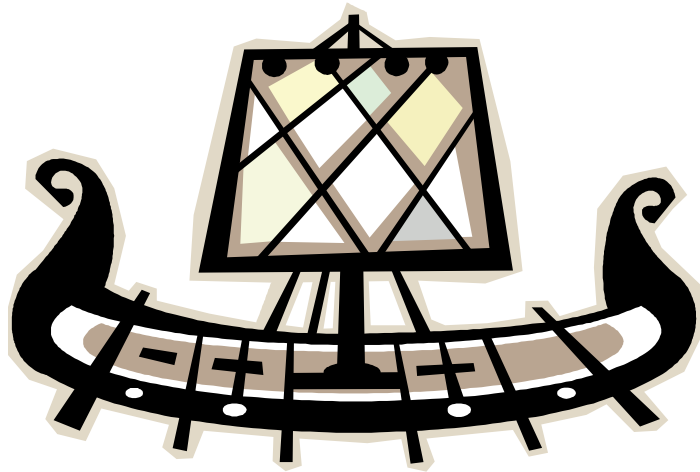


Happy Valley Elementary School



Student Handbook

Superintendent/ Principal:

Janet Tufts

Phone: 357-2111

www.hvesd.org

School Hours 8:45-3:15

Minimum Day Hours: 8:45-1:50

Project SHARE: After school 3:15-6:00

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HAPPY VALLEY STUDENT EXPECTATIONS

- 1. Respect Yourself And Others**
- 2. Follow Directions**
- 3. Attend School Every Day**
- 4. Do All Of Your Work All Of The
Time**
- 5. Know The Objective Being
Taught**
- 6. Seek Help If You Are Having
Problems Personally, Socially or
Academically**



**We believe that all students can achieve at high levels and
It is our responsibility to: Set High Expectations, Promote
Academic Rigor and to Improve Student Engagement in a
Safe, Student-Centered environment.**

**Happy Valley Elementary School is a learning
community that seeks success for each
student as we strive to deepen our
core values of:**

**Citizenship
Life-long learning
Problem solving
Respect and Responsibility**

***Community Focused Education Involving Every Person,
Every Child, Every Day.***

I have read and understand the information that is contained in the student handbook.

Student Signature _____ Parent Signature _____



School Guidelines

ASSEMBLIES

1. Move quickly and quietly to the gym and sit in your fire drill lines.
2. Make a positive statement about the character of HVES students by behaving appropriately.
3. Make sure that you remain quiet when anyone is speaking.
4. Respond appropriately when asked to give a response.
5. Remain seated until dismissed by the principal.

ASSIGNMENTS

1. Assignments are due on the date specified by the teacher.
2. Students have the sole responsibility for getting and making up missed assignments.
3. Each grade level has devised criteria to address missing assignments and late work.
4. Teachers can email missing assignment lists to parents upon request.
5. Assignments will be kept orderly in a 3-ring binder.

ATHLETICS

1. All students will have equal opportunity to participate in HVES athletic programs.
2. Athletes must establish their eligibility under the following guidelines:
(A minimum 2.0 GPA with no F's) Participant must attend school on the Friday prior to a tournament.
3. Student athletes must exhibit exemplary behavior in order to represent our school as they participate in sports.
4. In-eligible athletes have 3 weeks to make satisfactory progress prior to being removed from the team.
5. Eligibility to participate in student activities is a privilege and not an inherent right.
6. All coaches will review the athletic policy with student athletes before the season begins.
7. Students may be removed from a team at any time if the principal determines they are not representing the school in a proper manner.
8. Coaches will provide a list of team rules to players prior to the beginning of each sport's season. Team rules will be approved annually by a committee comprised of coaches, administrators, and the athletic director.
9. To ensure student safety, all students observing or participating in after-school activities shall remain on the school premises.
10. Athletes shall not be checked out early for away games, unless given special permission by the principal/ athletic director.
11. Athletes will be required to register for Project SHARE



ATTENDANCE

Happy Valley Union School District believes it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. When attendance is poor, learning is adversely affected. Habits developed in school often carry over to the work place. It is recognized that, at times, there are events, which are beyond the control of the student, which have to be taken into account. Therefore, the Happy Valley Union School District Attendance Policy is established to encourage maximum student participation while allowing for the realities of everyday life.

Pre-arranged Absences

Parents or guardians may pre-arrange an absence with the school office. Pre-arranged absences are treated as regular absences in all other respects and, therefore, are not considered to be excused absences, unless students/parents and teachers sign an Independent Study Contract for 5 or more absences. With Independent Study Contracts, assigned work is due on the day students return to school.

Home School Options are available.

Consequences for Excessive Absence

Each student's attendance record is checked on a regular basis during the school year. The following procedures will be followed in dealing with attendance in the Middle School:

1. Unexcused absence beyond 5 days (35 class periods) per trimester is considered excessive. When unexcused absences exceed 5 days, parents will be sent a notification letter and a copy of absence records.
2. Students with 3 unexcused absences will be required to attend Saturday School. (EC48261)
Students will earn credit for attending Saturday School.
3. Unexcused absence beyond 7 days per trimester is considered critical to the student's progression to the next grade level. Parents will be asked to attend a conference with school personnel, Division of Family Service Personnel, SARB, and/or the Juvenile Officer.

If the parents are unable or unwilling to help improve attendance, the principal may:

1. Refer the problem to DFS, the Juvenile Officer, and/or the Superintendent of Schools
2. Alternative placement for educational services
3. Notify the Child Abuse Hotline of neglect/abuse concern.

Tardies

1. Excessive tardies will be addressed in the same manner as unexcused absences and may result in a SARB referral.
2. Students who are tardy after recesses and breaks will owe time at their next recess.
3. Students who are routinely checked out from school early will also be deemed truant. Students may not miss more than three 30 minute blocks of any class. (EC48261)

BEHAVIOR

Our district-wide positive behavior plan will guide discipline at Happy Valley Elementary School. We believe in building a **safe, respectful** and **responsible** environment for our students. We want to increase the amount of student “time on task” while providing an orderly learning environment. Students will have ample opportunities to earn Golden Tickets for their positive, on-task behaviors. By receiving Golden Tickets, students may win the reward during the Friday drawing of tickets.

Understand that the Happy Valley Union School Board of Trustees and the Superintendent have established written policies, rules and regulations of general application, governing student conduct in all schools. These policies are outlined in the School Education Code and as mandated, will be followed accordingly.

BIKES

1. Students who ride bikes to school will park them in the bike rack located in front of the school.
2. Bikes should be parked immediately when students arrive to school.
3. Bike helmets are expected to be worn in compliance with the law.
4. Bikes must be walked in the parking areas.

BOOKS

1. Students should write their name inside the front cover of each textbook checked out to them.
2. Respecting school property and materials demonstrates responsibility and is expected.
3. Damaged or lost books must be paid for, including library books.
4. If a lost book is later found, there will be no charge for the book.
5. Fines will also be assessed for all book damages.

BUS AND TRANSPORTATION

1. Students should enter the bus and sit in an appropriate manner, as is expected in the classroom.
2. The bus driver is the authority on the bus and will assign seats to all students.
3. All riders should remain in the seat first selected or assigned.
4. Rider should remain seated at all times unless entering or leaving the bus.
5. Students are not allowed to ride a bus other than their assigned bus unless it is cleared through the School Office.
6. Eating (gum chewing) is not permitted on the bus.
7. Students are responsible to pay for any damage caused by them on the bus.
8. Safety is a priority: stand back away from road at least 6 feet, wait until the door is open prior to moving toward the bus, use handrails, take direction from the bus driver at all times.

CAFETERIA PROCEDURES

1. Breakfast is served daily from 8:15-8:40 a.m.
2. Students must use their regular meal account to purchase breakfast--Meals may not be charged.
3. Each student is expected to practice the guidelines for safe, respectful and responsible behavior.
4. Students should leave the table and surrounding area clean and orderly.

COMPUTER USE POLICY

All students and parents will be required to agree to and sign a computer-use agreement prior to any student accessing the internet.

DANCE RULES

1. Displays of overt affection is inappropriate.
2. Students must be eligible to attend. Eligibility will determined by classroom teachers based on grades, behavior, missing assignments and attendance. Students may only leave the dance early if they are signed out by an adult.
3. The school dress code will be the standard; except for special dress-up and theme dances, as decided by Student Council.

DRESS AND APPEARANCE

1. It is each student's responsibility to dress in a manner that reflects self-respect and safety.
2. Neatness and cleanliness are basic to personal hygiene and grooming.
3. Personal appearance and attire should not distract others from a productive learning environment that promotes academic success.
4. No clothing that bares the midriff, or that reveals undergarments is allowed: (halter tops, tube tops, spaghetti straps, muscle shirts, shirts that reveal cleavage, low riding pants)
5. Shorts must be of an appropriate length. (at least a 3" inseam or measured by fingertips).
6. Hats, chains, jewelry and clothing that advertises alcohol, drugs, or tobacco products that display vulgar, suggestive, gang related or obscene language is **prohibited**.
Students choosing to ignore the dress code policy will be asked change immediately. School issued clothing will be provided. (Students will not be allowed to phone home)
7. For student safety, spiked jewelry and chains are also prohibited.
8. Footwear must be worn for health and safety reasons. Strapless sandals, flip-flops and slippers are not acceptable.
9. Students may not wear jewelry during PE, including facial piercings. All jewelry must meet safety Guidelines: No large hoops, spikes, lip hoops, etc.

DRESS FOR PHYSICAL EDUCATION

1. All students are required wear safe shoes for P.E. (tennis shoes/ running shoes are preferred.) Sandals are prohibited.
2. An adaptive PE will be arranged for any student who may be exempted from physical activity by a doctor's excuse.
3. Student participation is expected..

ELECTRONIC DEVICES

1. **HVESD is not responsible for stolen, lost or damaged electronic devices that are brought to school.**
2. Students who rely on cell phones for communication with parents or guardians are expected to use the devices respectfully and responsibly. Cell phones may be used only In the front office.
3. Cell phones are not to be on during class time, nor taken out at recess.
4. Students are not to use the photo feature on the cell phone while on school premises or on the bus.
5. Text messaging is not allowed during school hours.
6. **Cyber-Bullying will not be tolerated: Consequences may include suspension and /or expulsion.**

Cell phones that are used irresponsibly will result in:

- 1st offense: warning
- 2nd offense: device will be confiscated for the day and will be returned to student by the end of the day
- 3rd offense: device will be confiscated and will only be returned to parent

Students choosing to ignore the cell phone policy will be required to attend a parent/ principal conference that may result in permanent loss of cell phone privilege.

EMERGENCY DRILLS: It is mandatory that students regard drills with the same seriousness and respect that would be required in an actual emergency.

INDOOR FIRE DRILL In the event of a grass fire, we will have all students meet inside the cafeteria.

1. The office will ring bells in triple ring, pause, triple ring sequence, followed by all-call.
2. All students to sit down in designated fire drill lines in the cafeteria.
3. Check to see that all students are present.
4. If a drill, all students will be allowed back to class.

LOCK DOWN:

1. Classrooms, doors and gates will be locked.
2. Lights will be turned off. Everyone is to remain quiet and crouched down out of sight.
3. The office will call classrooms to determine which students are missing.
4. Cell phones are to remain off.
5. No one is permitted to be on computers during a lock down.

GRADING SCALE

The following grading scale is in effect for most students (students with an IEP may be evaluated on a different scale as recommended by the IEP)

A+ = 97—100%	C = 73—77%
A = 93—97%	C- = 70—72%
A- = 90—92%	D+ = 67—69%
B+ = 87—89%	D = 63—67%
B = 83—87%	D- = 60—62%
B- = 80—82%	F = 0—59%
C+ = 77—79%	

GRADUATION CRITERIA

1. Minimum of a 2.0 GPA must be maintained.
2. Students who have more than 7 unexcused or 15 excused (no more than 15 combined) Absences will be ineligible to graduate.
3. More than two suspensions will result in a non-participation status for 8th grade events.
4. Students who do not pass 8th grade will be required to attend a mandatory summer school Prior to enrolling in high school.

MEDICATION

Medication forms are available for parents to pick up in the office. Any questions can be addressed by calling the school secretary.

Prescription Medication

1. Written, faxed, or prescription labels will be considered an authorized prescriber's order for short-term medications only.
2. Long-term medications and changes in dosage of those medications will require written or faxed orders from an authorized prescriber.
3. All medications must be in the original container.

Over-the-Counter Medication

1. Written or faxed orders or standing orders (renewed yearly) will be required from an authorized prescriber for the administration of over-the-counter medications to students during school hours.
2. Medications may include but are not limited to acetaminophen, cough/cold medications, topical ointments, etc.
3. All medications must be in the original container.

RESPECTING OUR CAMPUS

We work hard to keep our campus clean, and to support this gum and sunflower seeds are prohibited.

RESTROOMS

1. Students are not permitted to loiter or play in the restrooms.
2. Students must have a hallway pass in order to use the restroom during instructional time.
3. Students must use the restroom that is designated for their grade.

REWARD ACTIVITIES

1. **Perfect Attendance Award:** In order for students to receive the "Perfect Attendance" award, Students must be in attendance for the entire school day on every day that school is scheduled. Perfect Attendance Ribbons will be given out monthly.
2. **Academic Rallies:** Students are recognized at the end of each trimester for achieving Honor Roll. Academic Excellence cards are earned for Honor Roll.
3. **Student of the Month Assemblies** will be held on the last Friday of each Month at 9:00 am. Medals and acknowledgements are given to outstanding students.
4. **Citizenship:** One student per month will be honored for their outstanding citizenship.
5. **Golden Tickets and Positive Referrals:** Positive behavior and citizen will be acknowledged daily by "Golden Tickets" and "Positive Referrals"

SAFETY

1. Students should not run in the hallways. They should walk on the right side of all corridors and watch for opening classroom doors.
2. Rock throwing will not be tolerated.
3. Bullying will not be tolerated.
4. Students will obey the yard supervisors at all times.
5. Students should use sidewalks when walking to and from school.
6. The crosswalk should be used whenever students have to cross the road.
7. Students are not to catch a ride with anybody other than a parent or guardian unless it has been approved through the office.



SCHOOL HOURS

The regular school day starts at 8:45 a.m. and finishes at 3:15 p.m. Students should not be in on campus prior to 7:30a.m. or after 3:30 p.m. unless accompanied by a faculty member, or for the purposes of Sports, after-school tutoring and Project SHARE. Students who arrive early will be asked to wait in the library. Minimum Day hours are from 8:45-1:50

SCHOOL SAFETY HOTLINE

Happy Valley Elementary School District in conjunction with other schools in Shasta County, has established a school safety hotline. This number was created in an effort to alert school personnel to any possible threats to both students and adults, acts of violence and any other disruptive forces that may be potentially dangerous to the safety and well being of people on our campus. Parents and students may call 1-877-422-7233 (SAFE) at any time and leave a confidential message.

SEXUAL HARRASSMENT

1. HVES is committed to providing an environment free from intimidating, hostile or offensive behavior. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment will not be tolerated.
2. Allegations of sexual harassment shall be investigated, and if substantial, corrective or disciplinary action taken, up to and including suspension and/or expulsion, and/or termination of an employee.

VISITORS

1. No visitors are allowed at school without the Principal's consent. All visitors are to report to the office immediately upon arrival at school.
2. Visitors will be given an I.D. tag to be worn while in the school building.
3. Students from other schools will not be allowed to attend classes.



School Rules and Behavioral Expectations for Students at Happy Valley Elementary School

Area	Be Safe	Be Respectful	Be Responsible
While at School	Walk facing forward Keep hands, feet and objects to self Get adult help for spills and accidents. Use all equipment and materials appropriately	Use kind words and actions Wait for your turn Clean up after yourself Follow adult directions	Follow school rules Remind others to follow school rules Take proper care of all personal belongings and school equipment Be honest
Cafeteria	Keep your food to yourself Walk at all times Honor the peanut-free zone	Use quiet voice Allow anyone to sit next to you Wait quietly in straight line Use good manners Clean up your area	All food and drink stays in the cafeteria Get all utensils, milk, etc. when first going through the line Put trash and recyclables in proper container Be responsible for your
Playground/ Recess	Walk to and from playground Stay within boundaries and away from classrooms Be aware of what's happening around you	Play fairly Include everyone Use respectful language Play with equipment in the appropriate area	Obtain pass to leave area Eat appropriate snacks at tables Put trash in trash cans
Hallways and Sidewalks	Stay to the right Allow others to pass Be aware of doors	Hold the door open for the person behind you Use quiet voices	Stay on the sidewalks Respect property, yours and others
Assemblies	Enter in a line with your home room teacher Sit quietly Wait for dismissal directions	Listen respectfully Sit facing forward Applaud appropriately	Focus on presentation Exit with your teacher when excused

School Rules and Behavioral Expectations for Students at Happy Valley Elementary School

Area	Be Safe	Be Respectful	Be Responsible
Bathrooms	Keep feet on floor Keep water in sink Wash hands Put towels in trash	Knock on stall door Give people privacy Use the designated rest-room for your grade	Flush the toilet after use Leave promptly when finished Use a pass during class time
Front of School and Bus Areas	Before school move to supervised areas After school, move to dismissal area Stay at sidewalk area in front of school for ride	Stand single file, quietly in bus line Sit or stand quietly while waiting for ride	After school visits should be approved by parent before school Wait at least 10 minutes before asking to use phone after school
Library	When lights are off the library is available by permission only	Use quiet voice Wait your turn Take care of business first, then sit and read.	Return materials to proper place on time
Office	Use chairs and tables appropriately Keep hands, feet and objects to self	Use quiet voice Wait behind counter	Have a pass State your purpose politely Obtain permission to use phone
Computer Lab	Use all equipment and software according to directions. Visit approved sites There is a zero tolerance for cyber bullying	Work quietly Clean hands Provide help with permission	Use Internet appropriately. Print only with permission
Busses	Remain in your seat Keep hands, feet and objects to self	Use quiet voice Follow driver's directions.	Obtain bus pass by noon Follow all bus rules

Happy Valley Elementary Staff

Janet Tufts	Superintendent/Principal
Wendy Bogges	School Secretary
Renee Drake	School Secretary
Cindy Hogue	5th Grade/History
Rick Zeller	5th Grade
Karri Westaby	PE Teacher
Kari Goldenson	Math Teacher
Brian Gaddy	Math Teacher
Rebecca Goodson	Language Arts/History
Cheryl Ricketts	Language Arts Teacher
Steve Westaby	Science Teacher
Kacie Cahoon	RSP/Intervention Teacher
Sue Guzman	Library Clerk
Gail Casselman	Intervention Aide
Darcy Weekley	Intervention Aide
Berit Greenbaum	Yard Supervisor
Greg Hauberg	Yard Supervisor
Connie Mellis	Cafeteria Supervisor
Buffy Dulac	Cafeteria assistant
Shelley Evans	Cafeteria assistant
Cory Francescut	Custodian/Maintenance
Dave Coleman	Custodian/Maintenance
Joe Cooper	Custodian/Maintenance
Gwen Lopez	Psychologist
Dawn Haskins	Counselor
Lynn Clouse	Speech Pathologist
Stevie DaSilva	Project SHARE Site Facilitator

Viking Pledge

**We are the Vikings.
We show respect in all
that we do.
We are safe and
responsible each and
every day.**

Happy Valley Union Elementary School District

2011-2012 School Calendar

Happy Valley Elementary School
17480 Palm Avenue, Anderson, CA 96007
357-2111 Fax: 357-4193

16300 Cloverdale Road, Anderson, CA 96007
Phone: 357-2134 Fax: 357-4143
Superintendent – Janet Tufts

Happy Valley Primary School
16300 Cloverdale Road, Anderson, CA 96007
357-2131 Fax: 357-2138

JULY 2011				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2011 (13/13)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22☺*	23	24	25	26
29☺*	30	31		

SEPTEMBER 2011 (21/34)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19☺*	20☺*	21☺*	22☺*	23☺*
26	27	28	29	30

OCTOBER 2011 (21/55)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2011 (16/71)				
M	T	W	T	F
	1	2	3	4
7	8	9	10☺	11
14	15	16	17	18*
21	22	23	24	25
28	29	30		

DECEMBER 2011 (16/87)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22*	23
26	27	28	29	30

JANUARY 2012 (15/102)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2012 (19/121)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

MARCH 2012 (22/143)				
M	T	W	T	F
			1	2☺
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30*

APRIL 2012 (15/158)				
M	T	W	T	F
2	3	4	5	6
9E	10	11	12	13
16	17	18	19	20
23☺	24☺	25☺	26☺	27☺
30				

MAY 2012 (22/180)				
M	T	W	T	F
	1	2	3	4
7	8	9	10☺*	11
14	15	16	17☺*	18
21	22	23	24	25
28	29	30	31☺*	

JUNE 2012				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student Attendance Days

8/12	Staff Development Days
8/11 & 6/1,	Teacher Work Days
April 9	E = Emergency Day if Needed

Holidays

Sep 5	Labor Day
Nov 11	Veterans Day
Nov 21 – 25	Thanksgiving Break
Dec 23 – Jan 9	Winter Break (Students)
Dec 30	New Year's Day
Jan 16	Martin Luther King, Jr. Day
Feb 13	Lincoln's Birthday
Feb 20	Washington's Birthday
April 2 - 9	Spring Recess
May 28	Memorial Day

Dates to Remember

April 23 - 27	☺ State Testing
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Dates to Remember:

Aug 22	☺ Elementary Back to School Night
Aug 29	☺ Primary Back to School Night
Sep 19 - 23	☺ Parent/Teacher Conferences
May 10	☺ Elementary Open House
May 17	☺ Primary Open House
May 31	☺ 8th Grade Graduation

3 Trimester Dates

Nov 10	1st Trimester [63 days]
March 2	2nd Trimester [123 days]
May 31	3rd Trimester [180 days]

* Minimum Days

Aug 22	Elem. Back to School Night	
Aug 29	Primary Back to School Night	
Sep 19 - 23	Parent/Teacher Conferences	
Nov 18	Thanksgiving Break	
Dec 22	Winter Break	
March 30	Spring Break	
May 10	Elem. Open House	May 17 Primary Open House
May 31	Last Day of School	