



Van Buren Elementary Parent-Student Handbook

School-wide Expectations - S.T.A.R.S.

- ★ Safe
- ★ There & Ready
- ★ Act Responsibly
- ★ Respect
- ★ Show Compassion

At Van Buren, it is our highest priority to guide all students toward becoming successful, responsible 21st century citizens. Our school-wide STARS behavior system rewards positive effort and actions across all areas of our campus. Our staff explicitly teaches expected behaviors and provides students with opportunities to practice each within all settings. Twice each year, school-wide assemblies are held to reinforce rules, expectations, rewards and consequences in order to ensure all students fully understand our expectations for behavior and good citizenship at Van Buren.

Location	Playground	Walkways	Bathrooms	Lunch Tables	Assemblies	Classroom
Safe	<ul style="list-style-type: none"> ☆ Run only on the grass ☆ Keep hands & feet to self ☆ Use equipment appropriately 	<ul style="list-style-type: none"> ☆ Walk quietly and in an orderly manner (emergency drills are no exception) ☆ Stay on the sidewalk – out of the planters ☆ Be aware of safety symbols 	<ul style="list-style-type: none"> ☆ Only walking ☆ Keep water in sink ☆ Keep your feet on the floor 	<ul style="list-style-type: none"> ☆ Walk to and from lunch tables ☆ Eat only your lunch 	<ul style="list-style-type: none"> ☆ Face forward ☆ Keep hands and feet to self 	<ul style="list-style-type: none"> ☆ Walk at all times ☆ Keep furniture on the floor ☆ Keep your hands and feet to yourself ☆ Use materials for intended purposes
There & Ready	<ul style="list-style-type: none"> ☆ Line up quickly after the bell rings ☆ Respond to the warning bell re: bathrooms and drinks ☆ Take a knee at the bell 	<ul style="list-style-type: none"> ☆ Be on time to the destination 	<ul style="list-style-type: none"> ☆ No loitering (“hanging out”) 	<ul style="list-style-type: none"> ☆ Line up quickly and quietly ☆ Table cleaners & mentors – be ready to do your job 	<ul style="list-style-type: none"> ☆ Be seated on time with your class ☆ Whole body listening 	<ul style="list-style-type: none"> ☆ Use active listening ☆ Be seated and ready to begin ☆ Have your supplies ready
Act Responsibly	<ul style="list-style-type: none"> ☆ Follow rules for the games ☆ Clean up trash ☆ Put equipment away 	<ul style="list-style-type: none"> ☆ Watch for other people ☆ Stay with your group or class 	<ul style="list-style-type: none"> ☆ No socializing ☆ Throw away trash ☆ Use bathroom appropriately ☆ Report safety issues to adults 	<ul style="list-style-type: none"> ☆ Only leave the lunch tables with permission ☆ Use good manners ☆ Throw away all trash 	<ul style="list-style-type: none"> ☆ Be aware of others’ personal space 	<ul style="list-style-type: none"> ☆ Have your materials with you ☆ Complete all assignments ☆ Keep your work area clean ☆ Do your best work
Respect	<ul style="list-style-type: none"> ☆ Share equipment ☆ Use kind words ☆ Follow directions of adults and supervisors 	<ul style="list-style-type: none"> ☆ Keep hands/feet to self ☆ Minimal talking – be respectful of other classes 	<ul style="list-style-type: none"> ☆ Respect others’ privacy ☆ Use quiet voices 	<ul style="list-style-type: none"> ☆ Obey the lunch supervisors at all times ☆ 12” voices 	<ul style="list-style-type: none"> ☆ Walk in quietly ☆ Stay seated on bottoms ☆ Raise hand to speak when appropriate 	<ul style="list-style-type: none"> ☆ Listen when others are speaking ☆ Wait for your turn to speak
Show Compassion	<ul style="list-style-type: none"> ☆ Include other students ☆ Help others you see in need ☆ Remind others of the behavior expectations 	<ul style="list-style-type: none"> ☆ Step aside so that others can pass ☆ Remind others of the behavior expectations 	<ul style="list-style-type: none"> ☆ Wait patiently ☆ Remind others of the behavior expectations 	<ul style="list-style-type: none"> ☆ Remind others of the behavior expectations 	<ul style="list-style-type: none"> ☆ Applaud for everyone’s accomplishments ☆ Remind others of the behavior expectations 	<ul style="list-style-type: none"> ☆ Assist others (when appropriate) ☆ Encourage others

A praise/reward to reprimand ratio of 3:1 is a minimum, however 5:1 is the “Magic Ratio” (Gottman, 1992)

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS:

The Positive Behavior Intervention and Supports (PBIS) plan represents the behavioral expectations for all students. The rules and procedures, which are consistent with state law and with school board policy, were developed by a committee, consisting of the principal, teachers, and parents. All expectations are directly taught and modeled during the first weeks of school.

PHILOSOPHY AND RESPONSIBILITIES:

The students at Van Buren are entitled to learn and develop in a positive educational environment which promotes academic achievement, school pride and spirit, and respect of self, others, and property. For this reason, and to insure the safety and welfare of all children at Van Buren, the enforcement of rules in a fair and consistent manner is necessary.

The Student is Responsible for:

- ★ Respecting the authority of teachers, principal, and all school staff to enforce district policy and school rules and regulations.
- ★ Behaving in classrooms and on school grounds in a manner that is safe and does not disrupt or interfere with the rights of other students to learn.
- ★ Following all classroom rules and procedures.
- ★ Attending school daily, being on time and prepared for learning.

The Parent is Responsible for:

- ★ Teaching and reinforcing appropriate behavior.
- ★ Reviewing school discipline rules and procedures with family members to ensure that all are familiar with and understand the standards of conduct expected by school authorities.
- ★ Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary.
- ★ Modeling behavior standards by following school rules and dressing appropriately while on school grounds.
- ★ Assuring that students are in class on time and prepared for learning.

The Teacher is Responsible for:

- ★ Teaching and reinforcing appropriate behavior.
- ★ Creating and maintaining a positive and orderly learning environment that provides every student the opportunity to learn without disruption.
- ★ Communicating with students and parents regarding behavioral successes and behavioral concerns with proposed solutions.
- ★ Taking appropriate steps to ensure that students are physically and emotionally safe.

The Principal is Responsible for:

- ★ Establishing rules, expectations, and responsibilities for staff, students, and parents that reflect the existing district, state, and federal laws.
- ★ Communicating behavioral expectations and consequences to staff, students, and parents.
- ★ Implementing a school-wide positive behavioral intervention system.
- ★ Enforcing disciplinary consequences and taking appropriate action to ensure the safety of children and adults on school grounds.

CONFLICT MANAGEMENT:

Children already use many strategies in dealing with conflict on their own. They negotiate, take turns, flip a coin, compromise, and many more. Van Buren staff encourages children to utilize a variety of positive strategies to attempt to solve problems on their own, including:

- talk it over/listen respectfully
- walk away
- say, "I'm sorry"
- say, "stop" or "leave me alone"
- do something else
- take turns/share
- ignore
- ask an adult for help

When a conflict involves physical contact, profanity, or a threat, the students are taught to report it immediately to the adult in charge. Students who observe this type of behavior and report it are recognized as good citizens who keep others safe. If students engage in physical contact, profanity, or threats, they will receive appropriate consequences. Responding to aggressive behavior with aggression escalates the conflict and is not tolerated.

POSITIVE REINFORCEMENTS:

- **Classroom rewards may include the following:**
 - ☆ STARS Bucks
 - ☆ STARS Cards
 - ☆ STARS Bucks Menu items
 - ☆ Tokens
 - ☆ Verbal and/or written praise
- **Trimester Awards Ceremonies**
 - ☆ STARS Awards: Safe, There & ready, Act responsibly, Respect, Show compassion
 - ☆ Most Improved
 - ☆ Teacher Choice
- **STARS Bucks**
 - ☆ Students collect STARS Bucks to purchase items from the STARS Bucks Menu
 - ☆ STAR Cards awarded for STARS behavior on the playground. Drawings held each Friday for reward from the principal.
- **Attendance**
 - ☆ Monthly Perfect Attendance Awards Assembly – Kindergarten Only

CONSEQUENCES:

The possible consequences for in-class offenses may include:

- Warnings (All students receive a warning to correct inappropriate behavior)
- Behavior Referral
- Time out
- Loss of recess
- Loss of classroom privileges
- Parent contact

****If a severe behavior occurs, the student may be referred to the principal on the first offense.**

Students are responsible for giving all referrals to his/her parent on the day received, have it signed and return it to the teacher the following school day.

Office Referral may result in one or more of the following:

1st Office Referral (3rd classroom referral) = Student sent to speak with the principal and next steps will be decided. Consequences may include: Conference with the Principal; Parent Contact; Timeout/Lunch Detention in Office; Additional recess detention; Lunch Table Clean Up.

****Repeated office referrals may result in:**

Parent phone call; In-school suspension; Student Study Team referral (parent/guardian will attend); At-home suspension; Daily-monitored "check in/check out" system; Site Guidance Meeting with district office personnel

Education Code Violations:

All Education Code violations will require a suspension; therefore, will not follow the progressive discipline process. The major Ed. Code violations involve weapons, fighting, drugs, alcohol and tobacco, harassment (racial and sexual), or Threat Language. Please refer to the District Parent Handbook for a description of the California State Education Code (48900) and a list of suspendable actions. **Suspensions may result in exclusion from field trips and activities (including end-of-year activities).**

Behavior Notification forms:

When a behavior occurs during lunch recess, a Behavior Notification form will be completed by the supervisor and placed in the classroom teacher's mailbox. The teacher will then incorporate that offense into the progressive discipline plan. Discipline Referral forms are for the parents' information and do not constitute agreement with the offense and/or consequence.

Recess Detention:

- Students assigned detention report to **the detention room** within 1 minute of the start of recess. Snack may be brought to the room and eaten in the detention setting.
- Students complete a "Stop and Think Sheet" and the expected behavior is discussed with the detention teacher. Restorative steps are also discussed to facilitate a positive return to school activities.
- At the end of the recess period, the student is dismissed to get a drink and use the restroom. The detention teacher gives students who have successfully completed detention (there on time, behaved appropriately, etc.) a slip to give to the classroom teacher.

BEFORE SCHOOL:

- Only students eating breakfast at Van Buren may enter campus at 7:15 a.m. Students must remain at the lunch tables until 7:25.
- The **Racing Roadrunners Club** begins at 7:25 a.m. on the playground. All students are encouraged to participate and reach the goal of 100 miles at school.
- Students shall always use crosswalks and stay on the sidewalks when walking to and from school.
- Grade 1-6 students should arrive on campus no later than 7:40 a.m., and may enter from the front or rear gates.
- Kindergarten and Preppy K students follow the AM or PM Kindergarten/Preppy K class schedule.
- Students being dropped off at the front of the school must wait in their car until the car reaches the curb in front of the office and the doors are opened by the "valet" student attendants. For safety reasons, students **may not be dropped off in the staff parking lot or on the street in front of the school.**
- Morning Bells are as follows:
 - 7:43 ~ Students line up
 - 7:45 ~ Teachers walk students to class & parents must exit campus.
 - 7:50 ~ All students are in seats "There and Ready" and teacher takes attendance.
- Students not in their seats by 7:50 are considered tardy.
- All gates will be locked at 7:50 a.m. All parents and visitors **must** check in at the office following visitors procedures.

DISMISSAL FROM SCHOOL:

- Gates will be opened for dismissal at 2:15 p.m. Students are to go directly home or to Child Care.

- Adults picking up students after school are to wait at the front of the school until the dismissal bell rings and the gates are opened. Supervision ends fifteen (15) minutes after dismissal.
- Students waiting for valet must wait in front of the office watching for their ride. When their car stops on the curb, they may enter the car safely.

BICYCLES/SKATEBOARDS/RAZORS/ROLLER-SKATES/ROLLER-BLADES:

- Students in grades 3-6 may ride bicycles and Razor-type scooters to school.
- **Protective helmets must be worn the entire time the student is on the bicycle or scooter.**
- Unsafe riding practices may result in the denial of this privilege.
- Bicycles are to be walked on school sidewalks and on school grounds.
- Students must have their own bicycle lock and are not allowed to lock up with a friend.
- Scooters must be folded up and carried on school grounds. They may be stored in teacher classrooms, pods or outside the classroom at teacher's discretion.
- The use of skateboards, roller-skates, roller-blades, and Heelys on school grounds IS PROHIBITED AT ALL TIMES. Parents will be called to pick up these items.

DRESS APPROPRIATELY FOR SCHOOL:

- Hats/caps and sunglasses may only be worn on the playground to protect the face and eyes from the sun. Stocking caps or beanies are prohibited.
- Shirts must cover the stomach and shoulder straps must be 1" wide.
- No undergarments may be visible at any time.
- Shorts and skirts must meet the "thumb rule". When hanging arms at the sides, shorts and skirts may be no shorter than the placement of the thumb on the thigh.
- Shoes must be close-toed and have a back strap to protect the feet and ensure student safety.
- Haircuts, clothing, jewelry, fads, etc., must not distract from the learning environment. Extreme make-up, jewelry, hairstyle or hair color that cause disruption will not be permitted.
- No clothing or hats with inappropriate logos or slogans (such as drugs or alcohol references, or vulgar, profane, or violent implications).
- Students arriving to school in violation of the expected dress code will be sent to the office where parents will be called to bring a change of clothing or correct the dress code error.

ITEMS FROM HOME:

- Items from home such as toys, trading cards (Pokemon etc), playground equipment, games etc. may not be brought to school. Such items will be taken from the student, held by the teacher or the principal, and returned only to parents upon request.
- Cell-phones may be brought to school however, must be turned off and left in the student's backpack or classroom basket at all times. .
- Some classrooms allow water bottles to be brought to school. Students are expected to manage these responsibly. Should they become a distraction to the learning environment, this privilege will be lost and the drinking fountain will be used instead.
- Pets are **NEVER** allowed on campus without the explicit permission of the teacher and principal.

INSTRUMENTS:

- Students in 4-6 grade choosing to play an instrument are responsible for the care and keeping of their own instrument. They must bring their instrument and take it home each music day. Instruments left at school are not the responsibility of teachers or school staff. Forgotten instruments **MAY NOT** be dropped off for students after the start of the school day.

ATTENDANCE AND ABSENCES: PHONE: 714 986-7100 EXT. 3

Punctuality and regularity in attendance play an important part in the development of your child's attitude toward his/her school life. In our experience we have found that there is a direct correlation existing between a student's attendance habits and his/her academic success. It is vitally important that students attend school on a consistent basis. Poor attendance is a major cause of low academic performance and may result in retention. All students are required to attend school, and they are expected to arrive on time. *Repeated absences for any portion of the day are as critical as an absence for an entire day.* It is the responsibility of both the parents and the students to maintain good attendance.

- Please keep your ill child at home. Good health is more important than perfect attendance. Children are to be kept home for a full 24 hours after a fever returns to normal (below 100). Keep your child at home with a runny nose ONLY if their nasal discharge is yellowish or greenish as they may have a bacterial infection. Please keep your child home if he/she is contagious. If antibiotics have been prescribed, do not let your child return to school until 24 hours after the first dose has been administered. Courtesy to other students and staff, the California State Health Code requires that all communicable diseases be reported to the school office immediately.
- If your child has a fever of 100° or higher or a rash, has thrown up, or has had diarrhea in the last 24 hours, do not send them to school!
- If your child has red eyes or any eye drainage, no attendance in school until the eyes are clear or a note is provided from your health care provider indicating a noninfectious condition or treatment.
- If your child has a skin rash, no attendance in school unless a note is provided from the health care provider indicating a non-infectious condition or treatment.
- Absences are to be reported on the attendance phone line: 986-7100 EXT. 3
- If you are requesting your ill child's homework (only recommended if your child is out for more than one day), it may be available at the *end* of the school day in the school office. Please email the teacher with your request prior to the start of school.
- If you know your child will be out of town for five school days or more, please inform your child's teacher so we can have an Independent Study Contract completed for your child, and schoolwork can be taken with your child to complete during his/her absence. Please allow two weeks' notice, minimally, so that appropriate paperwork can be started and discussed with the parent. Please request an independent study contract only if you, as the parent, will ensure completion of all work and record keeping required. The Independent Study Contract, along with the completed schoolwork, is due back the first day the student returns to school.
- Whenever possible, we request that you make doctor and dental appointments outside of the regularly scheduled school day so that your child can benefit fully from classroom instruction.
- California Education Code defines excused and unexcused absences and tardies. Letters will be sent home to parents of students with excessive tardiness or absences. If these continue, the district's Student Services office will be contacted. **A doctor's note will clear a student's absence.**

TARDIES:

- Tardiness can be a serious problem at school. When a child is late, the teacher must stop instruction, change his/her attendance and lunch count, and review instruction at the time of that child's arrival. For Grades PK-6 the school bell rings at 7:45 a.m. and students should be in their line. (Late Bird Preppy K/Kindergarten students follow their own classroom schedule.) Students should be in their seats by 7:50 a.m.. Students who are not in their seats at 7:50 a.m. are considered tardy.

- Students **MUST** get a class admittance slip from the office for excused or unexcused tardies. If a student is tardy due to a doctor or dental appointment, present doctor/dental verification upon arrival at school in order to receive an excused tardy. **PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO THE OFFICE WHEN THEIR CHILD IS LATE.** State laws and district regulations require school attendance.

RELEASING CHILDREN DURING SCHOOL HOURS:

If you are picking your child up before his/her regular dismissal time or during the day for an appointment, send your child with a note to the teacher at the start of the school day with the specific time he/she will be leaving. Note that students will not be dismissed during the last 15 minutes of school. Parents are required to come to the office, not the classroom, to sign out their child. At that time, the teacher will be notified to send the child to the office. Please allow time for the teacher to gather work and other information to go home with your child. The teacher will not release children until called by office personnel, and children will be released only to those adults listed on the emergency contacts on the parent portal. **Proper identification will be required.**

Parents/Guardians are reminded that students must be signed out by an adult (18+) and are not allowed to walk home or ride their bikes to an appointment. Please remember that students will only be released to the parent, legal guardian, or persons indicated on the Student Emergency Contacts through the Parent Portal. These procedures are for the protection of your child. Please try to avoid taking your child from school during the school day if at all possible.

UPDATING SCHOOL RECORDS:

It is **ABSOLUTELY ESSENTIAL** that the office has current telephone numbers of parent's place of employment and the name of a friend or relative who can be called in the event of an emergency when parents cannot be reached. Please make the necessary changes to this emergency information through the District's Parent Portal: PORTAL.PYLUSD.ORG

It is imperative that at least one other name be listed under Emergency Contacts. Also, in regards to this information, you **MAY NOT** call the school to release your child to a person who is not currently listed as an Emergency Contact. Changes **MUST** be made through the parent portal. A note to the teacher is also not sufficient.

MEDICATION ADMINISTRATION:

- Proper medication forms must be completed before any medication can be administered at school. Verbal permission and prescription orders are not acceptable.
- ALL medications for your child, both prescribed and over the counter, require a special form to be completed and signed by both the parent and physician before authorized staff can administer them. Dosage, frequency, duration, and side effects are to be provided on the form by the physician.
- Note that parents are to bring medication to school in prescription bottle only and in original containers, along with clearly written instructions regarding its use. Students are **not** to bring the medication to the office; only parents may do so.
- For further information, contact the school office or refer to the Placentia-Yorba Linda Unified School District's Back-to-School Parent Information Packet. These regulations are formulated to protect all children.

There is not a school nurse regularly on campus. Our district nurses spend time at many schools. They help in providing vision and hearing screening and in assisting classroom teachers with children with special needs. We do have a Health Clerk, who is generally here three days each week. If you need further health guidance, you may also call our district's Health Services Department at 714 986-7170.

LUNCH:

- Lunch is available for purchase daily from the school cafeteria. Lunch includes an entrée, choice of fruit and/or vegetable, and milk.
- To further support student responsibility please make every effort to send your student to school each day with the appropriate lunch or lunch money. If a student's lunch is brought to the office after 11:15, noon supervisors will send the student to the office to pick it up at the start of lunch. Parents will not be permitted to deliver lunches to the lunch table area.
- Classrooms will NOT be disrupted to inform the student that his/her snack/lunch is in the office; therefore, remind your child that it is his/her responsibility to check at the lunch benches if he/she is expecting you to bring in a lunch. Please remember to label your child's lunch.
- Glass containers are NOT allowed at school.
- For those who bring their lunch to school, milk, water, or orange juice may be purchased.
- School lunches may be purchased by cash or by placing money on your student's account. Money can be placed on account by writing a check payable to PYLUSD Nutrition Services or using the online eFunds payment which can be accessed at any time online. We do not have change in the office. Log onto www.pylusd.org Select Family Resources; Nutrition Services; Pre-payment Options and On-line payments. Food Services Department: (714) 985-8610
- The school does not have funds to loan money to students for lunch. Lost cash cannot be replaced. If a student is bringing money for lunch, please put it in a baggie, envelope, or coin purse.

BIRTHDAYS:

In our efforts to provide a quality education for our students free from interruptions that detract from the instructional time, and in our continuing efforts to clearly define the Van Buren program, the following guidelines have been developed in order to assist parents and teachers:

We will continue to celebrate student birthdays at Van Buren with the following guidelines:

- Birthday observances must be limited to store-bought items that will be distributed at teacher discretion. Items must be delivered to school at the beginning of the day and cannot interfere with nutritional lunches. Pizza, sheet cake etc., would not be considered appropriate. Prior arrangements must be made with the teacher.
- Birthday observances will not occur during instruction time. (Singing "Happy Birthday" to students is appropriate.)
- To supplement the instructional efforts in the classroom, parents may want to consider an alternative to a food item in observing their child's birthday. Consider collaborating with your child's teacher to purchase an appropriate book that can be read by the teacher to the class or donated to our school library. The book and the reading can be in honor of the child's birthday.
- Flower bouquets, balloons, and other gifts delivered to the school to celebrate a birthday are not permitted. This causes a tremendous distraction to the classroom instruction.
- Please do not send party invitations to school. Invitations should be distributed outside of school hours.

CLASSROOM INTERRUPTIONS:

In an effort to enhance the learning environment, minimize distractions and reinforce student responsibility, items forgotten at home such as homework, instruments, backpacks, jackets, shoes, etc. **MAY NOT** be delivered to school for our students. Teaching personal responsibility will happen much more quickly when students realize THEY must remember their own materials. Together, parents, teachers and the Van Buren staff will teach this important life skill. Therefore, these items may not be dropped off to our office after school begins.

- Please do not call the office to relay messages to your child unless it is an emergency. Inform your child, before they leave for school in the morning, of any plans for after school they may need to know. Please consider having him/her answer questions such as:
 - Who is picking me up after school?
 - Will I be picked up or should I walk?
 - Am I going to childcare?
 - What if it rains?!!
 - Do I have my homework, instrument and/or special projects?
 - Do I have my lunch? Be sure you teach your child to check that they have their lunch or money for the day.

HEALTH AND EMERGENCY PROCEDURES:

- Other than minor scratches, bumps, etc., you will be notified if your child becomes ill (with temperatures at or exceeding 100.0°) or is injured at school. If you are unavailable, we may try to reach an emergency contact you listed on your parent portal account.
- Please keep the Emergency Contact Information up to date by updating your parent portal account as necessary. It is the parent's responsibility to keep this information current.
- If your child is sent home with a fever, vomiting, or diarrhea, he/she must stay home for another 24 hours until after the fever has broken or the diarrhea or vomiting has subsided.

LOST AND FOUND:

- Parents are encouraged to clearly label all personal belongings with the child's name so that lost items may be returned promptly.
- Valuable items such as jewelry, watches, etc. should not be brought to school. These items are easily mislaid and easily picked up. Money and small objects may be taken to the office with teacher's permission (office pass).
- Leave all articles of clothing where they are found. Do not take them to the office. The owners will return for them if they are left where they are found.
- The custodian takes articles of clothing and lunch pails that remain unclaimed on the playground to the "Lost and Found" area which is in the multi-purpose room.
- If your child is missing a sweater, jacket, etc., please check our "Lost and Found" often. Many items remain unclaimed. Remaining items will be donated to a local charity twice each year.

VOLUNTEERS:

Van Buren welcomes and values our volunteers and encourages volunteers to be active at our school. It is because of our wonderful volunteers that we have the outstanding additional programs for our students. You will be given opportunities to sign up for various events, responsibilities, and/or classroom assistance at the beginning of the year and at Back-to-School Night.

- All visitors to our campus MUST check in through the office. A driver's license or California ID will be scanned for security purposes and a visitor badge will be provided.
- Visitors must exit through the main office.
- District guidelines require that all children on campus during the school day MUST be registered students at Van Buren. When volunteering, please make child care arrangements for your children not yet in school. Siblings and other small children are not permitted when volunteering.
- ALL volunteers must complete a PYLUSD Volunteer Application Form before working in the classroom. These can be obtained from the office or from your child's teacher.

Your support makes a significant difference in your child's education. With the cooperation of parents and teachers, school will be an exciting, important and happy place for each child.

PARKING LOT RULES: SAFETY FOR OUR STUDENTS IS OUR NUMBER ONE PRIORITY:

Drop-off and pick-up times at Van Buren can become congested. Please observe the legal rules of the road and the Van Buren traffic policy. Be considerate and courteous to our neighbors, other drivers, staff supervising the parking lot and pedestrians. Please set a good example for the students.

- When in the valet line or on the curb in front of the school, DO NOT leave your car unattended at any time.
- Valet pick up is only allowed in the front of the school. Students may not be picked up in the staff parking lot or on Van Buren Street.
- Children should wait on school property (not on Van Buren Street sidewalks) to be picked up.
- Students are instructed NOT to cross if the crossing guard or other authorized personnel are not present.
- Remember to yield to children while they cross the parking lot or street.
- If you must leave your car for any reason, please park in an available parking space only.
- Please reserve handicap parking for those in need of this added support. A handicap placard must be displayed in these spaces at all times.

Safety:

- Drive at a safe speed at all times.
- Be watchful of pedestrians crossing in the crosswalks and be watchful for children crossing in front or behind vehicles.
- Do not double park.
- **NO CELL PHONE USAGE** while operating your vehicle in the school parking lot.

General Plan for the Drop-off/Pick-up Loading area:

- Students will exit vehicles ONLY when the vehicle has reached the designated loading zone on the curb.
- As a courtesy to all drivers, students are encouraged to have themselves and all materials ready inside of the vehicle before reaching the unloading zone.
- Pull forward as far as possible to assist flow of traffic.
- Come to a complete stop.
- Vehicles are to stop as close to the curb as possible.
- Parents are to stay inside the vehicle.
- Students will exit vehicles ONLY on the right (curb-side).

If you choose to walk your students to school, please use the existing crosswalks only.

HOMEWORK EXPECTATIONS: (PYLUSD Board Policy)

Quality homework relates to the grade level standards and learning objectives and is a direct extension of classroom instruction. Considering individual student needs, homework will develop a sense of student responsibility. On occasion, class assignments that are not completed during the school day may be completed at home.

Advantages of Homework:

- Keeps the parent informed about the curriculum and how well the student is progressing in mastering grade level standards.
- Develops a feeling of responsibility in the student.
- Helps reinforce and/or enrich the learning experience.
- Provides practice time so more content may be presented in class.

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. **In addition to homework assignments, research supports that nightly recreational reading to and with a child is extremely beneficial.**

Primary Grades: Homework may be assigned 3-4 times/week. No weekend assignments.

- **Kindergarten:** Up to 10-15 min./night
- **Grade 1:** Up to 10-15 min./night
- **Grade 2:** Up to 20 min./night
- **Grade 3:** Up to 30 min./night

Upper Grades: Homework may also include long-term projects and are inclusive of assigned reading.

- **Grade 4:** Up to 40 min./night, 3-4 times/wk
- **Grade 5:** Up to 50 min./night, 3-5 times/wk
- **Grade 6:** Up to 60 min./night, 3-5 times/wk

HOMEWORK RESPONSIBILITIES:

Students:

- Write down homework assignments before leaving school.
- Take homework assignments and needed materials home.
- Spend necessary time on homework.
- Demonstrate pride in homework by doing the work neatly and independently.
- Submit completed homework to the teacher on time.
- Keep textbooks in good condition.

Parents:

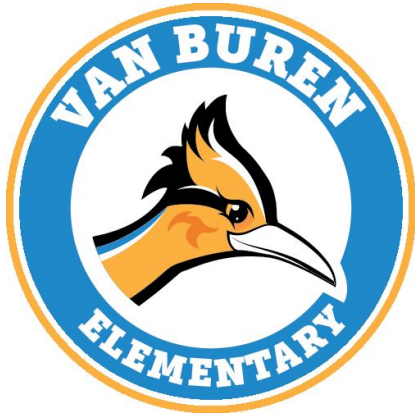
- Monitor the care and use of textbooks and keep them in good condition.
- Expect regular assignments. Check your student's planner daily.
- Encourage your child to read for pleasure.
- Expect your child to report progress to you on long-term assignments.
- See that your child's homework is organized and submitted on time.
- Contact your child's teacher if assignments are not arriving home or if further explanation is needed.
- Encourage your child to assume responsibility for homework.

Teachers:

- Plan homework related to classroom objectives.
- Ensure that students understand homework assignments before they leave class.
- Check, record, and return homework to students promptly.
- Monitor long-term assignments.
- Notify parents when a student repeatedly fails to complete assignments.

COMMUNITY RESOURCES

Child Safety-Molestation Prevention Victim Witness (24 hour)	714 957-2737	Child Find	1-800-426-5678
Child Abuse Registry	714 938-0505	Crisis Hotline	714 441-1414
Anonymous Child Abuse Report	714 938-0505	Suicide Prevention	1-800-662-7867
Alcohol and Drug Abuse Services	714 834-3840	Family Violence Hotline	714 638-5604
WE TIP	1-800-78-CRIME	For-A-Child Hotline	1-800-4-A-CHILD 1-800-422-4453
A Center/Missing & Exploited Children	1-800-222-3463	Outreach Concern Crisis Hotline	1-800-4CONCERN 1-800-426-6237



Van Buren Elementary Parent-Student Handbook

SIGNATURE FORM

I have read and discussed the Van Buren Handbook with my child. This includes behavior expectations, rules, consequences, policies, and procedures outlined in the Van Buren Elementary Parent-Student handbook. It is our intent to support this plan to help create a positive learning environment for all Van Buren students.

Teacher's Name: _____ Grade: _____

Parent Name (print)

Parent Signature

Date

Student Name (print)

Student Signature

Date

Please sign and return this page to your child's teacher.