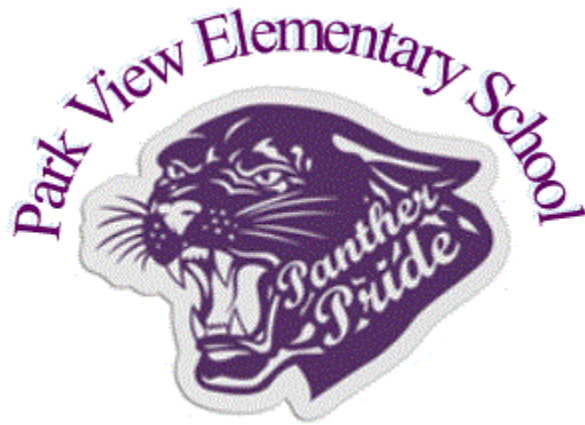


PARK VIEW ELEMENTARY SCHOOL



**Student & Family
Handbook 2024-2025**

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Park View Elementary School Staff

Administrative/Office Staff

Principal: Victor J. Ramirez
Secretary: Karen Head
Secretary: Patricia Albor

vramirez@riponusd.net
khead@riponusd.net
palbor@riponusd.net

Teachers

TK: Holly Thomas
Kindergarten: Sarah Stevenson
Kindergarten: Diana McManis
First Grade: Jessica Orozco
First Grade: Amy Mohler
Second Grade: Emily Fredriks
Second Grade: Janelle Mulder
Third Grade: Madison Rowan
Third Grade: Alejandra Gutierrez
Fourth Grade: Erika Ramos
Fourth Grade: Greg Smit
Fifth Grade: Nicole Stock
Fifth Grade: Morgan Alessi
Sixth Grade: Kristin Heinrich
Sixth Grade: Hannah Walsh
Seventh Grade: Tiffany Dillon
Seventh Grade: Oscar Rodriguez
Eighth Grade: Tiffany Sousa
Eighth Grade: Kate Sausedo
Special Ed/LC: Tahnaia Towler
Special Ed/LC: Alyssa Escobedo-Moy
Speech: John O'Connor
SJCOE Program: Paola Garcia-Lopez
Band: Sarah Gaipa
Concert Band/Elementary Music
Physical Ed: Jon Manrique

hthomas@riponusd.net
sstevenson@riponusd.net
dmcm manis@riponusd.net
jorozco@riponusd.net
amohler@riponusd.net
efredriks@riponusd.net
jmulder@riponusd.net
mrowan@riponusd.net
algutierrez@riponusd.net
eramos@riponusd.net
gsmit@riponusd.net
nstock@riponusd.net
malessi@riponusd.net
kheinrich@riponusd.net
hw alsh@riponusd.net
tdillon@riponusd.net
orodriguez@riponusd.net
tsousa@riponusd.net
k sausedo@riponusd.net
ttowler@riponusd.net
aescobedomoy@riponusd.net
joconnor@riponusd.net
pgarcialopez@sjcoe.net
sgaipa@riponusd.net

jmanrique@riponusd.net

Teaching Assistants

Learning Center:

Trish Mensonides
Roxanne Poole
Sara Perez
Theresa Pacheco
Adriana Lopez

PE:

Speech:

TK: Elizabeth Medina

Support Staff

Librarian: Janeen King
Bilingual Aide:
Cafeteria: Tracy Threlfall
Cafeteria: Mickey DeSilveira
Day Custodian: Shaun Vasche
Night Custodian: Braden Gutierrez

jking@riponusd.net
ljauregui@riponusd.net
tthrelfall@riponusd.net
gdesilveira@riponusd.net

MISSION STATEMENT

All students learning to aspire to greatness, inspire others, and change the world.

SCHOOL HOURS

School hours are from 8:15 a.m. until 2:00 p.m. for TK, kindergarten through third grade.

School hours for fourth through eighth grade are 8:15 a.m. until 2:50 p.m.

Monday and Wednesday, all students are released at 2:00 pm unless notified otherwise. Please check the school or District calendar for 4-8 minimum-day changes.

Before School

Gates open for students at 7:45 a.m. Before that, there is no supervision. Students arriving between 7:45 a.m. and 8:00 a.m. will report to the multi-purpose room and remain there until being released to the playground at 8:00 a.m.

Supervision WILL NOT be provided for students who arrive before 7:45 a.m. or remain later than their dismissal time.

After School

Students who participate in an after-school supervised activity must leave campus after school and return at the starting time of the activity. (For example, a student getting out at 2:50 and having basketball practice at 4:00 must go home after school and return for practice).

Supervision WILL NOT be provided for students who remain later than their dismissal time. Primary-grade students are NOT allowed to wait on campus for their older siblings to be dismissed.

These procedures are designed for the safety and well-being of your child.

Sending Messages to Students

Families are asked to communicate thoroughly with students regarding any after-school plans before the start of the school day. It is sometimes difficult to get messages to our students in class without interrupting the learning environment. The office staff will communicate family emergencies to students and will do our best to facilitate communication of anything of lesser importance.

RELEASE OF CHILDREN DURING SCHOOL HOURS

Under NO CIRCUMSTANCE will a student leave the campus during the school day without

proper permission.

If it is necessary to pick your child up during the school day, please go to the office to sign them out. **Do not go directly to the classroom.** The office staff will notify the teacher that you are there to pick your child up. Please sign your child back in if they return during school hours. Students must be signed out by their guardians.

We appreciate when appointments are made for outside school hours, when practical and possible.

ATTENDANCE PROCEDURES

TARDINESS A student arriving after 8:15 a.m. is tardy and must go to the school office and get an Admin/Tardy Slip to be admitted to class. Punctuality is important to instill in children early in their development. Consideration of teachers and other students is important. Excessive tardiness will result in consequences, and habitual tardiness is considered defiance.

Unexcused tardies will be counted each academic trimester. Students start each trimester with zero tardies. Unexcused tardies over 30 minutes will be counted as an absence.

ABSENCES The Ripon USD has an adopted Attendance Policy (AR 5113). **Students will only be excused from an absence if it falls under the state category for excused absences. All other absences will be marked as unexcused.** This policy defines the types of student absences:

Excused: illness, medical appointment, quarantine, and funeral service of a member of the immediate family.

Approved: appearance in court, observation of a holiday or ceremony of his/her religion, religious retreat, and interview for employment or college. Except in the case of a family or personal emergency requiring immediate attention, a request for an approved absence must be received in the school office at least 3 days before the start of the absence. Each request shall be in writing and provide the following information: (a) date of the request, (b) date(s) of the absence, (c) a clear statement of the reasons for the absence, and (d) guardian signature.

Unexcused: an absence that is not excused or approved. Each day of an unexcused absence counts as a separate truancy event.

Requirements for attendance accounting include:

1. Verbal excuses for absences, in person or by telephone, will be **accepted by the day following a one-day absence or the second day of a multiple-day absence.**
2. All other excuses will be in writing and will be **accepted by the day following a one-day absence or the second day of a multiple-day absence.** The note must include (a) the date the note was written, (b) the date of the absence, (c) the specific reason for the absence, and (d) the guardian's signature. In the case of an absence due to illness, the note will state the nature of the illness.
3. Partial day absences for unexcused reasons, regardless of the time of occurrence, shall be counted as unexcused tardies. These tardies shall count towards a declaration

of truancy.

4. Students whose absences (excused or unexcused) are deemed excessive (10 absences or 10% of the school year) will be required to provide a doctor's note or be checked in the school office for the absence to be counted as excused. A "Medical Note Required" letter will be sent to the guardian and filed in the student's records.

Students who miss school work because of an **excused absence** shall be allowed to complete all assignments and tests that can be reasonably provided. The assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable time. EC 48205

Students who miss school work because of **unexcused absences** shall be allowed to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

The teacher of any class from which a student is suspended shall require the student to complete any assignments and tests missed during the suspension. EC 48913

To participate in an after-school activity, such as dances, band, plays, or athletics, the student must be in school the day of the activity. If the activity is planned for a Saturday, the student must be in school the Friday before the activity.

Guardians are encouraged to discuss any questions regarding attendance with the Principal.

VISITORS/VOLUNTEERS

If school visits, conferences, and classroom observations are needed, they must be pre-arranged with the teacher, principal, or designee. (EC 49091.19b)

To ensure the safety of students and staff and avoid potential disruptions, all visitors and/or guardians must register and check in immediately upon entering any school building or grounds when school is in session. Visitors and/or guardians will be issued a pass to be worn while on campus.

Classroom and school volunteers/guardians must have a current TB test and must complete the RUSD Volunteer Application Form, which will be kept on file in the school office. **Non-school-age children may not accompany volunteers on field trips, during school events, or working in classrooms.**

LUNCH

Meal Charges

Each student is entitled to one breakfast and one lunch daily at ***no cost***. Cafeteria staff will sell a second breakfast or lunch meal at the following prices: Second Breakfast - \$3.70, Second Lunch - \$5.75, Second Milk - \$0.50 per individual unit. Students must have funds in their food service account to purchase ala carte food or beverage items. Cashiers will not take money at the time of service.

Families must prepay for additional meals. After setting up your students' account with their permanent ID number, you can pay through www.mymealtime.com. If you choose this option, there is a small fee associated with each deposit. This account also enables the parent to monitor their student's account and obtain a detailed history of the meals and food items purchased. Cafeteria staff will accept cash or check payments and will be available for use the following business day.

If you bring your child(ren) lunch, please communicate with your student(s) before school. To maximize time in class this year, we ask you to help us by making every effort to set your day's plans with your children before sending them to school. Any call or trip to a student's classroom takes away from minutes dedicated to instruction. ***There will be no classroom interruptions informing a student regarding dropped lunches.***

NO DELIVERY SERVICE FOOD ACCEPTED Due to excessive disruption and safety concerns, we do not accept food deliveries from outside delivery services (e.g., DoorDash, Uber Eats, etc.). We will only accept food deliveries from parents/guardians for their own child(ren), and the delivery **MUST** be dropped off in the front office for the student to pick up. Any unauthorized food deliveries will not be accepted. Please note that the money paid for the food will not be reimbursed.

DID YOU KNOW?

You can pay your child's lunch account online and view the meals they have purchased. Charging a lunch is prohibited.

Visit www.mymealtime.com to make a deposit in your student's account.

STUDENT DRESS GUIDELINES

A student found violating the dress code will be asked to meet with the principal to discuss the violation so that the student understands it. The student will then be able to correct the infraction and return to class. The Principal or designee will notify the guardian of the infraction and possible future consequences. Repeated dress code violations will be considered defiance and result in progressively severe discipline.

STUDENT DRESS GUIDELINES 2024-25

Proper school dress shall include but not be limited to the following:

1. Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, weapons, gang affiliation or other illegal activity.

2. Appropriate shoes must be worn at all times. For example, shoes must be securely fastened to the foot with a strap. Slippers are not permitted.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. All shirts/tops must have straps over both shoulders. Shorts must be long enough for adequate coverage that allows for all body parts to be concealed at all times. For example, no part of the hips or buttocks should be visible at any time during any school activity.
5. Students shall be allowed to wear sun protective clothing, including but not limited to hats, for outdoor use during the school day.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition or other circumstance deemed necessary by the Principal or designee. In addition, the Principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

HOMEWORK

All teachers will expect students to complete homework. Each student is responsible for completing homework correctly and turning in on time. Students in grades 3-8 should record their daily, weekly, and long-term assignments in their Student Planner. This book will help the students manage their time and homework assignments and is a good means of communication with guardians.

Failure to complete assigned homework may result in teacher-assigned disciplinary action (verbal warning, detention), guardian contact, detention, in-school separation, and suspension.

Homework When Absent

Anytime a student is absent, the student must check with the teacher to determine which assignments must be made up in their absence. When your child is absent from school and needs homework assignments, please telephone the school office in the morning to allow for adequate time to gather any missing assignments. The teacher will be notified and will arrange to have all homework in the office to be picked up **after school** or sent home with another child if requested. EC 48205 BP 6145

SCHOOL RULES

Park View Elementary School's education program emphasizes a strong basic education while providing students with various enrichment activities. The success of this program depends on establishing and maintaining a positive learning environment for all students. Below is a guide for guardians and students. It outlines the basic rules and regulations that all students must adhere to. Please read and discuss them with your child. If there are any questions, please contact the school.

Bathrooms are to be used for their intended purpose, not for socializing or playing. Horseplay in the bathrooms will result in a verbal warning, guardian contact, recess restrictions, detention, and suspension. Vandalism will result in guardian contact, student cleanup, detention, paying for damages, and/or suspension.

Bicycles & Scooters will be walked onto campus, parked only in the bike rack, and locked. Scooters may be left in a designated area specifically stated by your child's teacher; however, not in walkways or common areas. **Bicycles & scooters are not to be ridden in the hallways at any time.** Bicycles & Scooters should not be ridden on the blacktop before or after school. For your child's safety, we **do not** allow playing around or inside the bicycle rack area. *Failure to adhere to the rules will result in verbal warning, guardian contact, detention, suspension, and/or banning of the student's bicycle/scooter from campus.*

Skateboards, Rollerblades, and skates are always forbidden on school property. Violators may be reported to the police. Students are not to bring these items to school. If they are brought to school, they will be confiscated and returned to the guardian for the first violation. A second violation will result in the item being confiscated for the balance of the school year. Wheels in shoes are not allowed at school.

Equipment One-hand-touch Football, kickball, one-hand tag, and Frisbee games must be played on the field and may not be played on the blacktop, play structure, or hallways. Softball is not permitted unless supervised by our coach or the classroom teacher. *Violating these rules may result in a verbal warning, guardian contact, detention, and/or suspension.*

It is a long-standing tradition at Park View that if your child brings equipment from home, they may donate it to the classroom for use, which will be inspected by the teacher. Otherwise, **no equipment may be brought from home.**

*Ball wall/ handball is not allowed on the side of buildings or walls. *

Climbing on Equipment We have special climbing equipment, and they are the only approved places where students can climb. Trees, basketball poles, fences, softball backstops, buildings, etc., are not for climbing. *Violation of the rule may result in verbal warning, guardian contact, detention, and/or suspension.*

Gum and candy are not allowed at school. Candy may only be eaten in the classroom if the teacher or principal gives permission. *Violating these rules may result in confiscating the candy*

or gum, a verbal warning, guardian contact, and/or detention.

Throwing Objects such as rocks, bark, sand, sticks, or other items is not allowed. *Violation of this rule may result in verbal warning, guardian contact, detention, and/or suspension.*

Toys and equipment (including equipment and battery-operated games) are prohibited at school unless pre-approved for a class project, such as show-and-tell.

Hands-Off Students must keep their hands and feet to themselves at all times. Public displays of affection (PDA) are also not allowed. This includes hand-holding, hugging, kissing, etc. *Violation of the rules will result in a verbal warning, guardian contact, detention, and/or suspension.*

Laser Pointers California State Law, Penal Code Section 417.27, prohibits the possession of laser pointers on elementary and secondary campuses. *Possession of a laser pointer at school will result in confiscation, guardian contact, detention, and suspension.*

Detention Students may receive detention for breaking school or classroom rules. Students are expected to stay after school on the date detention is assigned. Guardians will be notified about the detention by a written disciplinary referral, email, or telephone contact. Guardians must sign the detention form, and the student must bring it back to school immediately. *Failure to return the disciplinary referral may result in doubled detention time.*

Behavior Contracts may be implemented for students who struggle to comply with rules. A behavior contract functions as a tool to help students who need to improve their behavior at school by clarifying behavior expectations and consequences. Consequences may include detention, in-school intervention, loss of privileges (field trips, school events or ceremonies), or, in extreme cases, a referral to the Disciplinary Review Board (DARB).

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. Grades may be withheld until restitution is made. (AR 5125.2)

Pet Policy Under Educational Code 51202, dogs are prohibited from school campuses, whether or not the dogs are leashed.

This precaution will help keep your pet from being overwhelmed by well-meaning children and assure that our children are safe during the busy arrival and dismissal times. Several students are afraid or allergic to certain types of pets, so this policy keeps our school environment safe and friendly.

Please inform the school office if you notice a dog on campus, leashed or not.

The only permitted animal is a Service Animal following the Americans with Disabilities Act Guidelines; service animals are working animals, not pets.

We kindly ask that you (handler) and your service animal follow the following guidelines:

1. ID – The service animal should wear a harness, cape, identification tag, or other gear that readily identifies its working status.
2. CONTROL – The partner/handler must be in full control of the service animal at all times.
3. LEASH – The service animal must be on a leash at all times.

4. CLEAN-UP RULE – The partner/handler must always carry equipment sufficient to clean up the animal’s waste, immediately remove the waste, and be responsible for the proper disposal of the animal’s waste.

PLAYGROUND RULES

- All students should cooperate.
- No personal play equipment or toys are allowed at school or on the playground. They will be confiscated and returned to a guardian.
- Hallways are off-limits to students during recess.
- No “lockouts” are allowed. If a student comes to your game and asks to play, they need to be welcomed to the game.
- All trash is to be deposited in the trash cans.
- All students must stay in sight of yard duty during recess.
- If a ball goes over the fence, NO student can get it. Notify the yard duty supervisor.
- Kicking or throwing balls is allowed on the grass only. In addition, the following games are for GRASS only: Soccer, Frisbee, One-Hand Tag, and One-Hand Football. Ball Tag is NOT allowed.
- No throwing balls against any building/walls.
- Climbing is allowed on the play structure only. Students must not climb on trees, fences, and buildings.
- When the bell signals that recess is over, students must proceed immediately to their lines.
- Physical contact sports are not allowed, including, but not limited to, tackling or wrestling.
- Yard duty personnel at lunchtime may have additional rules. If so, they must be followed without argument or complaint.

Climbing play-structure rules

- No standing on or jumping from the top of the climbing wall or any other apparatus.
- No “King of the Mountain” type of play on any apparatus. That would include pushing, pulling, or otherwise physically moving another student. No “chicken fights.”
- Students will not sit on top of the rock wall or bars.
- Students may only hang upside down on the pull-up bars. Two hands are to be on the bars at all times. No, flipping off of any bars (forward or backward) is allowed.

- Students are to use the slide appropriately and slide down on their bottoms.

Failure to adhere to rules will result in a verbal warning, loss of recess privileges, guardian contact, detention, or suspension.

CELL PHONE & ELECTRONIC DEVICES

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Use of a cellular/digital telephone, pager, smartwatch or other mobile communications device during instructional time is at the teacher's discretion. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy or rights of others. Therefore, cell phones and electronic devices are not allowed during recess or breaks. This includes wireless earbuds (aka airpods) as they are synced to cell phones and/or other devices. Devices used during these times will be confiscated and returned to students and/or guardians at the end of the school day. Violating this policy use may result in warnings, detention, or suspension.

Just as students are responsible for good behavior in a classroom, on school-sanctioned activities, or on school grounds, they must also be responsible when using school computer networks and their personal technologies. *If a student violates any of the above rules, their privilege shall be terminated. Disciplinary action may also result. The proper law enforcement authorities will be notified if possible criminal activity is discovered. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of California.*

*Defiance based on the teacher's discretion regarding electronic devices in the classroom will result in the following consequences:

1st Offense: Warning (guardians may be called/notified).

2nd Offense: The guardian notified after school detention.

3rd Offense: Referral to the Principal's office and may conclude with removal from class and/or other consequences not limited to losing cell phone privilege on campus for the rest of the school year.

Please note that we discourage students from bringing such items because Park View Elementary will not be held responsible for any lost, stolen, or damaged items. It is the discretion of the guardian to allow their student to bring the item to school.

TRAFFIC & PARKING LOT SAFETY

Park View families and guests, we thank you in advance for adhering to the following traffic and parking lot rules. When the rules are followed, we have seen a decline in drop-off wait time and foreseeable accidents.

* **Please REMAIN in your vehicle. DO NOT PARK, EXIT, or TURN OFF your engine at any time.**

***Please do NOT double park.**

***DRIVE SLOWLY.**

* Children can only walk through the parking lot **with an adult.**

*If drivers must leave, they must park in the parking lot or on the street.

Parking Area: Children cannot walk through the parking lot without an adult. Therefore, guardians are required to walk children to and from the sidewalk and parking lot.

Bus Loop (Calhoun)

The bus loop is for buses only. If you want to pick up or drop off your student without getting out of the car, please do so in the 3-minute Drop-Off/Pick-up area on Cindy Drive.

Safety for our children is EVERYONE's concern! We have established some rules for our parking lots.

Please drive slowly and follow these parking lot procedures to ensure the safety of everyone who comes to our campus.

Cindy Drive Parking Lots 3-Minute Drop-Off/Pick-up:

* Keep your **CHILD IN THEIR SEATBELT** until your car comes to a complete stop.

*Make sure **YOUR CHILD HAS EVERYTHING READY** before exiting the car.

* Guardians/families should pull up to the curb, and children are to enter or exit on the curb.

*Drive your car as far forward as possible, **NOT to CAUSE PARKING LOT CONGESTION.**

*Keep the line **MOVING.**

DID YOU KNOW

Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol, shall be guilty of an infraction and subject to the penalties provided in subdivision (a) of Section 42001 of the Vehicle Code. EDUCATION CODE Section 49307

Please be patient when dropping-off or picking-up your children!

LIBRARY RULES

1. Classes can visit the school library once a week as determined by their teacher.
2. First – Third-grade students check out one book for one week.
3. Fourth – Eighth-grade students may check out two books for one week. It must be one book from each section, i.e., fiction, easy reader, or nonfiction...not two non-fiction.
4. Books may be renewed for two weeks if someone else has not reserved the book.
5. If a student is absent on the day the class comes to the library, the school library book(s) are due the day the student returns to school.
6. If a student forgets a school library book, a late book notice is issued. The student has 24 hours to return the book. If the book is not returned the following day, a library detention slip is issued. The student has 24 hours to return the book(s) before a 15-minute detention per book is required. A second day of forgetting a book(s) results in a 30-minute detention per book. Failure to return books and the signed detention notice on the third day will result in a disciplinary referral to the school principal.
7. If a student cannot locate their library book, they will be responsible for paying for the book. They will not be allowed to check out another book until the matter is cleared.
8. If a student has checked out two books from the library, and one book is returned, the second book must be returned before another book may be checked out.
9. If a student forgets a school library book 3 times in a trimester, the student loses the privilege of checking out books from the school library for the remainder of the trimester.
10. If a book is damaged or lost, the student is responsible to cover the cost of the book and may not check out another book from the library until the matter is cleared.
11. If a barcode on a book is damaged there will be a charge of \$3.00 to the student.
12. If a book is not in the library, an attempt will be made to hold the book upon its return by another student for one week.
13. Fourth – Eighth-grade students will be allowed to have one Accelerated Reading book over the Thanksgiving, Winter, and Spring breaks.
14. If a student fails to return book(s), or cover the cost of book(s) this will result in the student not being allowed to check out library books the following school year until the matter is cleared.
15. During the school year, if a student is moving, library book(s) must be returned before the move.

***Students are welcome to visit the library at 8:00 a.m., after school, and during class time if their teacher approves.**

***It's your library to enjoy...we appreciate you helping us by abiding by these rules.**

FIELD TRIP POLICY

All students must turn in a signed permission slip to attend a field trip with their class. Permission slips must be filled out completely and turned in before the day of the event. If your child does not have a signed permission slip, the student will not be able to attend the field trip. **Guardian permission CANNOT be given over the telephone.**

The forms may be downloaded from the school website and faxed/emailed to the school in cases of emergency. (FAX# 209-599-9140 or email the teacher or front office staff, emails above.)

Parent/Guardian Drivers for Field Trips: Parents/Guardians must complete the necessary paperwork and have it on file in the office one week before the trip. This includes the Volunteer Affidavit Form, Parent/Guardian Driver Form, and a copy of valid auto insurance and Driver's license. The Parent/Guardian Driver Form must be completed for each field trip.

Non-school-aged siblings, non-Park View Elementary students, and Park View siblings may not accompany volunteers on field trips.

Field Trips are conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. **Students may be excluded from the trip if their presence on the trip would pose a safety or disciplinary risk. (BP6153)**

Before students can participate in school-sponsored trips, parents/guardians must complete a permission slip for the student to attend the trip. (AR 6153)

Students, Staff, and Chaperones must comply with conduct code BP 5131.

CONFERENCES AND REPORT CARDS

Report cards are issued three times each school year (Trimesters). At the end of the first trimester, parents will confer with the teacher and receive the report card at that time. Conference notification time will be sent home by the classroom teacher for parents to confirm attendance. The 2nd and 3rd report cards are mailed home to parents. Student progress may be requested at any time. Parents are encouraged to monitor their child's progress.

STUDENT RECOGNITION

Assemblies A good reputation for courteous behavior in school assemblies is important. Students should give full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting, booing, and foot-stomping is not acceptable. *Students that exhibit inappropriate behavior during an assembly may be asked to leave the assembly, be given detention, and/or guardians may be contacted.*

Honor Roll To meet the criteria for Honor Roll each trimester, a student must have a 3.0 or above grade point average with no Ds or Fs. Those students in 7th- 8th grade meeting this criteria are rewarded after each trimester with the opportunity to attend a district Honor Roll trip.

Monthly Awards On a monthly basis, teachers select students they feel deserve special recognition. Students are recognized for academics, attendance, outstanding citizenship, character traits, and other special recognition awards.

COMMUNICATIONS

At Park View Elementary School, home/school communication is a priority. Guardians must understand what is “going on” at school. Email is the most efficient mode of communication, but we encourage guardians to make appointments to “check in” with their child’s teacher if they have concerns. Teachers schedule their meetings, so please contact them directly.

We encourage you to view our website for updated and accurate information
<http://www.parkviewelementary.net>.

The school telephone number is (209) 599-1882.

The school office hours are 7:45 a.m. to 4:00 p.m.

You may leave a voice message after hours, and we will make every effort to return your message, if needed, as soon as possible.

Progress Reports Student progress reports are sent home at the mid-trimester when students receive failing grades. Report cards are issued three times yearly (trimesters) and cover approximately twelve weeks of the student’s work.

Student Agendas Students in grades 3-8 use a planner to organize assignments and as a communication tool between guardians and teachers.

Conferences: Please arrange to meet with your child’s teacher if you have concerns about their progress or questions about classroom procedures. Our teachers are involved in many after-school meetings, training, and/or staff development activities, so making an appointment would be the most efficient way to address your concerns. All staff have an email address where you can contact them via email, or you may call the school office, and we will transfer you to the teacher’s voicemail, and you may leave a message.

Daily Announcements: The office issues daily announcements and information about items of interest and concern most days. This information is read to all students each morning.

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FOLLOWING SIGNATURE PAGE REQUIRED**

Park View Elementary

Student & Parent Handbook 2023-2024

We ask that you review the school expectations with your child. After you have done this, please sign the areas provided below and return it to the school during the first week of school. **THIS FORM IS A REQUIRED SCHOOL FORM.**

STUDENT: I have reviewed the handbook in its entirety with my guardian. I have reviewed all of the rules and my responsibilities. I accept my responsibilities and agree to follow the rules.

Student Print Name:

Teacher Name:

Grade:

Student Signature:

Date:

Guardian: I have read and discussed the entire booklet with my student. I have reviewed the school rules and will support the school and their enforcement of them.

Guardian Print Name:

Guardian Signature:

Date: