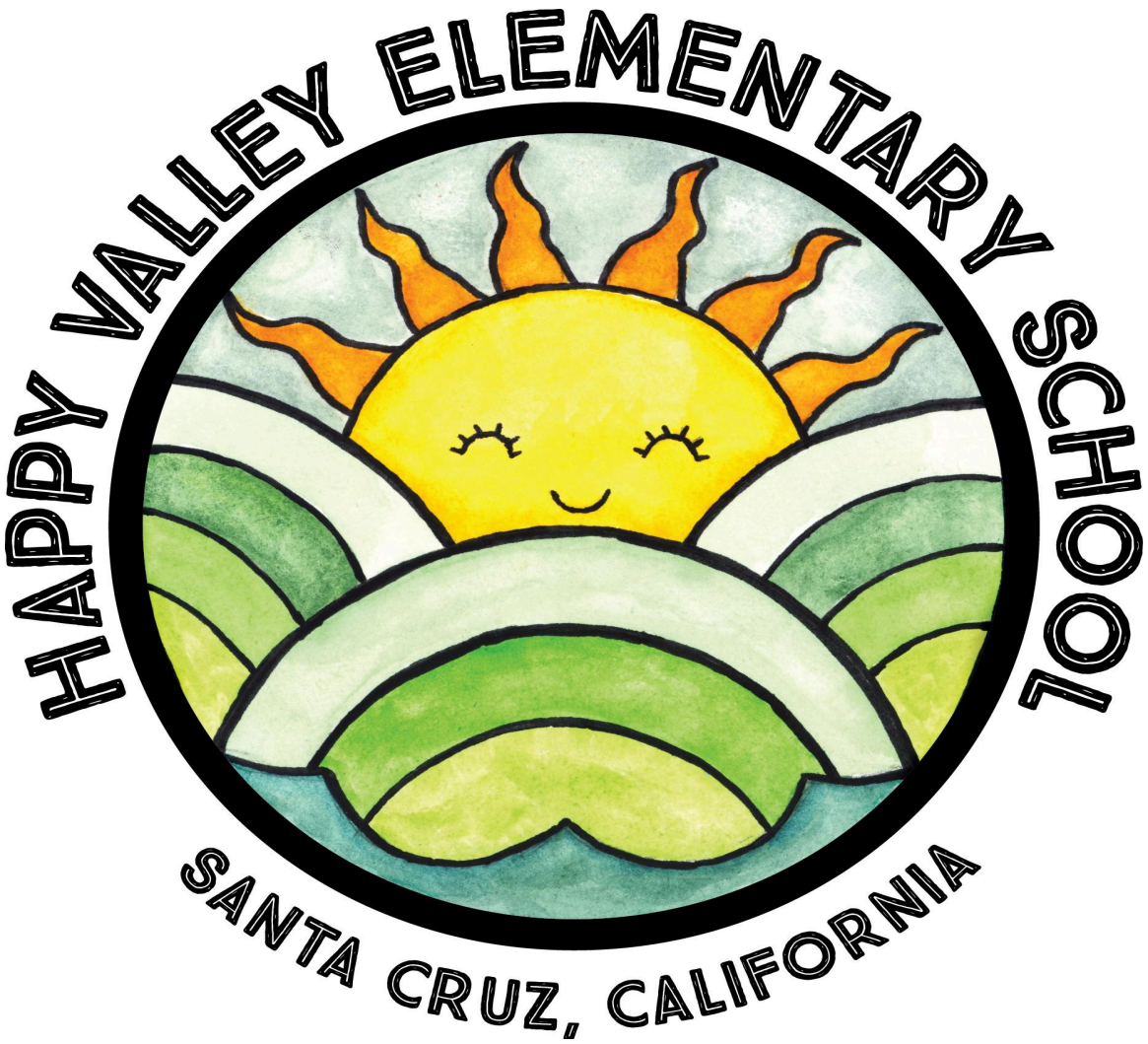


1864-2026

Happy Valley School
Proudly Recognized as a California Honor Roll School
Parent Handbook

"Small School, Big Goals, Amazing Results"

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HAPPY VALLEY
ELEMENTARY SCHOOL
SANTA CRUZ, CALIFORNIA

Small School, Big Goals, Amazing Results

Dear Parents,

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

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

This handbook is designed to share information, procedures and expectations which will familiarize you with Happy Valley School. We would appreciate having parents discuss the handbook and Code of Conduct with their child(ren) to reinforce the expectations we have for respectful and peaceful behavior.

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

Sincerely,



Michelle A. Stewart
Superintendent/Principal

HAPPY VALLEY
ELEMENTARY SCHOOL
SANTA CRUZ, CALIFORNIA

Our Mission

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

Our Vision

Happy Valley will be a place where all students will be prepared for academic, social, and emotional success for the next stages of life and school.

Our Core Values

- Provide an exceptional education with high expectations
- Value honesty and integrity
- Engage our diverse community
- Cultivate aware and involved citizens
- Recruit, retain and support high quality staff
- Honor students as individuals with a focus on the whole child
- Foster a small school environment
- Foster a small, rural school environment that reflects the history and community of Happy Valley
- Provide a safe place both academically and emotionally



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

Teachers
Angie Rossi, Transitional Kindergarten- Room 5
Carey Ruwe, Kindergarten-Room 4
Kara Willett, 1st grade/2nd grade- Room 2
Lindsey Doolan, 3rd grade-Room 3
Sophie Hannah, 4th Grade, Room 6
Kate Royer, 5th/6th grade- Room 1
Manny Pogaoda, Music Teacher
Sarah DeMeyer-Guyer, Art Teacher

Teacher Assistants
Gail Clary
Maggie Evans
Janine Snyder
Stephanie Trujillo
Denise Woods
Doreen Wootten

Support Staff
Joanna Chao, Library Assistant
Julia Gospodnetich , Garden Teacher
Katy Lauzier, Occupation Therapist
Laurel Maxwell, Resource Teacher, EL Teacher
Carly Pearlman, Counseling
Tiffany Willet, Speech/Hearing

Board Members
Cliff Hodges, Board President
Jacob Willet, Clerk
Katie Freeman
David Stahl
Michelle Yegge

Partnership in Education

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

Regular School Board Meetings are held monthly. All meetings are held in the Multi-Purpose Room. Occasionally, as needed, additional meetings are scheduled. Agendas are posted in front of the MPR (District), on the bulletin board (School) and the website at least 72 hours before each regular meeting and 24 hours before each special meeting. Agendas and Board minutes are posted on our website. Hard copies are available in the office. The Board meeting schedule is posted on our website.

HVS Endowment Fund

- The endowment fund was established by the Happy Valley Board of Trustees in November of 1990. It creates a means by which tax deductible gifts may be given to the district for educational purposes. The district's board adopted guidelines to restrict the use of this money to interest-only, thereby creating a permanent, non-depleting and secure source of income.
- The HVS board has determined that up to 4% of the endowment fund can be used to support school programs as long as the funds balance is above $300,000.
- The board's fiscal oversight and protected investment with the Community Foundation of Santa Cruz and the County Treasury have enabled the endowment fund to grow as Happy Valley parents and community members have continued to contribute over the past 20 years.
- The interest from the endowment fund has been spent to support classroom aides, art, music, the computer lab, and class size reduction!

HVS Parent Club
The Parent Club is an organization that sponsors many school wide activities throughout the school year. The purpose of the Parent Club is to foster a strong sense of community by bringing families together outside of the daily school schedule. Many Parent Club events are fundraisers and all monies are channeled back into school projects. As a Happy Valley School parent you are a member and are encouraged to attend the meetings which are announced through notes home and on blackboard in the parking lot. Meetings are held once a month in the Multi-Purpose Room and/or via Zoom. We value your involvement! Please contact the Parent Club, Emily Saarman for more information. esaarman@gmail.com or visit their website at https://www.happyvalleyparentclub.com/

LCAP Committee
The purpose of the committee is to provide input towards the implementation of the Local Control and Accountability Plan (LCAP), including the goals and services, and to assess the effectiveness of the components of the plans. At times the LCAP committee is consolidated with the School Site Council. Meetings are held throughout the year during the Parent Club Meetings. Furthermore, the annual parent survey ensures that the entire school community has input into determining educational needs and priorities.

Parents
You, the parents, are the key to student success. You help your child by giving praise and encouragement whenever possible, visiting the classroom, attending scheduled conferences, reading notes sent home, phoning or emailing the office to report all absences, keeping your child home when he/she doesn't feel well, supporting the staff and teachers, and accepting and loving your child just as they are. Please know we are your partners and value your input and communication.

Student Leadership

Happy Valley has many leadership and involvement opportunities for students. Each class takes turns leading the weekly Friday Flag ceremony, and classes perform plays and participate in writing celebrations throughout the year. 5th and 6th graders help serve lunch, and put up and take down the flags daily. 6th graders lead the assemblies and school activities. Please talk to your child's teacher for more information.

Green Team: The role of the Green Team is to support classes with waste and how to maintain our Green Business Status. The Green Team is led by 4th-6th grade students and is led by our garden teacher.

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

Communications

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

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

Counseling and Mental Health Services: Happy Valley has a part time counselor that serves students on IEPs or who have been referred through their teachers and/or the Student Study Team process. Please Contact Michelle Stewart if you would like more information. Should your child require additional mental health services in Santa Cruz County, more information can be found at http://santacruzhealth.org/HSAHome/HSADivisions/BehavioralHealth.aspx.

News and Notes: Numerous notes and emails are sent home with your child on a regular basis informing you of upcoming events or reminding you of special procedures. These notes are important and your help in reminding your child of his/her responsibility in getting them home is appreciated. Every effort is made to send home information in weekly Thursday folders and via the online weekly newsletter. Please visit our website for more important information. https://www.hvesd.com/

Parent Conferences: At the end of the first trimester in November, each teacher schedules a conference (in the afternoons) with the parent/guardian(s) of each student. These are early release days for students. At this conference, the teacher reports on the student's progress toward the curriculum goals for that grade level and his/her social and emotional adjustment to school. This is an opportunity to ask questions, set goals for your child and clarify your role in meeting those goals. Teachers or parents may always request other meetings throughout the year.

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

Photos: Please do not post photos on social media of students taken during school hours, unless you have permission from their parents.

Principal/Superintendent: The Administrator is the person to talk to about policies and procedures. In addition, should there be some concern which you feel may not have been thoroughly addressed in communications with your child's teacher, the Administrator is the next stop. The Administrator is vitally interested in parent input regarding any and all school concerns. Please feel free to call, write, or make an appointment for a conference or meeting.

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

Smartphones, Smartwatches and other electronic devices: Students shall not use smartphones, smartwatches or other mobile communication devices while at a school site or under the supervision and control of a district employee (see Board Policy 5131.8). Devices that are used during school will be kept in the office for a parent to pick up.

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

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

Procedures

Access to Curriculum: Happy Valley remains committed to honoring all individuals and families and celebrating our diversity. Parents have a right to review curriculum and instructional content. In line with a recent Supreme Court decision, families may opt their child out of LGBTQ+ stories or lessons for religious reasons. If you would like to request an opt-out option, please email Michele Stewart at mstewart@hvesd. We will work with your child's teacher to provide an alternative activity.

Attendance: Each school year builds the foundation for future success in school. When a child is frequently absent or late to school, there is a negative impact on their learning. Missing a day or even the beginning of class often means the student is missing important directions and guided lessons. This often results in the student feeling disoriented, which can lead to the student falling behind in their work.

Absences: Please call the office to report your child's absence THE DAY YOUR CHILD IS ABSENT. Ed Code 48295 states that "Students absent from school for any excusable reason, shall be allowed to complete all assignments and tests...the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. Excused absences include illness, bereavement, and doctor's appointments. Chronic tardies and absences will result in a meeting with the superintendent and possibly SARB (Student Attendance Review Board) referral. Additionally, we are required to send truancy notices for 3 or more unexcused absences or 10% overall absences. Family trips are not excused and we encourage families to refrain from taking vacations when school is in session. These family trips are unexcused. However, if families do choose to take students out for an extended period of time, we do not provide work in advance. Teachers may offer suggestions for assignments or activities that students may work on while they are gone (reading, journaling, practicing math facts, etc.), and when practicable, students may be required to make up assignments or testing when they return.

Tardies: Students need to arrive at school on time. Students who arrive late disrupt their classroom and have a hard time settling in for the school day. Five minutes late every day equals 3 days of absence per year and 3 late arrivals (over 30 minutes) equals one day missed. Please make sure to check your child in at the office when they are more than five minutes late to school.

Early Departures: Please do everything you can to schedule appointments after the school day, as early departures impact student learning as much as tardies. Should you need to take your child out of class before the end of the school day, you must sign him/her out in the school office. Please do not go directly to the classroom. Advance notice of any early departure is always appreciated by the classroom teacher.

Bell Schedule

Happy Valley School operates on a restructured work week. Instructional time on Monday through Thursday has been modified so that every Friday TK through Sixth grade classes are released at 12:30pm. Staff meetings and school functions are scheduled on Friday afternoons.

	Monday- Thursday	Friday
Transitional Kindergarten	8:15-12:30	8:15 -12:30
Kindergarten	8:15-1:30	8:15 -12:30
Grades 1-3	8:15-2:25	8:15 -12:30
Grades 4- 6	8:15-2:55	8:15 -12:30

Recess and Lunch Schedule

Recesses	9:25 am-9:35 am 10:25 am-10:40 am 11:25 am-11:35 am
Lunch	Monday-Thursday: TK 12-12:20 Intermediate (4th-6th grades) 12:05-12:30 Primary (Kindergarten -3rd grades) 12:20- 12:45 *Friday **All** students have lunch at 12:05
Lunch Recesses	Monday- Thursday: Intermediate 12:30-1:00 Primary 12:45-1:15

Bicycle/Scooter Policy: Riding bicycles, ebikes or scooters to school is discouraged for safety reasons. Helmets must be worn at all times. Bikes and scooters must be walked on campus and stored in the bike racks behind the school. Drivers, please be aware of bicycles and scooters in the driveway, parking lot and on the road.

Birthdays and Parties: Class parties are periodically planned by teachers with the help of class parents. Occasions such as holidays or a special class achievement are often celebrated. Because HVS is a Green School, we cannot allow balloons of any kind on campus. If your child would like to send a healthy treat to school in honor of his or her birthday, please notify the teacher in advance. Be sure to provide as healthy a treat as possible and preferably individually wrapped. Be considerate of any children in your child's class with allergies by providing something for that student, also. We do not allow children to pass out invitations to birthday parties at school. This activity detracts from the business of school and hurts feelings. However, these restrictions will be waived if the whole class is invited to the party because the party includes everybody and builds a sense of community.

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

Dress Code:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activities.

2. Appropriate shoes must be worn at all times. Students must have closed toed shoes for PE.

3. Hats, caps, and other head coverings shall not be worn indoors.

4. Clothes shall be sufficient to conceal undergarments. Clothing should not be distracting.

Emergencies: An emergency can generally be defined as a situation where it is either unsafe or not possible to get children home from or to school because of earthquake, explosion, severe power failure, falling trees, snow and/or rain which make roads impassable. Parents will be notified as soon as possible. We will post updates to our school website as often as we are able and work with our local radio and TV stations to disseminate information.

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

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

KPIG FM 107.5 (Radio),
KSCO AM 1080 (Radio)

KION AM 1460 (Radio)
KSBW TV channel 6 or 8

Instructional Continuity: If we are not able to hold school for multiple days, teachers will provide work for students to complete at home.

Homework Expectations: The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of a student's daily life. Consistent throughout the K-6 levels is a requirement to read, or be read to on a daily basis (Monday through Thursday) or weekly basis. The classroom teacher will inform parents of their homework practices and procedures within the first few weeks of each school year. Parent involvement, especially with primary level students (TK-3), is strongly encouraged. At any level, when a parent is interested and involved, homework can become a common goal, a time to work together and offer individual instruction not always available at school. Taking an active role lets the child know that the parents/guardians consider the work important.

Illness at School: Parents will be called to come pick up their child should he/she become ill or injured during school. Please be sure the office has current work phone numbers for both parents. If we are unable to reach either parent we will call emergency numbers you have provided on the Student Enrollment Card.

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

Lunch: Lunch will be available daily. A menu will be provided monthly. Parents need to order in advance. If you know your child is not going to be at school, cancellations must be placed the night before. Please visit our website at www.hvesd.com for more information. Lunch is provided to all students free of charge, however, because we are a Basic Aid funded district, we pay for lunches from our general fund. We kindly request donations from families who are able to pay.

Medication at School: We are always happy to help administer short or long term medication to students. All medications are to remain in the original container, labeled with the physician's instructions, and must be kept in the school office. A medication form (on our website) signed by the parent **must** accompany the medication stating the student's name, dosage and time to be given. Absolutely no medication is to be kept in a student's backpack, lunch box or pocket. This is to protect your child and other children from accidentally misusing medications. No non-prescribed medication will be given.

Parking Lot: Parking along the driveway into school impacts traffic flow during our congested time before and after school. Cars parked beside the cyclone fence in the driveway make it

difficult for incoming and outgoing traffic to get by. Unoccupied cars may not be parked along the driveway, in the circle, or in front of the Multi-Purpose Room (except for Handicapped Parking) at any time, as this slows the dropping off and picking up of students. If you need to park and come into school, please park in a designated spot. If there is no parking down below, there are almost always spaces in the upper parking lot. Be sure to use walkways and accompany your child onto campus. Please remember to please drive slowly while on campus.
When leaving the school grounds, drivers must yield to incoming traffic at the bridge. This is a difficult situation but it is safer to not allow traffic to build up on Branciforte Drive waiting to turn into the school driveway. Your cooperation is appreciated by everyone.

Phone Calls to Office: Please use the office for all student communications and try to make after school child care and carpool arrangements before your child arrives at school. Your help in this area will greatly reduce the number of incoming and outgoing phone calls in the office each day. Because staff is limited in the front office, there is no guarantee last minute messages can get to your child. Additionally, texting your student on a private device prevents the staff from keeping all children safe.

Pick Up: Our biggest priority at the end of the day is to get students safely in cars. Please adhere to the following guidelines so that we can have an efficient and safe pick up of our students.

- Children attending after school care will be picked up immediately by the Sprouts staff.
- Students will not be dismissed until their car is near the front of the line. We do not allow students to walk down along the cyclone fence
- If parents park, they must walk to the blacktop to pick up their child, whether from the parking lot up above or down by the stage. (Please, do NOT call your child to come to you.)
- Primary students should be picked up at 2:25 pm. Those with older siblings may play on the playground until 2:40 pm. At 2:40 pm, they will sit quietly until they are picked up at 2:55 pm.
- Please pick your child up on time.

Problems and Concerns: Students with a problem or a concern should tell their parents, their teacher or any adult at school. The classroom teacher is usually the closest to understanding and knowing each student the best. All of us want to know when students have a question or are worried about something. We will try to listen and help to work out the problem. Students should also tell their parents when we solve a problem at school. Parents should contact the child's teacher if the problem remains unresolved or if they have questions or concerns.

Recesses: The entire school has three outdoor recesses at the same time, affording children the chance to see friends from other classes. Lunch recess is on a staggered schedule, divided between the primary and intermediate students. TK students may have a different schedule. We assign two adults on yard duty per recess for supervision. During recess children should use the playground equipment properly, notify the yard duty person when anyone is injured and remember that inappropriate behavior such as rough play or fighting is not acceptable.

Registration: Transitional Kindergarten is available to children who will have their fourth birthday on or before September 1st of the school year. A child may enter kindergarten at the beginning of a school year if he/she turns five years old on or before September 1st of that school year. A birth certificate, immunization records and proof of residency are required at time of registration. Happy Valley includes a home visit in order for enrollment to be completed and to welcome new families.

California Immunization Requirements:
The following are the state's minimum requirements for immunization before a child will be allowed to enter school (grades TK-12). SB 277: Under the law known as SB 277, exemptions based on personal beliefs are not an option. Medical exemption can only be issued through the California Immunization Registry. You may also want to visit www.shotsforschools.org for additional information.

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

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

Bullying Policy BP 5131.2: The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm, which includes hate speech (BP 5145.9(a). District employees shall establish student safety as a high priority and do not tolerate bullying of any student. To the extent possible, the district shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collective school climate.

Sun Safety: We are very cognizant of the heat and are careful not to do strenuous activities when it is too hot outside. Please be sure to send children daily students with water bottles and provide hats and sunscreen when appropriate.

Suspension: A student may be suspended from school for a period of time (up to five school days) for offenses listed under Ed Code Section 48900. It is the goal of Happy Valley to offer alternative means of correction before a formal suspension. These include (but are not limited to) conferences, counseling, recess restriction, in-school suspension, and/or student student teams.

Should a suspension be enforced, every effort will be made to hold a conference with the parent/guardian prior to the beginning of a student's suspension. Serious offenses may result in a recommendation for expulsion and a formal hearing process. The parent/guardian has a right to request a hearing with the superintendent /designee in order to appeal the suspension.

Toileting: Please talk with your child's teacher regarding Toileting Guidelines for our younger students.

Toys: Please do not allow students to bring toys from home, including sports equipment. They can cause a distraction and a problem, especially if they are damaged, lost or stolen. Exceptions may be made but prior arrangements need to be made with the classroom teacher.

Volunteers: Happy Valley relies on and welcomes volunteers. Please refer to our Happy Valley Volunteer FAQS or our Field Trip Guidelines in the attachments.

Attachment A
Happy Valley School
Code of Conduct

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

1. Listen to others attentively with your ears, your eyes, and your heart.

2. Respectfully follow directions the first time they are given. Ignoring requests or arguing with teachers or other adults is not acceptable behavior.

3. Everyone likes to play. Take turns, include everyone, and be kind to each other. Follow playground rules.

4. Always be polite and use good manners. Do not interrupt conversations. Remember to say please, thank you, and excuse me whenever appropriate.

5. Respect everyone's feelings and differences by being respectful with your words. Swearing and rude talk towards others are prohibited. Teasing, name-calling and put-downs are hurtful, and are not allowed.

6. Respect everyone's personal space. Pushing, bumping into others, or other rough physical contact is not permitted.

7. Respect everyone's right to feel safe at school. Hitting, fighting, or threatening someone is not allowed.

8. Respect the property of the school and others. Always turn in lost items to the office. Pick up trash when you see it. Return equipment.

9. Use conflict resolution strategies when a disagreement or a problem happens. Use the Peace Path, talk to a Peace Builder, talk with a trusted adult.

10. No weapons of any kind are allowed on the school grounds.

Adopted by the HVS Board of Trustees 8/16/2023

Attachment B

GROUNDS FOR SUSPENSION AND EXPULSION Education Code 48900

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

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

Attachment B

GROUNDS FOR SUSPENSION AND EXPULSION Education Code 48900-Continued

PLEASE NOTE THE FOLLOWING:

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

Attachment C
FIELD TRIPS

Field trips are an extension of the classroom. Our policies need to be sustainable and equitable, and ensure that all students are safe. Field trips are not mandatory and if students do not attend, there will be supervision and an alternative activity on campus.

Before the field trip:

1. Drivers must be fingerprinted through Happy Valley School and provide proof of adequate insurance.
2. Parent requests for particular drivers cannot be accommodated.
3. All adults (including teachers) need to fill out an emergency form and teachers need to collect (as part of a volunteer packet). A list of which students are riding with each parent will be given on the day of the field trip.
4. Chaperones will be given an emergency envelope to be opened in the case of an accident. It will stay in the car and be returned to the teacher or school office at the end of the field trip.
5. Most of the time drivers are chaperones; in some cases, additional chaperones may be allowed or requested. There are some field trips where more drivers than chaperones are needed, and in those cases, drivers will be asked to stay close to the field trip location.
6. Participation in a field trip is limited to HVS students enrolled in the classroom going on a field trip. No siblings are allowed on field trips.

During the Field Trip:

1. No drop in (parents) during field trips.
2. Parents who are not chaperoning on the trip who have chosen to drive their child separately must stay within walking distance of the class should unforeseen circumstances arise.
3. Any changes with drivers that happen during the field trip must be cleared and communicated by the teacher with the Happy Valley Office.
4. Chaperones need to stay with the field trip. Always stay with the children that are assigned to you. Even if one of the children in your group wants to be with a buddy in another group, you must be close to and watch all the children in your group. Do not let children wander more than a few feet from you.
5. Please ensure that all children of your group are behaving appropriately, using manners, and are following rules at the field trip location. If you have any behavior issues with a child in your group, contact the teacher immediately for support.
6. Please use cell phones only in an emergency.
7. Drivers may not make any unscheduled stops when chaperoning students on a trip. (This includes extra stops for treats or snacks or unplanned visits to nearby stores or gift shops.)
8. Restroom Guidelines: Your entire group must be escorted to the restroom, even if only one student needs to go. Check the restroom before children enter to make sure it is safe. Try to keep an eye on the children inside while you are with the children outside

Attachment C
FIELD TRIPS-Continued

9. Alcohol, tobacco or any illegal substances are not permitted on any field trip.

<u>After Field Trips:</u>

1. When parents return from a field trip, the parent needs to wait with students until the teacher returns.
2. Make sure to return the emergency envelope to the teacher or office.

Attachment D
Complaints-School Personnel

BP 1312.1(a)

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

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

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

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

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

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

Attachment D
Complaints-School Personnel- Continued

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

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

Appeals

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

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

The Board's decision shall be final.

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

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

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

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

Attachment E

Williams Uniform Complaint Procedures
Notice to Parents/Guardians: Complaint Rights

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

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

Uniform Complaint Procedures

General Information

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

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

Attachment E
Williams Uniform Complaint Procedures -Continued

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

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

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

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

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

Attachment F
Volunteer Guidelines

Thank you so much for your generous contribution to your child's classroom by volunteering. Your help makes our school a special and supportive place to learn.

-ALL VOLUNTEERS MUST BE FINGERPRINTED
-ALL VOLUNTEERS MUST HAVE COMPLETED MANDATED REPORTER TRAINING YEARLY
-PLEASE START YOUR DAY AT SCHOOL BY SIGNING IN AT THE OFFICE AND GETTING A VISITOR'S NAME TAG

As a classroom volunteer, there are some basic guidelines we respectfully ask that you follow:

1. Everything observed or heard while working in the classroom must be treated as confidential. If parents ask you about a student's performance or behaviors, please refer them to the teacher. It is inappropriate to discuss observations while acting as a volunteer. If you have questions or a concern about a specific child, please talk to the teacher in private, not in the presence of students or parents.

2. Every child learns and grows at his/her own pace and comes to school with different prior experiences. Please be patient and encouraging while using a soft tone of voice when working with the students. Assist students in giving the assignment their best effort. Encourage the students to find their own solutions.

3. If you cannot make your scheduled time, please try to find a substitute. If that is not possible, please inform the teacher as soon as possible. The lesson will need to be modified and the more notice a teacher has will be greatly appreciated.

4. As a classroom volunteer, your primary responsibility is to provide support to the class. Please try to keep your role as a volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with the teacher who will use established classroom rules and procedures.

5. Please do not use your cell phone in the classroom when you are volunteering or while driving in the school parking lot.

6. We do not allow younger siblings in the classroom while parents are volunteering. They can cause a distraction and possible liability.

7. Volunteers should not use the student restrooms. Please use the middle restroom in the restroom building or the Office.

8. If you are planning on being on campus for a long period of time (more than 10 minutes) please park in the upper parking lot.

Volunteer Signature: _____ Date: _____