



2018 - 2019

STUDENT HANDBOOK

Vannoy Elementary

School

A positive and supporting learning environment, promoting respect, responsibility, and academic excellence.

Castro Valley Unified School District Website:

<http://www.cv.k12.ca.us>

Vannoy Elementary Website:

<http://www.vannoy.cv.k12.ca.us>



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@VannoyCougars

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CVUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x 1257

VANNOY ELEMENTARY SCHOOL

August 2018

Dear Parents:

The Vannoy Elementary School Handbook is to help you become familiar with school and district policies. Please read the handbook and discuss with your child the various sections and the importance of following rules and safe behavior at school.

The staff at Vannoy looks forward to a year of learning and fun. We are excited about the opportunity of working with you to provide an environment that is encouraging and supportive to help your child grow as a lifelong learner. Our goal is to create a culture that is founded not only in strong academics, but also to guide our children in making good decisions. We hope that you will take the time to be part of the Vannoy community by taking an active role in your child's education. This handbook serves as guidelines and outlines our policies, but in no way does it limit or encompass everything here at Vannoy. We embrace good common sense and hope that through our partnership with you as parents, we can look for constructive solutions to give the children the best learning and growing environment possible.

If you have any questions or comments, please feel free to call, send a note, e-mail, or stop by anytime.

Doris De La Torre
Principal

Vannoy School Schedule 2018-2019

Kindergarten	M-TH	8:05 AM – 1:28 PM
	Recess:	10:00 AM – 10:20 AM
	Lunch:	11:30 AM – 12:10 PM
	** modified first 2 weeks early dismissal schedule 12:25 PM	
	F (early dismissal)	8:05 AM – 12:25 PM
	Lunch	11:30 AM – 12:10 PM

Grades 1-5	M-TH	8:10 AM – 2:35 PM
	Recess (1 st /2 nd)	10:00 AM – 10:20 AM
	Recess (3 rd -5 th)	10:10 AM – 10:30 AM
	Lunch (1 st /2 nd)	11:30 AM – 12:10 PM
	Lunch (3 rd -5 th)	12:15 PM – 12:55 PM
	Recess (1 st /2 nd)	1:10 PM – 1:25 PM
	Recess (3 rd)	1:45 PM – 2:00 PM
	F (early dismissal)	8:10 AM – 1:35 PM

Holiday Schedule (No students at school)

September 3	Labor Day
September 24	Staff Development Day
October 5	Parent/Teacher Conferences
November 12	Veteran's Day Holiday
November 19-23	Thanksgiving Break
December 24 – January 4	Winter Break
January 21	Martin Luther King Day Holiday
February 18	Presidents Day Holiday
April 1	Staff Development Day
April 22-26	Spring Break
May 27	Memorial Day Holiday

Early Release Days (Students go home at 1:35)

Every Friday	Teacher Prep Time
October 2-4	Parent/Teacher Conferences
November 9	Veteran's Day Holiday
November 28-29	Report Card Minimum Days
March 13-14	Report Card Minimum Days
April 3-4	Parent Teacher Conferences

Early Release Days (Students go home at 12:00)

June 6	Last Day of School
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STAFF LIST

To contact staff and faculty members, please send an email message. Email addresses are listed below. To report absences, please call 537-1832, push “1”.

<u>Name, Position & Room #</u>	<u>Email Address</u>	<u>Voicemail Extension</u>
Principal, Doris De La Torre	ddeletorre@cv.k12.ca.us	x4641
Secretary, Chris Heuer	cheuer@cv.k12.ca.us	x4600
Attendance, Lynda Nicholson	lnicholson@cv.k12.ca.us	x4640
Kyra Bridgeman, Lead Cafeteria	kbridgeman@cv.k12.ca.us	x4644
Custodian, Stafont Smith	ssmith@cv.k12.ca.us	
Parent Club President, Gloria Strasburger	vannoypresident@gmail.com	
Andria Danko, K, Room 1	adanko@cv.k12.ca.us	x4601
Amy Towner, K, Room 2	atowner@cv.k12.ca.us	x4602
Debbie Laris, 3-5 SDC, Room 3	dlaris@cv.k12.ca.us	x4603
Charles Reynes, Science, Room 4	creynes@sbcglobal.net	x4604
Geoff Luce, 1 st , Room 5	gluce@cv.k12.ca.us	x4605
Holly McDonough, 1 st , Room 6	hmcDonough@cv.k12.ca.us	x4606
Kaoru Pang, 1 st , Room 7	kpang@cv.k12.ca.us	x4607
Marya Wesner, 2 nd , Room 8	mwesner@cv.k12.ca.us	x4608
Steve Edwards, K-2 SDC, Room 9	skedwards@cv.k12.ca.us	x4609
Dawn Lanphere, 3 rd , Room 10	dlanphere@cv.k12.ca.us	x4610
Shelley Schumann, 2 nd , Room 11	sschumann@cv.k12.ca.us	x4611
Rachel Legan, 2 nd , Job Share, Room 12	rlegan@cv.k12.ca.us	x4612
Tiffany Kao, 2 nd , Job Share, Room 12	tkao@cv.k12.ca.us	x4612
Katie Jordan, 3 rd , Rm. 13	kjordan@cv.k12.ca.us	x4613
Allison Auser, 3 rd , Rm. 14	aauser@cv.k12.ca.us	x4614
Lisa Kurokawa Calderon, 4 th /5 th , Room 15	lcalderon@cv.k12.ca.us	x4615
Erika Gutierrez, 4 th , Room 16	egutierrez@cv.k12.ca.us	x4616
Darlene Metcalfe, 5 th , Room 17	dmetcalfe@cv.k12.ca.us	x4617
Amanda Santos, 5 th , Room 18	asantos@cv.k12.ca.us	x4618
Jina Kim, 4 th , Room 19	jkim@cv.k12.ca.us	x4619
Erika Camacho, Librarian, Room 20	ecamacho@cv.k12.ca.us	x4620
Jane Ashley, Resource, Room 21	jashley@cv.k12.ca.us	x4621
Sierra Weir, Speech Therapist, Room 21	sweir@cv.k12.ca.us	x4642
Kerry Kukoyi, Psychologist, Room 21	kkukoyi@cv.k12.ca.us	x4643
Wendy Pham, Counselor, Room 21	wpham@cv.k12.ca.us	x4643
Amy Valvo, RTI, Room 21	avalvo@cv.k12.ca.us	x4621

Updates to this list will be made in the Cougar Trails.

GENERAL INFORMATION

Daily Schedule

Kindergarten	M-TH	8:05 AM – 1:28 PM
	F	8:05 AM – 12:25 PM
Grades 1-5	M-TH	8:10 AM – 2:35 PM
	F	8:10 AM – 1:35 PM

Campus Hours

Supervision is provided on campus between 7:55 AM and 3:00 PM daily. Students are expected to go home immediately after school, unless they are under the supervision and care of Adventure Time. Kindergarten students should be picked up promptly after dismissal in the kindergarten area. When dropping off kindergarten students, students should be dropped off at their classroom.

Office Information

Office hours are 7:30 – 4:00 daily. Our school number is 510-537-1832. Messages also may be left in our voice mailbox (please see staff list on page 4 for mailbox extensions). Student phone calls are limited to medical emergencies and school-related business. ***This policy is strictly enforced.*** In addition, we ask that you leave messages for your child only in case of emergency. Please have a back-up plan arranged with your child for times when you are unavoidably detained. If no one has come to pick up your child after a reasonable time (3:00 pm), he/she should come to the office. After 15 minutes, we or the child will call. Messages for the teacher may be left on their voice mailboxes (please see staff list on page 4 for mailbox extensions).

Reporting Absences

School attendance is compulsory under state law. Regular attendance is essential to a child's learning. Please call our absence voice mail on the first day of a child's absence (537-1832, push "1"). You may also leave an absence email at

vannoyattendance@cv.k12.ca.us. If you have not already contacted us by phone, you need to send us a note explaining the absence on the day your child returns to school. We are funded by the state on the basis of each child's attendance and only accrue funding on the day s/he is here. Students are only excused for the following reasons: illness, medical/dental appointment, or death or funeral of an immediate family member. All other reasons are denoted as unexcused. Please avoid absences as much as possible. Contact your child's teacher, ten (10) days in advance, for an independent study contract (for five (5) consecutive days or more) in case of unavoidable absences. If your child is more than three (3) consecutive days absent, a doctor's note is required for illness.

Attendance Requirements

According to Education Code 48260, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor. Any student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant.

Tardiness

Tardy students must report to the office for a tardy slip before reporting to class. Parents will be contacted in the case of excessive tardies. With our youngest children, we find that tardiness is often an adult issue, not the child's. We urge all parents to strive for promptness so that each child may start off his/her day at school on a positive note.

Truancy Interventions (unexcused absences)

- **3 absences** – **1st Truancy Letter** – serves as a reminder to the parent/guardian to address the student's attendance issues and to avoid possible future truancy. (Student/parent conference may be required at middle and high school)
- **6 absences** - **2nd Truancy Letter** – Student Attendance Review Team (SART) Meeting with the Principal, Counselor, Parent, and Student (Attendance Contract)

- **9 absences** – **3rd Truancy Letter** – Student Attendance Review Board (SARB) Meeting at the District Office. This is a truancy mediation program mediated by the county’s district attorney or probation officer, and/or a juvenile court. Also in attendance are the Student Resource Officer (SRO), District Personnel, School Administrator, Parent, and Student.
- **Excessive excused absences** - after 10 excused absences for illness, a doctor’s note is required for every subsequent absence. When there is no doctor’s note, the absence becomes unexcused and truancy letters will be generated.

Independent Study Contracts

In order to maximize student achievement and social/emotional growth and in accordance with California Education Code, it is expected that students will attend school every day. However, family situations do arise which necessitate emergency travel. When these rare situations arise, families may arrange a Short Term Independent Study Contract with the school. These contracts are appropriate for unavoidable emergency absence of no fewer than 5 consecutive school days. Independent study for family vacations or leisure travel that can occur during schools breaks is strongly discouraged, since independent study cannot replicate the classroom instructional experience.

A completed Short Term Independent Study Contract must be submitted to the main office or attendance office, signed by a parent/guardian **a minimum of 10 school days prior to the absence (this is Vannoy School’s policy)**. The contract must include the dates of absences, return to school date, and reason for the request. The absence duration should be as brief as possible, as absences of more than a few days will negatively impact student learning. **All requests must be approved by site administration.** Parents should pick up all assigned work on the last day of attendance prior to the trip. Once the student returns to school, all completed work must be turned into the House Office or Attendance Office before the student returns to class. If the student does not complete all assigned work, future requests may be denied. Independent Study contracts at the end of the school year must be **completed no later than fifteen school days prior to the last day of school**. Independent Study contracts cannot be established during the **first 10 days** of the school year.

Note: If a student on an IEP is requesting a Short Term Independent Study Contract, the Program Specialist must be notified immediately so that appropriate IEP documentation can be determined.

Visitors

Any person coming onto campus **must** report to the Main Office, sign in, and get a Visitor's Pass. People on campus without a Visitor's Pass will be asked to report to the Main Office.

School Dress

Students are expected to dress cleanly, neatly, and in a manner not disruptive to the school program. Hats may not be worn indoors (this does not apply to religious or cultural headwear). Shoes without backs (flip flops) or without heel straps may not be worn to school. Also, shoes with wheels (i.e. Heelies) may not be worn to school. The wearing of clothing with slogans such as those with drugs, alcohol, tobacco, suggestive comments, violence, or obscene words, is not permitted. If clothing is deemed inappropriate by the teacher or principal, parents will be contacted to provide proper clothing.

Animals or Pets at School

Only under special circumstances are pets or animals allowed at school. The classroom teacher will contact parents directly to give prior consent when pets or animals are welcome. A release is required for all pets on campus and is available in the office.

School Cafeteria

Cafeteria breakfast (\$1.75) and lunches (\$3.25) are offered to all of our students. In addition, Vannoy is participating in the Second Chance Breakfast at the 10:10 recess. The cost is \$1.75 which includes milk. Reduced-price or free meals area available to children whose families meet federal guidelines. Reduced price meal applications are provided to all families in August and are then available in the office throughout the year. Reduced price meals are \$.40.

All of our meals are sold through an online account through our school district. To get started, please visit <https://rocketscan.cv.k12.ca.us> to create a new account. Once you have started an account for your child, Login to MySchoolBucks.com

using your child's Student ID number (this was given to you over the summer) and you can add money to your child's account. Lunches paid for in advance may be used anytime. Students may not charge lunches on credit. Please contact the school office if you have any questions.

Welcome to Child Nutrition!

FOOD/NUTRITION POLICIES

Per District Wellness Policy BP/AR 5030 (2/23/17):

Fundraising

District staff will encourage all school-based organizations to use healthy, commercially-prepared food items that meet minimal nutritional value, or preferably non-food items for fundraising. All fundraising activities involving the sale of food during the school day (midnight until 30 minutes after the end of the school day) must comply with all federal and state regulations regarding child nutrition.

Celebrations during the School Day

Celebrations that involve food during the school day should be limited to no more than one party, per class, per month. Celebrations that involve food must occur after the lunch period or after second chance breakfast on shortened days.

No more than one food item at celebrations may be outside the USDA Nutritional Guidelines. All food items must be commercially prepared and packaged, and State Safety Standards must be followed.

Crossing Guards

Students who cross Vannoy Avenue to reach our school must cross where an adult is there to assist them. Alameda County provides a crossing guard at the intersection of Vannoy and Gliddon. When crossing with the guard, the following rules apply:

1. Wait for the whistle before crossing. The guard goes first.
2. Walk bikes.
3. Walk across the street.
4. Listen to the guard.
5. Be polite.

The crossing guard reports offenders to the principal.

Leaving School Grounds

Vannoy School has a **closed campus**. This means that students are not allowed to leave campus without specific permission from the office. Further, students are not free to leave without written permission from parents/guardians. If parents/guardians wish to take students out of school, please comply with the following procedure.

1. Any adult picking up a child must report to the office and present proper identification.
2. The school will only release children to adults listed on the emergency card. No students will be allowed to leave with any adult until proper permission has been obtained.

Items Prohibited from School

Firearms, explosives (including firecrackers and caps), knives (including small pocket knives), and other objects deemed dangerous by school personnel may not be brought to school. These are cause for suspension or expulsion by state law. Other items are prohibited as well unless approved specifically by the teacher: gum, sunflower seeds in shells, radios, tablets, cd players, trading cards of any type, toys or personal play equipment. The school cannot accept liability for the loss of students' personal property and therefore, discourages them from being brought to school.

Tobacco-Free Schools

The Castro Valley Unified School District adopted a policy on June 30, 1994, that went into effect on January 1, 1995, to provide for tobacco-free schools. The Governing Board prohibits the use of tobacco products on school property, including any school or school-sponsored activity or athletic event.

Cell Phone / iPod / portable music players/digital tablets

Students may not use cell phones during school and they should be turned off during school hours. This includes text messaging and the camera functions. If a cell phone is needed for health purposes, a doctor's note must be on file in the school office and Principal's approval.

iPods or other portable music players (mp3s) are not allowed at school. These items are not needed for school instructional use.

Tablets or E-readers are not required for school. At the elementary level, technology is provided for students (Chrome Books/iPads). Students that want to bring their own digital devices have to have teacher permission, the school is not responsible for lost, stolen, or damaged items.

Consequences for violation of this policy will result in disciplinary action(s) that may include confiscation of the items. The school is not responsible for lost or stolen items.

To/From School Parking

When you are dropping off your child at school, please do so in a safe and courteous manner. Do not let children out on Vannoy Avenue unless it is at the curb on the school side of the street. Please drive through the front loop and unload passengers on the sidewalk nearest the office. Do not block the driveway or bus loading or unloading zones, and please keep traffic moving. The green zones in the front parking area are for 10 MINUTES OR LESS ONLY. Parking is very limited at Vannoy and the parking lot is **strictly for the use of school employees**. No drop off or pick up is allowed in the staff parking lot. For student safety, students and families are not to walk through the parking lot – please use the sidewalk.

Please keep the safety of our students in mind when you drive to or from our school.

Drop-off and Pick-up Procedures

Please read the following directions for drop-off and pick-up as this will highly increase the safety in front of our school for all of our children.

- Pick-up in front of the school should be WEST bound on Vannoy. Use James Ave, then come up Helton, then pull into the driveway loop, for pick-up. *We will be using only 1 lane inside the driveway loop.* Cars coming up Vannoy will not be allowed to turn left into the school driveway. Left turns from Heyer are discouraged; please use James Ave from Center St.
- The white zone in front of the steps is a BUS ZONE. Passenger pick-up is a bit further down the hill. Cars should not be left unattended in these zones.
- Please respect the red zones; they are there to ensure line-of-sight for other cars and for the crosswalks. Violators could receive citations from CHP or Sherriff dept.
- Refrain from cell phone use while dropping off and picking up. The safety of your child requires your full attention.

Your cooperation and patience will help ensure the safety of your children in the morning and afternoons.

Bus Transportation

Our school district has discontinued bus service to our Vannoy area.

Medication at School

If your child requires medication at school, an *Authorization to Administer Prescribed Medication* form must be completed by the physician. All medication must be labeled and kept in the office. Any exceptions must have prior approval. Call for details before sending medication to school.

Label Outer Clothing

We strongly suggest the parents **label students' outer clothing**. Please take the time to put your child's name in coats, sweaters, sweatshirts, backpacks, and lunch boxes and encourage your child to look for lost items immediately. Lost and found is located in our cafeteria and is regularly displayed. We donate unclaimed items to charity at the end of every even-numbered month.

Visitors/Outsiders on Campus

Any non-student who comes on our campus must come through the office and register before going to a classroom or playground. Please use our main entrance as our gates are closed while school is in session. Upon approval, you

will be given a visitor lanyard or sticker to wear on campus. We do this to ensure the security of our students. Teachers have been instructed to send parents to the office if they come to class without a sticker. Before school, we ask that parents and students wait behind the white line by the front office until the first bell rings. If you are picking up your child at the end of the day, please also wait behind the white line until the dismissal bell rings. Adults are not to wait by classroom doors. Please help us abide by these important rules.

(See Visitors/Outsiders – BP 1250, AR 1250)

Home/School Communication – Cougar Trails

The first Thursday of each month is the official day for notices to go home from school. The newsletter has been moved to an online/email format. Please sign up for email delivery. Additional copies are available in the office. **Parents who faithfully read the newsletter and email blasts will have a better understanding about what activities are occurring and how to be able to support their child’s educational program.**

HEALTH & SAFETY

Wellness Policy

The Castro Valley Unified School District recognizes that student health and wellness have a tremendous effect on student learning and achievement. Students who are physically and emotionally healthy are ready to grow, learn, and achieve success.

At Vannoy, we want to create an environment that encourages healthy choices for eating to support physical and emotional development. We as a staff have decided to eliminate all sales of candy, soda, chips and other high sugar or fat content food items on campus. We are encouraging more positive healthy choices to these items which include fresh fruits and vegetables, popcorn, pretzels, etc... We are also encouraging non-food items for incentives or rewards in the classroom.

As a result, the following changes have been made:

- Soda and candy bars are highly discouraged as items to be included for lunch.
- Healthy snacks are to be eaten at snack recess.
- Increasing food nutrition awareness and physical fitness education options.

We are asking parent support with our efforts to create a healthy campus environment.

Allergies

If your child has allergies, whether they be to food, airborne, or some other type, please make sure to inform your student's teacher and the school office of said allergies, the steps taken to prevent said allergies or in the case of an allergy attack, how to combat said allergy. Communication is key with regard to your child's health.

Injuries or Illness at School

First aid is administered in case of minor injuries which may occur during the school day. School personnel are not allowed to render medical attention beyond first aid. If an injury requires further attention, the parent or a person listed on the child's emergency information will be notified. In case of severe injury, the child will be taken to an emergency hospital immediately by medical personnel. If injured, students are requested to notify an adult at once.

If a child becomes ill at school and feels that s/he cannot remain for the balance of the day, that child should so inform the teacher. Office personnel will call the parent or a person listed on the child's emergency information. We sincerely request that you keep your child at home if s/he complains of being ill before school. Much office time is taken trying to track down a responsible person to care for the child and often the child says, "I told my mom that I was sick this morning".

This discussion of injuries and illness reinforces the importance of your child's emergency information. Be sure to update it if you move or change phone numbers, jobs, or babysitters. Just send a note to the office and we will update the information for you.

The office staff tries their best to determine the severity of injuries and illness. We have many students that come into the office with injuries that we treat using a band-aid and/or ice. We ask students to come back if pain or illness still persists after a certain time. Our best effort is made to handle most student situations at school without interrupting the parents at work or at home. Vannoy School does not have a nurse on site. A district nurse will be called if necessary. **If you have special concerns about your child's health and/or treatment, please let the office know so that we can make special arrangements as needed.**

Medication in Schools

Per California Ed Code 49423 and CVUSD BP/AR 5141.21

All medications, including medications available without a prescription, need to have both physician and parent's written permission in order to be dispensed or taken at school. The medication form is available online at www.cv.k12.ca.us. You can enter "medication" into the search box or these forms are also available from your child's school site.

The completed form(s) which need to be turned in to the school office at the beginning of every school year, need to clearly state: the name of the student, name of the medication, method of administration (by mouth, eye drops, etc.), administration time, and the amount to be dispensed. The medication must be brought to your child's school office in a labeled prescription or over the counter container (not a zip lock bag).

If your child's medication is not needed during the school day but you would like a 3-day disaster supply in case of emergency, please follow the above protocol and attach the "3 Day Disaster Supply of Routine Medications" form.

If your child needs to carry an inhaler for asthma, be sure to have your physician complete the Asthma Action Plan (available at www.cv.k12.ca.us). If your child needs to carry an epi-pen for severe allergy, be sure to have your physician complete the Severe Allergy and Anaphylaxis Emergency Care Plan (also available at www.cv.k12.ca.us).

Communicable Diseases

If your child is absent from school due to one of the following diseases, please notify the office at once: Chicken pox, mumps, measles, impetigo, pink eye, or ringworm. Your physician can tell you how long your child must be out of school and what medication is needed. The office has a form that needs to be completed by your physician before your child can return to school. The form includes what medication is needed.

Blood Borne Pathogens, Exposure Control Plan

The schools, in meeting State and Federal standards as well as district board policy for dealing with blood borne pathogens and potentially infectious materials, will dismiss to the office any student with blood or body fluids containing blood on clothing. Parents/guardians will be notified and a change of clothing will be needed in order for your child to stay in school. If your child has nosebleeds somewhat regularly, perhaps putting a clean T-shirt in your child's backpack would be a good idea.

Head Lice

Each year, a number of students are found to have head lice. When this is discovered at school, the parent is called and requested to take the child home and treat him/her with a medicated shampoo designed to kill the lice. The child may not return to school until s/he has been treated. Our practice is to examine the classmates and siblings of a child after head lice has been discovered.

Should this occur to your child, please do not be unduly alarmed. Head lice occur with some regularity among school children. Having lice does not mean that children are dirty or uncared for. Head lice spread easily, especially to children who use each other's combs, or wear each other's hats or clothes. Parents tend to react emotionally to head lice and feel ashamed. We urge you to think of it as you would a communicable disease.

Please contact the Vannoy Office if your child has a case of head lice. It is our policy to notify the class so that those parents can check their children.

CODE OF CONDUCT

Guidelines and Rules for Positive Interaction

During the summer of 1992, representative parents and staff members developed a mission statement for our school district:

The mission of the Castro Valley Unified School District (CVUSD), a public pre-school through adult organization, is to provide all students programs of excellence that instill a passion for lifelong learning while preparing them for the challenges of tomorrow.

Our school's Code of Conduct reflects this mission. Our staff is committed to providing an environment conducive to maximum learning and guiding students in the following areas:

- developing self-discipline;
- reaching their intellectual potential;
- becoming responsible members of the Vannoy community;
- developing self-respect and respect for others; and
- working cooperatively.

Students who follow our guidelines for positive interaction receive recognition for a job well done. It is our belief that children deserve positive reinforcement when they are able to achieve their expectations. At the same time, we are aware that children may need reminders along the way. At Vannoy, we use a system which both reminds students and keeps parents informed. Barring severe infractions, the staff would like parents to react to problems as an opportunity for growth and a challenge for the students to become more responsible citizens.

(See Conduct – BP 5131)

Student Behavior and Discipline Policy

Vannoy's discipline policy is based on PBIS (Positive Behavior Interventions and Support – <https://www.pbis.org/>). It emphasizes positive reinforcement as a way to reduce negative behavior. We use Cougar Paws to recognize positive student behavior. An effective discipline program is based upon student education to encourage desired student behavior.

Vannoy currently implements an anti-bullying program called Second Step. This focuses on developing student behavior based on character traits such as respect, responsibility, compassion, do your best, etc... and increasing students' ability to communicate with each other for conflict resolution. Teachers and students participate in monthly training and workshops.

There will be times however, that student behavior is inappropriate for school and that we need to implement consequences to reinforce support for following school rules. Consequences are based on progressive discipline – meaning that we use escalating consequences based on the severity of student behavior. We appreciate parent support with our discipline actions to help maintain a safe school environment.

RECOGNITION AND POSITIVE REINFORCEMENT

PBIS = Positive Behavioral Interventions and Supports 2018

The Vannoy staff is generous in offering informal recognition and positive reinforcement to students. Young children will frequently come home with stickers, stamps and notes in recognition of their accomplishments. More formal recognition is offered:

Vannoy will be in the third year of PBIS implementation. PBIS stands for **Positive Behavioral Interventions and Supports**. Under this program, staff will utilize an intensive incentive system to reward students for their positive behaviors – effectively encouraging smart choices on campus.

Cougar Paws

Cougar Paws are the main incentive rewards for students. This slip is given to students in recognition of following the rules during the day which are defined by the PBIS Matrix. A Cougar Paw is not given to a child at the child's request;

the behavior must be observed by an adult! Students will be able to turn these Cougar Paws for backpack tags to show off their smart choices and positive behavior!

EXPECTATIONS FOR STUDENT BEHAVIOR

General Behavior

At Vannoy School, we have three guiding principles:

1. Do your best;
2. Do the right thing; and
3. Treat others the way you want to be treated.

Student Behavior is further defined by the PBIS Matrix (see below) which defines expected behaviors for all areas on campus.

Classroom Behavior

****Each student will have the opportunity to learn.****

****Each teacher will have the opportunity to teach.****

Students who interfere with these rights will be subject to the consequences outlined by each teacher and by this code. Class rules and expectations will be provided to students and parents in writing and discussed with them. A teacher may suspend a student from class for up to two days. The student may not return to class prior to a parent conference.

(See Positive School Climate – BP 5137)

Student *Minors* - “Fix-Its”

If a child breaks an important rule, depending upon the seriousness, he/she will be given a “Fix-It” slip. Most of the time, these will be considered *minor infractions* per our PBIS Matrix. Teachers and staff will assign appropriate consequences.

Student Majors

For serious offenses, students will receive a white slip. Parents will be notified about white slips by telephone. Students receiving a white slip will be assigned an appropriate consequence. All infractions listed on the white slip are grounds for suspension under Education Code 48900. Parental assistance in correcting the child's behavior is strongly requested.

The Vannoy staff is confident that with the parental support and consistency here at school, each of our students can develop self-discipline and become a respectful, responsible, and caring member of our community.

Weekly After-School Detention

A student may be assigned after-school detention as a consequence for inappropriate behavior or missing assignments per the teacher. Detentions will occur for 30 minutes to one hour on Friday afternoons beginning at 1:45 p.m. and ending at 2:45 p.m. Detentions will take place in the classroom of the assigned detention teacher. Parents will be notified that their child has detention and should make arrangements for transportation home. If students do not follow the rules during detention, they will be reassigned to detention the next week.

LEGAL REASONS FOR SUSPENSION AND EXPULSION

Offenses that are cause for suspension or expulsion when they occur on school grounds or off school grounds during an activity related to school attendance (Ed. Code Section 48900) are as follows:

1. Stealing or damaging or attempting to steal or damage school or private property.
2. Causing, attempting, or threatening physical injury to another person.
3. Possession, sale or furnishing any firearm, knife, explosive, or dangerous object.

4. Possession, use, selling or furnishing a controlled substance such as drugs, alcohol, or other intoxicants.
5. Possession or use of tobacco.
6. Committing an obscene act or engaging in habitual profanity or vulgarity.
7. Disrupting school activities or willfully defying the valid authority of supervisors, teachers or administrators.

A.B. 805 has added to laws governing expulsion. It is not *mandatory* that school principals *recommend expulsion* for these specific offenses, though the authority to expel a student remains with the Board of Education:

1. Causing serious injury to another person except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use at school or at a school activity off school grounds.*
3. Unlawful sale of any controlled substance, defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion.

*This mandate includes pocket knives! These must be kept at home!!

SPECIFIC RULES AND REGULATIONS

Common sense, safety, and respect for others are the basis for our rules. Violations of these rules will result in possible disciplinary action.

Use of Bicycles, Skateboards, Skates & Motorized Vehicles

1. Bicycles must be walked on ramps and in hallways.
2. Bicycle riders **must** wear helmets.
3. Bicycles must be **locked** at the bicycle rack and left.
4. Skateboards and rollerblades are prohibited at Vannoy.
5. Skating or riding of wheeled vehicles is prohibited in the halls and ramps on school days and during any school-sponsored activity. Riding is permitted on blacktop areas when school is not in session.
6. Motorized vehicles are not allowed on school grounds.

HOMework GUIDELINES

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in the classroom. Homework is also a way to help your child to develop work and study habits which will assist him or her throughout life.

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Be aware that homework is assigned on a regular basis. Ask your child if he/she has homework that day. Check with the teacher for specific homework schedules. By asking your child about homework, you are helping him/her remember that there is an assignment to be completed.
- Be interested in your child's homework. Sharing your child's work with him/her reinforces the importance of homework and helps the child to understand that you are interested in his/her progress. Looking at homework also keeps you informed about your child's progress.
- Please keep in mind that homework is your child's work – not yours. You should not do the work for him/her. Rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the teacher's responsibility to make the homework assignment clearly understood by each student.
- Help your child set a regular homework time each day and be consistent with that commitment. Provide your child with a quiet, well-lit place to work and study where he/she is free from distractions.

(See Homework – BP 6154)

SPECIAL PROGRAMS

Instrumental and Vocal Music

Instrumental music is available for students in grade 5. Scheduled lessons are provided for both band and orchestra instruments. Vocal music is part of the academic program for all 5th grade students.

English Language Development

When registration cards are filled out by parents indicating a home language other than English, the child will be tested for English language proficiency. If the child is diagnosed as needing English language support, he/she will be placed in a classroom with a teacher who has training specifically to teach English Language (EL) learners. In addition, the student will also be given any additional academic support through site and district programs to aide in English language acquisition. Parents are encouraged to participate in the English Language Advisory Committee (ELAC). *See school support programs section.*

Physical Education

Physical Education specialists provide instruction for all 1st through 5th grade students two days a week. Emphasis is on motor coordination and skill building following the Physical Education State Standards. All fifth graders participate in the 5th Grade Fitness Test.

Speech and Language

The Speech therapist offers identified students, speech or language therapy in the speech room. In the fall, the Speech therapist screens all new students for speech and language problems. Students may also be recommended by parents and/or teachers. Before a student participates in speech therapy, parents are contacted for permission. The Speech therapist also administers hearing tests annually to selected grades.

Resource Specialist Program (RSP)

Students who have particular difficulty in their regular classroom activities learning may be referred to our school's Student Study Team (SST) for discussion

and recommendations. If necessary, students will be recommended for testing and assessments. If the student meets Federal entrance criteria, she/he can be placed in our Resource Specialist Program (RSP). Students in this program will receive specialized instruction on a regular scheduled basis in an alternate classroom for part of the day. The goal of the program is to provide instruction to bring students to their grade level. Students participating in this program will receive an Individualized Education Plan (IEP).

SCHOOL SUPPORT PROGRAMS

School Site Council

The School Site Council (SSC) is the main school advisory council consisting of parents, teachers, and other school staff. The SSC reviews school data, the Single Plan for Student Achievement, discuss student needs, identify and prioritize budget items, and then make recommendations for action. The SSC should work in close cooperation with the various other groups at Vannoy such as the English Language Advisory Committee (ELAC), the Gifted and Talented Education Advisory Committee (GATE), the Parent Club, and any other groups that benefits student achievement, to ensure a collaborative voice towards identifying goals and actions. Parent positions are elected by the school community at the beginning of each year through a ballot. Anyone is welcome to attend SSC meetings which are held on the third Thursdays of each month from 3:00-4:15 pm. Check with the office for current meeting times.

Vannoy Parent Club

The Vannoy School Parent Club serves as the main line of communication between the staff, parents, and students of Vannoy School. As stated in its bylaws, the main purposes are: to enrich and enhance the educational program and opportunities for Vannoy School students; to foster communication among students, parents, teachers, and staff of Vannoy School and the community; and to promote activities and raise funds for the benefit of Vannoy School, students, and staff. Specific projects include coordinating room mothers for each classroom as well as parent volunteers to serve as classroom, library, or computer room aides. Parent Club also allocates money from a variety of fundraising activities to

purchase instructional supplies such as computers and software, to promote assemblies and field trips, and to improve school grounds. Meetings will be held once a month of the first Tuesday of each month at 7:00 p.m.

English Language Advisory Committee (ELAC)

The English Language Advisory Committee is comprised of parents and school personnel that meet to discuss needs, programs, and resources for English Learners. Topics that are discussed range from learning resources designed for EL students, workshops and discussions to help parents at home, and brainstorm sessions to identify specific needs for English Learners and their families. All English Learner parents are welcome to attend as well as other parents interested in the committee. Meetings are held at least four or more times a year. Please check the school calendar for dates and times of the meetings.

GATE – Gifted and Talented Education (GATE)

The Gifted and Talented Education (GATE) program was for students that have been identified as gifted primarily in the Academic ability through our District assessment. Castro Valley uses the OLSAT assessment to identify students as gifted. As of 2016-2017, CVUSD does not have a GATE program.