

Chino Valley Unified School District

# **Walnut Avenue Elementary School**

5550 Walnut Ave. Chino, CA 91710

(909) 627-9817



**2022 – 2023**

## **Parent/Student Handbook**

## **Walnut Ave. Elementary School Office Staff**

**Karen Morales**, Principal

**Brian Martinez**, Assistant Principal

**Barbara Patten**, School Secretary

**Gloria Ramirez**, Clerk II

**Edith Venegas**, Bilingual Typist Clerk 1

**, School Nurse RN**

**MarycarmenMendiola**, LVN

**Elvira Galaz**, Health Clerk



**Office Hours: 7:00 – 4:00 p.m.**

Telephone: (909) 627-9817 FAX (909) 548-6067

Please call the office or send a note with your child to report an absence.

Website: <https://www.chino.k12.ca.us/Walnut>

## **Principal's Message**

Welcome Walnut Families!

We are incredibly excited for this new school year! We are a Gold PBIS school again for the 4th time, and this recognition comes from the State of California PBIS Coalition. We are also A California Distinguished School, and this past year we earned the prestigious California Pivotal Practice Award from the State of California. We have seen the benefits of PBIS (Positive Behavior Intervention and Supports) strategies and will continue providing multi-tiers of support for our students. We want to provide a safe and positive learning environment for students, teachers, and staff through the Positive Behavior Interventions & Supports (PBIS) System. In addition, we want to reduce behavior problems that interfere with student learning. PBIS is a school-wide system that will help improve consistency in expected behaviors, resulting in students being ready and prepared to learn. We are preparing students to be college and career ready with the use of AVID strategies. We have high expectations for our students. To help them meet these expectations, teachers participate in weekly Professional Learning Communities (PLC), where they set SMART goals for their classes, discuss data, plan interventions and enrichments for students, and discuss Best Teaching Practices.

The support from our parents is an integral part of Walnut Avenue Elementary School. Your continued support and assistance are necessary for the academic achievement of every Walnut student. This is a cordial invitation to all parents to get involved in one of the parent leadership groups, volunteer in classrooms, or participate in whatever capacity you deem essential.

This handbook has been designed to provide you with a wealth of information, as we believe that only with your continued partnership can all children achieve their best. Additionally, this handbook is a resource for our families so that you can understand the policies and procedures for Walnut Avenue Elementary School. Please read the handbook thoroughly.

Thank you for supporting your child's success in school.

*Karen Morales*  
**Principal**

## **Vision & Mission Statement**

***Walnut is a place of excellence where children can recognize and achieve full potential in their academic, creative, personal, and moral development.***

- ❁Walnut will promote positive community participation and facilitate continuous communication that ensures active parent involvement through school functions.
- ❁Walnut will provide a safe and orderly school site as it adheres to discipline that is firm, fair, and consistent.
- ❁Walnut will collaboratively establish, maintain, and accomplish high expectations through open-ended creative thinking in academics and behavior.
- ❁Walnut will model and provide positive reinforcement for good moral conduct and exhibiting the 6 Pillars of Character.

***Our Motto is . . . Be a Leader***

**School Colors . . . Blue & Gold**

**School Logo . . . “Home of the Wolves”**

## ✓ ACADEMIC STANDARDS:

Our curriculum aligns directly with the Common Core State Standards and the Chino Valley Unified School District's focus standards for each grade level. Special emphasis will be placed on reading, writing, and mathematics within a well-balanced educational program. Specific learning objectives at each grade level will be discussed at "Back to School Night."

## REPORT CARDS AND GRADING



The school year is divided into three trimesters. Students will receive an official report card at the end of each trimester. In addition, parents will receive a 6-week progress report each trimester. Parents should contact the school if they DO NOT receive one of these reports and are encouraged to call the teacher should there be questions/concerns regarding these reports. CVUSD uses a Standards-Based Report Card, which aligns with the Common Core State Standards. Students will receive 4, 3, 2, 1 Performance Levels.

### *Kindergarten – 6<sup>th</sup> Grade Progress toward Standards:*

<u>Performance Levels</u>		<u>Descriptors</u>
4	Extending	Students at the Extending level of performance have an in-depth understanding of grade level performance standards expected at this point of the school year.
3	Achieving	Students at the Achieving level of performance consistently meet the grade level performance standards expected at this point of the school year.
2	Progressing	Students at the Progressing level of performance are partially meeting the grade level performance standards expected at this point of the school year.
1	Beginning/Standards Not Met	Students at the Beginning/Standard Not Met level are not yet meeting grade level performance standards expected at this point of the school year.

## ✓ ARRIVAL TIME:

Students are not to arrive before 7:40 a.m., as there is NO supervision before 7:40 a.m. Students enrolled in the breakfast program may enter the MPR at 7:20 to eat breakfast. All students must wait in the designated area before school begins. School will start at 7:50 a.m. After 7:50, students will be considered tardy. **Every day, including minimum days, the schedule for T/K & Kindergarten classes will be 7:50 to 11:10 a.m.**

## ✓ **ATTENDANCE:**

The California State Education Code requires school attendance for minors. Students should regularly attend all classes on time. If a student is absent, PLEASE NOTIFY THE SCHOOL on the first day of absence, during the regular school day from 7:30 a.m. to 4:30 p.m. If parents cannot call on each day of an absence, the student, upon the first day of his/her return, must bring a written note from a parent or guardian. Your assistance in reaching 98% student attendance is much appreciated.

Although, learning is interrupted when a child is absent from school for any reason. Please do not send him/her to school when running a fever or vomiting. Please contact the school office in advance of any long-term (5 or more days), unavoidable absence to arrange for *Independent Study* to be completed by the student. The absences will not count against the student *IF the work is completed and returned the day they come back*. This must be done at least one week in advance.

### **PARENTS' RIGHTS NOTIFICATION-STUDENT ABSENCES**

The following information is your right to know and is required by law. This law directly relates to the state-appropriated funding our school receives daily for average daily attendance (ADA). We appreciate you reading this Education Code 48205 and your cooperation in planning vacations or routine medical exams during our regularly scheduled breaks to avoid unexcused absences.

***(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:***

- 1) Due to his or her illness
- 2) Due to quarantine under the direction of a county or city health officer
- 3) For the purpose of having medical, dental, optometric, or chiropractic services rendered
- 4) For the purpose of attending funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside of California
- 5) For the purpose of jury duty in the manner provided for by the law
- 6) Due to the illness or medical appointment during school hours of a child whom the pupil is the custodial parent
- 7) For justifiable personal reasons, including appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been required in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing

board

***(b) A pupil absent from school under this section shall be allowed to:***

1) Complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit, therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. **Per California Education Code, any student who has three or more unexcused absences (as defined above) or has been tardy for over 30 minutes on three or more days is considered truant and shall be reported to the district attendance supervisor.**

### **TARDY POLICY**

All students must be at the gate and in line with all necessary materials for the day when the bell rings at 7:50, or they will be considered tardy.

### **EARLY DISMISSAL**

Please make every attempt to schedule your child's doctor or dental appointment AFTER school hours. If this is impossible, you must come to the office and **show a picture I.D.** to sign your child out. If someone other than the parent(s) wants to sign the child out, they **MUST** be on the emergency card filed in the office and present ID.

### ✓ **BICYCLES:**

Bicycle riding is enjoyed by all ages as both a practical form of transportation plus an enjoyable form of recreation and exercise. For safety reasons and per board policy, only students in grades four through six can ride their bicycles to school. Bicycles brought to school should be licensed and locked. It is required that each parent discuss the school bicycle rules below with your bike rider. Students not following the established rules will lose the privilege of riding their bikes to school.

1. Parents assume FULL responsibility and liability for the rider's conduct and bicycle.
2. **Bicycles are allowed in grades 4-6 only.**
3. All bicycles **MUST** be parked in the bike rack and **LOCKED**. Students **MAY NOT** share a bicycle lock, only one bicycle per lock!
4. All bicycles **MUST** be walked while on school grounds.
5. Children should never ride two on one bicycle.
6. Bicycles must be in safe working condition.
7. No student is to loiter in or around the bike rack area at any time.
8. Bike riders must wear safety helmets.

The school can legally assume NO RESPONSIBILITY OR LIABILITY in connection with the child's bicycle if it becomes lost, stolen, or damaged. The CVUSD is not responsible for damaged or stolen bikes. Also, please remember that **skateboards, roller skates, scooters, and “Heelies” are NOT allowed at school.** If your child comes to school with these items, you will receive a phone call from the school office.

✓ **BIRTHDAYS:**

Birthdays can be an exciting time for students, and we want to recognize their special day. Therefore, our teachers will do their best to acknowledge birthdays verbally; however, to minimize loss of instructional time, we ask that you adhere to the following:

1. Please do not place a teacher in an awkward position by asking them if you can have a party or bring in cupcakes, cakes, etc., to celebrate your child's birthday.
2. Please do not bring in cakes, cupcakes, candy, etc., or any item that does not meet the State's Nutritional Guidelines, as we will not be able to consume these items during the school day.
3. If you would like to bring in a treat bag for each child in the class, you may do so, but it will not be given out until the end of the school day as the children are lined up to be dismissed.
4. Please do not bring flowers, balloons, or gifts of any kind to be delivered to your child, as this has the potential to cause a distraction in the classroom. Any items that are received will be held in the school office, and your child will be notified to pick them up after dismissal.

✓ **BUS CONDUCT:**

State laws and regulations establish specific student behavior expectations for the safe and efficient operation of the district's transportation system. Those students who violate behavior expectations while riding a bus are subject to penalties established for misbehavior while students are on the school premises. Any questions or concerns pertaining to the district transportation system should be directed to the transportation Department: 628-1201

✓ **CALENDAR:**

**MINIMUM DAYS**

Every **TUESDAY** is a minimum day and also the last day of school. School is dismissed at 11:20. Additional minimum days will be determined, and the administration will notify parents/students in written and verbal form.

## **2022-2023 REPORT CARD DISTRIBUTION**

End of Trimester 1	November 8, 2022
End of Trimester 2	March 1, 2023
End of Trimester 3	May 25, 2023

## **HOLIDAYS**

Labor Day	September 5, 2022
Veteran's Day	November 11, 2022
Thanksgiving Break	November 21-25, 2022
Winter Break	December 19-January 3, 2023
Martin Luther King Jr.	January 16, 2023
Lincoln's Birthday	February 13, 2023
President Day	February 20, 2023
Spring Break	March 27-31, 2023
School Closed	April 7, 2023

## **EXTRA MINIMUM DAYS:**

August 8<sup>th</sup>- First Day of School  
September 19<sup>th</sup>-23<sup>rd</sup>- Parent Conferences  
October 31<sup>st</sup> - Parent Conferences  
March 24<sup>th</sup>- Day Before Spring Break  
May 24<sup>th</sup> Parent Conferences  
May 25<sup>th</sup> Last Day of School

## **✓ CLASSROOM PARTIES:**

A high priority is placed on protecting instructional time. To maintain a consistent learning environment, we ask that you check with the classroom teacher before scheduling any party or dropping off food items. Our school participates in four scheduled parties during the year: Winter Holiday, Love and Friendship, Spring Break, and End of Year.

Recent guidelines reauthorized by the School Wellness Policy make it mandatory that schools adhere to nutritional guidelines. Cupcakes, cake, candy, and soda do not adhere to these standards. If you would like to bring snacks for classroom parties, we ask that you comply with the state's nutrition guidelines. A copy of the Board Policy and

Administrative Regulation 5030 can be viewed at [walnut.chino.k12.ca.us](http://walnut.chino.k12.ca.us). Examples of food that meet these standards can also be found at [nojunkfood.org/vendors/healthy\\_snack\\_list.html](http://nojunkfood.org/vendors/healthy_snack_list.html). No homemade foods are allowed.

## ✓ **CLASSROOM PLACEMENT PROCEDURES:**

Annual classroom placement is carefully determined before the start of school for each student returning to Walnut. The student's current teacher and grade level team help determine placement. Newly enrolled students are added to the classes as they register, with classroom decisions based on whatever information is available from referring schools and parents and the need to balance the class composition. In addition, the principal and the certificated resource personnel assist with placement.

### **PURPOSE**

The primary purpose of the placement process is to create equitable classroom environments, allowing teachers to meet every student's academic, social, and emotional needs. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. These variables include but are not limited to gender ratios, levels of academic progress and student needs, degrees of self-directness and independence, and class size as it relates to state and district guidelines.

Requests for specific teachers are discouraged since it would be highly unlikely that the staff could successfully build the most productive, balanced class groups based on parent requests (rather than the information and criteria previously outlined).

### **COMBINATION CLASSES**

As most of our community is aware, combination/multi-age classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. Students do not come to us in neat groups of 26 or 31; Walnut will most likely experience combination classes annually. When forming combination classes, we assign students based on the same variables used to form all other classrooms.

### **THOUGHTS TO CONSIDER**

Occasionally, children are initially upset with their class placement at the beginning of the school year. It is not uncommon for a child to initially be perplexed if their new teacher is other than expected or unlike last year's teacher. Fortunately, once given a chance to succeed at adapting to a new classroom and building a new student-teacher relationship, most parents discover that their child's placement is working well after all. Remember, placement was carefully selected for your child. Finally, it is critically important for you to know that the attitudes of their parents highly influence students'

attitudes towards their teachers and school. **We can help our children with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.** Through confidence in our children's ability to deal with change, knowledge, cooperation, and trust, we can all work together to enhance personal development and the general school climate for all Walnut students.

✓ **CELL PHONES/ ELECTRONICS:**

With the number of cell phones and other electronic devices such as iPods, handheld gaming systems, etc., being carried by students, students must follow prescribed rules: All cell phones and other electronic devices are to be turned off and placed in backpacks once students arrive on campus. Cell phones are not to be taken out of backpacks until school has been dismissed. There is no text messaging during class, recess, lunch, and/or on campus. If a student is caught using a cell phone or other electronic device during school hours, the following procedures will follow:

**First Offense-** Student is reminded of school policy

**Second Offense-** Student is reminded of school policy and warned of consequences

**Third Offense-** Item confiscated and parent notified. Item will be returned to parent

**Fourth Offense-** Item confiscated, and parent notified. A parent conference will be held to determine other means of correction.

CVUSD is not responsible for lost, damaged, or stolen cell phones and/or electronic devices brought to school, nor are we responsible for the inappropriate use of these devices outside school hours. **The content from the use of electronic devices and/or social networks outside school hours is the responsibility of the parents. With the widespread use of these devices, we encourage parents to carefully monitor their children's activity when privileges are given to their kids for personal use.**

✓ **ClassLink:**

All students should utilize classLink as the starting point for all district-provided instructional technology applications. ClassLink is a single sign-on website that makes internet use much more accessible at school and home. ClassLink can be accessed by going to [myclasslink.com/chino](http://myclasslink.com/chino) through the Chrome browser or accessing the Walnut website link. Students will log in using their district-provided username and password.



✓ **COMPUTER LEARNING SOFTWARE:**

**DreamBox**

DreamBox is more than a learning tool; it's a math program that intelligently adapts to

each child, letting them drive their own learning while giving parents and teachers in the moment data and valuable insights to ensure success.

✓ **DATA CONFIRMATION:**

Parents/guardians must update each student's data through the AERIES Parent Portal at the beginning of each school year. This information includes an accurate parent or guardian's current home address and telephone number, along with emergency contacts phone numbers, doctor information, and medical information.

✓ **DISMISSAL TIME:**

The regular school day Monday, Wednesday, Thursday, and Friday ends at **2:30 p.m.** *Tuesdays are minimum days with dismissal at 11:20 a.m. for grades 1<sup>st</sup>- 6<sup>th</sup>. All T/K & K students begin at 7:50 and are dismissed at 11:10.* A teacher will escort all Kindergarten students to the parent/guardian/adult sibling pick-up area. All other students may be picked up in front of the school or at the back gate.

✓ **ENGLISH LANGUAGE LEARNERS:**

Students who are identified as needing assistance in language development will receive additional instruction by classroom teachers who are certificated in teaching students who are English language learners.

✓ **FOOD SERVICES:**

Lunch will cost \$2.75. Checks may be made out to Walnut School. Milk is available for \$.50. If your child is on the reduced lunch program, the lunch cost will be .40 cents. Those on the free lunch program will not need to pay. Please ensure your child has lunch or lunch money before leaving home. Should your child forget their lunch, lunch can be left in the office for your child. Please let your child know to check in the office if he/she forgets their lunch. This will eliminate classroom interruptions. Questions can be directed to our cafeteria manager at (909) 627-9817 from 8:00 a.m. – 1:00 p.m.

Information on free and reduced lunches is mailed home before the beginning of the school year. These applications must be renewed each school year.

## **LUNCH AREA EXPECTATIONS**

To maintain safety and cleanliness, the following expectations have been established:

- All students will sit and eat for a minimum of 10 minutes.
- Students shall sit on benches only, not on tabletops.
- Students shall place all trash in containers.
- Food will not be taken beyond the eating area.

### **SPECIAL NOTE TO PARENTS:**

Food from home cannot be brought to share with other students as some students suffer from allergies. If sending a snack for your child, please limit it to small snack-size portions. NO large bags or drinks are allowed. Please DO NOT purchase food (i.e., pizza, etc.) to share. Food can ONLY be purchased and brought in for your child.

### ✓ **GATE SERVICES:**

The Walnut Staff is committed to providing an enriched curriculum. This commitment is designed to provide differentiated instruction for students demonstrating they can handle a more challenging curriculum. It is also geared toward students identified as GATE (grades 2-6) through the district's formal testing process.

### ✓ **HEALTH SERVICES:**

The Health Office is open to students who are injured at school or become too sick to continue class. Our school nurse is on campus every day throughout the week to supervise hearing and vision tests, maintain records and can be called in for emergencies. Our Health Technician is available during five and one-half hours of the school day.

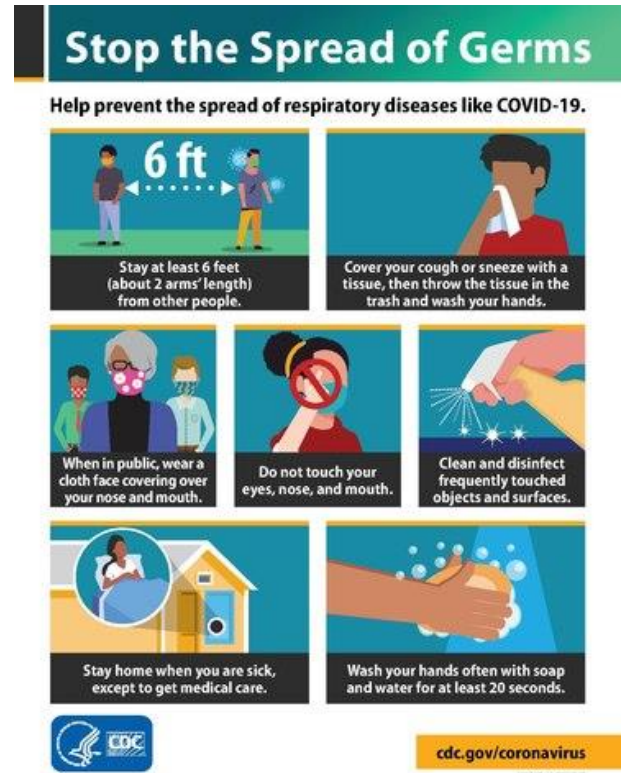
### **MEDICATION**

All medications (including asthma inhalers, ibuprofen, and cough medicine) required by students must be given to the health technician, who will dispense the medication from its original container as prescribed by the doctor. The appropriate forms may be obtained from the school office and must be signed by the parent and the doctor at the beginning of each school year.

## ✓ HEALTH PRACTICES:

We are encouraging the following personal health practices with all Walnut students, staff, and employees:

- **Stay Home When Sick.** Individuals who have been ill should be fever-free for 24 hours without using fever-reducing medication before returning to school or work. A fever is defined as having a temperature of 100 degrees or above.
- **Wash Your Hands Frequently** with soap and water for 20 seconds, especially after going to the restroom, before eating, and after blowing your nose, coughing, or sneezing. If soap and water are unavailable, hand sanitizer with at least 60% alcohol can be used. Use of soap and water is best.
- **Use Verbal Salutations** in place of handshakes and hugs. Do not share utensils and cups.
- **Cover Your Cough or Sneeze with a Tissue**, throw the tissue in the trash and wash your hands. If you do not have a tissue, use your sleeve elbow (not your hands).
- **Avoid Touching your eyes, nose, and mouth** with unwashed hands.



## ✓ HOMEWORK:

The primary goal at Walnut Elementary School is to provide the optimal learning experience for every student to achieve academic success. To maximize student achievement, it is an expectation that all students be prepared for school and attend class regularly and promptly.

Homework meets a real need and has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills, and retain the concepts taught in class. Through homework, students also learn to budget time more effectively, learn to set priorities, and learn to complete assigned projects. All work is expected to be turned in on time and meet the standards set forth by the classroom teacher and the Board of Education.

It is the student's responsibility to keep an accurate record of assignments, have necessary materials, follow study techniques outlined by the teachers, apply and practice

skills learned in class, complete and return assignments on time, and have all homework assignments and materials before leaving class at the end of the day. To teach responsibility, **NO STUDENT WILL BE ALLOWED BACK INTO THE CLASSROOM AFTER SCHOOL TO GET THOSE ITEMS.**

**All** students receive homework Monday through Thursday

**Kindergarten:** Homework assignments for kindergarten shall stimulate students to talk often with their parents/guardians. Teachers shall encourage parents/guardians to read and discuss stories with their children.

**Grade 1:** 10–20 min.    **Grade 2:** 20-30 min.    **Grade 3:** 30–45 min.    **Grades 4-6:** 60-90 min

Elementary students shall be required to read 15-20 minutes every day, in addition to regularly assigned homework. \*Some special assignments will require longer hours for research. Please provide a quiet place at a consistent time for students to complete their homework.

✓ **LIBRARY:**

*The following guidelines must be observed:*

All books, except reference books, may be checked out at the designated times. No books may be checked in or out of the library unless the librarian or an authorized representative is present.

Students will be required to pay the replacement cost for any lost or damaged books or materials. Students owing any library books or materials may be excluded from school activities, including promotion and other end-of-year activities, and final report cards will be held until payment is made. Book fines will be carried over to next grade level up to 12<sup>th</sup> grade if not paid.

✓ **OFFICE AND TELEPHONE:**

The school office is a place of business and is often very busy. For this reason, students are only allowed to use the phone in case of an emergency or if he/she has a note from the teacher. Personal messages will not be delivered to students except in the case of extreme emergency or extenuating circumstances. We need to keep classroom interruptions down to a minimum.

✓ **PARENT INVOLVEMENT:**

An essential component of our education program is parent involvement. Parents are encouraged to maintain regular contact with their child's teacher. In addition, parents

may volunteer to assist in classrooms. Parents are vital to our committees, special events, and field trips. We would also like to invite parents to join the Parent Faculty Association (PFA), School Site Council (SSC), English Learner Advisory Committee (ELAC), and Gifted and Talented Education (GATE) Parent Advisory Group.

✓ **PARKING LOT PROCEDURES:**

*The following parking lot procedure will be in effect during the school year.*

Students and adults are to use sidewalks and cross only at crosswalks. For safety reasons: ***Students and adults are not allowed to cross through the school parking lot.***

When dropping your student off or picking them up, please remember to pull all the way forward and do not block traffic lanes. No double parking or U-turns are permitted. ***The left-hand lane of the parking lot is for moving cars and cars wanting to park only. Please help us ensure your child's safety and do not have your child exit or enter the car from this lane.*** Use this lane to pass through the parking lot or to park in a designated space. Only pick your child up near the curb. **UNDER NO CIRCUMSTANCES SHOULD A CAR BE LEFT UNATTENDED WHILE IN EITHER OF THE CAR LANES.** If you wish to pick your child up from the waiting area, please park your car in a designated parking space. Never pick your child up in the street. **Picking up at the back gate is NO LONGER available.** However, we have a side gate off Guardian Way where students may walk to the crosswalk and cross to meet parents or guardians at the Chino PD parking lot.

✓ **PBIS (POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS):**

**SCHOOL EXPECTATIONS**

We believe appropriate behavior skills must be taught and reinforced just as academic skills are taught and reinforced. School culture and climate are a major focus of everyone at Walnut Avenue. Through Positive Behavior Intervention and Supports (PBIS), we cultivate a safe and positive learning environment for all students and staff. The cooperation of many people is necessary to help our students understand they are responsible for and must accept the consequences of their behavior. We rely on the support and close cooperation of home and school to get our message across that children benefit most when they can live and learn in a safe, structured, and respectful atmosphere.

Using the PBIS philosophy, we have established P.A.C.K. expectations for school behavior. Staff members teach and model these expectations with the students and review the expectations throughout the school year. All students attend a P.A.C.K. assembly during the first week of school. Parents are asked to go over these

expectations with their children at home to help reinforce the school's behavior expectations. Students can expect consistent enforcement of P.A.C.K. expectations, and intervention and supports will be applied as needed.

## REWARDS

The positive behavior support of the "P.A.C.K. tickets/ponds" program is a significant benefit to students. Tickets are given to students for following the expectations and making good behavior choices. Students may use the tickets to purchase rewards at the "PACK" store.



Each classroom teacher has clear expectations for student behavior. Student expectations will be reviewed in detail at Back-to-School Night. In general, rules require that students follow our P.A.C.K. expectations:

**P- Show PRIDE:** Show pride in yourself and in our school

**A- Be ACCOUNTABLE:** We all make mistakes, own up to them and learn from them

**C- Have CHARACTER:** Be caring, be trustworthy, show respect, play fair, be responsible, and be a good citizen

**K- KEEP Safe:** Don't put yourself or others in harm's way

 <b>WALNUT AVENUE ELEMENTARY SCHOOL</b> 						
WOLF	Classroom	Arrival	Hallways	Restrooms	Playground	Multi-Purpose Room
<b>P</b> Show PRIDE	<ul style="list-style-type: none"> <li>Keep desk neat/organized</li> <li>Actively participate</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>Respect classes in session</li> <li>Throw items in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>Keep restrooms clean</li> <li>Use trash cans</li> <li>Use water, soap, &amp; paper towels appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Respect school property</li> <li>Put equipment away when finished</li> <li>Be responsible for belongings</li> </ul>	<ul style="list-style-type: none"> <li>Use Table manners</li> <li>Eat your own food</li> <li>Keep food in MPR</li> </ul>
<b>A</b> Be ACCOUNTABLE	<ul style="list-style-type: none"> <li>Complete all classwork and homework</li> <li>Be on time to class including returning from recess</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your breakfast mess</li> <li>Get tardy slip if late</li> <li>Report to class line promptly</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Stay in your line</li> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilets after use</li> <li>Return directly to class when finished</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to line when bell rings</li> <li>Eat only at lunch tables</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Raise hands to be excused</li> <li>Follow staff directions</li> </ul>
<b>C</b> Have CHARACTER	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Respond appropriately to directions and questions</li> <li>Support others</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff directions</li> <li>Wait appropriately in designated area</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet to self</li> <li>Be aware of others</li> <li>Respect others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>Observe personal space</li> <li>Respect privacy</li> <li>Tell an adult if restroom needs attention</li> </ul>	<ul style="list-style-type: none"> <li>Share equipment</li> <li>Use good sportsmanship</li> <li>Be a friend to others</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voice</li> <li>Walk in &amp; out of MPR through appropriate doors</li> <li>Respect others' personal space</li> <li>Be respectful to presenters during assemblies</li> </ul>
<b>K</b> KEEP Safe	<ul style="list-style-type: none"> <li>Follow classroom rules</li> <li>Follow staff directions</li> <li>Tell an adult if something is wrong</li> </ul>	<ul style="list-style-type: none"> <li>Use crosswalks on way to school</li> <li>Stay within campus gates</li> <li>Watch personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of doors opening</li> <li>Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>Lock stalls when entering &amp; unlock when leaving</li> <li>Use grade level appropriate bathrooms</li> </ul>	<ul style="list-style-type: none"> <li>Follow game rules</li> <li>Inform adults of unsafe behavior/incidents</li> <li>Walk/run in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>Follow MPR rules</li> <li>Keep quiet in serving area</li> <li>Sit flat on your bottoms</li> </ul>

These positive actions transfer to a daily common language and application of treating all adults and students with respect, by respecting school and private property, following directions, always exhibiting safety including the demonstration of excellent “sportsman-ship,” and lining up prepared and ready to learn.

## CONSEQUENCES

PBIS does not ignore problem behavior. We still use discipline, but punishment isn't the focus. Instead, the focus is on teaching expectations, preventing problems, and using logical consequences. In using PBIS, we look for appropriate consequences that effectively change the student's behavior, not just in the moment but in the future.

Discipline will be issued positively and proactively, promoting firm, fair, and consistent application of progressive discipline. The goal is always to reflect, learn, utilize a common language, examine consequences, and how to positively affect a better outcome the next time the student is faced with a similar decision regarding their personal behavior. It is always the intention of the Walnut staff to catch the students positively transferring their behavior through the consistent usage of positive language and actions. If a student exhibits misconduct contrary to the positive behavioral expectations created by the school, then disciplinary consequences will be enacted in adherence to our progressive discipline policy. Our school policy is consistently maintained with the aspiration of being proactive and consistently communicating behavioral expectations at every turn. As a result, the first infraction will consist of reteaching the expectations. Continued student misconduct will follow the progressive discipline policy, which may include consequences such as time out to rethink the behavior, a note sent home to the parent, or a phone call from the teacher to the parent. Other progressive disciplinary measures may include a time-out in another classroom or a loss of recess privileges. An office referral will be made when the teacher reaches the end of their progressive discipline plan. There are some acts and forms of student misconduct that shall warrant an immediate office referral based on the severity of the student misconduct.

## BEHAVIOR DEFINITIONS

- **Excessive Talking:** talking leads to work not getting done, talking during tests, seeking attention, blurting out, talking during instruction, talking over others, and still talking after reminders to stop.
- **Disrespectful:** ignoring directions, refusing to do work, writing on/taking others' belongings, destroying materials, interrupting, non-compliance, making noises, foul language, chewing gum, saying no, rolling eyes, yelling, arguing, teasing, demeaning others, invading personal space, going in “slow motion.”

- **Disturbing Others:** talking, making noises, yelling, interrupting, not keeping hands to self, not being mindful of personal space, whining, tantrums, digging through toolbox/supply box, getting out of the seat without permission.
- **Defiance:** leaving the classroom without permission, disrespectful, refusal, ignoring, willfully disobeying, non-compliant.
- **Inappropriate Language:** disrespectful language that is infrequent, unintentional, indirect, and individual.
- **Abusive Language:** foul/disrespectful language that is repeated, bullying, intentional, direct, hurtful.
  - **Harassment:** taking others' items, verbal abuse, repeatedly asking questions, kicking items, poking, making fun of others, consistently bothering others, intruding personal space, not letting others work, pushing, calling names, stepping on feet in line

**Serious offenses of student misconduct include:**

1. Defiance of respect for authority
2. Fighting
3. Profanity
4. Vandalism
5. Theft or Cheating
6. Sexual harassment
7. Possession of any type of weapon, tobacco, controlled substance, explosive device, or other dangerous objects
8. Intimidation/Harassment
9. Bullying that is pervasive in nature, several acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the CVUSD's District Behavior Code that is included in the District Handbook.



## Walnut Ave Elementary Behavior Flow Chart



**Intervention 1:**  
**Reteach** appropriate behavior to meet **Walnut** expectations.  
–Document Minor

Observe Problem Behavior

Is the behavior  
A Minor or  
Major Offense?

**Intervention 1:**  
student to be sent to the office.  
Reflection/Re-Teach/  
Rehearse behavior

**Intervention 2:**  
**Redirect student & Reteach expectation**  
Discuss behavior one to one  
–Document Minor

**Intervention 2:**  
Student conference with administration.  
–Write ODR

**Intervention 3:**  
Same as #2 plus  
**Written Behavior Reflection Sheet & Contact Parent**  
–Document Minor

**Intervention 3:**  
Administration determines and assigns consequences according to policy.

**Intervention 4:**  
Send student to office and **ODR** with documented minors

**Intervention 4:**  
Parent Contacted and administrator provides teacher with feedback.

Incident entered in AERIES

If behavior continues and interventions are not modifying behaviors refer to Tier 2 team.

Minor Problem Behaviors	Major Problem Behaviors
<b>Inappropriate language</b> -Name Calling -Poor choice of words -Hand gestures	<b>Abusive Language</b> -Racial Taunting -Profanity -Vulgar gestures
<b>Physical Contact on Campus</b> -Wrestling -Pushing/Shoving/Contact -Rough housing	<b>Fighting/Physical Aggression</b> (intent) -kicking, hitting, punching, shoving, biting, etc. w/intent to harm
<b>Disrespect</b> -Talking Back -Disrespectful comments in chat box	<b>Truancy</b> -Continuously leaving DL class and not returning
<b>Defiance</b> -Not completing class work -Not following directions/non-compliance	<b>Overt Defiance</b> -Blatant disregard for teacher instructions -Student continues to disregard
<b>Observable Behavior</b> -Running in the hallway -Throwing food -Playing with toys during DL -Eating during class	<b>Threat or Intimidation/ Bullying</b> -Verbal, email, text threats of aggression against another person.
<b>Property Misuse</b> -Changing computer settings -Pounding keyboard	<b>Vandalism of school property</b> -Damage to devices -Damage to textbooks
<b>Disruption</b> -Misuse of chat box -Distracting others -Unmuting mic when not necessary	<b>Harassment</b> -Negative comments, sexual or degrading comments
<b>Dress Code Violation</b> -Inappropriate language on clothing -Wearing pjs to class	<b>Weapons/Dangerous Items on Campus/DL</b> -knives, bullets, lighters, matches, etc.
<b>Stealing</b> -Petty theft with little or no value	<b>Theft</b> -Major theft of items with a high value (i.e laptop, hot spot)

★ Every day starts with a clean slate

★ Take concrete action to correct behavior (i.e., individual practice, removal from activity, seat change, etc.)



★ Teachers are encouraged to use preventative strategies to prevent student misbehavior, including strategies taught in Kagan Structures, and PD on student engagement, First Best Instruction, and student engagement strategies.

## **PROBLEM SOLVING TECHNIQUES**

Many of the minor disagreements that occur on the playground (“The ball was on the line,” etc.) can be settled by students who have been taught to use “Rock-Paper-Scissors” to solve disputes between them. This keeps students from losing fun time at recess and helps them to be problem-solvers. The following techniques for solving interaction problems have been taught and reinforced with students:

1. **TALK** to the other student. Communicate to them, “Please don’t do that, it bothers me.”
2. **WALK AWAY**. If the other student persists, tell them again, “Please don’t do that, it bothers me,” and walk away.
3. **TELL AN ADULT**: If the child is followed, he or she is to walk directly to an adult supervisor for help. If a child needs to WALK more than two days in a row or has continued problems with the same person, **THEY MUST REPORT THEIR CONCERNS TO AN ADULT**.

In the event of a severe problem such as hitting, kicking, etc., the student is to go directly to an adult for help and skip steps 1 and 2. Children should never attempt to break up fights, but they should proceed directly to an adult for help.

### ✓ **PLAYGROUND EQUIPMENT RULES:**

#### **SLIDE**

1. Climb one step at a time. Only one person is allowed one step at a time.
2. Do not start down the slide until the person ahead of you has gone down and is out of the way.
3. Only one person may be on the slide at a time.
4. Slide in a feet-first seated position only.
5. Do not sit at the top of the slide for an extended length of time. This creates a long wait for other students.

#### **JUMP ROPES**

1. Jump ropes are to be used for jumping only.
2. Do not use ropes to tie up students or to use as leashes or horse reigns.
3. Ropes are not to be swung around like helicopter propellers.

#### **BALLS**

1. Soccer balls are the only balls that can be kicked. Soccer balls should be played with on the fields only.

2. Rubber inflatable balls should be used for handball and other organized games that are supervised by an adult (i.e., nation-ball and PE games). These balls should not be kicked.
3. Basketballs must be used to play basketball on the blacktop. Basketballs are not allowed on the field for any reason.

## **TETHERBALL**

1. The game is played with 2 players.
2. The server and the judge are the first person in line.
3. Each player must stay on his/her half of the court.
4. No grabbing the rope or “ropies”.
5. The ball must be hit with your hand.
6. There is no stopping or catching the ball. The ball is hit continuously until it is wrapped around the pole.

**\*The first person in line in all games is the judge. However, if there are still disagreements they will be settled with “rock-paper-scissors.” Respect will be shown to everyone, by everyone. Foul language will not be tolerated.**

If a child is referred to the office, parents are contacted. Consequences will be given according to the severity of the infraction. Students that are continually disruptive will receive progressive consequences. In some cases, it will be necessary to develop a behavior plan with the child’s teacher, parent, and administrator.

## ✓ **RECOGNITION PROGRAMS:**



### **6<sup>th</sup> GRADE PRESIDENTIAL ACADEMIC AWARDS**

Awards are presented **at 6th grade promotion** to students who meet the criteria.

### **TRIMESTER AWARDS**

Trimester awards are given out each trimester in grades T/K-6<sup>th</sup>. The awards are, Perfect Attendance, Teacher Award, and P.A.C.K. Award. All awards are given at teacher discretion and may include, but are not limited to academic excellence or improvement in a specified area.

### **PERFECT ATTENDANCE AWARDS**

A student is eligible to receive a perfect attendance award at the end of each trimester and the end of the school year if: **on time** daily and has not missed **any** days of school.

## **CAASPP RECOGNITION**

CAASPP Recognition is an invitation-only event that is extended to students in the 4th-6th grade for achieving high marks on the California Assessment of Student Performance and Progress (CAASPP). Students who have met or exceeded the standards on the Language Arts and/or Math sections of the CAASPP will be honored.

### ✓ **SPECIAL COURTESY ISSUES:**

From time to time, some special issues regarding mutual courtesy and consideration of others arise in a school community. We ask for your special consideration regarding the following:

1. If you wish to contact, drop off, or pick up your child, please report to the school office rather than going directly to the classroom.
2. If you wish to provide lunch for your child, drop it off at the school office rather than going directly to the lunch table area.
3. ***STUDENT SUPERVISORS ARE DIRECTED TO REQUIRE ALL ADULT VISITORS WHO COME ON TO THE SCHOOL LUNCH AREA OR PLAYGROUND AREA TO REPORT TO THE SCHOOL OFFICE TO ACCOMPLISH THEIR BUSINESS.***
4. We ask that parents not bring their pets to school, even if they are leashed. Some children are highly allergic, while others may be afraid of some pets. This practice also disrupts the playground.

### ✓ **SPIRIT DAY:**

Every Monday is College Spirit Day! Wear your college shirts or school colors.  
Every Friday is SPIRIT DAY! All students, parents, and staff are encouraged to wear their Walnut Wolf t-shirts or blue and yellow to show their pride.

### ✓ **STUDENT DRESS AND GROOMING:**

It is the intent of Walnut Avenue Elementary School that students be dressed and groomed in an appropriate manner. Dress should be suitable and comfortable for normal school activities and reflect pride and attention to personal cleanliness. The district, in its continuing effort to prepare our children to be active and productive members of society, and to provide for their safe, secure education, establishes the following set of District guidelines and minimum standards for student dress and grooming pursuant to Board Policy 5132 and AR 5132(b) Student Dress and Grooming

#### **A. Guidelines for Student Dress and Grooming at School:**

Student dress that disrupts or threatens to disrupt the instructional process, or which creates unnecessary or unreasonable risk, injury, or harm to any student is prohibited.

Student grooming that disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk or injury or harm to any student is prohibited.

## **B. Specific Minimum Dress and Grooming Standards:**

1. Shoes must be worn at all times. Sandals must have a heel strap. We do suggest that students wear socks with sandals. This will help prevent injuries to the foot when wearing sandals. Flip Flops or thong-type foot attire is not permitted. Shoes with heels above 1 inch are not permitted (this includes platforms). Roller shoes (i.e., Heelies) are not permitted.
2. Clothes shall be sufficient to always conceal undergarments. See-through or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. (Other examples include bathing suits, tube tops, and spaghetti straps).
3. Hats, caps, and other head coverings shall not be worn indoors unless they are worn for Religious or medical reasons. Hats can be worn outside with the bill facing forward. No cowboy hats or “hard” metal hats. The only time hoods are permitted is if there are extreme cold weather conditions, but not indoors.
4. Clothing, jewelry, and personal items (backpacks, water bottles, notebooks, etc.) shall be free of writing, emblems, printing, lettering, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or racial, ethnic, or religious prejudice.
5. Make-up is not permitted but nail polish may be worn.
6. Jewelry, which creates a health or safety hazard, is not permitted. No long earrings, hooped earrings, spike earrings, lip, or nose piercings.
7. Clothes and belts must be at the appropriate size and length when worn. “Gang type” attire is not permitted (long white socks, bandannas, chains, baggy oversized clothing including oversized shirts, oversized and/or sagged pants, and oversized shorts are not permitted. Pants must fit at the waist without requiring alteration.)
8. Hair shall be clean and neatly groomed.
9. Clothing that is too tight or immodest is not allowed. Shorts and skirts must fall at mid-thigh length. No torn/cut-up jeans that show skin above the knees are allowed.
10. College logo apparel is permitted as designated by the school’s policy.

***In case of questionable dress (not covered by the rules listed above), the site administrator will***

*make the final decision. If necessary, parents will be contacted to provide proper clothing.*

✓ **STUDENTS' PERSONAL BELONGINGS & ITEMS NOT PERMITTED:**

Sometimes students like to bring personal belongings to school. It is highly recommended that they do not bring items of great personal value. Personal toys are not permitted on the school playground. That includes footballs, Frisbees, baseballs, softballs, stuffed animals, cards, and games. If your child's teacher gives permission, toys can be brought for "in-classroom" activities only. The school is not responsible for the loss of any personal items brought to the school.

Placing your child's name in his/her clothing is a good way to assure easy identification and proof that a specific item belongs to your child. It is advisable to mark all school materials of personal nature: school bag, notebook, ruler, jackets, sweaters, shirts, watches, etc. Items brought to the lost and found areas can only be readily identified and returned if they are marked with your child's name.

Certain items are not permitted at school because either the law prohibits them, or policy dictates it. This is part of the school assuring a safe and secure learning environment for all our children. Please assure that the following items are not in your child's possession:

1. Weapons of any kind
2. Graffiti paraphernalia (paint, permanent markers, etc.)
3. Chewing gum
4. Shocking pens or laser pointers
5. Tobacco or controlled substance
6. Pokémon cards or other types of trading cards such as Yugi-Oh cards
7. Scooters, skateboards
8. Cameras
9. Any article with personal/sentimental value
10. \*\*No toys brought to school from home without the teacher's permission.

\*\*\*Walnut is not responsible for missing or damaged items brought to school. While we are sympathetic to items that are missing or damaged, please remember that it is our endeavor to focus as much time on refining our programs and instruction to maximize student achievement.

✓ **SUSPENSIONS:**

Suspensions are pursuant to Education Code 48900 (a-s), which can be found on the *Grounds for Suspension and Expulsion (K-Adult)* form, which will be signed by you and your child, and will be enclosed in the packet sent home on the first day of school.

Below are examples, which may warrant IMMEDIATE SUSPENSION AND POSSIBLE EXPULSION PER ED CODE:

- Cause or attempt to cause physical injury to others.
- Damage to private or school property
- Possession of a weapon(s) or other dangerous objects
- Possession of drugs, narcotics, or intoxicants
- Stealing/attempting to steal school/private property.
- Obscene acts or habitual profanity
- Sexual Harassment
- Harassed, threatened, or intimidated a pupil.
- Disruption of school activities or defying the authority of school personnel.

✓ **TEXTBOOKS:**

Each student is responsible for his or her assigned textbooks. Textbooks are to be covered with paper and not adhesive book coverings. A student will be charged for books that are lost, damaged, or shows excessive wear. Final report cards will be held until payment is made. Monies will be reimbursed if the lost book is found. Charges must be cleared before sixth-grade students can participate in any end-of-the-year activities or before grades are released to the junior high.

✓ **UNIFORM COMPLAINT PROCEDURES:**

The Board of Education recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP). When addressing complaints alleging: Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or physical or mental disability, or failure to comply with state and/or federal programs, vocational education, childcare and development programs, child nutrition programs and special education programs. Formal complaints must be written and signed. Forms are available in the school office and must be received within six months of the alleged violation.

✓ **VISITORS AND VOLUNTEERS:**

Our staff appreciates the numerous offers from parents to serve as classroom volunteers. When parental assistance is needed, teachers will in-service parents as to classroom duties and responsibilities. Please remember that for our students' safety, Walnut is a closed campus. Adult visitors are always welcome; however, state law requires that all visitors be clearly identified and/or escorted while on campus. Therefore, all visitors MUST first check in through the office. Under no circumstances may visitors go

directly to classrooms or enter the campus without office knowledge and permission. This includes before, during, and after school. In addition, please note that any classroom observations must be cleared through the teacher and the principal with at least a 24-hour notice.

✓ **WEBSITE:**

As a way of directly communicating with parents regarding school activities, you may access Walnut's webpage at <http://www.chino.k12.ca.us/Walnut> to stay current with events, activities, and updated information.

# *Walnut Avenue Elementary School*

2022-2023

It is our hope that this handbook will assist you in working with the school and the district to provide quality education and a positive learning experience for your child.

## **The Chino Valley Unified School District Motto:**

Increase Student Achievement

Provide Safe Schools

Promote Positive School Climate



## **2022-2023 Parent/Student Handbook**

I have read and understand the rules, procedures, and expectations of this Parent/Student Handbook. I agree to abide by the regulations of Chino Valley Unified School District and of Walnut Ave. Elementary School. Parents and students please sign and return this page to your teacher.

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date