

ARRIVAL & DISMISSAL



STARTING TIME: 8:00

DISMISSAL TIMES:

Kinder: 2:00 pm

1st – 5th Grades: 2:20 pm

Every Wednesday ALL GRADES: 12:25 pm

Early checkout is strongly discouraged and should be done only in the case of an emergency. Every minute in the classroom is necessary for grade level mastery.

Parents, we kindly ask that you pick-up your children on time everyday from school. If you are unable to pick up your child, please send an adult identified on your child's Emergency Card with proper identification to pick up your child.

Thank you in advance for your cooperation.

PARENT INFORMATION

NO PARKING IN LOADING OR IN RED ZONES. Please use the identified areas of dropping off/picking up your child. Follow the signs in the parking area. Parking is not permitted in any Loading or Red zones.

- Always use the designated crossing areas. Never cross in the middle of the street.
- Walk on the sidewalks and NEVER run through the parking areas or loading zones.
- **Students *may be* on campus from 7:30 AM – 2:20 PM and 7:30 AM – 12:25 PM on Wednesday. There is no adult supervision before or after these times.**
- Adhere to all speed limits and be extra cautious as you approach school areas.
- The loading zones are for dropping off and picking up your child. **Please do not park your car in such areas and halt others from moving through the line.**

DISMISSAL

- Kindergarten students will be released from their classrooms located by the horseshoe driveway on Briggs Road with parent or custodian contact.
- First and Second grade students will be released from the North East Gate located at the front of the school.
- All third, fourth, and fifth grade students will be released through North West Gate located at the front of the school.
- Your children will wait in front of the school until they are released to you or walk to your vehicle.
- Please see traffic flow map located at the back of this handbook.

WALKERS

Students in 3rd to 5th grade may walk home only with a signed permission slip. The permission slip will be sent home in the first day packet. Also, written permission from the parent is required if a child will be deviating from his/her regular route home. If your child will be going home with another student, we need a confirming note (dated and signed) from you and the host parent.

BICYCLE RIDERS

· **Third, Fourth, and Fifth** grade students may ride their bike to school with a sign permission slip, sent home in the first day packet.

- A **HELMET** must be worn at all times.
- Bikes must be locked while parked in the bike enclosure by the basketball courts and the field. Lock only one bike to one lock. Friends not riding bikes must wait outside the bike rack area.
- Bikes are to be **WALKED** off and on the school grounds.
- Choose the shortest, safest route to our school with your family.
- The school and District are not responsible for bicycles or helmets that are lost, stolen or damaged (ED Code 51202 and Safety Vehicle Code 21212 Bicycle helmets).
- **Failure to comply with Harvest Valley's bicycle policies could result in forfeiting the privilege of riding a bicycle to school.**
- **Skateboards, roller blades, blade shoes are not allowed on the school campus at any time.**

ATTENDANCE



Need to Report An Absence?

Email our attendance clerk: Marcy Valenzuela
mvalenzuela@romoland.net

OR

Call us: (951) 928-2915 ext. 3223

OR

Your child's regular attendance at school is necessary for him/her to achieve the greatest academic growth. When your child misses school, he/she misses valuable learning time. Please support daily attendance at school.

- **Perfect Attendance** (No Absences, No Tardies, No Early Check outs) The classes with the highest percentage rates each month will be recognized at the monthly flag salute. Every student that has perfect attendance for the month will receive a prize! Students with perfect attendance for the trimester will be invited to an attendance party or incentive activity after the end of each trimester. Students with Perfect Attendance for the whole year will be recognized at the end of the year grade level assemblies.
- **Outstanding Attendance** Students who have **no more than three excused early checkouts or tardies for the entire year** will be recognized at the end of the year with a certificate.
- **Please take vacations during designated vacation time in accordance with the school calendar.** Time out of school is costly and hinders learning. Students may be dropped from the school, requiring re-enrollment upon your vacation return.
- **The only legal absence and/or tardy from school is due to illness, a doctor's or dentist's visit, court appearance by student or bereavement.** All other absences are unexcused.
- **Excessive Absences/Tardies:** Parents will receive a letter from the school when student attendance patterns show excessive absences/tardies and/or interfere with the student's educational progress. **Continued absences will result in a referral to the School Attendance Review Team (SART) and possible monetary fines.**
 - PLEASE REPORT ALL ABSENCES WITHIN 24 HOURS BY EMAILING OUR ATTENDANCE CLERK (mvalenzuela@romoland.net), CALLING THE SCHOOL, OR SENDING A NOTE WITH YOUR CHILD.
 - If you arrive to school after the bell rings, report to the office before going to class.
 - Three tardies are considered an absence.
- **Early Check Outs** Early check out is strongly discouraged. Every minute in the classroom is necessary for grade level mastery. We encourage parents to make doctor appointments after 2:20 pm or on Wednesdays after 12:25pm. In case of an emergency, parents wishing to check out students during the school day must come to the office to sign him/her out of school. Students will be released only to persons/parents listed on the emergency card.
- **Make-Up Work:** If your child is absence for more than one day, you may request homework for him or her by emailing or calling your child's teacher. Please allow 24 hours notice for the teacher to assemble work for your student. Students shall be given the opportunity to make-up school work missed because of an absence and receive full credit for the work if it is returned to the teacher within a reasonable amount of time.
- **Extended Illness:** Home instruction may be provided for extended illness. Parents need to discuss pre and post-operative care procedures or special care with the teacher and school health technician.
- **Independent Study:** If your child will be absent for five or more school days, please call/come into our office to arrange for an independent study contract. **Please notify the attendance clerk at least a week in advance** of your child being absent so that the proper paperwork can be completed and independent study packet can be prepared.
- **Emergency Cards: Emergency cards are generated from the Illuminate Parent Portal.** In case we are unable to contact parents or guardians, local people should be updated with their telephone numbers. **On the line marked: "Child may only be released to the following people", be sure to designate everybody (including parents and baby-sitters) who might pick up the child.**
 - The primary number that you put on the emergency card will be the number that will be called by the automated system in both cases of emergencies and general notices.
 - If you have a restraining order against a former spouse or another person, be sure to present a copy to the school office. This card should be updated whenever you change addresses, phone numbers, jobs, baby-sitters etc. **(All changes to an emergency card must be made in person.)**

Send a written note from home.

PLEASE EXCUSE ALL ABSENCES WITHIN
24 HOURS



- **Health Matters:** *If your child shows symptoms of illness before school, please keep him/her home from school.* Students who remain at home on the onset of an illness recuperate faster and miss fewer days of school. Please notify the school immediately when a communicable disease is suspected or diagnosed. This is an important step in the control of a disease. Children recovering from communicable diseases such as measles, mumps, chicken pox, pediculosis (head lice) must be readmitted to school through the health technician. **Please do not send your child to school if there has been: (1) Vomiting or diarrhea in the last 24 hours (2) A fever of 100 degrees in the last 24 hours (3) Itchy, burning, bloodshot and draining eyes. These are symptoms of “pinkeye” a very contagious disease that needs treatment from a doctor.**
- **Sick at School** If your child becomes sick or hurt at school, our health tech will attend to your child’s immediate needs and we will contact a parent/guardian to take him/her home.
- **Medications:** Please **DO NOT** send medications of any kind (prescription or non-prescription) to school with your child. Please pick-up the “Authorization for Medication” form from the school’s health office. All medications brought to school must be brought in by the parent and logged into the Health Office where it is dispensed by the Health Technician or Office Personnel. **A Physician’s Written Authorization** must accompany the medication.
- **Physical Education:** **A student may be excused from P.E. and/or recess if he/she is ill or injured.** Parent notes may excuse a student for one to three days. A doctor’s note is required to be excused from P.E. for more than three consecutive days or for recurring illnesses.

Parents are an integral part of promoting good school attendance for their children. We urge you to have your child in school at all times unless he/she is ill.

BACK TO SCHOOL NIGHT

(Parent Information Night)

Thursday, August 30th

5:30 – 7:00 PM



Back to School Night is an informative night for parents about their child’s academic program. During this evening, parents are provided the opportunity to meet the school staff, tour the school site and be informed of this year’s course of study, daily schedules and classroom procedures, materials and instructional practices. **This informative meeting is for adults.** **Any children present must be with adult supervision at all times.**

CAL Works Program

Local school districts in conjunction with Riverside County Office of Social Services have developed a school attendance policy and procedure. Students who are receiving cash aid from the Department of Social Services are required to attend school regularly. Monthly updates will be reported to local caseworkers. A family's monthly aid will be reduced for each month the child does not attend school regularly.

BEHAVIOR & CODE OF CONDUCT



Harvest Valley advocates the “**Be the BEST you can Be**” belief and attitude for all. Our Code of Conduct is based on the Positive Behavior Intervention and Support.

Be Safe – Be Respectful – Be Responsible

In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a classmate from learning. Students will not be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others.

The classroom teacher will handle minor infractions and major infractions will be referred to the Principal/Assistant Principal/Administrative Designee. Parents will be kept informed whenever a student is developing any adverse behavior patterns. The teacher and administration will work with parents to reach a solution to such adverse behaviors. All disciplinary actions will be based on California's Education Code.

Classroom Standards: Each teacher has established an individual classroom behavior and discipline plan consistent with school policy. Each plan shall include class rules and positive and negative consequences and home-school communication procedures. Each student and parent will receive a copy of the assigned teacher's discipline plan. Some consequences of violations of our daily behavior guidelines may be:

Minimum

Warning/Conference
Sit on bench (during play time)
Time out (within classroom setting)
Walk with the supervisor
Writing assignment
School service
Loss of privilege

Maximum

Office Referral
Parent Contact and/or escort at school
Cleaning, fixing or paying for damaged/destroyed property
School service
Loss of participation in school activities
Behavior Contract
Suspension/Expulsion

Conflict Management Strategies:

- Talk it over (Negotiating)
- Walk away (Abandoning)
- Say “I'm sorry” (Apologizing)
- Do something else (Postponing)
- Take turns (Cooperating)

SCHOOL SALES

Students may **NOT** sell items at school unless the sale is a sponsored activity approved by the Principal.

BULLYING



What is Bullying?

ED Code Section 48900 (r)

Severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more of the following:

- Sexual Harassment (48900.2)
- Hate Violence (48900.3)
- Threats, harassment, intimidation (48900.4)
- Has or reasonably predicted to have one or more of the following:
 - Reasonable pupil in fear of harm to person or property
 - Reasonable pupil to experience substantially detrimental effect to physical or mental health
 - Reasonable pupil to experience substantial interference with academic performance
 - Reasonable pupil to experience substantial interference with ability to participate in or benefit from services, activities, or privileges provided by the school.

What to do if your child is being bullied.

1. First, focus on your child. Be supportive and gather information about the bullying.
2. Contact your child's teacher. Give factual information about your child's experience of being bullied including who, what, when, where and how.
3. Help your child become more resilient to bullying. Encourage your child to make contact with friendly students, help your child meet new friends outside of the school environment, teach your child safety strategies, teach him or her how to seek help from an adult when feeling threatened by a bully, talk about whom he or she should go to for help and role-play what he or she should say, assure your child that reporting bullying is not the same as tattling.

What can students do to help with bullying prevention?

1. Not going along with bullying behavior to others: be supportive to someone who is being bullied; stand up in a non-confrontational way to someone who is doing the bullying if it feels safe.
2. Tell the student who is bullied to talk to someone about what happened. Offer to help by going along.
3. Tell an adult who can help you with the problem.

CLOSED CAMPUS & STUDENT RELEASE



A CLOSED CAMPUS means that once a student arrives at school, the student must remain on campus until dismissal or picked up by parents and/or authorized persons listed on the Student Emergency Card. Students will ONLY be released to adults listed on this card and who show a picture I.D.

Parents/Guardians and other people taking students from school before regular dismissal time must come to the office, present a picture I.D. and sign the student out. At NO time will a student be released to someone NOT listed on the student's information card and/or anyone not fit to supervise.

Absolutely NO phone releases or change of student dismissal – ex: (bus to walk) due to us not knowing person on phone. We are unable to verify identity of callers.

If you wish to come on campus, you must adhere to the following guidelines, which include, but are not limited to scanning a state identification card, waiting for authorization, and wearing a visitor identification badge while on campus.

HAWK TALK

We invite all parents and any other members of the community to join us for breakfast pastries, coffee, and juice. This is a chance to meet informally with the principal and hear about school programs and assessments, volunteer opportunities, ways to help your child academically, and upcoming school events. **We meet at 8:20am in the Multi-Purpose Room. See the calendar for specific dates. Please join us!!**

DRESS CODE



ATTIRE

- Shorts and skirts must not be shorter than mid-thigh.
- No spaghetti straps or showing of the mid-section.

SHOES

- Closed-toe and socks are recommended to protect your child's feet.
- Flip-flops, backless sandals/shoes, high platforms and shoes with blades are not to be worn.
- Shoes should be secured to the foot and appropriate for participating in P.E. and recess play.
- Student wearing "heellies" will have the wheels removed and parent need to collect them.

HATS AND HAIR

- Hats may not be worn inside buildings.
- Hats should not advocate or advertise alcohol, smoking, gangs, drugs, profanity, sexual innuendos, professional sports teams or violence.
- Hats must be worn with the bill facing forward.
- Hair is to be kept clean and neat. Styles that cause disruption to learning (at Administrator's discretion) will be addressed with the child and their parent.

ACCESSORIES

- Accessories should not interfere with the learning environment and/or safety of the child or others.
- Wallet chains, large bracelets/earrings/rings and other such jewelry may not be appropriate or safe for students to play or have at school.
- Extreme hairstyles, makeup, long nails, temporary tattoos are not appropriate.
- The student must carry backpacks.

SPIRIT DAYS Every Friday, we would like students to show their school spirit by wearing a school shirt, college shirt, or school colors! **GO HAWKS!** We will also have spirit days throughout the school year for Red Ribbon Week, ASB sponsored spirit days, and other events, please make sure that student's attire is safe and appropriate for the school environment.

DRUG-FREE SCHOOL DISTRICT

The Romoland School District is a tobacco-free, alcohol-free and drug-free district. The use of any such product is prohibited at all times on district property and in district vehicles.

EMERGENCIES



In the event of a disaster, such as an earthquake during school hours, all students will be kept at school. They will not be released until a parent or parent designee arrives at school with proper identification to pick the child up. Parents are requested to list their "designees" on the Student Emergency Card. **Should you change jobs, babysitters, your home or business phone number, please notify the school office immediately in person as that no vital information may be changed over the phone.**

Harvest Valley Elementary School has a comprehensive disaster/safety plan. Students and staff participate in regularly scheduled earthquake, fire, disaster and "lock-down" drills. A practice fire drill is performed monthly.

Donations needed: A case of bottled water for each room on campus.

STUDENT RECORDS

All student records maintained by the school are open for review by the child's parent or guardian. These records may **NOT** be released to anyone outside the school. If you wish to review your child's records, please contact the school and set up an appointment.

FIELD TRIPS



All Field Trips will be for instructional purposes and align to academic curriculum.

- District approved volunteers may be asked to chaperone in school-related field trips.
- Students and chaperones must ride the bus to and from the field trip.
- Romoland SD regulations do not authorize siblings to ride busses or attend Field Trips.
- All students must have school parent permission slip to participate in Field Trips, signed and turned in by due date. Verbal permission cannot be accepted.

Chaperones are to wait at designated pickup location.

HEALTH AND WELLNESS



Romoland School District has adopted a new Health and Wellness Policy. The purpose of this policy is to ensure lifelong good health and practices towards a health body and mind. Every effort is being made to provide each student the understanding and maintenance of good health practices.

Parents planning to donate items for a classroom party or to celebrate a child's birthday should consider the following:

- Items shall be commercially prepared and wholesome at room temperature (they cannot require refrigeration or freezing). It is best for items to be individually packaged.
- The combined calories of items donated shall be less than 170 calories per student.
- The state requirement states that the item has less than 30% fat and 30% sugar.

Join us in learning more about our children's health and providing "good choices" in eating and physical exercise. We look forward to a health year! Watch for further information.

HOMEWORK



All students will have homework Monday – Thursday nights. Homework will consist of review of the day's assignments and time to enjoy reading. Please emphasize the importance of homework by providing a quiet place to work, proper lighting and assistance in initiating homework and completion of assignments. All students at Harvest Valley will receive a Homework Folder or Assignment Binder to keep track of their daily homework.

Contact the front office to obtain homework (and daily work) if your child is absent for several days. Your child's teacher will be glad to gather their missed assignments. The requested homework or daily work will be ready for pick up at the end of the following school day that the request is made.

Forgotten homework will have to be picked up next day.

TAKE FIVE

As a family, take five minutes every night to talk to your child about his/her school day. Some questions you could ask your child include, but are not limited to the following:

- What is your student goal?
- What did you do today to help achieve your goal?
- What did you do today to help others or your school?
- What was your favorite part of the day?

STUDENT INSURANCE



The Romoland School District does not offer medical/dental accident insurance for students injured on school premise or through school activities. To help provide coverage for your child, the district is making available a low cost/medical/dental accident insurance through Pacific Insurance Services.

Information on Immunizations may be found in the School Office or by contacting our School Health Technician.

INDEPENDENT STUDY



Independent Study contracts may be requested if your child is to miss 5 or more days of school. **All assigned work must be completed in order to receive full attendance credit. Contract requests must be made one week prior to the first missed day.**

Remember, a student misses more than the assignment when they are absent from school. Please promote sound attendance patterns.

PARENT CONFERENCES (INDIVIDUAL)



Individual parent-teacher conferences are scheduled in the first trimester and may be requested throughout the school year. Please refer to the 2018-2019 school calendar for specific dates. Students are encouraged to attend the conferences with their parents. This is an important conference as a review of your child's academic performance and achievement towards proficiency of Common Core Standards.

Parents are invited to request a conference with their child's teacher at any time. Please contact the school office to schedule an appointment.

REPORT CARDS & PROGRESS REPORTS



Students shall receive two Progress Reports and three Report Cards per year. Please see the 2018-2019 school calendar for the exact dates each grading period ends.

In compliance with the Education Code, the parent/guardian shall be notified by the teacher during each grading period whenever it becomes evident to the teacher that the child receives unsatisfactory grades issued as academic and/or citizenship marks. Parents will be notified a few weeks prior to the issuance of report cards in the event that special assistance is needed.

INTERVENTION & ENRICHMENT BLOCK

During the first six weeks of school, your child will be given multiple district assessments. The assessment results will be utilized by the teacher to determine, which interventions or enrichments are necessary for your child to be successful. Every grade level will have a thirty-minute intervention/enrichment block where students will be grouped according to their unique learning needs.

LIBRARY



The Harvest Valley Library is a special place for students to enjoy. Each student has the opportunity to visit the library. Students are responsible for the proper care and return of all books. Please encourage clean hands, safe placement and timely return of all checked-out books.

Permission slips for the library will go home in the first day packets, please return them to your child's teacher as soon as possible.

Library checkout privileges may be suspended if a student does not return or pay for the lost/damaged book.

LOST AND FOUND



Students and parents may check the "Lost and Found" located in the Multi-Purpose Room for missing items. Parents are urged to mark lunch boxes, sweaters, jackets, etc. Unclaimed items will be donated to charities at the end of every trimester.

LUNCH AND BREAKFAST PROGRAM



BREAKFAST Breakfast will be served FREE OF CHARGE TO ALL STUDENTS. Harvest Valley received a grant that allows us to serve ALL students breakfast everyday, no charge. Breakfast will be served in the classroom at the beginning of each day.

LUNCH PROGRAM For the 2018 - 2019 school year, ALL of our students will receive a healthy lunch each day FREE OF CHARGE.

OFFICE PASS



All students out of their regular classroom must have a Pass to be out of class. Teachers are expected to document the whereabouts and time for each student leaving their classroom.

Passes to Office/Health Technician:

Students must be quiet at all times in office/health technician's office.

OPEN HOUSE

April 11, 2018
5:30 to 7:00pm



In the last trimester, parents, students and friends of Harvest Valley are invited to an evening of celebration in honor of student achievement.

This is not an opportunity to have a “one on one” conference with your child’s teacher. Parents are invited to view their child’s academic growth.

Remember, students must be escorted by an adult as supervision is NOT provided.

PARKING



Park in designated parking areas only. Remember, there is NO double-parking, parking in loading and red zones or in bus loading zones. Adhere to all curb markings and staff directions. Be patient and cautious of students and parents passing through undesignated walkways.

Persons displaying a handicap sign may park in the parking lot.

Please DO NOT motion for students to cross the street to meet you. This creates an unsafe situation. Students should always cross with the crossing guard.

All students MUST be in safety belts.

PETS AND ANIMALS



No animals, fowl, reptiles are allowed in the classroom unless prior approval by the teacher and Administration have been obtained. **Due to the unpredictability of dogs, THEY ARE NOT PERMITTED ON CAMPUS DURING ARRIVAL AND DISMISSAL TIMES, EVEN ON A LEASH.**

PERSONAL PROPERTY



Personal property items are to be kept at home, unless otherwise specified by your child’s teacher or Administration. This includes jewelry, sports equipment, radios, collectible cards, toys, rollerblades, skateboards, cosmetics, handheld electronic games, etc.

Cell phone, for emergency purposes, may be brought to school, but must be turned off and placed in student’s backpack during school hours.

- Harvest Valley will not be responsible for any lost or stolen personal property.
- Items taken from students by school personnel may be picked up by child’s parent/guardian after school.

PHYSICAL EDUCATION



California Education Code requires that all students participate in Physical Education. Students are to wear appropriate clothing and shoes for running, jumping, climbing and calisthenics. Physical Education classes will be held every Monday and Thursday.

A student may be excused from P.E. if he/she is ill or injured. Parent notes must be submitted to excuse from P.E. for one to three days. A doctor's note is required to be excused from P.E. for more than three consecutive days or for a recurring illness.

Peace Patrol



Peace Patrol is made up of fourth and fifth grade students who are provided specialized training in the area of conflict resolution and problem solving. These students help support younger students during morning recess. They also help during special school and community events.

After School Programs



Romoland School District is pleased to welcome you to apply for our 2018-2019 after school program. The after school program operated under VOYAGERS until 6:00 pm, Monday through Friday. VOYAGERS program applications are available in our school office.

Programs start the **SECOND DAY OF SCHOOL.**

For more information please contact the VOYAGERS program.

ELAC

Every school with 21 or more English Learners, regardless of language, must form a functioning English Learner Advisory Committee (ELAC). Our ELAC meets once a month and is open to all parents with students who are English Learners and Staff.

STUDENT STUDY TEAM (SST)

The Student Study Team (SST) serves as the on-site committee to discuss students who may be experiencing difficulty at school. This team, composed of the Principal or Assistant Principal, Classroom Teacher, and Parent or Guardian. The purpose of an SST meeting is to look at the whole child and identify additional strategies to help a student be successful. Referral for this process usually begins with the homeroom teacher, but parents may refer students as well.

AVID Elementary



AVID (Advancement Via Individual Determination) Elementary

AVID Elementary is a foundational component of the AVID College Readiness System and supports AVID's mission and vision to provide a comprehensive model of success for all students, from elementary through higher education. AVID Elementary is designed to be embedded into the daily instruction of all elementary classrooms, across entire grade levels, to impact schoolwide structures. AVID Elementary Essentials focus on the four necessary areas to ensure that all students are poised for academic success: Instruction, Culture, Leadership, and Systems.

Components:

Student Success Skills – encompassing communication skills (e.g. listening, speaking, writing), self-advocacy skills, note-taking strategies, critical thinking, and study skills.

Organizational Skills – both mental and physical; students learn to use organizational tools, as well as learn and practice skills around time management and goal-setting.

WICOR Lessons – emphasize instruction on writing to learn, inquiry, collaboration, organization, and reading to learn in all content areas.

Partnerships – among students, classrooms, grade levels, schools, feeder patterns, families, and communities.

RECESS

Recess is for getting drinks, using the restroom and playing and socializing with friends. Students are to “freeze” when the bell rings, wait until teacher/supervisor blows their whistle and walk to designated line-up area. Classroom teachers will meet and escort their class to/from recess.

Snacks are permitted at recess and are to be eaten at the snack tables, disposing of all trash in proper receptacles. **SODAS AND CANDY ARE NOT PERMITTED. ONLY** nutritious snacks are allowed (cheese and crackers, fruit, sandwich, etc).

PLAYGROUND PROCEDURES AND SAFETY



- Students play in assigned areas. All students report to the playground before school, at recess and during lunch periods.
- Students are to follow all playground rules and use equipment safely and properly. Balls are not to be thrown against the buildings or above the waistline of others.
- Jumping from the equipment is prohibited.
- Students are to report accidents or disturbances to the nearest supervisor on duty. They are also to report if a ball has gone over the fence.
- Students are not to bring play equipment from home. Items will be taken away.
- Special activities are planned for inclement weather days (excessive heat, cold, rain, wind, etc.)

MESSAGES TO STUDENTS AND TEACHERS

We do not permit calls into classrooms during the school day. Each teacher has voicemail. Please do not expect teachers to return your call before the end of the day, as they are busy teaching.

If you call during the school day our school secretaries will take a message for you to be put in the teacher’s box.

We will not take changes in transportation requests via phone; they must be done in person or in writing to a child’s teacher.

WE’RE ON FACEBOOK!!



CHECK OUT OUR SCHOOL’S FACEBOOK PAGE FOR UP-TO-MINUTE NEWS AND PICTURES!

Show your HAWK PRIDE and “LIKE US” on Facebook!!

AWARDS AND RECOGNITION



STUDENT OF THE MONTH Each month the entire school will focus on one of the Six Character Traits as follows: August and September – Responsibility, October – Trustworthiness, November – Citizenship, December – Caring, January – Fairness, February and March – Respect, April – Trustworthiness, May – Caring, June -- Citizenship. Teachers will be teaching specific lessons about the traits and incorporating them into their lesson plans. Every month at our flag ceremonies starting in September, a student from each class will recognize as the Student of the Month based on the Six Character Pillars Traits he or she displays.

WEEKLY RAFFLES During the week, students can be “Caught Doing Good” by any staff member and receive a character counts ticket! On the FOLLOWING MONDAY, six lucky student’s names are drawn and they will come up to the office to pick out a prize!

Trimester Assemblies We love to celebrate and recognize student success!! At the end of every trimester, we will hold grade level trimester assemblies to honor our students at each grade level. We recognize that this is an exciting time for you and your child, but we ask that you do not bring any balloons to the assemblies. We have staff members and students with allergies to balloons, we thank you in advance for your adherence to this policy.

Kindergarten Celebration At the end of the year we will have a celebration to celebrate your child’s completion of Kindergarten. The celebration is held during the school day and your child will not wear a cap and gown. All students will receive a certificate and perform for their parents. We recognize that this is an exciting time for you and your child, but we ask that you do not bring any balloons to the assemblies. We have staff members and students with allergies to balloons, we thank you in advance for your adherence to this policy.

Fifth Grade Promotion At Harvest Valley, we do not hold a fifth grade promotion ceremony. Students will be recognized at the Third Trimester Assembly for their completion of 5th grade. We reserve promotion for middle school and high school completion.

PARENT VOLUNTEERS

WE NEED YOU!!

Harvest Valley loves parent volunteers!! You do not have to volunteer everyday, just as your schedule permits, or just for special events! Talk to your child’s teacher about ways to volunteer from the comfort of your own home! Parent volunteers have the first opportunity to attend field trips. Please look for volunteer forms to be sent home in first day packets and from your child’s teacher during the first week of school.

STATE LAW REQUIRES THAT ALL VOLUNTEERS HAVE A VALID TB TEST.

TELEPHONE



The telephone in the School Office is a business telephone. Students may use it and classroom telephones with adult supervision. The office phones are available for use 15 minutes after dismissal for students to call parents for a pick-up. Calls home regarding “going to a friend’s house after school or changing plans” are not permitted.

Cell phones are **NOT** to be used during school hours. **Two-way communication between home and school is a must!** Please feel free to write a note or leave a phone message whenever you need clarification on an item. Every teacher at Harvest Valley has an email address and voicemail for this purpose. Parents should contact the teacher first when there is a problem in the classroom or a problem concerning their child. If you do not feel your concern has been addressed, after speaking with the teacher and allowing him or her adequate time to resolve the issue then you may contact a school administrator.

SCHOOL WEBSITE



Please visit our school’s website often for the most up-to-date information about happenings at Harvest Valley!

Information you can find on our website includes:

- **Upcoming Events**
- **Important Dates to Remember (including holiday breaks)**
- **Pictures of our wonderful Staff, Students, Parents and Community Members!**
- **Bell Schedules**
- **Important Phone Numbers**
- **Often Used Forms**

SUSPENSION/EXPULSION OFFENSES





According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

- Cause, attempted to cause or threatened to cause physical injury to another person.
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- Possessed, used, sold or otherwise furnished or been under the influence of any controlled substance – alcoholic beverage or intoxicant of any kind.
- Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind and then sold, delivered or furnished another substance and represented it as a controlled substance, beverage or intoxicant of any kind.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- Disrupted school activities or willfully defied authority of school personnel.
- Knowingly received stolen school property or private property.
- Possession of imitation firearm.
- Committed or attempted to commit sexual assaults or committed sexual battery.
- Harassed, threatened or intimidated a pupil who is a witness in a school disciplinary proceeding.
- Committed sexual harassment (grades 4-12 only).
- Caused, attempted to cause or participated in an act of hate violence (grades 4-12 only)
- Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils (grades 4-12 only)



Notice to student's parents/guardians: possession of a firearm, brandishing a knife, sale of drugs or sexual assault and/or battery will result in automatic expulsion recommendations.

Please note: Students suspended from school are not allowed to attend/participate in any school activity. All missed assignments must be obtained from the teacher and completed to receive credit.

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| <p style="text-align: center;">REGISTRATION INFORMATION</p> | <p>Parents may enroll their student at Harvest Valley’s school office at the following times:</p> <ul style="list-style-type: none"> • For the first two weeks of school the hours are 8:00 - 10:30am and 1:30 - 3:30 pm. • After the first two weeks of school parents/guardians can enroll students any time from 7:00am - 4:00pm. |
| <p style="text-align: center;">SCHOOL SITE COUNCIL</p> | <p>Harvest Valley’s School Site Council is a representative body of staff members and parents working together as a council to plan objectives that support our academic program. It serves as the body that monitors the school’s LCAP (Local Control Funding Plan), reviews and approves budget, and evaluates the programs. Interested parents may contact the school or may attend any School Site Council Meetings noted on our school calendar.</p> |
| <p style="text-align: center;">Associated Student Body (ASB)</p> | <p>In order to provide leadership opportunities for our students at Harvest Valley, our school has formed an Associated Student Body (ASB). All students at Harvest Valley are encouraged to participate in ASB or ASB activities. Any student wishing to be an ASB officer may run for office of President, Vice President, Treasurer, or Secretary. All students attending ASB sponsored activities must adhere to school rules and dress code.</p> |
| <p style="text-align: center;">VISITOR PROCEDURES</p>  | <p>We love school visitors and volunteers! We appreciate the opportunity to explain and share our school program. Please comply with the following procedures:</p> <ul style="list-style-type: none"> • Immediately upon entering the school building or school grounds, any person who is not a student or employee of the said school must report his/her presence and the purpose of visiting the school. Visitors are required to adhere to the following guidelines, which include, but are not limited to scanning state identification card, waiting for authorization, and wearing an identification badge while on campus. • Prior arrangements for school visit to the classroom and/or school grounds must have been made with the classroom teacher and/or Administration. Teachers will be contacted by the office before visitors are permitted to enter. • Visiting students are not permitted. In the interest of safety and instructional environment, only children regularly enrolled may be in the classroom and on the playground during school hours. • Any person requested by the Principal and/or Administrative Designee to leave the school grounds must promptly comply. |
| <p style="text-align: center;">FLAG CEREMONY STUDENT RECOGNITION</p>  | <p>OUR FIRST FLAG CEREMONY WILL BE FRIDAY, SEPTEMBER 14th!! LOOK AT OUR CALENDAR FOR ALL OF OUR UPCOMING FLAG SALUTES!</p> |