

**ELEMENTARY SCHOOL
2017-2018**

**THE LION'S PRIDE STUDENT/PARENT
HANDBOOK**



GO LIONS!

The power of PAWS...

**A California Distinguished School
Educating Children since 1975**

Student Expectations and Responsibilities

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Office Hours: 7:15 A.M. – 4:15 P.M.
lindavistaelementary.org

Dear Parents, Guardians and Students,

Welcome to Linda Vista Elementary School for the 2017-2018 school year! We hope that your experiences at school this year will be beneficial and enjoyable for you.

This handbook is designed to answer the many questions we receive in the office regarding school rules and procedures. We hope you will find this information helpful.

Please read the booklet and discuss it with your child.

Should you have any questions, please feel free to contact Linda Vista at 714-986-7200 or visit Linda Vista's website: lindavistaelementary.org

The Staff at Linda Vista believe the following.....

- We believe in consistency in curriculum and expectations.
- We believe that all children can learn best in a safe, clean, caring and aesthetically pleasing environment.
- We believe in implementing new ideas to strengthen (rather than replace) proven methods and techniques.
- We believe that we teach the whole child. We expect academic achievement, personal responsibility, honesty, cultural sensitivity, and respect for all people, property, and environment.
- We believe in providing an exciting, challenging curriculum responsive to individual interests, needs and learning styles.
- We believe in providing a challenging, nurturing, and active learning environment for all children that ensures educational success, a life-long desire to learn, and personal and civic responsibility.

GENERAL INFORMATION

SCHOOL ENTRANCE/EXIT

The only entrance and exit permitted is through the school office. All visitors must check in at the front counter and obtain a Visitor's Badge.

STARTING / ENDING TIMES

Students are **not** to be on campus before **7:35 a.m.** unless specifically requested by a teacher. Students are to remain in their designated class line on the blacktop. Students are to be in class and ready to work by the time the bell rings at **7:47 a.m.**

The school day concludes at 2:15 p.m. Students are to vacate the campus by **2:35 p.m.** **unless participating in a supervised school activity.**

Linda Vista staff has Staff Development/Professional Learning Communities time weekly on Wednesdays for an hour. Kindergarten students stay on their same schedules, however, first through fifth grade students will be released at 1:15 p.m. every Wednesday.

ATTENDANCE

Daily attendance is essential to school success. If it is necessary for a student to be absent, the following should occur:

1. If your child is going to be absent, please call the school's 24-hour hotline 714-986-7200 and press 3 to access the attendance line. Please indicate if the student will be absent for one day or for several days in succession.
2. If no phone call has been received, school personnel will call the parent to verify the student's absence.
3. Students whose absence has not been verified by telephone must bring a note, signed by a parent or guardian, explaining the reason for the absence and stating the dates of absence.

ABSENCES

Education Code section 48205 identifies acceptable reasons for "**excused**" absences, although the school does **not** receive funding. Students may be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work.

The following reasons are valid and excused:

1. Illness (school may require doctor's note and will require doctor's verification if school deems absences are excessive)
2. Quarantine
3. Medical, dental, or optometric services
4. Funeral services of a member of the immediate family (1 day in-state; 3 days out-of state)
5. Exclusion for medical reasons

Education Code 48260 states that students absent without valid excuse 3 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 3 occasions in one school year, or any combination thereof, is a truant and must be reported to the district.

The following are **NOT** excusable absences:

1. Birthday or other celebrations (other than legal holidays)
2. Missing your ride or bus to school; car problems
3. Truancy
4. Vacations or shopping trips

TARDINESS

The line up bell rings at 7:47 am. Students are expected to be in their seats and ready to learn at 7:50 am. A student arriving after 7:50 am is considered tardy and needs to report to the office for a late slip before going to class. The school will keep a record of tardies and parents will be notified if tardiness is a trend. District policy states a letter is sent home with 5 tardies and a second letter is sent at 10 tardies. Unexcused tardies of 30 minutes or more will be treated as truancy, as per Education Code, Section 48260. A meeting will be arranged with the School Attendance Review Team for an excessive (9 or more) within the school year. Frequent tardiness without a valid excuse is considered truancy according Education Code, therefore district policy and procedures will be strictly enforced. Habitual absences and tardiness will result in more serious consequences such as a referral to the Student Attendance Review Team (SART) and/or possible referral to the Deputy District Attorney. Please make every effort to get your child to school on time.

Independent Study Contracts

Although attendance is valued in the educational system, we also realize that there are times, besides illness, when a student needs to be absent from school. At times like this, it is most beneficial if a student can be involved in what is being covered during his absence.

The school can assist by providing an Elementary School Master Agreement for Independent Study. If your child needs to be absent **five or more days** for family business or other personal reasons, please stop by the office at least 2 weeks prior to the absence to fill out the forms for the contract. It will be given to the student the day BEFORE the absence starts with the assignments from the teacher. **When the student returns from the absence, the completed work and the contract is to be returned to the classroom teacher.**

RELEASING CHILDREN DURING SCHOOL HOURS

Please send a note to school if it is necessary for your child to be picked up during school hours.

Linda Vista is a closed campus. If a student must leave school for any reason during the day, he or she must check out through the school office. **Parents must show appropriate ID to sign student out.** Established policy protects your child by allowing him/her to leave only when signed out by an adult whom you have listed on your child's Emergency Card and has proper identification to present to school personnel. If someone other than you will be taking your child, please notify the office immediately. No child is permitted to leave the school grounds without permission from the school administrator or designee.

Also, in order to minimize classroom interruptions, **we prefer that students not be** requested from the classroom **15 minutes prior to the end of the school day.** This is a critical time since the teacher is assigning homework and giving reminders for the next day, which your child may miss.

CONDUCT TO AND FROM SCHOOL

As a student at Linda Vista, you are expected to behave in a responsible manner on the way to and from school. You are expected to report directly to school after leaving home in the morning. You are to report home after school is dismissed, unless otherwise directed by your parent/guardian or if you are participating in approved after-school activities. School rules and behavioral guidelines apply to you on your way to school as well as on your way home.

HEALTH AND EMERGENCY PROCEDURES

If your child becomes ill or is injured at school, you will be notified. The school will follow the directions you give on the emergency card concerning your physician and others who are to be notified if you are unavailable. Please keep the emergency card up-to-date by notifying the office immediately of any changes.

MEDICATION OR OTHER HEALTH CONSIDERATIONS

Some children require medication during school hours. Should this be the case, the following procedures must be followed:

- Return "Parent" and "Physician" medication request forms to the school and bring the medication to school in the prescription container. The pharmacist's label must indicate name of student, date, name of doctor, name and specified dosage of medication, and method of administration.
- For short-term medication, such as cough medicine and antibiotics, not to exceed 10 days, "Parent" and "Physician" medication request forms are required. The medication must be brought to school in the prescription container. The pharmacist's label must indicate name of student, date, name of doctor, name and specified dosage of medication and method of administration.
- "Over the counter" medications, i.e., aspirin, cannot and **will not** be dispensed without a physician's authorization.
- All medications must be administered in the school office.
- The medication will be kept in the office in a locked area designated by the principal.

In the event your child should require the use of crutches or a wheelchair, **the school must have written authorization from the prescribing physician for their use at school.**

LUNCH

- Children may bring a lunch or buy a hot lunch starting the first day of school. Milk or juice is available for separate purchase.
- Food Service will accept checks for ten lunches or more made payable to PYLUSD.
- Your child will receive a 4-digit pin number designating his/her own account. If your child had a pin number last year he/she will keep that same number for lunch this school year. Your child will be notified when the balance in the account is low.
- Applications for free/reduced price lunches are available in the office.
- If you bring a lunch to school after 7:50 a.m., please mark it with the child's name and teacher. **Take the lunch to the office. It will be taken to the lunch area by school staff.**
- Students must be signed out at the office if leaving campus for lunch with a parent or authorized adult.
- **For the safety and security of all students, parents may not stay for lunch at the school, without school permission.**

PERSONAL ARTICLES

Children should not bring personal articles, i.e., toys, balls, radios, recorders, iPods, hand-held games, collectibles, or pets to school unless written permission has been granted by the teacher or principal. Permission will be denied if the teacher feels it will distract from the regular educational

program or create a safety problem. Valuable articles should not be brought to school. The school will not be responsible for personal articles that are lost or stolen.

CELL PHONES

The school/district does not assume liability if a cell phone or pager is damaged, lost, or stolen. Students are not to use cell phones or other electronic devices during school hours. **Cell phones are to not to be seen and should remain OFF during school hours, especially during testing. Text messaging is also not allowed. Students are expected to place their phones inside their backpacks for the duration of the school day.**

Consequences for cell phone misuse are:

1. Phone is confiscated, parent called, and parent must pick-up.
2. Continued infractions will result in disciplinary action.

SCHOOL VISITATION

You are cordially invited to visit your child's class. Your child benefits when the home and the teacher work together. Visits must be arranged ahead of time in accordance with Board Policy (6152).

To ensure the safety of our students, **all parents and visitors must stop in the office when coming to campus to sign in and receive an office visitor's pass.**

The following suggestions will make your visit more valuable:

1. Please call or send a note at least three (3) days in advance to arrange for a time to visit. This is a courtesy to the teacher and insures that you will see the activity in which you are interested.
2. The teacher will be unable to confer with you during class time. A teacher may have yard duty or be unable to visit with you during a recess. The teacher will be happy to schedule an appointment with you before or after school.
3. **Please leave small children at home.**
4. Please limit your visit to twenty minutes.

CLASSROOM VOLUNTEERS

Linda Vista welcomes and values our volunteers. Without volunteers, many programs and activities offered at our school would not be possible. Parents and close relatives will be given opportunities to sign up for various events, responsibilities, and/or classrooms at the beginning of the year and at Back-to-School Night. There is a form that is required for you to complete that your child's teacher should give to you. One copy is kept with your child's teacher and the other copy is kept in the office. Please remember that volunteering is a privilege, not a right, and classroom volunteers will be utilized at the teacher's discretion. In order to ensure we have a safe campus, we require that all volunteers (or visitors) sign in and out at the front office upon entering and leaving campus. Identification badges/stickers are available and required for all volunteers/visitors in the office and must be worn before entering the campus. In addition, all gates are locked during school hours. Please keep in mind that District guidelines require that all children on campus during the school day **MUST** be registered students at Linda Vista; therefore, no children/siblings are allowed in the classrooms when a parent is volunteering.

VISITS BY CHILDREN

A lack of space and facilities, as well as legal responsibilities, make it impossible for the school to approve visits for the day or part of the day by children who are relatives or friends of the student enrolled at the school.

BIRTHDAYS

We are happy to recognize children's birthdays. **However, parties or certain special activities for individual children are not permitted.** This is to ensure fairness to all and to minimize disruption to the classroom curriculum. Contact your child's teacher for classroom policy.

LOST AND FOUND

Leave all articles of clothing where they are found. Do not take them to the office unless requested to do so by a staff member. The owners will return for them if they are left where they are found. Money and small objects may be taken to the office with teacher's permission.

ANIMALS ON CAMPUS

The Placentia-Yorba Linda Unified School District prohibits ALL animals on campus, unless they are a part of a school-approved educational program. Some children and adults may be sensitive/allergic to certain types of animals. Others may suffer distress (nightmares, fear) and avoid coming to school. In efforts to prevent the possibility of an incident in which either a child or an animal gets hurt, **please refrain from bringing pets to school when picking up or dropping off your child at school.**

Students may not bring animals to school without prior written permission from the classroom teacher.

PROGRESS REPORTS

At the end of the first trimester, your child's teacher will request a conference to discuss your child's academic progress and to go over your child's report card. Report cards will be sent home at the end of the second, third trimester. Additional conferences may be requested by the teacher or parent at any time.

HOMEWORK POLICY

Kindergarten

It is recommended that homework assignments be given from two to three times per week. These assignments may be on the average of 10-15 minutes per night. There should be no weekend assignments.

Grade 1

It is recommended that homework assignments be given from three to four times per week. These assignments may be on the average of 10-15 minutes per night. There should be no weekend assignments.

Grade 2

It is recommended that homework assignments be given from three to four times per week. These assignments may be on the average of up to 20 minutes per night. There should be no weekend assignments.

Grade 3

It is recommended that homework assignments be given three to four times per week. These assignments may be on the average of up to 30 minutes per night.

Grade 4

It is recommended that homework assignments be given from three to four times per week. These assignments may be on the average of up to 40 minutes per night. There may be long-range assignments that necessitate occasional weekend work.

Grade 5

It is recommended that homework assignments be given from four to five times per week. These assignments may be on the average of up to 50 minutes per night. There may be long-range assignments that necessitate occasional weekend work.

What Parents Can Expect

1. Homework on weeknights and occasional weekends.
2. Homework related to school work.
3. Homework checked as part of class assignments.
4. Homework as part of the grading process.
5. Homework for **absent children: teachers need approximately 24 hours to prepare missed assignments.**

Responsibilities of:

Students

1. Know homework assignment before leaving school.
2. Take homework assignments home.
3. Spend necessary time on homework.
4. Demonstrate pride in homework by doing the work well and independently.
5. Submit finished homework to teacher neatly done and on time.

Parents

1. Arrange a quiet time and study area including proper lighting.
2. Expect regular assignments. Encourage reading for pleasure.
3. Encourage your child to report progress to you on long-term assignments.
4. See that your child organizes homework for return at the right time.
5. Contact your child's teacher if assignments are not arriving home or if further explanation is needed.

Teachers

1. Plan homework related to classroom objectives.
2. Check and return homework to students promptly.
3. Check to see that students understand homework assignments before students leave class.
4. Check on progress of long-term assignment.
5. Inform parents when a student repeatedly fails to complete assignments.

THE STUDENT STUDY TEAM IS RESPONSIBLE FOR...

1. Providing assistance to teachers for implementing strategies/techniques/ assessments that address the needs of referred students within legal time limits.
2. Assisting in the development and enforcement of student behavior/work contracts, incentives, and reward system.
3. Encouraging communication and support between home, school, and other agencies.
4. In-servicing the staff on referral procedures and services that can be provided by the Student Success Team and support staff.

STUDENT DRESS

Linda Vista dress standards have been established in order to promote high expectations for behavior and academic performance. Children should come to school dressed appropriately for the task of learning, demonstrating their awareness of the importance of education.

1. Closed shoes must be worn at all times. Shoes are to be securely fastened.

2. All clothing should be in good repair and of appropriate size.
3. Fad haircuts or clothing will not be permitted if it is deemed a distraction to students or staff. Makeup, hair color or extremes in hairstyle will not be allowed.
4. Clothing or possessions with inappropriate designs, logos, words or which indicate a relationship to unauthorized student groups are not permitted.
5. Students may wear sun protective clothing outdoors. Sunglasses may only be worn for medical or prescriptive reasons.
6. Students are expected to comply with P.E. dress codes during scheduled P.E. periods.

To prevent children from wearing clothing that may interfere with their own safety and well-being, or that may disrupt the learning process, **the following are NOT allowed:**

- Flip flops, open-toed or backless shoes, high heels or other shoes, which might interfere with safe footing.
- Jewelry or accessories that may distract or may be a safety hazard, e.g. large hoop or dangling earrings
- Tops with spaghetti-straps or that expose the mid-drift area.
- **Students can wear tank tops with shoulder straps at least the width of two adult fingers, or wear another shirt under or over the tank top at all times. Short shorts and short skirts are not allowed. Shorts and skirts must reach the end of fingertips without shrugging shoulders.**

HEADWEAR GUIDELINES

- Students may wear headwear for sun protection purposes only.
- Headwear is to be worn appropriately outdoors and stored in backpacks while in classrooms

STUDENTS ENTERING AND LEAVING SCHOOL GROUNDS

1. When coming to school or going home, students and parents **will** cross the street only at the crosswalks and not go into the street at other places.
2. Students will watch for cars at all times.
3. Students will walk at all times when entering or leaving the school grounds.
4. Students will enter and exit cars on the passenger side.
5. Students will not enter the school campus until a teacher or administrator is on the playground.
6. Students will wait for their classroom teacher at the designated classroom line, then will walk to class after the bell.
7. Students will not play (within the playground equipment, the blacktop, or field) before or after school.
8. Parents do not leave cars unattended. No double-parking.
9. Please pull all the way forward in loading zones.

BICYCLE RULES

1. Students in grades 3-5 may ride their bicycles to school.
2. Students must follow all bicycle safety laws, including the wearing of helmets.
3. Students must walk their bikes upon entering school grounds. For safety reasons no bikes may be ridden on school grounds.
4. Only those students who ride bikes may be in the bike area.
5. Bicycles brought on school grounds should be licensed.
6. Bikes must be locked with a sturdy lock and chain.
7. Students must obey the crossing guard's instructions.
8. Violators may be issued one warning. A second offense may result in a loss of bicycle privileges for a minimum of five school days.

PLAY AREAS

1. Playing is limited to blacktop and grass areas during recess, PE and lunch recess. Children are to walk on the blacktop, concrete sidewalks, and in corridors at all times. Play equipment is not to be used on the sidewalk.
2. Play in the assigned areas only and stay off the fences and backstops. Children are to remain on the playground during recess, and out of classrooms, corridors, or patio areas except on rainy days. Students report to their rooms on rainy days.
3. Students are to remain a safe distance from the fences.
4. Children are not to leave the school grounds at any time unless the teacher or principal has granted permission.
5. Restrooms and drinking fountains are not play or discussion areas. Children shall go to the restroom and drinking fountains, tend to their needs, and leave.
6. When the bell rings, this is a “freeze” bell ending all play. Students are to stop playing, take a knee and wait for the teacher on duty to blow a whistle, at which time students are to walk to their line-up areas. Students are not permitted to use the restrooms or drinking fountains after the freeze bell has rung.

PLAYGROUND GAMES

1. All students are encouraged to participate in activities. Students may not be “frozen” or excluded from games by other students.
2. Two-hand touch football will be allowed only under the supervision of a staff member. No games involving pushing, tackling, or piling on an opponent are allowed.
3. Only official school rules are to be used for games.
4. Fighting, “play fighting”, wrestling, Karate, or unsafe play is prohibited.
5. Obey and show proper respect for the playground supervisors. Their instructions are to be obeyed.
6. In general, habits of safety, good manners, and good sportsmanship are to be used at all times.

EQUIPMENT

1. Soccer balls are to be used only on the grass areas.
2. Children are to use swings properly. Standing up in swings, two in a seat, jumping out, or pushing others is not allowed. Children must face toward the school building when swinging.
3. Children should be careful on the horizontal and rainbow ladders and travel one way only. A hand must be kept on the bars at all times. Students are not to be on top of these pieces of equipment.
4. Chin up bars are to be used for pull-ups only. There is to be no standing, sitting, or hanging upside down from these bars.
5. Skateboards, roller skates, roller shoes, roller-blades and scooters are not permitted on school grounds.

CLASSROOM RULES

All teachers have developed a classroom management plan, which defines appropriate classroom behaviors, discipline consequences for breaking rules, and positive consequences for appropriate behavior. This plan is reviewed by the principal and communicated to parents and students during the first week of school. Typical classroom rules include following directions, staying in seat, raising hand, and keeping hands, feet, and objects to yourself. Consequences for breaking rules may include parent contact, loss of recess privilege, staying after school, time out in the office or to another classroom, or referral to the principal. Reinforcement for appropriate behavior may include praise, “Pride Cards”, Brag notes or calls home, and classroom rewards.

GENERAL RULES

1. Follow directions of teachers and other school personnel.
2. Respect is to be shown to others.
3. Students will respect other students' desks and personal property.
4. Students will use appropriate language.
5. Chewing gum and sunflower seeds are not allowed.
6. Eating is allowed only at the lunch tables and snack areas.
7. Nutritious snacks should be brought to school and eaten in the designated areas during morning recess.
8. Children are not to come to the office without an office pass from either the classroom teacher or the playground supervisor.
9. No one may behave in a way that may result in a child or adult being hurt.
10. Bullying and harassment are not allowed.

LUNCH AREA RULES

1. Students will walk to the lunch tables in an orderly fashion with their teacher and sit
at their assigned tables.
2. Students will use appropriate table manners and quiet speaking voices while eating. They will raise their hand for help or for permission to leave the table.
3. All trash is to be placed in the trash container.
4. The noon supervisors will dismiss students when they are seated quietly and the ground under the table is clean.
5. Students will walk to the playground when dismissed.

CONFLICT MANAGEMENT

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

- Talking it over – Listening
- Walking away
- Saying "I'm sorry."
- Doing something else
- Taking turns
- Sharing
- Asking for help

PHILOSOPHY ON STUDENT BEHAVIOR

The students at Linda Vista School are entitled to learn and develop in a positive educational environment which promotes academic achievement, school pride and spirit, and respect of self, others, and property. For this reason, and to insure the safety and welfare of all children at Linda Vista, the enforcement of rules in a fair and consistent manner is necessary. School wide Positive Behavior Intervention and Supports (PBIS) are utilized to improve academic outcomes, behavioral outcomes and social/emotional competence for all students.

Linda Vista has four major behavior expectations:

- **Practice Kindness**
- **Always do your best**
- **Work Together**
- **Show Respect**

These expectations are explicitly taught for all locations on campus. Likewise, these expectations are reinforced frequently and conseedenced appropriately.

We, the Linda Vista Family, strive to create a safe and nurturing environment that promotes kind words and actions, high academic expectations, and personal growth.



Linda Vista Lions