



1864-2022

Happy Valley School
A California Distinguished School
Parent Handbook

"Small School, Big Goals, Amazing Results"

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Happy Valley School

Small School, Big Goals, Amazing Results

3125 Branciforte Drive

Santa Cruz, CA 95065

(831) 429-1456

FAX (831) 429-6205

SUPERINTENDENT/PRINCIPAL

Michelle Stewart

ADMINISTRATIVE

ASSISTANT

Paige Lynd

ADMINISTRATIVE

ASSISTANT

Donna Walker

Dear Parents,

Welcome to Happy Valley School! Our one school district was formed in 1864 and offers the unique opportunity for our staff, students, parents and community members to work together in a small and nurturing environment that gives individual attention and personalized instruction.

Parents are always welcome at Happy Valley School. Our goal is to provide a school experience that focuses on each child's social, physical and emotional development while providing a stimulating and enriched integrated curriculum.

This handbook is designed to share information, procedures and expectations which will familiarize you with Happy Valley School.

If you have any questions or concerns about school rules, policies or procedures, please let us know. The staff and I encourage your involvement.

Sincerely,

Michelle Stewart

Superintendent/Principal

Happy Valley Mission Statement

Happy Valley School's Mission is to educate the whole child in a small, safe, community supported school that provides a solid foundation to achieve academic, social, and emotional success.

Office Staff

Michelle Stewart, Superintendent/Principal
Paige Lynd, Administrative Assistant
Donna Walker, Administrative Assistant

Teachers

Ket Conway, Art and Music Teacher
Sarah DeMeyer-Guyer, 2nd grade-Room 6
Lindsey Doolan, 3rd grade-Room 3
Caroline Frier, 4/5th grade- Room 2
Kelly Keenan, 2nd grade- Room 6
Carron Prudhon, 1st grade-Room 4
Angie Rossi, Kindergarten- Room 5
Kate Royer, 5th/6th grade- Room 1
Carey Ruwe, Intervention Teacher
Melinda Vahradian, Resource Teacher
Tiffany Willet- Speech/Hearing

Aides

Caleen Baca, Kindergarten
Gail Clary, 3rd Grade
Donna Emmett, 4th/5th Grade
Coleen Greene, 5th/6th Grade
Cynthia Peterson, 2nd Grade
Doreen Wootten, 1st Grade

Other Staff

Lean Brancatelli, Library Aide
Craig Bowie, Garden Teacher
Katy Lauzier, Occupation Therapist
Carly Pearlman, Counseling

Board Members

Katie Freeman, Board President
Kyle Frandle
Jacob Willet, Clerk
Rachel Click Richardson
Cliff Hodges

Partnership in Education

Board of Trustees

The Board of Trustees' primary function is to make policy and carry out the business of the school. The Board consists of 5 residents of the Happy Valley School boundaries. Each has a four year term.

Regular School Board Meetings are held monthly. All meetings are held in the library at school. Occasionally, as needed, additional meetings are scheduled. Agendas are posted in the school office window 72 hours before each regular meeting and 24 hours before each special meeting. Agendas and Board minutes are posted on our website. Hard copies are available in the office.

The Board meeting schedule is posted on our website.

School Site Council

The School Site Council is composed of teachers, parents and/or community members. The purpose of the committee is to provide input towards a comprehensive school plan and has ongoing responsibility to review the implementation of the Local Control and Accountability Plan (LCAP) goals and services, and to assess their effectiveness.

An annual parent questionnaire ensures that the entire school community has input into determining educational needs and priorities.

Meetings are throughout the year at 6:15 pm, via Zoom. Parents are welcome and encouraged to attend. Please call Michelle Stewart for more information.

HVS Parent Club

The Parent Club is an organization that sponsors many school wide activities throughout the school year. The purpose of the Parent Club is to foster a stronger sense of community by bringing families together outside of the daily school schedule. Many Parent Club events are fundraisers and all monies are channeled back into school projects. As a Happy Valley School parent you are a member and are encouraged to attend the meetings which are announced through notes home and notices on the blackboard in the parking lot. Currently meetings are held Via ZOOM.

Parents

You, the parents, are the key to your child's success. You help your child by giving praise and encouragement whenever possible, visiting the classroom (when allowable), attending scheduled conferences, reading notes sent home, phoning the office to report all absences, keeping your child home when he/she doesn't feel well, and accepting and loving your child just as he/she is.

Student Leadership

Happy Valley has many Leadership and involvement opportunities for students. Each class takes turns leading the weekly Friday Flag ceremony, and classes perform plays and participate in writing celebrations throughout the year. 5th and 6th graders help serve lunch and put up and take down the flags daily.

Additionally, students may participate in helping in many other ways. Please talk to your child's teacher for more information.

Student Council: The role of the Student Council is conducted by students and supervised by adults. The purpose of the Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests and concerns with the school wide community. There are 6th grade officers, Board member advisors, leaders of the various groups, and Kindergarten-6th grade class representatives.

Peace Patrol: The role of the Peace Patrol is to support students on the playground during long recess and lunch recess. 4th-6th graders support students on the playground with problem solving using the PeaceBuilders structure. 1st-6th grade PBJs (PeaceBuilder Jrs.) help support students in their classrooms.

Green Team : The role of the Green Team is to support classes with waste and how to maintain our Green Business Status. The Green Team is led by 4th-6th grade students. Kindergarten-3rd grade Greenies support the efforts in their classrooms.

Playground Partners: The role of 4th-6th grade Playground Partners is supporting and organizing activities and equipment at all recesses. Kindergarten-3rd grade Playground Jr. Partners support the efforts in their classrooms.

Communications

Communications the hallmark of any successful relationship. At Happy Valley School, we strive to maintain open lines of communication. We try to keep the community informed and hope all our community members will feel comfortable communicating their concerns. The following information and guidelines will help us all in our efforts to be open and positive in our communications.

Parent Conferences

At the end of the first trimester in November, each teacher schedules a conference (in the afternoon) with the parent(s) of each student. These are early release day for students. At this conference, the teacher reports on the student's progress toward the curriculum goals for that grade level and his/her social and emotional adjustment to school. This is an opportunity to ask questions, set goals for your child and clarify your role in meeting those goals.

Report Cards

The parent/teacher conference provides a report of progress in November. Thereafter, report cards are sent home in February and May. Report cards consist of a report on your child's academic and social/emotional progress and may include samples of your child's work during the report period.

Back To School Night/Open House

In the fall HVS has a Back to School Night. This event is for parents only. Each teacher gives a presentation outlining the curriculum goals for the new school year, explaining his/her disciplinary procedures, expectations for homework and class work, as well as the grading procedures and daily schedule of lessons and activities. In the Spring HVS has an Open House. All families are invited to visit classrooms and see samples of their children's work.

News and Notes

Numerous notes are sent home with your child on a regular basis informing you of upcoming events or reminding you of special procedures. These notes are important and your help in reminding your child of his/her responsibility in getting them home is appreciated. Every effort is made to send home information in weekly Thursday folders.

Parent List

A Happy Valley School Parent List is sent home annually shortly after the beginning of the school year. It includes student names, parent names, addresses, phone numbers, grade and teacher's name for each student. Your family WILL be listed unless the office is notified otherwise.

Teachers

Should you have concerns or questions about how your child is doing in school, classroom procedures, homework, grade level expectations or specific curriculum, please talk to your child's teacher. As your child's primary educator, you can be a valuable resource for the teacher in assessing your child's progress, and likewise, the teacher can help you understand your child's progress in his/her "home away from home".

The best way to contact a teacher is by e-mail or sending a note with your child requesting an appointment. The teacher can then contact you to set up an appointment at a time convenient for both of you. Preparation time before school and break times are precious for our staff, so please be respectful of their time and their need to prepare to teach our children.

Superintendent/Principal

The Administrator is the person to talk to about policies and procedures. In addition, should there be some concern which you feel may not have been thoroughly addressed in communications with your child's teacher, the Administrator is the next stop.

The Administrator is vitally interested in parent input regarding any and all school concerns. Please feel free to call, write, or make an appointment for a conference or meeting.

Mental Health Services

How to access mental health services in Santa Cruz County: <http://santacruzhealth.org/HSAHome/HSADivisions/BehavioralHealth.aspx> Or contact Michelle Stewart Superintendent/Principal at 831-429-1456



Procedures

Recess

The entire school has outdoor recess at the same time, affording children the chance to see friends from other classes. We assign two adults on yard duty per recess for supervision. During recess children should use the playground equipment properly, notify the yard duty person when anyone is injured and remember that inappropriate behavior such as rough play or fighting will be reported by the yard duty person to the classroom teacher and/or principal, who will decide the corrective action to be taken.

Happy Valley School Bullying Policy BP 5131.2

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. Which includes hate speech (BP 5145.9(a)). District employees shall establish student safety as high priority and shall not tolerate bullying of any student.

To the extent possible, the district shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collective school climate, which includes the PeaceBuilders program.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings that promote social emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills and appropriate online behavior.

Suspension/Expulsion

Beginning in 4th grade a student may be suspended from school for a period of time (up to five school days) for offenses listed under Ed Code Section 48900. Every effort will be made to hold a conference with the parent/guardian prior to the beginning of a student's suspension. Serious offenses may result in a recommendation for expulsion and a formal hearing process. The parent/guardian has a right to request a hearing with the superintendent /designee in order to appeal the suspension.

Bicycle Policy

Riding bicycles to school is discouraged for safety reasons. Bikes ridden to school are only allowed for students in grades 4th-6th. If you want your child to ride a bike to school, please see Mrs. Stewart.

Parking Lot

Parking along the driveway into school is impacting traffic flow during our congested time before and after school. If you need to park and come into school during these times, please go to the upper parking lot. Cars parked beside the cyclone fence in the driveway are making it difficult for incoming and outgoing traffic to get by. Unoccupied cars may not be parked along the driveway, in the circle, or in front of the Library at any time, as this slows the dropping off and picking up of students.

When leaving the school grounds please yield to incoming traffic at the bridge. This is a difficult situation but it is safer to not allow traffic to build up on Branciforte Drive waiting to turn into the school driveway.

Your cooperation will be appreciated by everyone.

Lunch

Lunch will be available daily. A menu will be provided monthly. Please see visit our website at www.hvesd.com for more information.

home visit in order for enrollment to be completed.

Problems and Concerns

Students with a problem or a concern should tell their parents, their teacher or any adult at school. The classroom teacher is usually the closest to understanding and knowing each student the best. All of us want to know when students have a question or are worried about something. We will try to listen and help to work out the problem. Students should also tell their parents when we solve a problem at school.

Parents should contact the child’s teacher if the problem remains unresolved or if they have questions or concerns.

Birthdays and Parties

Class parties are periodically planned by teachers with the help of class parents. Occasions such as holidays or a special class achievement are often celebrated. Because HVS is a Green School Business, we do not allow balloons of any kind on campus.

We do not allow children to pass out invitations to birthday parties at school. Children who bring invitations to be passed out will have them returned home intact. This activity detracts from the business of school and hurts feelings. However, these restrictions will be waived if the whole class is invited to the party because the party includes everybody and builds a sense of community. Please let the teacher know **in advance** so a time can be set aside to hand out invitations.

Everyone loves a party and student birthdays can be recognized! If your child would like to send a healthy treat to school in honor of his or her birthday, please notify the teacher in advance. Please provide as healthy a treat as possible and prefer individually wrapped. Be considerate of any children in your child’s class with allergies by providing something for that student, also.

Another nice way to honor your child on his/her birthday is to donate a birthday book to the school library. It is suggested that you call the school office prior to the purchase in order to select a book that is not already in our library or send a cash donation and the librarian will make the selection.

Registration

A child may enter kindergarten at the beginning of a school year if he/she is five years old by September 1 of that school year.

Birth certificate, immunization records and proof of residency are required at time of registration. Happy Valley includes a

The following are the state’s minimum requirements for immunization before a child will be allowed to enter school (grades TK-12).

- Polio—4 doses, but 3 doses if last dose was given on or after the 4th birthday
- Diphtheria, Tetanus and Pertussis (DTP)—5 doses, but 4 doses if last dose was given on or after 4th birthday.
- Measles, Rubella, Mumps (MMR)—2 doses of measles, both on or after first birthday, and at least one dose of mumps and rubella
- Hepatitis B—3 doses
- Varicella—2 doses or doctor documentation of disease history.

New Law- SB 277

Under the new law known as SB 277, exemptions based on personal beliefs will no longer be an option. Personal belief exceptions filed before January 1, 2016 will remain valid, until your student reaches the next immunization checkpoint, which is 7th grade. You may also want to visit www.shots-forschools.org for additional information.

School Hours

Transitional Kindergarten
8:20am- 11:25am

Kindergarten
Monday- Thursday 8:20am—1:30pm
Fridays 8:20am - 12:45 pm

Grades 1-3
Monday-Thursday 8:20am—2:25pm
Friday 8:20am—12:45pm

Grades 4-6
Monday-Thursday 8:20am—2:55pm
Friday 8:20am—12:45pm

Happy Valley School operates on a restructured work week. Instructional time on Monday through Thursday has been modified so that every Friday Kinder through sixth grade classes are released at 12:45pm. Please arrange to have your child picked up at that time. Yard duty ends at 1:00pm on Fridays. T/K children are released every day, including Fridays, at 11:25am. Staff meetings, inservices and school functions are scheduled on Friday afternoons.

Recess and Lunch Schedule

Morning Recess
9:25am—9:35am
10:25am—10:40am
11:25am—11:35am

Lunch
12:20pm- 12:45pm

Lunch Recess
(Monday--Thursday)
12:45pm—1:15pm

outgoing phone calls in the office each day. Because staff is limited in the front office, there is no guarantee last minute messages can get to your child.

Attendance Policies

Absences Due to Illness

Please call the office to report your child's absence **THE DAY YOUR CHILD IS ABSENT**.

Ed Code 48295 states that "Students absent from school for any excusable reason, shall be allowed to complete all assignments and tests...the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Excused absences include illness, bereavement, COVID quarantine and doctor's appointments. Family trips are not excused.

Happy Valley recognizes the importance of regular school attendance and we encourage families to refrain from taking vacations when school is in session. However, if families do choose to take students out for an extended period of time, we do not provide work in advance. Teachers may offer suggestions for assignments or activities that students may work on while they are gone (reading, journaling, practicing math facts, etc.), and when practicable, students may make up assignments when they return.

Tardies

Students need to arrive at school on time. Students who arrive late disrupt their classroom and have a hard time settling in for the school day. Five minutes late every day equals 3 days of absence per year and 3 late arrivals (over 30 minutes) equals one day missed. Chronic tardies and absences will result in a meeting with superintendent and possibly SARB(Student Attendance Review Board) referral. Please make sure to check your child in at the office when they are more than five minutes late to school.

Early Departures

Should you need to take your child out of class before the end of the school day, you must sign him/her out in the school office. Advance notice of any early departure is always appreciated by the classroom teacher.

Phone Calls to Office

Please try to make after school child care and carpool arrangements before your child arrives at school. Please do not call the office regarding playdate pick ups. Your help in this area will greatly reduce the number of incoming and

Lost and Found

Mark your child's clothing with his/her name. Lost and found clothes are placed on the clothing rack in front of the office. Please check it regularly. Unclaimed clothing will be donated to charity 3 to 4 times per year.

Calendar

The calendar is determined yearly by Board action. Each family will receive a copy of the calendar and it is also posted on our website, www.hvesd.com. All holidays, vacations and staff inservice days are noted. Please use the calendar to plan any necessary child care and family vacations.

Medication at School

We are always happy to help administer short or long term medication to students. All medications are to remain in the original container, labeled with the physician's instructions, and must be kept in the school office. A note signed by the parent must accompany the medication stating the student's name, dosage and time to be given. No non-prescribed medication will be given.

Absolutely no medication is to be kept in a student's backpack, lunch box or pocket. This is to protect your child and other children from accidentally misusing medications.

Illness at School

Parents will be called to come pick up their child should he/she become ill (Covid symptoms include fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) or injured during school. Please be sure the office has current work phone numbers for both parents. If we are unable to reach either parent we will call emergency numbers you have provided on the Student Enrollment Card. Please keep this information up to date. As a reminder, students must have a negative PCR test to return to school.

Homework Expectations

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of a student's daily life.

Consistent throughout the K-6 levels is a requirement to read, or be read to on a daily basis (Monday through Thursday) or weekly basis. The classroom teacher will inform parents of their homework practices and procedures within the first few weeks of each school year.

Parent involvement, especially with primary level students (TK-3), is strongly encouraged. At any level, when a parent is interested and involved, homework can become a common goal, a time to work together and offer the individual instruction not always available at school. Taking an active role lets the child know that the parents/guardians consider the work important.

Dress Code

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, or other illegal activities.
2. Appropriate shoes must be worn at all times. Must have closed toed shoes for PE.
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.

Emergencies

An emergency can generally be defined as a situation where it is either unsafe or not possible to get children home from or to school because of earthquake, falling aircraft, explosion, severe power failure, falling trees, snow and/or rain which make roads impassable. Parents will be notified as soon as possible.

At School

Staff will remain at school until all children are released to go home or to emergency homes. No child will be released, including walkers, until it is safe to do so. Teachers will be responsible for accounting for each child in his/her class. If school buildings are unsafe to occupy, children will be assembled by class in open outdoor areas. The aid of the fire and sheriff departments will be immediately sought. First aid and emergency care will be given. All staff members are certified in first aid and CPR. Parents will be notified as soon as possible.

En Route to School

In case of earthquake or other similar emergency, children are to stay with car pool drivers until the driver is able to safely deliver children to school or parents. If students are walking to or from school they should follow the "duck, cover and hold" procedure and after the earthquake or similar emergency continue on to their destination.

How You Can Help

Discuss this information thoroughly with your child. Make certain the school has your correct address and phone number (including work numbers). Keep this information up to date in the school office. Safety for all children is one of the District's top priorities. Under some circumstances, school cannot open due to loss of utilities (water, heat, and/or electricity), severe weather, or dangerous road conditions. When this happens, the District will contact Santa Cruz County Office of Education and they will contact local radio and television stations. Please tune in to one of the following stations for school closures and check your email.

KPIG FM 107.5 (Radio)
KSCO AM 1080 (Radio)
KION AM 1460 (Radio)
KUSP FM 88.9 (Radio)
KGP AM 810(Radio)
KSBW TV channel 6 or 8
KIONTV Channel 48

Happy Valley School Code of Conduct

At Happy Valley School we strive to create a learning environment based on mutual respect and understanding where everyone feels safe and happy. We expect everyone in our school community to observe the following Code of Conduct:

1. Listen to others attentively with your ears, your eyes, and your heart.
2. Respectfully follow directions the first time they are given. Ignoring requests or arguing with teachers or other adults is not acceptable behavior.
3. Everyone likes to play. Take turns, include everyone, and be kind to each other.
4. Always be polite and use good manners. Do not interrupt conversations. Remember to say please, thank you, and excuse me whenever appropriate.
5. Respect everyone's feelings and differences by being respectful with your words. Swearing and rude talk towards others are prohibited. Teasing, name-calling and put-downs are hurtful, and are not allowed.
6. Respect everyone's personal space. Pushing, bumping into others, or other rough physical contact is not permitted.
7. Respect everyone's right to feel safe at school. Hitting, fighting, or threatening someone is not allowed.
8. Respect the property of the school and others. Always turn in lost items to the office.
9. Use the conflict resolution strategies you have learned when a disagreement or a problem happens.
10. No weapons (including pocketknives) of any kind are allowed on the school grounds.

Attachment B

GROUNDS FOR SUSPENSION AND EXPULSION

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o) inclusive:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another. E.C. 48900 (a)
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, including ammunition. E.C. 48900 (b); P.C. 12101 (b) (1), 12315 (c). Police report may be required.
- C. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind. E.C. 48900 (c) Police report required.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance and then sold or otherwise furnished another substance represented as a controlled substance, alcoholic beverage, or intoxicant. E.C. 48900 (d) Police report required.
- E. Committed or attempted to commit robbery or extortion. E.C. 48900 (e)
- F. Caused or attempted to cause damage to school/private property. E.C. 48900 (f)
- G. Stolen or attempted to steal school/private property. E.C. 48900 (g)
- H. Possessed or used tobacco or any products containing tobacco or nicotine products. E.C. 48900 (h)
- I. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900 (i)
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900 (j)
- K. Disrupted school activities or otherwise willfully defied the valid authority of school personnel. E.C. 48900 (k)
- L. Knowingly received stolen school property or private property. E.C. 48900 (m)
- M. Possessed an imitation firearm which looked like an actual firearm. E.C. 48900 (m)
- N. Committed or attempted to commit sexual assault or committed sexual battery. E.C. 48900 (n); P.C. 261, 266 (c), 286, 288 (a), 289, 243.4
- O. Harassed, threatened, or intimidated a pupil to prevent that pupil from appearing as a witness in a school disciplinary matter, and/or retaliated against that pupil for being a witness. E.C. 48900 (o)
- P. Committed sexual harassment (grades 4-8). E.C. 48900.2, 212.5
- Q. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12). E.C. 48900.3, 33032.5
- R. Intentionally engaged in harassment, threats, or intimidation against a pupil or group of pupils (grades 4-12). E.C. 48900.4
- S. Made terroristic threats against school officials and/or school property. E.C. 48900.7
- T. Assault or battery upon any school employee. E.C. 48915 (a) (s) P.C. 240, 242 Police report required.

PLEASE NOTE THE FOLLOWING:

1. The pupil must remain off all school and District property during the suspension.
2. The parent/guardian has the right to request a meeting with the Superintendent/designee. The request must be made within 3 school days of the suspension. E.C. 48914
3. The parent/guardian of a currently enrolled pupil has the right of access to his/her child's school records maintained by the District. E.C. 49069
4. State law requires a parent/guardian to respond to a request to attend, without delay, a conference with school officials regarding his/her child's behavior. E.C. 43911 (f)

FIELD TRIP SUPERVISION GUIDELINES

1. Drivers must provide proof of Covid-19 vaccination and must be finger printed through Happy Valley School.
2. You are responsible for the safety, learning, and enjoyment of the children in your assigned group. Please do your best to focus on the children. Keep them safe at all times, help keep them engaged in the activity, and talk to them about what they are experiencing/learning.
3. Always stay with the children that are assigned to you. Even if one of the children in your group wants to be with a buddy in another group, you must be close to, and watch all the children in your group. Do not let children wander more than a few feet from you.
4. Please ensure that all children of your group are behaving appropriately, using manners, and are following rules at the field trip location. If you have any behavior issues with a child in your group, contact the teacher immediately for support.
5. Please use cell phones only in an emergency.
6. Please follow and respect any rules or agreements regarding the particular field trip on which you are going. (Example: If children are not allowed to purchase snacks or souvenirs please do not buy treats or allow children to buy anything on the trip. Please do not allow students to purchase toy weapons or other inappropriate items.) Do not stop on the way to or from the assigned destination.
7. **RESTROOM GUIDELINES:** Your entire group must be escorted to the restroom, even if only one student needs to go. Check the restroom before children enter to make sure it is safe. Try to keep an eye on the children inside while you are with the children outside. (Remind children to use the bathroom before they leave school.)
8. Alcohol, tobacco or any illegal substances are not permitted on any field trip.
9. Participation in a field trip is limited to HVS students enrolled in the classroom going on the field trip. Younger and/or older siblings are not allowed to go on field trips.
10. Please have fun and enjoy this special learning experience with the students of Happy Valley School!
11. Be sure your emergency folder is in your car. Only open in case of an emergency.

Complaints--School Personnel

BP 1312.1(a)

The Governing Board recognizes its accountability to the public for the quality of the district's educational program and the performance of district employees. The district shall provide a process by which a complaint submitted by any person regarding an employee can be resolved impartially, expeditiously, and with minimal disruption to district operations and the educational program.

When a concern regarding an employee is presented during a Board meeting or to an individual Board member or employee outside of a Board meeting, the complainant shall be informed of the appropriate complaint procedure.

Any complaint regarding the Superintendent shall be initially filed in writing with the Board. The Board shall consult with legal counsel or appoint an appropriate agent to conduct the investigation.

The Superintendent or designee shall determine whether a complaint against any other employee should be considered a complaint against the district and/or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and/or other district procedures. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law and BP 5141.4 - Child Abuse Prevention and Reporting. Any complaint alleging that an employee engaged in unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. Any complaint by an employee, job applicant, volunteer, intern, or independent contractor alleging unlawful discrimination or harassment by an employee shall be filed in accordance with AR 4030 - Nondiscrimination in Employment.

(Any complaint subject to this policy and the accompanying administrative regulation shall be investigated by the principal, the employee's immediate supervisor, the Superintendent or designee, legal counsel, agent of the Board, and/or other appropriate person who is not the subject of the complaint or subordinate to the employee charged in the complaint. The complainant and the employee shall have an opportunity to present information relevant to the complaint.

A complaint that is filed anonymously may be investigated by the Superintendent or designee depending on the specificity and reliability of the information.

If a complainant requests confidentiality, the Superintendent or designee shall inform the complainant that the request may limit the district's ability to investigate the employee's conduct or take other necessary action.

However, the Superintendent or designee shall take all reasonable steps to investigate and resolve the complaint without divulging the complainant's identity. The Board prohibits retaliation against complainants.

Appeals

If either the complainant or the employee submits an appeal of the Superintendent's decision to the Board, the Board shall determine whether to uphold the Superintendent's decision without hearing the complaint, appoint an appeals committee to advise the Board, or hear the appeal itself.

If the Board decides to hear the complaint, the matter shall be addressed in closed session in accordance with Government Code 54957 unless the employee requests that it be heard in open session. The Board shall review the original complaint and additional information provided by the Superintendent or designee regarding the steps taken to resolve the issue.

The Board's decision shall be final.

All parties to a complaint, including the school administration, may be asked to attend a Governing Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue.

Complaints concerning an employee shall be addressed in a closed session of the Governing Board unless the employee requests that the issue be addressed in open session. (cf. 9321—Closed Sessions)

NOTE: The Governing Board should make sure that complaints heard in Closed Session are indeed complaints against an employee, not against district practice or procedures.

The decision of the Governing Board following the hearing shall be final.

Williams Uniform Complaint Procedures

Notice to Parents/Guardians: Complaint Rights

Parents/Guardians: Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.

Uniform Complaint Procedures

General Information

School districts are required to have uniform complaint procedures in place for the purpose of addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Happy Valley Elementary School District is primarily responsible for compliance with federal and state laws and regulations governing all of the subjects listed above. If anyone has a complaint alleging discrimination based on any of the areas listed in the first paragraph the person must file the complaint in writing with Happy Valley Superintendent/Principal, Michelle Stewart. Complaints must be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. The review of the complaint will be completed within sixty calendar days, and the person filing the complaint will receive a written report of the district's investigation and decision. The complainant has a right to appeal the school district's decision to the California Department of Education within 15 days of receiving the school district's written decision.

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Board Policies are on the Happy Valley School Website at www.hvesd.com

Title IX

Happy Valley Elementary School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age color, disability, gender, gender Identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This applies to all acts related to school activities or school attendance within a school under the jurisdiction of the superintendent of the school district. School personnel are required to take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

(EC section 200, 220, 221.5, 234.1 260; GC section 11356; PC section 422.55; CCR section 4900, 1902, 4960)

Complaints alleging noncompliance with this policy of discriminations should be directed to the Title IX coordinator: Michelle Stewart, Superintendent/Principal (831)429-1456, E-mail Address: mstewart@hvesd.com

