

Victor Elementary School District Village Elementary School

Student and Parent/Guardian Handbook



*The administration of VESD and Village Elementary reserves the right to make changes to this handbook as deemed necessary to ensure a safe and orderly campus at all times.

Village Elementary School

Phone: (760) 243-1160

Fax: (760) 243-5752

14711 Mojave Dr.

Victorville, CA 92394

Mailing address:

12219 Second Ave.

Victorville, CA 92395

Barb Lord, Principal

Ryan Williams, Assistant Principal

Denine Wierzbinski, Assistant Principal

Gavin Johnson, School Safety Coordinator

Chris Wallenburg, School Secretary

Kelly Dare, School Clerk

Danielle Sherron, Health Attendant

Chris Laine, Day Custodian

Aaron Fisher, Library/Media Clerk

School Office Hours

Our staff wants to provide the best possible service to you and your family. The office is open from 7:00 a.m. - 3:00 p.m. Monday through Friday.

School Hours

The student day runs from 7:40 a.m. - 1:55 p.m. Monday - Thursday for grades K - 6.

TK student day is 7:40 a.m. - 12:04 p.m. every day. The Friday schedule (and minimum day schedule) for all students is 7:40 a.m. - 12:04 p.m. Students should arrive on campus with enough time to be in their seats by the 7:40 a.m. bell. There is adult supervision for students to be on campus beginning at 7:00 a.m. You can also sign up for morning Think Together which begins at 6:40 a.m.

** Please refer to the school calendar for scheduled holidays and minimum days

Dress Code

Our staff believes that appropriate dress and grooming contributes to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students must dress in a way that is modest, ensures safety and does not detract from the learning process. Clothing and shoes must be appropriate. Headwear is to be worn in its intended manner (baseball hats = bill forward).

Village School considers the following items inappropriate:

1. Items that promote hate and intolerance
 2. Unsafe jewelry and accessories, including wallet chains, spiked earrings, gauges, and lasers
 3. Undergarments showing
 4. Clothing that is too tight or revealing, or too loose (e.g., halter tops, sagging pants, spaghetti straps)
 5. Clothing with profanity, insignia or names of controlled substances (e.g., beer, liquor, cigarettes, etc)
 6. Open-toed shoes, sandals, flip-flops or shoes without a heel strap
- The administration of Village Elementary reserves the right to make adjustments, changes, and/or additions to this dress code policy as deemed necessary to ensure a continued safe and orderly environment that is conducive to learning.

Homework Policy

Village Elementary knows how busy our families are and understands the varying needs of our families. For the 2023-24 school year, Village Elementary will utilize a homework choice board. Classes will be giving students a list of activities to choose from for their homework time outside of school in lieu of traditional homework assignments. We encourage our students to read 15-20 minutes a night and complete any missing classwork from the school day.

Student Safety and Security

Since adult supervision is not provided before 7:00 a.m., children dropped off before this time will not be allowed on campus. Please do not bring your child to school before 7:00 a.m. Students eating breakfast may arrive at 7:00 a.m. Student drop-off and pick-up is an extremely busy time period with serious congestion that can be reduced but not completely eliminated. Everyone's cooperation, compliance with procedures and

patience will help to minimize delays and greatly enhance the safety of everyone on campus.

Village School has procedures in place to deal with earthquakes, bomb threats, power outages, fires, natural disasters or threats from unauthorized individuals on campus. These procedures are exercised and practiced Monthly to ensure that both the staff and students are prepared to respond appropriately.

Student Release Before Regular Dismissal

Please go to the school office to sign out your child if it is necessary that she/he leave school before regular dismissal time. For early release, your child must be released through the office - please do not message/call/text the teacher to send your child to the office. Release of a student is made only to the parent/guardian or person authorized on the emergency card with proper identification. No child will be released early without ID. Please remember that leaving school 30 minutes, or more, early impacts their attendance.

Any changes to how a student is getting home must be requested in writing to the office. Parents may come into the office to request a change, fax a note (including a copy of the photo ID) to (760) 243-5752 or email the change to all 3 of the following email addresses: cwallenburg@vesd.net, kdare@vesd.net and dsherron@vesd.net. *****Please note that for safety reasons, we will be unable to accommodate your request if it is made after 1:30 p.m. on regular days and 11:30 a.m. on minimum days*****

End of School Day Dismissal

All children are released from their classroom, and are to walk directly to the bus gate, walker gate or parent pick-up gate (shown on map, attached). Children are not to cross the parking lot or street by themselves, except at crosswalks. This is for everyone's safety! We appreciate children being picked up promptly at the end of the school day, 1:55 p.m. MondayThursday and 12:04 p.m. on Friday. The office will not release children to brothers or sisters who are minors, or to anyone, unless parents have listed them as having permission. If parents/guardians wish to change who picks up their child, they need to come to the office, in person, to update the list or log into their ParentVUE account and make the changes.

Attendance and Tardies

It is extremely important to your child's education that he/she attends school every day. Missed days of school leave gaps in the educational process that are very difficult to make up. Students who are habitually late or frequently leave early disrupt classes and miss important educational opportunities. Parents must make every effort to get their children to school on time, every day. Children who are not in their classrooms when the final bell rings will be required to come to the office and receive a tardy slip.

Children, who fail to attend school or are tardy, are considered truant. Education Code Section 48260 defines truancy as any three instances of unexcused absences and /or tardiness (unexcused for 30 minutes or more during the day.) Students with excessive absences will be reported to the San Bernardino County District Attorney's Office and referred to the School Attendance Review Board (SARB) for possible legal action. The DA's office has an aggressive program to improve school attendance and will actively prosecute parents/guardians who do not insure that their children get to school. The SARB process is designed to make a parent/guardian aware of an attendance problem, through warning and notification letters, and give them an opportunity to work with the school staff to improve the student's attendance. If, after notification and subsequent meeting with school officials, the attendance problem is not corrected, the DA's office will take legal action against the parent/guardian.

If you know that your child will be absent for a week or more, please come to the office and arrange for an independent study contract. This allows your child to complete required work while getting credit for attending school.

Medication

Designated school personnel must assist any pupil who is required to take medication during the regular school day. A signed statement by a physician is required for prescription medicines. The parent must bring the medication to the office. Please make sure medication is properly labeled and specifies type, dosage, and student name.

Accident/Illness at School

When a student becomes ill or injured at school every effort is made to contact the home or work place. Please be sure we have your current phone number at work and home in case of an emergency. If you plan to be away, inform the office of the person to be contacted. Please do not send your child to school sick.

Breakfast and Lunch

Village Elementary offers free breakfast and lunch to all students. Breakfast service is 7:00 - 7:40 a.m. Monday through Friday. Lunch is served Monday through Friday according to our school's bell schedule.

Parent Support & Volunteering

Helping out at Village School is an excellent way to take an active interest in your child's education. If you have time, skills, or ideas you would like to share, please contact the school office at (760) 243-1160. TOGETHER WE ARE A BETTER TEAM!

Volunteering - We invite you to come to school and volunteer your time and talents. If you would like to help in your child's classroom or participate/chaperone on a field trip, please plan to attend one of our monthly volunteer training to be a board approved volunteer. All parents/guardians are required to go through this process before they can become a volunteer. All volunteering must be arranged with the teacher and noted on the volunteer calendar prior to your arrival.

SSC-Our School Site Council consists of 10 members, 5 being elected parent representatives. This advisory group provides valuable input regarding the school budget, curriculum and programs at our school. Meetings are held once a month and all parents are encouraged to attend.

Visiting the School/Campus

For the safety of our students, Village Elementary is a closed campus. Advanced arrangements will help avoid reaching the classroom during recess or testing periods, and to ensure quality-learning time. All campus visitors must present an ID in the office and receive a pass before entering campus as well as be board approved volunteers scheduled to volunteer that day.

Lost and Found

Please write your child's name and room number on coats, lunch boxes, book bags, etc. Lost items are taken to the hooks outside the cafeteria near the green arrival gate. Small valuables such as watches are turned into the office. Unclaimed items will be donated to charity or washed and stored for disaster preparedness.

Policy Regarding Cell Phones

Village School discourages parents from sending cell phones or pagers to school with students. Some students, however, have a valid need for cell phones in school. In accordance with the Victor Elementary School District Board Policy—BP 5131(b), the Village School Site Council has adopted the following guidelines for cell phones and pagers that will ensure the continuation of a positive climate of learning, free from unnecessary disruptions (The Board Policy is available upon request.)

1. Cell phones or pagers may not be used during school hours. If they are brought to school, they must be turned off and not visible (i.e. stored in a backpack) while school is in session, including recess and lunch.
2. It is the student's responsibility to ensure that his/her cell phone or pager is turned off and put away at all times. Village School is not responsible for lost, stolen or damaged cell phones or pagers.
3. If a student does not comply with these requirements, a staff member will confiscate the cell phone/pager and it will be returned directly to the parent through the school office.

School-Wide Posted Rules

- Campus rules and expectations are posted in all common areas.
- All equipment use, game rules and expectations are posted in playground areas.
- All teacher rules and expectations are posted in individual classrooms.

Bus Conduct

There are established rules of conduct to aid in the safe and efficient transportation of students. A few of the basic conduct rules are:

- Be considerate of the property at and near the loading area.
- Line up in an orderly manner in preparation for boarding the bus. Stand back from the bus until it has come to a complete stop.
- Live animals and insects, caged or otherwise, are not permitted on a school bus.
- Follow directions the first time they are given. The bus driver is in charge!
- Stay in your seat.
- Keep hands, arms, legs and objects to yourself.
- No cursing, swearing or loud talking.
- No eating or drinking.
- No pushing or fighting at any time

- Riding the school bus is a privilege, and improper conduct can result in being denied that privilege.

Vandalism

Students should show pride in their school, and are expected to treat school materials, equipment, and facilities with care and respect.

Parents/Guardians are responsible for the full amount of all damages caused by their child at school. This includes the cost of labor and materials for repair.

In the event such vandalism occurs, the Victor Elementary School District will appraise the damage and cost of repair.

Student Responsibility for Safety

Students who are aware of impending situations, threats or know of students who have brought inappropriate objects to school are expected to notify their teacher, or other staff on campus, **immediately**. Students may be held accountable for not informing an adult of any impending situations or dangerous/inappropriate objects at school.

Anti-Bullying

Village Elementary strictly adheres to the belief that all students have the right to a safe, healthy, non threatening school environment. Therefore any conduct or language that infringes on the safety of, or intimidates and/or threatens another student will not be tolerated in any way and is cited in the Education Code (48900 r.) as a suspendable offense. This includes physical contact, verbal assaults including teasing and name-calling, social isolation and manipulation. In addition, any act of electronic bullying while on or off campus which disrupts school activities is suspendable per Education Code 32261 (2) which states, “‘Electronic Act’ means the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to a telephone, wireless telephone or other wireless communication device, computer or pager.” As with all aspects of Village’s code of conduct, this standard is expected to be followed while on campus, traveling to and from school and when on field trips. (For complete Education Code 48900, please refer to the Appendix at the end of this handbook.)

Seth's Law

California Assembly Bill (AB) 9, or "Seth's Law," came into effect on July 1, 2012. This is a law that reinforces and expands the Safe Place to Learn Act to help safeguard all public school students. California public schools are required to adopt policies to protect students who are targets of unlawful discrimination and harassment (bullying). The scope was expanded to include complaints alleging unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, race or ethnicity, religion, sex, sexual orientation, or a person's association with a person, or group, with one or more of these actual or perceived characteristics.

Village is committed to ensuring that all students are protected from discrimination and harassment (bullying) to the extent that this law provides.

Suspension and Expulsion

A student may be suspended for 1 - 5 days from Village and may be subject to placement or expulsion for a violation of the state education code 48900. Certain offenses may also subject a student to 1 - 5 days of suspension from school, possible placement or expulsion according to California Education Code. **(For the complete language of Education Code 48900., please refer to the Appendix at the end of this handbook.)**

Due Process

The Governing Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in the regulations.

Once a student has been suspended from school he/she must not be on or near any campus in the Victor Elementary School District. A student on or near any Victor Elementary School District campus will be subject to arrest (Penal Code 626.2). Parents/Guardians and/or pupils have a right of access to the pupil's records as they might pertain to the suspension (CEC 49069). Parents/guardians and/or pupils have the right to request a meeting with the superintendent or the superintendent designee (CEC 48914).

Attendance of suspended child, parent, or guardian for part of a school day following a suspension

When a student is suspended from a class because he or she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activity or otherwise willfully defied valid staff authority, a teacher of the class from which the student was suspended may require a student's parent/guardian to attend a portion of a school day in that class. After completing a classroom visit, and before leaving the school premises, the parent/guardian shall also meet with the principal or the designee (EC 48900.1)

Sexual Harassment (EC 48900.2)

A student may be suspended from school or recommend for expulsion if the superintendent or the principal of the school determines that the student has engaged in sexual harassment. Sexual harassment is defined as engaging in, but not limited to, the following activities: Unwelcome leering, sexual flirtations or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions. Graphic verbal comments about an individual's body or overtly personal conversations; sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, computer generated images of a sexual nature, sexually explicit language or images sent via any electronic method; spreading sexual rumors; touching an individual's body or clothes in a sexual way; cornering or blocking of normal movements; displaying sexually suggestive objects in the educational environment. Any student who retaliates against an individual that reports or participates in the investigation of a sexual harassment complaint may be subject to suspension. Any student who feels they have been or are being sexually harassed should immediately report the offending act(s) to a school administrator or teacher. Every complaint will be thoroughly investigated by the school administration.

Hate Violence, Harassment, Threats and Intimidation (EC 48900.3, .4)

A Student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school determines that the student has engaged in any of the following: EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence; EC 48900.4 Engaged in harassment, threats, or intimidation, directed against a student or group of students sufficiently severe or pervasive to disrupt class work, create disorder and invade the rights of said students by creating a hostile or intimidating educational environment.

ANNOUNCEMENTS AND MESSAGES INTO CLASSROOMS

In our continued effort to eliminate interruptions during classroom instruction, the public address system or telephone in the classrooms will only be used for general, school-related announcements or urgent messages that cannot be handled in any other manner.

If you need for a message to get to your child during the school day, you may leave it with the office staff, and it will be delivered to your child toward the end of the school day. Messages called in after 1:20 p.m. on a regular day, or 11:25 a.m. on a minimum day, may not make it to your child's classroom before dismissal.

We urge parents to ensure that their children have any needed information prior to coming to school to ensure an uninterrupted school day.

ATTENDANCE, EXCUSED/UNEXCUSED ABSENCES AND SARB

Education Code Section 48200 requires that every person between 6 and 18 years of age attend school full time unless exempted. Education Code Section 48260 defines truancy as any three instances of unexcused absences of 30 minutes or more during the school day. While it is the parent, guardian or caregiver's responsibility to make sure that their child attends school, it is the school district's responsibility to enforce compulsory education laws and regulations.

Legal requirements aside, it is most important to a child's education that he/she attend school regularly. Staff will verify absences, and those reports as unexcused, as well as excessive excused absences will be followed up by the School Attendance Review Board (SARB) for legal action.

Doctor and dentist appointments should be scheduled for after the school day or during afternoons of minimum days. If it is unavoidable that your child be off campus for an appointment during school hours, please plan to bring him/her to school for at least a portion of the day.

All student absences must be verified. Please submit a note or call and verify an absence the day of the absence. When an absence is unverified, your child is considered truant.

TARDINESS AND EARLY DEPARTURES

Frequent tardies and or leaving before the end of instruction disrupts the learning process and the environment. This will leave gaps in your child's education that may be very difficult to make up. Students with excessive tardies and early pick-ups may be referred to the SARB Board.

STUDENT RELEASE

Parents must present staff with a photo I.D. before a child will be released to them. Calling students out of class causes an interruption to the instruction of the entire class. Therefore we ask that parents avoid picking up their children before release time unless it is absolutely necessary.

STUDENT MEDICATION AT SCHOOL

The use of certain medication for the benefit of the mental and physical well being of a particular student is an accepted practice. The Victor Elementary School District has certain policies that regulate this function. Not only must we conform to State Legislation (Chapter 747 of the Statues of 1972 - Chapter 5, Division 9, Article 2.5 of the Education Code), but we must also safeguard all students' health and wellbeing. Therefore the following must be strictly enforced:

1. Medication must be brought to school by the parent or guardian - NOT THE STUDENT or any other individual.
2. Medication must be in a container with the child's name and the physician's prescription dosage on the label.
3. The parent or guardian and the physician must sign an appropriate designated school personnel to administer medication prescribed by the physician.
4. We realize some students occasionally forget their morning medication. If this occurs we cannot accept permission by telephone to administer the medication. The parent or guardian must come to the school to administer the child's medication.
5. If there is a change in dosage of medication, a new medication form must be signed by the parent or guardian and physician.
6. Medication will be kept and administered in the school office by the school health attendant or designated school personnel.
7. A new authorization form must be completed by the child's parent or guardian and physician on an annual basis.

All medications **MUST** be picked up by the parent or guardian by the last day of the school year or in the event a prescription no longer needs to be administered. Medications left in the office will not be kept over the summer recess and will be disposed of.

FIRE, DISASTER AND LOCK DOWN DRILLS

Students are taught what to do in case of a fire, dangerous individual on campus, earthquake or other natural disaster while at school. Fire or disaster drills are practiced once a month and are indicated by the alarm system with a repetitive buzzer-type alarm or an administrative announcement. Emergency lock down drills are practiced at least once a year.

Our intent is not to frighten our students but rather to prepare and practice evacuation or lock down procedures in the event they need to be used.

CELL PHONES

We discourage parents from sending cell phones to school with students. However some students have a valid need for cell phones in school. In accordance with the Victor Elementary School District Board Policy - BP 5131 (b), the Village STEAM Site Council adopted the following guidelines for cell phones that will ensure the continuation of a positive climate of learning, free from unnecessary disruptions.

Cell phones may not be used for any reason during the school day. If they are brought to school, it is the responsibility of the student to have the cell phone **turned off** and not visible (i.e. stored in a backpack) while school is in session, including recess, restroom breaks, lunch, and on the bus.

Village Steam School is not responsible for lost, stolen or damaged cell phones.

If a student does not comply with these requirements, a staff member will confiscate the cell phone, and the parent must come to the school to pick it up from the classroom or office.

Village STEAM School makes every effort to ensure that the time spent in the classroom is focused, productive learning time. This policy is strictly followed to help us achieve our goal of "Preparing Today's Students for Tomorrow."

BICYCLE/SKATEBOARDS ROLLERBLADES/SCOOTERS WHEELED SHOES

Students may ride bicycles to school as long as they wear a helmet, have bicycle lock and use the bicycle rack provided. The school cannot assume responsibility for lost or stolen bicycles. Bicycles are not to be ridden on school grounds; they must be walked to and from the sidewalk area. Students should comply with the law that requires safety helmets be worn when riding a bicycle. Students seen exhibiting unsafe bicycle behavior may be denied the privilege of bringing a bicycle on campus.

For the safety of all students, skateboards, roller skates/blades, scooters and wheeled shoes are not allowed on campus.

DAILY TRANSPORTATION

You are required to communicate your wishes with regard to how and with whom your child is to go home after school. This information is on the reverse side of the emergency form that is sent home with your child on the first day of school, or upon enrollment. Please make every effort to make arrangements with your child before school if they are to go home in a different manner than usual. If your child will be going home differently than you have specified, you must send a signed note to your child's teacher. If a student verbally notifies their teachers or the office staff of a change in plans, the student will be sent home the way you have specified on the Emergency/Registration form.