

Felix J. Appleby Elementary School

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

Patricia 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.



**Student-Parent Handbook
2023-2024**

Principal's Message

Dear Appleby Families,

It is my pleasure to welcome you to the 2023-2024 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. We are aware that last year was a very difficult one for everyone and that our students lost a huge part of their learning career. However, the Appleby staff wants you to know that we have been working on our instructional plan for the 2023-2024 school year. We will adjust our instruction to meet the learning needs of all of our students. We cannot wait to have a normal school year!

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 Arce, Principal

760-922-7174

Appleby Elementary School

Address: 10321 Vernon Ave
Blythe, CA 92225

Telephone Number 760 922-7174
Fax number: 760 922-0504

Office Staff Traci George, Secretary
tgeorge@pvusd.us Ext. 6101

Melissa Peterson, Senior Clerk
melissa.peterson@pvusd.us Ext. 6105

Janet Saldaña, Dropout Prevention Specialist
jsaldana@pvusd.us Ext. 6111

Paola Santos
paola.santos@pvusd.us Ext. 6117

School Hours: Mon, Tues, Thurs, Fri
TK-8th 8:25am – 3:15pm
Wednesdays
TK-8th 8:25am – 12:10pm

Bussing email student.transpotation@pvusd.us
Bussing phone number 760 922-1322
District Website <https://www.pvusd.us/>
School Website <https://www.rbes.pvusd.us/>

School District Phone Directory

District Office	760-922-4164
Palo Verde Head Start	760-922-8454
Appleby Elementary	760-922-7174
Margaret White Elementary	760-922-5159
Palo Verde High School	760-922-7148
Twin Palms High/Adult Ed.	760-922-4884

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.

Same start all grades

Office Hours:	7:30 AM	4:00 PM
First Bell	Grade TK-8	8:20 AM
Start of Student Day:	Grade TK-8	8:25 AM
End of Student Day: (M, Tu, Th, Fri)	Grade TK-8	3:15 PM
End of Day Wednesday:	Grade TK-8	12:10 PM
Start of Teachers Day: (M, Tu, Wed, Th, Fri.)	Grade TK-8	7:55 AM
End of Teachers Day:	Grade TK-8	3:25 PM

Recess: Mon, Tues, Thurs,
Fri

TK (separate playground)	10:30 - 10:50 am
K (separate playground)	10:05 - 10:20 am
1 st -2 nd	10:00 - 10:15 am
3 rd	10:30 - 10:45 am
4 th	9:30 - 9:45 am
5 th	10:45 - 11:00 am
6,7,8 th Grade – Snack Break	10:15 - 10:30 am
SDC	10:15 - 10:30 am
TK (separate playground)	2:00 - 2:30 pm
K (separate playground)	1:30 - 2:00 pm

Mon. Tues. Thurs. Fri.

TK	11:05-11:45 am
K, 1st Grade	11:00-11:40 am
2 nd Grade	11:25-12:05 pm
3 rd Grade	11:25-12:05 pm
4 th Grade	11:50-12:30 pm
5 th Grade	11:50-12:30 pm
6 th Grade	12:10-12:50 pm
7 th Grade	12:25-1:05 pm
8 th Grade	12:50-1:30 pm
SDC	12:10-12:50 pm

Wednesday

TK-K	10:20-10:50 am
1 st Grade	10:20-10:50 am
2 nd Grade	10:40-11:10 am
3 rd Grade	10:40-11:10 am
4 th Grade	11:00-11:30 am
5 th Grade	11:00-11:30 am
6 th Grade	11:15-11:45 am
7 th Grade	11:30-12:00 pm
8 th Grade	11:30-12:00 pm
SDC	11:15-11:45 am

School Calendar

First Day of School	August 14
First Week of School -Minimum Days	August 14-18
Labor Day -No School	September 4
Parent/Teacher Conferences	October 4-6
Dismissal 12:10 pm	
End of 1st Trimester	November 3
Veterans Day -No School	November 10
School Break/Non Contract Day -No School	November 20-22
Thanksgiving Holiday -No School	November 23-24
Winter Break -No School	December 25-January 5
Students Return	January 8
Martin Luther King Jr. Day -No School	January 15
Parent /Teacher Conferences	January 25-26
Dismissal 12:10 pm	
100th Day of School	January 25
Lincoln's Birthday	February 12
President's Day	February 19
Teacher Work Day -No School	February 23
End of 2nd Trimester	February 22
School Break -No School	March 11-18
Spring Break	March 29-April 5
Students Return	April 8
Testing Window	May 8-28
Memorial Day	May 27
Last Day of School	June 7

**Rainy Day Schedule
2023-2024**

*Should the administrator or designee call a rainy day schedule,
the following procedure will be followed.*

- Students must be picked up from the cafeteria at 8:00 am.
- Recesses will be held in the classrooms.
- Teachers will escort their classes to the cafeteria and then pick them up from the cafeteria and escort them back to their classrooms.

<u>M, T, TH, F</u>	<u>Grade</u>	<u>Wednesday</u>
11:05-11:20 am	TK/K	10:20-10:40 am
11:00-11:15 am	K/First Grade	10:20-10:40 am
11:25-11:45 am	Second Grade	10:40-11:00 am
11:25-11:45 am	Third Grade	10:40-11:00 am
11:50-12:10 pm	Fourth Grade	11:00-11:20 am
11:50-12:10 pm	Fifth Grade	11:00-11:20 am
12:10-12:30 pm	Sixth Grade	11:15-11:35 am
12:25-12:45 pm	Seventh Grade	11:30-11:50 am
12:50-1:10 pm	Eighth Grade	11:30-11:50 am

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 and 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, special phone calls home, certificates to local restaurants, positive assemblies, among other activities.

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:

- **Low Level Referral:** these are referrals given by the teachers in the classroom or in any other setting in our school (e.i. library, etc.). Before the teachers give this type of referral they will try to redirect the behavior, giving the student a few opportunities to redirect their behavior. If the student chooses not to change his/her behavior, the teacher will use a low level referral followed by a phone call home or a note on the agenda, and finally re-teach the expected behavior. The student might lose privileges in the classroom or have some sort of consequence given by the teacher. The consequences for Low Level referrals are at the teacher’s discretion. The student is sent to the office on the 5th low level referral or in case of a major offense (e.i. Physical combat)
- **Office Referral:** This type of referral is used by the teacher once the student has reached four Low Level referrals. The Principal or the Dean of Students will conference with the student, set-up behavior intervention for the student, give consequences to the student, and contact home to notify the parents of the situation.

*****Students will take home a copy of the referral for parental signature. Please make sure to sign it and return it the next day, otherwise the student will continue with the consequence until the referral is returned.**

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.

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 tardies, 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 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 3 absences (Letter 1), 4-5 absences (Letter 2), and 6 absences (Letter 3). The SART contract is created once the third letter is mailed.

Please be aware that three tardies equal one absence.

Perfect Attendance

Criteria

- NO ABSENCES – starting the first day of school, August 14, 2023
- 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.

Independent Study

If your child must be absent for three (3) consecutive days or more you may contact the outreach consultant, Janet Saldana, to fill out an Independent Study Contract. These contracts cannot exceed 14 days for the school year. 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

Our focus is instruction and we are doing everything we can to protect instructional time and limit interruptions. You are more than welcome to bring lunch for your child, however, you need to make sure you make prior arrangements with them. **We will NOT call the classrooms to notify students that they have lunch waiting for them in the office.** 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 fast food or drinks that don't follow our district's Student Wellness Policy 5030.

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.

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 emphasize the following Expectations in the cafeteria:

“Bee Responsible”

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

“Bee Respectful”

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

“Bee Safe”

- Always walk
- Pick up anything you drop
- Enter and leave the cafeteria quietly

Lost and Found

Items found will be taken to the lost and found area in the cafeteria. 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 by the end of the school year.

Snacks and Birthday Treats

We will not be celebrating birthdays during school hours. Parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible. You may bring a birthday treat for your own child, but not a treat to share with the class.

- **Student Wellness Policy 5030**
To reinforce the district's nutrition education program, the Board requests no outside food be brought to share with other students.

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 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 receive an office referral and 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.

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 be asked to help clean up areas that might have been affected by gum.

Electronic Devices, Toys, Trading Cards, etc.

Please have your child leave all personal items (toys, earbuds, balls, etc.) at home. The school is not responsible for any items brought to school and the teacher/staff will not spend valuable learning time investigating lost or stolen items. Earbuds are not allowed.

Appropriate Dress

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

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

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 activity.
2. Appropriate shoes must be worn at all times. (Shoes are defined as a foot cover which has a sole.)
2. No sunglasses will be permitted inside school buildings unless authorized by a doctor's note.
3. 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.
4. Hair may not be sprayed by any coloring that would drip when wet.
5. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. (Boys - undershirt must be covered with outer shirt) (Girls - tops must be worn with an undershirt or camisole).
6. Hats, caps, and other head coverings shall not be worn indoors, and will contain no signs with double meanings.
7. Tattoos must be covered at all times during school and school activities.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities (Activity days, hat day, pajama day, cheerleading uniforms, dances, etc.), physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

For the Boys:

1. Pants or shorts too large for the individual will not be worn. (Waistband must not fall below the hips.) The fullness of the pants must not interfere with 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 round 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 midriffs (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. The shorts are acceptable as long as undergarments or private areas do not show when worn.

Styles of clothing may vary from school to school, and may change from year to year. Consequently, prior to disallowing the wearing or displaying of the aforementioned clothing, the school reserves the right to make the determination that particular styles may, in fact, disrupt the educational environment.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance are consistent with the regulation. However, all school certificated and classified personnel shall be responsible for reporting violations of the dress code.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

(Education Code 35183)

Photographs

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use, may also occur. Requests not to photograph or film specific students will be honored. Please contact the principal for additional information.

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 with, alone.
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.

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. If your child is a bus rider, he/she will be expected to ride the bus daily unless you personally come to our office to tell us of a change in plans for that particular day. Each student is assigned a definite bus route. Pick up times, routes and specific buses may need to be changed during the year to accommodate new students. Every effort will be made to keep changes to a minimum.

SCHOOL BOARD POLICY

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their assigned bus stop five minutes before the scheduled arrival time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats. Students may be assigned seats by the school bus driver.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, horseplay or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the

principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal, or designee.

Transportation Discipline Procedures

Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus, in clear view at the bus stop, or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The goal of discipline is to achieve a change in student behavior. Administratively the driver and the school principal may use a variety of interventions to gain safe and appropriate student behavior. If the behavior on either the first incident or repeated incidents endangers the students, driver and/or bus, the loss of privilege to ride the bus will be immediately enforced upon notification to parents/guardians by the school principal or designee.

Discipline Plan - Possible Consequences for Misconduct could include:

- Warning
- Student Conference
- Parent/ Student Conference
- Progressive days of riding suspensions

Examples of Inappropriate Behavior

1. Boisterous behavior (loud talking, whistling, yelling)
2. Insubordination (refusing to obey the driver)
3. Profanity, vulgarity, obscene name-calling or gestures directed at anyone
4. Not remaining seated while the bus is in motion
5. Arms or body exposed outside windows
6. Throwing objects inside or out of the bus
7. Deliberately getting off the bus at an inappropriate stop

8. Hitting or fighting

9. Unsafe loading or unloading procedures and/or exiting the bus inappropriately (i.e. through emergency doors/ windows in a nonemergency).

10. Defacing of school property, public or private property on the school bus or at a school bus stop.

11. Exiting the bus inappropriately (i.e., through emergency doors/windows in nonemergency)

12. Threatening the driver in any manner

13. Smoking and/or lighting matches or a lighter on the bus

14. Riding bus after receiving a no ride penalty

15. Unauthorized opening, closing, or tampering of any kind with bus doors, radio, or bus controls

The parent/guardian and school principal will be involved in actions that result in any suspension of transportation privileges.

Parental Responsibilities

1. Have your child at the bus stop five minutes before scheduled arrival time.

2. If you have a Head Start, Transitional Kindergarten, 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 any Misconduct Citations, and attend any parent/guardian conferences regarding student misbehavior.

4. If a student misses the bus, whether in the a.m. or in the p.m., the parent/guardian is responsible for the child's transportation.

5. The parent/guardian of any minor student shall be held liable for any acts of vandalism to the bus.

6. Parents/guardians of children who ride the Special Education Bus or live in a remote area are responsible for notifying the Transportation Department when their child will not be riding the bus. If your child does not ride the bus for three days the driver will not return until you have notified the Transportation Office.

Transportation for Students with Disabilities

Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan. If a

disabled student is excluded from school bus transportation, the district shall provide alternative transportation at no cost to the student or parent/ guardian provided that transportation is specified in the student's IEP.

Guide dogs, signal dogs, and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers, or persons training the dogs.

Bus Surveillance Systems

The Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records.

GROUND 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. 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 during their instructional day for any reason unless the school principal has approved their visit.

Volunteer Policy

The volunteer information form needs to be completed by the candidate and signed by the principal PRIOR to sending the form 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.

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



PALO VERDE UNIFIED SCHOOL DISTRICT
DISTRICT CALENDAR 2023-2024

Approved: 11/15/2022

2023

July Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		4

September

S	M	T	W	T	F	S
				1	2	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				2

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		4

December

S	M	T	W	T	F	S
				1	2	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days 87

2024

January Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			3

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		4

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				2

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	4

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Instructional Days 93

Academic Terms

Elementary	Dates	Days
Trimester 1	Aug. 14 - Nov. 3	59
Trimester 2	Nov. 6 - Feb. 22	59
Trimester 3	Feb. 26 - Jun. 7	62
Total		180

Secondary	Dates	Days
Semester 1		
Quarter 1	Aug. 14 - Oct. 13	44
Quarter 2	Oct. 16 - Dec. 21	43
Semester 2		
Quarter 3	Jan. 8 - Mar. 8	41
Quarter 4	Mar. 18 - Jun. 7	52
Total		180

Legend

- Students Report
- SpEd Preschool Students Report
- SpEd Preschool Last Day of Instruction
- Last Day of Instruction
- Federal Holiday—No School (F)
- State Holiday—No School (S)
- Local Holiday—No School (L)
- PVTA Contract Day—No Students
- End Secondary Term
- End Elementary Term
- Elementary Conference
- Elementary S-BAC Testing Begins
- Secondary S-BAC Testing Begins
- School Break / Non Contract (excl 12 mth)
- Minimum Day/Early Release
- Secondary Release @ 11:00 A.M.
- Elementary Release @ 12:00 P.M.

Events

- July**
- 4 Independence Day-Observed (F)
- August**
- 10-11 Teacher Work Day
 - 14 First Day of Instruction
 - 14-18 Minimum Day/Early Release
- September**
- 4 Labor Day (F)
- October**
- 4-6 Elementary Conferences (Elem. Early Release)
 - 13 End of Quarter 1 (Secondary)
- November**
- 3 End of Trimester 1 (Elementary)
 - 10 Veterans' Day - Observed (F)
 - 20-22 School Break/Non Contract (excl. 12 mth)
 - 23-24 Thanksgiving (F/L)
- December**
- 21 End of Quarter 2 (Secondary)/Minimum Day
 - 22 Teacher Work Day
 - 25 Winter Break/Christmas-Observed (F)
 - 26 Winter Break/Christmas-Observed (L)
 - 27-29 Winter Break

Events

- January**
- 1 New Year's Day (F)
 - 2-5 Winter Break
 - 15 Martin Luther King, Jr. Day (F)
 - 25-26 Elementary Conference (Elem. Early Release)
 - 25 100th Day of School
- February**
- 12 Lincoln's Birthday (S)
 - 19 President's Day (F)
 - 22 End of Trimester 2 (Elementary)
 - 23 Teacher Work Day
- March**
- 8 End of Quarter 3 (Secondary)
 - 11-18 School Break/Non Contract (Excl 12 mth)
 - 29 Spring Recess (L)
- April**
- 1-5 School Break/Non Contract (Excl. 12 mth)
- May**
- 27 Memorial Day (F)
- June**
- 7 Last day of Instruction/ Minimum Day/ Early Release
 - 8 or 10 Teacher Work Day
 - 19 Juneteenth Observed (S)

**Felix J. Appleby Elementary School
Parent & Student Handbook
2023-2024
Signature Page**

Dear Students and Parents:

Please sign below indicating that you have read the Parent & Student Handbook which includes school wide policies and procedures, school calendar, bell schedule and contact information for our school and staff.

Print Student Name _____

Student's Grade:_____

Parent/Guardian Signature: _____

Print Parent/Guardian Name:_____

Parent/Guardian Phone Number:_____

Students in grades 2-8 also please sign that you have reviewed this with your grown up.

Student Signature: _____

Thank you,

**Patricia Arce
Principal, Felix J. Appleby Elementary**