

PBIS/PRIDE

• Code of Conduct

Plaza Vista is a PBIS school. Positive behaviors are taught and acknowledged throughout the year. Our school wide behavior program is based on "P.R.I.D.E" which stands for the following:

Partnership: I agree to demonstrate team spirit and to work for the good of the group.

Respectfulness: I agree to demonstrate consideration for the rights of others and to hold others in high regard. I agree to focus on the good in my life and to let go of negative feelings.

Integrity: I agree to keep my word privately and publicly. I agree to do what is right, even when no one is looking!

Determination: I agree to persist in what is right, regardless of the cost. I agree to demonstrate self-discipline and self-motivation.

Empathy: I agree to treat everyone kindly and to help them in their time of need.

Despite the focus on teaching and promoting positive behaviors, there are occasions when students break the rules. At Plaza Vista, we take a proactive approach to teach behavior expectations, promote kindness and eliminate bullying behaviors. Students who feel they are a victim of bullying, or are witnessing bullying are encouraged to inform an adult immediately. Teachers and administrators will follow up on any reports of bullying or harassment in order to resolve conflicts. If your child reports to you that they are a victim of, or are witnessing bullying behaviors, please contact your child's teacher or school administration immediately.

Parking Information

The safety of our children here at Plaza Vista is of the utmost concern. With almost 1000 students attending our school, it is vital that all community members are aware of, and comply with, the posted safety signs and parking lot procedures.

At no time can you leave your car unattended at the drop-off zone in the parking lot (this is a fire lane and a red curb) or on Paseo Westpark's drop-off .

Please visit our website, *Parking Lot Policies*, for a list of ideas to help alleviate traffic congestion and make your experience in our parking lot easier.

Parent's Rights

Along with the move to online report cards, in the continuing efforts to be not only a green school but a green district, IUSD is again placing the *Parents' Rights Brochure* online this year. It is part of your on-line First Day Packet.

Dropping Off Items at School

In regard to forgotten items (lunches, musical instruments, homework assignments), we are attempting to minimize classroom interruptions and encourage responsibility. At the same time, we also do our best to take the nutritional needs of our students into consideration. We do not call the classrooms - in primary grades an email will be sent to the teacher regarding lunches, only!

If lunches are not delivered by the appropriate time, students may go to the cafeteria to get something to eat. Students in grades 4-8 will not be called to pick up homework or instruments, they may come to the office to check on items left by parents.

Of course, if there are extenuating circumstances in regards to the child's health, exceptions are made. We also encourage parents to place money into their child's *Lunch Box* account in the event their child does not remember to bring lunch.

Basic Rules

It is expected that students behave appropriately in and out of the classroom. Creating a safe learning environment is our top priority. Students who create an unsafe environment for themselves or others, or interfere with the learning process will face disciplinary action. Interventions are in place to assist students in making positive choices.

• Lunch Area Rules for K-8

All students are expected to use proper manners when eating their lunch. This includes being courteous to students and adults. It also means that throwing or any other misuse of food/drinks is not allowed. STUDENTS ARE RESPONSIBLE FOR THEIR OWN TRASH!

Students are expected to walk in the lunch area, not run. Food is only permitted in the lunch area.

Playground Rules

See handbook on our website

PARENT BROCHURE



Plaza Vista School



www.plazavista.iusd.org

This is the link to the school website, check it often!

Parents: follow us on Twitter at #PVIUSD

Mission Statement

All staff through collaboration, shared leadership, and while engaging in intellectual risk-taking, will support every child.

School Hours

Transitional Kindergarten and Kindergarten

AM 7:55-11:15

PM 11:00-2:20

Wednesday PM 10:15 – 1:35

Grades 1 – 3

7:55 – 1:45 (M,T,Th, F)

7:55 – 12:50 (Wed.)

Lunch for 1-3: 11:25 – 12:00

Grades 4-5

8:00 – 2:31 (M, T, Th, F)

8:00 – 1:16 (Wed.)

Lunch for 4-5: 12:35-1:10*

*Lunch on Wed: 11:45 – 12:15

Grades 6-8

8:25 – 2:55 (M,T, Th, F)

8:25 – 1:45 (Wed.)

Lunch for 6-8: times vary

Office Hours

Our office is open 7:30 – 3:30. The school office staff works hard to provide the best quality services to children, staff, and parents. For the safety of all students and staff, all visitors on campus must sign in with the office and pick up a visitor or volunteer badge before visiting the campus.

After school hours, if your child needs to speak to a teacher or leaves something in class, please have them go to the outside classroom door and knock. Only if your child is unable to reach the teacher by knocking on the door should they ask the front office for assistance. A teacher or staff member must be in a classroom or lab area for the student to enter.

Arrival & Dismissal

Students may not be on campus prior to 15 minutes before their school day begins. All students must be picked up and/or must leave directly and go home after school as supervision is not provided. The school grounds are for the sole use of Plaza Vista students during the school day and are not open to older/younger siblings or students from other schools during school hours (without prior permission from administration). Thank you for your assistance with enforcing these rules.

Lunch

Please refer to the school website for lunch menus. You may make direct deposits to your child's lunch account via the website or you may drop off money in the office to go into your account the same day. Please drop off money before 10:00 am in order to have funds placed into your account the same day.

Lunches are \$3.25, if you pay by check, make checks payable to: IUSD Nutrition Services. Free/reduced applications are available through the school website.

*** If you are dropping off a lunch for your child, lunches must be dropped off in the office no later than 11:15. Noon duty supervisors will take all lunch tubs to the lunch tables for your child to collect his/her lunch. Lunches will not be delivered after 11:15 am. Please encourage your child to bring their lunch when they leave for school in the morning.**

Communication

• Attendance

Students under the age of 18 are required by law to attend school for the entire school day. Every absence from school must be communicated to the front office by a parent or guardian. **If your child is not in school for any reason, please telephone the attendance line before 9 a.m. at 949-936-6951** to report your student's absence. This absence line is available 24 hours a day. It is necessary to include the following information:

- Student's full name (spelling last name)
- Date of absence
- Specific reason for absence
- Name of parent/guardian

If your child is tardy/late, he/she must sign in at the front office and take a late pass to his/her teacher.

All students leaving campus before dismissal must be "signed out" in the office by an adult on your contact list.

Excessive absences, tardies or students who are signed out early excessively may be deemed truant and a doctor's note or visit to the school health office may be necessary to excuse absences.

Excessive tardiness or absences will be referred to the School Attendance Review Board (SARB).

• Website/Parent Portal

Throughout the year, we encourage parents to keep their contact information updated by logging into the Parent Portal and informing the office of any changes. Plaza Vista School maintains its own website to provide information about the school including; calendars, bell schedules, supply lists, newsletters, policies, staff contact information, classroom information, and parent involvement. Our website can be viewed at:

<http://www.iusd.org/pv>

Elementary students will bring home weekly conduits which will include communication from the teacher as well as information from the school, district and community as well as student work.

During Back to School Night, individual teachers will discuss how to best communicate directly with your child's teacher.

• Cell Phones

School phones are to be used by teachers and staff members for school business. Students may use school

phones only when it is an emergency and they are supervised by a staff member. In order to limit distractions, **cell phones must be turned off (not just placed on silent mode) during the full course of the school day. If it becomes necessary to contact your child during the school day, parents are asked to contact the front office.** Students may use cell phones only with the approval of their teachers or the front office. Texting, taking videos, photographs or audio recordings at school is not allowed without prior permission from a teacher or administrator. **Any phone that rings, vibrates or is used during the school day without teacher permission is subject to confiscation and parent pick-up.** Plaza Vista does not take responsibility for lost or damaged cell phones.

• Dress Code

The interpretation of these standards is the responsibility of the school staff. Student's dress is the responsibility of the parents. Inappropriately dressed students will be required to change their clothing or be sent home. Repeated challenges to the dress code may result in disciplinary action or suspension from school.

DO'S:

- Clothes should be clean.
- Blue T-shirts will be required for all MS PE classes.
- Appropriate footwear is that which permits participation in all aspects of the school program. Shoes must be worn at all times and appropriate for all activities, including physical education (middle school students are allowed to wear sandals on non PE days).
- Hats may only be worn outside and are only for protection from the sun.
- Shorts and skirts must reach your pinkie fingertip.
- Shirts and tops must be within three inches of the base of the neck and always have at least a 1 inch strap.

DON'TS:

- Clothing may not be gang-affiliated.
- Clothing may not contain images or references to alcohol or tobacco.
- Clothing may not contain violent or sexual content.
- Girls are not permitted to wear spaghetti straps, low neck line tops, halter-tops, off the shoulder tops, expose midribs or undergarments (tops shorter than the top of their pants) or wear excessive make-up.
- Boys are not allowed to wear baggy pants, tank tops, and may not expose undergarments.

-Shoes with high heels, open heels, sandals and/or other open-toed shoes pose a safety hazard during recess and PE and are therefore not permitted.

-Open toed shoes or slip-on tennis shoes are not appropriate for P.E.

(Middle School students are allowed to wear sandals on non PE days)

• Report Cards

IUSD uses electronic on-line report cards. If you already have an account, you do not have to do anything! You will be able to access your child's grades online.

Parent Involvement

• Volunteer Guidelines

Thank you for your support in promoting the effective and appropriate use of volunteers in the support of our students, classrooms and schools. Please make sure that you fill out the volunteer form, and submit this to the office with a copy of your driver's license at least two days before you begin your first day as a volunteer. If you have filled out the form the previous year, it is not necessary to do it again. **All volunteers must sign in at the front office before entering the school to volunteer.**

• Visitors

All visitors must sign in at the office. If you are visiting a classroom, make sure you have set up this time with the teacher in advance. To limit distractions to the educational setting, please refrain from bringing younger siblings unless the activity you are visiting is appropriate (such as plays or musical performances).

• PTA

Please consider becoming a member of Plaza Vista PTA, in doing so, you are supporting Plaza Vista and are joining the organization that:

- ✓ Raises funds to support your child's classroom and the Plaza Vista community
- ✓ Provides a forum and channel for family-school communication
- ✓ Hosts events for school community building
- ✓ Supports advocacy for schools and children at the local, state, and national levels

As a member of the PTA, you are adding your voice to the PTA's advocacy on behalf of schools and children at the local, state, and national level. As a parent at Plaza

Vista, you are invited to attend any and all PTA meetings. PTA meetings are held in the evenings.

• SSC

School Site Council is an elected body composed of parents, staff members, and the school principal. The role of SSC will be to help develop a comprehensive plan for school improvement and to use this plan to communicate their efforts to the community

Child Care

The Child Development Center is located on the backside of our campus. Please call (949) 653-6405 for more information.

Health & Safety

When Children Should Not Be In School

A child who has a temperature of 100 or higher, has an undiagnosed rash, or experiences nausea, vomiting or diarrhea is excluded from school. Any child suspected of having an infectious disease/condition is also excluded and may not return to school until she/he has been symptom free for 24 hours after being sent home or a physician provides a written statement that the child is not contagious. Some of the more commonly occurring infectious conditions in school-age children include pink eye, flu, chickenpox and Fifth Disease. Children with signs of head lice or the eggs (nits) of the louse are also excluded until all eggs (nits) are removed.

• Emergency Information

It is imperative that the office have the most current phone numbers and contacts in case of an emergency. As your phone number or contact information changes, make sure you update your parent portal.

• Medications at School

Any child who needs to keep medications at school must have the appropriate forms signed by a physician; and the medications need to be in the original container with the students name on it. If in doubt, please contact the health office. All medications must be distributed through the health office. Students should not have any medication in their possession.