Table of Contents 2016-17

Principal’s Message .................................................................................................................. A
Daily Schedule .......................................................................................................................... B
Attendance ............................................................................................................................... C
Absences and Tardiness
Leaving and Returning During School Hours
Early Release Days-Collaboration-Minimum
Independent Study
Reporting Student Progress
General Information .................................................................................................................... D
Birthdays
Change in Contact Information and Authorized Pick-up
Emergency Messages from Home
Fire Drill and Emergency Procedures
Forgotten Items- Lunches, money, homework, books, etc.
Library/Media Center
Accelerated Reader
Lost and Found
Nutrition Services
Pets on School Grounds .......................................................................................................... E
Major Emergency/Disaster School Procedures ....................................................................... F
(When Your Child is at School)
Advance Planning
Retaining Students During an Emergency
Do Not Call the School or Park on the Streets
After Hours Procedures ......................................................................................................... G
Create a Family Emergency Plan ........................................................................................... H
Emergency Web Sites
Health Services ....................................................................................................................... I
Accidents, Illnesses and/or Emergencies
Medication
Emergency Contacts
Smog/High Heat Procedures
Student Services ..................................................................................................................... J
Homework

Common Core Standards
AVID – Advancement Via Individual Determination
GATE - Gifted and Talented Education
ELD - English Language Development
HEARTS
SST - Student Success Team
Title I
Special Education
RSP - Resource Specialist Program
LSH - Language, Speech and Hearing
Student Conduct/Expectations ............................................................................................... K
Victoria School Rules, Expectations, and Consequences
Dress Code

Expectations Related to Possessions, Prohibited Items

Transportation Information

Bus Riders
Bicycles
Skateboard/Roller Skates/Scooters
Walkers
Crossing Guard
Parent Transportation

Communication- Home/School

Telephone Calls, Voice Mail
Student Use of Office Phones
Cell Phones
Email Addresses
Newsletters
Web Page
Parent/Teacher Conference
Concerns/Conflict Resolution

Parent/Community Links

Volunteers
SSC - School Site Council
Title I
ELAC - English Learners Advisory Committee
GATE
PTO

Outdoor Education (Outdoor Ed.)

School Business Partnerships

Visitor Requirements

Victoria School Title I Home/School Compact

Verification of receipt of the 2016-17 Parent Handbook

RUSD School Information for Students and Parents Handbook
Dear Parents,

Welcome to Victoria Elementary School. I am looking forward to another school year. You will find valuable information enclosed in the handbook. Please read it carefully and go over it with your student.

Administrators and teachers recognize the important contributions parents make toward a child’s success in school. There is no question about it…success at school begins at home. Parents are the single most important variable in a child’s schooling. Parents model both a silent and spoken language in front of their children daily.

One of the most important components of a good school is the partnership between the educators and the parents who work together for the best interest of children. Throughout the year you have the opportunity to develop that partnership between home and school. Work closely with your child’s teacher to solve any problems you may have. Be involved in your child’s school. Join the PTO, attend School Site Council Meetings, volunteer in the classroom. Let your child know that you think his or her school is very important.

As we begin the new school year, we find teachers emphasizing school standards and rules. In the most successful elementary classrooms, teachers have established specific routines for children to follow. This means giving the children a specific place to find and keep materials, a set schedule for instruction and routines to follow. These routines, blended with the teacher’s consistent standards, form a smooth-running classroom where children have the security of understanding their environment.

Communication is very important to the success of your child. Please review the handbook, sign the last page and return it to your child’s teacher.

I am looking forward to getting to know you and your child. Please contact me if you have any questions.

Mrs. Linda Daltrey
Principal

Our Motto

Dare to Soar above the ordinary and accept the challenge to become extraordinary!

Our Commitment

We believe we can reach our mission only if we raise the achievement of all students, close achievement gaps and eliminate barriers that prevent students from reaching high levels of success.

Our Mission Statement
Victoria’s educators, parents and community members are committed to providing quality educational experiences which will enable our students to meet and or exceed grade level standards and establish a foundation for further academic success.

Our Vision
The Victoria community envisions administrators, teachers, students, and parents working together to achieve the following:
• Maintain high expectations based on the diverse needs of the student population
• All students reach their full academic and social potential
• All students demonstrate proficiency in grade level standards and benchmarks through teachers working collaboratively
• Maintain a positive and safe learning environment
Victoria Elementary - Daily Schedule
2016-17

SCHOOL OFFICE IS OPEN 7:20-3:45 –
No Student Supervision Provided before 7:20 a.m.

7:20-7:40……….. Breakfast Program (in Cafeteria)
7:25-7:40……….. All Students Go to Playground Area
7:40……………….. Students Report to Class
7:45……………….. Tardy Bell/Instruction Begin

♦ Regular Day Schedule – Monday, Tuesday, Thursday, Friday

<table>
<thead>
<tr>
<th>GRADE</th>
<th>CLASS BEGINS</th>
<th>A.M. RECESS</th>
<th>LUNCH</th>
<th>P.M. RECESS</th>
<th>DISMISSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>7:45</td>
<td>9:10-9:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sheffield,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sugden, Wright</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:40-10:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conner, Goulet Perez</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 1/2</td>
<td>7:45</td>
<td>9:10-9:30</td>
<td>10:45-11:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 3</td>
<td>7:45</td>
<td>9:10-9:30</td>
<td>11:15-12:00</td>
<td>*optional</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>Grade 4</td>
<td>7:45</td>
<td>9:40-9:58</td>
<td>11:15-12:00</td>
<td>*optional</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>Grade 5/6</td>
<td>7:45</td>
<td>9:40-9:58</td>
<td>11:45-12:30</td>
<td></td>
<td>2:05 p.m.</td>
</tr>
</tbody>
</table>

♦ Collaboration Day Schedule – Wednesdays – All students released at 12:50 p.m.
(except the last Wednesday of the school year – June 14th)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>CLASS BEGINS</th>
<th>A.M. RECESS</th>
<th>LUNCH</th>
<th>DISMISSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten-Grade 6</td>
<td>7:45</td>
<td>Same as above</td>
<td>Same as above</td>
<td>No PM Recess</td>
</tr>
</tbody>
</table>

♦ Minimum Day Schedule - 4 days only – All students released at 11:15 a.m.
Thursday, November 10 ● Friday, March 10 ● Friday, June 2 ● Thursday, June 15 – LAST DAY OF SCHOOL

<table>
<thead>
<tr>
<th>GRADE</th>
<th>CLASS BEGINS</th>
<th>A.M. RECESS</th>
<th>LUNCH No Recess</th>
<th>P.M. RECESS</th>
<th>DISMISSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>7:45</td>
<td>9:10-9:30</td>
<td>9:30-9:50</td>
<td>None</td>
<td>11:15 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sheffield,</td>
<td>Sheffield, Wright</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sugden, Wright</td>
<td>9:30-9:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conner, Goulet Perez</td>
<td>10:05-10:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade 1-3</td>
<td>7:45</td>
<td>10:05-10:15</td>
<td>10:15-10:35</td>
<td>None</td>
<td>11:15 a.m.</td>
</tr>
<tr>
<td>Grade 4-6</td>
<td>7:45</td>
<td>10:32-10:40</td>
<td>10:40-11:00</td>
<td>None</td>
<td>11:15 a.m.</td>
</tr>
</tbody>
</table>

Students should not be dropped off at school before 7:20 a.m. as there is no adult supervision prior to that time.
The first bell rings at 7:40 signaling for students to line up as their instructional day begins at 7:45 a.m. and students
are to be in their seat, ready to learn. Tardy students are required to come through the office to receive their tardy slip.

It is important that students are picked up no later than 2:15 p.m. on Monday, Tuesday, Thursday, and Friday. On
Wednesday, our collaboration day, students must be picked up no later than 1:00.
In order for children to have a consistent educational program, they must be in school each day. Refer to the Compulsory Attendance Law in the RUSD’s School Information for Parents.

Daily, consistent attendance at school equates with school success. We urge students and parents to make school a priority and to schedule vacations around the school calendar. Teachers plan on students being at school on time each day. Absences, tardiness and excessive “early outs” will disrupt your child’s learning and the learning of other children as well. More than 10 absences or a combination of absences, tardies, and early outs that total 10 in a school year are considered excessive.

TARDINESS
Students arriving after 7:45 a.m. are late!
Students may enter campus at 7:20 a.m. It is important that every child arrive at school well enough in advance to be in class and ready to learn. We ask that every effort be made for students to arrive to school by 7:30 a.m. The bell to line up rings at 7:40 a.m. and the late bell rings at 7:45. If arriving late, students must report to the office before going to their classroom. When students are late, they lose valuable instruction time which causes a disruption to the entire class. It takes additional teacher time to explain or catch up the tardy student.

We encourage all dentist and medical appointments be made for after school hours.

LEAVING AND RETURNING DURING SCHOOL HOURS
Authorized adults 18 years and older other than parents/guardians picking up students during the school day must have a written note from the legal guardian dated and signed giving permission for that individual to pick up the child on that specific day. If the school office initiates the pick up due to child illness, injury, etc., a student may be released to authorized persons on the emergency without a parent note. Identification will be required and authorized adults must be listed with the school office on the registration form. If the child returns during school hours, he/she will be readmitted through the office. Children do not have permission to leave campus without an adult during school hours.

EARLY RELEASE COLLABORATION AND MINIMUM DAYS
Each Wednesday, at 12:50 students will be dismissed early allowing teachers to use the time for collaborative planning. In addition there are 4 minimum days when students are released at 11:15. The dates are November 10; March 10; June 2; and June 15, the last day of school.

INDEPENDENT STUDY
Occasionally situations arise when students must be away from school for five or more days. This program is designed for unavoidable, emergency situations. Parents are encouraged to plan vacation times when students are not in school. An Independent Study Contract can be written for children who will be out for 5 or more consecutive days, but not during the first or last ten days of the child’s school year. If this should occur, parents should make prior arrangements with their child’s teacher a minimum of 72 hours in advance to have the child participate in the Independent Study program during his/her absence. This will allow the student to keep up with school work. Completed work must be turned in on the day the student returns in order for the absences to be considered excused and not counted against his/her attendance history.

REPORTING STUDENT PROGRESS
Individual parent conferences are held once each school year, prior to Winter Recess. Conferences provide parents and teachers with an opportunity to discuss each child’s growth and specific needs. Either the teacher or parents may initiate additional conferences to make communication a two-way process. Contact the school and make appointments for conferences whenever you deem it necessary. Report cards, provided three times a year, will reflect students’ progress toward achieving grade level Standards and Benchmarks.
In addition, communications from school personnel concerning the behavior, student progress, homework, or other personal matters will be sent to you if the need arises.

**General Information**

**BIRTHDAYS**
With prior approval from the teacher, students are permitted to bring store-bought goodies to be shared with classmates. Given the current demands of the curriculum, we cannot have birthday parties for students. However, treats can be shared during lunch, recess, or snack.

**CHANGE OF CONTACT INFORMATION AND AUTHORIZED PICKUP**
Always remember to report changes of your address, telephone number, place of work, work phone numbers, etc. It is important that we have accurate, up-to-date information concerning the name and telephone numbers of **persons to contact in case of an emergency** concerning your child. In an emergency situation, children will only be released to persons listed on the student’s data card. See “Emergency/Disaster Plan” included in this handbook.

**EMERGENCY MESSAGES** We are interested in the safety of your child. If you need to have your child go home with someone else or in a different manner than usual, **please remind your child in the morning and send a note to his/her teacher. PLEASE DO NOT CALL THE OFFICE WITH A MESSAGE UNLESS IT IS AN ABSOLUTE EMERGENCY.** We must verify each call that concerns a change in school directions for a student. Thank you for your help and understanding.

**FIRE DRILLS AND EMERGENCY PROCEDURES**
Victoria School has fire drills once a month and a Duck/Cover Earthquake drill four times a year. Maps are located in each classroom showing where to go in case of an emergency. There is also a bus evacuation drill once a year.

**FORGOTTEN ITEMS**
Parents whose children have forgotten **instruments, money, lunches, books or any other items should bring them to the school office.** Our goal is to provide the best instructional program for your child. In order to do this, we do not interrupt the classroom unless there is an emergency. Please make sure that your child has what he/she needs for their school day. **If students are enrolled in a music class, the student is responsible for checking for the instrument in the office on the way to band or strings. Lunches brought to the office will be placed in a special box in the cafeteria. (The office staff will not interrupt the class.)**

**LIBRARY/MEDIA CENTER**
Library services, under the direction of our library media assistant, are available to all students during regular school hours and for 30 minutes before and after school. Students may visit the library to check out books, conduct research, or take Accelerated Reader quizzes on the computer.

**ACCELERATED READER** All students in grades 2-6 are required to participate in Accelerated Reader as part of their reading curriculum. This computerized independent reading program monitors and strengthens reading fluency, comprehension, and pace, as well as identifying reading comprehension levels. Students receive prizes for points that they earn by reading books and passing comprehension tests.

**LOST AND FOUND**
Lost items, including clothing, may be claimed at the Lost and Found next to the cafeteria. Lunch pails, jackets, etc. should be **clearly labeled** for easy identification. Lost jewelry, eyeglasses and other small items will be kept in the office until claimed. **No lost and found items will be stored for more than a trimester.** Please check your child’s sweaters and jackets on a regular basis.

**NUTRITIONAL SERVICES** Victoria offers both a **breakfast and lunch program** for students. The breakfast program is offered before school, 7:20 a.m.-7:35 a.m. Refer to the bell schedule for the grade-level lunch periods. Breakfast and lunch menus are sent home with each child monthly.

<table>
<thead>
<tr>
<th>Meals</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.25</td>
</tr>
<tr>
<td>Hot Lunch/Salad Bar</td>
<td>2.75</td>
</tr>
<tr>
<td>Milk</td>
<td>.75</td>
</tr>
<tr>
<td>Juice</td>
<td>.75</td>
</tr>
</tbody>
</table>
Please place all prepayments (money or checks) in an envelope and deposit it in the lunch box hanging on the wall in the Cafeteria. Print the child’s name, teacher’s name and lunch number on the envelope before sealing the envelope. 

For more information, please refer to RUSD’s School Information for Parents Booklet provided to you at the same time you received this handbook.

PETS ON SCHOOL GROUNDS
For safety and health reasons, dogs and other pets are not allowed on school property without the permission of the principal. If parents walk to school with a pet, we ask that they wait for their child across the street.
EMERGENCY/DISASTER PLAN

Please keep these instructions where you can find them easily in case of a disaster.

In the Event Your Child is at School

Victoria Staff Members are dedicated to providing a safe place for all our children – especially in the event of a major earthquake, disaster, or other emergency. We are asking all parents to cooperate with us by reading this information carefully, by sharing it with your children, and by adhering to the procedures outlined below.

ADVANCE PLANNING:

1. Renew your arrangements with the individuals designated on your Emergency Card each year. If unable to reach you, these are the people the school will try to contact in the event of a disaster.

2. Arrange with neighbors for an alternate home to which your child should go if you are not at home. Be sure that their name is included on your child’s Emergency Card.

*RETI NING STUDENTS DURING AN EMERGENCY: According to the Office of Emergency Services, school buildings, as a rule, represent more solid construction and safer conditions than most homes and other dwellings. School grounds provide the largest clear and unobstructed areas.

IN THE EVENT OF A MAJOR EMERGENCY:

1. If there is a major earthquake (disaster or other emergency) and damage appears to be extensive, come to school as soon as possible to pick up your child and any others for whom you are designated to be responsible.

2. DO NOT CALL THE SCHOOL. The telephone lines will be needed for emergency communication. Information in a widespread emergency can be found on one of the Emergency Broadcast System stations. In the Inland Empire the primary station for the Emergency Advisory System is KFRG 95.1 FM. However, any Inland Empire-based station will receive the information also. Remember, Los Angeles-based stations will not have Riverside emergency advisory information.

3. PARK ON THE STREETS. Accessibility to school for student pick up will be located on Westridge Rd. (far end of playground) behind school in the residential neighborhood. Leave all driveways, traffic lanes, and parking areas clear for emergency vehicles. If necessary / possible, park in the church lot across the street from the main entrance or a few blocks from school and walk to pick up your child at the designated check-out area. Site personnel will be on hand to direct you.

4. If the earthquake / disaster occurs during school hours, your child will be kept at school. Instruct your child to remain at school until you or another responsible person adult, who is listed on the emergency card, comes for him / her. It is particularly important to confirm this with older children who may be inclined to try to get home on their own.

5. If the earthquake / disaster occurs while the children are present at school. Children will only be released to their parent, guardian, or authorized adult who: is listed on the emergency card, who presents identification, and who is recognized by your child. In case your child cannot be picked up before the end of the school day, he/she will be assigned to an emergency location until you arrive. Come to the school as soon as you can.

A child will not be released to anyone other than his/her parent or guardian except under the following conditions:
a. Parent or guardian has contacted the school directly requesting release to another person.
b. Parent or guardian has given written permission to release the child to another person.
c. When circumstances warrant that, in the best judgment of school administration, it is in the best interest of a child to place him/her in an alternate place of safety.

If any of the above is in doubt, the child will not be released. Should any child remain unclaimed, the Principal/Designee can release the child to the proper authorities after obtaining the signature, address, destination, phone number, and proper identification from the agency to whom the child is being released. Again, if in doubt, the child will not be released to anyone.

6. After school hours, grade level rosters will be posted near the office door. They will indicate the names of children who are still at school, and if your child has been picked up, the name of the person whom he/she has been released.

If your child is

- walking to school -- they should continue on to school
- walking home -- they should continue on home
- in the neighborhood -- they should return home or go to a home known to them for which you have previously made arrangements
- waiting at the bus stop -- they should return home or go to a home known to them for which you have previously made arrangements
- on the bus going to school -- the bus will continue on to school
- on the bus going home -- the bus will continue on its route. Children should return home or go to a home known to them for which you have previously made arrangements
Create a Family Emergency Plan

1. Meet with household members and children to discuss the dangers of fire, severe weather, earthquakes, intruders or technology problems. Discuss how to respond in these situations.

2. Draw a floor plan of your home and mark escape routes for each room.

3. Learn how to turn off the water, gas and electricity at main valves / switches.

4. Post emergency phone numbers near telephones.

5. Teach children how and when to call 911.

6. Instruct household members to turn on the radio for emergency information. In the Inland Empire the primary station for the Emergency Advisory System is KFRG 95.1 FM. However, any Inland Empire-based station will receive the information also. Remember, Los Angeles-based stations will not have Riverside emergency advisory information.

7. Select one out-of-state and one local relative or friend to call if separated by disaster. (It is often easier to call out-of-state than within the affected area.)

8. Teach children how to make long distance telephone calls.

9. Select two meeting places:
   - One place near your home in case of a fire.
   - One outside your neighborhood if you cannot return home after a disaster.

10. Train all family members in basic first-aid and CPR.

**Emergency Web Sites:**
These are links to federal and state agencies which provide useful information for emergency preparedness.

- American Red Cross: [www.redcross.org/services/disaster](http://www.redcross.org/services/disaster)
- Riverside County Red Cross: [www.arcrversideco.org](http://www.arcrversideco.org)
- California Governor’s Office of Emergency Service: [www.oes.ca.gov](http://www.oes.ca.gov)
- City of Riverside Fire Department: [www.riversideca.gov/fire/disaster.html](http://www.riversideca.gov/fire/disaster.html)
- Riverside County Fire Department: [www.rvcsfire.org/home/Home.htm](http://www.rvcsfire.org/home/Home.htm)
- Riverside County Dept. of Public Health Bioterrorism Preparedness: [www.rivcobt.org/bioterrorism/home.aspx](http://www.rivcobt.org/bioterrorism/home.aspx)
Health Services

ACCIDENTS, ILLNESSES, AND/OR EMERGENCIES  A school nurse is not located on our campus, but can be called for emergencies. Victoria has a health assistant that is responsible for operating the health office. When an accident or illness occurs at school, emergency treatment is given and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in the classroom will not be allowed to remain at school. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. In addition, parents are urged to see that the emergency section of the registration card is completed and kept up-to-date. Please notify the school if your address or phone number change.

MEDICATION
Legislation prohibits schools from dispensing medication to students without a medical statement from a doctor and form signed by parent/guardian. A **new form must be updated and kept on file for each school year.** Forms are available in the school office. Medication will be locked in the school office and dispensed per the prescription orders. **Children may not carry any medication to school (prescription or non-prescription), unless they have an authorization for self medication form which must be signed by the doctor and parent. This includes inhalers.**

EMERGENCY CONTACTS
In case of an accident or illness during the school day, it is important that we have your current phone number. Please remember that if you have a blocking service on your telephone we may not be able to reach you in case of an emergency. If you have a blocked number, please be sure the school has an alternate way to contact you and also has the name of a person to contact in case of an emergency situation involving your child. If the accident is an emergency requiring immediate attention by a physician, emergency medical services (911) will be called prior to calling parents. **PLEASE BE SURE WE CAN CONTACT YOU OR YOUR EMERGENCY CONTACT DURING THE DAY IN CASE OF EMERGENCY.**

SMOG/HIGH HEAT PROCEDURES
The Board of Education recognizes its responsibility to protect the health of students from risks posed by unhealthful air during smog episodes and high heat level periods. At such times, schools will be notified and all strenuous physical activities will be curtailed. This includes physical exercises, running and jumping during either physical education periods or recess.

For additional Health and Welfare information, please refer to the **RUSD School Information for Parents** booklet.
**Student Services**

**HOMEWORK** The assigning of homework is a required practice supported by the Board of Education in Riverside Unified School District. Homework is an important part of our education program. Your child's teacher will provide information for you regarding specific homework procedures for your child. Students in grades K-3 should expect to complete thirty minutes of homework each week night; students in grades 4-6 are expected to have one hour of homework per night – this may include long term projects to be completed on weekends or seasonal breaks.

**COMMON CORE STANDARDS** Riverside Unified School District has developed Common Core Standards for each curricular area which specifies skills students should know at each grade level. Common Core Standards are directly correlated to the Report Card. All teachers use these to formulate their daily and long range plans.

**AVID** AVID Elementary is a foundational component of the AVID College Readiness System and supports AVID’s mission to close the achievement gap by preparing all students for college readiness and success in a global society, from elementary through post-secondary.

Using the same learning foundation as AVID Secondary, AVID Elementary routines and methodologies are embedded into daily instruction in all elementary classrooms, across entire grade levels, for every AVID Elementary student. Like AVID Secondary, AVID Elementary Domains focus on four important areas to ensure that all students are prepared for academic success: Instruction Culture, Leadership, and Systems. AVID Elementary resources, trainings, and philosophy all support the idea that the growth mindset can be taught to students, and that with a growth mindset, AVID students can succeed in following their dreams and fulfilling their goals.

**GIFTED AND TALENTED EDUCATION (GATE)** The Gifted and Talented Education Program is provided for identified students. The curricular basis of the program is the district’s Common Core Standards in reading, writing, language, mathematics, science, and social studies. Victoria has cluster classes where students identified as GATE are clustered together with a GATE Certified teacher.

**ENGLISH LANGUAGE DEVELOPMENT PROGRAM (ELD)** The English Language Development program provides opportunities for limited and non English Learners (EL) to develop English language skills through grade level units that connect to the core curriculum. All EL Students receive at least 30 minutes of English Language Development instruction per day by a qualified teacher.

**HEARTS -- Helping Elementary Achievers Reach the Stars** The HEARTS after school program consists of daily educational, recreational and enrichment components. Students are expected to follow the school rules and act respectfully. Space in the program is limited. Program funding requires regular daily attendance as defined in the Education Code as five days per week for the full program. The program operates each school day from the close of school until 6:00 p.m. Late pick-ups, misconduct, or failure to meet attendance requirements can result in the dismissal of the student from the program. For safety reasons, students must be picked up by their parents.

**STUDENT SUCCESS TEAM (SST)** Student Success Team (SST) is designed to work with parents to ensure the success of their children. The team focuses on promoting parent involvement to develop plans to meet the needs of individual students who are having difficulty achieving success at school. The team develops attendance plans and integrates community with school resources, and provides academic interventions.

**TITLE I** Victoria is a school-wide Title I school. Title I is a federally funded program designed to improve educational opportunities by providing aid to elementary and secondary education. The intent of Title I is to expand learning opportunities while supplementing basic skills instruction in reading and math. This program serves targeted students who have need of improving their reading and/or math skills.

**SPECIAL EDUCATION** Our district provides Special Education services for students with exceptional needs. This includes physically and developmentally disabled students. Admission to these special programs is based upon an individual study made by an Individualized Education Planning Team.
RESOURCES SPECIALIST PROGRAM (RSP)
The Resource Specialist Program serves children (K-6) with learning needs that cannot be met in the regular classroom. The Resource Specialist and an instructional assistant work in small groups with RSP children. The students are assigned a period of time each day to receive extra help, sometimes in the reading lab and sometimes in their regular classroom.

LANGUAGE, SPEECH AND HEARING (LSH)
The LSH Specialist works with students from all grade levels. She normally works with small groups of students who are having problems in speaking or understanding language. She does not provide assistance to children who are learning English unless they have been identified as having a speech or hearing problem.

**Student Conduct Expectations**

**PHILOSOPHY OF DISCIPLINE**

A safe and orderly campus is an essential component for a successful school. Rules at Victoria are designed to help each student act responsibly. All students will comply with school rules, achieve proficiency of the RUSD Content Standards and Benchmarks, maintain proper standards of dress and appearance, and be accountable for their conduct to and from school. When rules are violated, consequences will occur. [See RUSD’s School Information for Parents]

Students at Victoria school are treated as individuals and discipline problems are handled on a case-by-case basis.

**VICTORIA ELEMENTARY SCHOOL RULES AND EXPECTATIONS**

1. Treat others respectfully and courteously at all times.

2. No student has the right to interfere with the learning of others.

3. Your ACTIONS, DRESS, POSSESSIONS, etc., may not cause a problem for anyone else.  
   *See specific examples on the next page.*

4. If your ACTIONS, DRESS, OR POSSESSIONS cause a problem for anyone else, you will be asked to solve that problem.

   Students are encouraged to use Conflict Management, known as “The Super 8 Skills” to solve problems. These include:

   - Talk it over
   - Say, “I’m sorry”
   - Take turns
   - Ignore it
   - Walk away
   - Do something else
   - Share
   - Ask for help

5. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.

   **PLEASE NOTE:** We treat each student as a unique individual. We know that each situation is different, each student is different, and that consequences may be different to fit the child and the situation.

6. If students and/or parents feel that the consequences appear not to be fair, they may request a “due process” conference. This conference does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.
a. Students are to **keep their hands, feet, and objects to themselves.**

b. Students must always **walk on the yellow line in quiet, orderly manner.**

c. Students **are to play on the playgrounds,** observing the safety rules and appropriate use of playground equipment. Students **must** stop playing and **freeze** when the bell rings and line up when the whistle blows.

d. Students are to respect school property.

*Expectations related to DRESS include, but are not limited to*

The Board of Education believes that dress and grooming contribute to a productive learning environment. The clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (E.C. 35183, Board Policy 5136 and 5132)

Victoria’s Student **Dress Code** is enforced to maintain a safe and respectful learning environment and to model good citizenship. All clothing should be appropriate to the student’s age, the school setting, and weather conditions. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting clothes. Both students and parents share the responsibility for the student’s outfits because clothing often sets the pattern for behavior.

Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, or drugs; also prohibited is clothing with vulgar or obscene language, or with images or writings that promote disruption of the educational setting; this includes racist attire.

**Some specific items of clothing that may not be worn to school are:**

- Backless tops
- Elongated armholes
- Gang-associated clothing or colors
- Overly tight or improperly fitting garments
- Shirts exposing midriff
- Short skirts/dresses (must wear shorts under them so girls are dressed modestly when sitting or playing)
- Flip-flops or slippers (shoes must have backs and be appropriate for physical education)
- Hat or caps (except for religious head ware) worn backwards, sideways or inside
- Baggy pants
- Large Dangly Earrings
- Low-cut necklines
- Oversized shirts
- Shorts that are distracting
- Spaghetti straps (must be at least 1 inch wide) or Strapless tops

Students whose attire is inappropriate shall be required to call parents to bring a change of clothes or to take the student home to change.

*Expectations related to POSSESSIONS*

Students assume the responsibility for their clothing, equipment, books, or musical instruments.

**Some specific prohibited possessions are, but not limited to, include:**

- Chewing gum
- Sunflower seeds
- Toys
- Skateboards, scooters, etc.
- Roller blades, skate shoes or skates
- Large sums of money
- Any articles of real or sentimental value
- **Dangerous items – real or fake**

**Prohibited Items:**

No cameras, video cameras, pagers, play stations, electronic toys, IPods, MP3 players, CD players, PSP, any other electronic devices (except cell phones governed by District Policy) are permitted to be on school grounds at any time. Students found in possession of these items shall be subject to regular school discipline procedures, including: referral to Saturday School, assigned detention, suspension and/or expulsion, for a violation of school rules as permitted by Education Code Section 48900(k). Parents and students are hereby notified that school staff assume no liability whatsoever for electronic devices brought on school grounds in violation of this rule. In addition, school staff will not search for, investigate nor attempt to recover any such item that is lost, stolen or broken on school grounds.
BUS RIDERS
Bus transportation is provided by the Riverside School District to students as outlined in the RUSD Parent School Information for Parents Booklet.

BICYCLES
The Board of Education expects students who ride bicycles to and from school to consistently wear bicycle helmets in conformance with California law, observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles, other bicycle riders and pedestrians.

Beginning at grade four, students may, with their parent/guardian’s permission and acceptance of responsibility for the student’s safety, be allowed to ride a bicycle to and from school. The school and the district shall not be held responsible for the safety of students who ride bicycles to and from school.

SKATEBOARDS/ROLLER SKATES/SCOOTERS
Skateboards, roller skates and scooters are NOT permitted on campus at any time. This is a city ordinance and will be enforced after school hours as well as during school.

WALKERS
Students who walk to school are instructed to go directly from home to school in the morning. Also, students must go directly from school to home in the afternoon. Students are to obey all safety rules.

CROSSING GUARD
The safety division of the Riverside City Police will post a crossing guard daily at the intersection of Arlington Ave. and Anna St. The crossing guard is on duty one half hour before school and after school. Please teach your child to use the services of the crossing guard. This is a safe practice that should be emphasized.

PARENT TRANSPORTATION
Traffic around the elementary school is extremely busy before and after school as many parents drop off and pick-up their child/children. Children will not be allowed to run across the street to the parking lot. Use caution when driving as there are many young children arriving or departing at the same time. Please obey parking restrictions around the school to ensure student safety and to allow for an orderly traffic flow. Additional parking is permitted across the street in the church parking lot. There is no street parking on street sweeping day. Please do not leave cars unattended along the curb in the drop-off and pick-up areas. THERE IS NO PARKING IN THE BUS ZONE AT ANY TIME! Parking violations will be monitored by the Riverside Police Department.

Parents can also avoid the traffic by arranging to pick up their child/children at one of the back gates on Haverhill Court and Westridge Road.
Communication
Home-School Connection

TELEPHONE CALLS/VOICE MAIL
The telephone number for Victoria School is 951-788-7441. Please listen to the prompts carefully if you do not know the correct extension. You are able to directly call your child’s teacher on the phone. The telephone will not ring during the school day so as not to interrupt the teaching process. However, you will be able to leave a message, which will be picked up by the teacher at his/her next opportunity.

PHONE USE
Students may use the office telephone for emergency calls only. They may not use the phone to make arrangements to go to a friend’s house or to get forgotten homework.

CELLULAR PHONES
Students may possess cellular phones under specific conditions. Cellular phones and pagers must be turned off during the school day, including recess and lunch, and must be kept in the student’s backpack at all times.

E-MAIL ADDRESSES
E-mail is a wonderful way to communicate with your child’s teacher. Staff e-mail addresses can be found on our webpage www.rusd.k12.ca.us. Just click on the "schools" icon and then find Victoria Elementary School and then click on “faculty”.

SCHOOL NEWSLETTER
The Victoria Newsletter is provided to parents once a month. It contains many articles and tips to supports parents and students

WEB PAGE
Victoria School web page is accessible at: www.rusdlink.org/Domain/35. Parents will find up-to-date information about school activities, a list of staff members with links to e-mail addresses and much more. For the district website: www.rusdlink.org.

PARENT/TEACHER CONFERENCE
Regular parent/teacher conferences for all families are an essential building block of home – school communication. Conferences are a time for listening and sharing. They can reinforce the idea of working as a team. We encourage parents to attend conferences and become involved in their children’s education. Conferences will be scheduled at the end of the first trimester. Parents may request special conferences in addition to the scheduled conferences.

CONCERN OR PROBLEM RESOLUTION
The most effective way for parents to address problems and concerns, the instructional program, extracurricular programs, and/or the conduct guidelines is by working with the individual(s) involved. In most cases, situations, which appear to be problematic, are resolved after interaction between parents and staff members. The classroom teacher should be contacted first to answer questions on issues about which there are problems or concerns. If a problem or concern remains unresolved, the principal is the next person to contact.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of school officials. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning your child are properly addressed.
PARENT VOLUNTEERS
Parent volunteers are encouraged and appreciated by the Victoria students and staff. Many Victoria parents help children in the classrooms, in library, on field trips, and in special programs. They tutor students, work with small groups, run copies, read stories, and much, much more. If you can participate as a volunteer, please contact the teacher or the Parent Teacher Association (PTO). All volunteers must have a current TB test on file at Victoria School before assisting in the classroom. If volunteering 4 or more hours a week, volunteers must also have fingerprint clearance through RUSD.

Please remember to sign in and receive a visitor badge at the front desk. Please note the hours that volunteers may work in the workroom. As teachers use these areas during their recess and lunch times, we request that volunteers work in classrooms during these times rather than the work area. It is against RUSD policy for non school-age children of volunteers to be in the work area or in the classroom as they are not covered by the district’s insurance.

SCHOOL SITE COUNCIL
The School Site Council (SSC) is a parent advisory group composed of an equal number of parents and school staff. While the Council is elected, ALL parents are invited and encouraged to attend any of the meetings. SSC’s purpose is to advise the school in the development, implementation, and evaluation of Victoria’s School Improvement Plan which covers programs funded by both federal and state money. The School Site Council is an excellent way for parents to express an interest in their children's education and gives them an opportunity to have a real impact on the educational process.

TITLE I ADVISORY COMMITTEE
Title I Parent Advisory Council represents the parents of students who participate in the school’s Title-I programs and meets in conjunction with the School Site Council. The goal of Title I parent advisory committees is to ensure the involvement of Title I parents in school life, and to support active partnership with other members of the school community. The Title I committees will meet in conjunction with the School Site Council and must be consulted regarding the use of Title I funds in the school and involved in the development of the school’s Title I Parent Involvement Policy and Parent School Compact.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)
The English Learner Advisory Committee (ELAC) is composed of interested parents and staff. Committee members plan, modify, and evaluate Victoria’s educational program to improve the skills of English Language Learners. The committee meets seven times a year to accomplish this important goal. In September, a school ballot will be sent out to obtain specific committee members. The ELAC Meeting covers four required topics including: the development of the school plan as it relates to services for English Learners; the development of the school’s needs assessment; administration of the school’s language census; and efforts to make parents aware of the importance of regular school attendance.

GATE PARENT MEETINGS
GATE teachers and/or district personnel encourage parents to attend the monthly RUSD GATE parent meetings.

PARENT TEACHER ASSOCIATION (PTO)
Victoria PTO is a volunteer association of parents, community members, and educators who work together to promote the education and well-being of all children. Victoria’s PTO provides our students with many programs which support and enrich their educational experiences. Membership is open to all, with annual dues collected in the fall. Everyone is welcome to join whether or not you are able to attend meetings or serve on committees. Our PTO meetings provide information on current and future activities within our school and district, and on issues that affect our children.

OUTDOOR EDUCATION BOOSTER CLUB (OUTDOOR ED)
While working collaboratively with Victoria’s PTO, Outdoor Ed is a program funded separately by 6th grade parents and interested parents of 5th grade students. Its purpose is to raise money for 6th grade activities and to send every Victoria 6th grader, their teachers, and volunteer parents to an outdoor educational science camp for a week in the late spring. Subjects relating to the curriculum are taught in a “hands on” setting. In order to ensure that every 6th grader
has an opportunity to participate, Outdoor Ed puts on a series of fund-raisers. Everyone in our Victoria school community is encouraged to support this enriching program. The parents of 6th graders will be notified in the fall of meeting dates and responsibilities. Anyone interested in participating and/or assisting with this program should contact the Outdoor Ed. Chairperson.

SCHOOL/BUSINESS PARTNERSHIPS
We appreciate our business partners that support our school. The following partners have been valuable resources for our school: Target, CM School Supply and Altura Credit Union. If your business or volunteer group would like participate as a business partner, please contact the principal at 788-7441.

Visitor-Requirements

Parents/guardians and other interested members of the community are encouraged to visit our schools to view the educational program. Interested persons who wish to visit a classroom may request to do so through the principal or designee. The principal of the school is responsible for ensuring minimum interruption of classroom activities. Under the Education Code and Penal Code 627 et al, all visitors are required to register in the school office. This provides parents an opportunity to advise the staff of their presence at school and of their needs. This requirement is intended to maintain a safe, secure, and orderly campus. Parents/visitors are not allowed on the playground.

The following information is provided so that the education of students may proceed uninterrupted and safety and security of students is properly maintained:

- All requests for a classroom visit must be made 24 hours prior to the visit. In the interests of the safety of students, all parents or visitors are required to report to the school administration office to inform the principal of the reason they are at the school. In addition, all visitors are required to sign-in and provide the following:
  - Name
  - Identification
  - Reason for visit
- Parents are requested to bring all lunches, clothing, and messages for their children to the attention of the office staff so that classrooms will not be interrupted.
- The principal may schedule classroom visitation days or restrict classroom visits at his/her discretion.
- In the interests of safety of students, all parents and visitors shall be required to display visible identification (Visitor Pass) at all times while on school premises.
- Children, under the age of 18, who are not currently enrolled at Victoria School, are not permitted in classrooms or on the playground for any reason. (Attendance at awards assemblies are permitted when accompanied by an adult.)
- In all cases, persons who disrupt a classroom, extracurricular activities, or cause a disturbance on school grounds shall be requested to leave the premises.
WHAT IS THE TITLE I HOME-SCHOOL COMPACT?

- One of the goals of the Title I Program is to help develop a strong school/family partnership.
- Title I (federal funds) provides supplemental educational programs. A school qualifies for Title I funding based on the number of students receiving free or reduced lunch. The Title I program is available to students based on their educational needs in reading and math.
- This Home/School Compact is a written agreement that outlines the responsibility of the home and school to help all children meet high academic standards. The Home/School Compact gives parents an opportunity to be involved in their child’s education.

STUDENT PLEDGE

I know learning is important for me and I will try my hardest to do my best in school. Therefore:

- I pledge to come to school on time every day unless I am ill.
- I pledge to enter my school and my classroom ready to perform the tasks that my teacher asks of me.
- I pledge not to disturb my classmates and respect the rights of others.
- I pledge to complete all homework by making sure I understand the assignments before I leave school.
- I pledge to ask for help, when needed.
- I pledge to have someone at home look at my work when I have finished.
- I pledge to read at least 30 minutes every day.
- I pledge to give my parents or guardians all notices and information given to me by the school.

PARENT PLEDGE

- I realize that my child’s school years are very important. I also understand that my participation in my child’s education will help his/her achievement and attitude. Therefore:
- I pledge to send my child to school daily, on time, and well-rested, unless he/she is ill.
- I pledge to establish a home learning environment that sets routines for study time, bedtime, and other daily activities.
- I pledge to communicate to my child that I expect him/her to be self-disciplined and to give others the same respect he/she expects from them.
- I pledge to provide a quiet place and time for my child to study.
- I pledge to ask my child if he/she has homework each day and to review it with him/her when it is complete.
- I pledge to ask my child what he/she has read or plans to read each day. I also plan to let my child see me reading for pleasure.
- I pledge to visit my child’s school to conference with his/her teacher, to get involved as much as possible, and to learn what the school is trying to do for my child.
- I pledge to praise and encourage my child when I work with him/her.

SCHOOL PLEDGE

I know the importance of the school experience to every student and our role as educators in helping every child achieve. Therefore:

- We pledge to do all that we can to see that students have a positive school experience each day.
- We pledge to provide a positive learning environment for all students.
- We pledge to offer activities that are aimed at improving student achievement for both students and parents.
- We pledge to teach grade level skills and concepts and to assign homework for additional practice.
- We pledge to make ourselves available for scheduled conferences.
- We pledge to provide opportunities for parents to attend school activities, give input into school operations, and evaluate the school’s performance on state and district assessments.
- We pledge to keep parents informed of school/district/community activities that will help them to better help their child.
PARENT COMPLETE And SIGN

Student’s Name
Teacher
Room #

☐ All emergency contacts/phone numbers on file are current.

☐ All telephone numbers and the address on file with the office are correct.

☐ I would like to receive school announcements, newsletters, and updates via email.
   Email address: ______________________________________________________________

☐ I have received the handbook and will discuss the rules and procedures with my child.

☐ I have read the Victoria School Title I Home School Compact and accept the Parent Pledge, (pg. Q).

Parent/Guardian Signature ___________________________ Date ________________

☑ I have read or had read to me the Victoria School Title I Home School Compact and accept the Student Pledge, (pg. Q).

Student Signature ___________________________ Date ________________

PLEASE RETURN PAGES “R” AND “S” TO YOUR CHILD’S TEACHER.
RIVERSIDE UNIFIED SCHOOL DISTRICT
SCHOOL INFORMATION FOR STUDENTS and PARENTS HANDBOOK 2015-2016
MANDATORY PARENT NOTIFICATION RECEIPT
(A form must be on file at each school for each student)

Dear Parent/Guardian:
Please read and discuss the Riverside Unified School District SCHOOL INFORMATION FOR STUDENTS AND PARENTS HANDBOOK on the RUSD website with your child, for clarification of rules before you and your child sign below to acknowledge your understanding and agreement to abide by RUSD rules and policies.

The handbook can be located at: http://www.rusdlink.org/Page/2888.

School Attendance Information – Please read and review with your student the Attendance Information section of this handbook. It is important for parents and students to know and understand the legal requirements for students to attend school each day the schools are open and in session. This section also very clearly defines what constitutes an excused absence from school.

Discipline Information – Please review the Discipline section of this handbook with your student. Your signature below indicates you have reviewed the Discipline information and discussed school rules with your student.

Media Release - The district occasionally receives requests from the news media and other agencies to photograph or videotape/record students. These requests are often received on a spur-of-the-moment basis, which makes it difficult to obtain immediate parental consent. Parental consent is requested for your student to be photographed/videoed/taped/recorded during the school year. This may include District promotional news clips for social media websites (including but not limited to Facebook, Instagram, YouTube, blogs etc.).

Acceptable Use Agreement - Rules and Regulations #6163.4(g) (Ref. Policy #6163.4)
As the parent or guardian, I hereby consent to my student's use of the Internet at school. I also agree not to hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, negligence, or any costs incurred by users.

Publishing Student Work/Photo/Name - Student work and photos may be published on the Internet for a world wide audience via RUSDLINK or other District affiliated social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc) with the consent of the student and (if the student under 18) parent/guardian.

CUT ALONG DOTTED LINE, SIGN IMMEDIATELY AND RETURN TO SCHOOL OFFICE

Student's Name ___________________________ DOB ___________________________

School ___________________________ Grade ___________________________

Please respond by checking the appropriate box:

Media Release
☐ Yes, I give permission for my student to be photographed or videotaped. (as outlined above)
☐ No, I do not give permission for my student to be photographed or videotaped. (unless I have been reached to give special permission)

Acceptable Use Agreement
☐ Yes, iWe hereby agree to comply with the Acceptable Use Policy.
☐ No, I do not agree to comply with the Acceptable Use Policy.

Publishing Student Work/Photo/Name
☐ Yes, I give permission for the publication of my student's work, photo and name on the RUSD web site and other District affiliated social media sites (including but not limited to Facebook, Instagram, YouTube, blogs, etc). (Note: Names of students shall not be used to identify any background photos).
☐ No, I do not give permission for the publication of my student's work, photo and name on the RUSD web site and other District affiliated social media sites (including but not limited to Facebook, Instagram, YouTube, blogs, etc). (Note: Names of students shall not be used to identify photos).

By signing I acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2015-2016, and I have reviewed the school discipline information in this booklet.

Parent/Guardian Signature ___________________________ Student Signature ___________________________ Date ___________________________

PARENT SIGNS  STUDENT SIGNS