

***STUDENT AND PARENT HANDBOOK  
2022-2023***



Principal: Tommy Holtke

75 CALLE LA GUERRA  
CAMARILLO, CA 93010  
805-383-5325

Dear Las Posas Families:

Welcome to Las Posas, home of the Leopards! We offer a quality and enriched educational program in a safe, nurturing and positive environment. We know that it takes teamwork and collaboration to build a strong academic, social and emotional foundation for all our students, and parents are an important part of the team. We welcome your involvement at Las Posas.

This handbook is designed to help guide you through our school policies and procedures. All parents and students are encouraged to read and discuss this information together. I hope it will answer any questions you have about Las Posas. If you have any further questions, feel free to contact us at any time.



Sincerely,  
Tommy Holtke  
Principal



"Welcome Las Posas Families,

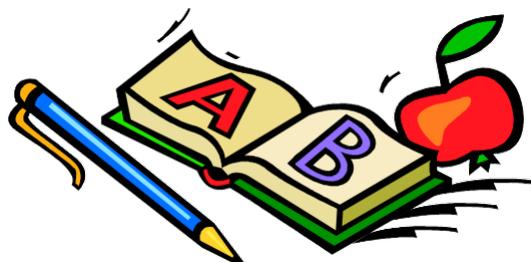
We hope you had a great summer! Las Posas PTA is happy to be back and we have been working hard all summer to get this year started. We have a lot of great programs and fundraisers planned. We need your help and support to have a great year. Please take the time to join our PTA and be involved in all the wonderful stuff we do.

If you would like to volunteer, or need any additional information on the PTA, please contact me at [lasposasptapresident@yahoo.com](mailto:lasposasptapresident@yahoo.com)

Gail Chasse  
PTA President  
2022-23

# LAS POSAS SCHOOL VISION

*Inspiring and Preparing Our Students to be the  
Innovators of the 21<sup>st</sup> Century.*



# LAS POSAS SCHOOL MISSION

*It is the Las Posas School mission to foster a strong foundation where our students are motivated to be creative, critical thinkers, communicators and collaborators. This commitment to provide and instill 21<sup>st</sup> Century skills will allow our students the opportunity to thrive in future global environments.*

# Bell Schedule

## LAS POSAS SCHOOL 2022-23

**EARLIEST ARRIVAL TIME: 7:55 a.m.**

**7:55**  
**8:10**

**Gates Open**  
**TARDY BELL** (students not in the classroom by this time are marked tardy)

<p style="text-align: center;"><b><u>Transitional Kindergarten</u></b></p> <p>8:10 - 12:57 Early Birds 9:40 - 2:25 Late Birds</p> <p>9:55 - 10:15 Recess 11:30 - 12:13 Lunch</p>	<p style="text-align: center;"><b><u>Kindergarten</u></b></p> <p>8:10 - 12:57 Early Birds 9:40 - 2:25 Late Birds</p> <p>9:55 - 10:15 Recess 11:30 - 12:13 Lunch</p>
<p style="text-align: center;"><b><u>Grade 1</u></b></p> <p>8:10 – 9:55 Instruction 9:55 – 10:15 Recess 10:15 – 11:30 Instruction 11:30 – 12:13 Lunch 12:13 – 2:25 Instruction 2:25 Dismissal</p>	<p style="text-align: center;"><b><u>Grade 2</u></b></p> <p>8:10 – 10:20 Instruction 10:20 – 10:40 Recess 10:40 – 11:58 Instruction 11:58 – 12:41 Lunch 12:41 – 2:25 Instruction 2:25 Dismissal</p>
<p style="text-align: center;"><b><u>Grade 3</u></b></p> <p>8:10 – 10:20 Instruction 10:20 – 10:40 Recess 10:40 – 11:58 Instruction 11:58 – 12:41 Lunch 12:41 – 2:25 Instruction 2:25 Dismissal</p>	<p style="text-align: center;"><b><u>Grades 4 and 5</u></b></p> <p>8:10 – 10:45 Instruction 10:45 – 11:05 Recess 11:05 – 12:27 Instruction 12:17 – 1:00 Lunch 1:00 – 2:55 Instruction 2:55 Dismissal</p>

### **RAINY DAY RECESS SCHEDULE/MPR**

**9:55-10:10 Grades TK/K/1**  
**10:15--10:30 Grades 2, 3**  
**10:35-10:50 Grades 4, 5**

### **RAINY DAY LUNCH SCHEDULE/MPR**

**11:30-12:00 Grades TK/K/1**  
**12:05--12:35 Grades 2, 3**  
**12:40-1:10 Grades 4, 5**

### **Minimum Day (When Scheduled)– 12:00 Dismissal**

TK- 5<sup>th</sup> Grade Students all attend 8:10 – 12:00 p.m.

## ARRIVAL AND DEPARTURE

To ensure proper supervision and safety, children are to arrive at school no earlier than **7:55 A.M.** Supervision is provided on the east gate playground at this time. This area is used by K students (Rm. 4 & 8) and all 1<sup>st</sup>-5<sup>th</sup> grade students.

Students only are to enter the campus through the gate each day and line up on the blacktop at the designated spot for their class.

Supervision for students dropped off at the west side playground (small playground near Las Posas) is **8:00 A.M.** This is used for K students in K1, K2, & TK students.

At 7:55, our school gates will be opened. Students will enter the campus based on their grade:

- East Gate—students in grades 1-3 and Kindergarten in room 4 and 8
- Office Gate—student in grades 4 and 5
- Kinder Gate—students in K1, K2 and TK

All gates will be closed promptly at 8:10 A.M. If the gate is closed, students must report to the main office for a late admit slip.

Late kindergarten in K1 and K2 and TK will enter the West gate at 9:40. Kindergarten students in rooms 4 and 8 will enter the campus over at the East gate.

## NO SUPERVISION IS PROVIDED ON CAMPUS PRIOR TO 7:55 A.M.

Students in grades 1-5 may ride their bikes to school. They must WEAR HELMETS and need to have locks to lock up their property. The school gates will not be opened until 7:55 A.M. If students are early, they need to wait at the gate. When the gate is opened, students must walk their bikes to the bike rack that is located inside the east gate.

## COMMON DISMISSAL IS 2:25 P.M.

Students will be dismissed at the same school gates that they entered in the morning. Teachers are on duty for 10 minutes only. **Please be sure your child is picked up on time.** If a student is not picked up, they will be walked to the office.

Please make arrangements for after-school activities before dropping your child off at school as we do not interrupt classrooms during instructional time to deliver such messages. The school telephone is not available to the children except in the case of emergencies.

***Lincoln Military Housing allows us to use their park loop for student drop-off and pick-up.*** Enter the loop on the east side of the loop. To ensure safety, ***students should exit or enter vehicles only on the passenger right side of the vehicle.*** The main parking lot is reserved for school faculty and staff until 8:10 A.M.

## SAFETY ON THE STREETS AND PARKING LOT

For the safety of all, please use the crosswalk at Calle La Guerra and Calle La Palmera. Thank you in advance for your patience and good manners to each other and to staff. Remember that it is all about keeping all of our children safe.



The parking lot is closed to everyone except staff until 8:10 each morning. It closes again at the dismissal time between 2:00 and 2:45 each day except for designated child care provider vehicles. Please park in the surrounding streets to walk up to the school at those times. Adults must accompany students walking in the parking lot.

The school driveway/parking lot is ONE WAY ONLY. Enter on the east side only. Please DRIVE SLOWLY through the parking lot at all times.

## STRANGERS

Children should be reminded regularly of the dangers of talking to strangers when walking to and from school. All children should be instructed to contact the school or parents immediately if anyone questionable approaches them at anytime. Students will only be released to properly identified adults whose names are on the student emergency card.

## REGULAR ROUTE

Help your child establish a regular route to and from school each day. Encourage your child not to deviate from the established route. If possible, see that the route has a minimum of traffic hazards and is used by many other school children. Please check frequently to see that your child is observing safety

rules while walking to and from school. It is always safer for children to walk home in a group or with a partner.

Students and adults should practice safety and citizenship at all times. Students are to cross streets only at properly identified crosswalks. Explore routes that involve minimal street crossing. To assist with traffic congestion, car pools are strongly

encouraged.

### **ATTENDANCE AND VERIFYING ABSENCES**

Research is clear that regular school attendance is very important for academic growth. We cannot educate students who are not at school. Our school district only receives funding when students are present. Excessive absences will be cause for a student to be referred to the Student Attendance Review Board (SARB).

### **SARB**

Students are allowed to have any combination of 3 unexcused or unverified absences or tardies of over 30 minutes per school year. After the third occurrence, the student will be referred to the SARB process.

A parent can report their child as ill for 10 days during the school year. After the tenth day, the school has the right to request a doctor's note to verify the absence or to ask the parent to bring to the child to school and be checked by the health tech to determine if he/she is fit to attend school. Failure to comply will result to a referral to the SARB process.

### **TARDIES**

In order to provide a quality instructional program, students must arrive at school on time. The first bell rings at 8:05 A.M. Instruction will begin once inside the room at 8:10 A.M. Students are considered tardy after that. Tardy students will need to stop at the office to check-in and receive a "Readmit Slip". If tardies become excessive, parents or guardians will be referred to our SARB.

### **ABSENCE EXCUSES**

A phone call must be made to the absence hotline on each day your child is absent from school. Please call (805) 482-4606 and follow the voice prompt. The following should be included in the hotline message when you call or on a note sent with the student upon returning to school:

- a. Child's first and last name
- b. Reason for absence. If illness, state kind of illness.
- c. Date or dates of absence
- d. Teacher's name and child's grade
- e. Name of person reporting the absence

A child returning to school after an illness should be well enough to go outside at recess. Active play is not required if a note is sent. No child may be in school with a fever or any contagious or communicable disease. Parents will be called to pick up any child who is unable to benefit from being in school due to general illness or extreme fatigue. **Children may not return to school until 24 hours after their temperature has returned to normal.**

### **CHECKING OUT A STUDENT DURING THE SCHOOL DAY**

Students who must leave the school grounds during the school day must be signed out of the office by a parent/guardian or authorized adult listed on the emergency form.

The adult must come to the office, check in with the office staff, ask to have the student called, be prepared to provide photo identification and sign the student out. The child will not be called to the office until the person picking them up arrives in the office. The student will come to the office upon being called. The adult may not go directly to the classroom to check out the student for this creates an interruption in the instructional process.

Please allow for extra time if you come to pick your child up during recess or lunch as it may take time to locate them on the playground and get their belongings. Upon the student's return to school, the parent returns to the school office to sign their student back in.

### **EMERGENCY CARDS**

Emergency cards are maintained online and in the school office and are of utmost importance.

### **IT IS IMPORTANT THAT YOU COMMUNICATE ANY CHANGES TO THE SCHOOL ADMINISTRATIVE ASSISTANT.**

There may be an occasion when we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Without current telephone numbers, a minor problem may become a very real crisis. A student may **NOT** leave the school grounds with anyone other than those listed

on the emergency forms unless the school receives a note from the parent(s) stating the name of the person(s) with whom they may leave.

### **MEDICATIONS**

California State Education Code for Health and Welfare requires that "if your child must temporarily take a prescription or "over-the-counter" medication (even just an aspirin or cough drops) at school, it must be taken to the office (preferably by an adult), in the original container, giving the name of the medication, strength, and dosage to be given, and an "Administration of Medication in School" form signed by the physician. If this form does not accompany the medication, school personnel **cannot** administer the medication, and a parent must come to the school to administer the medication in the Health Office and be witnessed by a member of the office staff.

The school office has the "Administration of Medication in School" forms. The Health Technician or School Site Administrative Assistant will supervise as directed by the doctor.

**Students may not have medications of any kind in their possession.** If you have any questions about medication procedures, please call the school Health Tech.

### **EMERGENCY DISMISSAL**

We hope that we will never have to send students home because of an earthquake, serious incident, or other disaster that would make the school unsafe. However, please make certain your children know who they are to go home with if such a disaster occurs. Someone will have to sign them out. The names and phone numbers of local people who could sign them out needs to be on the emergency card.

### **EMERGENCY/DISASTER PLAN**

In the event of a major disaster during school hours, students will duck, take cover then evacuate to the playground when it is safe to do so. Staff members will stay with classes until a parent or a designated adult (the one you select for the emergency card) signs the student out. Remember only adults listed on the emergency card may sign your child out. Two-way radios are used for on-campus communication as well as direct communication

with the district office. The school and district have a comprehensive disaster plan that can be reviewed in the school office. The designated area to pick up and sign out students will be at the gated area off the parking lot entrance; however, that area could change, depending on the circumstances of the emergency.

### **CLOTHING**

Please label with first and last name personal items, such as: coats, sweaters, lunch boxes, lunch sacks, etc. Students and parents are encouraged to check for lost clothing and other articles in our lost-and-found barrels located in by the multipurpose room.

### **SMOG**

Play is restricted when the smog level or air quality is unhealthful for normal physical activities.

### **CELL PHONES AND ELECTRONIC DEVICES**

According to PVSD District Policy 5131: "Students may possess or use electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. **Electronic signaling devices shall be turned off during the school day and at any other time directed by a school employee.** If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity."

**We are requiring that students keep cell phones and other electronic devices turned off during the school day and out of sight, which will minimize the disruption they can cause but make them available in an emergency.**

Students may check in their cell phones before school with the classroom teacher or at the office and pick the phone up at the end of the school day. *Cell phones and other electronic devices are not allowed during outdoor activities. This includes recess, lunch and P.E.* **Please be aware that the school is not responsible for lost or stolen student property.**

### **INSURANCE**

The school provides insurance forms as a service to

parents. This form and any claims are to be mailed to the Insurance Company whenever the protection is purchased. Claim forms are available in the school office.

### **VISITING THE CAMPUS: EVERYONE MUST SIGN IN**

All visitors, volunteers, parents, guests, or anyone else coming on the campus must sign in and out at the office using our Raptor system. Visitor's badges must be worn at all times while on campus. This is for the safety of the children as well as for your safety. If we were to have an emergency, we would not know to look for you if you are not signed in.

### **CLASSROOM VISITATIONS**

Parents are always welcome at school. If you would like to visit your child's classroom, please make prior arrangements with your child's teacher. (Please also make child care arrangements for younger siblings.)

- Classroom visits will be for 20 minute periods of time.) In order not to interrupt the teaching process, please save any questions for the teacher until after class time.

### **PARENT VOLUNTEERS**

Parent involvement is highly encouraged at Las Posas. There are many opportunities to participate and assist in our school programs. Parents interested in volunteering in the classroom must arrange times with the teacher in advance.

All volunteers must complete our Volunteer Form and have a copy of a valid I.D. on file at the school office before working on campus. **A new form must be completed for each school year.** When volunteering, please make other child care arrangements for younger siblings.

**Anyone attempting to be on the school grounds or enters a classroom without following these check-in procedures will be asked to leave and check in with the office.** In the event of any drill or emergency, volunteers are required to stay until released.

### **INTERRUPTION POLICY**

In order to maximize classroom instructional time,

it is our policy not to interrupt classroom for any reason other than an emergency. School transportation plans and after-school commitments will need to be made with your student before school. The no interruption policy includes lunch arrangements. **The office is not able to deliver personal messages except of an emergency nature.**

### **SNACKS & LUNCHES**

**THERE IS NO COST FOR SNACK AND/OR LUNCHES FOR THE 21-22 SCHOOL YEAR FOR ALL STUDENTS.**

Any student leaving for lunch must go to the office and be signed out and in by an authorized adult. Please do not bring pizza or other food for your child to share with others unless this has been pre-arranged with the classroom teacher and there is enough food for the entire class.

**Staff will not deliver lunches to the classrooms.**

Parents who bring in students' lunches after the school day begins will be directed to leave it in the office. As it gets close to lunch time students will be called to come pick-up.



### **BIRTHDAY AND OTHER CELEBRATIONS**

We acknowledge and honor student birthdays in the classroom. **However, we don't allow birthday celebrations and food brought into the classroom because of student allergies and family budgets. Food will not be distributed to students.**

If you would like to do something special in honor of your child, we suggest that a book be purchased for the classroom or library. Check with the classroom teacher for the suggested book titles. Party invitations may not be given out at school as we strive to be considerate of others' feelings.

### **CLASSROOM CELEBRATIONS**

Good nutrition is very important to enable students to perform well in school. When classrooms have the opportunity to celebrate awards, or holidays every effort will be made to follow the suggested snack guidelines.

**SUGGESTED SNACK GUIDELINES FOR  
SPECIAL OCCASIONS AND  
CELEBRATIONS**

### Fresh Fruits & Vegetables

Include at least one fruit and vegetable at parties such as:

- Apples, orange wedges, pineapple, bananas, kiwi, grapes, strawberries, dried fruits
- Baby carrots, green or red pepper strips, pea pods, broccoli, cauliflower, cherry tomatoes, and salads with low fat dressing.

### Snack Foods – (Prepackaged)

- Low-fat string cheese
- Crackers with low-fat cheese
- Hot, soft pretzels with mustard
- Popcorn, air popped
- Cheese pretzel kabobs (cheese cubes threaded on thin pretzel sticks)
- Baked tortilla chips and salsa
- Pretzels, baked or reduced-fat chips are better than regular chips
- Hard-boiled eggs
- Dry cereal mix (i.e. Cheerios, Chex)

### Dessert

Limit desserts to one or two small portion items. Options are:

- Graham Crackers
- Oatmeal raisin cookies
- Low-fat frozen yogurt
- Animal crackers
- Fig Newton
- Gingersnap cookies
- Vanilla Wafers
- Chocolate covered strawberries
- Strawberries with whipped cream
- Yogurt splits with bananas, yogurt, granola, and fruit toppings
- Angel food cake with fresh fruit toppings such as strawberries, peaches, blueberries, etc.

### Beverages

- Nonfat, 1% milk (including chocolate)
- Water
- 100% juices

### HOME TO SCHOOL COMMUNICATION

Please check your child's backpack or school bag daily for notices, messages or announcements from teachers, the school principal, the school district or the PTA. Other avenues of home to school communication may include:

- School Website

- PTA Newsletters

### **The Las Posas "BASIC 5"**

- **Be respectful of all others.**
- **Be respectful of your environment.**
- **Make good, safe choices.**
- **Keep hands, feet and object to yourself.**
- **Do your best and allow others to do the same.**

- Monthly Parent Bulletin and email
- Principal's Coffee
- Letters from Principal and/or Classroom Teachers
- Conferences, Progress Reports and Report Cards

### Q PARENT CONNECT

Las Posas is pleased to use *Q Parent-Connect* as a tool to enhance collaboration and communication between parents and staff. *Q Parent-Connect* is a secure web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (Personal Identification Number) and password, parents can connect to the school district's student database and view their children's progress reports, attendance records, report cards, transcripts, and more. Parents may also use *Q Parent-Connect* to make online payments for cafeteria accounts through PayPal. Enrollment in *Q Parent-Connect* for lunch payment is voluntary. Applications may be completed online as long as your email is up to date.

### PVSD DRUG/ALCOHOL/TOBACCO POLICY

All PVSD campuses by federal law prohibit the use of tobacco, including e-cigarettes on or near school property. All campuses are drug-free and alcohol-free zones. At Las Posas School we believe it is a part of our role in cooperation with parents and the greater community to promote a drug-free lifestyle and environment. Please refer to the PVSD Parent Rights and Responsibilities for further information.

### LASER-LIGHT POLICY

For safety purposes, laser-light pointers are not permitted on school premises without special permission. As per procedure and policy, unauthorized objects other than those needed for regular school activities may be confiscated and not

returned. Students bringing laser pointers to school may be suspended.

## **COMPREHENSIVE POSITIVE BEHAVIOR PLAN**

Student behavioral expectations are based on the Las Posas “The Basic 5.” All students are held accountable to these 5 expectations:

Each teacher has a classroom behavior system that encourages and reinforces positive behavior. We believe that:

**Each student has the right to learn.**

**Each teacher has the right to teach.**

The administrative office is always ready to aid and support behavior efforts. The teaching staff and administrator are expected to be fair, firm, and consistent when dealing with students. When reminders are needed to bring about positive behavior, several systems are in place:

- Classroom behavior systems
- Behavior referrals
- Noontime detention
- No contact agreements
- Behavior contracts
- Suspension

In addition to our school procedures, the school district has established a fair and consistent procedure to be followed by all teachers when a student has an emotional need or behavior problem. It consists of five steps, and if a student continues to have a behavioral problem the student will move progressively from one step to the next.

## **PVSD DISCIPLINE CONSEQUENCES**

**Step 1:** Student will receive verbal warning from the teacher. At this time the teacher will clarify the rule/rules student is violating.

**Step 2:** The teacher will have a conference with the student, during which the teacher will establish whatever changes are necessary to correct the undesirable behavior. The student may have detention. The teacher also will contact the student’s parent/guardian.

**Step 3:** The teacher will again contact student’s parent/guardian to identify clearly the unacceptable student behavior. The parent and teacher will work together to assist the student in changing the undesirable behavior. The student may have detention.

**Step 4:** The principal, teacher, parent and student will have a conference. School behavior expectations and consequences will be reviewed. The student may be placed on behavior probation including a behavior contract.

**Step 5:** The teacher will refer the student to the principal who will determine the appropriate action from the following options:

- Detention
- Behavior Contract
- Program adjustment
- Referral to School Attendance Review Board
- Suspension or Expulsion
- Other as appropriate

Certain extreme behaviors are considered severe enough that the five-step process will be bypassed and the student will be sent directly to the principal:

- Possessing, selling, buying or using tobacco, alcohol or drugs
- Fighting or stealing
- Using profane language, writing or gestures
- Intentional damage or destruction of property
- Blatant disrespect for authority
- Possessing, selling, buying or using real or imitation firearms, knives, explosives or other weapons
- Possession of any electronic signaling device or laser pointer
- Sexual, physical, mental or verbal harassment
- Involvement in a threat or act of hate/violence

**These extreme behaviors may result in suspension from school or expulsion from the school district.**

## **GENERAL RULES**

**Show respect and a cooperative attitude toward all adults and students.**

- Use appropriate language and gestures at all times in actions, conversations, writing or drawings.
- Respect school property.
- Personal electronic devices are NOT permitted at school including toys, games, home electronic devices
- All playground equipment including balls will be provided by the school. Students may **NOT** bring a football, softball, baseball, handball, tennis ball, or any other sports equipment to school.

- Gang-related signs, language, drawings, slogans and attire are unacceptable at any time or any place.
- Sunglasses may not be worn unless they are prescription sunglasses and a doctor's statement is on file in the office.
- Laser light pointers are not permitted on school premises.
- Glass bottles or any other kind of glass containers may not be brought to school at any time due to potential injuries.
- Pets may not be brought to school except when approved in advance by the teacher. Pets must be in cages or on leashes. Students may NOT PET OR HOLD dogs, cats, hamsters, mice or any other visiting animals - even in cages or on leashes. *Pets may only stay for a short period of time and the visit must relate to the instructional program in the classroom.*
- Items which could prove harmful to children, such as: medicines, chemicals, or sharp or dangerous materials, cannot be brought to school.

### **GUIDELINES FOR STUDENT DRESS**

At Las Posas we know that coming to school properly groomed helps to establish good lifelong habits. Research shows that there is a definite relationship between good dress habits, good work habits and proper school behavior. Please follow these guidelines:

- Dress of the student must not interfere with his/her ability to perform assigned class activities.
- No crop tops, tank tops, halter or spaghetti strap tops may be worn unless they are worn under or over other garments. Tops must be long enough to completely cover midriff and stomach. Shorts must be mid-thigh or longer in length.
- All dress must be neat and clean.
- All students must wear closed-toe shoes with backs. **All shoes must be appropriate for PE**, no flip flops, sandals or shoes without backs.
- Hair must be neat and clean. Hair styles/hair color must be respectful of the academic environment for all students and should not distract others from learning.
- No make-up is allowed.
- Body piercing jewelry, except for most earrings, is prohibited. Earrings may not be larger than 1

inch in diameter. Dangling or large earrings may be snared in active play and should not be worn to school.

- Caps or hats are only to be worn properly outside. Hoods, hats and caps may not be worn indoors anywhere.
- Clothing must be worn as designed to be worn; e.g., straps hooked and in place, appropriate size, etc.
- Helmets are required by law for all bike and scooter riders.
- Wheelie shoes may NOT be worn to school.
- *Roller blades, roller skates, and other hazardous equipment cannot be brought to school because there is no secure storage for these items.*
- Gang related attire, bandanas, drawings, symbols, hand signs and flashings are unacceptable at any time.
- Wearing of attire that promotes drugs, tobacco, or alcohol, or contains profanity or demeaning or offensive remarks or pictures is unacceptable.

### **SAFETY RULES**

#### **Recess and Rules:**

- Students must walk when dismissed to playground, lunch, recess or home.
- Food must only be eaten in assigned area, not on the playground or in restrooms. When finished eating, students are to make sure the area is clean and their trash is put in our trash barrels.
- Students remain at tables until dismissed by yard duty supervisors or teacher.
- Students must have a hall pass to be in hallways.
- Students may not retrieve playground balls that go over the fence, into backyards, on the roof or in the street.
- Students may not climb on fences, backstops, poles, tables, walls, tether ball ropes, volleyball nets, etc.
- Fences are not to be used as backstops.
- Students are not to pop lunch bags, plastic bags, and juice boxes.
- Put aluminum cans in recycle barrels and lunch boxes in designated areas.

#### **Restroom and Drinking Fountain Rules:**

- Restrooms have specific uses. They are not play or eating areas. Climbing on stalls or on ledges

and standing on toilets is dangerous and inappropriate.

- Spraying or splashing water, plugging toilets, sinks or drinking fountains to cause flooding, and throwing toilet paper or paper towels on ceilings or walls is inappropriate, dangerous and wasteful.
- Used paper towels are to be placed in trashcans.
- Practice good hygiene and wash your hands after using restroom.
- Students should only use the filtered drinking fountains on the playground during lunch and recess.

### **PLAYGROUND SAFETY RULES**

#### **General Rules:**

- Students are to keep hands and feet to themselves.
- Everyone is to be respectful of others and their feelings.
- There are NO CONTACT SPORTS. This includes tag.
- Equipment must onbe used properly and only for its intended purpose.
- Jump ropes are to be used only for jumping.
- Everyone is allowed to play as there are NO closed games.
- Use good sportsmanship when playing all games.
- The handball wall is the only wall balls should be hit against.
- Students are to always walk in the hallways.

#### **Apparatus:**

- Sitting, walking and crawling on top of horizontal bars are not permitted.
- Go only in one direction.
- Do not flip or jump off.
- NO BACK FLIPS.
- Students must keep both hands on the bars at all times.

### **BICYCLE and SCOOTER SAFETY RULES**

#### ***(No skates at school)***

Las Posas takes an active role in bicycle safety. City and state laws are always supported.

- **Helmets are mandatory when riding bikes, skateboards and scooters.**

- Walk bicycles on and off the playground, campus and in crosswalks.
- Park bicycles in bike racks and securely lock bikes.
- As a safety precaution, younger children are encouraged to walk to school rather than ride their bikes.
- A student may be requested to leave his/her bike, skateboard or scooter at home if unsafe riding habits are practiced. ***There is no riding on campus including the parking lot areas.***
- Loss of riding privileges will occur if a student is riding a bike, skateboard or scooter to and from campus *without a helmet.*

### **DIGITAL CITIZENSHIP**

We believe that by providing students with diverse technology, they can better communicate, collaborate, think critically and create. Las Posas students have access to different types of devices and to the Google platform. Students are instructed in becoming responsible digital citizens. Devices are not to be utilized to search for or to create inappropriate content. Students who misuse technology face disciplinary action. All students using PVSD technology equipment must have a signed Acceptable Use Policy on file.

### **BULLYING (Ed. Code 48900.4)**

Bullying is defined as any action or behavior that interferes with a person's ability to participate in or benefit from the services, activities, or privileges provided by a school

We recognize bullying as a type of violence that occurs whenever a student intentionally or repeatedly inflicts, or threatens to inflict, physical or emotional injury or discomfort on another's body, feelings, or possessions. This includes comments made via text messaging or on social network sites (i.e. Instagram or Facebook), through email, as well as inappropriate photos or videos shared electronically.

All students and staff participate in the Las Posas anti-bullying program, ***Stop Bullying Now! Take a Stand! Lend a Hand!*** This program was designed by the Las Posas staff to provide the knowledge and tools needed to prevent and respond to bullying.