

Chino Valley Unified School District

Walnut Avenue Elementary School

5550 Walnut Ave. Chino, CA 91710
(909) 627-9817



2019 – 2020

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

Carmina Contreras, School Nurse RN

Lisa Contreras, LVN

Elvira Galaz, Health Clerk



Office Hours: 7:30 – 4:30 p.m.

Telephone: (909) 627-9817 FAX (909) 548-6067
To report an absence please call the office or send a note with your child.

Principal's Message

Welcome Walnut Families!

I am extremely excited for this new school year! My staff and I have been working hard on making many positive changes to the school. We are a Gold PBIS school and we received recognition from the State of California PBIS Coalition. We have seen the benefits of providing PBIS (Positive Behavior Intervention and Supports) strategies, and we will continue providing tiers of supports 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 also an AVID school for grades 2nd-6th.

The support from our parents is also an integral part of Walnut Avenue Elementary School. Your continued support and assistance are necessary for academic achievement for 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 important. 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. 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 is directly aligned to 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 to the Common Core State Standards. Students will receive 4, 3, 2, 1 Performance Levels.

Kindergarten – 6th Grade Progress toward Standards:

Performance Levels

Descriptors

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 are consistently meeting 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 8:05 a.m., as there is NO supervision prior to 8:05 a.m. Students enrolled in the breakfast program may enter the MPR at 7:40 to eat breakfast. All students must wait in the designated area before school begins. School will begin at 8:15 a.m. After 8:15 students will be considered tardy. *On minimum days, the schedule for Preschool, PM T/K & PM Kindergarten class will be 8:15 to 11:35 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 are unable to 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. You may also report absences on our website. 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'S ABSENCES

The following information is your right to know and required by law. This law directly relates to the amount of state appropriated funding our school receives each day 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 to be truant and shall be reported to the district attendance supervisor.

TARDY POLICY

All students must be in the gate and in line with all necessary materials for the day when the bell rings at 8:15 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 not possible, you must come to the office, **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 bike 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 bike rack area at any time.
8. Bike riders must wear safety helmets.

The school, legally, can 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 verbally recognize birthdays, however, in order 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:**

Specific student behavior expectations are established for the safe and efficient operation of the district's transportation system in accordance with state laws and regulations. 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 as well as the last day of school and school is dismissed at 11:45. Additional minimum days will be determined, and administration will notify parents/students in written and verbal form.

2019-2020 REPORT CARD DISTRIBUTION

End of Trimester 1	November 18, 2019
End of Trimester 2	February 25, 2020
End of Trimester 3	May 28, 2020

HOLIDAYS

Labor Day	September 2, 2019
Veteran's Day	November 11, 2019
Thanksgiving Break	November 25-29, 2019
Winter Break	December 20-January 3, 2020
Martin Luther King Jr.	January 20, 2020
Lincoln's Birthday	February 10, 2020
President Day	February 17, 2020
Spring Break	March 23-27, 2020
Memorial Day	May 25, 2020
Last Day of School	May 28, 2020

EXTRA MINIMUM DAYS:

September 30th-October 4th Parent Conferences

November 8th At-risk Parent Conferences

December 19th- Winter Break

May 26th At-Risk Parent Conferences

May 28th Last Day of School

✓ CLASSROOM PARTIES:

A high priority is placed on protecting instructional time. In order to maintain a consistent learning environment, we ask that you check with the classroom teacher prior to scheduling any kind of 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 makes 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 adhere to nutrition guidelines that have been established by the state. A copy of the Board Policy and Administrative Regulation 5030 can be viewed at <http://walnut.chino.k12.ca.us/>. Examples of food that meet these standards can also be found at www.nojunkfood.org/vendors/healthy_snack_list.html. No homemade foods are allowed.

✓ CLASSROOM PLACEMENT PROCEDURES:

Annual classroom placement is carefully determined prior to 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 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, which allow teachers to meet academic, social, and emotional needs of every student. 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, 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 on the basis of 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 on an annual basis. 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 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 students' attitudes towards their teachers and school are highly influenced by the attitudes of their parents. **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 amount of cell phones and other electronic devices such as iPods, hand held gaming systems, etc., being carried by students, it is necessary that students 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 dismissed. There is to be no text messaging during class time, 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 and warned of consequences.

Second Offense- Item is confiscated, parent notified, and item given to Administration. Parent pick up only.

Third Offense- Item confiscated and parent notified. Item will be given back to parent after one week (five school days).

Fourth Offense- Item confiscated and parent notified. 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 that are 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.**

✓ **COMPUTER LEARNING SOFTWARE:**

Freckle

Freckle is a powerful program, in which students can increase their reading abilities. Students use Freckle to work on Language Arts, Math, Science, and Social Studies. It is a fun, computer-based program, which students can use at home or at school. The program is designed to assess students' reading comprehension, reading fluency, and assist teachers and students in setting appropriate reading goals for their success, while also working on math skills.

✓ **DISSMISSAL TIME:**

The regular school day Monday, Wednesday, Thursday, and Friday ends at **2:55 p.m.** *Tuesdays are minimum days with dismissal at 11:45 a.m. for grades 1st-6th and all T/K & K students begin at 8:15 and are dismissed at 11:30.* A teacher will escort all Kindergarten students to the parent/guardian/sibling pick-up area. All other students may be picked up in front of the school or at the back gate.

✓ **EMERGENCY CARDS:**

It is mandatory that we have an emergency card for each student. If an emergency or accident occurs on campus, we must be able to contact a parent or guardian. Please provide us with an accurate and current home and work telephone number where you can be reached, along with the numbers for neighbors and/or relatives in the area.

✓ **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 \$2.25 Checks may be made out to Walnut School. Milk is available for \$.25. 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 be certain that your child has a 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 Becky Foglesong, cafeteria manager at (909) 627-9817 from the hours of 8:00 a.m. – 1:00 p.m.

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

LUNCH AREA EXPECTATIONS

In order to maintain safety and cleanliness during lunch, the following rules have been established:

- All students are required to 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 allowed. Please DO NOT purchase food (i.e. pizza's 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 that demonstrate they can handle a more challenging curriculum. It is also geared toward those students that have been 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 everyday throughout the week to supervise hearing and vision tests, maintain records, and can be called in for emergencies. Our Health Technician is available during three and one-half hours of the school day.

MEDICATION

All medications (including asthma inhalers, aspirin, 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.

✓ **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, and to improve the skills and retain the concepts that have been 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 to have all homework assignments and materials before leaving class at the end of the day. In an effort 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 12th 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:**

A very important 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 fieldtrips. 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 the safety of your child 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 that 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 are cultivating 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. The positive behavior support of the "P.A.C.K. Tickets" program is a major benefit to students. Tickets are given to students for following the rules 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**
- A- Be ACCOUNTABLE**
- C- Have CHARACTER**
- K- KEEP Safe**



WALNUT AVENUE ELEMENTARY SCHOOL

WOLF	Classroom	Arrival	Hallways	Restrooms	Recess	Cafeteria
P Show PRIDE	<ul style="list-style-type: none"> Keep desk neat/organized Raise hand to participate Use appropriate language 	<ul style="list-style-type: none"> Arrive on time Greet People on Arrival 	<ul style="list-style-type: none"> Respect classes in session Throw items in trash cans 	<ul style="list-style-type: none"> Keep restrooms clean Use trash cans 	<ul style="list-style-type: none"> Respect school property Put equipment away when finished Be responsible for belongings 	<ul style="list-style-type: none"> Use Table manners Eat your own food
A Be ACCOUNTABLE	<ul style="list-style-type: none"> Complete all classwork and homework Be on time to class including returning from recess 	<ul style="list-style-type: none"> Clean up your breakfast mess Get tardy slip if late 	<ul style="list-style-type: none"> Follow directions Stay with your class Go directly to your destination 	<ul style="list-style-type: none"> Use water, soap, & paper towels appropriately Flush toilets after use Return directly to class when finished 	<ul style="list-style-type: none"> Freeze when bell rings Line up once whistle is blown 	<ul style="list-style-type: none"> Clean up after yourself Give attention to staff Raise hands to be excused
C Have CHARACTER	<ul style="list-style-type: none"> Respect others' personal space Respond appropriately to directions and questions Support others 	<ul style="list-style-type: none"> Respect other's personal space Wait appropriately in designated area 	<ul style="list-style-type: none"> Keep hands/feet to self Be aware of others Help keep campus clean 	<ul style="list-style-type: none"> Observe personal space Respect privacy Tell an adult if restroom needs attention 	<ul style="list-style-type: none"> Help others Share equipment Use good sportsmanship 	<ul style="list-style-type: none"> Keep hands/feet to self Walk in & out of MPR Respect others' personal space
K KEEP Safe	<ul style="list-style-type: none"> Follow classroom rules Follow teacher directions Tell an adult if something is wrong 	<ul style="list-style-type: none"> Watch personal belongings Use crosswalks Stay within campus gates 	<ul style="list-style-type: none"> Respect others' personal space Be aware of doors opening Walk silently 	<ul style="list-style-type: none"> Lock stalls when entering & unlock when leaving Follow restroom rules 	<ul style="list-style-type: none"> Follow playground procedures Follow game rules Inform adults of unsafe behavior/incidents 	<ul style="list-style-type: none"> Follow MPR rules Keep food in MPR Keep silent in serving area

✓ PLAYGROUND EQUIPMENT:

SLIDE

1. Climb one step at a time. Only one person is allowed on a 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 considered to be 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 an administrator.

✓ **RECOGNITION PROGRAMS:**

6th GRADE PRESIDENTIAL ACADEMIC AWARDS



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

TRIMESTER AWARDS

Trimester awards are given out each trimester in grades T/K-6th. The awards are: Perfect Attendance, Teacher Award, and P.A.C.K. Award. All awards are given at teacher discretion and may include, but 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 the school year if they meet the following criteria. They **must** be on time daily and cannot miss **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 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-shirt 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 which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk, injury or harm to any student is prohibited. Student grooming which 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 conceal undergarments at all times. 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 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 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, and 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 it, 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 type 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 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 weapon(s) or other dangerous objects
- Possession of drugs, narcotics, or intoxicants

- Stealing/attempt 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, child care 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/Domain/27> to stay current with events, activities, and updated information.