. Please contact the school at 760-922-7164.

Interruptions

Parents are asked not to interrupt the classroom during the instructional day. Always go to the office, sign in and get a visitor's sticker before going to your child's classroom. Please make school pick-up arrangements before the child comes to school.

Messages

Messages will not be taken over the phone for students. A parent or guardian must come in to the office for messages to be delivered.

Lost and Found

Articles found should be taken to the lost and found area in the cafeteria. 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. Unclaimed articles will be donated. **Any library or textbook lost or damaged must be paid for.**

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 \$2.10 daily.

Breakfast is free for ALL students. Extra milk/juice is available for \$.40. Reduced lunch price is \$.40. Lunch money can be paid in the cafeteria. 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. We encourage you

to prepay to avoid your child receiving a sack lunch if you have a negative balance.

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 about in health class teaches about the benefits of eating nutritious foods, so you can help in this regard. Small bags of chips or hot cheetos are acceptable in the cafeteria as long as children wash their hands after eating. **Large bags are not acceptable and chips of any kind should not be found outside of the cafeteria at any time.**

We emphasize the following rules in the cafeteria:

- No running around
- No shouting
- No throwing food
- * Sit on your bottom, not on your knees
- * Raise your hand and ask for help when you need it
- * No messing around in the restroom

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.

Parent Groups

The following parent groups are offered at Ruth Brown Elementary.

Ruth Brown Parent Club

The P.T.C. is an important part of Ruth Brown 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 of the Parent Club such as book fairs, Santa's Secret Shop, 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 each 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 Ruth Brown Elementary at the District Bilingual Advisory Council.

Photographs

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use, may also occur. Requests not to photograph or film specific students will be honored. Please contact the principal for additional information.

Playground Rules

1. Be dropped off by the North or West gate. You may put your belongings by your classroom door, but you may not hang around by the door waiting for your teacher. Students must go to the cafeteria if before 7:45 am. They are not allowed on the playground before that time.
2. If you have a scooter or bicycle it must be stored at the bike racks out front. No wheels on campus.
3. Leave knives and other unsafe objects at home. Do not bring toys or other non-school essentials to school.
4. Leave rocks, bark, sticks, and other items not meant for playing with alone.
5. EVERYBODY is to walk on the sidewalks. Do not run on the cement or tar. Stay away from any puddles and muddy areas.
6. At recess time, do not stand by the buildings. Do not play or rest on any ramps. Do not bring gum, candy, or lucas to school.
7. On the playground, listen to the playground supervisors. Respect the adults on this campus.
8. Games:
 1. Tetherballs are to be brought out for before school and 1st recess.
 2. Limit running on the blacktop. Falls are more serious on the blacktop.
 3. Soccer on the field is OK.
 4. Kickball on the field is OK.
 5. Dodge ball is OK at PE only with teacher supervision.
 6. Basketball is OK.
 7. Jump rope is OK, as long as the jump rope is not being used as a lasso or weapon.
 8. No playing in or around the bathrooms or between classrooms.
 9. Food is only allowed in designated areas.
 10. If fights over personal toys arise the toy is confiscated. The school is not responsible for the loss of personal toys.
 11. Use equipment in an appropriate manner (slide down the slides, swing front to back on the swings)

9. Do not play with baseball bats, baseballs, softballs, or Frisbees at recess. These items are for P.E.
10. 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.
11. 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.
12. In the cafeteria, eat all the food you get. Drink all your milk if you open it. No yelling, running, or begging food from other students. The food you bring is for you; do not share it with others.
13. At the end of the day, if riding a bus, go directly to the bus lines by the north gate. Line up in your line and wait quietly for your bus. If walking or getting picked up, go to meet your parent at the west gate or cafeteria or walk through the northwest or northeast gates. If you are meeting brothers or sisters, do so at the end of the building, not at the room. Follow the directions of the crosswalk people. Scooters and skateboards need to be carried until you have crossed the street.

Pledge of Allegiance

Students in the school district shall recite the pledge of allegiance to the flag of the United States of America each morning. 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.

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.

Section 504 – Policy Prohibiting Discrimination on Basis of Disability

It is the policy of PVUSD to protect students with disabilities from discrimination and to identify and evaluation learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services or programs in order that such learners may receive the required free, appropriate public education. Please see the principal for a full description of the Section 504 parent/student rights.

Snacks and Birthday Treats

Please try to provide your student with healthy choices for snack break and lunch.

Please arrange an appropriate time and day with the teacher 48 hours in advance before bringing birthday treats.

Student Success Team (SST)

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.

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. 1. Caused, attempted to cause, or threatened to cause physical injury to another person
or
2. Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully 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 or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance,

or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.

- e. Committed or attempted 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 products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities, or willfully defied the valid authority of school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286,288a or 289 of the Penal code or committed a sexual battery as defined in Section 243.4 of the Penal code.
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- s. Aided or abetted the infliction or attempted infliction of physical injury on another person.

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 Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils. (grades 4-12 only)

EC 48900.7 Terrorist threats against school officials or school property, or both.

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).

Telephone Use

Each classroom contains a telephone for purpose of safety and better communication between parents and teachers. Students may only use phones when given permission by a staff member. We will not allow students to call home to make arrangements to visit a friend. These types of arrangements should be done prior to the visit. Student use of cell phones by students are prohibited.

Traffic Rules

- The north gate on Barnard Street is to be used for busses. Students may be picked up and dropped off at the west gate on Fifth Street. Kindergarten students are picked up in the cafeteria by their parents or guardian. The parking lot on Seventh Street is for staff.
- All students must enter and exit autos from curbside of autos. Please never let student exit the car on the traffic side. This is very dangerous.
- Students and parents must use crosswalks at all times.
- All students riding bikes and skateboards to school must wear approved safety head gear, as required by city laws.

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.

If your child is a bus rider, he/she will be expected to ride the bus daily unless you send a note to the teacher telling of a change in plans for that particular day.

Each student is assigned a definite bus route. Pick up times, routes and specific buses may need to be changed during the year to accommodate new students. Every effort will be made to keep changes to a minimum.

If your child does not ride the bus for three (3) days, the driver will not return until you have notified the transportation department.

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. No smoking on the bus.
5. Do not be destructive.
6. Remain seated at all times.
7. Keep head, hands, and feet inside the bus and out of the aisles.
8. Cooperate and follow the bus driver's directions.
9. Absolute silence is required at all railroad crossings.

General Bus Rules

1. Line up in single file, do not crowd, push, or shove while loading or unloading the bus.
2. Do not bring animals, reptiles, or insects either dead or alive at any time.
3. Do not bring glass containers, large musical instruments, or any athletic equipment on the bus.
4. Catch the bus at the assigned stop.
5. You will be held responsible for any damages done to private property surrounding the bus stop.
6. Do not tamper with any equipment on the bus.
7. ANY unauthorized or unsafe action which would endanger the safety of the driver or students on the bus is not permitted.

Parent Responsibilities

1. Have your child at the bus stop 5 minutes before scheduled arrival time.
2. If you have a 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.

Visitor Policy

Parents and community members are welcome to visit the schools. Many classes invite guests to enrich studies. ALL visitors must sign in and out at the school office before going into classrooms. Visitors are expected to observe all school rules and behavior policies while on school grounds.

Volunteer Policy

The volunteer information form needs to be completed by the candidate and signed by the principal PRIOR to taking 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. Any person that will be on campus around children more than 4 hours in the school year must complete the Volunteer screening. It is free to the volunteers and keeps our students safe.

Walking To and From School

For maximum safety, please teach your child to follow the safest route to school. Teach and review the use of crosswalks, stopping at the curb and looking both ways before crossing a street.

Please instruct your child to come directly home from school, not stop and play. Caution him/her to never talk to strangers, accept candy from strangers, or get into a stranger's car.

Website – www.pvUSD-bly.k12.ca.us

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.

Zero Tolerance

On March 16, 1993, the Board of Education adopted a ZERO TOLERANCE stand as follows:

1. Anyone possessing a weapon shall be recommended for expulsion for the current semester and the following semester.
2. Anyone selling drugs shall be recommended for expulsion for the remainder of the current semester and the following semester.

3. **Anyone inflicting great bodily harm or serious injury to another shall be recommended for expulsion for at least the remainder of the current semester and, depending upon the severity of the injuries, the following semester.**

4. **Battery against any school district employee shall result in a recommendation for expulsion for at least the remainder of the current semester and, depending upon the severity of the battery, the following semester.**

The consequences will be applied to all students involved in any of the above activities.