

GLENVIEW ELEMENTARY SCHOOL

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(714) 986-7150 fax (714)779-2633
www.glenviewbulldogs.org



2017-18

PARENT/STUDENT HANDBOOK

Dear Parents,

I would like to welcome you to the 2016-17 school year. This handbook contains important information regarding the day-to-day procedures as well as academic and behavioral expectations of our students and visitors at Glenview. Please read and discuss all relevant information with your child.

Research shows that high achieving students have parents who are actively involved in their learning. Involvement includes assisting with homework completion, reading with your child every night, having ongoing communication with your child's teacher and attending parent events. The staff and I look forward to working with you to ensure that your child has a successful school year.

I hope this handbook assists you in understanding Glenview's procedures and expectations. Please call the school office or your child's teacher at (714) 986-7150 whenever you have a question or need assistance.

Once again welcome to the new school year!

Sincerely,

Ms. Ramos

GLENVIEW MISSION STATEMENT

It is the mission of Glenview School to provide a nurturing environment supported by caring professionals to prepare critical thinkers who excel academically and are empowered to face challenges with confidence and commitment as global citizens.

Together We Do Make a Difference

Table of Contents

| | |
|-------------------------------------------------------------------------|--------|
| Welcome Letter..... | 2 |
| Table of Contents..... | 3 |
| Student Instructional Day..... | 4 |
| Student Arrival/Dismissal/Pedestrian Rules..... | 5 |
| Traffic Rules/Lunch..... | 6 |
| Academic Expectations..... | 7 |
| Common Core State Standards..... | 7 |
| Intervention/School Programs/Student Services..... | 8 |
| Homework/Daily Planner/Pupil Progress..... | 8, 9 |
| Report Cards/School-Home Communication/Library/Technology..... | 9, 10 |
| Releasing Students/School Visitation..... | 11 |
| Health Office/Lost and Found/Field Trips..... | 12 |
| Attendance, Absences and Tardies/SART..... | 13 |
| Adult Conduct..... | 14 |
| Civility Policy, Safety and Security..... | 15 |
| Glenview Behavior Plan | 17, 18 |
| Student Recognitions: Glenview Great/Honor Roll/Perfect Attendance..... | 18 |
| Principal Referrals/Bullying/Suspension Offenses..... | 19 |
| Food and Birthdays..... | 20, 21 |
| Dress Code and Grooming..... | 22, 23 |
| Parent Volunteers/Committees/PTA..... | 23, 24 |

Student Instructional Day

Glenview Elementary along with all public schools in the State of California is required to provide each student with an annual number of instructional minutes per school year.

Instructional minutes begin at 7:50 a.m. and end at 2:15 p.m. on regular school days and end at 1:15 p.m. on minimum days for grades 1-6.

Instructional minutes are defined as the actual minutes of instruction your child receives and does not include recesses or lunch.

Glenview 1st – 6th grades have 180 school days including weekly Wednesday minimum days. Minimum days are used for staff development, staff/team planning meetings, parent conferences, and the last day of school.

Regular Student Day Schedule

Grades K-6

| | |
|-------------------|----------------------------------------------|
| 7:30 a.m. | Campus Opens |
| 7:45 a.m. | Student Pick up by Teacher |
| 7:50 a.m. | Instruction Begins |
| 9:40 – 10:00 a.m. | Primary Recess and Intermediate Recess |
| 11:15 – 12:00 | 1 st -2 nd Grade Lunch |
| 11:45 – 12:30 | Kinder Lunch |
| 12:00 – 12:45 | 3 rd -6 th Grade Lunch |
| 2:15 p.m. | Dismissal |

Preppy K

| | |
|-------------------|----------------------------|
| 7:30 a.m. | Campus opens |
| 7:45 a.m. | Student Pick up by Teacher |
| 7:50 – 11:10 a.m. | Early Pups |
| 9:30 – 12:50 p.m. | Late Pups |

Late Pups will also observe 6 minimum days this school year. On those days their schedule will be from 7:50 am – 11:10 am where they attend school during the morning time block.

Weekly Minimum Day Student Schedule

Grades K-6

| | |
|------------------|----------------------------------------------|
| 7:30 a.m. | Campus Opens |
| 7:45 a.m. | Student Pick up by Teacher |
| 7:50 a.m. | Instruction Begins |
| 9:30 – 9:50 a.m. | Primary Recess and Intermediate Recess |
| 11:15 – 12:00 | 1 st -2 nd Grade Lunch |
| 11:45-12:30 | Kinder Lunch |
| 12:00 – 12:45 | 3 rd -6 th Grade Lunch |

Student Arrival

1. No playing before school. Children should arrive no earlier than 7:30 a.m. at which time students will gather near their class lines and may visit with one another. There is a before and after school Child Care Center on campus, and parents who must drop their children off at school prior to 7:30 a.m. should enroll them in this program.

There is no supervision prior to 7:30 a.m. or after dismissal times.

2. Parents who drive their children to school are to drop their student off in the drop off zone.
3. Students are to remain on the blacktop and out of the classrooms, corridors, and patio areas prior to the time school begins, except on rainy days.
4. Children are to remain on the school grounds until afternoon dismissal. The exceptions are those students who are checked out through the office by their parent or guardian.

Student Dismissal

1. All students will be dismissed by their classroom teacher at the front of the school or car drop off/pick-up zone.
2. Parents will pick up their students at the front of the school if walking or in the drop off/pick up zone if driving. For safety reasons parents will not be allowed on the playground without a school pass.

Pedestrian Rules

1. Students are to walk to and from school in a safe manner.
2. Students are not to cut across lawns.
3. Students are to cross at crosswalks and obey the Crossing Guard. Parents and other adults need to use the crosswalk as well, and serve as good role models.
4. Students are not to throw rocks, fruit, or other objects on the way to or from school.
5. Fighting and obscene language on the way to or from school may result in a school disciplinary action and may include suspension.
6. We expect students to be polite and courteous to classmates, homeowners, and all other residents at all times.

Traffic Rules & Valet Drop Off/Pick Up Zone

We appreciate your cooperation in implementing our district's Guiding Principles and Goals C: **"Each school will ensure a safe on-campus environment for pedestrian and vehicular traffic."** With your cooperation, the traffic lanes will be safer for you and your family. Please follow safety rules.

1. Students are to be dropped off/picked up in the loading zone area only.
2. Students may not cross the parking lot or drive areas without an adult.
3. Students must exit on the passenger side of the car only.
4. When exiting Glenview's parking lot between the hours of 7:30 a.m. and 8:00 a.m. and 2:15 p.m. and 2:45 p.m. please turn right only to allow for better flow of traffic. (Observe posted traffic signs)
5. Vehicles must pull forward and may not wait or park in drop off zone or bus loading zones.

Lunch

A hot lunch is available for those who wish to buy. Cash may be paid daily or lunches may be paid for in advance on-line at www.pylusd.org under Family Resources. **Lunches are \$2.75 each. Breakfasts are \$1.50.** Families may apply for a free-reduced meal plan through the school. All students are assigned a 6-digit Student I.D. number, which is used to purchase their meals at school and as a pre-paid lunch account. For those who bring their lunch, **milk** may be purchased for **.50¢** and **juice for .75¢**

Forgotten and Late Lunches - Students bringing their own lunches from home should arrive at school with their packed lunch. For those RARE occasions requiring a parent or guardian to drop off lunch after the start of the school day, lunches must be placed in a basket located in the front office, securely packed in either a bag or lunch box to prevent leakage or spillage and **clearly labeled on the OUTSIDE** of the container with your child's name, grade, and teacher. Lunches will remain in the office, and delivered to the lunch benches at the start of the first lunch.

In order to ensure they make their way to the lunch tables, lunches must be dropped off **NO LATER than 11:00 a.m.** Please note that classrooms will NOT be disrupted to inform a student that his/her lunch is in the office. It is the responsibility of the student to check in at the office and with our noon duty supervisors at the lunch tables should he/she be expecting a lunch that day.

Fast Food: Please refrain from bringing your students soft drinks or fast food (i.e. Carl's Jr., Taco Bell, McDonald's, etc.) for lunch on a regular basis. These items are strongly discouraged from being eaten at the lunch area on campus. We remind you too, that the District's Health and Wellness Policy prohibits students from drinking soda during school lunchtime.

Academic Expectations

Glenview School has rigorous academic and behavioral standards and expectations. Our academic standards are the California State Content Standards. Students are required to master state grade level academic standards. Failure to make progress will result in lower grades and could lead to a retention. As a staff we realize student abilities differ and, at times, mitigating conditions may prevent a child from doing his or her best work. Our teachers make adjustments to accommodate individual needs. If you have any questions or concerns about your child's progress, please call the school to schedule an appointment with your child's teacher.

Academic Subjects

All students at Glenview receive a comprehensive academic program which includes:

- Language Arts
- Mathematics
- Social Science/History
- Science
- Physical Education
- Computer/Technology
- Music

Woven into these areas are the Performing and Visual Arts.

Common Core State Standards

The California State Board of Education adopted the Common Core State Standards in reading/language arts, mathematics, science and social science. These were subsequently adopted by our local Board of Education. In addition, State curriculum frameworks serve as guides for curriculum planning at the local level.

The Placentia-Yorba Linda Unified School District maintains a balanced, comprehensive core curriculum that is fully aligned with the state standards and frameworks. Committees of teachers and administrators use these documents to write courses of study which are reviewed by the district Curriculum Council and approved by the Board of Education. The State documents serve as the structure and foundation for the K-12 Core Curriculum within the Placentia-Yorba Linda Unified School District. Additional information on the curriculum frameworks K-12 is available on the California Department of Education website at www.cde.ca.gov/.

Intervention

The staff recognizes that a student may need extra assistance in order to achieve the subject content standards. Various types of assistance are provided to students needing extra help. Glenview will continue its formal reading intervention program this year called Response to Intervention (RTI).

The goal of this program is to identify students reading needs early and quickly to meet their needs and provide them with a program at their level to get them on grade level or above as soon as possible. Those students at grade level or above will receive reading instruction to meet their needs. If you would like more information please contact your child's teacher.

School Programs

Glenview provides a variety of programs to meet student academic needs. Our programs include:

- Regular Education K-6 Academic Program
- Response To Intervention (RTI)
- Gifted And Talented (GATE)
- Resource Specialist Program (RSP)
- Speech and Language Program (SLP)
- English Learner Program (EL/ELD)
- Physical Education (P.E.)
- Library Services
- Computer/Technology Weekly Program
- Music – Instrumental (Grades 4-6)
- Music – Vocal (Grades 4-6)
- Academic Field Trips (Funded by PTA)
- Academic Assemblies (Funded by PTA)

Student Services

- Student Study Team
- School Psychologist for Academic Assessment
- District Crisis Counseling
- Student Health Office/Services

Homework

It is District Policy for students to have homework as an extension of classroom instruction for the purposes of:

1. Strengthening specific skill areas.
2. Completing classroom assignments.
3. Enrichment and research activities.

Your child will have homework assignments Monday through Thursday. The amount and length of homework will depend on the grade level and achievement level. As a rule, homework should not exceed one (1) hour per day for fourth through sixth grades, and is inclusive of nightly reading. Homework assignments for children Kindergarten through Third Grade (K-1 gr. = 10-15 minutes, 2nd gr. = 20 minutes, 3rd gr. = 30 minutes) should not exceed 30 minutes. Please contact your child's teacher if the amount and length of homework your child is taking home is not consistent with this standard. In addition, students are expected to read between 10 – 40 minutes daily depending on their grade level.

You can assist your child to develop good study habits by providing your child with a quiet, well-lighted study area, preferably at a desk or table free from television and other distractions. Students like to be praised and encouraged for their efforts. Most children should be able to do the work independently, but you may assist them with (not do) their homework, if necessary.

Daily Planner

Every student in grades 3-6 will receive a "Daily Planner" at the beginning of the school year. The daily planner is used to write down homework assignments and reminders. The planner is taken home nightly and is to be reviewed by the parent. Many times your child's teacher will write you a note so it is very important that you check the planner every night. Your child's teacher also checks the planner daily so this is a good place for you to write or correspond with them.

Monitoring Pupil Progress

Pupil progress is monitored in many ways. In addition to trimester report cards, teachers will send home mid-trimester progress notices if your child is in danger of receiving an unsatisfactory grade or the grade has dropped significantly. Teachers have many other ways to report academic progress and social behavior including phone calls, notes, weekly notices, work folders, etc. Most teachers will ask you to sign a paper to acknowledge receipt of a notice.

Report Cards

All elementary schools are on a trimester reporting period. Report cards will be given out 3 times per school year. Students in grades K-2 receive symbol grades designating progress and letter grades in 3-6th. The purpose of the report card is to formally notify the parents of their child's academic progress based on learning the California State Standards at their grade level. This is a legal document, which is used to monitor progress and to evaluate academic success.

School/Home Communication

Glenview staff encourages regular home/school communication. Parents may communicate with the school via e-mail, a note, daily planner, teacher voice mail, a telephone conference or a scheduled meeting before or after school. Teachers may not be interrupted during the instructional day. However, you may leave a voice mail or send an e-mail at any time. Our Glenview staff commits to returning all emails/calls within 24 hours.

The school will communicate with individual parents via written communication by e-mail, telephone or in person meetings. General information will be disseminated via the school newsletter, written correspondence, telephone voice messages, the school marquee and the school web site www.glenviewbulldogs.org

Library Policy

The Glenview Elementary School Library supports the curriculum of your student's class as well as providing pleasure reading materials. Students visit the library once a week with their class. A book may be checked out for one week.

Students may not remove reference materials from the Library.

Extra care should be taken so that no book is lost or damaged. Lost or damaged materials will result in a replacement cost fee.

The library will be opened during recess for study and research on scheduled days.

Technology

Students have access to the Internet for education and research purposes only. All students are required to follow the districts acceptable use policy. Although Students are monitored and expected to use the Internet sites responsibly and appropriately. All students receive 30 minutes of instruction weekly in the computer lab following the district technology curriculum and grade level content.

Releasing Children During School Hours

All students are to attend the full day. We understand that on occasion it is necessary for a parent to remove their child before the end of the school day. This practice is to be kept to a minimum and only done for illness, family emergencies and/or doctor/dental appointments. Parents are required to come to the school office if it is necessary to pick up your child during school hours. No child will be released to any adult during school hours or after school that is not properly identified and authorized by the parent. These procedures are for the protection of your child. **For safety reasons all parents or other adults must show a valid ID before the student is released to them.**

School Visitation & Visitors

We encourage you to visit your child's class. Your child benefits when the home and the teacher work together. Procedures to schedule a classroom visit are as follows:

1. Call or send a note to arrange for a time to visit at least 72 hours prior to your planned visit. Drop in visits are not permitted. You may leave a message by dialing the school number and the teacher's extension during school hours.
2. Visitors are required to stop at the school office, sign in and receive a visitor's pass prior to going to the classroom. Visitors must also check out through the office when leaving. Children may not accompany you on your visit.
3. The teacher will be unable to conference with you during school hours. The teacher will be happy to schedule an appointment at a later date.
4. For safety reasons, you will be required to show a valid ID when signing in. You will not be allowed to enter campus without a valid ID and a school pass.
5. Parents are required to observe all safety rules and remain respectful of all school personnel and students.
6. For safety reason, parents may not be present on playgrounds during recess or at breakfast/lunch areas.
7. Parents dropping off and picking up children should wait in parent waiting areas and stay clear of class lines and student walkways to and from classrooms.

Visits by Children

Due to lack of space and facilities, as well as legal liabilities, the school will not approve visits for the day or part of the day by children who are relatives or friends of the pupil enrolled at the school.

Health Office

Student safety and health is one of our primary concerns. Glenview has a health office located at the back of the main school office. We have the services of a health clerk twice a week and a full time nurse is on call. When school is open the health office services students with medical conditions such as asthma and diabetes, students who get sick and students who get injured. Students may not come to the health office without a pass.

Other than minor scratches or bumps, you will be notified promptly if your child becomes ill (with temperatures exceeding 99.9) or is injured at school. The school will follow the directions you give on the Emergency Card concerning your physician and others who are to be notified if you are unavailable. Please keep the Emergency Card up to date by notifying the office immediately of any change.

Lost and Found

Glenview has a lost and found container located in the lunch area. All found items are put in the lost and found. The school is not responsible for lost items.

Field Trips

Field trips are a valuable part of the instructional program. Each grade has the opportunity to experience at least one field trip per year. The PTA funds all field trips. California Ed Code and district policy require that all field trips be academic in nature and are an extension of a current unit of study. Parents are encouraged to participate in field trips however there may be a limit on the number of parents who can attend due to space on the bus and/or requirements of the destination. Because field trips are during the school day all students are required to ride the bus both to and from the destination and be under the supervision of the classroom teacher. **Parents may not transport their children to or from a field trip destination.**

Attendance, Absences and Tardies

All students are to be in school and on time everyday. Students are to be absent from school for legitimate reasons only. Legitimate reasons include illness and family emergencies. If your child is going to be absent, please call the attendance line at 986-7150, and press 3, to inform the attendance clerk. (This includes a legitimate tardy such as doctor/dental appointment.)

Students absent 3 days in a row are required to bring in a “return to school” note from the doctor.

Tardies

Tardiness can be a serious problem at school. When your child is late, they miss instruction and the teacher must stop teaching, change the attendance and the lunch count and review what your child has missed. Students are required to be at school and in their line up area by 7:45 a.m. Any student arriving to school after the 7:50 a.m. bell has rung is considered tardy and will need to stop in the office for a tardy slip.

If your child is going to be tardy (doctor/dental appointment) and wish to order a lunch, please call the school before 8:15 a.m. Otherwise there will be no lunch available at lunchtime. Please request a note from the doctor or dentist for verification otherwise it will be counted as an unexcused tardy.

School Attendance Review Team (SART)

All public schools in the state of California are required to monitor both student attendance and tardies. Truancy, unexcused absences and excessive absences affect a student’s education and increase the chances of failure. Tardies interrupt classroom instruction and interfere with the learning process.

Parents of students who are absent over 5 days without a valid excuse (doctor’s note, family death, etc.) and/or have excessive tardies will be placed in the SART process. The SART process includes the following:

- SART I 5-10 days absence and/or excessive tardies – Attendance Letter I sent home.
- SART II 10 -20 day’s absence and/or excessive tardies – Attendance Letter II sent home. Mandatory meeting with the SART Team will be set.
- SARB (School Attendance Review Board)
20 days absence and/or tardies – Referred to the district Child Welfare and Attendance Office for SARB.

The County of Orange has established a Truancy Response Project where the school district and the district attorney's office will send truancy cases that become habitual to the court system.

Education Code §48260: Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Education Code §48200/Penal Code §272: Parents and guardians of children found to be habitually truant are subject to prosecution and may be penalized by fine up to \$500 and/or incarceration in county jail for up to one year. Moreover, your child is also subject to prosecution under Education Code §48264.5. Sanctions that could be imposed against your child include restriction or delay of driving privileges, imposition of community service hours and a \$100.00 fine.

Adult Conduct

All adults are expected to be role models for our students. Role modeling includes proper adult behavior. The PYLUSD has a civility policy, which prohibits certain behavior. Please read the Civility Policy carefully.

CIVILITY POLICY

Members of the Placentia-Yorba Linda Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school and district grounds.

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district as well as the community, PYLUSD encourages positive communication and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions

- Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Chief Administrative Officer or designee.
- If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.
- When an individual is directed to leave under conditions in paragraph 1 or 2, the Chief Administrative Officer or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Chief Administrative Officer or designee may notify law enforcement officials. An incident report should be completed for the situation as set forth in paragraphs 1 and 2.

Safety and Security

- The Superintendent or designee will provide a safety and/or crisis intervention techniques program as provided in order to raise awareness on how to deal with these situations if and when they occur.
- When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an incident report and report to law enforcement, any attack, assault or threat made against them on school/district premises or at school/district sponsored activities.
- An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the district to pursue legal action against the student or the student's parent/guardian.

Documentation

- When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached.

Any individual who disrupts, threatens, uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner to teachers or administration, will be guilty of a misdemeanor in accordance with CA ED CODE 44811 and Penal Codes 415.5 and 626.7.

References: Education Code Sections

**32110, Disturbing school
44014, Assault on personnel
44810, Person on school grounds
44811, Insults and abuses**

Penal Code Sections

**243.5, Arrest on school grounds
415.5, Fighting on school ground
626.8, Entry of school by person not on lawful business
627.7, Refusal to leave school grounds**

Policy adopted: 6/2/98 PYLUSD BOARD POLICY

GLENVIEW ELEMENTARY BEHAVIOR PLAN

Student Safety is the first priority at Glenview. In order to run a safe environment that promotes academic success all students must follow all established rules. It is expected that all students will show respect for all members of the school staff even though that person may not be the student's classroom teacher. It is also expected that each student will respect the rights of all students. Please review the following school rules with your child.

Glenview School's Discipline Plan sets high standards for student behavior in order to maintain a safe, orderly, and positive school climate conducive to teaching and learning. Rule enforcement is fair and consistent with rewards and consequences that are clearly defined. Academic achievement, self-esteem, respect for others, school pride and school spirit are emphasized.

Duties of Pupils

The California Code of Regulations, Title 5, Section 300, requires that pupils conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Glenview School Wide Rules

1. **Practice Safety**
2. **Act Responsibly**
3. **Work Together**
4. **Show Respect**

Classroom Behavior Plan

Students are required to follow all school and classroom rules. Each classroom teacher has a classroom behavior plan designed to ensure the safety, respect and ongoing instructional program for every student. Classroom behavior plans include class rules, consequences and rewards. Your child's teacher will send home his/her behavior plan on the first day of school.

Playground Behavior Plan

Students are expected to play safely and respectfully on the playground during recess, lunch and P.E. Students not following school P.A.W.S expectations and rules and behave in a way that is unsafe or harmful, may receive a time-out and/or reteach reminder slip. After two reteach reminders for similar infractions, parent contact by teacher will be made. Major infractions will result in an office discipline referral. Consequences will be given based on the severity/level of the infraction.

Glenview Student Recognitions

The staff recognizes that students need positive rewards for positive behavior/citizenship and academic success. In addition to individual classroom rewards students may receive a Glenview Great Referral special recognition. Students receiving a Glenview Great will have their name announced and receive a special reward. These students are selected by their teacher once per month, for demonstrating exceptional P.A.W.S. behaviors. Students may earn Bulldog Bucks for positive behavior and citizenship that exemplifies Practicing Safety, Acting Responsibly, Working Together, and Showing Respect.

Glenview PAWS Bulldog Bucks

We recognize students' positive behavior for **Practice SAFEY, Act RESPONSIBLY, Work TOGETHER** and **Show RESPECT**.

Students will have the opportunity to earn Bulldog Bucks that can be turned in for prizes from our Student Store, such as a pencils, erasers, and earn special privileges in the classroom and attend PBIS Principal Parties. Teachers and staff will award Bulldog Bucks to students observed engaging in these positive behaviors.

Honor Roll – Recognition

Students in grades 4-6 who receive all A's and B's (No U's or N's) on their trimester report card will be placed on the school's honor roll for that trimester and receive a certificate and a treat during lunch break.

Perfect Attendance

Students in grades K-6 who have perfect attendance for the trimester will be placed on the school's perfect attendance list for that trimester and receive a certificate and a treat during recess or lunch recess. Perfect attendance means no absences or tardies.

Office Discipline Referrals

Students with extreme behavior violations may be referred to the principal. Students are referred to the principal by the classroom teacher or a teacher on duty. All referrals to the principal will be dealt with as soon as possible. The principal will investigate all referrals and notify parents in writing and/or by telephone. The principal has the final decision in giving an appropriate consequence. Consequences can be as simple as a warning or as severe as a suspension.

Bullying

The Board of Education believes every child is entitled to a safe school environment free from bullying. The Board also believes that students should not be disruptive or create a climate of fear by bullying other students.

Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students.

Harassment

Intentional Harassment, CA Code of Reg. 48900.4 – In addition to the grounds specified in Sections 48900 and 48900.2 a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating substantial disorder, and invading the rights of either school/district personnel or pupils by creating an intimidating or hostile educational environment.

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

Suspension Offenses

1. Verbal, written or physical abuse or threats, actual or implied, to the person or property of another student are not permitted and violators are subject to suspension (violation as per Education Code).
2. Profane language is not permitted and violators are subject to suspension (violation as per Education Code).

3. Fighting is not permitted and violators are subject to suspension (violation as per Education Code).
4. Possession or use of tobacco, alcohol, or chemical substances are not permitted and violators are subject to suspension (violation as per Education Code)
5. Defiance or disrespect toward staff members is not permitted and violators are subject to suspension (violation as per Education Code).
6. Possessing, selling, or otherwise furnishing guns, explosives, knives, or other dangerous objects is not allowed and violators are subject to expulsion (violation as per Education Code) The police will be notified upon first offense.
7. Stealing, theft or otherwise taking property of another is subject to suspension.
(Violation as per Education Code)
8. Selling or furnishing a controlled substance (drugs/alcohol) is not allowed and violators are subject to expulsion (violation as per Education Code). The police will be notified upon first offense.

Reporting to Office

Students may come to the office only with permission from either the classroom teacher or noon-duty supervisor (except in emergencies). Each child must have a note from a teacher or supervisor describing the reason the child is in the office.

Food

1. Nutritious snacks (fruits, nuts, vegetables) may be brought to school and eaten at the lunch tables during snack recess. Junk food is discouraged. Candy and soda are not allowed. Under no circumstances, may food be shared between students at the lunch tables.

Birthdays

In our efforts to provide a quality education for our students free from interruptions that detract from the instructional time, the following guidelines have been developed by staff members and school administration in support of the district policy on Student Health and Wellness:

We will continue to celebrate student birthdays at Glenview with the following guidelines:

- Birthday treats must be limited to one small store-bought item that will be distributed at teacher discretion and cannot interfere with the school's meal program/nutritional lunches.
- Items must be delivered to school at the beginning of the day (7:50 am for gr. 1st-6th, and no later than 9:30 am for Preppy K) in order to avoid unnecessary classroom interruptions.
- Appropriate items would be a small cupcake, cookie or fruit snack. Pizza, sheet cake of any kind, ice cream or candy would not be considered appropriate. Non-food items such as pencils or erasers are encouraged.

To supplement the instructional efforts in the classroom, parents may want to consider an alternative to a food item in observing their child's birthday. Consider collaborating with your child's teacher to purchase a class set of pencils, erasers or an appropriate book that can be read by the teacher to the class or donated to our school library. The book and the reading can be in honor of the child's birthday.

- **Prior arrangements must be made with the classroom teacher 1-3 days in advance to birthday treats being sent to school.** Please email teacher or send a note with your child.
- Birthday observances will not occur during instruction time. (Singing "Happy Birthday" to students is appropriate.)
- Flower bouquets, balloons, and any other gifts delivered to the school to celebrate a birthday are not permitted. This causes a tremendous distraction to the classroom instruction.
- Party invitations should not be sent to school with your child.

Student Property

1. Skateboards, razors, wheeled shoes and roller blades are not permitted on school grounds at any time.
2. Toys, video games, electric equipment etc. are not allowed on campus.

Cell Phones

Students may be in possession of a cell phone while on school grounds however the cell phone must be turned off and out of sight. **Students may not use their cell phones or iWatches with calling abilities on campus.** The campus includes the front and side areas of the school outside of the fence. Cell phone violations will result in confiscation of the phone. The parent will be required to get the phone from the front office. Continuous violations will result in cell phone privileges being taken away. Parents and other visitors are not allowed to use cell phones while on campus. Glenview school is not responsible for lost or broken cell phones.

Animals

PYLUSD prohibits animals on school property for safety reasons. Exceptions such as special assemblies or visitors involving animals, must be approved by the principal.

Bicycles

Students may ride their bicycles to school after a parent permission slip/safety acknowledgement is signed in the school office. California State law requires all students to wear a bicycle helmet. Students must walk their bicycles on campus. Bicycles are to be locked in the bicycle rack area. The school is not responsible for damaged or stolen bicycles.

Valuables at School

All schools have occasional problems with items being lost or stolen. Please encourage your students not to bring valuable items to school. Many times valuable items are lost rather than stolen. It is important that all students' personal property (jackets, lunch boxes, backpacks) be clearly marked with names. Lunch money is most safely carried in a sealed coin holder (wallet) in a backpack

STUDENT DRESS CODE AND GROOMING

All clothing must be clean, in good repair, and worn in good taste, shoulders and midriff must be covered. Students shall groom themselves for school in a manner which does not offend the rules of decency, reflect negatively on or detract from any phase of the educational program, or present a hazard to health or safety. Requirements in certain areas of the school program may necessitate further restrictions of dress and grooming.

- If pants are loose, a belt should be worn.
- All clothes and shoes need to fit properly. Grades 1-6 participate in P.E. and students will participate in a wide range of physical activities.

THE FOLLOWING ARE NOT ALLOWED

1. Pants worn below the hip line
2. Unhemmed garments
3. Extreme necklines (scoop-neck or other low-cut open tops that may result in undue exposure)
4. Sheer garments
5. Bare midriffs (tops must be long enough to be tucked in)
6. Bare shoulders or tank tops (no arm pit exposure)

7. Exceptionally short skirts or shorts. Length must be mid thigh or longer. It is suggested that shorts be worn under skirts.
8. Bare feet – shoes must be worn at all times
9. Shoes/sandals without back straps, open toe or shoes with heels higher than 1”
10. Wheeled shoes
11. Make-up, facial paints or stick-ons. Fake nails
12. Extremes in hair style or color
13. Sunglasses or heavily tinted glasses. (Prescription glasses excluded)
14. Long or large stud or hoop earrings that may cause a safety issue during PE instruction or playground activity.
15. Graffiti inscribed on clothing or accessories
16. Any apparel, jewelry, accessory or inscription on personal belongings which could be construed as depicting or promoting violence, the illegal, the immoral, or the obscene, specifically those which depict or promote alcohol, drugs, tobacco, obscenity, gang activity or controversial issues.
17. Any apparel, jewelry, accessory, manner of grooming, or inscription on personal belongings which, by virtue of color, arrangement, trademark, universal meaning or any other attribute, expresses or advocates racial, ethnic, gender or religious prejudice; or might tend to motivate students to commit acts that disrupt the orderly operation of the school

The above Dress Code is consistent for all students in the Placentia-Yorba Linda Unified School District. A student coming to school with inappropriate dress will be required to change into school loan clothing or the parent will be called to take the student home to change. Repeated violations of dress standards will result in disciplinary action.

Parent Volunteers

Parent volunteers play an important part in assisting the school in educating our students. Parents wishing to volunteer are to contact their child’s teacher. Parents may also volunteer by assisting PTA in the various activities and functions that support our school. All volunteers are expected to behave and dress professionally and follow state, district and school rules/laws and maintain confidentiality.

1. Volunteers/Visitors time/dates schedule require teacher and principal approval.

2. Volunteers/Visitors are required to stop at the school office, sign in and receive a Volunteer/Visitor's pass prior to going to the classroom. Visitors must also check out through the office when leaving.
3. The teacher will be unable to conference with you during school hours. The teacher will be happy to schedule an appointment at a later date.
4. For safety reasons you will be required to show a valid ID when signing in. You will not be allowed to enter campus without a valid ID and a school pass.
5. Parents are required to observe all safety rules and remain respectful of all school personnel and students.
6. For safety and health reason, parent volunteers may not be present on playgrounds during recess and lunch or at student eating areas.

Parent Committees

Glenview has three main parent/staff committees:

- School Site Council (SSC)
- English Language Acquisition Committee (ELAC)
- Parent/Teacher Association (PTA)

For information regarding these committees please contact your child's teacher.

Parent/Teacher Association

Glenview has an active and productive PTA. The PTA provides both academic and social structures for our students and community. These include but are not limited to:

- | | |
|-----------------------------------------------------------|---------------------------------------------------|
| • Student Assemblies (Organizes and Funds) | • School Carnival |
| • Student Field Trips (Funds Entry and Transportation) | • School Yearbook |
| • Teacher Material Budget | • School Newsletter |
| • Book Fair | • Spirit Wear |
| • Family Nights | • Teacher and Employee Appreciation Activities |
| • Skate Nights | • Red Ribbon Week Activities |
| • Jog-A-Thon | |

Fundraisers are held throughout the year to support student assemblies, field trips etc. It is important that all parents support the PTA by:

- Becoming a member
- Volunteering for committees and activities held throughout the year

For more information please contact the PTA through the school office.

Emergency Preparedness Plan

Please read and save this information...

Glenview is committed to providing a safe and secure campus for all students and adults. Glenview has an Emergency Preparedness Plan which is updated annually and is on file in the front office. This plan includes procedures for:

1. School Lock Down
2. Fire
3. Earthquake
4. Other disasters such as flooding

The entire school participates in routine lockdown, duck and cover and evacuation drills. The children are informed about where to go and what to do in the event of a disaster at school, whether they are in their classroom or elsewhere on the campus.

The following are parent guidelines to follow in the event of a serious disaster:

AFTER A SERIOUS DISASTER

Telephones/Communications

If the telephones are operational following a serious disaster, their use will be restricted to reporting medical, fire or other emergencies. Please **DO NOT CALL THE SCHOOL**. Information for parents will be released by radio on local news stations and the district website www.pylusd.org. Parents will be advised regarding school conditions, dismissal times and procedures.

DISMISSAL

In the event of a major disaster,
SCHOOL WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER SUPERVISION OF SCHOOL AUTHORITIES.

PICKING UP YOUR CHILD

- A. **THE STUDENTS WILL ONLY BE RELEASED FROM THE BACK GATE. PLEASE WALK TO THE BACK GATE TO SIGN YOUR CHILD OUT. DUE TO SAFETY ISSUES, PARENTS WILL NOT BE ALLOWED ON CAMPUS.**
- B. No child will be released to anyone other than his/her parent or persons listed on the **current** Glenview Emergency Card.
- C. The signature, destination, phone number, proper I.D., address of any person signing a child out will be required before the child is released. Your cooperation will be necessary in signing your child out after a disaster. The school must account for each and every student.
REMEMBER—Personnel could be needlessly injured searching for your child if his/her whereabouts are unknown.
- D. Please minimize the possibility of traffic problems and facilitate the smooth release of children by walking to school when possible.
Do not park in any of our parking lots; they will be designated for emergency vehicles only. Park on the street please.

EMERGENCY RELEASE FORM

Please keep the information on your child's emergency card **current**. **Your child will not be released to anyone unless his or her name appears on the emergency card.** We also urge you as parents to have a home plan and an emergency kit for each car. We hope Glenview does not need to implement our plan—but we want to assure you that we are prepared.

Glenview Elementary

1775 Glenview Ave., Anaheim, CA 92807
(714) 986-7150

**PLEASE REMOVE THIS PAGE AND RETURN
IT TO YOUR CHILD'S TEACHER.**

Please Print

Student Name:

Grade:

Teacher:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Parent Name (Print)

Parent Signature

Date