

# **VILLA PARK ELEMENTARY SCHOOL PARENT STUDENT HANDBOOK**

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## **AWARDS AND RECOGNITION**

Students' motivation, effort, and ability to persevere when facing difficulty is key to success. At Villa Park Elementary, we seek to foster a growth mindset in all students, so that they are continually striving to give their personal best and improve each day. Although learning is its own reward, we know that students thrive when their efforts are recognized and they have goals toward which they are striving. We offer a variety of opportunities throughout the school year to recognize student achievement, effort, and positive character development.

### **Principal Positive Referrals**

Teachers may refer a student at any time to receive a "Bravo Bobcat", positive referral for exceptional effort in academics or behavior. Recipients of the Bravo Bobcat referral will receive a positive phone call home from the principal, and a small reward to be delivered in the classroom.

### **Attendance Awards**

Regular, on-time school attendance is highly correlated with student success. Students who have 3 or fewer excused absences and no more than 1 tardy during a trimester will be recognized at the trimester awards ceremony with the "Good Attendance Award". You can help your student to earn this award by scheduling vacations and family outings during school breaks, and by encouraging a morning routine that gets them to school early.

### **Trimester Academic Awards Assembly**

At the end of each trimester an assembly will be held to honor those students meeting academic targets and showing exceptional effort, or improvement. **The following awards will be presented at the assembly:**

**\*Academic Honor Roll- (Grades 4-6)** Awards are earned each trimester based on academic GPA targets and satisfactory effort and behavior.

| Gold Honor Roll 3.6-4.0   |          |            |            | Silver Honor Roll 3.2-3.4 |            |            |            |            |            |            |            |  |  |  |  |  |  |  |  |
|---|----------|------------|------------|---------------------------|------------|------------|------------|------------|------------|------------|------------|--|--|--|--|--|--|--|--|
| Academic GPA uses 5 grades: English Language Arts, Writing, Mathematics, Social Studies, and Science. |          |            |            |                           |            |            |            |            |            |            |            |  |  |  |  |  |  |  |  |
| GPA- is calculated without regard to plus or minus grades   |          |            |            |                           |            |            |            |            |            |            |            |  |  |  |  |  |  |  |  |
| *Students who receive an N or U in any effort grade are not eligible for honor roll*                  |          |            |            |                           |            |            |            |            |            |            |            |  |  |  |  |  |  |  |  |
| A   | 4        | B          | 3          | C                         | 2          | B          | 3          | B          | 3          | C          | 2          |  |  |  |  |  |  |  |  |
| A   | 4        | A          | 4          | A                         | 4          | B          | 3          | C          | 2          | B          | 3          |  |  |  |  |  |  |  |  |
| A   | 4        | A          | 4          | A                         | 4          | A          | 4          | A          | 4          | A          | 4          |  |  |  |  |  |  |  |  |
| A   | 4        | A          | 4          | A                         | 4          | A          | 4          | A          | 4          | B          | 3          |  |  |  |  |  |  |  |  |
| A   | 4        | A          | 4          | A                         | 4          | A          | 4          | A          | 4          | A          | 4          |  |  |  |  |  |  |  |  |
| GPA   | <b>4</b> | <b>3.8</b> | <b>3.6</b> | <b>3.6</b>                | <b>3.4</b> | <b>3.4</b> | <b>3.2</b> | <b>3.2</b> | <b>3.2</b> | <b>3.2</b> | <b>3.2</b> |  |  |  |  |  |  |  |  |

### **\*Personal Success (Grades 1-6)**

- Grades 4-6- awards given to students for outstanding effort or specific school achievements that are not recognized by honor roll.
- Grades 1-3- students are recognized once throughout the year for an area of exceptional effort, achievement, or improvement.

**Attendance Awards-** Students who have 3 or fewer excused absences and no more than 1 tardy during a trimester will be recognized at the trimester awards ceremony with the "Good Attendance Award".

**\*Parents of recipients are invited to attend the assembly.**

## **Monthly Flag Salute Assemblies**

**\*Student of the Month** - Each class selects a student to be recognized (2 for kinder) who exemplifies positive work and character traits.

**Class Attendance Awards**- The class at each grade level with the highest percentage of students attending school each day over the past month is honored with a trophy.

***\*Parents of recipients are invited to attend the assembly.***

## **President's Award for Academic Excellence**

This award is given at the promotion ceremony to 6<sup>th</sup> grade students who meet these national criteria:

- Cumulative Academic GPA of 3.5 or higher for grades 4, 5, and the first two trimesters of grade 6.
- Standardized test scores in the highest band of achievement in English Language Arts **or** Math.

At Villa Park Elementary this criteria may be met by either of the following:

- Scoring at the “Exceeds Standards” level in English Language Arts **or** Math and at the “At Standard” level in the remaining area of the Smarter Balanced state assessments given at the end of the 5<sup>th</sup> grade year.
- Scoring at the advanced level of reading or math and proficient in the remaining area on the Scholastic Reading and Math Inventories by the end of the second trimester of 6<sup>th</sup> grade.  
(Students have at least three opportunities to take these test in 6<sup>th</sup> grade)

## **ATTENDANCE**

***In the event of a student absence, call the absence line by 9:00 AM- 714-538-9710***

### **Developing Good Attendance**

Regular and punctual school attendance optimizes your child’s chances for success. The 21<sup>st</sup> Century classroom is a dynamic environment and it can be difficult to make up missed activities and assignments. Your child needs your support to develop the habit of good attendance.

- By scheduling family vacations and outings during non- school days, you are teaching your child that school is a priority. (Please note that we cannot excuse absences for personal vacations, outings, or extracurricular activities not affiliated with our school)
- By following a morning routine that gets your child to school on time, you are teaching your child organization and responsibility.
- By teaching your child how to distinguish symptoms of illness from fatigue or other concerns, you help your child develop self-awareness.
- By teaching your child to ask for help when he or she is facing conflicts or anxieties, rather than avoiding difficult situations, you teach problem solving skills.

### **Excessive Absences or Tardies**

Typical absences and tardies are generally in the range of five days or fewer per trimester. We become concerned when absences and tardies substantially exceed this amount, are chronic- occurring several times a month, or are not for an identified illness. When your student demonstrates attendance issues, parents will be asked to meet with us for the following progressive supports. After 14 illness absences, district policy allows us to ask for a doctor’s note to confirm the nature of the absence.

1. Letter regarding attendance
2. Phone conference with the principal to discuss ways to improve attendance
3. Meet with our School Attendance Review Team and develop an attendance contract
4. Appear at a district School Attendance Review Board

## **Health Related Absences**

The health and well-being of each child attending our school is very important to us. Although we emphasize good attendance for all students, we recognize children do get sick. Keeping ill children at home helps prevent the spread of disease and is essential for our students with impaired immune- systems. Please talk to your student about positive prevention techniques such as hand washing, coughing into the elbow, and refraining from sharing food and drink. If your child has a major or chronic health concern, please call the school and ask to speak with our school nurse so that we may support your child's needs at school. Doctor's notes are always welcome to document a medical absence and safe return to school. The following district guidelines can be helpful when determining if a child is well enough to attend school:

| <b>Signs &amp; Symptoms</b>   | <b>Healthy &amp; Ready to Attend School</b>  |
|---|--|
| Fever: 100° or higher   | No fever for 24 hours and child feels well again.  |
| Runny nose with <b>thick or colored secretions</b>  | No drainage for 24 hours and child feels well again.   |
| Diarrhea<br>Vomiting  | No diarrhea and/or vomiting for 24 hours. Child feels well again and is able to eat.   |
| Persistent ear ache and/or drainage;<br><b>Significant</b> sore throat and/or difficulty swallowing | Seek medical advice to determine if medication is needed. Child may return after 24 hours of prescribed medication and feels well again.             |
| Redness of the eyes or eyelids, watery eyes, and/or discharge                                       | Seek medical advice. Prescribed medication has been started and symptoms relieved. Or a written medical release stating the child is not contagious. |
| Unusual spots, rashes, or oozing areas not associated with injury                                   | Seek medical advice. A written medical release stating the child is not contagious may be required.  |

## **BACK TO SCHOOL NIGHT**

This night is an opportunity for parents to hear individual teacher presentations regarding expectations and planning for the upcoming year. This is not a "student" night as the agenda is geared toward "parents only." Your cooperation in this regard is appreciated. Students are, however, WELCOME at "Open House" (see below).

## **BIRTHDAY RECOGNITION**

We realize a child's birthday is very important. If you would like to send a birthday treat for sharing at school, please **contact your child's teacher at least one week in advance**. Due to food allergies, it is important that all snacks are approved by the classroom teacher. Birthday snacks may be distributed during recess playtime, but may not infringe on instructional time. Please **DO NOT SEND** balloons or flowers. They will not be delivered to class, as they are a distraction to the educational day. Birthday party invitations may **not** be passed out at school.

**Birthday Club** - Once a month at lunch, the Birthday Club chairpersons provide a cupcake to each student with a birthday that month. Summer birthdays are included with the June date.

## **BICYCLES**

**Bike Riders** -Third through sixth grade students with bike licenses may ride their bike to school. Students must obey helmet laws and store their bike in the bike racks near the kinder yard, MPR or daycare building. Students may not ride their bikes on school grounds.

**Bike Rodeo** – Scheduled for October 12th, the Bike Rodeo is primarily a 3<sup>rd</sup> grade event, but is open to all students in grades 3 through 6 who need to obtain bike licenses in order to ride their bikes to school. The Orange County Sheriff's Department and/or the Orange Police Department and the Home and School League coordinate this event. **Students in grades K through 2 are not permitted to ride their bikes to school.**

### **BULLYING PREVENTION & RESPONSE**

Each year Villa Park engages in several educational programs throughout the school year to help students learn positive social skills, and to recognize and respond to bullying. Students are taught that bullying generally falls into three areas and that all of these actions are unacceptable at all school activities.

- physical-such as hitting or pushing
- verbal-such as insults or taunts whether spoken or written
- social-such as deliberately excluding or intimidating
- cyber -such as mean or embarrassing texts, or online posts.

Three things distinguish bullying from routine conflict:

- It is repeated over time
- It is intended to hurt or intimidate the victim
- It generally involves an imbalance of power, either physical or social

If a student should feel bullied at school.

- They are instructed to leave the situation whenever possible (rather than escalating the situation).
- It is important to report the bullying promptly to an adult.

Most often students will report to a teacher or supervisor, but students may report to any staff member, including the principal, who they may ask to see at any time. Students may also write a written note to the teacher or principal to report the situation.

- It is helpful if students clearly state they feel bullied:

*I feel bullied by \_\_\_\_\_ because \_\_\_\_\_.*

Another student, parent, or staff member may also report the concern. Whenever a bullying report is made it will be investigated by the principal and parents of all involved students will be informed. Based on the investigation appropriate consequences and monitoring put in place to discourage future occurrences.

In our education we also discuss the importance of not being a passive “bystander”, but that students should help one another to leave a bullying situation and report the bullying. This is called being an “up stander”. Annually as a part of our digital citizenship curriculum at school, students complete a module on cyberbullying. Especially our older students are called upon to be a positive example to teacher others that, kindness is cool!

### **CELL PHONE POLICY**

Students may keep a personal cell phone in their backpack during the school day with parent permission. To ensure students safety it is critical that cell phones not be used by students during the school day. **Please note, watches with text and telephone functions fall under the same rules as cell phones.**

- The cell phone may not be out of the backpack at any time during the school day including on the playground and in lunch and line up areas. (Unless given a specific teacher direction)
- Villa Park Elementary is not responsible for cell phones that are lost or stolen on campus.
- Cell phones may be used after school to arrange pick up information **only**:
  - **AFTER the bell rings**
  - **AFTER students have exited the school gates.**

**Students found in violation of the cell phone rules will face the following consequences**

1. *Cell phone confiscated- parent must come to the office to pick up. Student loses cell phone privilege for one week.*

2. Cell phone confiscated- parent must come to the office to pick up. Student loses cell phone privileges for one month.

3. Cell phone confiscated- parent must come to the office to pick up. Student loses school cell phone privileges for school year.

**Students found to have used a cell phone on campus for inappropriate purposes (inappropriate photos/ video, websites, apps) will immediately lose cell phone privileges for the remainder of the school year.**

### **DRESS CODE**

In order to keep a positive learning environment and minimize distraction, while attending Villa Park Elementary School, all students will:

1. Wear regular school clothes as they were intended to be worn, including:

A. School clothes will be neat, clean and free of holes, and the proper size to fit the student.

***Please take care as students grow to note when clothes become too tight or short!***

B. Clothing must allow students range of movement to take part in recess and PE activities.

C. Pants must fit at the waist and crotch and underwear should not be visible above the waistband.

D. Belts worn will be of proper length and belt buckles will be free of writing or insignia.

E. No pocket chains of any sort.

F. Hats may be worn the correct way outside the classroom due to heat and sun.

G. Plain white undershirt T-shirts are not to be worn at school

H. Clothing with inappropriate or suggestive pictures or words is not allowed.

I. Midriff shirts or blouses that expose the tummy area are not to be worn.

J. All shoulder straps must meet the "two finger width" rule (at least 1 inch wide).

K. "Short" shorts and skirts are not allowed. With arms at the side, no shorter than the child's finger tips.

L. Open toe shoes, shoes with heels, roller skate type shoes, backless shoes or sandals are not allowed

M. Shoes must be worn at all times.

N. "Leggings" must be of thick enough fabric to avoid transparency during movement or in bright light.

2. **No unnatural hair color**, hairpieces, or extreme hairstyles (such Mohawk peak higher than 1")

3. Dangling earrings, long necklaces or make-up, are not to be worn to school.

***Students not following the school dress code will be asked to phone home and request a change of clothing. If a parent is not available, students may be asked to wear a school tee shirt. Students with make-up or hair color violations may be asked to wash their face or hair. Students with repeated violations may receive disciplinary action and parents will be requested to attend a parent conference with the principal.***

### **DROP OFF AND DISMISSAL PROCEDURES**

#### **Morning Drop Off**

- Supervision for students begins at 7:45. **For safety reasons students should not be dropped off at school early.** This is especially important at the rear parking lot.
- At 7:45, the gates will be open and students should **walk to the playground area where they will wait for the teacher.** Teachers will supervise students. Students should not go to the classrooms unless they have made special arrangements to meet their teacher.
- The **gate at the rear parking lot at Lincoln closes promptly at 8:00 AM-** drive around to the front.
- To ensure a secure campus environment, all adult entry to campus must be through the front office.
- Students must enter through the student gates where they will be greeted by an adult. Students are supervised by staff and will be build independence by entering school and lining up on their own.
- Parents who wish to support our staff with supervision of activities before school should inform the office, and they will be contacted for a training.

#### **Dismissal Time**

**Dismissal Instructions Form**-\*New\* Please complete the dismissal instructions form in the registration packet on our website so that we can assist your child in getting to the appropriate place after school.

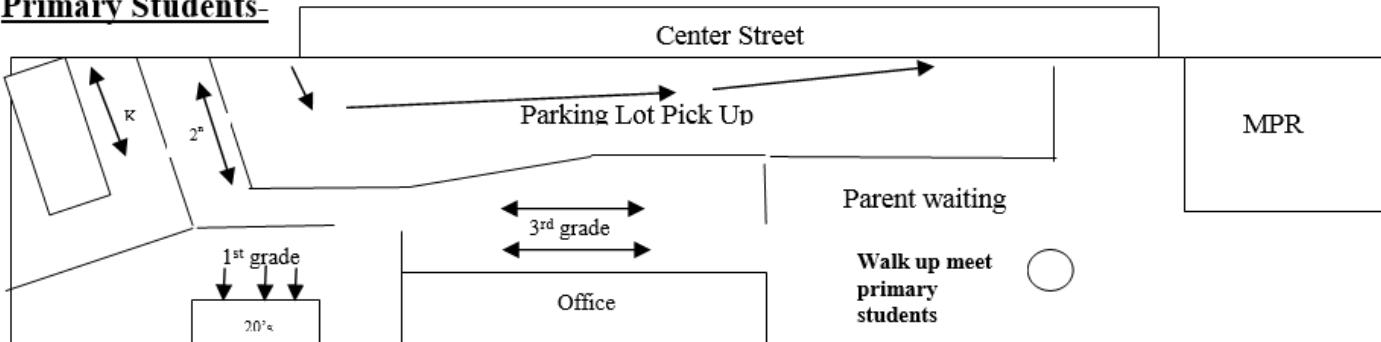
#### **Primary Students (K-3)**

## Parents Walking on Campus to Meet Students

- We ask parents who are walking to pick up their primary child to wait on the gated lawn area. **Students will be walked over to meet parents in that area.**
- For campus security, parents are not to go onto the main campus near the classrooms while waiting with or for students.
- After 2:20, parents may sign in through the office if they need to see a teacher or go to the library.

To promote student safety and facilitate an organized pick up. Parents are asked to avoid the sidewalk areas in front of the school office and kinder building at pick up time.

### Primary Students-



## Parents picking up students from the car.

**Front Parking Lot (Center Street)-** This is the parking lot pick up zone for grades K-3. Upper grade siblings may also meet their primary siblings for pick up here at 2:20. K-3 Teachers will walk their students to grade level specific pick up waiting areas.

**PLACE A CARD WITH YOUR CHILD'S LAST NAME WRITTEN IN BOLD VISIBLY ON THE FRONT DASH OR VISOR.** This allows us to call your child to you.

- Enter the front parking lot and pull forward to the indicated sign in the loading/unloading zone to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the street.
- Stop and **STAY IN YOUR CAR** in the drop-off/loading/unloading zone only.
- You may **not park or stop** in the “drive-thru” lane. Students are not to be dropped or picked up in the “drive-thru” lane. Students will **not** be allowed to cross traffic to enter your car
- We will assist your child getting in and out of the car. Please **DO NOT** signal your child to run between cars to meet you or enter the car on driver’s side
- **Kindergarten Parents** - Please do not stop in front of the Kindergarten building. This backs the entire line of cars up along Center Dr. Kinder students will be escorted to the cars for safety.

## Upper Grade Students (4-6)

### **BACK PARKING AREA (LINCOLN ST.) – GRADES 4 – 6 STUDENTS ONLY**

**Teachers will monitor students as they exit to back parking area.**

- Students will exit through back gates and walk along designated walkway in back parking lot for safety purposes.
- Please pull all the way around the “horseshoe” parking area as far as possible before stopping to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the street.
- Students will wait in walkway area to be picked up. They will not be permitted to walk through parking area to exit or enter your car.
- Upper grades students who have primary siblings will walk to the front of the school to meet their sibling. Please do not ask primary siblings to go to the back.

## **GENERAL SAFETY GUIDELINES FOR PARKING AREAS**

- Teachers are on duty to assist the traffic flow and see that students get safely to their cars. Please follow their directions. If you are instructed to move or park in another location, please understand that it is only to promote the safety of our students.
- Parking and leaving your car is permitted ONLY in designated parking spaces.
- Students who walk or ride bikes must follow the walkway to exit the school.
- Bus loading zone is marked in front of the Lincoln gate driveway. Please do not block this area.
- Carefully read and adhere to all posted traffic and parking signs and markings. The sheriff's department does monitor our drop off and pickup area and issue tickets.
- When walking children through the surrounding neighborhood and parking lot, use sidewalks when available and cross at intersections or crosswalks.
- Instructions, good-byes, and after school play arrangements should be taken care of outside of school, not at the curb.
- **BEING A SAFE, PATIENT AND COURTEOUS DRIVER HELPS EVERYONE AND KEEPS OUR KIDS SAFE. THANK YOU FOR YOUR SUPPORT!**

## **FREE AND APPROPRIATE PUBLIC EDUCATION**

**Section 5 of Article IX of the State of California Constitution guarantees students a “free public education.”** The State Supreme Court concluded in the 1984 case of *Hartzell v. Connell*, “that all educational activities carried on by public school districts, extra-curricular as well as curricula, must be without cost to the students who participate in such activities.” This same ruling found that “mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition were illegal under the State Constitution.” Furthermore, they also rejected the argument that “fees could be charged so long as the district waived fees for students who were financially unable to pay.” Recent proposed legislation includes reimbursement with interest for any illegally-collected fees as well as a district sanction.

We are extremely fortunate to have such generous Villa Park families who donate supplies, funds and time in order to provide so many wonderful programs and activities for our students. No student will be denied participation in an activity due to an inability to make a donation. Please contact the principal should you have any questions about this policy.

## **GATE ASSESSMENT & INSTRUCTION**

All students have the opportunity to be tested for the GATE (Gifted and Talented Education) designation in grade three. Parents may chose to decline this testing opportunity. The testing generally takes place around February or March annually. Students at other grade levels may be tested at parent or teacher request. Parents will be notified annually via email blasts and the newsletter when the testing referral period is open. Villa Park Elementary takes a “clustering” approach to GATE education, grouping students with small to medium sized clusters of students who have been identified as GATE in the same classroom. This allows the teacher to provide extra depth and challenge opportunities for these students within the context of the regular program. Additional GATE opportunities may also be offered throughout the district to identified students. Annually an informational meeting will be held to explain these options.

## **INTERVENTION & SUPPORT FOR YOUR CHILD**

From time to time many children face academic challenges. Your child’s teacher is your first resource in developing a plan to support your child. If you have concerns about your child’s academic progress, please make

an appointment to discuss strategies with the teacher. Often we are able to make small modifications, or provide additional strategies that can make a difference. Three times yearly, grade level teacher teams meet with our support staff in Collaborative Academic Support Team Meetings (CAST) to discuss strategies and goals for students who need extra support. Students who show persistent difficulty even with classroom supports are frequently offered before and or after school tutoring opportunities to build their skills. These students are selected based primarily on scores on benchmark testing, as well as grades and classroom performance. If you feel your child is in need of this kind of support, please check with your teacher or the principal to find out about upcoming opportunities.

### **LUNCHES AND SNACKS**

Students may bring their lunch to school or buy from our cafeteria.

#### **If your student is bringing lunch-**

- **Please send your child with lunch in the morning.** Bringing lunch during the school day is disruptive to student routines. If you are unable to send lunch with your child in the morning, please remind your child to come to the office at lunch to pick it up. *The office staff will not disrupt class time to call students, but will make their best attempt to contact the classrooms at an appropriate break.*
- **Pack healthy foods that will keep at room temperature.** Eating a healthy lunch, and a morning snack allows students to be at their best.
- **Sharing food is discouraged.** Due to allergies and dietary restrictions students are discouraged from sharing. Please teach your child to politely decline if he or she is asked for food.

#### **Snacks-**

- Students are encouraged to bring a healthy snack to eat at the morning recess.
- Gum is not allowed on campus, except for students who use this as an IEP accommodation.
- Please avoid messy snacks such as sunflower seeds.
- Snacks should not be shared due to dietary and allergy restrictions.

#### **If your student is buying lunch-**

- **Students must order lunch the previous day,** please plan ahead. When students who have not ordered lunch buy, all students may not receive their first choice and may experience delays.
- **Our cafeteria operates on a cashless system. To deposit money into your child's account, please visit the office** and deposit it in the locked box with your child's name and student number.
- **Students must use their student ID number to pay for their lunch.** Kinder and first grade students will need assistance with this at first, so it may be wise to alert the teacher via note or email and to support your child in memorizing his or her number.

#### **Allergies-**

- Please make us aware of your child's food allergies so that we may take appropriate caution.
- We do maintain a peanut free table, where students can avoid potential exposure.
- Please teach your child the seriousness of respecting this area.

### **OPEN HOUSE**

Villa Park conducts an "Open House" for all students and families to attend in order for the students to share their work and accomplishments during the year. This is an extremely popular event with students and siblings attending with their parents.

### **OUTDOOR SCIENCE SCHOOL**

The sixth grade students have an opportunity to attend Outdoor Science Camp at Arrowhead Ranch. They receive a week of hands-on science and outdoor experiences. Villa Park sixth graders begin fund raising for this event during their fifth grade year. Students who choose not to attend the camp attend school as usual during the week.

## **PARENT CONCERNS**

Parents are encouraged to reach out to staff whenever they have concerns. The following guidelines will help you to solve problems promptly and productively.

1. Contact the right person
  - a. Teachers address problems related to academic progress, grades, homework, class activities, work habits and common peer interactions.
  - b. Office staff can help you address concerns regarding attendance, health, records, lunches, and general information about school and district wide schedules and programs.
  - c. The principal can help you when you have questions or concerns about curriculum, instruction, and assessment, or need more information about school or district programs and policies. You should also contact the principal if you have concerns about ongoing problems your student is experiencing, or if a problem has not been solved after contacting the teacher or office staff.
2. Consider the best avenue of communication
  - a. Routine questions can usually be answered in an email.
  - b. A more involved question or concern would benefit from a phone conversation or an in person meeting. Please leave a phone message or send an email requesting a call or an appointment.
  - c. You should receive a response to your concern within 24 hours. If you do not hear back in that time frame, please try again. There is a chance your communication was not received.
  - d. Please understand that it is very difficult for teachers to speak to you about your concerns at dismissal and drop off times, as they must supervise their students at these times.
3. Collaborate with us to find a solution
  - a. Like you, we want what is best for your child. We appreciate being approached as partners in your child's education.
  - b. Be aware that you have likely heard about the situation from your child's point of view. Please be open to the possibility that there may others with a different point of view on the situation.
  - c. By modeling good communication, civility, and respect for different points of view, you teach your child important lessons on positive self-advocacy and problem solving.

## **PARENT & COMMUNITY VOLUNTEERS**

We love having parent and community member support in instruction and special activities at VPE. All volunteers are required to obtain clearance through our district process. If you are a new volunteer, our office manager can assist you with this process. Please ensure that you have pre-arranged volunteer times with the teacher or coordinator of the activity before arriving on campus. Please note, that children who are not VPE students may not accompany volunteers on campus. Thank you for your support!

## **PERSONAL PROPERTY**

Villa Park Elementary and OUSD are not responsible for the *personal property of pupils*

- Toys and games should not be brought to school without specific teacher permission. They should remain in the backpack including at line up and pick up time. Teachers will confiscate if they pose a distraction.
- Electronic items (such as calculators, Franklin spellers, cell phones, electronic readers, electronic watches) are not permitted to be used during school hours without specific teacher permission. They must be kept turned off and in the backpack unless given specific teacher permission to use.

## **POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)**

### **What is PBIS?**

Our staff and community are committed to providing a safe place where our students can learn, grow and achieve to their highest potential. Positive Behavior Interventions and Support (PBIS) is a program that establishes the culture that is needed for all students in a school to achieve social, emotional, and academic success. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. When students fail to follow rules, their behavior will be shaped through a progressive series of interventions and consequences. Throughout the year, various programs will be offered to foster appropriate behavior and positive social emotional development.

Purpose statement: **VPE is a community of respectful, responsible citizens who are growing together as life-long learners.**

Positive Behavior Expectations:

**VPE BOBCATS ARE PAWSITIVE**  
**Personal Best**  
**Act Responsibly**  
**Work and Play Safely**  
**Show Respect**

### **"PAWS" TICKETS**

In order to reinforce high standards, staff may issue “PAWS” Tickets”. All kindergarten through sixth grade students will have the opportunity to participate in the program. The students will receive a “PAWS” Ticket from the VPE Staff for demonstrative positive behavior. Students have the option of “spending” their tickets on selections from the “PAWS STORE”. They also may choose to save these tickets for special privileges such as “Principal or Secretary for a Day”. It is the student’s responsibility to keep track of their tickets. They cannot be transferred to another student.

## **BEHAVIOR EXPECTATIONS**

### **PLAYGROUND**

|                 | Swings  | Field  | Play Equipment   | Sand Area  | Black Top   | Snack Area   |
|-----------------|---|--|--|--|---|--|
| Personal Best   | <ul style="list-style-type: none"> <li>● when bell rings, slow swing down, get off, walk to sidewalk, take a knee</li> <li>● walk to your classroom line when whistle blows and sit down</li> </ul> | <ul style="list-style-type: none"> <li>● when bell rings, take a knee and wait for the whistle.</li> <li>● bring in all equipment when the whistle blows.</li> </ul> | <ul style="list-style-type: none"> <li>● when bell rings, get off equipment and take a knee</li> <li>● when whistle blows, empty shoes into sand box and walk to your classroom line</li> </ul>  | <ul style="list-style-type: none"> <li>● when bell rings stop playing, take a knee</li> <li>● when whistle blows, empty shoes into sand box and walk to your classroom line</li> </ul> | <ul style="list-style-type: none"> <li>● when bell rings, take a knee and wait for whistle</li> <li>● return all equipment to ball cart</li> <li>● walk to your classroom line</li> </ul> | <ul style="list-style-type: none"> <li>● keep snack area clean</li> <li>● throw trash in trash can</li> <li>● recycle juice boxes by squeezing out extra juice and throw away straw and wrapper</li> </ul> |
| Act Responsibly | <ul style="list-style-type: none"> <li>● look around you before swinging to make sure your area is clear</li> <li>● stand well in front of swing when counting</li> </ul>                           | <ul style="list-style-type: none"> <li>● follow school rules for games</li> <li>● approved games only, hands to self ( no tag or chase games)</li> </ul>             | <ul style="list-style-type: none"> <li>● keep sand in the sandbox</li> <li>● cross the monkey bars in the direction of the school building</li> <li>● keep hands and feet to yourself</li> </ul> | <ul style="list-style-type: none"> <li>● keep sand in the sandbox</li> <li>● return all equipment to appropriate container</li> </ul>  | <ul style="list-style-type: none"> <li>● follow school game rules &amp; supervisor directions.</li> <li>● Play in grade level area.</li> </ul>  | <ul style="list-style-type: none"> <li>● sit at lunch tables while eating snack</li> <li>● keep equipment on playground only</li> <li>● To finish assignment, sit at assigned table</li> </ul>             |

|                      |   |  |   |  |   |  |
|----------------------|---|--|---|--|---|--|
| Work and Play Safely | <ul style="list-style-type: none"> <li>swing straight back and front.</li> <li>sit with bottom on swing</li> <li>only one person on swing at a time</li> <li>take turns with others using swings</li> </ul> | <ul style="list-style-type: none"> <li>play with your grade level in assigned area.</li> <li>set up games up a safe distance from other games in designated area</li> <li>during soccer, keeps hands, arms, and shoulders to yourself</li> </ul> | <ul style="list-style-type: none"> <li>slide down the slide feet first on your bottom</li> <li>hang, climb and swing rather than sitting on bars.</li> <li>keep two hands on bars</li> </ul>              | <ul style="list-style-type: none"> <li>refill all holes after whistle blows</li> <li>be aware of others around you.</li> <li>Sand must stay on the ground.</li> </ul>                      | <ul style="list-style-type: none"> <li>walk to and from games</li> <li>use equipment appropriately.</li> </ul>  | <ul style="list-style-type: none"> <li>walk to and from games, line, and classroom on blacktop</li> <li>walk at all times</li> <li>sit on benches only</li> <li>respect the peanut free table</li> </ul> |
| Show Respect         | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>get off swing if someone has counted on you (25 primary- 50 upper forward swings)</li> </ul>   | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>all students can play</li> <li>Use kind and respectful words</li> </ul>   | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>keep games and activities open to everyone</li> <li>Use kind and respectful words</li> </ul> | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>keep games and activities open to everyone</li> <li>Use kind words</li> </ul> | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>keep games and activities open to everyone</li> <li>Use kind and respectful words</li> </ul> | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>use kind and respectful words</li> <li>eat only your own food</li> </ul>                    |

### SCHOOLWIDE COMMON AREAS

|                    | Drop off (morning)  | Pick up (afternoon)   | MPR/Library/ Computer Lab   | Restrooms/fountains   | Lunch Area  | Hallways & Quad  |
|--------------------|---|---|---|---|---|--|
| Personal Best      | <ul style="list-style-type: none"> <li>go straight to class line</li> <li>stay in your assigned spot</li> </ul>   | <ul style="list-style-type: none"> <li>walk directly to your assigned area</li> <li>wait calmly</li> <li>keep area clean</li> <li>follow all teacher directions.</li> </ul>                   | <ul style="list-style-type: none"> <li>log off the computers</li> <li>return all headphones to top of computers</li> <li>enter/Exit using designated doorways</li> <li>use shelf markers</li> </ul>               | <ul style="list-style-type: none"> <li>help keep bathrooms clean</li> <li>use restroom and fountains during break times and before the bell rings.</li> </ul>   | <ul style="list-style-type: none"> <li>use appropriate table manners</li> <li>eat your own food only.</li> </ul>  | <ul style="list-style-type: none"> <li>walk only</li> <li>know where to go and be</li> </ul>   |
| Act Responsibly    | <ul style="list-style-type: none"> <li>be on time</li> <li>have necessary supplies</li> <li>keep cell phone off and in backpack</li> <li>leave games or toys at home</li> </ul> | <ul style="list-style-type: none"> <li>be on time</li> <li>have supplies needed for HW</li> <li>watch for your ride</li> <li>only use cell phone outside gates for parent contact.</li> </ul> | <ul style="list-style-type: none"> <li>take care of books/computer equipment</li> <li>use good digital citizenship</li> <li>enter and exit quietly</li> <li>remain with your class in designated area.</li> </ul> | <ul style="list-style-type: none"> <li>flush the toilet</li> <li>wash hands</li> <li>put trash into the trashcan</li> <li>use the restroom during recess/lunch time</li> <li>use time wisely</li> </ul> | <ul style="list-style-type: none"> <li>keep table and lunch area clean</li> <li>throw away your trash</li> </ul>  | <ul style="list-style-type: none"> <li>Store belongings out of walkways</li> </ul>   |
| Work & Play Safely | <ul style="list-style-type: none"> <li>walk to and from assigned area</li> <li>stand in class line with backpack</li> </ul>   | <ul style="list-style-type: none"> <li>stay in your area.</li> <li>use cross walks</li> <li>keep your hands and feet to yourself.</li> </ul>  | <ul style="list-style-type: none"> <li>walk only</li> <li>have a staff member with you before, during, and after school</li> <li>keep hands and feet to yourself</li> <li>sit in one spot on pockets</li> </ul>   | <ul style="list-style-type: none"> <li>go in/out correct door</li> <li>walk only</li> <li>wash your hands</li> <li>clean up/report spills</li> </ul>  | <ul style="list-style-type: none"> <li>stay seated at your assigned table</li> <li>walk to/from lunch area</li> <li>raise hand to be excused</li> </ul> | <ul style="list-style-type: none"> <li>walk only</li> <li>leave room for others to pass</li> <li>stay outside of yellow lines</li> <li>face forward while walking</li> </ul> |

|              |  |   |  |  |  |  |
|--------------|--|---|--|--|--|--|
| Show Respect | <ul style="list-style-type: none"> <li>listen to teacher on duty</li> <li>keep hands, feet, and backpacks to yourself</li> <li>use normal speaking voices</li> <li>respect other's property</li> </ul> | <ul style="list-style-type: none"> <li>listen to area supervisor</li> <li>keep hands, feet and backpacks to yourself</li> <li>use normal speaking voices</li> <li>keep out of office and library</li> </ul> | <ul style="list-style-type: none"> <li>use 6 inch voices</li> <li>push in your chair before leaving</li> <li>exit quietly</li> <li>listen, watch &amp; use appropriate applause</li> </ul> | <ul style="list-style-type: none"> <li>allow others privacy in the bathroom</li> <li>lock/unlock stalls appropriately</li> <li>use normal speaking voices</li> <li>use facilities appropriately</li> </ul> | <ul style="list-style-type: none"> <li>listen to and follow directions that are given by supervisor</li> <li>respect supervisor</li> <li>talk to tablemates using normal voices</li> </ul> | <ul style="list-style-type: none"> <li>use normal speaking voices</li> <li>listen carefully to adults for instructions</li> <li>stay on walking paths</li> </ul> |
|--------------|--|---|--|--|--|--|

## **KEY STANDARDS FOR ALL SETTINGS**

1. Hands, feet and objects to yourself
2. Follow staff directions and rules
3. Use respectful language
4. Protect school property and the property of others
5. Treat others as you wish to be treated.

The rules and regulations were designed to make Villa Park a safe and orderly environment in which to learn. All rules fall under three categories which address:

**Is it safe?**

**Is it courteous and respectful?**

**Does it respect property?**

## **Problem Solving**

All children are encouraged to use their words to solve any problems. Here are 12 problem solving strategies for students. When needed, children should involve an adult on yard duty to solve conflicts.

- |                                |                              |
|--------------------------------|------------------------------|
| <b>1. Talking it Over</b>      | <b>7. Saying "I'm Sorry"</b> |
| <b>2. Listening</b>            | <b>8. Waiting</b>            |
| <b>3. Sharing</b>              | <b>9. Using Humor</b>        |
| <b>4. Walking Away</b>         | <b>10. Using Chance</b>      |
| <b>5. Ignoring</b>             | <b>11. Compromising</b>      |
| <b>6. Doing Something Else</b> | <b>12. Asking for Help</b>   |

## **Academic Honesty/Digital Citizenship**

VPE students are expected to have high academic integrity. Students are to do their best on all class and homework assignments. The expectation is that students will perform with honesty and integrity on all tests and assignments. Students who cheat and or plagiarize on assignments or tests will receive an "F" for that assignment/test. Parents will be contacted by the teacher and the student will receive disciplinary consequences. Digital citizenship is an important component to 21<sup>st</sup> century learning. Students should:

- Use devices for assigned purposes and on approved programs only.
- Protect their password, use only their own account, and never pretend to be another student
- Ensure all online interactions follow the PAWSitve school guidelines.
- Report any inappropriate use or content immediately
- Use photos or communication applications only with teacher permission.
- Be aware that student accounts and history are periodically reviewed by staff.

## **BEHAVIOR INTERVENTIONS**

Every attempt will be made to guide students toward positive behavior. Teachers and the principal hope to be in contact with you before problems become severe. Interventions for students experiencing difficulty may include:

- Change seat in class or at lunch benches, or position in line.
- Visual schedules, reminders, and cues.
- Guide/limit choice of activities in the classroom or on the playground
- Modify directions, provide extra support and time.
- Assign a positive buddy
- Provide frequent reinforcement and additional incentives
- Allow a “break” or cool down time
- Allow extra movement
- Provide counseling and social skills support
- Provide an individualized classroom behavior contract
- Check in or contract with the principal or other staff

### **CONSEQUENCES FOR BEHAVIOR REFERRALS**

- *Students receiving a major violation will receive a written referral to be signed by the parent, student, teacher, and administrator. Generally parents will be contacted by phone on the day of the occurrence.*
- *Every attempt will be made to fully investigate the situation before major consequences are assessed.*
- *For progression of consequences, violations generally accumulate within an approximately a 3 month period (length of a trimester). Repeated or major referrals will affect the citizenship grade.*
- *Repeated referrals throughout the year may impact student privileges (field trips, extra-curricular act.).*
- *Please note that the following progression of consequences represents general guidelines. Administrative discretion will be used in evaluating each situation.*
- *Parent support for school consequences is an important component to student learning and social skills development.*

**Physical Aggression** Student(s) will spend cool down time in the office or another room.

Parents of all involved students are contacted

1<sup>st</sup> Offense: Remediation, 2-3 days recess and/or lunch detention

2<sup>nd</sup> Offense: Parent conference, 4-5 days recess and/or lunch detention

3<sup>rd</sup> Offense: Parent accompany to school, or in or out of school suspension

**\*Note- major fights are cause for an immediate in or out of school suspension for all involved.**

### **Unethical Conduct (stealing, cheating, forgery, inappropriate use of technology)**

Parents of involved students are contacted

1<sup>st</sup> Offense: 2-3 days recess/ lunch or after school detention, remediation as applicable.

2<sup>nd</sup> Offense: 4-5 days recess/lunch or after school detention, loss of privileges.

3<sup>rd</sup> Offense: Parent conference, loss of privileges, in or out of school suspension may be assessed.

### **Major Defiance/Disruption-Student will spend cool down time in the office or another room.**

1<sup>st</sup> Offense: Parent, teacher, admin, student conference, remediation, detention may be assessed.

2<sup>nd</sup> Offense: 3-5 days recess and/or lunch detention, counseling.

3<sup>rd</sup> Offense: Parent Conference with behavior plan/contract **upper grade students may face in or out of school suspension.**

### **Vandalism- Destruction of Property**

1<sup>st</sup> Offense: Parent contact and restitution, detention may be assessed depending on severity.

2<sup>nd</sup> Offense: Restitution, 3-5 days recess and/or lunch detention

3<sup>rd</sup> Offense: Campus service, parent conference, restricted privileges.

### **Verbal /Written Aggression/Taunting/ Insults-** Student may spend cool down time in the office/another room.

Parents of all involved students will be contacted

1<sup>st</sup> Offense: Remediation/restorative justice, loss of privilege, detention may be assessed depending on severity.

2<sup>nd</sup> Offense: Parent conference, counseling, and 3-5 days recess and/or lunch detention.

3<sup>rd</sup> Offense: Parent conference, individual behavior contract, restricted privileges.

***If behavior continues the student will receive in or out of school suspension.***

**Inappropriate Language/Drawings/Gestures**-Student may spend cool down time in the office or another room.

1<sup>st</sup> Offense: Parent Contact, counseling and remediation, detention may be assessed depending on severity.

2<sup>nd</sup> Offense: Parent Conference restricted privileges and/or 3-5 days detention

3<sup>rd</sup> Offense: Parent Conference, individual behavior contract, restricted privileges

**Degradation based on race, ethnicity, gender** Student may spend cool down time in the office or another room

1<sup>st</sup> Offense: Parent contact 3-5 day recess and/or lunch detention, remediation, counseling

2<sup>nd</sup> Offense: Parent Conference, individual behavior contract, restricted privileges.

3<sup>rd</sup> Offense: In or out of school suspension

**By California Education Code, the following may result in immediate in or out of school suspension:**

*a. Willful physical violence/force, causing, attempting to cause or threatening to injure another*

*b. Possessing a weapon or other dangerous object.*

*c, d. Possessing, selling, furnishing, or being under the influence of alcohol or drugs.*

*e. Committing or attempting to commit robbery or extortion.*

48900.5 a Suspension, including supervised suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

### **SIBLINGS ON CAMPUS**

When they are under the direct supervision of parents, siblings *may* attend campus *events* during the school day, such as assemblies, student performances, and family lunch as well as community events such as Open House and the Carnival. *Siblings should not accompany parents when they are volunteering on campus during the school day.* *Siblings are not permitted at classroom parties.* Class parties are student centered events and parents participating in the parties are considered volunteers. When siblings are on campus, parents should take care to have siblings remain with them at all times. For safety reasons, students who are not Villa Park Elementary students should not be playing on the playground or using the student bathrooms. Siblings and parents may use the bathrooms in the office. Thank you for your cooperation with these rules.

### **SUPPORT FOR ENGLISH LANGUAGE LEARNERS**

Students who enter school with more than one language in their background will be assessed on school entry for English proficiency, and each year until the proficiency benchmarks for their grade level are met. Students who are identified as English Language Learners must receive daily instruction in English Language Development as well as support in their school work in all areas. This is approximately 30-45 minutes per day. At Villa Park Elementary, usually this is accomplished through small group work in the classroom. Usually it takes students several years to progress through the levels of English Language Development. It is our goal to "reclassify" all English Learners as English Proficient before they leave Villa Park Elementary in grade 6. Meetings are held several times per year for parents of English Language Learners. Please speak to your child's teacher or the principal if you have questions about supports for English Learners.

**THANK YOU FOR YOUR SUPPORT. WE LOOK FORWARD TO SHARING THIS EXCITING  
EDUCATIONAL JOURNEY WITH YOUR FAMILY!**

# Villa Park Elementary School

## **Student Handbook**

2018-2019

To acknowledge that you have read and discussed this handbook with your child, please sign below.

---

Student's Name

Room Number

---

Student's Signature

---

Parent's Signature

Return this page to your child's teacher.