

Pope Valley Elementary School

PO Box 167
6200 Pope Valley Rd
Pope Valley, CA 96029
707-965-2402
www.pvk8.org

Staff Members

Diane Billeci, 5th & 6th
Ken Burkhart, 7th & 8th/principal/superintendent
Ben Casas, Technology Coordinator
Susan Eakle, Kindergarten, 1st, & 2nd
Sam Hardin, Instructional Aide/Bus Driver
Francisca Ramirez, Maintenance and Custodial
Tomas Ramirez, Maintenance and Custodial
Lisa Rosen, 3rd & 4th
Katrina Speridon, Executive Secretary
Cindy Stapp, Instructional Aide/Bus Driver
Ashley Toscani, Learning Center

Board of Trustees

Mike Damonte
Katie Gonzalez
Paul Kimsey
Joe Mosely
Christopher Thompson

Student Handbook & Dress Code

2017-2018



www.pvk8.org

CHARACTER



Trustworthiness

Be honest.

Don't deceive, cheat or steal.

Be reliable — do what you say you'll do.

Have the courage to do the right thing.

Build a good reputation.

Be loyal — stand by your family friends and country.

Respect

Treat others with respect by following the golden rule.

Use good manners, not bad language.

Be considerate of the feelings of others.

Don't threaten, hit or hurt anyone.

Deal peacefully with anger, insults, and disagreements.

Be tolerant of differences.

Responsibility

Do what you are supposed to do.

Persevere: keep on trying!

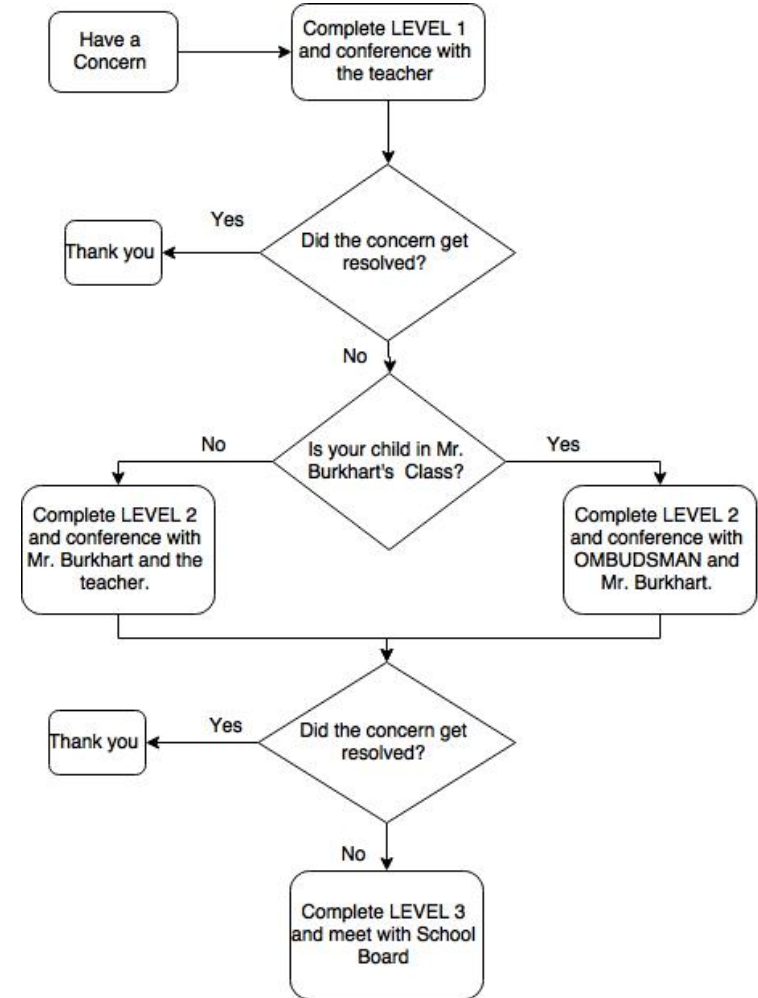
Always do your best.

Use self-control.

Be self-disciplined.

Think before you act — consider the consequences.

Be accountable for your choices.



OMBUDSMAN:

(noun) a person appointed to act as an advocate between the public and a government entity

Pope Valley Elementary School District has appointed **Joe Mosely** to act as the **OMBUDSMAN** for **parents of students in Mr. Burkhart's classroom** for matters related to **teaching and instruction**.

Joe Mosely can be reached at: 707-965-1541. Se Habla Español.

Concerns regarding other staff members or regarding non-teaching matters should be addressed to Mr. Burkhart.

Parent Concern/Complaint Process

To facilitate the complaint process, the Board of Trustees has adopted Board Policies 4144, 4244, and 4344

The following process has been outlined for parents to file a concern or complaint. Please review it carefully.

All forms are available from any teacher or the office at any time.

Level 1—Parent Concern Form

Parent should first complete a “Parent Concern Form”. This form should be returned to the teacher. A conference will be setup within ten school days to see if a remedy has been enacted.

Level 2—Parent Complaint Form

If the Level 1 Concern does not remedy this situation, the parent should complete a “Parent Complaint Form” which will be submitted to the principal. The principal will setup a conference with the teacher, parent, and principal to come a resolution. In the event the teacher is also the principal, the parent form will be submitted to the parent ombudsman who will meet work with the parent and teacher/principal.

Level 3—Complaint/Appeal to the Board of Trustees

If the Level 1 and Level 2 process does not resolve the issue, the parent may request to meet with the Board of Trustees. The complaint will be heard in Closed Session, with the staff member present. The staff member has the right under Government Code 54957 (b)(2) to have legal representation and/or to require the complaint to heard in public.

COUNTS!

Fairness

**Play by the rules.
Take turns and share.
Be open-minded; listen to others.
Don't take advantage of others.
Don't blame others carelessly.**

Caring

**Be kind.
Be compassionate and show you care.
Express gratitude.
Forgive others.
Help people in need.**

Citizenship

**Do your share to make your school and community better.
Cooperate.
Stay informed; vote.
Be a good neighbor.
Obey laws and rules.**



MISSION STATEMENT

It is the mission of the Pope Valley Union School District, as a safe school in a beautiful natural environment, to develop and enrich the life of each child to his or her maximum potential, both intellectually and socially, through providing an academically excellent program that is taught by a caring, progressive staff in an atmosphere of warmth, mutual respect, and high expectations.

VISION STATEMENT

It is the vision of Pope Valley Elementary School that the united efforts of students, parents, staff, and community will develop students who...

- Demonstrate academic competency
- Demonstrate self-reliance
- Exhibit essential life skills
- Exhibit citizenship
- Exhibit sound character

PHILOSOPHY

Education is a shared responsibility between administration, staff, students, parents and community.

A combined effort is necessary to create a stimulating and positive learning climate in which all students have an equal opportunity to learn. There must be stated rules and expectations with known consequences that are administered fairly and are supported by the school, students, and parents.

The primary responsibility of the district is to maintain policies that support curriculum, activities, and materials that promote learning.

Minimum Days (2:00p)

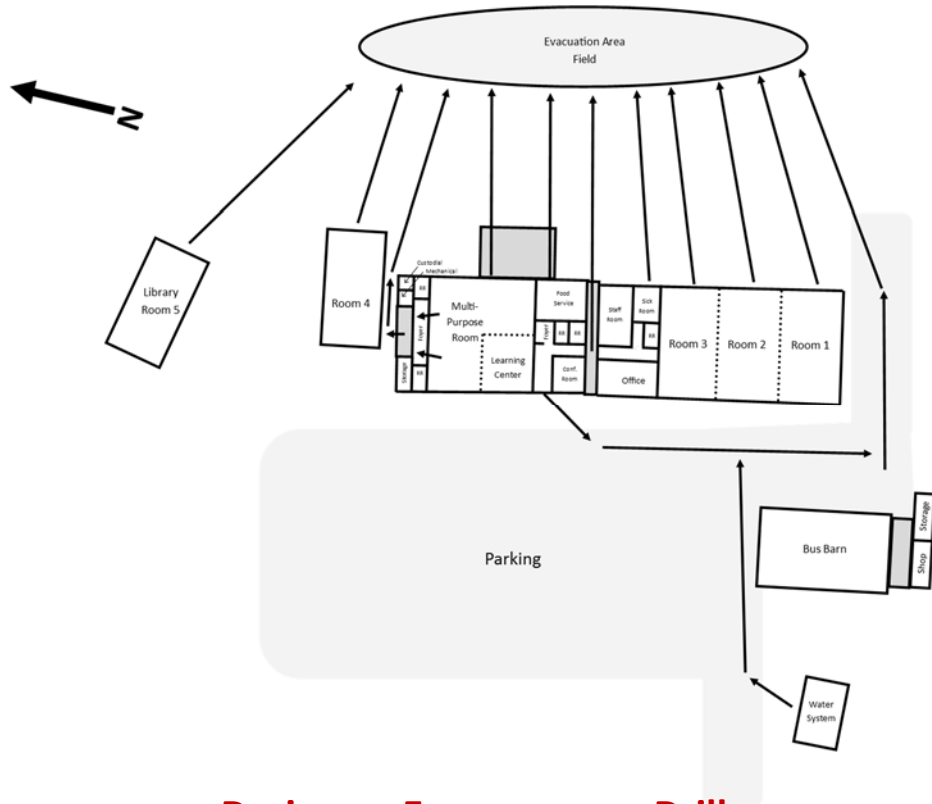
August 28	February 5
September 4*	February 19
September 11	February 26
September 18	March 4*
September 25	March 11
October 2	March 18
October 9	March 25
October 16	April 8
October 23	April 15
October 30*	April 22
November 6	April 29
November 13	May 6
November 20	May 13
December 4	May 20
December 11	May 27
December 18	June 3
January 15	* Dismissal at 12:00p
January 22	

Non-School Days

January 29
 September 7
 November 11
 November 25-27
 December 21-31
 January 1-7
 January 18
 February 12-15
 March 28-31
 April 1
 May 30

Reporting Periods

Quarter 1
 8/24 to 10/30
 Quarter 2
 11/2 to 1/29
 Quarter 3
 2/1 to 3/25
 Quarter 4
 4/4 to 6/9



During an Emergency or Drill

Fire

- Leave the building orderly.
- Form a line while walking to the 'Evacuation Zone'.
- Stand QUIETLY and listen for directions.

Earthquake

- Duck and cover, hold onto a table leg, and protect head and neck.
- Evacuate building only if directed.

Lockdown

- Immediately get quiet.
- Duck and cover if directed.
- Stay inside at all times.

Power Failure

- Remain Calm
- Stay in classroom until directed.

Thunderstorm

- Get away from windows.
- Stay off of electronic/electric devices.
- Listen for directions.

RIGHTS AND RESPONSIBILITIES

Pupil's Right:

- To be treated with dignity and respect
- To learn in a safe environment

Pupil's Responsibility:

- To value an education
- To attend school regularly and on time
- To obey school rules and regulations
- To respect the rights of school personnel and fellow students
- To be prepared for class with appropriate materials and assignments

Parent's Right:

- To be informed of District policy, school rules, and regulations related to their child
- To be informed of all facts and school action related to their child
- To inspect their child's records with the assistance of a certified staff member, for proper explanation

Parent's Responsibility:

- To visit the school periodically to participate in conferences with teachers on the academic and behavioral status of their child
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school
- To be familiar with District policies, school rules, and regulations

Teacher's Right:

- To expect students to behave in a manner which will not interfere with the learning of other students
- To have parental support related to academic and social progress of students
- To expect students to put forth effort and participate in class in order to receive a passing grade

Teacher's Responsibility:

- To inform parents through report cards and conferences about the academic progress, school citizenship, and general behavior of their students
- To conduct a well-planned and effective classroom program
- To initiate and enforce a set of classroom regulations consistent with District policies
- To provide an education that meets state standards and criteria for the appropriate grade level

Pope Valley Elementary School Rules

Trustworthiness:

Be honest in your words and actions.

Respect:

Speak and listen courteously to all students, staff, and visitors.

Responsibility:

Follow directions the first time they are given.

Fairness:

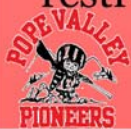
Take turns and share. Treat others fairly.

Caring:

Keep hands, feet, and objects to yourself.

Citizenship:

Use appropriate behavior in the classroom, restrooms, halls, and on the playground.



**CHARACTER
COUNTS!**

LCAP

Eight State of California Priorities must be covered:

- 1) Basic Services
- 2) Academic Standards
- 3) Course Access
- 4) Pupil Achievement
- 5) Other Pupil Outcomes
- 6) Parent Involvement
- 7) Pupil Engagement
- 8) School Climate

The LCAP is a three year plan for the upcoming school year and the next two years.

Pope Valley's Goals, Actions, Expenditures, and Progress Indicators

- 1) Improve achievement for all students and accelerate student learning increases for EL and low-income students.
- 2) Improve instructional practice through professional development and professional learning communities at schools and recruiting and retaining high quality certificated and classified staff.
- 3) Increase parent and community engagement, involvement, and satisfaction.
- 4) Improve student engagement and climate outcomes, and allocated services to English Learner and Low-Income students.
- 5) Provide basic services to all students, including facilities, access to materials and technology.

Online Resources

- **Online Grades (Grades 3-8)**
grades.pvk8.org
- **Scholastic Products (Reading Counts!)**
scholastic.pvk8.org
- **ST Math**
www.stmath.com
- **Achieve 3000/KidBiz**
portal.achieve3000.com
- **GoMath!**
my.hrw.com (grades 7-8)
www-k6.thinkcentral.com (grades 3-6)
- **TypingClub**
www.typingclub.com
- **LucidPress (Online Page Design)**
www.lucidpress.com/e/pioneers

Updated List Maintained at:

www.pvk8.org

Pope Valley School Dress Code

Students are expected to attend school in neat, clean, and appropriate clothing for their age and grade level. Research shows that student dress and appearance affect student attitudes and conduct. The following rules are intended to define appropriate student attire and personal grooming.

When students are unsuitably dressed, students will have to call home and have appropriate clothing brought to them.

The students will be restricted to the office area until appropriate clothing or transportation home is available.

- All skirts, dresses, and shorts must not be shorter than mid-thigh (usually this is fingertip length when the students' arms are down at their sides). No cut-offs pants.
- Clothing must fit, i.e.; tight/revealing clothing may not be worn.
- Clothing may not be modified, i.e., not rolled up, overalls worn with straps over the shoulder, etc.
- Top garments should be long enough to always cover mid sections of the body even when arms are raised.
- Sleeveless shirts will reach the edge of the shoulder. Tank tops may only be worn with an outer garment or should meet right under the arm and should not be low or scooped in the front.
- Undergarments are not to be exposed at any time. Undershirts may not be worn alone.
- Hairstyles for students should be kept clean and neatly groomed.
- Footwear must be worn at all times. **For safety purposes sandals must be held in place with a heel strap. Flip-flops may not be worn.**
- Students should not wear stenciled or pictorial garments which are not in good taste for school environment (for example: clothing with off-color references, profanity, or referring to drugs or alcohol).
- Hats must be worn facing forward and will not be worn inside buildings.
- Pants must be worn with the belt line above the hips.

Technology Use Agreement—Acceptable Use Policy for Students

Users are expected to use technology and the Internet as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the technology and the Internet.

Pope Valley Union Elementary School District Policy

- a. The Pope Valley Union Elementary School District uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of Pope Valley Union Elementary School District.
- b. The technology protection measure that blocks or filters Internet access may be modified by designated Pope Valley Union Elementary School District staff for bona fide research purposes of an adult.
- c. Designated Pope Valley Union Elementary School District staff may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- d. Pope Valley Union Elementary School District staff will monitor students' use of the Internet, either through direct supervision or by monitoring Internet use history, to ensure enforcement of the policy.

Student Technology Use Expectations

Students are responsible for appropriate behavior on the Pope Valley Union Elementary School District's computer network, just as they are in a classroom or on school grounds. Communications on the network/systems are often public in nature. **No assumption of confidentiality is assumed and may be monitored and/or logged in real-time or historically.** General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **The use of technology is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are not allowed to access, keep, or send anything that they would not want their parents or teachers to see.

- a. Students shall not access material that is obscene, pornographic, "harmful to minors", or otherwise inappropriate for educational uses.
- b. Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
- c. Students shall not engage in any illegal activities on the Internet.
- d. **Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for school-related purposes.**
- e. Students shall not download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have permission from the Network Administrator. Neither shall students copy other people's work or intrude into other people's files.
- f. Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

- g. Students shall notify the teacher immediately, if by accident, they encounter materials which violate the boundaries of appropriate use.
REPORT IT!
- h. The Student shall not use Internet resources for personal gain.
- i. Students shall BE PREPARED to be held accountable for their actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Any violation of school policy and rules may result in loss of school-provided access to technology. Additional disciplinary action may be determined in keeping with existing school policies and procedures. When and where applicable, law enforcement agencies may be involved.

Limitation of Liability

Pope Valley Union Elementary School District shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Pope Valley Union Elementary School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost, or stolen. The student and his/her parent/guardian shall indemnify and hold Pope Valley Union Elementary School District harmless from any losses sustained as the result of use or misuse of district's technology resources by the student, and/or the loss or damage of personal technology.

Consequences of Misuse and/or Violation of the Provisions of this Agreement

Misuse of personal or PVUESD technology resources on or near school property, in school vehicles, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from the schools of the district. This Agreement shall be used in conjunction with PVUESD Board of Education policies, California Education Code, and other local, state and federal laws and regulations governing the applicable manner.

Students, parents, and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The PVUESD's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse is at school or away from school as long as the PVUESD's technology resources are being used in the inappropriate behavior.