

# **APRICOT VALLEY ELEMENTARY**



## Parent/Student Handbook 2020-2021

Apricot Valley Elementary  
1320 Henley Parkway  
Patterson, California 95363  
(209)892-4700

Mascot: Jaguar  
School Colors: Hunter Green, Burgundy

## Welcome to Apricot Valley Elementary School!



We are a “No Excuses” school, which means: *We are committed to creating a school that knows no limits to the academic success of each student.* During Back to School Night, we will review our staff commitment to demonstrate our dedication to the No Excuses Philosophy. We are looking forward to working with you during the 2020-2021 school year.

We have been working closely with the Stanislaus County Public Health Officer, Dr. Julie Vaishampayan, to establish and implement sound protocols to safely and effectively return Patterson’s children to school. Please note areas that have been addressed throughout the handbook related to COVID-19.

Please *review* the information in this handbook **carefully**. It has been prepared to help answer many of the questions that students and parents often have about school procedures and policies. We ask that you support these policies and procedures and reinforce them with your children. They are designed to create a positive learning environment in which each child can develop to his/her full potential. After reading and discussing the information in this handbook, **please sign the required pages and return them to your child’s classroom teacher.**

Again, welcome to Apricot Valley Elementary! We look forward to meeting and working with you.

Shelby Huerta-Principal

Lydia Porrás-Assistant Principal

## PATTERSON JOINT UNIFIED SCHOOL DISTRICT

The following set of statements declares what we believe as a school district community, what we commit to achieve for our students, the general ways in which we intend to achieve these, and some parameters -- guidelines we commit to live within to help us stay on course. This strategic planning framework is the context through which we will plan and act annually to move our district closer to achieving our strategic objectives for all students and realizing our mission.

### **BELIEFS**

We believe that each individual has value and is worthy of respect  
 We believe people are responsible for the choices they make  
 We believe that we lead by example  
 We believe that everyone has hidden potential waiting to be discovered  
 We believe that healthy family relationships elevate the quality of life  
 We believe that nourishment of mind, body and spirit builds healthy individuals and communities  
 We believe that serving others builds community in which people thrive  
 We believe that community support is vital to individual growth and well-being

### **MISSION**

PJUSD, the Central Valley's vibrant educational community offering world class academics with a small-town feel, ensures that all students will graduate as resilient confident innovators and contributing citizens with the knowledge and 21st century skills and experience to create their own futures and pursue personal and professional fulfillment. We will do this in a district characterized by:

High quality, rigorous and relevant curriculum  
 Exemplary, passionate and caring staff  
 Innovative use of technology  
 Partnership with family and community stakeholders  
 Cultivation of physical, mental, social and emotional well-being of each student

## Apricot Valley Elementary Focus

### VISION

*Ensure excellence in education and cultivate healthy, contributing citizens!*

### MISSION

*The Apricot Valley Community is dedicated to guiding students towards becoming lifelong learners and fulfilled members of society.*

### GOAL

*Every student will be provided the opportunity to be successful in developing their character and academic excellence.*

### COMMITMENT

*At Apricot Valley we are committed to maintaining a school culture in which every student will receive a quality education.*

## Apricot Valley Elementary School Staff

### OFFICE

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 Lydia Porras, Assistant Principal  
 Liliana Venegas, Secretary  
 Denise Perez, Attendance Clerk  
 Genevieve Rosas, School Clerk

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## CLASSIFIED STAFF

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 Robert Hernandez  
 Kathryn Lugo  
 Theresa Cagle

Day Custodian  
 Night Custodian  
 Custodian Supervisor  
 After School Program Leader  
 Library Media Clerk

Cynthia Cepeda  
 Martha Cordova  
 Guadalupe Manriquez  
 Ofelia Salazar  
 Colleen Sullivan  
 Moriah Williams

Special Education Paraeducator  
 Special Education Paraeducator  
 Special Education Paraeducator  
 Special Education Paraeducator  
 Special Education Paraeducator  
 Special Education Paraeducator

Hahn Aguinaga  
 Kris Bielecki  
 Jamie Cruthis  
 Savanna Johnson  
 Erika Lozano  
 Cynthia Mattingly  
 Elizabeth VanTol

Special Education Paraeducator 1:1  
 Special Education Paraeducator 1:1  
 Special Education Paraeducator 1:1  
 Special Education Paraeducator 1:1  
 Special Education Paraeducator 1:1  
 Special Education Paraeducator 1:1  
 Special Education Paraeducator 1:1

Cortny Lozano  
 Vickie Prasad  
 Cinthia Salazar

Intervention Paraeducator  
 Intervention Paraeducator  
 Intervention Paraeducator

Tammy Allen  
 Ashley Freitas  
 Rachel Gonzalez  
 Mary Jepson  
 Brianna Kimm  
 Valerie Rosas  
 Kia Walker

Yard Duty  
 Yard Duty  
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 Yard Duty  
 Yard Duty

## TITLE IX REGULATIONS

In compliance with Title IX of the educational Amendments of 1972, Apricot Valley Elementary School does not discriminate on the basis of sex in its educational programs or activities.

What this regulation means for you and your child is that girls and boys will not be separated on the basis of sex for instructional purposes. All children will be provided with equal educational opportunity, without invading the privacy and rights of each student.

The law mandates that each parent and student be notified of their individual rights and if they have a complaint regarding sex discrimination, they are to contact the teacher. If the complaint cannot be settled verbally, parents do have the right to file a grievance on behalf of the student. Upon request from the principal, a detailed grievance procedure will be provided.

Apricot Valley Elementary School is striving to meet the requirements of Title IX. In the event you have a complaint regarding gender equity in the Patterson Unified School District, contact the Title IX Coordinator at 895-7700.

## DISTRICT PARENT HANDBOOK

The Patterson Unified School District's 2020-2021 Parent Handbook has been distributed to all households in the district. This handbook contains useful information related to district practices and procedures. If you have not received your copy or have misplaced it, please call the district office at (209) 895-7700.

## SCHOOL INFORMATION AND PROCEDURES

### ► PARENT VOLUNTEER, FIELD TRIPS

***Due to COVID-19: The District has placed a moratorium on student and staff travel at least through the end of the first semester. Parent volunteers and access to campus from outside visitors will be prohibited as well.***

Assembly Bill 3458, Section 35021 was added to the Education Code to provide that persons required to register as sex offenders may not supervise students during breakfast and lunch periods or serve as non-teaching volunteer aides. **Anyone interested in volunteering in the classroom or on field trips are required to complete the Parent Volunteer form** which requires a Tuberculosis (TB test) and background check conducted by the office. Your form must be signed and on file in the office BEFORE you will be allowed to volunteer in the classroom. **In order to attend field trips, your form must be signed and on file at least two weeks BEFORE the scheduled field trip.**

## ► Field Trips and Class Trips

***Due to COVID-19: The District has placed a moratorium on student and staff travel at least through the end of the first semester.***

Each year the students at Apricot Valley have the opportunity to participate in class trips that are designed to build on curriculum taught, promote college, and increase academic success. These trips are educational and ideally **all** students will be able to participate in field trips. The teachers and staff assume a significant responsibility for a large number of students on these outings and student safety is a priority. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip.

\*Students **not attending** field trips **are expected to be at school**.

\*Parents/Guardians will be informed at least **two weeks prior** to the event that their son/daughter is in danger of losing the opportunity to participate in a school trip.

## ► ATTENDANCE, STUDENT ABSENCE

***Due to COVID-19: The District is reiterating the importance of keeping children home if they are not feeling well, and certainly if they are running a fever of 100.4 or higher. Students and staff experiencing symptoms such as cough and shortness of breath should not come to school as well.***

Regular school attendance is one of the key factors for students' academic success. The habits children develop as early as Kindergarten tend to stay with them. Good attendance helps children succeed academically and helps prevent their falling behind.

***Please contact the school office by phone or written note anytime your child is absent. After 3 days a doctor's excuse is required.***

Both attendance and tardiness are monitored carefully. Conferences will be requested when students have excessive absences, tardies, or truancies. Continued excessive absences, tardies, or truancies will be referred to SART (School Attendance Review Team) or SARB (School Review Attendance Board).

***Please note picking students up early is documented and affects students' academics and attendance record. We highly encourage you to schedule appointments after school hours when possible.***



### ► **ADDRESSES AND TELEPHONE NUMBERS**

It is very important that students' information is up-to-date at all times. If you have moved or have changed your home or work telephone number, please notify the office ***immediately*** about the changes. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available. In case of an emergency, we need current information.

### ► **STUDENT EVENTS/CEREMONIES**

***Due to COVID-19: Parent volunteers and access to campus from outside visitors will be prohibited.***

Parents will be notified by the teacher if their student is being recognized. Please note that **students are not permitted to leave class to attend a sibling's "on campus" event, function, or ceremony during the school day.**

### ► **MORNING SUPERVISION**

Playground supervision is provided for all students beginning at **7:30 AM**. Parents should plan their children's departure from home so that students arrive at school no earlier than 7:30 AM.

### ► **DROP OFF**

Students are considered **tardy at 8:00 am**.

We now have a closed campus so adult family members are no longer allowed to walk students to class. ~~Under special circumstances, adults may be able to sign in at the office and escort their child on campus.~~ ***Due to COVID-19: Parent volunteers and access to campus from outside visitors will be prohibited.***

**Designated loading zones:** Please be respectful of the drop off/pick up zones. There are designated drop off zones on Henley Parkway, in front of the school, and on Shearwater Drive. The **yellow area is for drop off/pick up only, NOT PARKING**. We do not have personnel or police to monitor all of the time, but the area is clearly marked. Please respect the signs and the personnel that are out on duty. For the safety of our students, please follow the arrows in the parking lot and proceed slowly.

**BUS ZONE:** For safety reasons, please be very careful when dropping students off near the bus zone on Shearwater Drive. **Please do not block the buses.** As this is a very busy area with moving vehicles, **we also ask that you have your child cross the street using the crosswalk.**

***Due to COVID-19: Masks will be required on school busses.***

**AFTER SCHOOL PICK UP-Please refer to DROP OFF also**

**Kindergarten-** Students are dismissed from their classrooms.

**First Grade-** Students are dismissed in front of cafeteria near playground gate.

**Second Grade-** Students are dismissed between main office and Kindergarten building.

**Third Grade-** Students are dismissed at loading and unloading zone on Henley Parkway.

**Fourth/Fifth Grade-** Students are dismissed on Shearwater near Bus Zone.

Parents are responsible for picking up their children on time. Please make arrangements with your children prior to the start of the school day. **Office Staff are not available to provide after school supervision.** Please pick up your students **ON TIME.**

\*\*Students in grades K-2<sup>nd</sup> will not be dismissed without a parent, guardian or older sibling.

**► REGULAR SCHOOL INSTRUCTIONAL HOURS**

<b>School-wide</b>	
Welcome Bell	7:55
Late Bell	8:00
Breakfast served	7:30 – 7:50
<b>Kindergarten</b>	
Monday, Tuesday, Thursday, Friday	7:55 – 1:30
Wednesday ( <i>Early Release</i> )	7:55 – 12:30
<b>Grades 1 – 5</b>	
Monday, Tuesday, Thursday, Friday	7:55 – 2:40
Wednesday ( <i>Early Release</i> )	7:55 – 1:30
<b>MINIMUM DAY</b>	
Kindergarten	7:55 – 11:30
Grades 1-5	7:55 – 12:35

**[Distance Learning Student Schedules.pdf](#) Please see our website**

**► STUDENT CHECK OUT**

Parents, guardians, etc., picking up children before regular dismissal time must first go to the office and sign them out. Teachers will direct the child to the office for check out.

Parent/guardian phone calls will not be accepted to release a student from the classroom during instructional time. **Students will not be called out of their classroom less than 10 minutes before dismissal time** due to transitional period (e.g. homework, end of day activities). ***Any person picking up a child must be listed as an emergency contact in the office.*** We appreciate your understanding that anyone picking up a student early must be 18 years of age or older & must provide identification.

### ► **LOCKED GATES**

Besides the front entrance, there are 4 designated gates for entering and departing our school grounds. These designated gates will be unlocked from 7:30 to 8:00. **At 8:00, the gates will be locked** and all students will need to come through the office to get a late slip. These gates will open after school from 2:40 to 3:00. On early dismissal and minimum days, they will be unlocked at the dismissal bell and locked ½ hour after.

### ► **CLASSROOM ASSIGNMENTS**

Due to the enrollment growth, students' classroom assignments are based on the date of registration and available space. The number of students enrolled in school dictates to a large extent the organization of grades and levels with the school and classroom. Our focus is to maximize every student's potential and ability. Because students learn at a different pace throughout their development, we work very hard to balance the classrooms to provide the best educational setting for each child.

### ► **HOME-SCHOOL COMMUNICATIONS - CONTACTING A TEACHER**

Teachers welcome notes, calls, and emails. They are usually available to accept phone calls **after** school. The office will take messages anytime and the teacher will return the call as soon as it is practical. Since teachers share the after school duties and participate on committees, your understanding is appreciated if the call is not returned the same day. Often the fastest way to communicate with a teacher is through **email**.

During Distance Learning, teachers will be communicating with parents via WebEx, Google Classroom, and Parent Square.

**Classroom Concern:** If you are concerned about a classroom related issue, our protocol is that you **talk to the teacher first**. Besides you, the teacher has the most direct contact with your child. If the situation is still not resolved, you are welcome to make an appointment to talk with an administrator.

### ► **CLASSROOM VISITATIONS**

Due to COVID -19 We are currently not allowing classroom visitations or parent volunteers.

~~We encourage parents to provide a 24 hour notification prior to visiting the classroom. All visitors must check in at the office before entering the school grounds or before going to the classroom. A "pass" will be provided for approved visitors.~~

~~Parent involvement and assistance in all classrooms is encouraged and appreciated. TB test clearance and Parent Volunteer Form must be filled out and on file. Administrative approval is needed before small children will be permitted in the classroom during volunteering.~~

### ► **Cell Phones**

- Students are **not allowed** to use cell phones during the school day.

- If a student has a cell phone, ***it must be turned off*** AND stored, out of sight, during the school day.

**\*\*PLEASE NOTE:** The school is **NOT** responsible for any loss or damage to cell phones or other personal property brought to school by students.

### ► **HEALTH/MEDICATION**

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements:

- Physician and parent/guardian request forms filled out completely including both physician and parent signature. You may pick up these forms at the school. No medication will be administered without detailed physician instructions.
- Medication taken to school must be furnished in its pharmacy labeled bottle or in original pharmacy labeled injectable medication kit.
- Non-prescription medications such as aspirin, Tylenol, etc. will **not** be administered at school even at parent's request. As a parent/guardian, you have the right to bring medication to school and administer said medication to your child.

### ► **HEAD LICE**

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. The principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice case in order to help minimize the student's absences from school. When **two or more students in any class** have been identified as having a head lice infestation, all **students in the class** shall be examined. In consultation with the school nurse, the principal may also send information about head lice home to all parents/guardians of the **students in that class**. <http://www.patterson.k12.ca.us/> click on Board of Trustees and then Board Policies (5141.33)

### ► **FOOD/DRINK POLICY**

The Health and Wellness guidelines and due to COVID-19 we will no longer allow food to be delivered or dropped off at school for any reason after the school day begins.

Students are allowed to bring bottles of water. No other drink of any kind will be permitted, except during lunch.

### ► **LUNCHES**

**Due to COVID-19: The District has decided we will no longer allow food or lunches to be**

delivered or dropped off at school after the school day begins (once students return to face to face learning).

**Please make sure lunches are sent to school with your child in the morning.** Please have a lunch plan in place with your child prior to the start of the school day. Students that forget their lunch will be provided with a school lunch for the day.

~~Students picked up for lunch will not be released until their scheduled lunch time. If returned late 3 times, off campus lunch privileges will be taken away.~~ **Please be advised only students and staff are permitted to enter the food service kitchen in the cafeteria and dining area.**

### ► **EMERGENCY DRILLS**

Students and staff will practice a variety of emergency drills during the school year. Fire drills are conducted monthly. Earthquake drills and an emergency evacuation/lockdown drills are conducted at least annually. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

### ► **TEXTBOOKS/CURRICULUM**

Each student is issued a numbered copy of the textbooks and assorted workbooks for his/her grade at the beginning of the school year. She/he is individually responsible for these books for the year. If a book is lost or damaged, the student will have to pay the full or partial price, depending on the original condition of the book when issued to the student. It is very important that you and your child discuss his/her responsibility for these textbooks. If a book is missing at that time, the class and the teacher can assist in locating the book. If a student waits until several weeks later, the chances for finding the book are slim.

## **NO BULLY ZONE!**

In order to make Apricot Valley Elementary an even better place for students to grow and learn, we have a “No Bully Zone” initiative.

### ► **What's bullying?**

Bullying can take a variety of forms, from verbal to physical to the Internet. Below is a brief listing of the various types of bullying.

- Ongoing name-calling
- Hitting, pinching, biting, pushing and shoving
- Stealing
- Verbal, instant message, or email threats
- Isolating a person

- Spreading rumors
- Intimidation
- Making silent or abusive phone calls
- Posting threats, false statements, or other harmful information about a person on social media

### ► **BULLYING: PEER ABUSE IN SCHOOL**

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events. For purposes of this policy, the term “bullying” among children is defined: **(1) Bullying means any severe or pervasive physical or verbal act or misconduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:** (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect to his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

We also prohibit “Internet bullying” (also referred to as “cyber-bullying”) including the use of instant messaging, email, websites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or school employees.

### ► **Bullying: Its impact**

All too often, someone will say that bullying is no big deal or just a stage of growing up. Both are false myths that can take a toll on the victim of bullying.

Bullying can lead to increased absences from school that can have dangerous academic repercussions in today’s increasingly demanding education environment.

Additionally, the US Health and Human Services Administration reports that as they advance through the school system, victims of bullying are more likely than their peers to:

- Drop out of school
- Drink alcohol
- Begin smoking

- Be involved in fighting

For those that bully, the result can be equally disturbing. Sixty percent of boys who were bullies in middle school had at least one criminal conviction by the age of 24, the administration reported.

### ► **Bullying: Parents tips**

Encourage your child to share his or her problems with you, understanding that this may embarrass them. Assure them that they are not going to face the problem alone.

- Encourage your child to take part in activities, such as sports, clubs or civic groups.
- Help your child with his social skills.
- Praise your child often.
- Keep in contact with your child's teachers.
- Keep a record of the bullying episodes and your contact with the school about the issue.
- Help your child make friends.

**NOTE:** Please help your student understand what true bullying is, as false reports will make it difficult for school officials to address bullying in an effective manner.

### ► **Bullying: Tips for students**

If you are being bullied, you can do something about it. You shouldn't be afraid to talk to a trusted adult — whether it's a staff member, parent, or adult friend — for help. If you are being bullied, please notify an adult immediately.

- *Peace Keepers:* At Apricot Valley, we have students who are trained to provide low level conflict resolution. During recess, the students, with guidance from yard duty, help their peers resolve minor incidents.
- *Buddy Bench:* We have one buddy bench on the playground. Students are encouraged to seek out peers who are sitting on the bench in an effort to help them make friends and include them in activities during recess.
- *Classroom Meetings:* These meetings go on throughout the year to help address bullying and any other issues that may come up on the playground or in the classroom.

**NOTE:** Students, please be sure to report only true cases of bullying.

### ► **Discipline Policy**

The teachers and administration have developed a policy which focuses on the student and helping to change behavior when it conflicts with the instruction in the classroom. The school policy generally follows this routine:

- The classroom teacher sets up class rules and procedures, including consequences for behavior.
- Time is set aside for the student and teacher to discuss the problem.
- If the behavior continues, the teacher will contact the parent/guardian in person, by phone, or email.
- If the behavior becomes serious, a parent conference may be scheduled.
- The student may be referred to the principal or assistant principal if the regular classroom measures have not changed the behavior.
- The principal will have a conference with the student. If necessary, the parent will be called and a referral sent home.
- A behavior contract may be developed following a conference with the parents.
- Suspension results when there is a serious infraction of Education Code 48900, which includes a number of specific infractions seen on the [suspension page](#).
- [Expulsion](#) is the most serious consequence, as it denies the student the privilege of attending Apricot Valley Elementary.

### ► **Discipline/Referral Policy**

Referrals are issued for violations of [Education Code 48900 \(A-O\)](#) and for infractions of school rules. Students are seen by the assistant principal or principal for every referral. All referrals are sent home with the student. Phone calls to parents will be made by the staff member reporting the violation, office staff, or an administrator.

The following consequence options for referrals are assigned to the student by the administrator handling the referral. Our goal is to use the most effective intervention within the progressive discipline policy. There are Education Code offenses for which students may be suspended or considered for expulsion, even on first referral.

- **Parent Contact:** Phone call, or if unable to reach anyone, a message or note may be sent home with the student. If no response is made, a letter will be mailed home.
- **Rethink Sheet:** Student will fill in a brief rethink sheet regarding the infraction. Students may have to spend recess time completing the assignment. They are supervised by a school employee. If students misbehave during this consequence, teachers are notified. If misbehavior continues on subsequent days, referral may be written to the office.
- **Lunch Detention:** Students sit in the office during lunch and/or lunch recess. If students misbehave during this consequence, they may be assigned to help out in the cafeteria or a referral may be written.



- **"Timeout/Break"**: Relocation of a student to another teacher's room for the duration of a particular activity or short time frame. The student follows the schedule of the room to which he or she is relocated. This may occur with or without referral. If a student misbehaves during this consequence, additional restriction will occur; suspension or parent may be asked to pick up his/her child early.
- **Teacher Suspension**: Suspension of a student to the office, with work, for a period of time. A teacher suspension is governed by Education Code, Section 48910, and may be extended for a second day if the teacher is able to conference with the parent. If the student is disruptive and defiant in the office, parents may be asked to pick up the child early.
- **Campus Beautification**: Students are assigned to sweep sidewalks or pick up campus litter after they have finished eating lunch. The noon supervisor verifies that the child performed the work. If a student misbehaves during this consequence, further restriction will be assigned.
- **Suspension**: A suspension is removal from school for up to 5 days at a time. They are earned for violations of [Education Code 48900](#). Suspensions are formal, legal documents and may only be imposed for up to 20 days in one school year. There are 5 areas for which students may be suspended on the first offense. Suspensions may not be appealed, but a conference may be requested of the parent. State law requires parents to attend such a conference for each suspension.
- **Behavior Contract**: When detention, conferencing, restriction and suspension have failed to bring about the desired improvement in behavior, these contracts are used by administrators as a last resort before placing a student before the Board of Education for expulsion. These are signed by both the student and the parent and may be part of an SCT process. Usually full campus restriction is an automatic part of such a contract. This document may also be used in a limited fashion when adults see a pattern of continued aggression developing between two students. Students are asked to agree that they will have no contact with each other.
- **Expulsion**: Expulsion is the removal of a student from the school district for up to one year for serious or continued violations or [Education Code 48900](#). These occur after a formal hearing before the Board of Education. Expulsions may be appealed to the County Board of Education. [PJUSD Student Conduct Code](#)

***\*\*Please refer to the Patterson Joint Unified School District Discipline Policy for more information about Discipline policies and procedures in place at all schools.***

## Apricot Valley Elementary School Rules & Expectations Matrix

School Rules posters are posted in every room in the school, including all classrooms, the cafeteria, hallways, front office, etc.

	<b>School Rules- R.O.A.R.</b>			
<b>Area/setting</b>	<b>R. Be Responsible</b>	<b>O. Offer Kindness</b>	<b>A. Always Be Safe</b>	<b>R. Resolve Problems</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Focus</li> <li>• Track the speaker</li> <li>• Complete assignments</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Listen attentively</li> <li>• Respect peers and adults</li> <li>• Communicate with courtesy</li> </ul>	<ul style="list-style-type: none"> <li>• Sit up straight</li> <li>• Use walking feet</li> <li>• Chairs flat on ground</li> </ul>	<ul style="list-style-type: none"> <li>• Ask and answer questions</li> <li>• Use problem solving strategies</li> <li>• Seek a staff member's help with conflicts</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Take care of equipment</li> <li>• Return equipment used</li> <li>• Clean up litter</li> </ul>	<ul style="list-style-type: none"> <li>• Include others in games</li> <li>• Take turns</li> <li>• Share</li> <li>• Practice sportsmanship</li> <li>• Friendly competition</li> <li>• Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>• Use play equipment safely</li> <li>• Walk to line when bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Ask person to kindly stop</li> <li>• Walk away</li> <li>• Ask for help</li> <li>• Communicate with Peacekeepers</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Use quiet inside voices</li> <li>• Use recycling bins properly</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and respect adults</li> <li>• Say "please" and "thank you"</li> <li>• Leave an open space for custodians to walk through</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated and raise your hand</li> <li>• Walk</li> <li>• Enter and exit through correct doorway</li> </ul>	<ul style="list-style-type: none"> <li>• Ask person to kindly stop</li> <li>• Ask adult for new seating</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Flush/Wash hands</li> <li>• Use resources wisely</li> <li>• Keep clean</li> </ul>	<ul style="list-style-type: none"> <li>• Respect Privacy</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>• Inform teacher/adult</li> </ul>

<b>School Rules- R.O.A.R.</b>				
<b>Area/setting</b>	<b>R. Be Responsible</b>	<b>O. Offer Kindness</b>	<b>A. Always Be Safe</b>	<b>R. Resolve Problems</b>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Listen to speaker</li> <li>● S.L.A.N.T.</li> </ul>	<ul style="list-style-type: none"> <li>● Engage in presentation</li> <li>● Acknowledge Speaker</li> <li>● Applause at the end</li> <li>● Mindful of others view</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated (crisscross or in chairs)</li> </ul>	<ul style="list-style-type: none"> <li>● Raise hand</li> <li>● Ask for adult help</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Quiet</li> <li>● Respect property</li> <li>● Return books in proper place</li> <li>● Use shelf marker</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns</li> <li>● Help librarian tidy up</li> <li>● Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands and feet to yourself</li> <li>● Stop and wait before walking to librarian desk</li> <li>● Keep chairs flat on the ground</li> </ul>	<ul style="list-style-type: none"> <li>● Use kind words and actions</li> <li>● Ask for help</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>● Enter the office quietly</li> <li>● Stay seated in the chair if sent to the office with a referral</li> <li>● Wait at counter</li> </ul>	<ul style="list-style-type: none"> <li>● Hold doors open for others</li> <li>● Say “please” and “thank you”</li> <li>● Wait for permission to visit nurse</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Wait your turn to speak to adults</li> </ul>	<ul style="list-style-type: none"> <li>● Listen to others before you respond</li> <li>● Ask for adult help</li> <li>● Turn in found items to office staff</li> </ul>

School Rules- R.O.A.R.				
Area/setting	<b>R.</b> <b>Be Responsible</b>	<b>O.</b> <b>Offer Kindness</b>	<b>A.</b> <b>Always Be Safe</b>	<b>R.</b> <b>Resolve Problems</b>
Computer Lab	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Remove headphones carefully and replace before leaving</li> <li>• Untangle cords</li> <li>• Log in/Log out</li> <li>• Leave monitors alone</li> <li>• Push chairs in before leaving</li> <li>• Gently touch keyboard buttons</li> </ul>	<ul style="list-style-type: none"> <li>• Offer help to a neighbor who needs to catch up on directions</li> <li>• Remind neighbor to go on appropriate website</li> </ul>	<ul style="list-style-type: none"> <li>• Use chairs properly without spinning or going up and down</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand if you need help</li> <li>• If you are allowed to whisper, ask a neighbor for help</li> </ul>
Transition Areas	<ul style="list-style-type: none"> <li>• Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Courtesy</li> <li>• Keep personal space</li> <li>• Wait quietly in line</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly in line</li> <li>• Watch where you are going</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor each other</li> <li>• Ask for adult help</li> </ul>

### **APPROPRIATE DRESS FOR SCHOOL**

Each student's appearance is primarily the responsibility of his/her parents/guardians. However, the school expects that student's dress and cleanliness reflect a sensitivity to and respect for others. Clothing should not be distracting or offensive to staff or to other students. This is the time to begin teaching your child that dressing for play is different from dressing for school.

The Education Code which applies to both girls and boys is as follows:

*Any dress, grooming, or appearance which tends to disrupt the educational process, or affect the health and safety of individuals shall be prohibited. (E.C. 48900)(k).*

**Please review the following district-wide guidelines with your child:**

1. Shoes must be worn at all times.
2. Clothing should be neat, clean and free of any pictures, slogans or advertisements that are not appropriate for any elementary school.
3. Bandanas of any type are not to be worn at any time.
4. As a common courtesy, hats and sunglasses are not worn inside the classroom.

5. Halter tops, tank tops with straps less than 2 in. wide, tops that show bare midriffs are not acceptable.
6. Belts should not extend more than three inches below belt buckle.
7. Pants are to be worn at the waist with no undergarments showing. No sagging or baggy pants will be allowed. All pants must fit at areas.
8. Inappropriate shorts and skirts are defined as those being higher than mid-thigh.

**Apricot Valley includes the following guidelines for student dress:**

1. While shoes must be worn at all times, rubber thongs (flip flops) or “heelies” are ***NOT*** appropriate. Sandals are to have a back strap.
2. Shorts can be worn throughout the school year, but must meet the district guidelines of being no shorter than mid-thigh. Spandex and elastic lace shorts are not appropriate.
3. Laces on shoes should be tied at all times.
4. Shoes with black soles that make black marks on the floors should not be worn to school, as the marks are very difficult to remove.

If you have any questions about how your child should dress for school, please contact the teacher or the administration.

**► CAFETERIA SERVICES**

Patterson Joint Unified School District is pleased to announce that our district has been qualified for the Community Eligibility Provision for the 2020-2021 school year. This means that all PJUSD students will be given One Breakfast and One Lunch at NO CHARGE each day; parents no longer need to pay for school lunches.

Grab n’ Go meals will be distributed Monday through Friday 11:00am to 1:00pm at all school sites during Distance Learning for PJUSD students only.

Please complete the income eligibility form to ensure our continued eligibility for this program in the future: [Lunch Application](#)

\*\*Foster, Migrant, Homeless, and Directly Certified students are not required to complete this form.

If you have any other questions, please feel free to contact Nutrition Services:  
209-892-3702

**► TEACHER QUALIFICATIONS**

*(The NCLB requires schools that receive Title I federal funding to notify parents of students attending the school that they can ask for and receive specified information about a teacher’s qualifications.)*

As a parent of a student at Apricot Valley, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the California State Office of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the California State Office of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact the Principal, Toney Henry.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records.

- 1) Parents have the right to inspect and review all of their student's education records maintained by the school within 45 days of a request for access.
- 2) Parents have the right to request that a school correct records believed to be inaccurate or misleading.
- 3) Generally, the school must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. (e.g. District employees and volunteers with a need to know; other schools that have requested the records and in which the student seeks or intends to enroll; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies, juvenile justice system, etc.)

### **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), Patterson Joint Unified School District and Apricot Valley Elementary will provide reasonable accommodations for qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the ADA/504 District Coordinator at (209) 895-7700, their principal, or supervisor.