

VILLA PARK ELEMENTARY SCHOOL

SCHOOL WIDE INCENTIVE PROGRAM

One of the most important factors in a student's successful learning is their motivation to learn, how hard they will try, and how much effort they will put forth. The more a learner is interested and successful with learning, the more the process of learning will become its own reward.

ACADEMIC AWARDS ASSEMBLY

At the end of each trimester an assembly will be held to honor those students receiving awards. **The following awards will be presented at the assembly:**

- *HONOR ROLL (GRADES 4-6 – Trimester)
- *BOBCAT AWARDS (GRADES 1-3 – Trimester)

Classroom and/or Monthly Monday Morning Announcements for the following awards:

- *STUDENT OF THE MONTH (Students chosen monthly)
- *SPECIAL AWARDS (Categories chosen by teacher and presented each trimester)

***Parents of recipients are invited to attend the academic assembly.**

ATTENDANCE AT SCHOOL

Regular and punctual school attendance allows your child the best opportunity to learn the vast quantity of information required by our rigorous state standards. VPE is proud of their high academic performance. Please ensure your child's adherence to punctual arrival and departure from school.

Regular Schedule

Grades K – 3rd - 8:00 - 2:05 pm
Grades 4th – 6th - 8:00 - 2:21 pm

Minimum Day Schedule

K – 6th - 8:00 - 12:15 pm

Modified Wednesdays

Grades K – 6th 8:00 – 12:15 pm

****No arrivals before 7:30 am.***

In the event of an absence, please call "OPERATION CONCERN" at 714-538-9710 by 9:00 am.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

What is PBIS?

Positive Behavior Interventions and Support (PBIS) is a program that establishes a clear behavioral and social culture that is needed for all students in a school to achieve social, emotional, and academic success.

In the past, school-wide discipline has focused mainly on reacting to only the students who misbehave and tend to ignore the students who consistently follow school rules. Research has shown that recognizing students for consistently following school rules has a positive effect on both academic and social performance and creates a safe environment for all students. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. This however, does not mean that inappropriate behavior will not be addressed and consequences given. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Our staff and community are committed to providing a safe place where our students can learn, grow and achieve to their highest potential.

Purpose statement: VPE is a community of respectful, responsible citizens who are growing together as life-long learners.

Positive Behavior Expectations: **VPE BOBCATS ARE PAWSITIVE**

Personal Best

Act Responsibly

Work and Play Safely

Show Respect

“PAWS” TICKETS

In order to reinforce high standards, the classroom teacher will issue “**PAWS**” Tickets”. All kindergarten through sixth grade students will have the opportunity to participate in the program. The purpose of the program is to teach students that positive behavior has a direct effect on their academic and social achievements.

The students will receive a “**PAWS**” Ticket from the VPE Staff. Students have the option of “spending” their tickets on selections from the “**PAWS STORE**”. They also may choose to save these tickets and serve with the principal in “**Principal Activities**” during the school year. It is the student’s responsibility to keep track of their tickets. They cannot be transferred to another student.

BIRTHDAY RECOGNITION

We realize a child's birthday is very important. If you would like to send a birthday treat for sharing at school, please contact your child's teacher at least one week in advance. Birthday snacks may be distributed during recess playtime, but may not infringe on instructional time. Please **DO NOT SEND** balloons or flowers. They will not be delivered to class, as they are a distraction to the educational day. Birthday party invitations may **not** be passed out at school.

Birthday Club - Once a month at lunch, the Birthday Club chairpersons provide a cupcake to each student with a birthday that month. Summer birthdays are included with the June date.

Lunches

Kindergartners have an opportunity to purchase a hot lunch, **however we encourage them to bring a sack lunch.** Kinders need the time to eat and play and purchasing a hot lunch can take up to 20 minutes. We want to ensure that they have plenty of time to eat a healthy lunch and also have time to expend energy. We encourage students to bring a "healthy snack" to eat during their morning recess.

For grades K through 6, lunch tickets are available with each student having an electronic account with a password. Each student has an account into which funds are deposited by the parents. The account is accessed with a pin number assigned by the District. For younger students, the teachers will assist with remembering this code for the first few weeks of school. It is important for each student to memorize their pin number.

Back to School Night - **This year Back to School Night is set for May 24!** This night is an opportunity for parents to hear individual teacher presentations regarding expectations and planning for the upcoming year. This is not a "student" night as the agenda is geared toward "parents only." Your cooperation in this regard is certainly appreciated. Students are, however, WELCOME at "Open House" (see below).

Open House - Villa Park conducts an "Open House" for all students and families to attend in order for the students to share their work and accomplishments during the year. Open House is scheduled for **May 19, 2015.** This is an extremely popular event with students and siblings attending with their parents.

Outdoor Science School – The sixth grade students have an opportunity to attend Outdoor Science Camp at Arrowhead Ranch. They receive a week of hands-on science and outdoor experiences. Villa Park sixth graders begin fund raising for this event during their fifth grade year. Students who choose not to attend the camp attend school as usual during the week. **Our sixth graders will attend the week of November 30-December 4.**

Bike Rodeo - Usually held in October, the Bike Rodeo is open to all students in grades 3 through 6 for obtaining bike licenses in order to ride their bikes to school. The Orange County Sheriff's Department and/or the Orange Police Department and the Home and School League coordinate this event. **For safety reasons, students in grades K through 2 are not permitted to ride their bikes to school.**

Bike Riders – Third grade students will park their bikes in the front of the school. Grades 4-6 will park their bikes in the back of the school, unless they have a third grade sibling; then they will park their bikes in the front. Students may not ride their bikes on school grounds.

PARKING SAFETY – “PROCEDURES”

Please read the following to help us make our school a safer place for children and parents.

FRONT PARKING AREA (CENTER DR.) – GRADES K – 3 STUDENTS AND UPPER GRADE STUDENTS WITH PRIMARY SIBLINGS ONLY

Drop-off and Pick-up: Dismissal – Teachers will walk their students to the front of the school

- Enter the front parking lot and pull forward to the indicated sign in the loading/unloading zone to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the street.
- You may stop and **STAY IN YOUR CAR** in the drop-off/loading/unloading zone only.
- You may **not park or stop** in the “drive-thru” lane. Students are not to be dropped or picked up in the “drive-thru” lane. Students will **not** be allowed to cross traffic to enter your car.
- **After school** students will assemble according to grade level along the fence in the front of the school. We will assist your child getting in and out of the car. Please **DO NOT signal** your child to run between cars to meet you or enter the car on driver’s side.
- **Kindergarten Parents** - Please do not stop in front of the Kindergarten building. This backs the entire line of cars up along Center Dr. Kinder students will be escorted to the cars for safety.

BACK PARKING AREA (LINCOLN ST.) – GRADES 4 – 6 STUDENTS ONLY

Drop-off and Pick-up: Dismissal – Teachers will monitor students as they exit to back parking area

- Students will exit through back gates and walk along designated walkway in back parking lot for safety purposes.
- Please pull all the way around the “horseshoe” parking area as far as possible before stopping to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the street.
- Students will wait in walkway area to be picked up. They will not be permitted to walk through parking area to exit or enter your car.
- Upper grades students who have primary siblings will walk to the front of the school to meet their sibling.

GENERAL SAFETY GUIDELINES FOR PARKING AREAS

- Students who walk or ride bikes must follow the walkway to exit the school.
- Bus unloading and loading zone is in front of the Lincoln gate driveway.
- Students who ride the bus will exit the Lincoln gate.
- Teachers are on duty to assist the traffic flow and see that students get safely to their cars. Please follow their directions. If you are instructed to move or park in another location, please understand that it is only to effectively manage the traffic and promote the safety of our students.
- Do not park and leave your car along the streets bordering the school during drop-off and pick-up. Hours are posted on the signs along Center Street and Lincoln.
- Parking and leaving your car is permitted ONLY in designated parking spaces.
- Instructions, good-byes, and after school play arrangements should be taken care of outside of school, not at the curb.
- Pedestrians must use crosswalks.
- Parents and students please wait for staff member to assist you in using the crosswalks.
- **HONKING HORNS DOES NOT HELP - BEING A SAFE, PATIENT AND COURTEOUS DRIVER HELPS EVERYONE AND KEEPS OUR KIDS SAFE!**

HINTS FOR PARENTS:

- **If you have both an upper and primary student pick up both students at 2:21. Students will be supervised.**
- **Morning drop off – bring students at 7:35 – 7:45 – parking area is not congested at this time.**
- **The parking areas are not congested in the morning before 7:50 am and in the afternoon after 2:20 pm in the front and 2:30 in the back parking lot.**

***THANK YOU FOR YOUR HELP AND COOPERATION
AS WE STRIVE TO KEEP OUR STUDENTS SAFE!***

VILLA PARK ELEMENTARY SCHOOL “PAWS” EXPECTATIONS

The rules and regulations were designed to make Villa Park a safe and orderly environment in which to learn. All rules fall under three categories which address:

Is it safe?

Is it courteous and respectful?

Does it respect property?

1. Single most important rule: **KEEP YOUR HANDS AND FEET TO YOURSELF.**
2. Use acceptable language.
3. Protect school and personal property of others.
4. There will be a 3 minute warning bell. Freeze when bell rings; wait for teacher’s whistle, then walk to get water/use restrooms or line-up.
NO DRINKS OR USE OF RESTROOM AFTER THE SECOND BELL.
5. **ZERO TOLERANCE**
 - NO WEAPONS (Knives, guns, martial arts accessories) or facsimiles are allowed. OUSD holds a zero tolerance policy for weapons.
 - No threatening to “kill” another student. OUSD holds a zero tolerance policy for these types of threats.
6. Threats of violence and bullying behavior are taken as a serious issue and will be dealt with as such.
7. **WALK** in lunch area, hallways, courtyard, and on the blacktop unless involved in a game.
8. Chewing gum and sunflower seeds are not permitted on school grounds.
9. A pass is needed to come to the office or to use bathrooms during class time.
10. Only kickball and soccer balls are for kicking.
11. Physical contact sports and activities are not allowed.
(NO TACKLE FOOTBALL OR TAG TYPE GAMES)
12. **Cell Phones:**
 - Students **do not** need cell phones at school. They have access to school phones to contact parents.
 - Parents must complete a cell phone form and return to the office for their child to have a cell phone @ school.
 - Cell phones of students who have attained approval will keep phones in their backpacks and not take them out during school hours.
 - Cell phones will be confiscated from students not following these rules.

13. Snacks are to be eaten only in designated lunch shelter area during recess.
14. Walk bicycles to and from bike racks while on school property. Students in grades 3rd – 6th may ride bikes (must attend Bicycle Rodeo first). Bikes are to be locked and helmets worn.
15. **NO SKATEBOARDS, ROLLER BLADES, ROLLER TYPE SNEAKERS, OR “RAZOR” TYPE SCOOTERS ARE PERMITTED AT SCHOOL.**
16. All games are open to all students during recesses. School rules should be followed for all games.
17. Students may not be in buildings during recess and lunch. A pass is needed to come to the office.
18. **Dress Code – SEE ATTACHED DRESS CODE.**
19. **Bringing Items to School** – If you do not need it for school work leave it at home. **TOYS** are not to be brought to school, including trading cards, electronics such as i-pods, etc.
20. **LUNCH TABLE REGULATIONS:**
 - Remain seated unless you are excused by the supervisor.
 - Freeze when the whistle is blown.
 - Keeps hands and feet to yourself.
 - Talk in your normal voice - No shouting or yelling.
 - Raise your hand if you need help.
 - Pick up all your trash.
 - Do not play with playground equipment at the lunch tables.
21. **FIGHTING** - Fighting at school will not be tolerated. Students who choose to fight will be sent home on suspension. Habitual fighters may lose the privilege of attending school at Villa Park.
23. **STUDENTS MUST LEAVE THE SCHOOL PROPERTY AT THE END OF THE DAY.** Students need to be picked up promptly after school to allow teachers time to prepare for the next days lessons. Many child care options are available.
24. **PERSONAL PROPERTY** - Villa Park Elementary and OUSD are not responsible for the *personal property of pupils* (such as calculators, Franklin spellers, cell phones, electronic readers; i.e. Kindles, Nooks). Students should place their name on all items of value. It is highly recommended that electronic readers not be brought to school without specific parent permission.
Please contact your child’s teacher to let them know you have given your child permission to bring electronic readers to school.
25. **ACADEMIC HONESTY** - VPE Students are expected to have high academic integrity. Students are to do their best on all class and homework assignments. The expectation is that students will perform with honesty and integrity on all tests and assignments. Students who cheat on assignments or tests will receive an “F” for that assignment/test and the parents contacted by the teacher.

DRESS CODE
2015 - 2016 School Year

While attending Villa Park Elementary School, all students will:

1. Wear regular school clothes as they were intended to be worn, which include the following criteria:
 - A. The pants will be the proper size:
 - Pants and shorts will be worn at the waist with a belt of proper length.
 - Belt buckles will be free of writing or insignia.
 - No pocket chains of any sort.
 - Pants and shorts will fit at the waist and crotch. Underwear may not be showing.
 - B. Shirts will be the appropriate size.
 - C. School clothes will be neat, clean and free of holes.
 - D. Hats may be worn the correct way outside the classroom due to heat and sun.
 - E. Plain white undershirt T-shirts are not to be worn at school
 - F. Clothing considered “gang or skater” attire, *including* inappropriate or suggestive pictures or words are not allowed.
 - G. Midriff shirts or blouses that expose the tummy area are not to be worn. All straps must meet the “two finger width” rule (at least 1 inch wide).
 - H. “Short” shorts are not allowed. With arms relaxed to the side, shorts must be no shorter than the child's finger tips.
 - I. Open toe shoes, shoes with heels, roller skate type shoes, backless shoes or sandals are not to be worn at school for safety reasons. Shoes must be worn at all times.
2. Unnatural hair color, hairpieces or hairstyles (Mohawk – no shaved sides and gel peak higher than 1”) are not allowed. The parents will be notified and students may return to school once VPE policy is met.
3. Dangling earrings, or make-up, are not to be worn to school.
4. Students not following the school dress code will face disciplinary consequences. Parents may be contacted to bring a change of clothes to school. Parents should supervise school-clothing selections for appropriate school attire.

PLAYGROUND RULES

Play Areas: No child shall be excluded from any play opportunity at his/her grade level.

A. SWINGS

- a. Count to 50 with each swing (count their feet coming forward)
- b. Swing in one direction only.
- c. Unless swinging, students are to be out of the sand area surrounding swings

B. BARS

- a. No standing on top of bars.
- b. Go in only one direction on ladder bars.
- c. Two hands on bars at all times.

C. FIELD AREA (for the following sports):

- a. The field is for playing soccer, kickball, catch or running.
- b. NO TAG/CHASING

D. HANDBALL COURTS

- a. Play only on ball walls, not on any building walls.
- b. No “butts-up” games or games with children rolling on the ground – there is a risk of injury
- c. Grade levels have assigned courts to use.

E. BLACKTOP

- a. Walking or engaged in game activity
- b. No running/chase/tag

F. HELPING TEACHERS

- a. Teachers will designate a place to meet students wanting to help during lunch or recess.
- b. Students are not to be waiting outside classrooms.

G. RESTROOMS

- a. Are to be used to go to the bathroom or wash your hands.
- b. Keep restrooms neat and tidy.
- c. No playing in or around the restrooms.

All children are encouraged to use their words to solve any problems. Here are 12 problem solving strategies for students. When needed, children should involve an adult on yard duty to solve conflicts.

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|-------------------------|-----------------------|
| 1. Talking it Over | 7. Saying “I’m Sorry” |
| 2. Listening | 8. Waiting |
| 3. Sharing | 9. Using Humor |
| 4. Walking Away | 10. Using Chance |
| 5. Ignoring | 11. Compromising |
| 6. Doing Something Else | 12. Asking for Help |