

Quail Valley Handbook

Steps to Success

Follow these "Steps to Success" in order to learn and achieve.

Classroom Organization

- a) Bring appropriate materials to class every day.
- b) Take good care of your books.
- c) Keep a notebook or folder for each subject.
- d) Head your paper with your full name, subject and date in your teacher's assigned spot.
- e) Wait to be dismissed by your teacher, not by the bell.

General Rules

- a) You should always be courteous to your teachers and peers.
- b) Remain in your seat unless given specific permission to get up.
- c) Do not chew gum at school.
- d) Raise your hand and wait to be called on before speaking.
- e) Your personal belongings are your responsibility.
- f) Damaging books, walls, desks or other items belonging to others is considered vandalism.
- g) Make-up work is the student's responsibility. When returning to class, ask for your missed work and/or call a "study buddy".
- h) Eating is allowed in the cafeteria only.

Study Skills

- a) Select a regular place, quiet and free from distraction, for a place to study.
- b) Plan ahead so you have all needed materials necessary for studying.
- c) Use library services, tutorials, teacher assistance, etc. to help you.
- d) Understand the assignment before you leave class, and know what is expected. Ask questions
- e) Follow directions.
- f) Be attentive in class. Listen to your teacher.
- g) Have your materials ready to return to school the next morning.

Time Management

- a) Be in your seat with materials ready when the tardy bell rings.
- b) Homework is part of learning and should be turned in on time. Budget your time wisely.
- c) When in class, direct all your attention to that subject and/or lesson. Personal notes, coloring, drawing, or talking to neighbors have no place during your learning time.
- d) Use recess for personal needs (water, restroom, etc.) Class time is for class work.

- e) When the recess whistle blows, line up immediately.

Personal Integrity

What is personal integrity? It is having a set of standards for yourself and living up to them.

Respect for Yourself

You are unique! Elementary school is a time when you will discover new interests. You will find that you do well at some things, and you'll feel good if you put out your best effort at all times. Sometimes you may feel you are making too many mistakes, but by developing your special talents, you can arrive at a greater feeling of self-worth.

Respect for Others

Were you aware that the way you treat other people is a mirror of what you think of yourself? If you are friendly and treat others with courtesy, you can show you have a good image of yourself. On the other hand, if you sarcastically put others down, very often you are trying to cover up your own feelings of inferiority. Don't be afraid to show consideration and kindness; it may be returned to you. Inappropriate displays of affection are not permitted.

Pride in your Work

Take pride in your work at school. Do your own work. When you do not understand something, ask the teacher or your parents for help. Copying someone else's paper is a waste of time and is dishonest. Any kind of cheating is a kind of personal dishonesty. Believe it or not, people who accomplish the most in this world are not necessarily the smartest, most handsome, or the richest. The biggest winners are those who are persistent! They set goals for themselves and keep working until they reach them. Even when it gets rough, they keep trying!

Morning Arrival

Students may begin to arrive at school fifteen minutes before the first bell as that is when our supervisors begin their work day. Students may wait on the blacktop area only until the classrooms open.

We do not have play time before school.

Wednesday Release

Every Wednesday will be an early release day for students so that our staff can participate in Staff Development opportunities to help us to provide your student with the best education possible.

Minimum Day

Occasionally, we will have Minimum Days. Those days will include **all students** leaving school at the same time.

Late Arrival/Early Departure

All students arriving to school late must be accompanied by an adult and walked to the office. School gates close promptly with the second bell.

Early Dismissal: If your child must be picked-up from school before regular dismissal time, please send a note with your child, the morning of the early dismissal, stating the time your child will be picked up. Please report to the office to sign your child out for early dismissal. Children will be released to individuals designated on the emergency card, 18 years or older and are in possession of valid identification. Teachers are not permitted to release students directly from their classrooms. Parents must sign their children out and pick them up in the office. The end of the school day can be very hectic in the office and though we do our best, it may not always be possible to relay messages in time to change after-school plans for your children. Please discuss any changes to the normal routine prior to school starting.

Absences

Children learn best when they attend class regularly. Regular attendance and punctuality are habits that are learned. Please encourage your child to attend school on time daily.

Proper notification of all absences is essential. We request that parents notify the school for every absence, by phone, in person, or by sending a signed note stating the reason for the absence.

Excused Absences

Students receive an excused absence when they are absent from school for the following reasons:

- Death in the immediate family (mother, father, siblings)
- Illness or injury
- Visiting a doctor or dentist
- In the hospital for treatment

We suggest parents schedule their child's doctor visits later in the day to avoid disruption during the 120 minutes of daily reading instruction in the morning.

District policy states that students who are absent for more than 10 days without a doctor's note will be referred to the Abolish Chronic Truancy (ACT) program.

Students who plan on being absent for a period of 5 or more days, for reasons other than those listed above, should notify the office. If needed, arrangements can be made for Independent Study, with the Principal's consideration. Please speak to the school secretary about the Independent Study program.

An excused absence for a religious holiday or other justifiable personal reason will only be given with prior approval from the Principal or designee. (EC 48205 (7))

Unexcused Absences

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's final grade.

Truancy and Tardiness

Any student who is frequently absent from school without a valid excuse or is habitually tardy will be subject to an Abolish Chronic Truancy (ACT) Meeting presented by the Los Angeles County District Attorney's Office. Continued attendance problems will result in a School Attendance Review Team (SART) Meeting where a contract will be created between the parent and the Los Angeles County District Attorney's Office. If attendance continues to be a problem, students and their parents are referred to the School Attendance Review Board (SARB) where a misdemeanor citation may be issued requiring a court appearance and fines. Tardies are excused only if they are related to medical or dental illnesses or appointments.

Any student determined to be truant will be reported to law enforcement officials. In such cases a student may be cited and required to appear in court with their parents or guardians. By California Education Code (EC 48260), three or more unexcused tardies or absences is considered truancy. It is extremely important that students be at their desks and ready to learn when the tardy bell rings. Tardiness to class is viewed as a serious matter, and may be reflected in a student's grades. Students arriving late to school **MUST** check in to the office to receive a tardy pass before going to class.

Breakfast and Lunch (*prices subject to change*)

All students will be encouraged to eat breakfast in the classroom at the beginning of the day at no charge.

All students who arrive in school before the tardy bell will have the opportunity to eat breakfast in their classroom daily. Students may bring sack lunches or may buy lunch from our cafeteria. Lunch prices for students in grades K-3 are **\$2.50** for a full lunch, including milk, and **\$2.75** for 4th -6th grade students. Students may buy a cookie and/or milk for \$.25 each. Juice is \$.35.

****Weekly Lunch Purchases**

Cafeteria personnel keep accounts for purchases made on a weekly basis. Students paying for several lunches should take their money or check to the cafeteria first thing Monday mornings. Students who purchase their lunches on a day to day basis will pay their money to the cashier as they pass through the lunch line. Parents may also prepay for meals using Nutrikids www.myschoolbucks.com.

Lunch Loans

There will be **no** lunch loans made. Students who do not have lunch or do not have money for whatever reason, and whose parents cannot be reached, will receive a snack costing \$.25. This is payable on the next day. The student will receive milk and a portion of a fruit or vegetable.

Traffic and Parking

Traffic flow around our school during the day is of utmost concern because of the safety issues that it raises. Please follow these suggestions:

- a) In the morning, the morning drop off pattern is as follows: Proceed down 58th street to the second driveway and follow it through the roundabout. Parents need to drop students off at the student entrance gate and then exit quickly as the flow of traffic needs to stay fluid. Students should cross **only at guarded crosswalks.**
- b) Please pull up to the curb before letting your child out of the car. This allows students to exit safely on the sidewalk. Students jumping out of cars that are in the road or away from the curb are at risk from other vehicles.
- c) **The first driveway is closed 45 minutes before the first bell for morning drop off and closed the last 45 minutes for afternoon pickup as this is our bus loading zone.**
- d) Because of the size of the parking areas around our school and the number of staff members, there are often a very limited number of parking spaces on campus. Please park only in designated spots, or safely along the street, where permitted.

- e) Students walking to school along Avenue S should remain in the dirt and not walk in the bike path. Students walking along 60th should not cut through the Shadow Hills campus or parking lot.

Bicycles

Students in the 4th, 5th and 6th grades may ride their bikes to school, providing:

- 1) They observe proper safety rules.
- 2) Park their bikes in the bike rack.
- 3) Do not ride them on school grounds.
- 4) Have a Quail Valley Bike Permit signed by their parents.

A sturdy lock should secure all bicycles. The bike rack is off-limits during school hours. Bicycles, as are other personal items brought to school, will be the responsibility of the student. As a reminder, all persons under 18 are required by California Law to wear an approved bicycle helmet when on streets, bikeways, or other public paths. Students will be required to wear a helmet. **Students will not be able to ride their bike home without a helmet.**

Personal Items

Students may, with permission of the teacher, bring personal items to school for projects or to share in class. The student and parents must accept responsibility for the care and safety of these items. All items brought to school must meet the health and safety standards prescribed by the school, District, and the state policies and laws.

Items such as radios, CD/MP3 players, iPods, iPads, Tablets, electronic devices (phones, video cameras, games), skateboards, laser pointers, roller-blades, shoes with wheels, scooters, roller-skates, toys, balls, bats, athletic equipment, etc. are not allowed at school. **Quail Valley is not responsible or liable for lost or stolen personal items.**

Telephone Use/Cell Phone Use

Students are to use the Quail Valley phone only in **emergency** cases unless otherwise authorized by a staff member.

Student cell phones are **never** to be used during the school day. Phone calls home for issues such as illness or homework must be made through the Health Office or teacher. **Cell phones may not be visible and they must be turned off during school hours.** The discipline steps are as follows:

- 1st offense ~ phone will be returned to student after school.
- 2nd offense ~ phone will be held and returned only to parent.

3rd offense ~ phone will be held and returned only to parent and student will be placed on a cell phone contract where phone will be turned in to the office during school. **Quail Valley is not responsible or liable for lost or stolen cell phones.**

Visitors on Campus

Upon arrival and on departure, all adults and visitors on campus must check in at the office and receive the necessary identification badge. Parents and volunteers may not be in our cafeteria during meal times. Parents and volunteers may not be alone with students without proper district clearance – TB test and fingerprint screening. No smoking is allowed on campus.

Volunteers

Parents of Quail Valley students are encouraged to participate in our school programs. We have a need for volunteers in all capacities. Per Board Policy, volunteers must be at least 21 years of age and have a current negative TB test on file.

Civility Policy

The District has a civility policy. This policy demands that all district schools and offices shall be civil environments. A civil environment is free from abusive behavior and threats. Abusive behavior is the use of obscenities, yelling, defamatory language, or any threatening behavior in order to intimidate or otherwise berate someone. Disruptive or abusive behavior may result in citation and/or arrest by the Los Angeles County Sheriff's Department in accordance with the California Education Code 44811 and Penal Codes 403-420 and 626.7.

Secure Campus

The Palmdale School District policy requires all district schools to maintain a secure campus for the safety and protection of all children. Access to the school will be available only through the main office. Students must stay on the school grounds from the time they arrive until dismissal, unless they are signed out through the office by a parent or another adult listed on the emergency card.

Student Emergency Cards

It is essential that each student have an up to date emergency card at all times. Each card must have current, local emergency phone numbers and permission for emergency medical treatment. On its two sides, pay special attention to:

Medication – List any medications the student takes regularly.

Photo Approval - From time to time, newspaper or television reporters may come to school and take pictures of activities. In order for those pictures to be used, permission must be in our files.

Student Health - It is extremely important that we know about any special medical conditions of our students. Please supply us with any medical instructions from doctors or pharmacists, so we can assist your child efficiently and with the proper care.

Prior Special Education Enrollment – List program.

Medications

Students are not to bring any over the counter medications to school. All medications must be kept in the nurse's office and be accompanied by a doctor's note describing when and how the medication should be administered. We need your cooperation to maintain control over the dispensing of medication to pupils during school hours. Education Code, Section 49423 is specific in the procedure to be followed:

"Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives - 1) a written statement from such physician detailing the method, amount and time schedules by which such medication is to be taken and 2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

BEST Behavior

Quail Valley has adopted a school wide, classroom management, and individual student support plan based on the Positive Behavioral Support (PBS) approach. The goal of BEST Behavior is to assist in the academic achievement and healthy social development of our students in a safe environment that is conducive to learning. Our entire school staff has committed to the following Behavioral Expectations for all students:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

All Quail Valley students will receive direct instruction of expected behaviors to increase their ability to function in all common school areas as well as in the classroom. Through this system of supports our students will be able to focus on their academic achievement.

Student Recognition & Awards

Quail Valley students are recognized for their achievements in academics and citizenship. There will be monthly Student of the Month awards as well as assemblies at the end of each semester. An awards assembly is held for the students, their parents and peers. During the assembly, two good citizenship awards per month, per class are presented. These students have shown their awareness of the value of working hard in and out of class to associate well with their peers and adults. Also at each ceremony, students with GPA's of 3.5 to 3.99 are awarded with a listing to the Principal's Honor Roll and those students earning a GPA of 4.0 are honored with a listing on the Superintendent's Honor Roll.

Students also receive awards for perfect attendance. Students are strongly encouraged to be at school everyday and on time. Good attendance and good grades go hand-in-hand.

Each month one student from grades K-6 is honored by the Kiwanis Club for his/her achievement in academics and citizenship. The teachers of one grade level per month choose this student. This student is honored at a Palmdale School District Office ceremony, a plaque is presented, and a picture is displayed at the District Office. In addition, Kiwanis honors a Student of the Year.

Sixth Grade Exclusion Policy

Quail Valley sixth graders traditionally take part in fun activities and field trips toward the end of the school year. These activities are privileges that must be earned by each student. The following list of problems would exclude a student from any of the end of the year activities:

1. One suspension
2. An unsatisfactory citizenship grade
3. More than 5 unexcused absences
4. Below 1.5 cumulative GPA

Lost and Found

The lost and found container is located in the cafeteria. If your child loses an article of clothing, please check the container. Any unclaimed items are donated to a local charity at the end of each trimester and more often if necessary.

Assembly Bill 2260

The purpose of AB 2260 is to ensure that effective "least toxic" pest management practices are used at school sites in order to reduce exposure to toxic pesticides. AB 2260 requires parental notification of pesticide application per parent request, warning

signs, record keeping at school, and pesticide use reporting by licensed pest control businesses that apply pesticides at schools.

Student Insurance

Accidents do occur at school. The school district, by law, cannot pay medical expenses incurred as a result of such accidents. We recommend that you consider the student insurance policy that is available for purchase. Our only purpose in making this recommendation is to render a service to parents and students. While we feel this protection is advisable, acceptance of the plan is entirely voluntary.

Dress Code

Recognizing that a person's appearance promotes a feeling of self-respect and commands respect from others, we expect all students to dress in a responsible manner. Dress should be suitable and comfortable for normal elementary school activities.

Students are to wear clothing that does not create a disruption in the classroom. Students wearing inappropriate clothing will be asked to call home for a change of clothing to be brought to school. **If in doubt, don't wear it!**

- a) Students must wear shoes and clothing that will enable them to participate safely in both classroom and playground activities. Please have your child wear a jacket or sweater when the weather is cool.
- b) Clothes should provide adequate coverage. Clothes exposing midriff, bare backs, bare shoulders or cut too low or high may NOT be worn (torn T-shirts, spaghetti strap tank tops). Shirts must cover the waist or top of the trousers/skirt when the student's arms are stretched above their head.
- c) Skirts and shorts must be at fingertip level, or lower, with arms straight down.
- d) Shorts under dresses are recommended for recess and PE activities.
- e) Clothing must be clean, fit appropriately, not have tears, holes, patches, shredding, or ragged hems or seams, appropriate for the weather, and provide adequate coverage.
- f) Closed-toed sandals with straps over the top and around the heel are acceptable. Safe shoes for PE should be available. High-heeled tennis shoes for PE are discouraged for safety reasons, as are oversized shoes and untied laces. Shoes must be laced through all lace eyeholes. Shoes with wheels are not allowed.
- g) All lunch boxes, sweaters, jackets, etc. should be **clearly marked with the student's name**.

- h) Gang-related clothing, apparel, attire, jewelry, insignias, colors, paraphernalia, and materials may vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or display of these, policies shall be developed and strictly adhered to by the principal or designee as needed throughout the school year.

Some examples of recent gang-related clothing that will not be allowed are:

1. Suspenders worn down or not tucked in
2. Belt buckles with initials
3. Pants worn oversized and/or below the waist
4. Shorts may not exceed 2" below the knee
5. Shorts worn extra long with white socks up to the knee
6. Clothing (tops and bottoms) of the same color.
7. Shirts buttoned at the top while unbuttoned at the bottom
8. Belts worn oversized with extra length hanging loose
9. Rubber bands, draw strings, or other binding devices cannot be used on pants/capris
10. Hats worn with the brims not forward
11. Graffiti or old English writing on personal belongings or clothes
12. Rags used as head coverings (Do-Rags) or Watch Caps (beanies). No bandanas.

Students may not wear articles of clothing, jewelry, paraphernalia or accessories that pose a threat to the physical and/or emotional well-being and safety of the students or others on campus or at other school activities. Examples of prohibited items include:

- a) Thongs, flip-flops, open-toed shoes, steel-toed boots or other hard-toed boots/shoes are prohibited.
- b) Skirts longer than ankle length except for special events.
- c) Only stud earrings, no dangling or hoop style larger than 1/4 inch opening.
- d) Nose, tongue, lip or other body jewelry will not be permitted.
- e) Artificial fingernails and/or excessive length.
- f) Sunglasses, unless medically necessary (doctor's note must be on file).
- g) Hats and headgear and/or hoods are prohibited in all school buildings, including classrooms. Hats cannot be worn backwards or sideways. Hoods may not be worn outside unless the weather is cold.
- h) Chains are not allowed at school; including those that are attached to a student's clothing from their wallet.
- i) Only simple necklaces are allowed.

Clothing, logos, or accessories that are offensive, profane, or promote gangs, drugs, violence or disruptive behavior are prohibited. Tattoos of any kind or writing on the body, or others, and on clothing is not allowed on campus.

Discipline

Quail Valley School has an environment that is safe, respectful and responsible for learning. Each student will have the opportunity to learn without interferences from others. Students are expected to exhibit acceptable citizenship and to be responsible for their actions.

Positive Classroom Management

The primary responsibility for school discipline rests with the student, but enforcement of the standards set at Quail Valley shall be left primarily to the classroom teacher. Teachers will provide a system for encouraging adherence to classroom conduct standards. Teachers shall use appropriate corrective measures when pupil behavior is unacceptable. Each student will be expected to conform to the following general **Standards of Conduct**:

Classroom Conduct

- Be on time
- Enter class quietly
- Follow directions
- Keep your hands, feet and other objects to self
- Be polite and respectful to students, staff and visitors.

Cafeteria Conduct

- Enter and leave the cafeteria quietly
- Speak quietly and courteously
- Remain in chosen seat until finished eating
- Keep your hands, feet and other objects to self
- Raise your hand to be dismissed by a noon duty
- Pick up trash, utensils and tray and take to the proper place
- Finish all of your food while in the cafeteria. Food may not be taken out on to the play area.

Playground Conduct

- Walk on pavement
- Observe game rules
- Play only in designated areas
- Keep your hands, feet and other objects to self
- Leave lunch bags and boxes by classroom doors
- Use restrooms quickly and return to playground
- Treat students, staff, visitors, and school/personal property with respect
- When gathering to visit with friends, **sit down** if you gather in groups of more than five.
- **Play fighting can lead to real fights, play fighting is not allowed.**

- Line up immediately when the signal is given - bell, whistle, etc

QUAIL VALLEY IS A “HANDS – OFF” SCHOOL – no one may put their hands on anyone else.

Severe Discipline Problems

In cases where pupil behavior is so severe or disruptive that immediate action is required the pupil shall be sent or escorted to the office by a member or members of the staff.

1st Offense - Minimum action:

Principal, Assistant Principal, or designee will call home. Pupil may be sent home for the balance of the day or suspended or assigned Saturday School.

2nd Offense - Minimum action:

Pupil may be suspended for a period of one to five days in accordance with District Policy. Parents will be notified.

3rd Offense - Minimum action:

Pupil may be referred to the appropriate agency, i.e. Student Study Team, Attendance Review Board, Department of Children's Services, or the appropriate law enforcement agency.

Suspension/Expulsion

In an effort to maintain a safe environment at Quail Valley, behavior that is befitting an elementary school is expected of all students. It is important to understand that a student may be suspended and/or expelled for certain acts. These include, but are not limited to, the following:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off of the school grounds. **ZERO TOLERANCE.**
- The sale or use of any controlled substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Committed an obscene act or engaged in profanity or vulgarity.
- Possessed or used tobacco
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

- Knowingly received stolen school property
- Possessed an imitation firearm
- Committed or attempted to commit a sexual assault
- Sexual Harassment
- Causing, threatening to cause or participating in an act of hate violence.

A pupil may be suspended or expelled for these acts which are related to school activity or attendance at any time, including but not limited to, any of the following:

- While on school grounds
- **While going to or coming from school**
- During the lunch period whether on or off campus
- During, or while going to or coming from, a school sponsored activity.

Property Damage/Vandalism

Education Code, Section 10606 states, "Any pupil who willfully cuts, defaces or otherwise injures in any way, property, real or personal, belonging to the school district is liable to suspension or expulsion, and the parent or guardian shall be liable for the damages so caused by the minor. The parent or guardian of a minor shall be liable for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand."

Textbooks/Library Books

Students are responsible for books checked out from the library or assigned to them in their classroom. Student planners are given to each student at the beginning of the year. Lost planners must be replaced at the cost of \$5.00. Payment for damage or loss to any book will be required of the parent. These books are expensive, so please treat them as such.

Emergency Drills

Emergency drills are held at regular intervals throughout the school year. The drills are to improve student responses in the event an actual emergency situation presents itself. Students are asked to remember the basic rules and follow their teacher's directions.

Retention

Students who fail to satisfy grade level standards as established in Board Policy, may be retained. Notice of retention shall be sent to targeted students at the 2nd semester report card. A teacher's decision to promote or retain a child may be appealed consistent

with Board Policy, administrative regulation, and law.

Promotion

The Palmdale School District remains committed to providing our students the academic and social skills necessary for a successful transition from 8th grade to high school. To that end, the district has agreed to reserve promotion ceremonies and culminating activities solely for those 8th grade students who accomplish this mission.

IMPORTANT SCHOOL INFORMATION:

All students in the Palmdale School District must enroll for school at our Enrollment Center located at:

Palmdale School District Office
39139 North 10th Street East
Palmdale, CA 93550
(661) 947-7191

Quail Valley Elementary School
37236 58th Street East
Palmdale, CA 93552
(661) 533-7100
FAX (661) 533- 7155

For up to date information, please visit our District and school website at:

District: <http://www.palmdalesd.org>

Quail Valley:
<http://www.palmdalesd.org/Domain/517>