

# Coronado Village Elementary School

## Parent Handbook 2018-2019

For more information regarding Coronado Unified School District and to access the Village Elementary website, go to [www.coronadousd.net](http://www.coronadousd.net)

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## ARRIVAL/ DISMISSAL PROCEDURES

### Arrival

**Village Main campus gates will be open each school day at 7: a.m.30HDVHGRQRWGURS RKFLOGRIIEHIRUHWKHDWHVRSHQ7KHUHLVQRVSHUYLVLRQIRUVW&HQWVWQWLOWK RSHQ Two gates will be open for students each morning. Students in grades 1-3 enter the gate and line up on their room number at the primary grade playground facing 6th street adjacent to the high school football field. Students in grades 4 and 5 enter the gate and line up on their room number at upper grade playground by H Street & 7th.**

**Only students may come onto campus.** As students arrive onto the campus, they are to walk directly into the gates. Students may not enter through the front office. Students who ride bikes are to park at their grade level designated bike rack area. Once on campus, students are not permitted to go to classrooms, and must stay out in the designated supervised playground areas. Equipment is closed and no balls are allowed in the morning before school. Students are not permitted to play on the playground equipment during this time, but rather are encouraged to read, draw, or chat with a friend while waiting for their teachers. This morning time is a great opportunity to allow students to talk and be together before school begins in a safe, supervised environment.

**At our Village main campus, a line up bell will ring at 8:05 a.m.** Students will line up on their classroom number. Teachers will come out to greet students and walk them to their classrooms. Once the lineup bell rings, parents must exit the campus back through the gates quickly, so our custodians may secure the campus. If you are volunteering first thing in the morning at either of our campuses, you still must exit out of the gates and come into our front office to sign in and receive your visitor ID. **At 8:10 a.m., the learning chime will ring and students should be in their seats ready to learn.**

**Village ECDC campus gates will be open at 8:00 a.m.**

**For the first two days of school at ECDC** WeachersZOOgreet students at the gate at 8:15 a.m. Children will line up at a cone marked with their teacher's name and room number in front of their designated gate. **Room 1** will line up at the front gate next to the school office. **Rooms 2 and 4** line up in front of Crown Hall by the flagpole. **Rooms 6 and 7** line up at the back gate by the playground. **For the remainder of the school year at ECDC** all students will enter campus through the Front Gate next to the ECDC Office. Students may not enter through the front office. Students will say their goodbyes **at the gate**, walk to place their backpack in the designated area and then proceed to the playground that will be supervised by our morning instructional aides. Students who ride bikes to school are to park them at the designated bike rack area. Once on campus, students are not permitted to go to classrooms, and must stay out in the designated supervised playground areas.

**At our Village ECDC, a line up bell will ring at 8:15.** Students will get their backpacks and line up in a designated area determined by the teachers. Teachers will come out to greet students and walk them to their classrooms. Parents will not be permitted to follow students on campus, and will need to have hugs, kisses and goodbyes all completed at the gate. **At 8:20, the learning chime will ring and that means our students are in their learning zone.**

## **Dismissal**

For safety purposes, it is also extremely important to follow car drop-off/pickup guidelines as outlined on signage in front of the school and Village Hall, as well as the front of the ECDC site. In order to reduce morning traffic congestion, parents dropping younger students in the morning are encouraged to use our “Curbside Host” program where students will be safely escorted to their assigned entry gate by school personnel and/or supervised and trained 5<sup>th</sup> grade students. 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! Specific gates are to be used when arriving and leaving school grounds. It is a good idea to choose a specific location at which to meet your child at their dismissal gate.

At the 6<sup>th</sup> street (primary) gate, parents are respectfully asked to not block the bike lanes or cross the red line in order to find their child/ren. Teachers will exit the school gates and walk students towards the red line, where parents will be able to meet them. Typically, 4<sup>th</sup> and 5<sup>th</sup> graders exit their classrooms independently, and exit on “H” or 7<sup>th</sup> street exits. Again, having a meeting place set up that your child can count on to find you is a good idea. Students who cannot find their parent(s) will walk to the school office, where every attempt to contact parents will be made. The school office closes daily at 3:45 pm. For students who have still not been picked up by 3:45, office staff will contact the Coronado Police Department, who will escort children to the Coronado Police Department and continue attempting to contact parents

### **Village Main campus**

Pods 100/300/700	6th St. gate
Pods 200/400/600	H St. gate (by PE room)
Pod 500	H St. gate (by flagpole)
Bicycles 400	7th St. gate

### **Village ECDC campus**

Room 1 dismisses at the front gate.

Room 2 dismisses from the Hall in front of the school.

Room 4 dismisses from the Hall in front of the school.

Rooms 6 and 7 dismiss from the gate near the playground.

## **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 “walkpool” 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 Village 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 ground.
  - ✓ Do not lock bicycles to nearby trees or school gates.
  - ✓ Village ECDC bike riders will enter through the Front Gate by the Office. Rooms 1, 2 and 4 will park their bikes in the bike rack just next to Crown Hall. Rooms 5, 6 and 7 will park their bikes in the bike rack next to the Playground.

### **ARTICLES PROHIBITED AT SCHOOL/PETS**

Problems arise each year because students have articles that are hazardous to the safety of others or interfere with school procedure. Such items include radios, cameras, “play” weapons, and toys. Please do not allow your child to bring any of these items to school unless the classroom teacher has given permission. BIKES, SKATEBOARDS and SCOOTERS may be ridden to school, but must be locked at the appropriate gates.

Because of safety and allergy concerns, pets are not allowed on either 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 student is absent (or tardy beyond 30 minutes) from school, the parent or guardian is obligated 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. Each day your student is absent must be called in. 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 Main Campus (619) 522-8915, ext. 2

Village Elementary ECDC (619) 522-8923, 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 Times:**

**Village Elementary Main Campus starts at 8:10am (gates open at 7:45am)**

**Village Elementary ECDC starts at 8:20am (gate opens at 8:00am)**

### **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 days for reasons other than illness are encouraged to complete Independent Contract for Study in lieu of attending school.

To be eligible for Independent Contract for Study, parents must send a written request to the school site administration at least 5 days prior to the planned absence outlining the dates and reasons for the request. If approved, the student must have their teacher sign the appropriate documentation, prior to leaving for Independent Contract for Study.

Upon the first day of return, the student must submit all work stipulated on the Independent Contract for Study. All work is to be turned into the front office, not the teacher. It is extremely important that students have regular attendance until the end of the school year. This is particularly so during the last few weeks of the final semester when end-year assessments are administered. No independent contracts will be issued after May 31.

Please give administration and classroom teachers as much notice as possible to prepare work for the Independent Contract for 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.

## **BACK TO SCHOOL NIGHT**

Back to School Night is held at the beginning of the school year for parents (not students) of TK through 5th grade students, during which academic expectations, curriculum, and information on school operations and procedures are articulated. Please check the Village website and calendar for specific date and time ([www.coronadousd.net](http://www.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 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 textbooks or library books.

## **CHILD CARE**

The Child Care Program offers care for children in grades TK-5. The care for students in grades 1 – 5 is located at Village. The kindergarten child care is provided at the Early Childhood Development Center. The program offers before school care starting at 6:30 a.m. and after school care until 6:00 p.m. The sibling program provides supervision on our playground for primary (grades 1-3) students waiting for intermediate (grades 4-5) siblings’ dismissal.

Registration is required for all programs. For more information, please call the director of Child Care, at 522-8940, ext. 6085.

After School activity programs are also available through the Coronado Recreation Department. Information is available at 522-7316.

## **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

### **Social Skills: “The Village Way”**

An overall school climate which is positive and friendly is developed through our “Village Way” social skills program, which is mirrored at all sites and grade levels in the Coronado Unified School District. The CUSD Governing Board recently adopted “Character Counts” as



our district-wide character education program. Each month or two a different theme in the area of character education is introduced via an all-school announcement and stressed school wide throughout that time. Specific instruction and emphasis are placed in that area in both the classroom and auxiliary programs. Students who exhibit a given time period's skill may be given a "Character Counts" ticket, which can be used to earn special prizes or privileges. Classes that demonstrate exemplary behavior may earn class "Character Counts" tickets, as well. Occasional grade level assemblies and school-wide signage also support Character Counts. Please log on to <http://charactercounts.org/sixpillars.html> for more information on the six pillars of character. Both Village and Strand School follow the schedule below:

September/October: **T**rustworthiness

November/December: **R**espect

January: **R**esponsibility

February: **F**airness

March/April: **C**aring

May/June: **C**itizenship

**TRRFCC=Terrific (an easy way to remember it!)**

### **School-wide Discipline Plan**

"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.

Good discipline is also another word for respect - respect for authority, others, self, and rules. Discipline is an attitude that begins at home, is reinforced at school, and is applied through life. Attitudes about behavior are learned. 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 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 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.

### **Behavior Notices (Referrals)**

School personnel may give behavior notices (referrals) to students who make poor choices, such as: breaking school rules in the classroom, on the playground, or in/on any part of the Village/ECDC campus. Consequences for referrals are dependent upon their frequency and severity. Classroom teachers, playground supervisors, and school administration are provided with copies of all referrals. Parents are notified of the referral and are required to provide a signature indicating they have received the referral. It should be returned to the classroom teacher the following day. Students with frequent behavior notices may spend time with the school counselor, Assistant Principal, or Principal. Please refer to your child’s teacher, first, for more information regarding behavior notices.

**For the CUSD Discipline Action Guide, please go to:**

[https://www.edline.net/files/f6ddbc4ce37359ae3745a49013852ec4/Discipline\\_Action\\_Guide.pdf](https://www.edline.net/files/f6ddbc4ce37359ae3745a49013852ec4/Discipline_Action_Guide.pdf)

## 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 guideline. Please refer to [http://www.edline.net/files/uULYR/\\_2ac56e99f785d9673745a49013852ec4/District\\_Guidelines\\_for\\_School\\_Nutrition.pdf](http://www.edline.net/files/uULYR/_2ac56e99f785d9673745a49013852ec4/District_Guidelines_for_School_Nutrition.pdf)**

### 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. Please follow the link below if you would like more information. <http://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. 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 "District Discipline Guide" on the district website at [www.coronadousd.net](http://www.coronadousd.net).

### Logo Items

The P.T.O. sells school shirts and sweatshirts with the Village Elementary Logo. These items are available in the school office.

## 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, permission slips, and publicity flyers, most take-home papers will be sent home with the students each Monday. Please check the Village Elementary School website regularly for news, calendars, and teacher websites at [www.coronadousd.net](http://www.coronadousd.net). Go to "Schools" 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

Children are discouraged from making telephone calls during the school day, except in an emergency. 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. Preplanning and creating organizational routines will help reduce the chance that lunch money, books, homework, etc. will be left at home.

## Cellular Telephones/Smartwatches

Student cellular phone/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 cell phones. Students may not wear them during the school day. We respectfully request that parents refrain from using their cell phones when in the hallways or classrooms.

\*\*\*Classroom teachers may allow students to use cellular phones for instructional purposes.

## 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 and 7th Street playground. The large blue gates on both playgrounds and the main Kindergarten gate will be open so parents can locate their child. School personnel will be wearing white shirts with red crosses on them for identification purposes. They will help direct you to your child's teacher. 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.

### 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.**

## EVALUATION OF STUDENT PROGRESS

Student achievement is evaluated 2 times per year for TK-5 students. The first semester ends on January 26, 2018. Report cards are sent home with the student approximately one week after the end of the grading period. Final report cards are sent home with the student on the last day of school. 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 (such as special curricular days) 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 on duty during school hours. 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).

### **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 if your child is to be excused from physical education due to illness or injury.

When children experience a communicable disease illness such as chicken pox, strep throat, head lice, etc., it must be reported to the school nurse. After appropriate treatment and recuperation, the student needs to check in through the School Nurse upon returning to school. When a child experiences an acute illness: vomiting and/or diarrhea, undiagnosed

rash, fever over 101 degrees, etc., the child needs to remain home for 24 hours after symptoms subside before returning to school. 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. After 14 illness absences, a doctor's note is 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 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.

- Polio - 4 doses at any age, but 4 doses meet the requirement for ages 4-6 if one dose was given after the 4th birthday; 3 doses meet the requirement for ages 7-17 if one dose was given after the 7th birthday.
- DTP, DtaP-age 6 and under - 5 doses, but 4 doses meet the requirement for ages 4-6 if one dose was given after the 4th birthday; DTP, DtaP, DT, or Td - age 7 and older - 4 doses, but 3 doses meet the requirement for ages 7-17 if one dose was given after the 2nd birthday.
- MMR - Kindergarten - 2 doses, both after the 1st birthday; Grades 1-6, 1 dose, after the 1st birthday.
- Hepatitis B - 3 doses, required for Kindergarten entry.
- Varicella - Kindergarten, 1 dose, physician documented chicken pox history meets the requirement.
- Varicella – Grades 1-6, 1 dose for students coming from out of California under 13 years.
- School Entry Health Check (green form)
- Oral Health Assessment Form

### **School Physicals**

All Kindergarten and 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.

### **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.

### **Health Education**

The nurse and staff instructs 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.

## **HOURS OF INSTRUCTION**

### **Preschool – ECDC**

8:20 – 11:50am, Monday-Friday

### **Transitional Kindergarten–**

**ECDC August 24 – November 17**

8:20-11:50 Monday-

Friday **November 27- March 2**



## **Group A/B Schedule**

### Group A

8:20-2:25 Monday, Tuesday

8:20-11:50 Wednesday, Thursday, Friday

### Group B

8:20-2:25 Thursday, Friday

8:20-11:50 Monday, Tuesday, Wednesday

### **March 5-June 14**

8:20-2:25 Monday, Tuesday, Thursday, Friday

8:20-11:50 Wednesday

### **Kindergarten – ECDC**

8:20-2:25 Monday, Tuesday, Thursday, Friday

8:20-11:50 Wednesday

### **Grades 1, 2, 3 – Village**

8:10-2:20 Monday, Tuesday, Thursday, Friday

8:10-1:05 Wednesday

### **Grades 4, 5 – Village**

8:10-2:55 Monday, Tuesday, Thursday, Friday

8:10-1:40 Wednesday

## **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 trimester. **PLEASE LABEL ALL PERSONAL ITEMS WITH STUDENT’S FIRST AND LAST NAME.**

## **LUNCH**

Children may either purchase a school lunch or bring their lunch. Milk or juice may be purchased separately by those bringing their own lunch for \$.50 (price subject to change). The cost of a complete lunch including milk is \$3.00 (price subject to change). Ice cream may also be purchased on Spirit Day for \$1.00 (First Friday of every month). Lunch menus are sent home each month. Please follow the link below for more information regarding menus and Food Services (on our District webpage, go to Business Services and look for the Food Services link): [http://www.edline.net/pages/Coronado\\_USD/Departments/3795694549244647170/School Menus](http://www.edline.net/pages/Coronado_USD/Departments/3795694549244647170/School_Menus)

## **Prepaid Lunch Accounts**

Prepaid lunch accounts are available via our District website and online payment system at <http://www.ezschoollpay.com/>. Students without their own lunch or cash for lunch, or whose account has a negative balance of \$6.00 or more (with efforts to notify parents of the negative balance) will be offered an alternative meal.

## **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 on the second Thursday of the month in Village Hall at 9:00am. 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: the school newsletter, directory and 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 check for the "Organizations" link on the left side of the page, or follow this link:

[https://www.edline.net/pages/Coronado\\_Village\\_ES/Organizations/PTO](https://www.edline.net/pages/Coronado_Village_ES/Organizations/PTO)

### **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, monies 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, visit [csfkids.org/what-we-do/](http://csfkids.org/what-we-do/). For more information and to make a donation or volunteer, please visit <https://csfkids.org/our-partners/river-of-giving-mosaic/>

## **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 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**

1. Follow instructions of playground supervisors at all times while on the playground.
2. Students with a cast, crutches, or a brace are not allowed in recess area (Green Field, hard-top, playground)
3. Safe, courteous behavior is expected at all times.
4. Students must abide by safety rules that are established by recess supervisors and PE teachers.
5. 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
6. Students should stay within the boundaries of the playground during recess. Leaving the playground without permission is a serious infraction of school rules.
7. Written permission is needed to re-enter the building/classrooms during recess. Adult supervision of students is required at all times.
8. 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
9. Students are expected to follow the rules established for individual games and equipment.
10. No gymnastics or stunts allowed (*Examples:* cartwheels, hand stands, back bends, tumbling)
11. Any student who wants to participate in a team sport shall be allowed to participate.
12. Any student who is injured or bleeding (or who sees someone else who is injured or bleeding) must report to a playground supervisor immediately.
13. Stop playing immediately when the designated signal is given (whistle, bullhorn).

14. Students are expected to line up and prepare to leave the playground immediately when directed to do so.
15. Students are expected to walk when entering or exiting the playground.
16. 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: Computer Lab, Science Lab, and Library. Students attend two special classes each week, each lasting 45 minutes.

### **SPECIAL SERVICES**

- Specialists at Village Elementary: Psychologist, Nurse, Speech/Language clinicians, English Language Development teachers, Academic Support teachers, Military Family Life consultant, Science Lab teacher, Literacy Support teacher, Librarian, Computer Lab teacher, and school Social Worker.
- Before and after school enrichment opportunities

### **Counseling Services**

In the Counseling Office, school social workers enhance the school's academic mission by providing services which strengthen home, school, and community partnerships; which address barriers within the student, home, school, and community that potentially interfere with student achievement; and which bring people together to develop and maintain trusting, encouraging relationships – thus creating an environment conducive to effective problem-solving and learning.

### **SPIRIT DAY/CHARACTER COUNTS**

Character Counts Assemblies are held on the first Friday of the month (except September), to celebrate successes and promote grade level and school spirit. Students are encouraged to wear school colors (red, white, and blue) on Spirit Day and every Friday. School shirts and sweatshirts are available for purchase in the front office. In addition, the students can purchase ice cream at lunch for \$1.00.

### **STUDENT COUNCIL**

Student representatives are elected in grades 4 and 5 to communicate the needs and concerns of students in school, to give back to our school community, and to understand the democratic process. These students act in an advisory capacity for appropriate school decisions and are liaisons between their classmates and the school's personnel. There is an ongoing emphasis on activities which positively represent the school's culture, such as speaking at school board meetings, acting as leaders and guides for special programs, spearheading campus clean-up efforts, and children's philanthropy projects.

## **TESTING**

Different types of tests provide different kinds of information about students, schools, or special programs. Some tests measure aptitude or readiness for the same types of learning or activities.

### **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 in English Language Arts and Mathematics, as well as tests in Science (fifth grade only).

The CAASPP state testing program is administered to all students in grades three through five in the Spring. Students will be tested in Mathematics and English Language Arts. 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/caasppreports.asp>.

### **MAP**

*The MAP test measures what students know and informs what they're ready to learn next. By dynamically adjusting to each student's performance, MAP Growth creates a personalized assessment experience that accurately measures performance—whether a student performs on, above, or below grade level.*

The MAP district testing will be administered three times throughout the school year to students kindergarten through fifth grade. Students in kindergarten and first grade will take the primary grade version of the MAP (MPG). They will be given the Mathematics test only. Students in grades second through fifth will take the MAP in Mathematics, Reading, and Language (optional). To find out more about MAP testing please visit: <https://www.nwea.org/map-growth/>.

## **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.

## **VISITORS, VOLUNTEERS, and EVERYONE A READER**

### **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 principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

1. A student's legal guardian/parent/surrogate may visit and observe their child or teacher at school twice a trimester/semester.
2. Outsiders may visit a classroom at a district school once a trimester/semester.
3. Requests for classroom/school visits/observations by outsiders or parents/guardians/surrogates must be routed through the principal's office.
4. The length of the classroom/school visits/observations by outsiders or parents/guardians/surrogates shall be limited to a thirty (30) minute visit.
5. 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 an outsider or a parent/guardian/surrogate. The classroom teacher and school principal or designee must approve the date and time of each classroom/school observation.
6. Each visitor, including but not limited to an outsider or a student's parent/guardian/surrogate, must check in with the school principal or designee before the commencement of each classroom/school observation or visit.
7. 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.

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.

## **Volunteers**

Volunteers are welcome at Village 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. In the past, we have logged many, many hours of parent volunteer time. 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.**

### ***Volunteer Fingerprinting Process:***

**<http://www.edline.net/pages/coronadousd/departments/humanresources>**

At Village School, all visitors and volunteers are required 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.

### **Everyone a Reader™**

“Everyone a Reader” helpers are community members who tutor Everyone a Reader students in grades 1-4. Volunteer tutors are very important people to the students they help. Please contact the school office if you'd like to volunteer. **Volunteer requirements (noted above) apply to the “Everyone a Reader” Program.**