

## TABLE OF CONTENTS

1-2

Paradise Valley Engineering Academy Vision/Mission	3	
<b>STUDENT ACTIVITIES</b>	4	
Student Government	4	
School Spirit	4	
School Parties	4	
<b>STUDENT RECOGNITION</b>	4	
Positive Behavior Interventions and Support (PBIS)	4	
Perfect Attendance	5	
Student Achievement	5	
<b>PARENT INVOLVEMENT</b>		6
Home and School Club Association, Inc.	6	
School Site Council/English Language Advisory Committee	6	
Parent/Teacher Conferences	6	
Volunteers in the Classroom	6	
Classroom Visitations	6	
<b>GENERAL INFORMATION</b>	7	
Traffic Control	7	
Student Discipline	7	
Attendance/Absences	7	
Unexcused Absences	8	
Family Trips/Independent Study Contracts	8	
Students on Grounds	8	
Tardies	8	
Illnesses	8	
Release of Students	9	
Student Safety Patrol	9	
Moving Procedures	9	
Medications	10	
Telephone Calls	10	
Lost and Found	10	
PVEA Library	10	
Library Conduct	10	
Library "Birthday Book Club" Program	10	
Homework Policy	11	
Dress Code	11	
Hair	11	
Report Cards	11	
Special Education	12	
Non-Discrimination	12	
<b>PUPIL SERVICES</b>	13	
Resource Specialist Program (RSP)	13	
Special Day Class (SDC)	13	

**TABLE OF CONTENTS (CONT.)**

Speech-Language Therapist	13
School Psychologist	13
English Language Development (ELD)	13
Health Services	13
<b>STUDENT CODE OF CONDUCT</b>	14
Standards of Behavior	15
Use of electronic devices on school grounds (cell Phones)	15
Playground Rules	15
District's Anti-Harassment Policy	16-17
Cafeteria Rules	17
Lunches from Home	17
Bicycle, Skateboard, and Scooter Rules	17
Bus Rules	18
Aeries Portals	18
Mobile Device	19
Username & Password	19
Glossary of Terms	19
Parent/Student Signature Tear out Form	20

## **PARADISE VALLEY ENGINEERING ACADEMY's VISION/MISSION**

### **VISION:**

Paradise Valley Engineering Academy will be devoted to developing passionate problem solvers by revolutionizing the way we educate our students. Utilizing the Engineering Design Process, students will construct their own learning with a growth mindset to take on future opportunities.

### **MISSION:**

Our mission is to inspire passion in our students to be

**T**enacious learners who apply the

**E**ngineering Design Process to achieve

**A**cademic success and be

**M**otivated students who make a positive impact at home, at school, and in the community.

**SCHOOL PLEDGE:** *(All students start the school day with this pledge during morning announcement.)*

“I pledge to show respect, make good decisions, and solve problems at home, at school, and in my community each day.”

## STUDENT ACTIVITIES

### Student Government

The student leadership program gives students a variety of opportunities to develop leadership skills and to practice the responsibilities of citizenship.

Students from grades 4-5 are eligible to join Student Council, Junior Coach Program, Safety Patrol & Expect Respect. The object of student leadership is to provide opportunities for many students to become more involved in their school and to therefore make Paradise Valley a better place to be.

### School Spirit

Paradise Valley School colors are royal blue and gold. The school mascot is the Panther. T-shirts, sweatshirts, and hats are available for purchase through the Home & School Club.

### School Parties

There are occasional parties in the classrooms. These vary from teacher to teacher. Nutritional refreshments are encouraged. Only **store bought** treats are allowed due to various allergy restrictions with students. Birthday treats may only be brought to school with teacher permission. Please bring the treats to the school front office, not to the classroom. **No balloons, pinatas or flowers are allowed at school.**

## STUDENT RECOGNITION

### Positive Behavior Intervention Support Program (PBIS)

This year PVEA will be implementing school wide PBIS. As a part of this implementation, positive behavioral supports systems will be put in place at all grade levels. The underlying goal is to create a positive school culture and to teach expectations to students while reinforcing positive behavior. The Paradise Valley PBIS program has school-wide expectations – **PRIDE**.

P - Preparation  
R – Responsibility  
I - Integrity  
D – Dedication  
E - Etiquette

Having a few simple, positively stated expectations facilitates a positive and consistent school wide culture. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of common language.

- Acknowledgement Systems

1. **Panther Pride Tickets!**

Staff members will be responsible for catching students following the PRIDE expectations and will give Panther Pride tickets to students that demonstrate the said expectations. Routinely around the 1<sup>st</sup> and 15<sup>th</sup> of every month

students may use their tickets to buy something at the Panther's Den (aka student store, which is conducted by the Home & School Club).

## 2. **Assemblies**

- **Principal Student of the Month**-Every month students that demonstrate the character trait focus of the month will be recognized in their class. Classroom teacher/ Principal will inform students of the monthly character trait.

### **Perfect Attendance**

Students, who have not been absent or have 2 or less excused tardies per semester and no truants for the entire school year, receive a perfect attendance certificate. This award is given at the end of each school year. A student is considered tardy if they are not ready to learn in their classrooms at the start of the school day (at 7:40 am).

### **Student Achievement**

There is an award assembly at the end of the school year for grades 4-6. Students may receive one of the following awards:

**-Principal's Award** – This shall be presented only to students achieving a Straight A average with no B's or C's.

**-Honor Roll** - This recognition is for students with an overall average of 3.5, with A's and B's only, no C's or D's.

**-Bug Roll Certificate** – Presented to any student who is not on Honor Roll but has brought up a grade without letting the others drop.

**-Top Cat Award** – Shall be presented to two students that are deserving of special recognition.

## PARENT INVOLVEMENT

### Home and School Club

All Paradise Valley parents are members of the Home and School Club Association. The HSA have announced meetings throughout the year. Elections of officers are held in the spring with introduction of officers held in the fall and the Back to School Night. Meetings are held the last Thursday of every month. Check the monthly school calendar for dates, etc. We hope you will join us at our meetings.

### School Site Council/English Learner Advisory Committee

The Paradise Valley School Site Council/English Learner Advisory (ELAC) Committee is composed of parents and school staff members who have been elected to represent the community in or efforts to provide a quality education for children. The purpose of this group includes:

- Assess community, school and student needs.
- Develop school and community priorities.
- Plan, implement and evaluate the school improvement program.
- Interpret school programs to the community.
- Maintain school and community communication.

All interested members of our community are encouraged to attend school site meetings. Your input is welcome. Monthly meetings are announced.

### Parent/Teacher Conferences

Keeping each other informed of the academic progress of a student becomes the responsibility of both the parent and the teacher. We encourage you to become acquainted with your child's teacher early in the school year. Please feel free to schedule a conference with your child's teacher at any time during the school year to discuss his/her academic progress. Formal conferences are held at the end of the first reporting period in November.

### Volunteers in the Classroom

Parents are encouraged to help our school in any way they can. Home and School Club Association coordinates volunteers for many school activities. Individual teachers may also enlist your help in the classroom for various projects. **Siblings are not allowed in classrooms, workrooms or common rooms.** All classroom volunteers must sign-in in the office and wear their volunteer badge when on school grounds. All volunteers need to be fingerprinted through the Morgan Hill Unified School District Human Resource Department. Once fingerprinted, you can continue to volunteer through the years. Volunteers do not need to get fingerprinted each year. Please contact your child's teacher or the school front office for more details.

### Classroom Visitations

Parents are welcome to visit classrooms to observe instruction by appointment. Call the school front office to make arrangements with individual teachers. ***Parents must sign-in in the office and wear a visitor's badge when on campus for any reason.*** Parents may not go directly to the classrooms during instructional time unless they are volunteering in the classroom and have signed-in in the office.

## **GENERAL INFORMATION**

### **Traffic Control**

**Upon morning arrival** to school, please drive slowly in the pick-up/drop off area at all times. Always drive as far forward as possible to allow a constant flow into the pick-up/drop off area and reduce the congestion coming into the drive-through. Drivers will not be able to turn left onto La Crosse Dr. from 7:20 a.m. to 8:00 a.m. Drivers choosing to make a left turn during this time will be subject to citations issued by the MHPD.

**Upon afternoon departure** from school, please follow the drive-through traffic duty staff's directions. Always drive as far forward as possible to allow a constant flow into the pick-up/drop off area and reduce the congestion coming into the drive-through. Drivers will not be able to turn left onto La Crosse Dr. from 1:50 p.m. to 2:30 p.m. Drivers choosing to make a left turn during this time will be subject to citations issued by the MHPD. Drivers are not permitted to double-park in the drive-through. Students are to board vehicles beyond the crosswalk only.

Parents are not to park/ pick up students in the staff parking lot unless there are special circumstances. If you must park your car, please use the street-side parking. Parking in the drive-through and leaving your car is not permitted. It is a no-parking (Red Zone). Tickets will be issued. Also, please be courteous towards the neighbors and do not park in their driveways or block their driveways.

### **Student Discipline**

No student will be allowed to stop a teacher from teaching or other students from learning. Each teacher has a discipline plan of classroom rules, which all students are expected to follow. Consequences are established which can include detention or in-house suspension to another classroom. Each plan includes a severity clause for which students can be suspended by the administration. These violations include:

- Fighting
- Foul or abusive language
- Destruction of school property
- Being disrespectful towards adults
- Harassment, etc.

The Code of Student Conduct is included in this pamphlet. It outlines in detail expected conduct of students to be reviewed by the student along with the parent. The parent is to sign a statement that he/she has reviewed the code with their child and the student returns the statement to school.

### **Attendance/Absences**

California Education Code states that a minor child becomes truant after four or more unexcused absences. Excess absence may result in a referral to School Attendance Review Board (SARB). *An excused absence is only allowed for student illness, student doctor/dentist appointments, and death in the immediate family or quarantine.* If a student is absent, the

parent must send a note stating the reason or call the school at 408-201-6460 within two days of the absence. If a child has a doctor/dentist appointment, please bring or send in a note from the doctor/dentist office verifying the absence. Excessive absences and tardiness (**before and after school**) will be reported to the attendance supervisor of the school district. It is to your child's benefit to be at school consistently and on time. All absences should be cleared the day of the absences or upon return to school. Perfect attendance is a student that has 2 or less excused tardies per trimester and no truants. The teacher marks a student tardy when he/she is not present at the start of class/school day (at 7:40 am).

### **Unexcused Absences**

*Education Code* Section 48260 – Any pupil subject to full-time education who is absent from school without valid excuse for *three full days or tardy or absent in excess of 30-minutes* on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

### **Family Trips/Independent Study Contracts**

Although strongly discouraged, missing school for a family trip is sometimes unavoidable. These absences are considered Unexcused according to the State Education Code. Students missing school should contact his/her teachers as soon as possible to request make-up work. If your child is going to be gone 5 days or longer, and Independent Study Contract can be done. Notify the office two weeks prior to leaving and work will be put together for that time away from school. All work is to be completed, and submitted upon return for credit.

### **Students on School Grounds**

Children are never to leave during the school day. If a student is to be dismissed for appointments, there must be a NOTE SENT FROM A PARENT and the student must be signed out in the office by a responsible adult. Students are to go straight to and from school. If they wish to ride a different bus or go elsewhere after school, they must bring a note.

### **Tardies**

Students are considered tardy when they are not in their seats and ready for instruction at the start of class. Frequent tardiness (before and after school) will result in a letter to the parents. A continued pattern of tardies may result in a referral to SARB.

### **Illnesses**

As a reminder to parents, please do not send your child to school if he/she displays one or more of the following symptoms:

Earache, headache, runny nose and/or persistent cough, nausea, diarrhea anytime in the last 24 hours, fever (100 degrees or above) child should be free of fever for 24 hours before he/she returns to school, skin rash (unless diagnosed by a doctor as non-contagious), red/crusty and/or draining eyes, or sore throat. Parents please continue to check your child's hair for lice/nits twice weekly after they have been treated. **DO NOT SEND A CHILD TO SCHOOL WHO HAS VOMITED DURING THE NIGHT.**



Children who are ill at school do not have a productive educational day. Please allow your child to recover from an illness at home, not at school. Remember, should your child become ill or injured during the school day, it is your responsibility to pick up your child in a timely manner.

In case a parent is not able to pick up his/her child, it is important to have available emergency contact to bring your child home.

Is your emergency card up-to-date? Please call the school office to report any changes in addresses or telephone numbers. If you have moved or changed jobs, it is very important to let the office know.

### **Release of Students**

If it is necessary for your child to be released during the school day, please come to the office first. The office staff will call the student's classroom and have him/her sent to the office. The parent must sign the student out. **Parents may not go directly to the classroom.** No child will be released to anyone other than those listed on the emergency card.

If someone other than the parent is picking up the student, a note should be given to that person with the parent's permission to release the student.

If you need to pick up your child after school, for the safety of the children, DO NOT PARK IN THE RED BUS ZONES. Pick up students at the designated drive through pick up area in a safe and courteous manner or park your car on the street and pick your child up in front of the school.

### **Student Safety Patrol**

Paradise Valley Engineering Academy has a Student Safety Patrol team before and after school. These student leaders are trained by their teachers and do a very good job of directing student traffic. Their purpose is not to control vehicle traffic, but to keep students safe. It is extremely important that parents follow the directions of the Safety Patrol. Parents picking up students are to do it at the designated pickup spot, which is through the traffic circle, beyond the crosswalk. Parents are not to park/pick-up students in the staff parking lot. If you must park your car, please do so on the street. Never park in the drive through and leave your car. Driving/Parking directions are handed out the first week of school. Please observe the rules and do take a moment to wish a good day to these student leaders.

### **Moving Out of School Procedures**

When a student is moving from Paradise Valley Engineering Academy, parents must notify the school office. The new school will request your child's records from us.

### **Medications**

Please be aware the EDUCATION CODE #49423 states that:

“Any student who must take medication while at school must first bring a written order from their doctor and a written request from their parent for school personnel to help the

child take his/her medication. A new order and permission must be obtained each year. No student is to keep medication on his person. Prescription medication should be sent

in the prescription bottle and must be kept in the health office.” If your child must take medication, forms can be picked up from the health office. We have a health clerk on campus five hours a day and a district nurse that is available as needed (on call).

### **Telephone Calls**

Classroom instruction will not be interrupted for personal phone messages to students. Students will NOT be allowed to use the telephone to summon forgotten homework, get permission to go to a friend’s home, etc. It is their responsibility to plan ahead for these things. (Phones are intended for emergency use only.)

### **Lost and Found**

Lost clothing and lunch boxes are kept in the cafeteria. All belongings should be clearly marked with student’s first and last names. Every two-three weeks, the lost items will be put along the school fence for a day so students may have the opportunity to recognize and take home their belongings. Unclaimed items will be donated to charity.

### **PVEA Library**

All Paradise Valley students are encouraged to use the library as often as possible and we hope you will encourage them also. In order for children to gain the most from their library experience and in order to keep replacement costs down, we are requesting that children abide by the following rules:

1. Keep books clean.
2. Do not mark or deface books.
3. Refrain from trading books with other children who have not checked them out.
4. Return books on time. All books must be returned before any can be checked out again.
5. Should students not return books within four weeks after their due date, the student will be charged with the value of the book(s). No final report card will be issued until these accounts are cleared.

### **Library Conduct**

- Any conversation should be kept at a low level.
- All children must be in the library for a specific purpose and under proper supervision.
- Should these simple rules to be observed, after several warnings, the teacher or librarian will request the student(s) not to return to the library for at least one week period.

### **Library “Birthday Book Club” Program**

Books may be donated for special occasions (birthday, anniversaries, holidays) or just as a show of support for our library. Books may be donated by families to the school library on a student’s birthday. Each donated book will be noted inside with the name of the donor and/or the person the book is honoring. All donations are fully tax deductible.

### **Homework Policy**

Homework may be assigned Mondays through Fridays. Time will vary by grade but should not exceed 30 minutes in grades 1-3 and 60 minutes in grades 4-6. It should be time during which the student is putting forth concentrated effort. Parents should provide a quiet place for their child to study each night. Parents should also review and help check homework for accuracy. Some teachers require that the agendas be signed each night after parents check homework. This assigned homework will be in addition to unfinished class work or work missed due to absence.

### **Dress Code**

Students should be well groomed and dressed appropriately for school. Bare midriffs, tank tops, spaghetti straps, bare backs or T-shirts with inappropriate logos or words are not to be worn. Bra straps are not to show. In addition lengths of shorts and skirts should be appropriate and are to be below the fingertip when hands are down to the child's side. Ripped jeans that show skin underneath are not permitted attire for school. PE and recess activities are part of the school day. Shoes need to be safe for running and playing on the asphalt and grass. Open toed sandals are usually not safe for running/ playing as students trip on them. Flip-flops are not permitted at school. Sandals without backs, shoes with heels more than ½ inch or platform shoes are not safe to run in and are not permitted. Hats are not to be worn inside the school buildings and may not have any offensive logo. No gang colors. No makeup or long earrings are to be worn at school.

### **Hair**

No hair coloring/ dyeing, mohawk haircuts or patterns/inscriptions on head. In general, any article of clothing or hair dye, or extensions that is offensive, unsafe or in any way distracts from the instruction process will not be allowed.

### **Report Cards**

Report cards are distributed three times a year. The first report period includes a parent teacher conference at which time the student's placement, progress goals and expectations are discussed. The second report is sent home with conferences scheduled for individual needs and by parent request. The final report is sent home with the student the last day of the school year. Parents are encouraged to call and set up an appointment at any time during the year to discuss each student's progress.

### **Special Education**

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

### **Educación Especial**

El acta para los individuos con discapacidades (IDEA) es una ley general obligatoria para los niños con discapacidades a "una educación gratuita pública y apropiada." El Distrito Escolar Unificado de Morgan Hill sigue el código de educación para educación especial para cumplir con las leyes de IDEA.

Los estudiantes pasan a ser elegibles a los servicios de educación especial a través de un proceso formal de evaluación. Cualquier persona que sospeche que un estudiante es discapacitado puede solicitar por escrito una evaluación. Las solicitudes tendrán una respuesta de su escuela dentro de 15 días. Usualmente se le pide a un grupo de evaluación del estudiante por sus siglas en inglés SST que determine si una evaluación es necesaria. Si es recomendado, las evaluaciones se realizan dentro de los 60 días a la solicitud inicial. Si no se recomienda una evaluación, el grupo de estudio explicara sus razones por escrito. Una vez que un estudiante ha sido evaluado, se realizara una reunión del programa de educación individualizada por sus siglas en inglés IEP para determinar la elegibilidad de servicios para el estudiante.

### **Non-Discrimination**

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

La Mesa Administrativa del Distrito Escolar Unificado de Morgan Hill está comprometida en la igualdad de oportunidades para todos los individuos en la educación. Los programas y actividades del Distrito Escolar Unificado de Morgan Hill no discriminan con base al género, identidad de género, edad, sexo, raza, color, religión, ascendencia, origen nacional, identificación de grupo étnico, estado civil o de paternidad, discapacidad física o mental, orientación sexual o percepción de uno o más de estas características. La administración deberá de promover programas para asegurar que las practicas discriminativas sean eliminadas en todas las actividades del distrito.

## **PUPIL SERVICES**

### **Resource Specialist Program (RSP)**

An individual prescriptive program is developed for each child that is certified as having learning disabilities.

### **Special Day Class (SDC)**

An individual prescriptive program is developed for each child who is certified as having learning disabilities and in a full day classroom.

### **Speech-Language Therapist**

A speech therapist identifies, assesses and offers remediation to children who have communication handicaps.

### **School Psychologist**

A psychologist provides testing and certifies children for special programs.

### **English Language Development (ELD)**

The designated ELD Program is provided for youngsters whose primary language is other than English. This program is designed to assist these students in their language acquisition.

### **Health Services**

Some services are provided by health personnel. Vision, hearing and scoliosis screenings take place at selected grade levels. Growth and Development and a dental health program are provided.

## **PARADISE VALLEY ENGINEERING ACADEMY STUDENT CODE OF CONDUCT**

We believe that school should be a place where children can experience success in a number of ways, where their efforts are recognized and where they can learn in an orderly, structured environment. In order to achieve these goals, we have developed a Student Code of Conduct.

The Paradise Valley Engineering Academy Student Code of Conduct has been created to ensure the learning, health and safety of each child. The staff believes that the behaviors and consequences listed in this handbook are sufficient to guide student's conduct.

The purpose of this code is:

1. To ensure that every child has the chance to learn and play without problems caused by other student's misbehavior.
2. To make sure the rules are clear and concise and that the consequences are understood by everyone.
3. To ensure school-wide consistency.
4. To ensure good behavior without violating the best interest of children.
5. To make sure we show appreciation for good behavior in a positive way and encourage model citizenship and cooperation.

Good behavior and citizenship will be recognized by positive activities, such as, but not limited to, Student of the Month recognition, special activity time once a week and other recognitions of good behavior as appropriate.

Good discipline is achieved through a strong parent-school partnership. School authorities are trained in discipline techniques and will work with you in teaching your children appropriate behavior. However, the foundation begins at home. **Please review this Student Code of Conduct with your child and return the sign-off portion on the last page.**

### **Standards of Behavior**

Each teacher has determined a set of classroom rules and consequences, which enhance the learning environment.

It is the student's responsibility at the beginning of the school day, after each recess and after the lunch break to arrive in class on time and ready to work.

The rules and consequences are posted in each room and apply to all students in that room.

Periodically, the teacher reviews the rules and consequences with the students. Rewards for positive behavior will also be discussed as incentives to students.

Any behavior, which inappropriately interrupts the learning process, is subject to disciplinary action.

Personal belongings are not to be brought to school unless permission from the staff has been given (e.g., radios, ipods, ipads, mp3 players, cameras, toys, pets).

No gum is allowed at school.

### **Use of electronic devices on school grounds (cell phones)**

Per Ed Code: Section 48901.5, Elementary school students may not turn on or use cell phones/ smart phone watches until the end of the school day unless an emergency situation, as defined by district staff, exists. Cell phones and smart phone watches are to be turned off during the school day.

### **Playground Rules**

Students shall not continue playing after bell rings.

Students must use equipment safely and appropriately.

Students shall not throw objects that could injure others.

Games are to be open to as many students as possible. No locking games or interfering with games while in progress is allowed.

Students are not to engage in rough play, which may cause injury (e.g., tackle football, rugby, play fight, elimination, and wrestling). Tagging games are not encouraged unless supervised by an adult staff member.

Students are not allowed to kick balls on the blacktop (unless playing a game under adult supervision during the school day)

Parents are encouraged to provide students with appropriate shoes and playground attire.

## Anti-Harassment Policy

1. Everyone at Paradise Valley Engineering Academy has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability.

The Morgan Hill Unified School district is committed to maintaining a safe and supportive school environment in which all members of the school community are treated with dignity and respect. It is the policy of this District that harassment and discrimination based on sexual orientation and gender identity, including perceptions of a person's identity, appearance or behavior, is expressly prohibited. The Board considers harassment and discrimination based on sexual orientation and gender identity to be a major offense. The District shall investigate all complaints of discrimination and harassment, and take appropriate action against any student or employee who is found to have violated this policy.

Harassment of a student by another student in violation of this policy constitutes cause for disciplinary action. Students shall be advised that harassment and discrimination based on sexual orientation and gender identity are unacceptable conduct and will not be tolerated. Students shall be informed that they should contact the school principal or designee if they experience such harassment or discrimination.

2. A harasser may be a student or an adult. Harassment may include the following when related to gender race, national origin, ethnicity, religion, sexual orientation, or disability:
  - Name calling, teasing, derogatory comments, slurs
  - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
  - Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - Graffiti, offensive or graphic posters or book covers
  - Derogatory notes or cartoons
  - Unwelcome touching of a person or clothing, grabbing fondling
  - Violent acts or threats
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the District's Compliance Officer.
4. If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, principal or the District's Compliance Officer. The report may be verbal or written.



5. Your right to privacy will be respected as much as possible consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.
6. We take seriously all reports of sexual harassment, and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.
7. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

### **Cafeteria Rules**

Students are expected to behave courteously in the school cafeteria.

- Follow directions of adult supervisors.
- Refrain from making loud noises.
- Leave a clean table and floor.
- Walk and move in the lunchroom without distracting others.
- Be excused before leaving the table.
- Food is to be eaten. Do not throw or play with it.

### **Lunches from Home**

All late lunches must be taken directly to the office. We have a lunch cart in the front office. Parents can put a post it note with the child's name on the lunch and our office helpers will deliver it to your child before their lunchtime. Please do not take to classrooms. Students may not meet their parent in the drive through to pick up lunches. Lunches brought from home may not be heated up in the cafeteria. Soda is not permitted at school. We encourage you to pack a healthy lunch for your child.

### **Bicycle, Skateboard and Scooter Rules**

Bicycles must be locked up at the bicycle rack during school hours. Bicycles should have a license that can be obtained by the Morgan Hill Police Department. The school is not responsible for damage or theft of any bicycle brought to school.

Bicycles must be walked when on the school grounds during school hours.

Bicycle riders should obey traffic laws: **DO NOT RIDE DOUBLE**, use proper signals and ride on the right-hand side of the road in bike lanes and not on the sidewalks.

Do not ride skateboards or scooters on campus.

## **Bus Rules**

Riding the bus is a privilege. Students should be made aware of this and reminded that misbehavior at the bus stop or on the bus may result in the loss of this privilege. We are concerned with the safety of the children being transported on buses. In order to promote safety on our busses, the following standards of conduct are necessary.

Children are to walk to the bus. Students are not to board the bus until the driver is there and ready for them.

All students shall remain seated while the bus is in motion, only being allowed to move when the bus is stopped with the permission of the bus driver. Students must face the front of the bus at all times while the bus is in motion.

Windows shall not be opened more than halfway or closed without permission from the bus driver. No portion of the student's body is allowed outside of the bus.

Nothing shall be thrown within the bus or out of the windows.

Students are not to eat or chew gum on the bus at anytime.

Students are not allowed to bring animals, jars, medication or anything that might create a danger on the bus.

Students shall conduct themselves in an orderly manner. Loud and boisterous behavior cannot be permitted.

Continued disorderly conduct or refusal to submit to authority of the driver shall be sufficient reason for a student to be denied transportation on a school bus. Bus drivers have the responsibility to report misconduct to the principal.

If a child is to take a different bus or accompany a bus riding child, a note from the child's parent/guardian must be sent to school with the child that morning.

## **Aeries Portals**

Aeries Portals for teachers, parents, and students is a website that connects parents to teachers with any device. The main aim of this portal is to increase communication between parents and teachers to help ensure student success. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades, test scores, and assignments. Through Aeries Portals parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students stay up-to-date with school events and assignments with the portal calendar.

This Website provides a single, secure sign-in for parents or guardians with multiple students regardless of the school enrolled at MHUSD. Multi-lingual support (English, Spanish, Vietnamese, Chinese, Korean and Arabic) is also available. Both parents and students can access Aeries Portals by going to: <https://morganhillusd.asp.aeries.net/student>.

### **Mobile Device**

Students and parents have immediate access to Aeries Portal real-time student information using their preferred mobile device. Quickly access assignments, grades and attendance with simple one touch navigation.

### **Username & Password**

Each student has his/her own username and password. Elementary students may obtain their username and password from their classroom teacher. Each parent or guardian also have their own username and password which is emailed to parents on the email I.D. they provide when they register their child or the one mentioned on the student emergency card.

## **GLOSSARY OF TERMS**

APE	Adaptive Physical Education
ELAC	English Language Advisory Committee
ELD	English Language Development
FEP	Fluent English Proficiency
GATE	Gifted and Talented Education
IEP	Individual Educational Plan
LEP	Limited English Proficiency
SARB	School Attendance Review Board
SST	School Study Team
SSC	School Site Council
SDC	Special Day Class
PBIS	Positive Behavior Interventions and Support

**PARADISE VALLEY ENGINEERING ACADEMY**

I have read the PARADISE VALLEY ENGINEERING ACADEMY HANDBOOK and discussed the Student Code of Conduct and the Morgan Hill Unified School District's "Standards for Student Behavior" with my child, \_\_\_\_\_, and he/she as well as I, am aware of these expectations and consequences.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

PLEASE TEAR THIS SHEET OUT AND RETURN THE SIGNED COPY TO THE SCHOOL