



Anna Borba Elementary School
Chino Valley Unified School District

PARENT/STUDENT HANDBOOK

Please read this handbook carefully; it contains information regarding policies, rules and expectations for both students and parents. The contents should be discussed with your children to ensure that the school year is successful.

ARRIVAL & DISMISSAL

Arrival: There is NO adult supervision on campus prior to 8:05 AM. Student restrooms and campus access gates will be kept locked until 8:05 AM.

ONLY students arriving for breakfast may arrive on campus (thru the front gate) prior to 8:05 AM. Breakfast service is in the multi-purpose room from 7:40 AM to 8:05 AM.

Dismissal: Students are expected to leave the school grounds immediately after dismissal. After school supervision ends 10 minutes after dismissal.

For safety reasons, parents who arrive early for dismissal must wait outside the school gates until dismissal. Parents may not wait outside classroom doors while school is in session.

Siblings of children participating in after school activities may not remain on campus unsupervised. Parents must pick up siblings at dismissal.

The pick up/drop off zones are located on Third Street and through the parking lot on Riverside Dr. & Monte Vista Ave. The driveway in front of the school is **for school buses ONLY**. Please be aware that traffic is highly congested during the morning hours and during dismissal. Please plan accordingly.

ATTENDANCE INFORMATION

Absence Procedures:

Please call the school office on the day of the absence to state the reason for the absence. 909-627-9638

If it has been a long term absence or a contagious disease, a written release must be brought from the doctor clearing the student to return to school.

California State law states that verification of an absence must be completed within (5) school days of the student's return to school. On the sixth day, the absence becomes a truancy and cannot be changed.

Homework or make up work must be requested by 9:30 a.m. and may be picked up in the office after school.

Doctor and Dental Appointments:

It is strongly recommended that appointments be made outside of school hours. If it cannot be avoided, we ask that a note from the doctor/dentist be sent with the child.

Release of Students/Signing Out:

Students will be released ONLY to their parents/guardians or those individuals named on the student's emergency card.

Please keep the emergency card current, with up-to-date information and several phone numbers.

All students leaving school early must be signed out in the office. Expect to be asked to show identification when signing a student out. Please do not call the office to request that your child be called out of class prior to your arrival at school. Students will only be called out of class once the parent has arrived in the office to sign them out.

MORNING/AFTERNOON RECESS: Parents arriving to sign their child out during recess will need to wait until the recess ends to have their child called to the office.

LUNCH RECESS: We will do our best to locate your child via radio communications with noon supervisors. However, due to reduced office staffing, we cannot escort students to locked classrooms to retrieve their backpacks/homework, etc. Parents may return after school to pick up their child's homework and belongings.

END OF THE DAY: The end of the day is an important time for our students as teachers spend time reviewing the homework assignments for the evening and weekly quizzes/tests for the week. **For this reason, students will not be dismissed during the last 15 minutes of the school day.**

Tardies:

Students must be in line when the tardy bell (second) bell rings. Students not in line or arriving after the tardy bell must go to the office to sign in and receive a tardy slip. Three (3) unexcused tardies during any one trimester will generate a letter home to the parent. Excessive tardies during any one trimester will result in a telephone call and/or parent conference with an administrator to discuss a solution to the tardy problem and/or initiate a SART contract.

Vacation or other Trips:

School board policy permits "short term" Independent Study for grades K-12. Independent Study contracts must be for **no less than 5 and no more than 20 consecutive school days**. Parents must come into the school office and fill out a written request at least one week prior to the trip. Independent Study may only be requested through the end of March of the current school year.

An independent study contract is intended to approximate the types of assignments and amount of time spent in classroom instruction. Therefore, it will require the student to work an average of 3 to 4 hours per day under parent supervision. All independent study work must be turned in the day the student returns to school.

EDUCATIONAL PROGRAM**Awards:**

At Anna Borba Elementary School, positive recognition of students' accomplishments will be given monthly.

Student of the Month awards are in recognition of Habits of Success and/or academic growth.

Attendance rewards will be given monthly to the grade level with the highest attendance percentage.

Reading Counts and Math awards are given to recognize the students who have progressed through the different criteria set by Reading Counts and the grade level Math expectations.

Character Counts award will be given to a student in each classroom who has exhibited the "Character trait of the month".

"Gotcha Tickets" are in recognition of observed positive student behavior. There is a "gotcha" lottery drawing for rewards every Friday afternoon.

Grading Policy:

Assessment of student learning is based on many factors. Combinations of the following assessment tools may be used by teachers when determining report card grades.

- Teacher Created Tests
- Class Assignments
- Special Reports
- Individual and/or Group projects
- District assessments in reading, writing, and math
- Other assessment measures as appropriate.

Please note that all of these are not necessarily used together in any particular grading period or subject area. Tests and special projects may carry a higher weight while daily assignments and/or homework may not count as heavily in the final grade.

Chino Valley Unified School District has set standards of academic growth for students in Kindergarten through 6th grade to be reached by the end of each school year. All students are expected to meet grade level standards.

At the beginning of each school year, usually during Back-To-School Night, teachers discuss grade level standards, grading procedures, instructional programs, homework, etc., for the year. Parents are expected to attend and become familiar with grade level requirements for the academic year. Your child's teacher will be happy to review this information with you if needed.

GATE Program:

Students are identified for the GATE (Gifted and Talented Education) program based on multiple measures, including a standardized screening instrument. Students eligible to participate in the program are placed in GATE cluster classes, and receive differentiated instruction in core subjects throughout the regular school day.

Homework:

Homework may be defined as any school inspired activity or any assignment for which the child is held responsible. Homework is assigned at the discretion of the individual teacher and is in accordance with school guidelines. Homework assignments are related to content standards being presented in class.

It is the student's responsibility to keep an accurate record of assignments, have necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality of work of which he/she is capable, and complete assignments on time. Students will not be allowed to call home for homework that was forgotten. Homework brought to school after the school day has begun will be considered late.

It is also the student's responsibility to remember to bring the assignments and all necessary materials home each day that homework is assigned. On rare occasions, when students need to return to the classroom for homework items, they may do so only if the teacher or an administrator is available. Classrooms will not be unlocked by the custodial or office staff.

Physical Education Requirements:

California Education Code requires that all students participate in physical education. Students may change shoes for P.E. A student may be excused from P.E. only if he/she is ill or injured. Parent notes excusing a student will be honored by the teacher for up to three days. A doctor's note is required to excuse a student from P.E. for more than three consecutive days or for a recurring illness.

Promotion/Retention:

Promotion to the next grade level will be made upon assessed progress toward grade level standards. Students not making sufficient progress may be retained. Only kindergarten retentions require parent permission.

Students not making adequate progress toward grade level standards will be assigned to intervention program(s) to address deficiencies as early in the school year as possible. Parents/guardians of the student will be apprised in writing of interventions and progress at least twice during the school year when a student is at risk of retention. Promotion/retention decisions shall be made in accordance with the guidelines listed below:

1. In grades K-6, language arts and math grades.
2. Scores on district assessments (grades K-6)

Report Cards/Progress Reports:

Report cards will be issued 3 times during the year for students in grades K through 6 (at the end of every trimester). Mandatory parent conferences are held during the first trimester. Progress reports are sent home for every student during the first trimester. During the second and third trimesters, progress reports are sent home for students who are not meeting grade level standards. Parents need to give permission for students to hand carry report cards home from school.

GENERAL INFORMATION

Class Placement:

Requests for specific teachers are not accepted. Class placements are made based on a variety of factors. However, we will make every effort to work with families in an attempt to accommodate their needs. In addition, changes in programs, enrollment, or staff may make a change of classes or the creation of combination classes necessary.

Classroom Observations/Visitations/Volunteers:

In accordance with school policy, parental classroom observations/visitations/volunteers must be scheduled with the classroom teacher at least one day in advance and visitations are limited to no more than one hour. Only pre-arranged visitations to classrooms are allowed. Visitors are required to sign in and out in the school office, and wear an identifying visitor sticker while at school. Younger siblings or children not enrolled in the class may NOT be in the classroom during the school day. (This includes infants/toddlers in strollers.)

Class Parties:

There are three scheduled class parties during the school year: Winter, Valentine's Day, and End-of-School. Class parties are a privilege. Students may be excluded if the teacher determines that their behavior has not met the Anna Borba Standards of Expected Student Behavior. Parents/guardians planning to attend or help out at a class party need to arrange with the teacher ahead of time. Younger siblings (including infants/toddlers) or children not enrolled in the class may not attend.

Halloween is not celebrated and students do not wear costumes to school. Please do not bring treats on that day.

Birthdays are not celebrated at school, nor may party invitations be passed out on campus. **Do not bring treats to school or have items delivered to school (i.e., cupcakes, donuts, flowers, stuffed animals, balloon bouquets, etc.).**

Conferences with Teachers:

Fall and spring conference weeks are scheduled for October and January. If you wish to discuss your child's progress at any other time during the school year, please make an appointment with your child's teacher. Teachers are not available for a conference at the beginning of the school day or during class time: please make arrangements to speak with your child's teacher when class is not in session. (The office will be happy to take a message to have the teacher call you to schedule an appointment.)

Field Trips:

Field trips will support academic learning. Parents may be asked to chaperone. **STUDENTS MAY NOT GO** on a field trip without a permission slip signed by a parent. Younger siblings or children not enrolled in the class may not accompany chaperones on field trips. All chaperones must be over 18 years of age.

HEALTH & WELFARE INFORMATION

The Health Office is staffed by a Health Technician, who works 3½ hours per day and a school nurse one or two days a week. The health technician's major tasks are verifying that all immunizations, administering physician approved medications, and performing first aid services for injuries and illnesses that occur at school.

When a child becomes ill at school and must go home, it is standard practice to try to contact a parent first. If we are unsuccessful in reaching a parent, we will then try to contact an alternative person listed on the child's emergency card. The Health Office is not equipped to take care of sick or injured students for any length of time.

Parents are responsible for their children and **MUST** pick them up or have someone listed on the emergency card do so when this is requested by the school. Failure to pick up a sick/injured child could result in a referral to Child Protective Services.

It is imperative that emergency cards be kept up to date.

Sick children should not be sent to school. Symptoms such as fever, vomiting, a runny nose in combination with a cough or headache, or stomach aches during the night or previous evening may indicate a contagious condition.

Please do not send a student to school if he/she vomited or has run a fever in the previous 24 hours.

Allow your son/daughter a period of 24 hours without vomiting or running a fever (without medication) before he/she returns to school.

Administration of Medication:

If it is necessary for your son/daughter to take medication of any kind at school, it must be kept in the Health Office for dispensing by the School Nurse, Health Technician or office staff. **A PHYSICIAN'S AUTHORIZATION & SIGNATURE IS REQUIRED FOR ALL MEDICATIONS**, including over the counter medications (cough drops, Advil, Tylenol, etc.). Please obtain a signed form from the doctor before sending medication to school. Medication must be brought to school in the original pharmacy container with the pharmacy label showing the student's name and time and dosage information. Please refer to the back of the medication permission form for complete regulations as passed by the CVUSD Board of Education.

Contagious Diseases:

Please notify the school immediately if your child has a contagious disease. You will be advised by the health technician or the school nurse of school policy regarding the disease. Measles need to be verified in writing by a physician and the health department. A contagious disease may be life threatening to some of our students. Your child may be re-admitted to school when the contagious period of the disease is past. All students with a contagious disease must see the health technician or school nurse before returning to class.

Dress Code:

It is the intent of Anna Borba Elementary School that students be dressed and groomed in an appropriate manner that will not interfere with, or detract from, the school environment or disrupt the educational process. Dress should be suitable; modest, comfortable and safe for normal school activities and reflect pride and attention to personal cleanliness. Please refer to the Dress Code policy included in the Back to School envelope or on our website for specific guidelines.

Head Lice:

Students who have been identified with head lice will be excluded from school until all NITS (eggs) are removed from the hair per district policy. These students must be seen in the health office prior to re-admission to school.

Physical Limitations:

Students who have casts, splints, are using crutches, have serious injuries or have had recent operations will not have access to the playground (recess or PE) until released by a doctor for regular physical activity. This is necessary to minimize any further injury and maintain maximum safety for each student.

SCHOOL POLICIES & DISTRICT REGULATIONS

Standards of Expected Student Behavior: Please refer to the policy included in the Back to School envelope (sent home at the beginning of the school year) for specific guidelines. Expected Student Behavior posters are in classrooms and in shared areas (cafeteria, library, etc.) of the campus for reference.

Conduct To/From School:

Parents are asked to support our efforts in teaching youngsters to respect the property of others. Please remind your children that lawns, shrubs, trees, and mailboxes adjacent to walkways are not to be abused. Children are reminded that school rules will be enforced on the way to and from school.

Damage to School Property:

Replacement fees will be charged for loss of or damage to school property (books, walls, desks, etc.). All fees should be paid prior to the end of the grading period in which the replacement fee is assessed. Report cards may be withheld at the end of the year if the fees are not paid.

Lost and Found:

Many articles become lost or are left unclaimed, therefore, please label personal belongings with your child's name so that they can identify the article easily. Clothing, lunch pails, etc., which are not claimed, will be given to a local welfare organization twice a year: at winter break and again at the end of the school year.

Nutrition:

All children must eat lunch at school unless they have been signed out early through the office. A child may bring a sack lunch or purchase a school lunch. Sack lunches and containers should be clearly marked with the child's name. Your child is RESPONSIBLE for his/her own lunch money. All food and drink prices are subject to change by the Chino Valley Unified School District Board of Education. You are strongly urged to purchase lunches for the week or month. Please see the monthly menu posted on the district website for details.

The school does NOT ASSUME the responsibility of notifying parents when their child has no more paid lunches. Checks should be made payable to Anna Borba Elementary School and brought to the cafeteria prior to the start of the school day. Students without appropriate lunch money will be given a cheese sandwich and milk.

Parents may not deliver (or have delivered) any food items for their child to share with other students as it creates a safety and supervision problem during lunchtime. This includes but is not limited to: pizza and or "fast food".

The only pizzas that will be allowed on campus are those that are prepared by the school cafeteria, or for classroom pizza parties that have been pre-arranged through the classroom teacher.

Packed lunch boxes/bags brought to the school office after school begins will be kept on the front counter in the office for the student to pick up at the beginning of their lunchtime. Class instruction will not be interrupted to notify students that a forgotten item has arrived. Students inquiring about dropped off lunches will be directed to check the counter, and if no lunch has arrived they are to purchase lunch from the cafeteria.

Morning kindergarten students who wish to eat lunch after school must be escorted by their parent/guardian to the cafeteria immediately after dismissal. Late arrivals will not be served lunch. See posted cafeteria service schedule. Parents are to wait outside the Multi-purpose room for their child to finish eating.

Afternoon kindergarten students who wish to eat school lunch must be accompanied by their parent and arrive no later than 20 minutes before class starts. Parents are to wait outside the Multi-purpose room and then escort their child to the classroom. Any kindergarten student arriving late will not be served school lunch.

School cafeteria lunches must be consumed on campus and may not be shared with other family members. Parents wishing to purchase a lunch for themselves or a sibling may do so at the regular lunch price, provided the cafeteria has sufficient supplies of food.

Personal Property:

Students should not bring personal property to school. The school is not responsible for lost or damaged personal items. Students may not bring toys, electronic games, sports equipment, MP-3 players, etc., to school unless their classroom teacher has approved these items for use during a school planned activity, and the student understands that he/she is fully responsible for their safe return home.

CELL PHONES MUST BE TURNED OFF AT ALL TIMES DURING THE SCHOOL DAY. Cell phones/electronic devices that are turned on or used during the school day in class or on the playground will be confiscated. The student will be required to turn the device into the school office. The device will have all appropriate information attached and be stored in a safe place. The student will be informed that their parent may pick up the device in the school office.

Restroom Use:

Proper use of these facilities is expected from all students. Students should use the restrooms during scheduled recess time, which includes before school, morning recess, lunch recess, and P.E. Parent notes requesting exception to restroom rules for one to five days due to minor illness or a temporary condition will be honored. Students with long term, recurring physical or emotional disabilities, which require frequent use of the restroom, must have a note from a doctor on file in the

health office. **For safety purposes, adults are not permitted to use the students' restrooms.** If needed, there are adult restrooms available in the office.

Severe Disruption Clause:

According to California Ed. Code, serious misbehavior will result in an office referral and the child being sent immediately to the office. Parent contact will be made by phone and/or letter.

Sexual Harassment:

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with AR 1312.1 – Complaints Concerning School Personnel or AR 1312.3 – Complaint Procedures. The principal or designee shall determine which procedure is appropriate.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. B.P. 5147.7(a)

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access or educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Uniform Complaint Procedures:

The Board of Education recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP) when addressing complaints.

Uniform Complaint Procedures documentation is available in the school office and is posted in the classrooms.



Anna Borba Elementary is a No Excuses University school. Learn about it at www.chino.k12.ca.us/Borba.