

# Village Elementary School Handbook



**2023-2024**

Revised 8-3-23

# Village Elementary School Handbook

## 2023-2024

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# VILLAGE ELEMENTARY SCHOOL



## Bell Schedule 2023-2024

<b>Pre-School</b>	8:15 AM – 11:15 AM 12:05 PM – 3:05 PM	Morning Session Afternoon Session
<b>TK</b>	8:05 AM 8:10 AM 8:45-9:00 AM 11:00-11:45 AM 11:50	First Bell School Start Time Snack / Recess Lunch Time Dismissal <b>Every Day</b>
<b>Kinder</b>	8:05 AM 8:10 AM 8:45 AM 11:00-11:45 AM 2:50 PM 1:35 PM ( <b>Wednesday only</b> )	First Bell School Start Time Snack / Recess Lunchroom / Playground Dismissal Time M,T,Th, Fri Dismissal Time Wednesday
<b>First Grade</b>	8:05 AM 8:10 AM 9:00-9:15 AM 11:00 – 11:45 AM 2:55 PM 1:40 PM ( <b>Wednesday only</b> )	First Bell School Start Time Snack / Recess Playground / Lunchroom Dismissal Time M,T,Th, Fri Dismissal Time Wednesday
<b>Second Grade</b>	8:05 AM 8:10 AM 9:15-9:30 AM 11:45 – 12:30 AM/PM 2:55 PM 1:40 PM ( <b>Wednesday only</b> )	First Bell School Start Time Snack / Recess Lunchroom / Playground Dismissal Time M,T,Th, Fri Dismissal Time Wednesday
<b>Third Grade</b>	8:05 AM 8:10 AM 9:30 – 9:45 AM 11:45 – 12:30 PM 1:45 – 2:00 PM 2:55 PM 1:40 ( <b>Wednesday only</b> )	First Bell School Start Time Snack / Recess Playground / Lunchroom Recess Dismissal Time M,T,Th, Fri Dismissal Time Wednesday
<b>Fourth Grade</b>	8:05 AM 8:10 AM 10:00-10:15 AM 12:30 – 1:15 PM 2:55 PM 1:40 ( <b>Wednesday only</b> )	First Bell School Start Time Snack / Recess Lunchroom / Playground Dismissal Time M,T,Th, Fri Dismissal Time Wednesday
<b>Fifth Grade</b>	8:05 AM 8:10 AM 9:45 – 10:00 AM 12:30 – 1:15 PM 2:55 PM 1:40 PM ( <b>Wednesday only</b> )	First Bell School Start Time Snack / Recess Playground / Lunchroom Dismissal Time M,T,Th, Fri Dismissal Time Wednesday



# Village Elementary School 2023-2024 Arrival & Dismissal Traffic Routes and Gates



## Village Elementary Arrival and Departure Expectations

### Arrival Times

Grades TK-5th Arrival Gates Open: 8:00 am

Grades TK-5th First Bell Time: 8:05 am

Grades TK-5th School Start Time: 8:10 am

AM Preschool Arrival Time: 8:15 am

PM Preschool Arrival Time: 12:05 pm

### Dismissal Times:

Preschool AM Dismissal: 11:15 am

TK Dismissal Time: 11:50 am

Kindergarten Dismissal Time: 2:50 pm

1st-5th Grade Dismissal Time: 2:55 pm

Preschool Dismissal: 3:05 pm

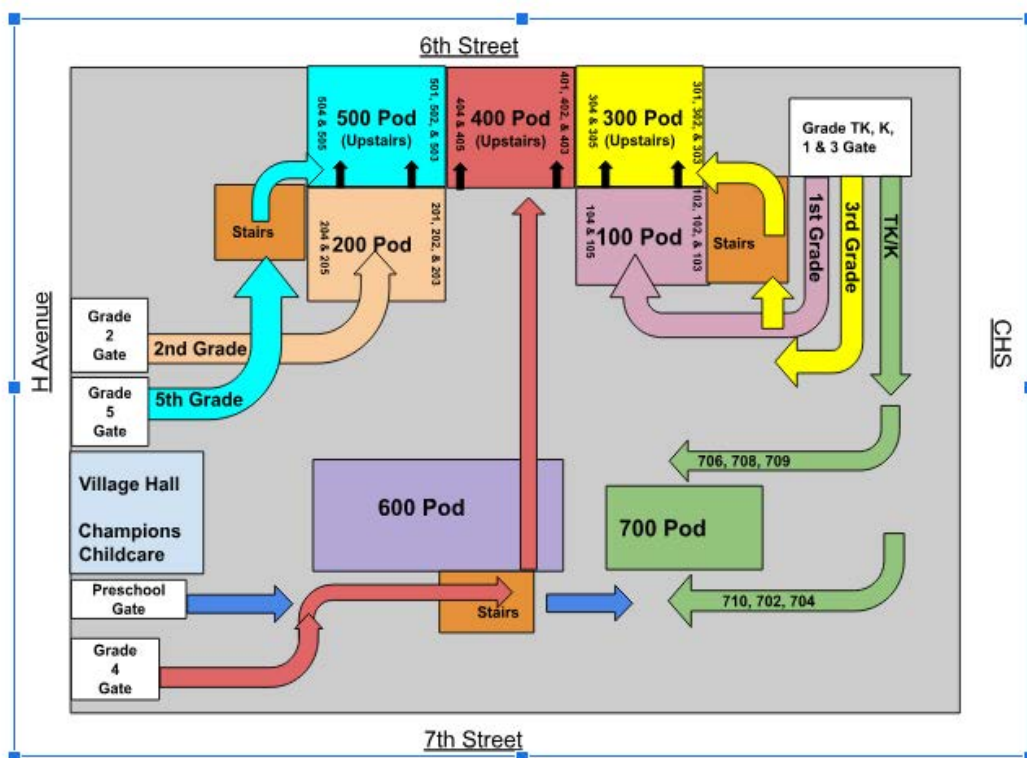
*\*Wednesdays are modified school days.  
Students in Kindergarten are dismissed at  
1:35 pm. Students in Grades 1-5 will be  
dismissed at 1:40 pm.*

### Arrival & Dismissal Expectations:

- Gates will open at the designated arrival and dismissal times (see schedule above).
- Students and parents may NOT congregate outside the gates for safety and security purposes.
- Only students and staff may enter and exit through the campus gates.
- Students must enter and exit the campus through their designated gate.
- Upon arrival, students must go immediately and directly to class.
- At dismissal, students will be escorted to their exit gate by teachers or staff.
- Gate supervision will be provided by teachers and staff.
- Visitors and late students must report to the office.

## **Arrival and Departure Routes**

Revised 8-3-23



## ARRIVAL/ DISMISSAL PROCEDURES

### Village Campus Arrival

**Village campus gates will be open each school day beginning at 8:00 am for grades TK-5th.** Please do not drop your child off prior to that time. There will be no supervision for students until the gates open at 8:00 am. Students in transitional kindergarten, kindergarten, first, and third will enter the gate facing 6th Street and G Avenue. Students in second, fourth, and fifth grade will enter through their designated gate facing H Avenue. **Only students may come onto campus.** Students may not enter through the front office unless they are arriving late. Students who ride bikes or scooters are to park at their grade-specific bike rack area. Once on campus, students must go directly to their classrooms. They must walk to class using the designated grade level walking/staircase routes. Students are not permitted to play on the playground equipment during this time. **At 8:10 am, the school day and instruction officially begin. Students are expected to be in their classrooms ready to learn.**

### Village Campus Dismissal

When arriving to pick up child/ren at the gates, parents are respectfully asked to not block the bike lanes or cross the red line in order to find their child. To ensure student safety, please pick up your child/ren promptly at dismissal time and immediately exit the pick-up areas. TK/kindergarten, first, and second grade teachers will walk students to the dismissal gate and wait with students at the designated classroom area until all the students are picked-up by the parent/guardian. If a student is not picked-up at dismissal, teachers will walk the student over to the front office so that parents can be contacted. All third, fourth, and fifth grade students will exit their classrooms independently. When arriving to pick up child/ren in grades 3-5, it is recommended that you establish a consistent meeting location with your child. Students who cannot find their parent/guardian/sibling will walk to the school office, where every attempt to contact parents will be made. The school main office closes daily at 3:30 pm. If a student has not been picked up by 3:30, and office staff have not been able to get in contact with a parent or a listed emergency contact, the office staff will need to contact the Coronado Police Department. An officer will escort that child to the Coronado Police Department and continue attempting to contact parents.

**Campus Arrival/Dismissal Times for Grades K-5:** (see maps on pages 2 & 3)

**Campus Arrival /Dismissal Locations:** (see maps on pages 2 & 3)

**TK, K, 1st, & 3rd Grade:** Gate facing 6th Street & G Avenue

**2nd, 4th, & 5th Grade:** Gates facing H Avenue (\*4th Grade Gate is located near the upper playground)

**\*\*For safety purposes, it is extremely important to follow all traffic drop-off/pickup guidelines as outlined by the school and city. Please direct your walking/biking children to come and go between school and home by the most direct safe route. If your child rides a bike to school, PLEASE HAVE HIM/HER WEAR A SAFETY HELMET AND REMIND THEM TO ALWAYS LOCK THEIR BIKES!**



## **Get to School Safely!**

### **Reminders on Safe Transportation to Village Elementary**

- **Go Green, Explorers! When possible, bike, walk, or carpool to school.** Please consider starting a “walk-pool” in your neighborhood in order to reduce the number of vehicles coming to Village each morning.
- **Parents/Guardians dropping off students:**
  - ✓ Please obey all traffic laws, especially with regards to illegal U-turns in front of our school on Sixth Street and H Avenue.
  - ✓ Use the loading zone areas on Sixth Street and H Avenue or park at an unmarked curb to unload passengers.
  - ✓ Please do not double park or drop off your child on the opposite side of the street! Children dashing between cars and crossing the street mid-block is dangerous.
  - ✓ Keep traffic moving in the loading zones, which are to the right. Through traffic stays to the left. Do not park in loading zones.
  - ✓ Parking spaces marked “Disabled” are for vehicles with “disabled” placards ONLY.
- **Bicyclers (adults and students):**
  - ✓ Riders under 16 must wear buckled helmets and obey all traffic signals.
  - ✓ Stop at stop signs!
  - ✓ **Areas directly in front of the school on Sixth Street and “H” Avenue are designated as “walk bikes only” zones. When approaching these areas, please get off your bike and walk to the appropriate entrance gate.**
  - ✓ Station and lock your bike at designated bike racks, located inside school grounds.
  - ✓ Do not lock bicycles to nearby trees or school gates.

### **ARTICLES PROHIBITED AT SCHOOL/PET**

Students may not be in possession of articles that are hazardous to the safety of others, or create a disturbance that interfere with the school procedure. Such items include cameras, zip-ties, “play” weapons, fireworks/*Pop-Its*, and toys. Please do not allow your child to bring any of these items to school. BIKES, SKATEBOARDS and SCOOTERS may be ridden to school, but must be locked at the appropriate gates. CELL PHONES/SMART WATCHES must remain in the student's backpack during the school day (unless specified-use is medically needed). Because of safety and allergy concerns, pets are not allowed on campus, unless part of instructional program. Please keep pets on leashes at all times and no closer to campus than the sidewalk around the perimeter of the school.

## ATTENDANCE, TARDIES, and RELEASE OF STUDENTS

**Coronado Unified School District Elementary School Attendance Policy** The Coronado Unified School District (CUSD) recognizes that there is no substitute for having students at school to receive instruction. We believe that parents, students, and all school personnel must be involved in pupil attendance. We strive to maximize students' instructional time in school, as such, students are expected to arrive at school on time, every day.

We are required by law to have school attendance procedures as well as consequences for school non-attendance. The following attendance policy is in effect at Silver Strand and Village Elementary Schools. It is important that students and parents understand and adhere to the elements in this policy. State law requires that all children ages 6 -18 shall attend school full- time and for the full-time designated as the length of the school day (EC 48200).

*Each student and parent is responsible for understanding and complying with the policy. Any questions about this policy should be directed to Site Principal, Assistant Principal or Attendance Clerk.*

### **REPORTING/VERIFYING ABSENCES**

If your child is absent (or tardy beyond 30 minutes) from school, the parent or guardian is obligated to report the absence or tardy to the school site. To ensure the safety of your child, we are asking parents and guardians to report all absences immediately - this will support our efforts in reporting timely and accurate information back to you regarding your child's whereabouts.

Please report absences immediately by calling your school attendance line the morning of the absence. You will need to call in each day of your child's absence. All absences must be verified within 24 hours by direct phone call or note signed by a parent/guardian and delivered to the attendance clerk, (CCR 5, 306). After 24 hours, all absences will be coded as unexcused.

**Village Elementary Attendance Line: (619) 522-8915, ext. 2**

*Our attendance policy (in accordance with Ed. Code 48205) stipulates that absences can only be excused for the following reasons:*

1. Personal illness or injury
2. Quarantine under the direction of a county or city health official
3. Medical, dental, optometric or chiropractic services in which student can present a note from parent/guardian or evidence of appointment.
4. Attendance of funeral service for a member of the IMMEDIATE family.
5. Jury duty in the manner provided by law or court ordered appearance such as a subpoena.
6. Pupil is custodial parent of a child who is ill or has a medical appointment.
7. Exclusion for failure to present evidence of immunization.
8. Exclusion from school because student is either the carrier of a contagious disease or not immunized from a contagious disease.
9. Upon written request of the Parent/Guardian, prior approval of the Principal or designee and pursuant to Board policy, a student's absence may be excused for additional reasons.



Any absence, for any reason other than those listed above, is considered unexcused. An excused absence that is not properly reported or verified within 24 hours will be marked unexcused.

Parents are expected to schedule medical and court appointments outside the instructional day. When scheduling an appointment during school hours is unavoidable, students must follow proper procedures or risk being marked truant. Any student leaving campus must report to the office FIRST. Students are required to be signed out by the parent when being picked up for outside appointments.

### **CUSD STUDENT SIGN-OUT PROCEDURES**

If it is necessary for a parent or person listed on a child's emergency card to sign out a child during school hours, the person will be required to sign the log in the office, show photo identification (if staff does not recognize the individual as a parent or person listed on the child's emergency card) before your child will be called from class to the office. Students will not be called to the office prior to parent or individual's arrival. Please arrange to arrive early enough for the sign-out process and still be able to make your appointment. Keep in mind, that depending on the time of day, students may need to be found on the playground if it is their recess or lunch time.

For the safety and protection of all students, parents must either provide written approval to the school for another person to pick up or the school must make contact with a parent when anyone other than a parent (person listed on front of emergency card) is picking a student up from school before the end of the school day. Even when an individual listed on the back of the emergency card is picking up a student, we must have verification from the parent.

When a student has had more than 10 total excused absences in a school year, any further absences for illness must be verified by a physician with a doctor's note or they will be unexcused (CCR 5, 421).

### **Tardies**

Students are considered present and not tardy when they are physically inside their classroom. Parents should be aware that by law, students are considered truant when they have any combination of 3 unexcused absences or tardies over 30 minutes (EC 48260).

#### **Elementary School Start Time:**

*TK-5th grade starts at 8:10am (gates open at 8:00 am)*

### **Independent Contracts for Study**

Parents should be aware that five or more absences in a grading period may have a significant negative effect on a student's academic progress. Therefore, students who will miss five or more consecutive school days for reasons other than illness are encouraged to request and complete a Independent Contract Study in lieu of attending school. The major objective of this contract is to enable students to keep current with their studies. The teacher will provide all assignments and instructional materials. Independent Contract Study may not exceed 20 days per school year.

To be eligible for Independent Contract Study, a parent must send an email or written request to the school site administration office at least 5 days prior to the planned absence requesting Independent Contract Study. If approved, the teacher and an administrator will sign the appropriate documentation. The teacher will provide the student with the assignments that need to be completed. All completed work must be submitted on the day the student returns to school. No Independent Contract Study will be issued for any dates beyond May 24, 2024. All Independent Contracts Study must be completed by May 24, 2024. No Independent Contract Study will be approved for any dates beyond May 24, 2024. Please give administration and classroom teachers as much notice as possible to prepare work for the Independent Contract Study.

## **Truancy/School Attendance Review**

The San Diego County Office of Child Welfare and Human Services describes “Soft Truancy” as an attendance pattern that includes any combination of the following that exceed 10% of instructional days: tardies, absences, incomplete Independent Contract for Study, withdrawing a student prior to the conclusion of the school day, etc. “Soft Truancies” often lead to more serious attendance problems if not addressed. By law, students are considered truant when they have any combination of 3 unexcused absences or tardies over 30 minutes (EC 48260).

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of a truancy by the most cost-effective method possible, and that the notification must include specific information related to the student's unexcused absence. Please review this sample letter (*First Letter*)

If the attendance pattern continues and after a student has been reported as a truant three or more times, he/she will be referred to the Student Attendance Review Team regarding the excessive absences and/or tardies. In addition, the school district must attempt to meet with the student and a parent or guardian. Please review this sample letter (*Second Letter*)

The law further requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a habitual truant. Please review the sample letter (*Third Letter/Habitual Truant*)

The CA Child Welfare and Attendance service have revised the reporting and recording of student attendance to prevent chronic absenteeism. A "chronic absentee" has been defined in California Education Code (EC) Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled."

Only through parents and school staff working together can we build the best educational experience for our students. We thank you in advance for your cooperation in respect to these policies and in your continued efforts to have your children in school every day, on time.

### **HEAT DAY RELEASE GUIDELINES**

The Superintendent shall declare a Heat Day release of either a full day or a minimum day using the factors of ambient air temperature, heat index, air pollution standards, etc., as they are reported on the National Weather Service's National Oceanic and Atmospheric Administration (NOAA). Their website at [weather.gov](http://weather.gov), along with other commercial websites, shall be used as verification of weather forecasts for the Coronado area. This declaration shall be based upon the knowledge that many of the CUSD classrooms are not air-conditioned and occasionally suffer from extreme and unhealthy temperatures. Heat Release Days apply to the student schedule; faculty and staff are expected to ensure a safe dismissal and can then leave for the day or as directed by their immediate supervisor. Click on the following link for further information on Heat Day Guidelines: <https://coronadousd.net/documents/Parents%20-%20Students/Heat-Day-Procedures-for-CUSD-revised-10-24-2017.pdf>

## BACK TO SCHOOL NIGHT

**Back to School Night** will be held on Thursday, August 31, 2023 for parents of TK through 5th grade students. Teachers will share the academic expectations, curriculum, and information on school operations and procedures. Please check the Village website and calendar for specific times <https://village.coronadousd.net/>

## CALENDAR AND SOCIAL EVENTS

For academic calendars, calendar of events, and up-to-date information, please log onto [www.coronadousd.net](http://www.coronadousd.net). Social events are sponsored by our parent group, P.T.O (Parent Teacher Organization) which may include the Fall Festival, Jog-a-thon, Art Gala (adults only). These events bring teachers, staff, parents, and students together for fun filled events and help raise funds for our P.T.O. Please see the “[Organizations](#)” section below for more information.

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all Chromebooks, books, supplies, and furniture supplied by the school. Students who destroy, disfigure, lose, or otherwise deface school property will be required to pay for the damage done or to replace the item. Students are required to pay for any lost/damaged CUSD items or library books.

## CHILD CARE/AFTER SCHOOL PROGRAMS

Child care will be offered through **Champions**. The program offers care for children in grades TK-5. Child care will be located at the Village Elementary School campus in Village Hall. The program offers before school care starting at 6:30 am and after school care until 6:00 pm. Registration is required for all programs. For more information please contact the Site Director, Alexie Gates, at (619) 865-1577 or [CH001664@discoverchampions.com](mailto:CH001664@discoverchampions.com). You may also visit the website at <http://www.discoverchampions.com/>. After School activity programs are also available through the Coronado Recreation Department. Information is available at (619) 522-7316 and electronic fliers through Peachjar.

## CITIZENSHIP, DISCIPLINE, SOCIAL SKILLS

### School Rules

Respect for one’s self and others are of utmost importance. Each student is expected to know these school rules and display appropriate behavior and exhibit proper care for materials while at school. Other rules in the classroom, cafeteria, special classes, etc. can be linked to one of these four expectations:

- ✓ Be Kind
- ✓ Be Safe
- ✓ Be Respectful
- ✓ Be Responsible

## **"Village Superheros" Character Development**

Our school has embraced a "superhero" theme with an emphasis in building a foundation in the importance of character development and integrity. Our students are introduced to this via school announcements, assemblies, a superhero ticket incentive program, monthly awards, and daily praise. Students who exhibit an honorable character trait may be given a "Superhero Character" ticket, which can be used to earn special prizes or privileges. Student may also be honored with a "Caught Being Awesome" weekly recognition and "Superhero Character" award at our monthly assembly. Classes that demonstrate exemplary "HERO" (Here, Everyday, Ready, On-time) attendance, will also be awarded the monthly "Superhero Attendance" recognition.

### **WHAT MAY HAPPEN IF A STUDENT EXHIBITS THE 4 MAIN VILLAGE CHARACTER TRAITS?**

A student may....

- Earn a Superhero Ticket
- Receive a Super Character Certificate
- Receive a "Caught Being Awesome" Recognition
- Select a Superhero Prize (15 tickets) to be redeemed Wednesday after school.
- Have Snack Recess with the Principal or Vice Principal & Bring 2 Friends (50 tickets)
- Be a Super Principal/Vice Principal in Training (100 tickets)
- Get a "Super Character Recognition" phone call home
- Have A Super Good Feeling Inside

### ***Village Superhero Pledge:***

*I pledge to be a Village Superhero each day. I will be thoughtful in the things that I do and words that I say. I promise to be safe, responsible, respectful, and kind. I will speak and act using my heart and my mind. I will honor each of my super abilities and the unique abilities of others. I am a leader and kind citizen of my school community.*

### **Superhero Character Monthly Focus below:**

**September:** Citizenship

**October:** Responsibility

**November:** Caring

**December:** Kindness

**January:** Respect

**February:** Fairness

**March:** Trustworthiness

**April:** Courage

**May:** Perseverance

### **Social Emotional Learning**

The Village Elementary staff is committed to cultivating an overall safe, positive, and friendly climate for all students and staff to flourish in. Harmony is a research-based program that helps students and staff develop meaningful classroom, student, and staff relationships, as well as a strong connection to the school and community. For more information about Harmony, please visit [www.harmonysel.org](http://www.harmonysel.org).



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## **The Leader in Me - What is it?**

*"If you inspire others to dream more, learn more, do more, and become more, you are a leader."*

*- John Quincy Adams*

This school year we will gradually begin implementing the The Leader in Me program. Leader in Me is a whole-school transformation model and process developed in partnership with educators that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on principles and practices of personal, interpersonal and organizational effectiveness, and upon the powerful premise that every child possesses unique strengths and has the ability to be a leader.

Leader in Me helps students learn how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. The process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond. For more information visit [www.theleaderinme.org](http://www.theleaderinme.org).

### **The Seven Habits of Leader in Me:**

HABIT 1: Be Proactive - You're in Charge

HABIT 2: Begin With the End in Mind - Have a Plan

HABIT 3: Put First Things First - Work First, Then Play

HABIT 4: Think Win-Win - Everyone Can Win

HABIT 5: Seek First to Understand, Then to Be Understood - Listen Before You Talk

HABIT 6: Synergize - Together is Better

HABIT 7: Sharpen the Saw - Balance Feels Best

### **School-wide Discipline:**

"Discipline" is from the Old English word meaning "to teach or train". Discipline is teaching children rules to live by and helping them become socialized into their culture. It is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior. Discipline is also about respect - respect for authority, others, self, and rules. Students learn this from home and school. We work together to create a healthy attitude toward discipline that will be rewarding throughout a student's life.

Village Elementary has a school-wide discipline plan intended to:

- *Keep students and staff safe*
- *Teach students to exercise self-control and to develop appropriate social skills*
- *Reinforce responsibility for actions*
- *Maintain focus on learning and teaching*
- *Model and encourage good choices*
- *Provide consistent and equitable standards*
- *Provide/enforce logical consequences*
- *Require an atmosphere conducive to learning in all school areas*
- *Spend more time on prevention, and less on intervention*

Classroom teachers focus on positive behaviors while working to help students understand the natural consequences of their behavior, both positive and negative. Our school-wide discipline plan is based on the key goals and approach of **Restorative Discipline**:

- *To understand the harm and develop empathy for both the harmed and the harmer*
- *To listen and respond to the needs of the person harmed and the person who harmed*
- *To encourage accountability and responsibility through personal reflection within a collaborative planning process*
- *To reintegrate the harmer (and, if necessary, the harmed) into the community as valuable, contributing members*
- *To create caring climates to support healthy communities*
- *To change the system when it contributes to the harm*

***In a Restorative Reflection/Conference/Mediation, students will be asked the following:***

- 1) *What happened?*
- 2) *What were you thinking or feeling at that time?*
- 3) *What are you thinking and feeling now?*
- 4) *Who was harmed/hurt by the words or actions?*
- 5) *How do you think it made the other person feel?*
- 6) *How can we resolve or repair the harm/hurt?*

***In addition, at Village Elementary, we believe that:***

- *All children are inherently good. All behaviors are learned from the responses children receive in their environment.*
- *There is a strong partnership between the school and parents. Frequent communication is essential.*
- *All students have the ability to behave appropriately and start with a “clean slate” each day.*
- *The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.*
- *The misbehavior of a student will neither interfere with, nor excuse him/her from successfully completing the learning objectives.*
- *Every discipline situation is an opportunity for children to learn responsibility and develop a plan for correcting what went wrong.*
- *Expected behaviors must be communicated, taught, and modeled throughout the year.*

***Suspensions:*** AB 982 – requires that when a parent/guardian of a student who has been suspended for two or more days requests homework that the student would have otherwise been assigned, teachers must provide such homework.

***For more information on the CUSD Discipline Action Guide and Technology Use Policies please visit:***  
[\*\*\*CUSD Discipline Action Guide\*\*\*](#)

***\*Update to CUSD DAG as of 2021:***

- *addition of the behavior infraction "use of biased language specifically related to race, religion, sexual orientation, ability, or other discriminatory language." (Section: Verbal and Written Aggression, page 15)*
- *based on the discipline matrix, this infraction may have a Level 1, 2, or 3 response*

## CLASSROOM CELEBRATIONS

Classroom celebrations are limited to four per year, and are typically held in October, December, February, and June. Some grade levels hold special celebrations connected to specific curriculum. Classroom teachers will give details to the Room Parent. All planning and related communication regarding classroom parties is done through the classroom teacher. **Close attention must be paid to the government-regulated food guidelines.**

### Birthdays

Village Elementary School recognizes that birthdays are a special day for our students. We must also ensure that birthday celebrations do not disrupt the learning process. Additionally, Village Elementary School adheres to the government-regulated food guidelines wellness policy that recognizes the importance of wellness, good nutrition, and an active lifestyle in the overall health of our students. The school and our staff are responsible for positively influencing student beliefs and habits in these areas. Frequent birthday celebrations with cookies, cupcakes and other sweets are not in alignment with these learning goals. If you would like to send something in with your child to honor his/her birthday, there are some wonderful alternatives to sending in sweets. You may wish to send your child to school with items, such as fun stickers, pencils, erasers, etc. to share with peers. You can also refer to our district website for healthy alternatives: <https://coronadousd.net/departments/food-services-student-nutrition/cusd-wellness-policy/>

## CLOTHING/LOGO ITEMS

### Clothing

Please mark your child's name on all articles of clothing and personal property. Clothing and apparel that is demeaning, degrading, offensive or references violence is prohibited. Shirts must cover the midriff and chest area and must have at least one-inch straps. Skirts, dresses, and shorts must provide adequate coverage while standing and sitting. Students should dress according to the weather and in clothes that are comfortable, neat, and clean. Students are encouraged to wear athletic or tennis shoes for PE, **backless sandals or flip-flops are not permitted**. Please remember that students will be participating in physical activity each day and should dress accordingly. The CUSD dress code policy can be found in the Discipline Action Guide at <https://coronadousd.net/documents/Departments/Student-Services/DAG-2021-22.pdf>.

## COMMUNICATION, MESSAGES, TELEPHONE USE

### Communication

Communication between school administrators, teachers, and parents is essential in order to effectively function as a school. To make sure parents receive important information, we will provide multiple means of communication, such as the principal's weekly e-bulletin and text, school and district website, PTO, and Peachjar. You can find the information you need on the district, school, and classroom websites. Please check the Village Elementary School website regularly for news, calendars, and specific teacher websites at <https://village.coronadousd.net/>. Go to the "Schools" tab on the left side of the page, and find Village Elementary.

### Messages

Only in the case of an emergency will the office forward messages from parent to student. To ensure a good learning environment and to prevent unnecessary classroom disruptions, non-emergency messages will not be delivered. Teachers may be reached via email, voice mail, or by having a staff secretary deliver a note to the teacher's mailbox.

### **Telephone Use**

Students must keep their cell phones and smartwatches in their backpacks during the school day and are not permitted to make telephone calls during the school day. If there is an emergency, or in case of an illness, the secretary or nurse will make the call home. Please help your child to develop a routine of placing things that must be brought to school in a designated area the night before. Being prepared and creating organizational routines will help reduce the chance that lunch money, books, homework, etc. will be left at home. This will eliminate the need for unnecessary phone calls to the parent by school personnel.

### **Cellular Telephones & Smartwatches**

Student cellular phone and smartwatch usage is not allowed during the instructional day. If a student needs to carry a cell phone or have a smartwatch, it must stay in his/her backpack and be turned-off. Smartwatches are to be treated like cellular phones. Students may not wear them or use them during the school day unless determined a medical necessity by our CUSD nurse. We respectfully request that parents refrain from using their cellular phones when in the hallways or classrooms. Policy 5131.8: Mobile Communication Devices

## **EMERGENCY PROCEDURES/EMERGENCY FORM**

### **Emergency Procedures**

In case of a fire, earthquake, or disaster, all students will be evacuated to the nearest playground area. Kindergarten will evacuate to their playground. Students in the 100, 300, & 700 pods will evacuate to the primary playground on 6th Street. Students in the 200, 400, 500, and 600 pods will evacuate to the H Avenue and 7th Street playground. No child will be released to an adult unless the name appears on the emergency card. Please be sure these **cards are on file at school and updated** if any changes occur. Please refer to the School and/or CUSD Safety Plan for specific details. You can find the Village Elementary School Safety Plan under the *Students & Parents* tab.

### **Emergency Forms**

Emergency forms are completed every year at registration. The purpose of the Emergency form is to assist the school in locating the parent in the event of an illness or emergency involving the child. It is very important that the school is able to locate you at any time. Please note on the form any allergies or serious medical problems of which the school should be apprised. **As soon as possible, let the school office and classroom teacher know if there are any changes or corrections that need to be made on the form during the school year.**

## **TRANSFERS**

When a child is transferring to another school, please notify the school office as soon as possible so that grades, materials, and student records can be reviewed. For transfer requests to Village, please make sure you have filed the correct forms with the school.

## **EVALUATION OF STUDENT PROGRESS**

Student achievement is evaluated a few times per year for TK-5 students. The first semester ends on **January 25, 2024**. Report cards are sent home with the student on that day. Final report cards are sent home with the student on the last day of school, **June 13, 2024**. All information for students with Individual Education Plans, which is confidential, will be mailed home or available for parent/guardian pick up in the office.



## **FIELD TRIPS, ASSEMBLIES, AND OTHER SCHOOL EVENTS**

### **Field Trips**

Field trips are carefully planned extensions of the instructional program. They are a part of our curriculum, and students are expected to attend field trips as a way to enhance their learning. If a student is unable to attend, arrangements will be made for the student to be assigned to another classroom during that specific time. Permission slips and forms will be sent home explaining each field trip. Children participating on these trips must have parental permission. Sack lunches will be available for purchase. The parent and child should be aware of the child's acceptance of responsibility to be a good citizen, and to maintain contact with the person in charge.

### **Parent Chaperones**

Teachers will determine chaperones on a lottery basis if more parents than the limit are interested. As this is part of the instructional day and for safety reasons, non-chaperone parents/family members/siblings are not allowed to meet and accompany students on the field trip. Thank you for your cooperation and understanding.

Parents who are asked to chaperone must follow specific instructions for the safety of students, including:

- ☐ As much as possible, remain with the class as a group on the trip, under the direct supervision of the certificated teacher.
- ☐ Count students before and after arriving at a new location.
- ☐ No purchasing of souvenirs, snacks, face painting, etc.

### **Other School Events**

Village Elementary school teachers have a great deal of academic material to convey during the course of the school year and guard the time they have to teach carefully. Still, learning isn't limited to class work alone. At Village, meaningful special events are scheduled to supplement classroom lessons. In addition to one off-site field trip, several on-site assemblies and programs may be scheduled throughout the year.

## **FIFTH GRADE ONLY**

To help make the transition to the Coronado Middle School, all 5th grade students receive a classroom presentation from the CMS principal and/or counselor, as well as attend a tour and orientation of CMS by the CMS staff and student representatives in late spring. A fifth-grade celebration and promotion will be planned for the last week of school.

## **HANDICAPPED PARKING**

*Handicapped parking spaces are limited and, pursuant to law, only individuals with appropriately issued handicapped permits can park in these locations. Any member of the community with a disability requesting permission to park in a handicapped parking area must apply to the appropriate authority to secure a handicapped-parking permit. A parking zone identified with a sign bearing the international disability symbol is restricted at all times for use by vehicles bearing a valid state issued handicapped parking permit.*

*Handicapped-accessible parking is available in the front of all schools, the parking lot of the district office, and other parking lots on the grounds of each school. To park in the designated spaces, vehicles must have state-issued handicapped plates or permits. Drivers are strongly urged to be courteous to all drivers parked, entering, or leaving these handicapped spaces.*

## HEALTH INFORMATION

The Health Office hours are consistent with school hours. The School Nurse and health assistant(s) are available during those times. The District Nurse is Joellen Semo and can be reached at [jsemo@coronado.k12.ca.us](mailto:jsemo@coronado.k12.ca.us). The Village Health Office staff can be reached at [villagenurse@coronado.k12.ca.us](mailto:villagenurse@coronado.k12.ca.us). For more information on CUSD health services please visit the following links: [CUSD Health Services](#).

### **Peanut-Free Zones**

Please be aware that Village Elementary has areas on the campus with peanut-free zones. These zones offer one or two designated peanut-free tables during recess snack time and lunch time. For the assurance of the health and safety of our students, no peanut products are utilized or sold in the cafeterias. Classrooms with peanut-allergic students are designated peanut-free zones. Teachers will inform students and parents if this is the case. We ask that parents/guardians refrain from sending in peanuts or peanut products for school- related activities such as celebrations, etc. Your cooperation is greatly appreciated.

### **Specialized Health Care and Medications**

If it is necessary for your child to receive any specialized health treatments or take medications at school, your physician must complete and sign the appropriate Physicians Authorization form. This form requires a parent signature to be valid. Elementary school children are not to carry medication with them at any time. The medication must be brought to school by a parent or guardian or authorized person, not the child. All medications are to be locked in the Health Office and administered by trained personnel only. Medications must arrive in their original containers and be labeled with:

*Name of child*

*Name of medicine*

*Name of physician*

*Date of purchase*

*Dosage & Schedule of administration*

### **Illness or Injury at School**

When your child becomes ill or is injured at school, every attempt will be made to reach you. If the school is unable to reach you, the person listed on the emergency form will be contacted. If authorized emergency friends/relatives are not available and immediate treatment is advisable, the child will be transported to the nearest hospital. The parent or emergency contact adult will be expected to come to the school to pick up the child when the Health Office calls. Students should not be responsible for getting themselves home when they are sick. Please also notify the School Nurse/Health Office via written note or email if your child is to be excused from physical education due to illness or injury.

When children experience a communicable disease/illness such as Covid, chicken pox, strep throat, head lice, etc., it must be reported to the school nurse. When a child experiences an acute illness: vomiting and/or diarrhea, undiagnosed rash, fever over 101 degrees, etc., the child needs to remain home until after the symptoms subside. Once the symptoms subside, the parent of the student must contact the school nurse to have the student cleared prior to the student returning to campus. Report specific health concerns, extended illness, chronic conditions, and infections to the school nurse so that your child will receive appropriate activity adjustment as needed. A instructional plan will be implemented by the child's teacher to provide a continuity of learning. After 14 illness absences, a doctor's note may be required for each additional absence.

## **Immunization Requirements**

All new students, according to California Law, must present a provider-documented immunization record on entry to CA schools. This must be an official document with the complete immunization date -- month, day, and year -- for each immunization stamped on the record. The physician's office or clinic must be clearly marked, along with a signature of the person giving the immunization. **Your child must meet the current minimum requirements to be admitted to school.** Requirements are continually being revised. If you would like more information, please visit: <https://www.shotsforschool.org>.

- ✓ Polio - 4 doses at any age, 3 doses meet the requirement if one dose was given after the 4th birthday.
- ✓ DTP, DtaP- 5 doses, but 4 doses meet the requirement if one dose was given after the 4th birthday, but 3 doses meet the requirement if one dose was given after the 7th birthday.
- ✓ MMR - 2 doses, both after the 1st birthday
- ✓ Hepatitis B - 3 doses required for TK-12
- ✓ Varicella - 2 doses or a physician-documented chicken pox history meets the requirement.

### **Additional Requirement for Enrollment:**

- ✓ School Entry Health Check (green form): Kindergarten & 1st Grade
- ✓ Oral Health Assessment Form: Kindergarten

## **School Physicals**

All First grade students, at school entry, must present evidence of an official physical exam taken no more than 18 months prior to first grade, or up to 90 days from the August enrollment. Health examinations from other states or countries will be accepted.

## **Vision and Hearing Screening**

Vision screening tests are mandated by the State of California for all transitional kindergarten, kindergarten, second, and fifth grade students. Color-Vision screening will also be provided for first grade, male students. Hearing screening tests are also mandated for transitional kindergarten, kindergarten, second, and fifth grade students. If special concerns are addressed by the teacher or parent of a student, at any grade level, vision and hearing screening can be performed.

## **Oral Health**

All entering Kindergarten students must provide evidence of an official oral health assessment completed by a California licensed dentist.

## **Health Education**

The fifth grade teachers instruct students about health-related subjects. Topics include dental hygiene; growth and development; wellness; nutrition and fitness. Additional information is available for students, teachers, and parents.

## **HOMEWORK**

### **HOMEWORK POLICY: per CUSD Board Policy**

#### **6154 Philosophy:**

The Governing Board believes that each child should develop the attitudes of personal responsibility and self-discipline in the pursuit of learning. Further, the Board believes that regularly assigned homework can assist students in the accomplishments of this goal.

#### **Homework should:**

1. Reinforce skills and concepts taught in the classroom through independent practice.
2. Enrich and extend learning through independent study and experimentation.
3. Develop study habits, research, and critical thinking skills.
4. Provide an opportunity for parents/guardians to be involved in their child's education.

Homework assignments should be based on the individual needs of students. Quality rather than quantity will be stressed. Modifications and differentiation of homework assignments may be needed, depending on a student's needs.

#### **Suggested guidelines for nightly homework:**

- |                       |                |
|-----------------------|----------------|
| ▪ Kindergarten        | 15-20 minutes  |
| ▪ First through Third | 20-30 minutes  |
| ▪ Fourth and Fifth    | 45-60 minutes  |
| ▪ Sixth               | 60-75 minutes  |
| ▪ Seventh and Eighth  | 75-90 minutes  |
| ▪ Ninth and Twelfth   | 90-120 minutes |

\* Amounts of time will vary depending on the individual student's course of study.

\*\* Students in advanced courses may require additional time.

## **TECHNOLOGY**

All students 1st-5th grade will be issued a CUSD Chromebook on the first day of school to be used strictly for school purposes. Students will need to bring their Chromebook back and forth to school daily. CUSD does offer an additional protection plan for \$20. Visit the link for more information on the protection plan, technology requirements, and student-use expectations at [CUSD Technology Page](#). You can view the specific [VES Acceptable Technology Use Policy](#) here.

## **LOST AND FOUND**

Articles found in and around the school will be deposited in the Lost and Found, located outside the cafeteria. All unclaimed items will be donated at the end of each semester. **PLEASE LABEL ALL PERSONAL ITEMS WITH STUDENT'S FIRST AND LAST NAME.**



## LUNCH

The USDA has approved universal free breakfast and lunch meals for all students enrolled in the CUSD for the entire year regardless of meal status. No applications will be needed to receive the free daily lunch meal. Students will need to state their first and last name to the cashier each day when receiving breakfast and lunch before exiting the line. The CUSD Nutrition Services staff will be taking proper precautions with increased sanitation and cleaning procedures. This will include, but not limited to, students sanitizing hands prior to getting food, sanitizing hands prior to exiting the line, CNS staff sanitizing the salad bar and all contact surfaces between grades and changing tongs between grades as well. Please follow the link for more information: [Nutrition-Services](#)

## OPEN HOUSE

Open House is for all students, parents, and the community to attend. It is a great opportunity to visit all programs and grade levels on campus. Open House is held in the spring.

## ORGANIZATIONS

### **P.T.O (Parent Teacher Organization)**

Business meetings are held throughout the school year. The purpose of PTO is to foster a sense of support, pride and enthusiasm within the Village Elementary School community. The organization's objective is to promote positive school relationships between students, teachers, parents, and staff. In addition, it supports school curriculum and programs that enhance our children's educational environment. All Village parents are welcome to attend meetings. Members plan upcoming PTO programs and discuss school activities. The principal and a teacher representative attend these meetings and actively solicit parent suggestions and concerns. Financial support of our well-rounded curriculum is a major goal of the PTO, via three major fundraisers: Fall Festival, Jog-a-thon, and Art Gala. Money raised by fundraisers is used to secure and provide additional programs that enhance the educational experience at Village Elementary school. PTO encourages all Village parents to become members, as membership income is an important part of reaching their annual fundraising goal. In addition to fundraising and communication, PTO provides many services to the school including: yearbook, children's philanthropy, field trip and assembly coordination, staff hospitality, and school merchandise. For more information on PTO, please go to our Village website and click on the Students & Parents tab at the top of the page, or follow this link: [Parent Involvement](#)

### **Coronado Schools Foundation**

Founded in 1982 to provide additional funding to our local public schools, Coronado Schools Foundation is managed by a small dedicated staff with leadership provided by an 18-member Board of Directors to meet its Mission: *Through community involvement and support, Coronado Schools Foundation raises and manages funds to provide exceptional learning experiences for all Coronado Unified School District students.* While the PTO provides direct school support, Coronado Schools Foundation provides district funding for all four campuses, funds otherwise not available for students to take STEAM- inspired (science, technology, engineering, arts and mathematics) classes which provide an opportunity to learn and thrive. With the Local Controlled Funding Formula enacted by the California State Legislature in 2013, Coronado Unified School District receives \$1,200 less per child in funding that across the bridge in San Diego Unified, simply due to our demographics. While parents are asked to contribute at a level that works for their family, parents are asked to consider joining Hive 365, a dollar a day per child or \$30/ monthly. Every donation is appreciated. The goal is 100% participation. To view programs funded at Village and across the district or for more information on making a donation or volunteering, please visit: <https://www.csfkids.org>

## **School Site Council (SSC)**

The purpose of the School Site Council is to create a team at the school site that uses all its combined resources and special knowledge to make our school the very best it can be. SSC functions under the leadership of the principal using the LCAP & School Improvement process as a guide. Staff, teachers, parents and interested community members work together to evaluate the school's current situation, determine its strengths and needs, and plan improvements.

## **VILLAGE RECESS RULES**

- Follow instructions of playground supervisors at all times while on the playground.
- Students with a cast, crutches, or a brace are not allowed in recess area (Green Field, hard-top, playground)
- Safe, courteous behavior is expected at all times.
- Students must abide by safety rules that are established by recess supervisors and PE teachers.
- The following behaviors are not tolerated on Village Elementary playground:
  - Bullying
  - Pushing, punching, tackling, wrestling, fighting
  - Threatening to harm others
  - Throwing rocks, sticks, dirt, grass, or similar objects
  - Throwing of artificial turf fill (black pellets), or any other surface protection materials
  - Teasing, name calling, swearing
  - Hair pulling
  - Spitting
  - Gum chewing
  - Walking near or under playground moving equipment
  - Playground equipment overcrowding
- Students should stay within the boundaries of the playground during recess. Leaving the playground without permission is a serious infraction of school rules.
- Written permission is needed to re-enter the building/classrooms during recess. Adult supervision of students is required at all times.
- Students are expected to use sports equipment and fields appropriately:
  - Jump ropes are to be used only for jumping
  - Sport-specific balls are to be only used for their intended purpose and game (Examples: basketballs are for playing basketball, soccer for playing soccer)
  - Kick balls, whiffle balls, and soccer balls are only permitted on allowed surface areas
  - No balls or other equipment or objects are to be thrown at other students
  - No use of toys, skates, skateboards, long strings, cables, (non-medical) helmets
- Students are expected to follow the rules established for individual games and equipment.
- No gymnastics or stunts allowed (Examples: cartwheels, hand stands, back bends, tumbling)
- Any student who wants to participate in a team sport shall be allowed to participate.
- Any student who is injured or bleeding (or who sees someone else who is injured or bleeding) must report to a playground supervisor immediately.
- Stop playing immediately when the designated signal is given (whistle, bullhorn).
- Students are expected to line up and prepare to leave the playground immediately when directed to do so.
- Students are expected to walk when entering or exiting the playground.
- Students who fail to follow these rules are subject to disciplinary action!

## **SMOKE-FREE SCHOOLS**

The Coronado Unified School District has adopted a policy of a smoke-free environment for all. No smoking will be allowed on District property. Please support and abide by the District's policy while in the school and on school grounds.

## **SPECIAL CLASSES**

This year, we are fortunate through special funding sources, including the Coronado Schools Foundation, to offer enrichment classes in the following areas for students in grades K-5: Innovation Lab, Visual & Performing Arts (VAPA), and Library. Students attend special classes each week, each lasting 45 minutes.

## **SPECIAL SERVICES**

- School Psychologists
- Nurse
- Speech and Language Pathologists
- English Language Development Teacher
- Clinical Counselors
- Military Family Life Counselors
- Innovation Lab Teacher
- Literacy and Math Support Teachers
- Librarian
- Champions Childcare
- Before and After School Enrichment Opportunities

## **Counseling Services**

The School Counselors enhance the school's academic mission by providing services which strengthen home, school, and community partnerships. The counselors address barriers within the student, home, school, and community that potentially interfere with student achievement. The services provided by the counselors help to bring students, staff, and parents together, and develop and maintain trusting, encouraging relationships – thus creating an environment conducive to effective problem-solving and learning.

## **CAASPP**

The California Assessment of Student Performance and Progress (CAASPP) is a system intended to provide information that can be used to monitor student progress and ensure that all students leave high school ready for college and career. The CAASPP includes computer-adaptive tests and performance tasks tests in English Language Arts, Mathematics, and Science (for fifth grade students only). The tests are administered to all students in grades three through five in the Spring. The results of those assessments will be released to the public and mailed to the parents over the summer break. To learn more about test results visit: <http://www.cde.ca.gov/ta/tg/ca/caasppsreports.asp>.

## VOLUNTEERS & VISITORS

### Volunteers

Volunteers are welcome at Village Elementary School and may be needed to help for various class projects, working with students, parties, etc. Each grade level and classroom is different with different volunteer needs. Your child's teacher will let you know his or her needs at *Back to School Night*. **Room parents and volunteers will need to have a TB certificate on file with our school prior to volunteering.** All visitors and volunteers are required to bring in the appropriate photo identification to sign in at the office upon arrival, wear a visitor/volunteer badge and sign out when leaving. When parents wish to confer with their child's teacher, the parent will contact the teacher for an appointment. For more information about requirements on "volunteer fingerprinting", please visit the [CUSD Volunteers](#) page.

### Visitors

Coronado Unified School District school administrators, teachers, and staff seek to provide for the successful educational, emotional, and social development of all district students. Uninterrupted, protected educational time is paramount to accomplishing this goal. However, the Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program. Parents, guardians, and community members are invited to open house activities and other special programs. To ensure minimum interruption of the instructional program, the following procedures should be followed. All visitors must enter and exit through the front office. Visits during the school hours should first be arranged with the teacher and administration. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

#### *A visitor is:*

Anyone who is neither a current student of the school nor a current employee of the school. This definition includes but is not limited to: parents, community members, volunteers, inspectors, advocates, independent contractors, former employees, former students, etc. CUSD employees who are visitors to a campus and Governing Board members must enter and exit all sites through the front office, check in using the Raptor system, and show current district-issued identification. For further information about Board Policy regarding visitors, please contact the CUSD District Office.

- A student's legal guardian/parent/surrogate may visit and observe their child or teacher at school twice a trimester/semester.
- Outsiders may visit a classroom at a district school once a trimester/semester.
- Requests for classroom/school visits/observations by outsiders or parents/guardians/surrogates must be routed through the principal's office.
- The length of the classroom/school visits/observations by outsiders or parents, guardians, surrogates shall be limited to a thirty (30) minute visit.
- The classroom teacher and principal or designee must be given at least two school days of advance written notice of a request for a classroom/school observation by the visitor. The classroom teacher and school principal or designee must approve the date and time of each classroom/school observation.
- Each visitor, including but not limited to an outsider or a student's parent, guardian, or surrogate must check in with the school principal or designee before the commencement of each classroom/school observation or visit.
- The behavior of each visitor during the visit must be supportive of the school and classroom environments, e.g., no cell phones and no conversations with anyone, including but not limited to teachers, students, or staff, during the visit/observation, unless the purpose of the visit is a prearranged and scheduled meeting with a teacher, staff member, etc. The instructional process shall not be interrupted. No attempts shall be made to engage the teacher or the students in conversation during the visit/observation.

## PROCEDURES FOR ALL VISITORS

- **All visitors** must report to the school office first and not enter the school via any other entrance. Any person found violating this rule will be immediately reported to the administration and/or law enforcement.
- **All visitors** will be required to identify themselves by submitting a valid identification upon arrival. Identification will be returned when visitors leave. Proper identification includes a driver's license, government-issued personal identification card, or passport.
- **All visitors** will be required to have their ID scanned.
- A visitor's badge must be worn and displayed prominently while on school grounds.
- All visitors must sign out in the school's office prior to exiting the school and return their visitor badge. School reception staff should check the 'in-out' records regularly to monitor compliance with these procedures.
- All staff members will immediately relay concerns regarding the presence or conduct of visitors to school security or the principal.