

Villacorta Elementary School

Parent Handbook

2018 – 2019



Our School Mission:

Work collaboratively to ensure high levels of learning for all.

17840 Villacorta St.
La Puente, California 91744
(626) 964-2385

Dr. George Herrera, Principal



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Villacorta Elementary School 2018 – 2019

Dear Parents and Guardians,

Welcome to Villacorta Elementary School. Our staff is excited and eager to work with you and your child. We are pleased to have you as members of our learning community and we pledge to do all we can to ensure that your child works toward his or her academic potential while feeling safe and cared for. We believe that by working together, parents and school staff can ensure that students achieve the academic and social skills they will need to become successful life long learners. We invite you to visit our school often and be an active participant in our school events.

We encourage all parents to join us in helping every child have *effective study habits, good attendance, and a positive attitude*. Students are more successful when families and the school work together to develop these qualities.

- **Study Habits:** Taking responsibility for learning, asking questions, participating actively in class, being organized, and working on class assignments diligently are all factors that will help students accelerate their learning and achieve their goals.
- **Attendance:** Attending school daily and on time helps develop the work habits and organizational skills needed for success at school and in the future.
- **Attitude/Behavior:** Having a positive attitude and appropriate behavior for learning and towards others leads to higher levels of school achievement.

This handbook is designed as a reference guide to assist you and your child with the policies, procedures and routines at Villacorta Elementary School. If you have any questions, please call or visit us.

Respectfully,

Dr. George Herrera, Principal

R.U.S.D. Mission: The mission of the Rowland Unified School District, the progressive international community united in learning, is to empower students so that each actualizes his or her unique potential and responsibly contributes to a global society, through a system distinguished by rigorous academics, innovative use of technology, creative exploration, and nurturing learning experiences.

R.U.S.D. Vision: The Rowland Unified School District promotes, expects, and accepts nothing short of excellence. We have a collective commitment to be the best school district in California.

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religion, age, marital status, sex, sexual orientation, physical or mental disability, medical condition and political belief or affiliation in admission or access to, or treatment or employment in, its programs and activities including adult and vocational education. Inquiries related to this statement should be forwarded as follows: Students - contact Title IX co chairs – Director of Pupil Services or Director of Special Projects, (626) 965-2541; Employees – contact Assistant Superintendent of Personnel, (626) 864-8336.

Villacorta School Attendance Policy

Attendance Principles

Encouraging and teaching children to have regular and punctual attendance is essential. Studies show that students with good attendance do better in school than students with poor attendance. When students are late or absent, they miss valuable instruction. Over time, tardies and absences can have a negative cumulative effect on student achievement. It is critical that parents help their children develop good habits for attendance. Please note that California law states that parents are responsible for the regular and punctual attendance of their school-age children.

Absences

California guidelines state that children should have approximately 1 absence per month. Therefore, the average student will have approximately 10 absences per year.

If a child must be absent, parents are required to provide a reason for the absence to the school.

It may be done in one of the following ways:

- Call the office at (626) 964-2385.
- Write a note and send to school with your child.
- Fill out an absence verification form available in the school office.
- When visiting a doctor, please ask for an absence note and turn it in to the school.

The following reasons are considered valid and excused absences:

- Student is ill and verified by a doctor or parent (fever, colds, flu, stomach flu, injuries).
- Death in the immediate family (mother, father, grandparents, sibling or any relative living in the immediate household). If travel outside California is required, the maximum excused absence is 3 days (verification may be required).
- A medical, dental or optometrist appointment for the student, verified by doctor's note.

Note: Students with excessive absences will be referred to the **ACT Program** or **SARB**, and will have to comply with more strict rules for verification of absences.

The following reasons for absences are unexcused:

- Missing the bus or a ride to school.
- Personal business of a parent/guardian.
- Taking care of an ill family member or babysitting.
- Trips not on Independent Study Contract.
- Lack of verification from parent by phone or note.
- Truancy.

Tardies

School begins at 8:00 AM daily. Our first bell rings at 7:57 AM. The tardy bell rings at 8:00 AM. If students are not in their line with their teacher or inside their classrooms when the second bell rings, they are considered tardy. Students arriving late must use the school's main entrance and report to the office for a tardy pass. **Late students will not be allowed into class without a tardy pass.** Habitually late students will be referred to SART and/or SARB.

Attendance Incentives

Teachers and grade level teams will implement periodic incentives for their students with good, but not perfect, attendance. The school will also provide periodic incentives, such as special assemblies, for good attendance. Students who have excessive absences or tardies will be excluded from these assemblies.

Perfect Attendance

Attendance at school is important and will be reinforced with incentives for Perfect Attendance. Students with perfect attendance will receive a certificate for each trimester as well as other periodic incentives; those students who have perfect attendance for the entire year will receive a trophy at the end of the year awards assembly. **Perfect Attendance is defined as enrollment at Villacorta for 180 days, no absences, no tardies, no early check outs, and no independent study. NO EXCEPTIONS.**

Attendance Letters

Parents of students with numerous absences and/or tardies will receive periodic letters from the learning director informing the parent of the school's concern about the student's attendance. The goal of the school is to improve attendance of these students so that learning will not be affected. If attendance patterns do not improve, parents will receive subsequent letters that announce referral to ACT or SARB.

ACT Program (Avoid Chronic Truancy)

ACT is an attendance intervention program that is operated by the Los Angeles County District Attorney. Its purpose is to identify students with excessive absences, inform parents about school attendance law, and to work with parents so that attendance is improved. Students with more than 10 unexcused absences in a trimester or 15 unexcused absences in one calendar year will be referred to ACT. Please note that the District Attorney regards all absence notes verified by parents as unexcused. Students in ACT will have to comply with more strict rules for verification of absences.

SARB (School Attendance Review Board)

SARB is a District process to address excessive absences and tardies. Students may be referred to SARB for the following: a) more than 10 days of excused absences or tardies; b) 3 unexcused absences; or c) 3 tardies in excess of 30 minutes. Parents will be sent a letter to notify them of an attendance concern. If the pattern continues or becomes worse, a referral to the School Attendance Review Board is made. Students in SARB will have to comply with more strict rules for absences and tardies.

Other School Guidelines & Policies

Assemblies

Periodic assemblies will be held for students. Students who have had numerous behavior referrals or have absences or tardies that exceed state guidelines will be excluded from participating in these assemblies.

Bicycles and skateboards

Students in grades 4 – 6 may have the privilege of riding their bikes and skateboards to school as a means of transportation only. Parents have the responsibility to make sure these items are in proper working condition and that children have the proper equipment to ride them safely. Parents should teach their children proper and safe riding habits. Reckless and/or unsafe riding practices may result in the denial of this privilege. Bicycles must be kept in the bike racks and locked properly. The school cannot be responsible for bicycles left unlocked or beyond the end of the school day. Skateboards cannot be locked up and are the responsibility of the child if brought to school. A helmet for your child's safety is mandated by state law when riding any of the above items.

The use of bicycles, skateboards, roller skates, roller shoes and roller blades on school grounds are prohibited at all times.

Birthdays

Student's birthdays may be acknowledged at school using the practices that teacher establishes. We do not have parties/celebrations for each child's birthday, nor do we have parents bring in cupcakes or treats for these occasions. If you would like to honor your child's birthday, you may donate a book to the

classroom and request for an administrator to visit the class and read the story to the students.

Bringing balloons or food items such as cupcakes, etc. to school for a child's birthday is not permitted. The purpose of this policy is to prevent disruptions to classroom instruction and to be aligned with District and State Nutrition policies. From time to time Teachers may plan activities for the class that require food or other items. At these times, teachers will request that parents bring such items to the school to assist with the activity.

Books and School Equipment

All students will be supplied with the District adopted textbooks necessary for their grade level. It is the student's responsibility to take good care of all books and any other school equipment they may use. Students will be requested to pay for lost or damaged books and any equipment that breaks because of misuse or vandalism. Any fees owed to the school will necessitate the withholding of the final report card (Board Policy P 5400 #1).

Breakfast Program

The breakfast is served for students from 7:30 – 7:45 a.m. daily. Please ensure that students arrive before breakfast ends. Students on free and reduced lunch will receive the same consideration for breakfast. Please check with the cafeteria manager for the current price of meals for those students who do not qualify for free and reduced meals. Note that parents may not enter the cafeteria during breakfast.

Bus Transportation

Bus transportation is provided for students living beyond the designated walking distance. Please note that a busing fee is charged. Students will need to have a bus pass to ride on the bus. Students are encouraged to use bus transportation to relieve the traffic congestion. If you have any questions or concerns regarding bussing, including fees, you may call the Transportation Department at (626) 965-5719 or the school office at (626) 964-2385 for assistance.

Good behavior is required on the bus for everyone's safety. Bus citations will be issued for unsafe or disrespectful behavior along with suspension of bus riding privileges. Parents are responsible for transportation to and from school for any child who has been suspended from riding the bus. Parents should give written permission if a student is not taking the bus on a particular day. Parents are encouraged to supervise their students at the bus stop near their home.

Campus Security

The gates on campus will be locked every morning at 8:05 for student and staff safety. Students arriving after 8am are late; they must use the school's main entrance and report to the office for a tardy pass. If you need to check out your child early or would like to visit, **you must check in at the front office.**

Check Out

If you need to check your child out of school before the regular dismissal time, you must check in at the front office. **The adult who is picking up the child must present valid California ID and be listed by the parent or guardian on the emergency release card.**

Students will not be released during the last 30 minutes of the school day, unless there is an emergency. This is disruptive to the afternoon routines in the classroom. The office will not call the students from their classrooms until the parent or guardian is physically present in the office. Please do not call the office to request that this be done. Note that any early checkout automatically disqualifies a child from perfect attendance.

Childcare

Childcare is available on campus before and after school through the Options Surround Care. For more information regarding this service please call (626) 284-9935.

Computer Devices

There are computer devices in all classrooms with appropriate software to reinforce and enhance learning at each grade level. Students in grades TK-6 also have access to the computer lab on a weekly basis. All students will follow appropriate behavior and handling guidelines for their safety and for the preservation of the computer equipment. Computer privileges may be revoked for repeated misuse or misconduct.

Crosswalk

Students need to practice safe behavior when walking to and from school. The county provides one crossing guard and crosswalks for students to use when crossing at Gemini and Backton. Parents need to encourage and model appropriate behavior by using these crosswalks for everyone's safety.

Enrollment Identification Form

There are times during the school year that a parent or other designated adult may need to be contacted for emergency purposes. **Please notify the office if there is any change in your address, phone number, work phone number, or emergency card information.** The school needs to be able to reach a guardian at all times.

Handicapped Accessibility

Modernization efforts have provided the campus with wheelchair accessibility. Ramps have been installed and drinking fountains adjusted to accommodate wheelchairs. Restrooms throughout the campus have also been redesigned to provide wheelchair accessibility. There is parking for handicapped persons in the front of the school who have appropriate identification displayed.

Health Office

Please check your child carefully for any signs of illness before he or she leaves for school. If for any reason he/she does not feel well, we advise that he/she be kept at home, especially since we cannot do anything for earaches, sore throats, etc. Generally, absences are shorter, children recover faster and fewer children are exposed when a child stays home at the beginning of symptoms.

The health office administers basic first aid to children with minor cuts, bumps and bruises. Temperatures are taken on students who complain about a stomachache, headache, earache or sore throat. If the child has a temperature or is vomiting, parents are called and the child must be picked up. When children receive a head or eye injury, parents are informed by phone and an information letter is sent home. This letter must be signed and returned to school. If the emergency numbers and workplace numbers are not current, please update your Enrollment Identification Form.

Independent Study Contract

If your child will be out of town for a minimum of 3 school days, you may apply for an Independent Study Contract. The office will need to be notified a minimum of 5 days in advance so that the contract can be approved, work can be arranged, and the contract can be signed by the parent and teacher. Independent Study Contracts of more than two weeks are not given due to the difficulty of providing students with sufficient and appropriate work that does require teacher instruction. If a child does not fully complete the school work assigned for independent study, the contract will be voided and the child will receive unexcused absences for the days missed.

Leaving School Grounds

A student may not leave campus during school hours without permission from the office. Please schedule medical appointments and personal business for after the school day. If for any reason a student must leave school early, the student must be signed out through the office by a parent, guardian or other designated adult on the enrollment identification form.

Library Book Checkout

Students in Grades K-6 are allowed to checkout books from the library on a weekly basis. Checkout is for a period of one week. If a child forgets to return a book, they may not checkout another book until the first one is returned. If books are accidentally damaged, please send them back to school for mending. Do not try to mend books at home. If a book is damaged beyond repair or lost, the parents are responsible for payment of the book. Habitual damage or loss of books will be cause to deny library privileges.

Lost & Found

Students should have their belongings labeled and will need to accept responsibility for their care. Lost and found articles are located next to the student entrance of the cafeteria.

Lunch & Snacks

Students in grades TK-6 need to be provided with a lunch period every day. Students that are not eligible for free or reduced priced meals have the option of purchasing a meal from the school cafeteria. Hot lunch menus will be sent home at the beginning of each month. Parents are encouraged to send a nutritious snack for the morning break.

- Free and reduced lunch applications may be obtained in the school office and should be filled out by the end of September.
- Prepaid Lunch: If your child buys school lunches on a regular basis, you might be interested in setting up a prepaid meal account. Please contact the cafeteria manager.
- If your child forgets lunch or money, parents may drop it off in the office. However, it is the child's responsibility to check in the office to see if their lunch or money is there. Classrooms will not be interrupted to inform students that a lunch is in the office. The office has no money to lend students.

Medication

Rules have been formulated to protect all children from ingesting improper amounts or kinds of medication. If your child requires medication during school hours, **including inhalers**, a doctor's statement must be completed and on file with the health office (forms are available in the school office). All medications must be in properly labeled prescription bottles and will be administered by school officials. **As a safety measure, no medication may be sent to school with a child (this includes cough drops, inhalers, and aspirin).**

Messages

If you need to speak to your child's teacher or need to leave a message, you may leave it on the teacher's voice mail. The **office will not interrupt the classroom** unless there is an emergency. A message for your child may be left in the office message board.

Office Hours

The school office is open for parent and student convenience from 7:30 a.m. — 4:00 PM. Parents may call during these hours to leave messages regarding absences, ask questions or get other information. In an emergency you may call to have your student wait in the office. However students who are habitually early or late will be referred to **ACT** and/or **School Attendance Review Board**.

ParentLink

The school uses an automated calling system to contact parents via telephone. We will use this system for attendance notification, school news and emergency situations. Please make sure you update the office with any change in home phone numbers.

Parking

Parking on the Villacorta campus is inadequate for the size of the current population. There are limited

spaces for employees. During heavy traffic times of arrival and dismissal we encourage parents to walk their children to school using proper safety procedures. The parking lot is reserved for staff, district personnel and persons with proper handicapped identification in/on their vehicles. **Parents should not park, drop off or pick up students in the marked bus zone or in any of the parking areas.**

School Hours

Students should not arrive earlier than 15 minutes prior to the start of their instructional day. Supervision on the school grounds begins at 7:40 AM.

Students must be picked up promptly at dismissal. A maximum of 15 minutes of supervision will be provided for students after school. Students who are consistently left unsupervised on school grounds will receive a “Notice of Safety Violation” from the school. Students who are left unattended at school on a regular basis will be referred to SARB. If a child is left at school beyond 30 minutes without a phone call by a parent or guardian, the office will begin calling emergency numbers for student pick up. If a child is here at 4:00 PM when the office closes and we have been unsuccessful in reaching an adult on the emergency card to pick up the child, the local law enforcement authorities will be contacted and your child will be left in their care.

Regular School Hours

Tuesday through Friday

Extended Day Kindergarten 7:55 AM – 1:18 PM

Grades 1 – 3 7:55 AM – 2:15 PM

Grades 4 – 6 7:55 AM – 2:25 PM

Monday is Early Dismissal

TK and/Kindergarten 7:55 AM – 12:50 PM

Grades 1 – 3 7:55 AM – 12:57 PM

Grades 4 – 6 7:55 AM – 1:07 PM

Supplies

Students will be assigned homework on a regular basis. Parents can show their support of homework by maintaining basic items at home. Grade levels may ask parents to supply specific supplies. Commonly needed items is below:

Erasers

Crayons, colored pencils or markers

Folder

Glue Stick

Kleenex

Pencils

3 ring binder (Gr 3 – 6) and lined paper

Students are encouraged to take responsibility for their own supplies and are encouraged to have these supplies available to bring to school.

Telephone Use/Cell Phones

Students are not allowed to use the phone for nonessential reasons (permission to go to a friend’s house after school). If a student brings a cell phone to school, it must be turned off while on school grounds and kept in a backpack; it should only be used for emergency purposes before school. Phones may be used after school to communicate with parents. The school is NOT responsible for cell phones brought to school by students.

Visitors & Volunteers

All school visitors must report to the office before coming on campus. We are very proud of our school and encourage people to visit. However, for student protection, all visitors and volunteers need to be registered through the office. In order to ensure student safety, there is a new district process for vetting school volunteers.

Minors may volunteer on some occasions, with prior approval from an administrator as well as parent permission. Requests must be made at least one day prior to the requested day.



Safe Arrival and Dismissal & Traffic Guidelines for Parents

Arrival: Students may arrive at school between 7:40 AM – 7:50 AM and wait on the playground where there is adult supervision. Students should not arrive before this time, unless eating breakfast in the cafeteria.

Dismissal: After school, supervision is provided for 15 minutes after dismissal time at the appropriate gates. Parents are asked to wait by the main exit gates. Please do not block the gate passageways or wait by classrooms. This is unsafe and distracting to both students and staff.

Safety Reminders

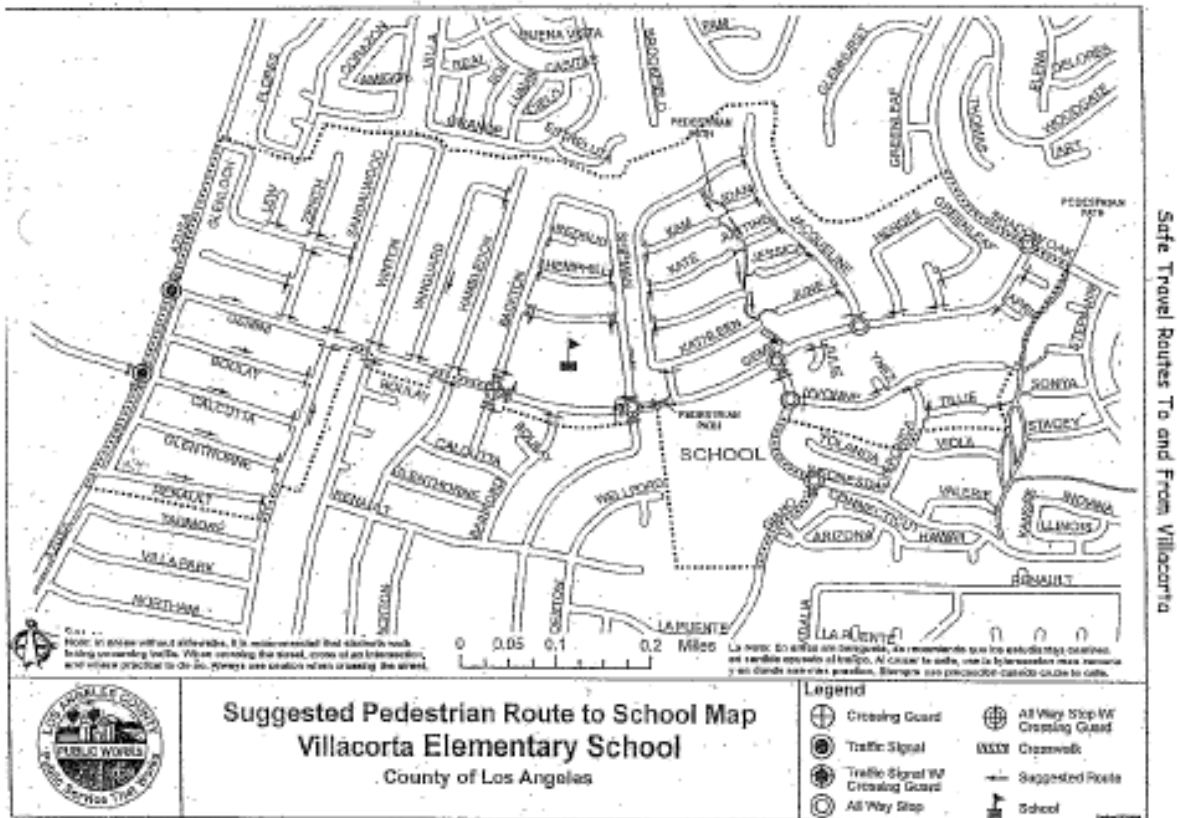
- The parking lot is **CLOSED to parents dropping off and picking up students**. Please do not park in the staff parking lots or pass through to drop off/pick up students.
- There are designated handicapped spaces for individuals who have proper identification on/in their vehicles.
- Parents that drive their students to school should park cars on the street and walk students into school. Please do not double park or drop off in front of the busses. This is extremely dangerous and we do not want students hurt.
- Be courteous and respectful to the personnel on duty in the parking lots. They have the student's safety in mind. Please be respectful and courteous as they perform their jobs.
- Parents please do not encourage or attempt to cross students in the middle of the street when there is traffic. This is an unsafe and dangerous practice. Use the crosswalk and corners.
- Please review the '[Safe Travel Routes To and From Villacorta](#)' with your child. All students who walk are encouraged to follow the route for safe travel to and from school.
- Bus drop off area is marked with signs and on the curb. A new California law prohibits cars from driving in the vicinity where busses are picking up and dropping off students.

Notice of Safety Violation

If a parent or other adult familiar with Villacorta guidelines, practices unsafe traffic procedures, or blatantly ignores the guidelines, a 'Notice of Safety Violation' will be issued. Repeated violations will result in a referral to the police or other appropriate agencies.



Safe Travel Routes To and From Villacorta





EMERGENCY PROCEDURES & DISASTER PREPAREDNESS

In the event of a major emergency (earthquake or disaster),

**CHILDREN WILL NOT BE DISMISSED AND CHILDREN WILL
REMAIN UNDER SUPERVISION OF SCHOOL AUTHORITIES.**

If the phone system is working, a message to all parents will be issued.

1. Earthquake Preparedness

The Rowland Unified School District met Field Act specifications. The school is among the safest buildings in the community. We have supplies and planned assignments for staff members to provide for the well-being of students in the event of a disaster. Villacorta PTA has and will continue to assist in supplying the school with resources to prepare for meeting needs of students in case of a major disaster. There is food, water, first aid supplies and necessary equipment available to help us cope with an emergency situation. We are also asking parents to pack Student Earthquake Preparedness Kit to make their students more comfortable and secure in an emergency situation.

2. Emergency Release Form

Keep the information on your child's emergency card and Emergency Release Form current. We urge you to have a home plan and speak to your child(ren) about what to do in case of an emergency. We will all be safer if we plan ahead.

3. Evacuation

In case of an emergency and the local authorities inform us we need to evacuate the campus; Villacorta staff and students will go to Giano Intermediate School. From this location, we will go into emergency operations.

4. Shelter in Place and Lock Down Procedures

In the event that there is an event or incident that threatens the safety of the school, we will use Shelter in Place or Lock Down procedures to ensure student safety.

5. Picking up Your child

A. No child will be released to anyone other than his/her parent or persons listed on the current emergency card, emergency release form, or under the following conditions:

- Parent/guardian has given written permission to release the child to another person.
- If the person requesting your child is NOT on the emergency card, your child will be asked the following questions:
 - a. Do you and your parents know and trust this person?
 - b. Do you feel comfortable going with them?
 - c. Do you think your parents would want you to go with them?
- If circumstances warrant it would be safest to move your child to an alternate location, we will use our best judgment in making this decision.

B. The signature, destination, phone number and address of any person signing a child out will be required before the child is released. Proof of identity must be furnished if requested by school personnel. Your cooperation will be necessary in signing your child out after a disaster.

The school must account for each and every student.

REMEMBER – Personnel could be needlessly injured searching for your child if his/her whereabouts are unknown.

C. If any of the above are judged to be in doubt, the child will remain in the care of the school.

D. Please minimize the possibility of traffic jams and facilitate the smooth release of children by walking to school if possible.

Student Earthquake Preparedness Kit

You can make your own kit by getting a gallon size zip lock bag. Label it with your child’s name, teacher & room number. The following items are mandatory:

Emergency solar blanket, wet wipes, bandages, small pack of tissues, and a small picture of your family.

The following is a suggested list of **non-perishable foods** (include about 5 – 6 items):

- | | |
|--|---|
| Boxed juices | Pop tarts |
| Trail mix | Fruit snacks |
| Granola bars | Cheese or peanut butter cracker package |
| Nuts | Fruit or pudding cups |
| Beef jerky | Cereal boxes (individual serving sizes) |
| Small pop top cans of spaghetti, stew, sausages AND a plastic fork/spoon | |

PLEASE DO NOT INCLUDE: Fresh fruit, soft items such as cupcakes, glass containers, or dehydrated food that requires water.

Please also send a plastic liter or quart size container of **water**. These should be store bought with the latest possible expiration date.

We suggest you send this to school with your child within the first month of school. The bags will be returned to your child at the end of the school year if not used.

**VILLACORTA ELEMENTARY
STUDENT DISCIPLINE PLAN**

Discipline Philosophy

The discipline plan at Villacorta Elementary School is based on the Be Viking values of *Develop Character, Persevere in Learning, and Crusade for Yourself and Others*. The goals of our Discipline Plan are:

- To assist students in learning the values of caring, respect, responsibility, trust and the importance of family in their lives.
- To assure a learning environment in which students can learn and teachers can teach.
- To insure the physical and psychological well being of all students.

Discipline is a priority at Villacorta School as it greatly affects how students learn. When children have confidence, courage and life skills, they have a foundation upon which to learn academics and be successful. Villacorta aims to teach students self-discipline, good judgment, social interest, the ability to make good choices, and a sense of responsibility for themselves and others.

Our discipline philosophy is based on mutual respect between students and adults alike. We work to create an environment that gives students the message that they are important, capable members of the school community where everyone has rights and responsibilities that go along with these rights.

Discipline practices provide a physically and emotionally safe learning environment which promote:

- Opportunities for students to take responsibility for their behavior and learning; making choices and decisions; and being responsible for these choices and decisions.
- Opportunities for student cooperation and collaboration with others.
- Opportunities for students to learn new ideas, take risks. and learn from their mistakes.

It is important that students, parents and staff work together to maintain a positive safe learning environment. All stakeholders need to understand the expectations for our community. The school is responsible for modeling of appropriate behavior and establishment of limits. It is the student's responsibility to demonstrate safe and appropriate behavior for him/her and others at all times, including conduct to and from school. Parents support this work by communicating expectations to their children and working collaboratively with school staff.

The following behaviors are not permitted at any time and may lead to immediate suspension or expulsion per the Education Code of California (Section 48900). A more detailed explanation of guidelines for suspension or expulsion can be found in R.U.S.D.'s Elementary School Handbook which all parents and students should read. These include incidents such as:

- a) Causing, attempting to cause, or threatening to cause physical injury to another person.
- b) Possession of a weapon or dangerous object (firearm, knife, explosive, laser or shock devices).
- c) Possession of; use of; sales or furnishing of a controlled substance.
- d) Offered, arranged or negotiated to sell any controlled substance.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school or private property.
- g) Committing robbery or extortion, stealing or attempting to steal school or private property.
- h) Possession or use of tobacco product.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessing, offering or arranging to sell any drug paraphernalia.
- k) Disruption of school activities; defiance of authority.
- l) Knowingly received stolen school or private property.
- m) Possession of an imitation or replica firearm (not a toy).
- n) Committed or attempted sexual assault.
- o) Harassment, threats or intimidation (including sexual)

Intentionally engaging in harassment, threats, or intimidation directed against a student or group of students that is sufficiently severe or pervasive to have the actual effect of disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

1. Attempts to control peers through physical, mental, verbal, or sexual harassment.
2. Verbal threats or comments that imply a wrongful use of force on another.

3. Facial expressions considered or interpreted by others that imply a wrongful use of force on another.
 4. Purposeful movement of the body that implies harm to another, i.e., an invasion of one's body space.
 5. Harassment is repeated comments of a derogatory nature that infringes on another student's rights to feel safe and accepted, i.e., teasing, ridiculing, belittling.
 6. Extortion is threatening to obtain property from another, with consent induced by a wrongful use of force or fear.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

R.U.S.D. has adopted district policy that prohibits the use of tobacco on the school campus by both students and adults.

Establishing Classroom Standards/Norms

Each classroom will have standards which guarantee that:

1. The teacher has the uninterrupted opportunity to teach.
2. Each student has the opportunity to learn.
3. Both students and teacher demonstrate mutual respect at all times.

Standards will be posted in classrooms and parents will be made aware of these expectations for behavior. Class meetings to problem solve issues and communication with parents will be ongoing.

Establishing School Standards/Norms

1. Class and school rules are to be introduced to students and discussed in class at the beginning of each school year. These are reviewed with the class throughout the year.
2. School rules are reinforced in classrooms and at general assemblies throughout the year.
4. Parent support of the Code of Conduct by reviewing it with their children and returning the parent sign off sheet to the school.

Students are encouraged in many ways:

1. Students and teachers discuss and make classroom rules together.
2. Teachers assist students to look at mistakes as opportunities to learn, empowering them to take responsibility for mistakes and finding solutions instead of looking for blame.
3. Teachers encourage students to develop self-control and that they are responsible for their own actions.
4. Classroom meetings are held where teachers and students discuss problems, find solutions and plan events. Students learn social skills such as; listening, taking turns, learning different points of view, negotiation, communicating, helping one another and taking responsibility for their own behavior.
5. Positive Behavioral Supports and Reinforcements are provided to teach and acknowledge appropriate.

Office Referrals

All teachers have a classroom management plan for their classroom. When a teacher has used appropriate strategies and an unacceptable behavior continues, the child will be issued a classroom referral. If a serious infraction* occurs, the child will be sent to the office immediately for a possible Office Discipline Referral which will go in the students permanent record. The principal will take one or more of the following actions upon consideration of the child's behavior and previous incidents:

First Visit:

- 1) Conference and discussion with the administrator
- 2) Reflection or cool down time in the office

Second Visit:

- 1) The above actions with a phone call or note sent to parents.

Third Visit:

- 1) The above actions with a parent conference and formation of an action plan for the behavior concern.

Fourth Visit:

- 1) Action plan goes into effect with notification to parents.

*Serious infractions refer to suspendable offenses. These incidents will be investigated and when appropriate, students will be suspended and parents notified.

With student, parent and teacher cooperation, we can provide our children a safe, secure, and positive learning environment.

Villacorta Elementary School Rules

1. Students treat others with respect at all times and shall be treated with respect.
2. Once students have arrived at school, he/she may not leave the school grounds without permission of the teacher or administration.
3. Students practice safe behavior. The following are examples of unsafe behaviors and are not allowed on campus:
 - ⇒ Climbing fences, backstops, trees, or other equipment not specifically made for climbing.
 - ⇒ Rough play or “play fighting”, pushing, shoving, kicking or tag/chase.
 - ⇒ Intimidation, bullying, extortion, harassment, playing pranks on others, riding bikes, skateboards or scooters on campus.
4. Students may not bring dangerous objects to school. Examples of items include: lighters, matches, smoking paraphernalia, laser pens, fire crackers, caps, weapons of any kind
5. Students are to be accompanied by a buddy when going to and from the office, restroom or other destinations.
6. The following items are not allowed on campus unless a special event is planned by a teacher or administrator:
 - ⇒ Chewing gum or candy is not allowed in the classroom or on the school grounds.
 - ⇒ Radios, CD players, animals, games, toys, electronic devices, play equipment or other personal items.
7. The following behaviors do not promote good citizenship and are not allowed on campus:
 - ⇒ Gambling, betting, and trading or selling items to others.
8. Students (not eating breakfast) should not arrive at school or be on the playground before 7:30 a.m. Students must wait along the walkways near the office until a duty teacher begins morning supervision on the playground. At this time, students are to walk to the line up areas and wait for their teacher. There should not be any playing, running or chasing before school.
9. At dismissal, students should go directly home unless involved in a supervised activity; no loitering is allowed on school grounds. Students are not allowed on the playground or equipment after school.
10. Fighting, defacing property, habitual cursing, disrespect to staff, willful disobedience of the school authorities, stealing, possession of weapons or other dangerous objects, possession of

drugs, narcotics or intoxicants, and sexual harassment are forbidden by law (E.C. 48900) and are cause for suspension and/or expulsion.

Villacorta Elementary Cafeteria Procedures

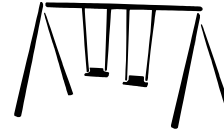
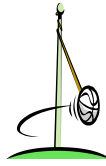
1. Students in all grades should be provided with a lunch from home or the means to purchase a school lunch unless the child has qualified for the free lunch program. We encourage parents to send a well-balanced and nutritional lunch for their children.
2. Students walk and wait in lunch lines in a quiet, orderly manner. Keep your hands feet and objects to yourself.
3. Students sit at assigned tables using polite table manners and a quiet voice when speaking.
4. Throwing of food or other items is not allowed.
5. Students assist with the cleanliness of the cafeteria by picking up their own trash from the table and lunch area, and appropriately dispose of trays and trash.
6. Students raise hands to be dismissed and are to exit the cafeteria in an orderly fashion using the assigned exit.
7. Students will not be forced to eat, but are encouraged to try the food instead of wasting it.
8. Students misbehaving in the cafeteria will be asked to help clean the cafeteria in lieu of a referral.



Villacorta Elementary Playground and Recess Rules

If a problem or dispute occurs, ask for help from the duty teacher or notify a classroom teacher.

1. I will do act in ways that keep me and others safe.
 - Walk on asphalt and concrete at all times.
 - Use appropriate language.
 - Keep hands and feet to self.
 - Only play school games using school rules.
 - No throwing of objects, i.e., rocks, sand or sticks.
2. I will use the restroom and drink water during recess.
3. I will use rest rooms properly, help keep them clean for others, and assist with safeguarding school property.
4. I will play in the designated playground areas only.
5. I will eat only in the designated eating areas and help keeps the area clean.
6. I will use play equipment properly and safely.
6. I will wait patiently in line for games or equipment; no pushing, shoving or cutting in line.
7. When the warning bell rings I will stop playing and freeze.
9. When the yard duty teacher blows the whistle I will walk to the line up area.



MANDATORY STANDARDIZED DRESS CODE

Just as adults are expected to wear appropriate clothing to work, students are expected to wear appropriate clothing to school. In fact, research on learning has shown that students who dress appropriately learn more, behave better and feel better about themselves. The dress code below applies to all students regardless of uniform or waiver.

Guiding Principles: Students are to wear clothing that is appropriate for school, reflects a serious attitude toward learning, and reflects pride in their school.

- ◆ Students are to wear clothing that fits properly.
- ◆ Shirts and blouses must not “fall” off the shoulder.
- ◆ Pants and shorts must be hemmed to length.
- ◆ Oversized or baggy clothing of any type will not be permitted.
- ◆ Shirts and blouses should be no longer than the child’s wrist.

TOPS

- ☺ Collared polo shirts, blouses or turtle neck shirts in solid colors.
- ☺ Villacorta School logo T-shirts or other school sanctioned shirt.
- ☺ Tops should be tucked in or hang no longer than a student’s wrist.

BOTTOMS

- ☺ Straight leg pants in solid colors.
- ☺ Walking shorts in solid colors.
- ☺ Shorts, skirts, and skorts in solid colors or blue plaid.
- ☺ Pleated or non-pleated jumpers/skirts in solid colors or blue plaid.

OUTERWEAR

- ☺ Sweaters, cardigans, vests in solid colors.
- ☺ Sweatshirts in solid colors.
- ☺ Jackets that are the appropriate size; no inappropriate messages or athletic logos known to identify gang affiliation, such as the Kings or Raiders.
- ☺ Sweatshirt or jacket hoods may not be worn over the head during class time.

Permitted items:

- ☺ Villacorta T-shirts, polo shirts or sweatshirts.
- ☺ Students involved in scouting may wear their uniforms to school. Designated days for special clothing will be indicated on the monthly calendar. These may include, (but not limited to) school sponsored T-shirts, such as SANE drug prevention, R.U.S.D. Band or Outdoor Science Camp.
- ☺ Caps/hats with brims for the purpose of protection from the sun may be worn. Caps/hats must be a solid color or have the school logo/design. Commercial logos, gang affiliated designs or colors

are not allowed. Caps/hats should fit properly and be worn correctly. They may be worn outdoors to protect the wearer from the sun, but must be taken off indoors and stored in the appropriately designated areas.

PROHIBITED DRESS: Specific clothing or styles not permitted at Villacorta School.

Clothing that emulates **gang/tagger** attire including (but not limited to) the following:

- ⊗ Hats, caps or bandannas worn inappropriately.
- ⊗ Oversized clothing of any type; pants worn in a sagging style.
- ⊗ Dressing all in one color, i.e., all in black.
- ⊗ Flannel or Pendleton-type shirts or jacket shirts.
- ⊗ T-shirts, sweatshirts, or other apparel with a message, logo or picture.
- ⊗ Defaced military or fatigue-style clothing.
- ⊗ Steel tipped boots or shoes.
- ⊗ Sports logo jackets, jerseys and flannel jackets are not permitted.

Gang Style writing, symbols or signs will not be tolerated on books, paper, or students.

Any clothing that allows **excessive exposure** including (but not limited to) the following:

- ⊗ Tank tops or muscle shirts for boys or girls.
- ⊗ Bare backs or midriffs.
- ⊗ Clothing which is too tight.
- ⊗ Shorts or other clothes which expose under garments or buttocks.
- ⊗ See through clothing or mesh jerseys.

Other items or styles which distract from or disrupt **the educational environment** and are **unsafe** for school including (but not limited to) the following:

- ⊗ Pierced earrings which dangle and are longer than one inch.
- ⊗ Make-up, nails longer than 1/4 inch, artificial or acrylic nails, and fingernail polish.
- ⊗ Open-toed, backless sandals or shoes, thongs, or high heel shoes.
- ⊗ Long belts, lanyards or chains hanging from belt loops.
- ⊗ Dark glasses, body or tongue piercing or tattoos.
- ⊗ Unnatural hair color styles.

All staff will enforce this dress code in a reasonable and consistent manner. Students wearing prohibited items will be offered proper 'temporary' clothing when available, asked to turn shirts inside out, or they will call home and request a proper change of clothing. Warnings will be issued, and in extreme cases, students will be suspended for dress code violations. **A clothes closet of appropriate uniforms to offer families assistance is available. Please ask in the office if you need assistance in this area.**



Student Guidelines for Success

The staff and administration of Villacorta Elementary believe that all students can learn and have a positive experience when they practice good study habits and have a positive attitude towards the

learning process. The following guidelines will benefit all of us in knowing the expectations that we have for students, parents and teachers:

Class Work

Teachers make sure that students are clear in their expectations for format, neatness and standards for acceptable work. Some children may need to have modifications in amount of work due to ability; however, expectations should continue to remain the same.

1. Unfinished class assignments are generally to be completed in class within a specific time frame. Unfinished class assignments that are sent home to be completed are not considered homework and are the student's responsibility. Students should spend the allocated time in class to complete these assignments.
2. Absent & Makeup Work – If a child is absent from school, parents may call or send a note to request homework and/or class work. Parents that call or notify the school by recess should be able to pick up work in the office by dismissal of that day. If phone calls or notes are made too late in the day, they can pick up work the next day.
3. Late or Missing Work – It is the teacher's policy regarding late or missing work that assignments are made up within a normal and reasonable time period.
 - a) If a student does not finish work on time it may be assigned for homework. If this has been unsuccessful, teachers may assign it during recess.
 - b) Late or missing work has a negative impact on learning and grades.

Homework Guidelines

A regular part of the curriculum at Villacorta Elementary is the study and organizational skills taught by staff. The findings of current research point to the value of regular homework as an extension and application of these important skills.

The purpose of homework is to improve the learning process by: providing practice and application of good study habits, reinforcing basic skills and concepts, and promoting individual student responsibility. It also encourages parental involvement and is a means of communicating the content of the curriculum to parents. Homework will be given on a regular basis Monday through Thursday. It should be counted either towards work habits/effort in the primary grades and towards the subject grade in the upper grades.

Recommended Time Allocation for Homework

Kindergarten = 10 – 20 min.

Gr 1 = 10 – 30 min.

Gr 2 = 20 – 30 min.

Gr 3 = 30 – 40 min.

Gr 4 = 30 – 40 min.

Gr 5 = 50 – 60 min.

Gr 6 = 60 – 70 min.

These are recommended approximate times based on the average time most students need in order to complete assignments. These times may vary depending on the level of difficulty of the work or the acquired skills of the students.

Teacher Responsibilities

1. Make sure assignments are clearly posted in class and/or in agendas.
2. Make sure skills and concepts required to do assignment have been taught and understood by the student.
3. Plan specific assignments which provide practice, reinforcement, and application of skills and

concepts.

4. Provide a variety of meaningful assignments which stimulate and motivate learning at appropriate instructional levels.
5. Plan and assign homework adapted to the learning needs of the students.
6. Reinforce expectations for assignments to be completed on time, well organized and completed to the best of each student's ability.
7. Reinforce time management for extended assignments in the classroom.
8. Grade homework and include it in the total grade for each subject assigned.
9. Give timely feedback to students and provide follow-up teaching when needed.
10. Check progress on long-term assignments.
11. Communicate with parents regularly, if concerns arise regarding homework assignments.

Student Responsibilities

1. Listen to directions regarding homework and ask for clarification from the teacher if the directions are not clearly understood.
2. Copy and/or take home the specific assignment in the agenda, so there is no confusion as to what work is required and when it is due.
3. Take home the assignment and materials necessary to complete them.
4. Share assignments as well as completed work with parents.
5. Complete assignments on time, and to the best of student's ability, organize assignments well.
6. Return homework to school at the assigned time.
7. Complete homework in a quiet and familiar place which is free from distraction.
8. Communicate with teacher regularly, if concerns arise regarding homework assignments.

Parent Responsibilities

1. Show an active interest in homework assignments.
2. Provide a well-lighted, quiet study area where your child can work without distraction.
3. Establish a set time when your child is to do homework.
4. Review assignments to make sure they are completed, organized and well done.
5. Encourage your child to copy and take home the specific assignment in the agenda so there is no confusion as to what work is required and when it is due.
6. Encourage individual reading when assigned homework is completed to the best of your child's ability.
7. Help your child to plan ahead, stay organized and complete assignments.
8. Communicate with your child's teacher regularly.

Guidelines for Reporting Academic Progress

Conferences

Conferences to discuss your child's individual progress are regularly scheduled in the Fall and Spring of the year. Teachers will also make home phone calls or communicate in writing to keep you informed of progress.

If you have a concern with your child's progress, we invite you to call the school and leave a message on voice mail to arrange for a conference.

Progress Reports/Deficiency Notices

Parents will receive progress reports six weeks into the trimester. These notices are sent to inform parents if a student's work is below the expectations. It also provides sufficient time to improve grades.

Report Cards

Report cards are issued at the end of each trimester. Student progress is continually evaluated so that instruction is appropriate.



Villacorta Elementary School Parent Teacher Association

What do the letters “TA” stands for? Think about them standing alone and you will agree that something is missing. However, with the addition of the missing “P” for “Parent” we create a very important organization, “PTA” . . . “**Parent Teacher Association**”.

Unfortunately, too often the active “P” is missing from the PTA at Villacorta Elementary School. We need you, our parents, to volunteer even a small amount of time to serve as a member of a PTA Committee, chair a PTA event or serve as an elected PTA Board officer. This might be as little as an hour a week and, yet, will make a world of difference to the success of Villacorta Elementary School. Without the “P” something is absent. This is true at our school. **Without your involvement and support as parents, PTA is an incomplete organization.**

Without PTA, here’s what your child would lose:

- ☆ Field trips
- ☆ Volunteer helpers in the classroom
- ☆ Special assemblies
- ☆ Computer printers
- ☆ Playground equipment
- ☆ School beautification
- ☆ Parent education
- ☆ Pizza Parties
- ☆ Incentives for students
- ☆ Yearbooks
- ☆ Book Fairs

If a PTA doesn’t have enough parents, the unit may not be allowed to conduct business, make decisions or raise and spend funds to benefit students and staff. In addition to parents, grandparents, and other relatives, older siblings, teachers, aides, and friends of the school can all join and participate in PTA. **Without you, our PTA could be in jeopardy!**

On behalf of Villacorta Elementary School, please take that important step and lend your talent and support to our PTA. Please call the school office (626) 964-2385 and indicate your commitment to

helping our school's PTA. Please call today.