

# Welcome Pauba Pilots!

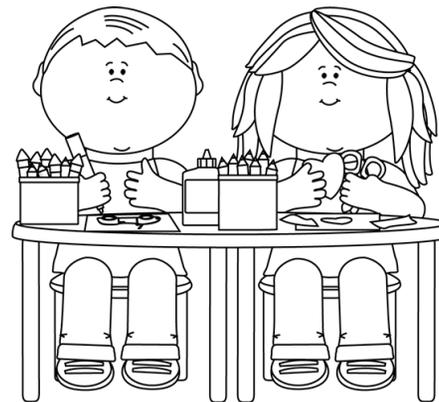
Dear Parents and Students,

Welcome to the 2019-2020 school year at Pauba Valley Elementary School! To the families that are new this year, welcome to Pauba Valley. To our returning families, thank you for being a part of the wonderful traditions and culture that make our school a special place for children.

This handbook is provided to help you find information about our school. Please take the time to read it thoroughly; information on school life, curriculum, and expectations for student behavior, and answers to questions parents and students frequently ask are included. You, the parent, are your child's most important teacher throughout life. We truly value the teamwork of parents and educators; and we are committed to working with you every step of the way to ensure that your child receives the highest quality education. We truly believe children come first at Pauba Valley, and we look forward to another year of educational excellence!

Sincerely,

Shelley Maxwell  
Principal





## ABSENCES and ATTENDANCE

Students with several absences and/or many tardies may be referred to the School Attendance Review Board Team (SART). The team consists of a school administrator, teacher, and assistant director of student welfare and success who meet with parents regarding their responsibility for their children and regular school attendance. In California, schooling is mandatory and regular student attendance is of great importance to student success and achievement. Recent studies have verified that students with high-test scores and high achievement also have excellent attendance. Due to the State of California's new direction of actual attendance accounting the schools will only receive funding for students who are in attendance in class. Independent Study Contracts will still be available for long-term illness or travel/vacations. It is imperative that we utilize this option. It is critical that your child attend school regularly. Independent Study Contracts may be obtained from the office for a minimum of five days. Please see the Independent Study Contract section of this handbook for more information. Every absence from school will require a note from a parent or guardian when the child returns to school or a telephone call to the attendance office at 302-5150. Our attendance clerk will inform you via email or our automated system will call you that evening if your child was marked absent.

## ARRIVAL and DEPARTURE



During the 2019-2020 school year, Pauba Valley students in 1<sup>st</sup> through 5<sup>th</sup> grades will begin school at 8:55 a.m. and will be dismissed at 3:20 p.m. **Please make special note of our modified days for this school year which are designated on the calendar. On these days, students in grades TK/K through 5<sup>th</sup> will be released at 1:00 p.m.**

Early Bird kindergarten begins at 8:55 a.m. and will be dismissed at 1:00 p.m. Late Bird kindergarten begins at 10:30 a.m. and will be dismissed at 2:35 p.m. On all Modified Days, late bird TK/Kindergarten students attend the early bird session. All modified days for the 2019-2020 school year are listed on the calendar.

Staff members are on duty to supervise students on the playground beginning at 8:40 a.m. Students may not be on the grounds prior to that time, nor may they be unsupervised on the periphery of the school. Parents with students needing care before or after school may contact our on-site BASES program at 302-5145.

## BIKES



Students in grades 2, 3, 4, and 5 may ride bicycles to school. Before coming to school, please discuss and map out a safe route to school and observe your child while riding his/her bike. Bike racks are

provided, but all students must provide their own bicycle locks. **Remember that California law mandates that all children must wear helmets when riding a bicycle.**

Students may ride their bikes to school if the following rules are obeyed:

1. A bicycle helmet is worn when riding a bicycle.
2. Each bike must be locked to the bike rack. Students must provide their own locks.
3. Bikes must be walked on the sidewalk and within the crosswalk area.
4. Bikes may not be ridden on campus or through the parking lot.

Students who ride unsafely will have their bike riding privileges revoked.

**For safety and storage reasons, roller blades, roller skates, shoes with wheels, and skateboards are not permitted on campus. If students have these items, they will be held in the office for parent pick-up.**



### **BIRTHDAYS**

If a student wants to bring in a treat to share, it must be store bought and must meet the Nutritional Guidelines. Please check the school website for foods that meet our nutritional guidelines. Many of our students have diet and/or allergy restrictions; therefore, prior approval for SAFE foods is needed. No homemade food items are allowed. Balloons and flowers are not permitted as they are a distraction. Please speak with your child's teacher before bringing in treats.



### **BOOKS**

Books for all classes are provided by the Temecula Valley Unified School District. Although some workbooks are provided for student use each year, most hard cover books must last for 5 to 7 years. Therefore, it is important that students take responsibility for keeping each book in good

condition, free from pencil or ink marks, and covered. Parents/students will be charged for all damaged or lost books including library books and classroom texts.

### **BUDDY CLASSES**

Some primary classes are adopted by an upper grade class. Students participate in many activities such as reading, art projects, creative writing assignments, classroom parties, and cross-age tutoring.



### **CELL PHONES**

Students who bring cell phones to school are responsible for keeping them secure. They must be turned off when the student enters school and only turned on once the student leaves campus after school. If students are using cell phones during the school day, they will be taken and held in the office for parent pick-up. Please speak to your child's teacher regarding cell phone policies for his/her class.

### **CONCERNS/COMPLAINTS**

Step 1: When someone has a concern or complaint, he or she is expected to first contact the person against whom the complaint is lodged. Parents are encouraged to attempt to resolve concerns directly with the staff member involved. Most often problems are reconciled at this level.

Step 2: If a problem is not reconciled after the conference with the complainant, a parent may request a meeting with the principal. The principal will try to reconcile the issue on an informal level between both parties. If the parent continues to feel that the issue is unresolved, the principal can assist the parent in following a formal complaint process.

### **CUMULATIVE FILES**

Records are maintained on each child at Pauba Valley. These records contain a history of testing, report cards and other information considered educationally valuable. Parents, by appointment, have the right to review and have copies of their child's records. All other access to these records is controlled by law.

### **CUSTODY PAPERS**

The school must legally allow either parent to check their child out of school with proper I.D. unless court custody papers are on file in the school office.





## DRESS and GROOMING AT SCHOOL

Students are required to show proper attention to personal cleanliness, health, neatness and safety. In addition, state law requires that all children wear shoes at school. A well-groomed appearance is important in developing a positive self-image and complements the total instructional program.

- Extreme styles or fads that may disrupt the educational process or other school activity is prohibited.
- Revealing clothing is not permitted. Halter-tops and shirts with spaghetti straps are not permitted. Students' shirts should meet the top of their pants or shorts. Undergarments should not be visible at any time. Shorts/skirts must come down to your fingertips when arms are down by your side otherwise student will be asked to change into PE loaner shorts from our Health Office.
- Sandals may be worn only if they have a front and back strap and do not have a heel exceeding 1", according to the California Safety Code. However, tennis shoes are far safer for our active students and enable greater participation in P.E. and other outdoor activities.
- Clothing that is offensive or may promote gangs, drugs or alcohol is prohibited. Baseball hats are to be worn with the bill forward. Hats are not allowed to be worn inside the building.

## DROP OFF AREA

Parents driving students to school need to pull through the parent drop-off/pick-up area counter clockwise. Please be sure to pull forward all the way along the curb before stopping to drop off students, so that there is no space between the cars. Students are to be dropped off only onto the sidewalk, never onto the street. Additionally, **students are never to step between cars or enter cars from the driver's side.** Parents should not exit cars for any reason. Please make sure your child exits the car as soon as you stop, even if your car is at the back of the loop. Waiting until your car is at the front of the loop significantly slows down the flow of traffic. Your child can safely exit the car and walk on the sidewalk to the gate. Thank you for your cooperation. By maintaining a single lane of traffic, there is a better chance that student drop-off/pick-up will be accomplished safely and more expediently. **Please stay in the line of cars until you have dropped your child off. Please do not make a left into the loop when cars are waiting - it causes gridlock and delays the process. The school parking lot is not a drop off or pick up area for students. The parking lot is for staff, guests visiting the school and buses only. Please keep the curb along the front of the school clear at all times.**

## EARLY CHECKOUT

Parents wanting to have a student released early must sign their child out in the school office. For your child's protection, the office does not release students to siblings under the age of 18 or to adults who are not listed on the emergency card. Identification is required. **Early checkout should be avoided whenever possible as students are missing important instructional minutes.**





## **EMERGENCY INFORMATION**

The following documents will need to be printed, signed and returned with your student to their teacher during the first week of school to complete your registration process.

- Required documents for Identity & Residency Verification Form
- Affidavit of Residency form required only if sharing a residence
- Updated Health History Form – printed copy
- Optional: Media/Photo Release Directory Information Release forms if you selected to complete these



## **EMERGENCY DRILLS**

Fire, lockdown, and earthquake drills will be practiced on a regular basis. Fire drills will be held monthly while earthquake and lockdown drills will be practiced several times each semester. Students respond quickly to the emergency commands and are prepared to act appropriately during a disaster. The Pauba Valley Staff has a formal site disaster plan in place.

## **EMERGENCY PROCEDURES**

At Pauba Valley, we will enforce rules and follow procedures designed to keep your child safe. There are times, however, when emergencies occur. At those times it is very important to be able to contact a person known and trusted by the student. For this reason, we ask that you log on to your parent portal and complete the online registration process. In case of a disaster, our School Site Safety Plan will be followed. Students will be kept at school, if it is safe to do so, until picked up by a parent or the person designated on their emergency form. If the school is not safe, students will be evacuated and be kept at a place deemed safe by the local authorities. Any change of location will be broadcast over local media and posted at the school.

General procedures to be followed in all drills and emergencies:

- Each teacher is responsible for his/her students and will know the whereabouts of all students assigned to that class.
- Accurate lists will be kept documenting the destination and responsible party removing any student for any reason.
- Teachers will remain on duty until all students are safely released to a parent or designated adult.





## **FIELD TRIPS**

Field trips within our city and to other nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign the field trip permission slips. Please note that students may go on a field trip with their class only. Parents participating on field trips are not permitted to bring siblings and will be required to read and sign a Chaperone Guidelines form in order to attend. Our PTA helps to fund admission costs but we ask parents to donate transportation cost.

## **FRIDAY FLAG ASSEMBLY**

Pauba Valley Students and staff meet on the blacktop behind the school on Friday mornings to recite the Pledge of Allegiance, recognize students for accomplishments and birthdays, hear about upcoming events, review school-wide expectations and sing our school song. We encourage you to join us for this event.

## **HOMEWORK**

Students should be able to complete homework independently, or with minimal supervision. Parents are encouraged to show interest in their child's work and provide an appropriate setting, free of distraction, to promote quality work. Homework is usually assigned Monday through Thursday. Primary students will be assigned minimal homework initially, with about 30-45 minutes expected by grade three. Upper elementary students can expect up to 60 minutes per evening. Should there be days when no specific homework is assigned, parents are encouraged to help their child maintain a regular study schedule with the focus on reading or writing. Part of homework time should include a minimum of 15 minutes of required reading nightly. The more students read, the better readers they become.



## HONOR ROLL

Honor Roll recognizes academic excellence. Students must earn Three 90% and two 80% or better; no 70% and no minuses (-). Honor roll students are recognized at the Honor Roll Assembly at the end of the semester. Our Principal's Honor Roll recognizes students with all 90% and all pluses (+). Students in grades 4 and 5 are eligible for Honor Roll. Fifth grade students who achieve Honor Roll for both semesters and score advanced in Language Arts and Math on State Assessments in both fourth and fifth grade will be considered for Presidential Academic Awards, which are announced at 5<sup>th</sup> grade promotion.



## INDEPENDENT STUDY GUIDELINES

Independent Studies are available for students that will be absent for five or more days. The Independent Study will need to be approved by administration prior to the absence and checked out through the front office and your child's teacher. Please allow two weeks prior to the absence. This can occur once during the course of a school year but is not a recommended course of action. Please try to plan your vacations during the normal school districts breaks to avoid missing instructional time.

## LOST AND FOUND

Every year students leave valuable articles of clothing, lunch boxes, and backpacks at school. All unclaimed items are donated to charitable organizations at the end of each semester. **Please put your child's first and last name on all personal articles with indelible ink markers.** This will enable the staff to return the articles to the proper owner. Parents and students are encouraged to check the lost and found area several times during the course of the year.



## LUNCH



Milk - .50      Lunch - \$2.75

Students have approximately 40 minutes for lunch and playtime. Students may bring a lunch to school or purchase a complete hot lunch. You may send money with your child to school or you may pay for your child's meals via the internet or telephone with a credit card or electronic check. For more information go to [www.tvusd.k12.ca.us](http://www.tvusd.k12.ca.us) and follow the School Lunch link. You may also click on this link to apply for free and reduced lunch. Menus are sent home monthly to inform you of the lunch

selections and are available on our school website. We encourage you to pack a complete and nutritious lunch. Sodas are not permitted and we recommend that you avoid sending fruit cups and sweet juice drinks. These foods tend to attract bees in the summer and create a problematic situation in our lunch area. Thank you for your help.

If your child forgets their lunch or lunch money, you may bring it to the front office. At the beginning of their lunch period, they may pick it up on the office counter. **Classrooms will not be disrupted.** In the event that a child does not have a lunch, an emergency lunch will be provided that includes a cheese sandwich, milk, juice and items from the salad bar.

### MEDICATION

**When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician complete a district form in order for the nurse or health clerk to administer this prescribed medication. The medication must be brought to school by an adult in the original container and will be locked in the nurse's cabinet. Without exception, students may not bring any medication to school! This includes over-the-counter medicine. What may have medicinal value to one student may be lethal to another.**



### MESSAGES TO STUDENTS



It is understandable that, occasionally, emergency situations arise requiring the office staff to relay a message to a student. In these situations the school will accommodate. However, to help eliminate classroom disruptions please make after school arrangements prior to the start of the school day. **We do not put phone calls through to the classrooms.**

### NUTRITIONAL GUIDELINES

**(All food products brought into the school for celebrations MUST be store-bought and in the original packaging with the nutrition label intact.)**

State and District adopted guidelines must be adhered to at all times. No exceptions.

For more information, please see the "Nutritional Guidelines" and "Healthy Snack Suggestions" links on our website:  
<http://pves.tvusd.k12.ca.us>

## PARENT VOLUNTEERS

Parent volunteers are an important part of the educational programs at Pauba Valley School. Many programs and activities would not be possible without your help. Please feel free to contact your child's teacher if you are able to find time to help. All parent volunteers are required to sign in at the office via our Raptor sign in system when coming on campus. **Younger siblings may not accompany parents when working during school hours.** Parents who volunteer must have a Megan's Law Background Check, A Volunteer Code of Conduct and a current TB clearance on file in the Pauba Valley office.

## PARKING LOT

Guests to Pauba Valley may park in the front parking lot or along the street on Regina if the parking lot is full. **Cars may not stop or park along the curb in the front parking lot at any time as this is a no parking zone and is reserved for buses and emergency vehicles only.** If all parking stalls are full, you will need to park on the street and walk from the street to enter the campus. Students cannot be picked up or dropped off in any area of the front parking lot. You may park your car in a stall and walk your child to the sidewalk, or park and walk to meet your child at dismissal, but cars will not be able to pull up to the curb and stop at any time. It is critical that we keep the area clear for buses and our visitors in a wheelchair that will need to access the wheelchair ramps.

## PBIS

**Pauba Valley is a PBIS school!**



## What is PBIS?

PBIS (Positive Behavior Interventions and Supports) is a set of principles derived from decades of behavioral research. It is nationally recognized and has many benefits including: improving school climate, reducing referral rates, increasing attendance rates and increasing student achievement (PBIS.org).

## 5 components of PBIS

**Define** – clear and concise definition of behavior expectations

**Teach** – direct teaching of behavior expectations

**Remind** – daily reminders and supervision

**Acknowledge** – consistent acknowledgement of the expected behaviors

**Correct** – consistent correction of the problem behaviors

Students are taught expectations by location and all adults on campus support students in following the expectations. Below is an example of one of the expectations by location.

### Following Instructions



At the Person



Say OK



Do what you have been asked right away



Is it Safe?	Is it Courteous?	Is it Responsible?	Is it Fair?
<ul style="list-style-type: none"> <li>Walk on the blacktop</li> </ul>	<ul style="list-style-type: none"> <li>Always use polite language</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment to its proper place</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> </ul>
<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Freeze at the bell</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom and get a drink</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> </ul>
<ul style="list-style-type: none"> <li>Use equipment properly</li> </ul>			<ul style="list-style-type: none"> <li>Follow posted game rules</li> </ul>

Students are also taught Behavior Standards throughout the year. The behavior standards taught include Following Instructions, Getting the Teachers Attention, Listening to others and Staying on Task.

### PHYSICAL EDUCATION

All students in grades 1-5 are required by law to receive a total of 200 minutes every 10 days of PE instruction. Our PE Specialist will provide 90 minutes weekly the first semester and the classroom teacher will provide 20 minutes of PE instruction per 10 days. During second semester the classroom teacher will provide 110 minutes of PE instructions, our PE specialist will provide 90 minutes every 10 days. Please ensure that your child wears appropriate close-toed shoes, preferably tennis shoes on his/her assigned PE days. Please ask your child's teacher as to which days are designated for PE instruction.



### PTA

PTA is a great organization of volunteers who work to provide special programs for students, and implement exciting activities and events. PTA events are successful because parents volunteer their time to make school activities fun for students and their families. PTA has established a variety of traditions including the Harvest Festival, Movie Night and Cookies with Santa. PTA has also provided our handprint wall, thousands of dollars in

books and periodicals for classrooms, playground equipment and our school marquee, as well as helping to fund assemblies and providing support for our garden. Join PTA today! By working together, we can provide many opportunities for our Pauba Valley Pilots!

### **RAPTOR SIGN IN SYSTEM**

In order to better protect our students, visitors and staff, TVUSD has purchased an electronic visitor sign in system for all schools called Raptor. Each adult visiting PVES will be required to sign in at the front office with a government issued ID. The system will automatically check the database for Megan's Law as visitors are checking in. Thank you for your cooperation.



### **REPORT CARDS and PROGRESS REPORTS**

Report cards are issued two times per year, at the end of each semester in January and June. Progress reports will also be sent out in October and March. Should your child receive an unsatisfactory progress report, I encourage you to contact the teacher to establish specific objectives to improve his/her academic achievement in the classroom.

### **SAFETY AFTER SCHOOL HOURS**

Please have your children walk or ride their bike to school with a friend. Plan your children's school route with them so you will know where they should be in case they are late getting home. Do not allow your children to talk to or accept a ride from a stranger. Only allow your children to accept a ride from someone known to the family who is not a stranger AND who uses a secret password. Your children's route to and from school should include a "safe house" your children can go to in case of an emergency. Make sure your children call you or a guardian at a designated time to let you know they have arrived safely at home. Make certain you ALWAYS know where your children are. Please do not have your children wait for you in any of the local parks that are near Pauba.

### **STUDENT COUNCIL**

Students in grades 4 and 5 are given an opportunity to participate in decisions affecting the student body at Pauba Valley Elementary School and to receive first hand knowledge of the democratic process. The student council sponsors special school spirit dress-up days, and help Mrs. Maxwell with morning announcements and our Friday Flag assemblies.



## **STUDENT SUCCESS TEAM**

The Student Success Team (SST) convenes on a regular basis to discuss identified students struggling socially or in one or more academic areas. Parents are invited to attend all meetings. The team includes your child's teacher, the student success team facilitator, a site administrator and other relevant staff.

## **TARDINESS**

Pauba Valley students are expected to arrive on time daily. Should a student arrive late to school, he/she must get a tardy note from the office. Frequent tardiness without a valid excuse is considered truancy under the law.

## **TOBACCO FREE CAMPUS**

Temecula Valley Unified School District is a Tobacco or E-Cigarette free School district. In the interest of public health, it is a violation of the T.V.U.S.D. Policy 3513.3 to use any tobacco product on District property.

## **TOYS**

Toys are not allowed at school. Some objects may be brought from home and shared with the class; however, they should be carried to and from school in a bag and be pre-approved by the teacher. Students are not allowed to bring toys, electronic equipment, PE equipment, Fidget Spinners or items that might take away from the learning environment.

## **VISITORS ON CAMPUS**

Parents and other visitors must sign in to our Raptor sign in system and receive a visitor's pass before entering the campus while school is in session. Visitors without a pass will be asked to check in with the office. This practice is for the safety of your children. Thank you for your cooperation and for working together to ensure the safety of our children.

## **WALKERS**



If your child will be walking to school, please review the walking route with him/her. It is always a safe practice to use appropriate crosswalks. Stay on sidewalks and walk with a friend. Crossing guards will be available at the intersections of Vail Ranch Parkway and Terzich, Vail Ranch Parkway and Camino Rubano and Tehachapi Pass and Regina Drive.

## WEAPONS

There are very strict laws in the state of California regarding possession of weapons on a school campus. It is forbidden by law for students to be in possession of pocketknives, guns, etc. on the school campus.

## WEBSITE

Please see our website at <http://pves.tvusd.k12.ca.us> for current information. Our website is a valuable resource for students and parents, and important links to district information and resources.

