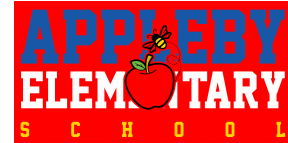


Felix J. Appleby Elementary School



10321 Vernon Ave Blythe, CA 92225
760-922-7174 phone
760-922-0504 fax



Patricia A Arce, Principal

Felix J. Appleby Elementary School is committed to providing a high quality education for all students. Our focus is to ensure that each one of our students develops the academic and life skills that are necessary to be ready for college and career by providing them with the best first instruction using a variety of instructional methods. It is our goal to work with parents, students, and staff as a unit to understand the importance of education and to prepare our students the best we can. It is crucial to the Appleby staff to ensure all students understand that in order to reach success in life there are expectations that must be met. Throughout daily instruction students will attain the tools necessary to be successful in high school, college and the workforce. Through the alignment of effective curriculum and instructional methods, educational leadership, student accountability and, most importantly, parental involvement, students will develop the skills necessary to be successful in an increasingly competitive global society.



Parent & Student Handbook 2025-2026

PRINCIPAL'S MESSAGE

Dear Appleby Families,

It is my pleasure to welcome you to the 2025-2026 school year. Our Appleby staff is ready to begin a school year full of learning opportunities that will provide your child with the skills needed to reach academic success.

This handbook is designed to be a useful guide in understanding numerous school and district procedures. Another purpose is to assist you in communication with our staff. Please refer to our school website (<https://aes.pvusd.us/>) to find the email addresses of staff members as well as important information about our school. I would also like to invite you to join our Facebook group. You will find a lot of information about our school and also about current events including instruction. It is our hope that you will use these platforms to communicate with us. We encourage you to contact us when concerns or questions arise.



It is crucial that you stay involved in your child's education. We increase the learning opportunities and academic success every time we work together. We are certain that with your involvement we, along with your student, will be able to reach our learning goals. We will continue to focus on Lexile levels, speaking and writing in complete sentences and using the RACE strategy when explaining our reasoning. In addition to these, we will also be focusing on memorizing addition, subtraction, multiplication and division facts. Something that I enjoy doing is asking students about their goal. I invite you to do the same when they are home. This will help you know what students are focusing on here at school and will also keep students engaged in their own learning and progress.

Attendance is crucial for your student's success, make sure to send your child to school every day on time, help with homework, and do not hesitate to reach out to us when you have questions or concerns. Communicate with your child's teacher regularly, join and support our Appleby Parent Teacher Organization and school events, and volunteer at our school!

Join us in making this year a time of exciting progress for your child.

Patricia A Arce -Principal

760-922-7174

patricia.arce@pvusd.us

FELIX J. APPLEBY ELEMENTARY SCHOOL STAFF

PRINCIPAL	Ms. Patricia A Arce	Office
BIT TOSA	Ms. Ana Duggan	Office
COUNSELOR	Ms. Mercedes Sapien	Room 16
PRESCHOOL	Ms. Torres	Room 2
TRANSITIONAL KINDERGARTEN	Mrs. Loureiro	Room 1
	Ms. DeRosa	Room 3
KINDERGARTEN	Mrs. M. Pena	Room 9
	Ms. Vaca	Room 3
	Ms. Gomez	Room 7
FIRST GRADE	Ms. Fletcher	Room 12
	Mrs. Vargas	Room 11
SECOND GRADE	Ms. Medina	Room 6
	Ms. McKeever	Room 8
	Mrs. Ward	Room 10
THIRD GRADE	Mr. Pena	Room 15
	Ms. Plecas	Room 13
	Ms. Wade	Room 14
FOURTH GRADE	Ms. Fragozo	Room 18
	Ms. Gonzalez	Room 20
FIFTH GRADE	Ms. De Leon	Room 21
	Mr. Jacquez	Room 22
SIXTH GRADE	Mr. Maxfield	Room E-28
	Mr. Vidal	Room A-24
SEVENTH GRADE	Ms. Lujan	Room H-32
	Ms. Sevilla	Room I-31
EIGHTH GRADE	Mrs. Chavez	Room J-33
	Mrs. Castillo	Room K-34
SDC	Ms. Jacuinde	Room F29
SDC	Mrs. Bonnet	Room 17

RESOURCE	Mrs. White	Room 25
RESOURCE	Ms. Wuertz	Room 23
SCHOOL SECRETARY	Traci George	Office
SR. CLERK -ATTENDANCE	Melissa Peterson	Office
DROPOUT PREVENTION SPECIALIST	Janet Saldaña	Office
NURSE	Paola Santos	Office
CUSTODIANS	Marisela Silva (AM) Sheila Cooper (PM) Madaline Martinez	
ART	Joshua Chavez	Room 19
LIBRARY CLERK	Regina Rios	Library
SPEECH PATHOLOGIST	Moussa Sabbara Deborah Hernandez Vesna Arguedas Drew Cude Hannah Pottebaum	
PSYCHOLOGIST	Dr. Yul Whitney	
PARAEDUCATORS	Patty Valencia (TK) Bianca Villanueva (TK) Itati Silva Cid (EL) Araceli Lainez (Gen) Valeria Rivera (Gen) Amanda Maciel (Gen) Kim Hafen (Gen) Gabriela Moraga (Gen) Maria de Jesus Gonzalez (LS) Elizabeth Ramirez (LS- Health Para) Veronica Gutierrez (LS- Health Para) Elizabeth Izzo (SDC-4th-5th) Ailyn Reyna Mendez (1:1- SDC-4th-5th) Valerie Houser (RSP) Liz Ramirez (RSP) Alexandra Aguayo Gallo (SDC-2nd-4th)	

Veronica Celaya (SDC-2nd-4th)
Veronica Salcido (Preschool)
Kyle Dunlap (Preschool)
Maria Zepeda Carbajal (1:1)
Yessenia Maidment (1.1- Sign Language Interpreter)

CAMPUS SECURITY

Martin Cazares

KITCHEN/CAFETERIA

Maria Flores
Consuelo Canchola
Jason Looper

DAILY SCHEDULE

TK-8th grade students can be dropped off at school at 7:30am. Our cafeteria and playground do not open before this time. Students that arrive before this time are not allowed in the school.

[Daily Bell Schedule](#)

Office Hours		7:30 am - 4:00 pm
First Bell	Grades TK-8th	8:20 am
Start of Student Day	Grades TK-8th	8:25 am
End of Student Day (M, T, Th, F)	Grades TK-8th	3:15 pm
End of Student Day (Wed.)	Grades TK-8th	12:10 pm

SCHOOL CALENDAR

First Day of School	August 11	
First Week of School -Minimum Days	August 11-15	
Labor Day -No School	September 1	
Parent/Teacher Conferences	October 1-3	Dismissal 12:10 pm
End of 1st Trimester	November 10	
Veterans' Day -No School	November 11	
School Break/Non Contract Day -No School	November 24-26	
Thanksgiving Holiday -No School	November 27-28	
Winter Break -No School	December 22-January 2	
Students Return	January 2	
Martin Luther King Jr. Day -No School	January 19	
Parent /Teacher Conferences	January 29-30	Dismissal 12:10 pm
100th Day of School	January 22	
Lincoln's Birthday	February 9	
President's Day	February 16	
Teacher Work Day -No School	February 20	
End of 2nd Trimester	February 19	
School Break -No School	March 3-10	
Spring Break	April 6-10	
Students Return	April 13	
Testing Window	TBD	
Memorial Day	May 25	
Last Day of School	June 5	

PARENT GROUPS

The following parent groups are offered at Felix J. Appleby Elementary.

P.T.O.

The P.T.O. is an important group of Appleby parents here at our Elementary School. We encourage all parents to participate in this club through membership and attendance. Your support will show your concern and interest in your child's learning success. Learning is a partnership of parent, child, and school. Our PTO is planning on having four to five major fundraisers to support our school activities this coming year. We encourage you to be active and to support our school and students during these fundraisers. We cannot do it without you!

There are many important activities that the P.T.O. club organizes such as after school events, field trips, and other student-supported programs. We can definitely use your help and ideas to

make each one of these activities a positive experience for all of our students. Your child will bring home notices to keep you informed of all activities during the year.

SCHOOL SITE COUNCIL

We have a School Site Council consisting of parents, teachers, administrators, and other school personnel. The main function of the group is to have input for improving the program at our school. The group meets at least four times a year. Meetings are open to the public. You are welcome and encouraged to attend and discuss programs with a member of the Council. Minutes of the meetings are available upon request. Your ideas and suggestions are welcome and encouraged.

ENGLISH LEARNER ADVISORY COUNCIL (ELAC)

This committee is composed of school staff and parents of children in the English Development program. The committee advises and assists in planning educational programs to meet the needs of English language learners. At least one member is selected to represent Appleby Elementary at the District English Learner Advisory Council.

PROGRAMS & PROTOCOLS

Change of address and phone numbers

It is extremely important that our school office has your updated contact information for a couple of reasons. In case of an emergency we will use these numbers to contact you immediately. Also please keep in mind that we will not release any student to any adults unless their names are on the contact list. Please make every effort to keep the school office informed of any changes in address, phone number, place of employment, and name and phone number of the person to call in case parents cannot be reached. Please keep in mind that our staff will NOT make any changes over the phone for safety purposes.

Positive Behavior Intervention and Supports (PBIS)

PBIS is a proactive approach used to teach expectations and positive behavior here at Appleby. Our students are exposed to school-wide expectations on a daily basis through morning announcements, direct behavior instruction, and exposure to sixteen social skills that students need in order to learn to be successful in and out of school. We encourage our students to “Be Respectful, Be Responsible, and Be Safe.” We truly believe that all the students here at Appleby are capable of meeting school expectations and demonstrating proper behavior. The purpose of the PBIS approach is that soon enough all students, teachers, and parents see the appropriate behavior as the norm. We will use a system of positive rewards. These include, bee-good tickets, end of trimester PBIS celebrations, special phone calls home, certificates to local restaurants, positive assemblies, among other activities.

BE SAFE
BE RESPECTFUL
BE RESPONSIBLE



We understand that not every day will be perfect and that there will be students who might have a difficult time understanding the importance of meeting our school expectations. In those cases, the school staff will use the following system:

- **Minor Behavior Tracking Form:** these are minor referrals that are processed by the homeroom teacher for minor behaviors. Teachers follow a progressive discipline approach that gives students opportunities to self correct their behavior. If the student chooses not to change his/her behavior, the teacher may write a minor referral, provide consequences, and contact the parent. The consequences for minor referrals are at the teacher's discretion. A copy of the referral is sent home with the student.
- **Major Behavior Tracking Form:** these are major referrals that are processed by the Behavior Interventionist-TOSA or principal for major behaviors. The major behavior is investigated. If the behavior is determined to be true, the Behavior Interventionist-TOSA or principal will provide consequences, offer intervention support, and contact the parent. A copy of the referral is sent home with the student.

Medication

Medicine, including aspirin, cannot be administered by the school staff. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. Any health conditions or concerns please notify our school nurse so we can take the appropriate plan of care.

Absences and Tardies

Attendance is an important matter here at our school. We are working very hard to minimize absences and tardies to make sure students get the most out of their education. All absences that occur because of a student's illness or a doctor's appointment will be excused, however, you will need to provide us with a doctor's note as soon as the student returns to school. Absences and tardies without doctor's notes will be unexcused. Please try to set up doctor's appointments after school is out or on Wednesdays when students leave at 12:10 pm. Also please keep in mind that a doctor's note is needed in order to excuse the absence or tardy. If your child is ever absent, make sure to call the school office to let us know. Our phone number is (760) 922-7174.

It is crucial that you send your child to school on time to ensure that he/she is not missing any instruction. We are trying very hard to minimize tardiness, early outs, and absences. This year we will have a better system that will help us keep track of the students who are coming in late, leaving early or not coming to school. It is important that you are aware that every three tardies equal one absence. Students who are tardy must report to the office before going to their classroom. Parents are required to come into the office to sign their student in when she/he is late to school.

Early Pick-Up

Parents who need to pick their child up early must sign them out of school in the office. Time in the classroom is very valuable -state law requires us to have specific minutes of instruction for the year. Please make every effort to schedule appointments for after school hours. Also keep in mind that students will NOT be RELEASED after 3:00 p.m. Teachers and students are wrapping up the day at this particular time and it is very difficult to disturb the classroom during the last fifteen minutes of the day. If you must pick up your student early, it will have to be done before 3:00 p.m.

Picking-Up Your Child for Lunch

If you would like to take your child out to lunch it is perfectly fine, however, you are required to come into the school office to sign them out and back in.

Continuous absences and/or tardies will result in a SART contract. If this contract is NOT honored this will result in a SARB referral (School Attendance Review Board). SART letters will be mailed to parents once a student accumulates 4 absences (Letter 1), 5 absences (Letter 2), and 6 absences (Letter 3). The SART contract is created once the second letter is mailed.

Please be aware that three tardies equal one absence.

Perfect Attendance

Criteria

- NO ABSENCES – starting the first day of school, August 11, 2025
- No tardies, no early outs

Outstanding Attendance

- Students who were never absent, but might have left early or come to school late.
- Independent study students ARE eligible

Reward for Perfect Attendance and Outstanding Attendance – At the end of the year the students with Perfect Attendance will receive an award and be entered into a drawing for a prize. Students are also being recognized individually during our monthly assemblies when students have perfect attendance for the month.

Also please be aware that Appleby staff is working very hard to organize after school tutoring and Wednesday schools to provide students with opportunities to make up attendance. Notices for tutoring will be sent home with your child. Transportation is provided and we truly hope that you take advantage of this service. We usually have tutoring three times a week. A child must attend four (4) hours of tutoring in order to clear one (1) absence. Since students have to stay four (4) hours during Wednesday school sessions, one (1) session of Wednesday school clears one (1) absence.

Independent Study

If your child must be absent you may contact the outreach consultant, Janet Saldaña, to fill out an Independent Study Contract. Arrangements for Independent Study must be made several days prior to the child leaving. The completion of the contract must be verified by the teacher.

Lunch and Breakfast

Every student in the Palo Verde Unified School District will receive FREE breakfast and lunch. However, parents will be required to fill out the income verification form during enrollment/registration for new students.

Bringing Lunch to your Student

You are more than welcome to bring lunch for your child, however, you need to make sure you make prior arrangements with them. Classrooms will not be interrupted to inform the students that their lunch is waiting in the office. Our focus is instruction and we are doing everything we can to protect instructional time and limit interruptions.

We ask that drinks and snacks you send from home be as nutritious as possible. You may only bring food/drinks to your own child following our district's student wellness policy 5030. We will not be accepting any food or drinks that don't follow our district's Student Wellness Policy 5030. We will not be accepting food delivered by outside vendors such as DoorDash or UberEats and/or outside food.

Nutritional Guidelines for Food Available at School

- *For all foods and beverages available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)*
- *The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:*
 5. *Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards.*
- *To reinforce the district's nutrition education program, the Board requests no outside food be brought to share with other students.*

Cafeteria Expectations

Proper behavior is expected from students. Supervisors help ensure that children are sitting while eating, socializing in an appropriate manner with their friends, and that they use their time wisely. We ask that snacks be nutritious. Part of what we learn in health instruction teaches about the benefits of eating nutritious foods, it would be wonderful if you could help in this regard.

We expect the following rules and expectations to be followed in the cafeteria:

Be Safe

- Always walk
- Pick up anything you drop

Be Respectful

- Use kind words
- Listen to all staff
- Use quiet voices

Be Responsible

- Face forward while standing in line
- Keep hands, feet, and objects to yourself
- Clean up after yourself

Lost and Found

Items found will be taken to the lost and found box. Please have your child check there for any lost items. To ensure recovery of lost items, we request the child's name be printed on items (especially sweaters, jackets, lunch pails, wallets, purses, and backpacks). The school is not responsible for lost or damaged personal property. Any library or textbook lost or damaged must be paid for.

Snacks and Birthday Treats

Birthdays can be celebrated in the last hour of the day with the teacher's consent. If you would like to send snacks for your student or your student's classroom, please make sure to talk to your student's teacher first. The teacher will give you information about the snacks that we are allowed to give to our students. Students will be able to enjoy their snacks during recess at the picnic tables outside the cafeteria. Please make sure you encourage them to pick up their lunch bags, trash and/or wrappers after they finish eating.

School Telephone

We discourage the use of the school telephone except for emergency use. Students must have permission from their teachers or school administration to use the school phones.

Class Interruptions

Parents are asked not to interrupt the classroom during the instructional day. Visitors will NOT be allowed on school grounds from 8:25 a.m. to 3:15 p.m. unless they have the volunteer paperwork cleared or they have set up an appointment with the teacher. Please make school pick-up arrangements before the child comes to school. Classes will NOT be disrupted to give students messages. If it is absolutely necessary to get a message to a child, this must be done before noon time so that teachers can be given the message at lunch time, thereby not interrupting instructional time. **Also, we will NOT take any messages over the phone.** This is for safety purposes. Our number one priority is to make sure all of our students are safe. We do not know who is on the other side of the phone. Thank you for your cooperation and understanding.

We also ask you, as parents, to make sure that all your contact information is up-to-date. We will not release students to individuals who are not on the contact list.

End of the day departure

Students who are walking home are to leave school from the front guided by teachers. Bussed students are to go to the cafeteria escorted by teachers. Parents who pick up students in private vehicles can do so in front of the school.

Please cooperate with staff on crosswalk duty; they are there for the protection of your child. Also please remember to be courteous.

Our school supervision of students ends on Mon., Tues., Thurs., and Fri. at 3:25 pm for TK-8th

graders and on Wednesdays at 12:20pm for TK-8th graders. Please pick up all students by those times. Picking up a student after these times is considered late. When school supervision ends the office staff will begin making contact with the families of those students still at school to ensure their safe pickup. The Sheriff's Dept. will be called for any student not picked up by 4:00 p.m. in grades TK-8th.

Accident Insurance

The school district does not carry accident insurance on your child while traveling to or from school or while at school. If you do not have insurance we encourage parents to purchase the inexpensive insurance policy for their child that is available in the office.

Report Cards and Conferences

Report cards will be prepared at the end of each trimester. Conferences are required during the middle of the first trimester. At that time you will receive information about your child's progress in class. Conferences are an opportunity for the teacher to explain the social and educational progress of your child and answer any questions you may have concerning your child's school experiences. You may be called in for conferences during the year other than at this time. Close communication between home and school is important for the success of your child. Report cards will be mailed home at the end of each trimester. Please make sure that we have your correct home address.

Student Study Team

When concerns arise about the academic, social growth of a student or the student's behavior, a special team convenes with the parent to meet and discuss strategies and solutions. Retention or promotion may also be discussed at these meetings. Responsibility for the decision to retain or promote rests with the school personnel. Parents and students shall be included in an advisory capacity.

Cell Phones & Smartwatches at School

We understand that communication between your child and you is important, especially after school is out. Students are allowed to bring cellphones to school; however, they will be required to turn their cell phones off and put them in their backpacks during instructional time. Our number one focus during the day is to make sure our students are learning. In the past cell phones have been a distraction during instructional time. Therefore, students here at Appleby are required to have their cell phones off and in their backpack. If a student is caught with a cell phone on or off during the day, he/she will be asked to turn in the cell phone to the office staff. The office staff will ONLY return the cell phone to a parent or guardian. Also, from that day on the student will be required to check in and out his/her cell phone in the office. Appleby staff is not responsible for losses or property damage. Also cell phones will NOT be allowed on campus on the last day of school because students are not allowed to bring backpacks on the last day of instruction.

Smartwatches should be turned off and put away during instructional time. Also, they cannot be used outside of the classroom because the student will be violating the privacy rights of other students. **If the student is required to wear a smartwatch because of a medical concern a doctor's note (note must provide direction for the use of an electronic device to then be able to capture the information in a Health Plan) needs to be turned into the office/nurse and admin and teacher needs to be notified.** The school is not responsible if Smartwatches get stolen and/or broken on school grounds.

**Board Policy Manual
Palo Verde Unified School District**

Policy 5131.8: Mobile Communication Devices

Status: ADOPTED

Original Adopted Date: 06/24/2025 | **Last Reviewed Date:** 06/24/2025

The Governing Board recognizes that student use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, and could be harmful and disruptive of the instructional program in some circumstances. When on campus or when under the supervision of district employees, students may use smartphones and other mobile communication devices only as permitted under this policy.

Students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee during school hours.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device for an educational purpose, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being as documented in the student's health plan or 504
4. When the possession or use is required by the student's individualized education program

The Superintendent or designee may undertake measures or strategies in accordance with law, to limit student access to smartphones and other mobile communication devices on campus. (Education Code 48901.7)

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

When a student uses a mobile communication device in an unauthorized manner while at a school site or under the supervision and control of a district employee, the student may be disciplined and the district employee may temporarily confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board shall review and, as necessary, update this policy at least once every five years. Any such review or update shall include significant stakeholder participation to ensure that the policy is responsive to the unique needs and desires of the school community.

Gum

Gum is not allowed on school grounds. We often find gum under tables, on the carpet, and on the black top. Students who choose to chew gum will receive an office referral and will be asked to help clean up areas that might have been affected by gum.

Appropriate Dress

The dressing and grooming of your child is your responsibility and your cooperation is crucial. Students are expected to follow these district guidelines:

The following dress and grooming guidelines shall apply to all school activities for all students:

1. Students must wear shoes at all times. (Shoes are defined as a foot cover with a back strap, which has a sole.) No flip flops. Need to be safe for daily use during P.E.
2. Students' clothing must not include patches or decals with a "double meaning" such as referring to tobacco, drugs, sex, degrading comments or pictures.
3. No sunglasses will be permitted inside school buildings unless authorized by a doctor's note.
4. Chains other than those generally worn to display jewelry shall not be worn. Short wallet chains will be allowed as long as it is attached to the wallet and garment at all times.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
6. All undergarments must be completely covered by the outer clothes being worn to school.
7. The principal, staff, students, and parents at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. (Activity days, hat days, pajama day, cheerleading uniforms, dances, etc.)
8. **No headgear (NO HATS, BEANIES, OR WEAR THE HOOD OF A HOODIE)** will be worn in the classroom and/or **inside** any areas of our school building, and will **not** contain no signs with double meanings.
9. No see-through tops will be worn without undershirts or camisoles. (Boys – undershirt must be covered by outer shirt) (Girls – tops must be worn with an undershirt or camisole).

For the boys:

1. Pants or shorts too large for the individual will not be worn. (Waistbands must not fall below the hips.) The fullness of the pants must not interfere with the normal school activities and they must be clean and neat at all times.
2. All underwear must be completely covered by outer clothes (i.e. no exposure of boxer shorts or undershirts).
3. Belts must be around the waistband of the garment (not hanging down).

For the girls:

1. All underwear must be completely covered by outer clothes. Fishnet or see-through clothing must have an undershirt or camisole.
2. No halter tops
3. No off the shoulder or low cut tops.
4. No tube tops.
5. No blouses, tops, or dresses with spaghetti straps.
6. No bare midriff (tops must be long enough to reach the top of the waistband).
7. Shorts, skirts, and pants should be in the bounds of decency and good taste as appropriate for school. The garment must fit appropriately and shall not be a disruption to the educational process. Shorts, skirts, and dresses must be no shorter than where the student's knuckles hang at their sides.

School Traffic Rules

- All students must enter and exit autos next to the curb on the right side. Please never let a student exit the car on the left side. This is very dangerous.
- Students and parents must use crosswalks at all times.
- Circular drive has a maximum speed limit of 5 mph.
- All students riding bikes and skateboards to school must wear approved safety headgear, as required by city laws. Students will be issued warnings and citations for violations of this rule. They must ride their scooters, bikes, etc. on the sidewalk in front of the school.

General Suggestions to Parents

- Remind your child not to talk with a stranger, never to accept a gift from a stranger and never get into a car with a stranger.
- Your child needs plenty of sleep each night in order to do their best each day.
- Get to know your child's teacher. Make an appointment to talk with her/him. You should not take up instructional time to discuss an individual problem. If you have a concern about your child in the classroom, please contact your child's teacher and make an appointment to talk with her/him. The best way to do this is by calling the school office and scheduling an appointment.
- If there is something that you want to know about school, or if something has happened at school that cannot be resolved, or if you need more information for any reason, call the school office at (760) 922-7174 and make an appointment with your child's Principal or Dean of Students.

- Our staff and principal work very hard at creating success for your child. Class formations for the school year are done at the end of May, however, these are subject to change through the summer. All classes are temporary due to enrollment through the first few weeks of school. It is important for us to work together as a team (school staff, students, and parents) so that we can continue to improve.

Appleby Elementary Playground Rules

1. If you ride a scooter or skateboard to school, you must stop riding it and carry it once you reach the sidewalks in front of the school building.
2. Leave knives and other unsafe objects at home. Do not bring toys or other non-school essentials to school.
3. Leave rocks, bark, sticks, and other items not meant for playing.
4. EVERYBODY is to walk on the sidewalks, do not run on the cement. Stay away from any puddles and muddy areas. Students should not ride their scooters or bikes on the school's sidewalks.
5. At recess time, do not stand by the classrooms. Do not play or rest on any ramps. Do not bring gum or candy to school.
6. On the playground, listen to the playground supervisors. Respect the adults on this campus. Every student is aware of playground rules and is expected to follow them.
7. Stay in the play areas. Avoid edges of the playground and fence areas. Do not play on the sidewalk in front of classrooms or in any dirt areas. Do not play between buildings. Do not even go near buildings unless you are going to the restroom, then return to the playground immediately. The restrooms are not an extension of the playground, so do not play any types of games at all in the restroom. There is to be no loitering around the water fountains or the restrooms.
8. When the recess bell rings, line up where your teacher has instructed you to do so. Remember that no student is permitted to be in a classroom without an adult present. Do not get a drink or go to the restroom at the end of recess.
9. No yelling at other students or begging for food from other students.
10. At the end of the day, if riding a bus, go directly to the bus lines in the cafeteria with the teacher in charge of your line. Line up in your line and wait quietly for your bus. Do not get drinks or go to the restroom after school, unless you have permission from a teacher. If walking or getting picked up, go outside to the front of the school. If you are meeting brothers or sisters, do so outside in front of the school, not at the room or in the hallways. Follow the directions of the crosswalk people. Scooters, bikes, and skateboards need to be walked or carried until you have crossed the street.

Guide to Transportation Services

Transportation of pupils in the state of California is a privilege. The school district is not mandated to transport students. Therefore, the students must follow the rules of conduct to keep their privilege to ride.

Rules of Conduct

Observe the same conduct as in classrooms.

1. Be courteous; do not use profane language.
2. Do not eat or drink on the bus.
3. Keep the bus clean.
4. Do not be destructive.
5. Remain seated at all times.
6. Keep head, hands, and feet inside the bus and out of the aisles.
7. Cooperate and follow the bus driver's directions.
8. Absolute silence is required at all railroad crossings.

Parent Responsibilities

1. Have your child at the bus stop 5 minutes before scheduled arrival time.
2. If you have a Head Start or kindergarten student, a parent or a responsible adult must be at the bus stop when the child is delivered home.
3. Sign and return all misconduct citations. Students are not allowed to ride until the citation has been signed and returned.
4. You must provide transportation if your child misses the bus.
5. You are responsible for any acts of vandalism to the bus done by your child.
6. You are expected to cooperate with school officials regarding your child's behavior.
7. If your child rides the special education bus or you live in a remote area, you are responsible for notifying the transportation department if your child will not be riding the bus.

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:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, and then either sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant (i.e. look alike).
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any product containing tobacco or nicotine product,

- including clove cigarettes, snuff and betel.
- i. Committed an obscene act, or engaged in habitual profanity or vulgarity.
- j. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities, or willfully defied the valid authority of school personnel.
- l. Knowingly received stolen school property.
- m. Possessed and/or brandished an imitation firearm.

EC 48900.2 Committed sexual harassment (grades 4-12 only).

EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence (grades 4-12 only).

EC 48900.4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are not enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off campus.
4. During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities (Amend. Stats. 1989, Ch. 1306).

Pledge of Allegiance

Students in the school district shall recite the pledge of allegiance to the flag of the United States of America five times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect to do so. Students and school personnel must respect another person's right to make that choice. Proper etiquette, display, and respect of the United States flag will be shown at all times.

Visitor Policy

Parents and community members are welcome to visit the school. ALL visitors must make prior arrangements with the teachers or office staff and must sign in at the school office before going into school grounds and receive a visitors sticker/pass. A visitor is defined as a non-employee or

contractor of the district. Visitors are expected to observe all school rules and behavior policies while on school grounds. If the visitors choose to stay more than four hours, they will be required to go through the volunteer paperwork process. Student visitors will NOT be allowed on campus for any reason unless the school principal has approved their visit. All visitors must be accompanied by an escort through the building to their appointment destination. Unescorted members of the public must remain in the front desk area of the office.

Due to the confidential information related to students and staff, no video recording, still photography, or voice recording shall take place beyond the front desk unless there is a scheduled time, place, venue that will not expose confidential information.

Legal reference:

California Education Code 51927- privacy and confidentiality
California Code of Procedure 1985.6(e) administrative

Volunteer Policy

The volunteer information form needs to be completed by the candidate and signed by the principal PRIOR to the form being sent to the district office. Fingerprinting and tuberculosis screening MUST be completed on ALL volunteers, prior to being with students. This process must be completed annually. Once clearance is received, a copy will be sent to the site and then the volunteer can work in the school setting. If you are interested in becoming a volunteer, please log into our district website, pvusd.us and complete the Volunteer Form Online. You can also reach out to the school office for instructions for this process.

Field Trips/After School Activities

If a field trip or after school activity takes place after school hours, students must attend school the day of the field trip or activity in order to be able to participate in that activity. It is also important to know that if a student forgets his/her permission slip we will NOT call parents.

If you wish to pick up your student or any other student from the field trip location, you MUST fill out the required paperwork forty-eight (48) hours prior to the field trip day. Forms must be filled out forty-eight (48) hours PRIOR to the field trip day, no exceptions. Forms are available in the office.

If you wish to volunteer during a field trip, you must make sure to fill out the necessary paperwork. It is crucial to keep in mind that when you volunteer on a field trip/after school activity you cannot take other adults or students with you. The school staff will refuse your assistance on the field trip/after school activity if that is the case.

Eighth Grade Promotion

Towards the end of the year eighth grade students will receive information about eighth grade promotion. It will be easier than you think! Eighth grade students who do not attend school the day of the presentation will not be allowed to participate in the ceremony.

Request Forms for Copies of Documents

If you need any documents from our school, you will need to fill out a request form for copies of documents. Once the school receives your request the office staff will have twenty-four (24) hours to give you the requested copies.



Quick Reference – School District Phone Directory

Administrative Office

District Office	760-922-4164
Early Childhood Program	760-922-3204
Appleby Elementary	760-922-7174
Margaret White Elementary	760-922-5159
Ruth Brown Elementary	760-922-7164
Palo Verde High School	760-922-7148
Counseling Center-High School	760-922-7148
Twin Palms High/Adult Ed.	760-922-4884
Transportation	760-922-1322
Family Services Center	760-922-1349

The school district maintains a website that provides a wide variety of information about the school district and school programs and activities as well as school board information.

School District Website – www.pvUSD.us