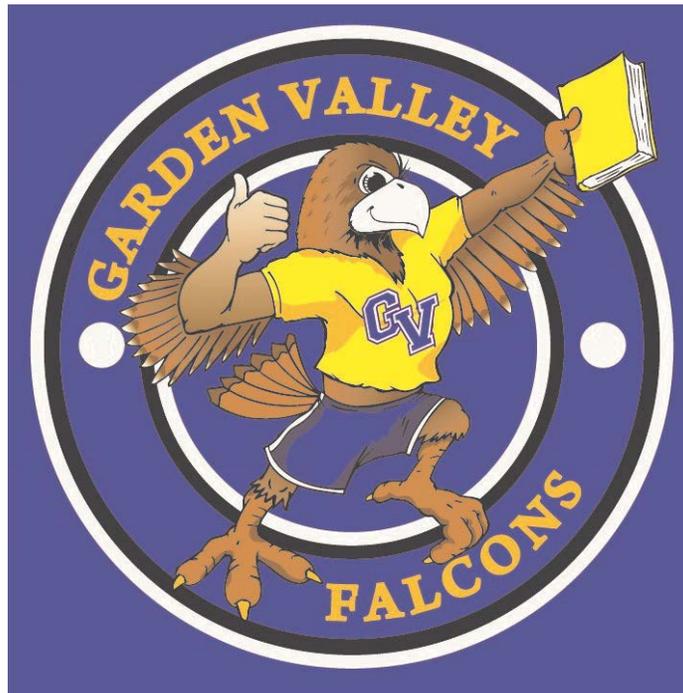


GARDEN VALLEY ELEMENTARY SCHOOL

Parent Handbook

2018-2019



**School Office Open Daily 7:30 AM – 4:00 PM
3601 Larchwood Drive
Sacramento, CA 95834
916-566-3460**

<https://gardenvalley-trusd-ca.schoolloop.com/>

**Mrs. Stacey Firpo, Principal
Mr. Jim Holmes**

Table of Contents

School hours and methods of communication	Page 3
Behavior standards, staff and student expectations, PBIS	Page 4
Positive Behavioral Intervention and Supports (PBIS) Matrix	Page 5
Student behavior referral process	Page 7
Cell phone policy	Page 10
Student suspensions	Page 11
Character Counts	Page 12
Dress code	Page 13

School Hours

Monday, Tuesday, Thursday, Friday 8:15 AM – 2:57 PM

Wednesday 8:15 AM – 12:57 PM

SCHOOL TO HOME COMMUNICATION

Garden Valley Gazette

The Garden Valley Gazette is emailed home and posted outside the main office. We communicate school news and important dates through this newsletter.

Garden Valley Webpage

Garden Valley's website contains practical information about our school, teacher web pages and email, newsletters, and Parent Club information.

Blackboard

Blackboard is a voicemail tool that enables the school to callout with a recorded message. Blackboard may also be used to alert parents or guardians of an emergency/safety situation on campus.

Remind

The Remind app is available for Apple and Android products. To receive information pertaining to Garden Valley activities via text messaging, text 81010 and text this message: @gardenval. You will then be linked and receive text messages with reminders and other important information.

IMPORTANT PARENT INFORMATION

Parent Involvement at Garden Valley Elementary

There are many ways parents can get involved. Parents can join the School Site Council (SSC), English Language Advisory Council (ELAC), and the new Garden Valley Parent Club (GVPC). They can also volunteer in the classroom and chaperone field trips. Please ask in the front office for additional information.

GARDEN VALLEY BEHAVIOR STANDARDS

We believe that the development of our students into socially aware and well-disciplined young citizens is accomplished by doing the following:

- ✓ Exhibiting mutual respect
- ✓ Establishing and communicating reasonable standards of behavior
- ✓ Communicating with students and parents the consequences of inappropriate behavior. The consequences will be firm, fair, and consistent.
- ✓ Encouraging and maintaining mutual effort between parents and school to provide students with positive and productive ways of developing social skills

Staff Expectations

- The Garden Valley staff will continue to maximize student achievement for all students.
- The Garden Valley staff are committed to character development and strive to integrate character education throughout the core curriculum.
- The Garden Valley staff will ensure a respectful, safe, and positive learning environment.
- The Garden Valley staff will have open and ongoing communication with parents regarding a student's behavior and academic progress in the classroom.

Student Expectations

Show Respect

Make Good Decisions

Solve Problems

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS (PBIS)

Garden Valley Elementary has embraced a school-wide system to support positive student behaviors known as PBIS. This system of support includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Part of the system requires explicit teaching of student behaviors. Garden Valley is on Tier 1 of a three-tier system. The matrix is included here for your information:

Falcon Pride: Show Respect, Make Good Decisions and Solve Problems

SCHOOL RULES			
AREA/SETTING	Show Respect	Make Good Decisions	Solve Problems
Assembly	<ul style="list-style-type: none"> • Show Respect to visitors • Use Appropriate voice/noise level • Pay attention to speaker • Applaud the presenter • Participate when asked to participate 	<ul style="list-style-type: none"> • Enter/exit assembly quietly • Sit quietly with your class • Keep hands and feet to self • Remain in your seat until dismissed by teacher in charge 	<ul style="list-style-type: none"> • Ask permission to move if seating around you may cause problems. • Handle restroom issues before entering cafeteria
After School Procedures	<ul style="list-style-type: none"> • All students walk to the appropriate release area in a straight line with their teacher • Stay with teacher until released 	<ul style="list-style-type: none"> • Students are to clear the campus as soon as possible and go directly to their after school destination. • Students may not return to the campus without being accompanied by a family member. 	<ul style="list-style-type: none"> • Students are to report to the office if they are not picked up within 5 minutes after being dismissed from class.
Restroom	<ul style="list-style-type: none"> • Use bathroom for its intended purpose • Put toilet paper in toilet • Flush the toilet when needed • Throw paper towels away in the trash can • Keep personal space and privacy • Respect property (Yours and others) • Use appropriate language • Keep water in the sink 	<ul style="list-style-type: none"> • Clean up after yourself • Walk directly to and from the restroom • Wash hands after using restroom • Return straight to class after using the restroom • Use bathroom during recess or lunch • Recess time is to be used first for restroom trips and drinks then play 	<ul style="list-style-type: none"> • All students using the restroom during class have a pass. • Let teacher know if you see a problem in the restroom. • Inform adult of vandalism. • All trips during class time will be kept to a minimum
Library	<ul style="list-style-type: none"> • Inform Staff of vandalism or damaged books • Walk to, from, and inside the library 	<ul style="list-style-type: none"> • Treat books with care • Allow others to read without interruption. • Use whisper voice. • Sit appropriately in a chair or on the carpet. 	<ul style="list-style-type: none"> • Be in assigned location at all times. • Return books to

Library (con't)	<ul style="list-style-type: none"> • Take hats and hoods off when entering the library 		<p>appropriate locations.</p> <ul style="list-style-type: none"> • Leave library as it was when you entered.
Hallway	<ul style="list-style-type: none"> • All students must walk directly and quietly to their destination. • All students returning to class will have a return time listed on their pass. • Show respect to all adults 	<ul style="list-style-type: none"> • Students are to refrain from jumping and hitting the beams, doorways and gutters. • When lining up, students are to stand without leaning or touching walls. 	<ul style="list-style-type: none"> • All students in the hallways must have a pass marked with a designated location. • Get to and from destination directly and quietly.
Playground	<ul style="list-style-type: none"> • Use appropriate sounds, language and body language. • Show good sportsmanship • Pay attention to surroundings • Show Respect to all adults • Respect school boundaries and surrounding homes and yards. 	<ul style="list-style-type: none"> • Stay in line until dismissed • Walk on playground • Eat snacks at a table/bench • Use equipment properly • Share Equipment • Refrain from chasing or tag games 	<ul style="list-style-type: none"> • Let supervising teacher know if there is a problem you cannot safely solve on your own.
Office	<ul style="list-style-type: none"> • Use polite and appropriate language • Use appropriate inside voice/noise level • Use kind words and actions • Use supplies/materials appropriately • If an adult is on the phone, or speaking with someone, wait your turn, patiently and quietly, say "excuse me" and do not interrupt. 	<ul style="list-style-type: none"> • Walk in and out of the office quietly • Ask teachers permission and bring a note. • Sit in chairs appropriately 	<ul style="list-style-type: none"> • Wait your turn and ask politely • State your problem and purpose politely • Use manners when speaking.
Before A.M Bell	<ul style="list-style-type: none"> • Students can enter playground at 7:45 when supervision begins 	<ul style="list-style-type: none"> • Go from cafeteria directly to playground • Remain on playground until school begins • use playground restrooms only 	<ul style="list-style-type: none"> • Stay on playground unless you have an emergency

<p>Flag Salute</p>	<ul style="list-style-type: none"> • Stand quietly • Face the flag • Remove hats and hoods • Stop where you are and join pledge when you hear it has already begun. 	<ul style="list-style-type: none"> • All students will pledge or salute using a respectful voice. 	<ul style="list-style-type: none"> • Set a good example for those around you.
<p>Cafeteria</p>	<ul style="list-style-type: none"> • Use appropriate language • Use kind words and actions • Use garbage cans and throw away trash before leaving your seat • Clean up your area 	<ul style="list-style-type: none"> • Be Prepared and have lunch card ready to hand in • Walk inside Cafeteria • Wait in line patiently • Eat at tables/ designated area • Sit while eating • Eat only the food on your own tray or lunch you brought from home • Stay Seated and raise hand if you need help with anything or need to get up • Make a good choice when selecting who you sit near 	<ul style="list-style-type: none"> • Use indoor voices • Ask an Adult for help

Student Behavior Referral Process

Student Behavior Report

If a student makes a poor choice he/she will receive a warning. If the behavior is repeated he/she will complete a think sheet. If the behavior continues a third time, a student behavior report will be sent home to be signed by their parent and returned the following day. An example of the behavior report is on page 9 of this handbook. Consequences might include loss of recess, campus beautification, or loss of other on-site privileges. A telephone conference may be needed. Behaviors that may result in a warning/think sheet/behavior report include the following:

Rough Play: play fighting, wrestling, etc.

Restroom Abuse: using the restroom for unattended purposes such as: throwing paper on the floor, standing on the toilets, locking the doors when not in them, writing or drawing on the walls, etc. Putting anything in the sink or toilet to cause it to flood.

PLEASE NOTE: DAMAGE DONE TO ANY PART OF A SCHOOL FACILITY THAT INVOLVES A COST FOR REPAIR MEANS THE PARENT OF THE STUDENT COULD BE HELD LIABLE FOR THOSE CHARGES

Improper use of equipment: using the equipment (both indoors and outdoors) for unintended purposes, for example: kicking basketballs, running up the slide, standing on the playground equipment, swinging jump ropes, throwing balls or other equipment at others, etc.

Defacing school property: any destruction of school property such as: writing on walls, breaking windows, tearing posters down, etc.

Violation of freeze bell: students who do not stop play immediately and “freeze”.

Verbal abuse: profanity, racial comments, and insults as well as derogatory or disrespectful verbal attacks directed toward any member of the Garden Valley Learning Community.

Running in the halls: students are expected to walk in the halls at all times

Gum, seeds, candy, other food: gum chewing, eating seeds (sunflower, pumpkin, etc.) is prohibited on campus, students are expected to bring healthy snacks to school and food should be eaten in the cafeteria, not on the yard.

Riding bikes, scooters, or using skates on campus: bikes, scooters, skateboards, and skates are not to be used on campus. If brought to school, they should be walked off campus before being used.

Continued disruption of the learning process: students are expected to come to school to learn and are expected to follow the directions given by the adults on campus who are responsible for them (teachers, paraprofessionals, office staff, principal, yard duty, cafeteria personnel, custodians, etc.) Class work will be completed without disturbing others.

Out of class without permission or in the wrong place: students are permitted to leave class only if they have a note or pass from the supervising adult stating it is okay. Students should not be in any areas that are considered off limits (hallways during recess, off campus, hiding in bathrooms, outer field, behind buildings, etc.)

Bringing inappropriate materials on campus: these items can include: electronic devices, trading cards of any type, cologne, make-up, toys, balls or other playground equipment, nail polish, etc. Cell phones are allowed on campus, however, are not to be turned on during the school day. The cell phone policy is explained in more detail on page 10 of this handbook.



Garden Valley Elementary Behavior Reporting Form

Show Respect – Make Good Decisions – Solve Problems

3601 Larchwood Drive, Sacramento, CA 95834

(916) 566-3460

Student and Staff Information	Location
Student Name: _____ Date: _____ Time: _____ Grade: TK K 1 2 3 4 5 6 Referring Staff Name: _____ Referring Staff Title: _____	<ul style="list-style-type: none"> ✗ Bathroom ✗ Bus Area ✗ Cafeteria ✗ Classroom ✗ Common Area ✗ Special Event ✗ Hallway ✗ Library ✗ Off-Campus ✗ Office ✗ Playground ✗ Other _____

Minor Problem Behavior	Major Problem Behavior	Perceived Motivation
<ul style="list-style-type: none"> ✗ Defiance ✗ Disrespect ✗ Disruption ✗ Dress Code ✗ Inappropriate Language ✗ Physical Contact ✗ Property Misuse ✗ Forgery/ Plagiarism ✗ Technology Violation ✗ Other _____ 	<ul style="list-style-type: none"> ✗ Abusive/ Inapp. Language ✗ Bullying ✗ Defiance ✗ Disrespect ✗ Disruption ✗ Fighting ✗ Theft ✗ Gang Display/Affiliation ✗ Harassment ✗ Lying/Cheating ✗ Property Damage ✗ Other _____ ✗ Use/Possession of: <ul style="list-style-type: none"> ✗ Alcohol ✗ Combustibles ✗ Drugs ✗ Tobacco ✗ Weapons 	<p>Obtain:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Attention <input type="checkbox"/> Items/Activities <input type="checkbox"/> Peer Attention <p>Avoid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult <input type="checkbox"/> Task/Activity <input type="checkbox"/> Peer

Action Taken	
<ul style="list-style-type: none"> ✗ Conference with Student ✗ Individualized Instruction ✗ Loss of Privilege ✗ Conference w/Parent ✗ Restoration 	<ul style="list-style-type: none"> ✗ Recovery Time ✗ Out-of-School Suspension (_____ hours/days) ✗ Action Pending ✗ Other _____

Others Involved:	<ul style="list-style-type: none"> ✗ None ✗ Peers ✗ Teacher ✗ Staff ✗ Substitute ✗ Other _____ ✗ Unknown
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Other Comments: _____

Parent/Family Signature: _____ **Date:** _____

Garden Valley Elementary Cell Phone Policy

The Garden Valley staff realize that we are living in the 21st century and that many technologies, including cell phones, are readily available to our students. In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones:

- Phones are to be turned off during the entire instructional day, NOT in vibration or silent mode but turned entirely off.
- The phone should be turned off immediately upon entering campus in the morning.
- Family / friends texting or calling during instructional time negatively impacts student learning and takes away from instructional activities.
- Students may always be reached via the office phone should parents or family wish to leave a message.
- Should there ever be an emergency, the office will immediately communicate with families via our phone outreach program.
- Students may use cell phones beginning at dismissal time.
- Students may also use cell phones with staff permission. Some teacher MAY incorporate the use of cell phone applications during the school day. Parents will be informed if this will occur within your student's classroom.
- Cell phones must be put away during the instructional day.
- Cell phones will be taken away and given back to students at the end of the day as a result of the first infraction of these guidelines.
- If your child's cell phone is taken away for a second time, the classroom teacher shall place the cell phone in a secure area. Arrangements will need to be made with the classroom teacher in order to retrieve the cell phone.
- If infractions continue, staff members will conference with the student and family and make other arrangements for the cell phone.
- The school, staff, and district are NOT responsible for any lost, damaged, or stolen cell phones. The responsibility totally rests with the student should they bring a cell phone to school.

In addition, NO other electronic devices such as PSP's, Nintendo DS's, IPODS, IPADS, etc. are to be brought to school without specific staff permission. Once again, the school and staff will NOT be responsible for lost, damage, or theft of any such items.

We appreciate your support in this matter. Please sign below and return to your child's teacher that you have read and acknowledge receipt of this document. You may retain the extra copy for your records.

Student Signature: _____ Teacher name: _____

Parent Signature: _____ Date: _____

Student Suspensions

Major Violations: According to the California Education Code No. 48900, there are twelve specific acts of misconduct, which may lead to suspension (1-5) days or expulsion. These disciplinary actions may be taken if the pupil has committed the following violations:

1. Caused or attempted to cause physical injury to another person
2. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in case of possession of any such object, the pupil obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal; (Sacramento police will be notified-the student involved may be issued a citation, arrested or both)
3. Unlawfully possessed, used or sold or otherwise furnished, or been under the influence of any controlled substance, as defined by Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kindⓈSacramento police will be notified-the student may be issued a citation, arrested or both.
4. Unlawfully offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant: (Sacramento police will be notified-the student involved may be issued a citation, arrested or both)
5. Committed robbery or extortion: (Sacramento police will be notified-the student involved may be issued a citation, arrested or both)
6. Cause or attempted to cause damage to school or private property: (Sacramento police will be notified-the student involved may be issued a citation, arrested, or both)
7. Stolen or attempted to steal school or private property: (Sacramento police will be notified-the student involved may be issued a citation, arrested, or both)
8. Possessed or used tobacco
9. Committed an obscene act or engaged in habitual profanity or vulgarity: or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
10. Knowingly received stolen property or private property.
11. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead to a reasonable person to conclude that the replica is a firearm.

On the day that a student returns to school after a suspension it is REQUIRED that the parent and the child meet with the principal, or an administrative representative, before the student is readmitted to class. We want to make sure we help the student make a smooth transition back into the classroom.

Character Counts at Garden Valley

At Garden Valley, we have implemented a plan which combines character education with our positive school climate, school spirit, and our student rewards. It is intended that this plan will continue to bring our school together creating a supportive, positive learning community that shares common goals.

The traits are studied, one per month, and students are awarded for displaying these traits at monthly assemblies. These traits are:

September	Respect
October	Responsibility
November	Friendship
December	Caring
January	Perseverance
February	Compassion
March	Generosity
April	Tolerance
May	Support

In addition, students can earn awards for perfect attendance, improved attendance and for demonstrating good behavior in the classroom and on the yard. Awards are given monthly for the character traits and also at the end of the trimester.

Students are recognized for their academic success at the end of each trimester.

DRESS CODE

GARDEN VALLEY DRESS CODE - UNIFORMS ARE REQUIRED.

In order to promote a positive learning environment, comply with the provisions of the safe and violence-free school initiative, counteract the influence of the gang presences in the community, and equalize the effect of different family income levels, Garden Valley has adopted a **SCHOOL WIDE UNIFORM POLICY**.

Students in grades K-6 are expected to come dress in uniform **EVERY DAY**. The uniform consists of khaki pants, shorts, skirts, skorts, and jumpers. Students may wear a plain white top or a navy blue top. Students are expected to wear plain navy blue or white sweaters or sweatshirts **ONLY!**

STUDENTS WHO DO NOT COME TO SCHOOL IN THEIR UNIFORM WILL BE ASKED TO CALL HOME AND HAVE THE CORRECT CLOTHING BROUGHT TO SCHOOL. IF NO ONE IS AVAILABLE TO BRING CLOTHING TO SCHOOL, A SMALL SUPPLY IS AT THE SCHOOL SITE AND A STUDENT WILL BE ASKED TO CHANGE. STUDENTS WILL NOT BE PERMITTED TO ATTEND RECESS OR LUNCH UNTIL IN DRESS CODE.

1. Clothing is to be worn in the intended manner:

- Clothing is to be buttoned, fastened, tied, etc.
- Students are to wear size appropriate clothing (no saggy or tight clothes)
- Midriff is to be covered
- Pants are to be worn at the waist and not at the hips
- Skirts, skorts must be long enough that when resting the arm by your side, your finger tips touch the bottom of the skirt or skort

2. Shoes and jewelry must be of the type to allow the student to participate fully in an appropriate developmental physical education program.

- Shoes need to be fastened securely
- Sandals, thongs, or other backless, toeless shoes are prohibited
- Clogs, skate shoes, platform shoes, or other high heels are prohibited
- Make-up and artificial fingernails are not to be worn
- Hooped earrings, cologne or perfume are prohibited

3. Jumpers, skirts, skorts, are to be not shorter than the length equal to the students' arms (finger tips) extended down to the students' side.

4. The wearing of hats, caps or other head coverings by students indoors is not permitted unless for medical or religious reasons. Head gear worn outside must be worn appropriately.

5. Sunglasses are not to be worn unless medically prescribed.