

PIERPONT ELEMENTARY SCHOOL

Student and Parent Handbook—2016-2017

Pierpont pride

Arrive to school on time
Be on your best behavior

Invest in learning

Come to school ready to learn
Allow your teacher to teach without disrupting learning

Everyone matters

Speak kindly to others
Be sensitive to everyone's feelings

Respect all

Follow directions given by an adult without arguing
Respect the rights and property of others

Practice kindness

Use acceptable language at all times
Offer your friendship to others

Outstanding attitude

Make your best effort to learn
Know you matter at Pierpont

Navigate safely

Walk on the side walk
Keep hands, feet, and things to self

Take responsibility

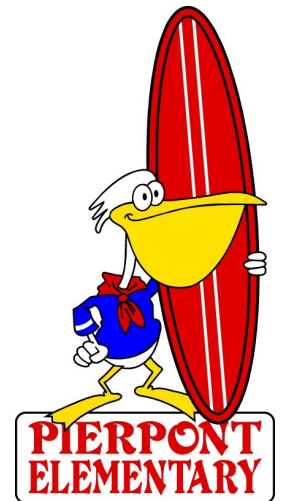
Take responsibility for what you say and do
Leave gum, candy, toys, and electronic devices at home



1254 Martha's Vineyard Court - Ventura, California 93001

(805) 641-5470 - press 3 for attendance

www.pierpontelem.org



HISTORY

Pierpont School was opened in August 1954 to serve the Pierpont area elementary school age children. The 3.5-acre campus facility allows enrollment of approximately 270 students. During the 1970s we served children in grades k-3 from the Pierpont and Ventura Avenue area while students in grades 4-6 attended Sheridan Way Elementary. Pierpont became a k-5 neighborhood school in 1987.

SCHOOL HOURS

- The office is open on school days from 7:30am to 4:00pm. Important messages can be left on the answering machine (805) 641-5470.
- Pierpont School playground opens at 7:50am. **Students are not to be dropped off at school prior to 7:50** unless they are participating in the breakfast program, which starts at 7:30am.
- When the 8:00am bell rings students go directly to their class. Punctuality is very important since daily classroom instruction begins right away.
- Students are marked tardy if they arrive after 8:05am. Late students must obtain a pass from the office to enter class. Parents need to sign late students into the office.
- Dismissal time is 2:30pm (k-3)/2:35pm (4-5). As children are not supervised after school it is important for parents to make arrangements for children to be picked-up promptly.
- Fridays are banking days at Pierpont. All kindergarten students will arrive at 8am on Friday banking days. Students will eat lunch on campus on Fridays. Dismissal time on banking Fridays is 12:50(k-3)/12:55(4-5).
- Minimum Days are held at the end of first and second trimester for parent conferences and on the last day of school (11:25 dismissal for all). Students will not eat lunch on campus during minimum days unless they would like to purchase lunch in the cafeteria after school is dismissed. The bus will pick up at 12pm.

PARENT COMMUNICATION and CONFERENCE SCHEDULE

Communication between home and school is important. Parents are asked to sign up to receive text messages from the school, read the weekly teacher letter, monthly school newsletter, and PTA Pelican Press. To sign-up for texts, send a message to "81010" and type "@eh8ga" as the message. Conferences with parents may be scheduled throughout the year as needed. The district scheduled conference period occurs twice a year (November and March) and students are dismissed early (11:25am) to allow for conferences.

LIBRARY

Pierpont School Library offers students the opportunity to grow their interest in reading. Students can select from picture books, fictional stories, historical books, science books, poetry, and much more. New books are continuously being purchased through PTA funding. When your child borrows a book from the library we ask the following things:

- Help your child find a "safe place" for his/her library book at home.
- Remind students to return their books on time. If a library book is not returned on library day a new book cannot be checked out.
- Lost or damaged books must be paid for by the family.
- Students can borrow books for 1 week.

PARENT COMMUNICATION/REPORT CARDS

All teachers send home weekly newsletters on a regular basis. Many of our classrooms also use remind (a text messaging service) where parents can receive text updates regarding school or classroom activities. Report cards are sent home three times a year to keep parents current on their child's progress. Report cards are used to reflect a child's progress in meeting the state standards.

Parent/teacher conferences are held twice each school year, with additional conferences arranged by the parent or teacher. Teachers are required to evaluate student progress using state and district standards. Students not making adequate progress toward grade level standards are at risk of retention and require intervention support. Teachers and staff collaborate together to create intervention support for struggling students.

Parents wishing to schedule a meeting with a teacher should contact the teacher directly via telephone, note, or email. Our teachers welcome parent involvement and do their best to respond promptly to parent requests.

MANDATED HEALTH SERVICES

Ventura Unified School District provides Vision and Hearing screenings for students in kindergarten, second, and fifth grade. Human growth and development sessions are provided to students in the fifth grade. Parents are notified prior to this and given an opportunity to preview the information. Parents are responsible for sending their child to school rested, clean, and appropriately dressed.

SPECIALIZED ACADEMIC INSTRUCTOR/SPEECH and LANGAUGE THERAPIST

Eligible students are seen by our speech and language specialist as indicated on their Individualized Educational Plan (IEP) document. Parents are part of the team developing their child's IEP and are welcome to contact the specialist at any time. Our specialized academic instructor assists eligible students with academic intervention as their IEP indicates.

DISASTER PLAN

Pierpont School conducts safety, fire, tsunami, and earthquake emergency response drills on a regular basis in order to prepare students and staff for unexpected emergencies. A safety plan involving local resources (including police response) is on site. In the event of an emergency, student safety is of primary concern. Information to parents will be provided once student are safe. The phone, email and texting system will be used in the event of an emergency, not in the case of drills, and will not be utilized until staff have safety secured students and can safely implement these alert systems. In an emergency, the school will retain responsibility for the students on the premises until they are released to a parent, guardian, or other **designated person listed on the emergency card**. All school employees will remain on the premises, and will be subject to tasks as designated by the principal. Parents should not telephone the school, but should listen to the radio for progress. KVEN 1450AM, KHAY 100.7FM, KMLA 103.7FM.

SCHOOL SITE COUNCIL

School Site Council (SSC) is designed to strengthen and improve the school wide program by assessing the strengths and needs of our school program on a continual basis. Each year a plan is designed according to needs identified by parents, staff, and students. This written plan, which includes specific priorities and objectives, is then implemented and is subject to ongoing assessment and evaluation. All parents are encouraged to attend the scheduled meetings to assist in this process. A copy of the current School Plan may be checked out from the school office.

BUS CONDUCT

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips.

- Riders shall follow the instruction and directions of the bus driver at all times.
- Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
- Riders should be courteous to the driver and to fellow passengers.
- Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing, and changing seats are prohibited actions which may lead to suspension of riding privileges.
- No part of the body, hands, arms or head should be put out the window. Nothing should be thrown from the bus.
- Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
- No animals shall be allowed on the bus.
- No toys from home are allowed on the bus.
- Riders should be alert for traffic when leaving the bus.

All school rules apply while riding VUSD school busses. Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Pierpont Bell Schedule 2016-2017



Regular Days (Monday – Thursdays)

Banking Days (Fridays)

1 st -5 th Grade Regular Day			1 st – 5 th Grade Banking Day (Friday)		
8:00	First Bell		8:00	First Bell	
8:03	Instruction Begins (8:05 tardy)		8:03	Instruction Begins (8:05 tardy)	
10:00-10:20	Recess & 2 nd Chance (Grades 1-3)		10:00-10:20	Recess & 2 nd Chance (Grades 1-3)	
10:40-11:00	Recess & 2 nd Chance (Grades 4 & 5)		10:40-11:00	Recess & 2 nd Chance (Grades 4 & 5)	
11:13-12:00	Lunch (Grades K & 1)		11:13-12:00	Lunch (Grades K & 1)	
11:43-12:30	Lunch (Grades 2 & 3)		11:38-12:25	Lunch (Grades 2 & 3)	
12:13-12:55	Lunch (Grades 4 & 5)		12:08-12:50	Lunch (Grades 4 & 5)	
1:30-1:45	Recess (Grades 1-3)		12:50	Dismissal (Grades 1-3)	
2:30	Dismissal (Grades 1-3)		12:55	Dismissal (Grades 4-5)	
2:35	Dismissal (Grades 4-5)				
Kindergarten Regular Day			Kindergarten Banking Day (both AM & PM)		
AM Class	8:00	First Bell	8:00	First Bell	
	8:03	Instruction Begins (8:05 tardy)	8:03	Instruction Begins (8:05 tardy)	
	15 minute	Recess (time TBD by teacher)	15 Minute	Recess (time TBD by teacher)	
	11:13-12:00	Lunch	11:13-12:00	Lunch	
PM Class	12:30	Dismissal	12:50	Dismissal	
	10:00	Instruction Begins			
	11:13-12:00	Lunch			
	15 minute	Recess (time TBD by teacher)			
	2:30	Dismissal			
Lunch Schedule Regular Day			Lunch Schedule Banking Day		
<u>Room</u>	<u>Playground</u>	<u>Cafeteria</u>	<u>Room</u>	<u>Playground</u>	<u>Cafeteria</u>
7,8,9,12	11:13-11:35	11:35-12:00	7,8,9,12	11:13-11:35	11:35-12:00
1,2,6,10	11:43-12:10	12:10-12:30	1,2,6,10	11:38-12:05	12:05-12:25
3,4,5	12:13-12:35	12:35-12:55	3,4,5	12:08-12:30	12:30-12:50
Rainy Day Lunch / 2 nd Chance on Regular Day			Rainy Day Lunch / 2 nd Chance on Banking Day		
<i>Recess in room – teachers relieved for a break 30 min in café – teachers please be prompt</i>			<i>Recess in room – teachers relieved for a break 30 min in café – teachers please be prompt</i>		
2 nd Chance – 10:00 (grades k-3) and 10:40 (grades 4 & 5)			2 nd Chance – 9:40 (grades k-3) and 10:05 (grades 4 & 5)		
Rooms 7,8,9,12	11:30-12:00		Rooms 7,8,9,12	11:10-11:40	
Rooms 1,2,6,10	12:05-12:35		Rooms 1,2,6,10	11:45-12:15	
Rooms 3,4,5	12:40-1:10		Rooms 3,4,5	12:20-12:50	
Minimum Day Schedule			<i>Breakfast is served daily in the cafeteria from 7:30-8:00am, every day school is in session.</i>		
<i>Fall and Spring Conferences & Last Day of School</i>					
8:00	First Bell				
8:03	Instruction Begins (8:05 tardy)				
10:00-10:20	Recess (Gr. 1-3)				
10:40-11:00	Recess (Gr. 4-5)				
11:25	Dismissal (Gr. K-5)				

School Activities

BACK-TO-SCHOOL NIGHT

This is an evening for parents to visit classrooms and to learn the year's expectations and procedures from their child's teacher. Back to School Night will be held on Thursday, September 22nd, 2016. PTA will be holding a dinner prior to back to school night.

RECOGNITION

Students are recognized for their wise choices and may receive a WOW! ticket, verbal praise, ribbons, and/or certificates. We also honor our students' by selecting them as Stars of the Week. We hold a recognition assembly at the end of each trimester where we recognize students who have reached their reading goals, earned perfect attendance, or are being recognized for showing good character.

OUTDOOR EDUCATION

The Catalina Island Marine Institute (CIMI) is an opportunity for 5th grade students and their teachers to spend 3 days at Toyon Bay. It is an exciting opportunity for the students to participate in hands-on science education as they explore Southern California's ocean environment.

Special fundraising projects start in the 4th grade year are undertaken by the PTA to cover the costs for this program. The success of the trip is due to the dedication of the families who make this special trip possible for our students.

SPELLING & GEOGRAPHY BEES

Our 3rd, 4th, & 5th graders have the opportunity to represent their class in a Script Spelling Bee competition every Winter. The school champion represents Pierpont in the area bee. Our 3rd, 4th, & 5th graders explore atlases and geography questions on a daily basis. In the Spring, a Geography Bee is held with representatives from each 3rd-5th grade class. It is an opportunity for the students to awe their audience with their vast knowledge of geography.

TALENT SHOW

The school talent show is an annually event. All students are welcome to "show off their talents" and have fun at this event. A parent slip is required before students' participation. Auditions precede the show to ensure act contents are "elementary age appropriate" and to help staff organize the show for student success. Rehearsals are held and there is a final night performance for families and friends in late winter.

Pierpont Elementary Parent Teacher Association (PTA)

PTA meetings are typically held several times throughout the year. Everyone is welcome to attend and dates and times are available on the PTA website (www.pierpontpta.com). Our PTA continues to provide for and supplement programs to enrich our programs. There are 3 main fundraisers each year: Pierpont PTA membership, Pierpont jog-a-thon (October), and Pierpont carnival & silent auction (May).

The money raised is used for such items and programs as artist in the classroom, field trips, chorus, library enhancement, technology/computers, and educational supplies. It is never too late to join the Pierpont Elementary School PTA.

CELL PHONE

If parents choose to allow their child to have a cell phone at school it is at their own risk. Cell phones may not be used during the school day and are not to be out, or visible on campus at any time. Cell phones may not cause a disruption to classes at any time. We **strongly discourage** students bringing cell phones to school and prohibit all other electronics. Pierpont School is not responsible for lost, stolen, or damaged cell phones. During school times students will be permitted to use the classroom and office phones to contact family, as needed for emergencies. All calls to students during school time may be made by calling the main office of Pierpont School.

CLOTHING

Pierpont has a high standard of dress and everyone is expected to come to school in clothing that is clean, appropriate, and conducive to all school activities—including physical education. Clothing is expected to follow these guidelines:

- Must correspond with size of student (not big, baggy, oversized, or skintight).
- Must be neat, clean, and in good repair (free from rips, tears, holes, and grunge).
- Must be modest and appropriate (short tops, short shorts, and clothing with images or references to alcohol/tobacco/drugs/weapons may not be worn).
- Must wear shoes to be able to participate in P.E. activities (flip flops, hee-lies, most boots or open-toed shoes are unacceptable).
- Hats may only be worn outside.

The principal and/or staff will determine if a student's dress is disruptive to the learning environment.

BICYCLES/SKATEBOARDS/SCOOTERS

IT'S THE LAW...Students must **wear a bicycle helmet** when riding their bikes to and from school. Students are asked to walk when they are on the Pierpont School Campus. Bikes must be parked and locked in the designated bike area by room 10. Skateboards, scooters, and rollerblades may be stored during school hours adjacent to the bike racks. Pierpont School is not responsible for lost, stolen, or damaged bicycles, skateboards, scooters, or other personal student possessions stored on campus. Be sure that your child has a good lock and that it is used!

Bicycles, skateboards, scooters, and rollerblades **may not be ridden on school grounds**. The privilege of riding to school on a personal form of transportation implies compliance with traffic laws and school rules.

PARTIES/BIRTHDAYS and INVITATIONS

Classroom parties are at the discretion of the teacher. Our instructional time is precious. **Please do not bring food or other items to school unannounced.** If you have made arrangements with your child's teacher to bring in a snack item for your child's birthday please be reminded that Ventura Unified and Pierpont are promoting healthy eating and the snack needs to be a healthy item. We want to avoid cupcakes and other sugary items, these are more appropriate to share at home. Delivering invitations to students at school for private parties held outside of class is strongly discouraged. Please contact your child's teacher for assistance before sending any invitations to school. Students may participate in classroom celebrations unless parents communicate otherwise to the teacher. Communicating your needs to the teacher early in the school year will help us to provide your child with a positive experience.

Parent Responsibilities

HOMWORK

Homework is part of the educational program at Pierpont School. Teachers will assign homework that is meaningful in content. It will be assigned on a regular basis as determined by the teacher. The frequency, length, and due date of homework assignments will be established by teachers and will be included in weekly newsletters.

Parents should help students accept responsibility for completing homework and doing it well. Homework completion helps in extending the learning that occurs in the classroom and sets our students up to be successful. Failure to complete homework puts students at an academic disadvantage and may result in a loss of an activity. Reviewing homework is an excellent means for parents to show support and remain informed of their child's progress.

STAYING INFORMED

Every student at Pierpont School receives a weekly classroom newsletter. This allows parents to know what homework assignments are due and of any upcoming class/school events. Parents are encouraged to sign up to receive text messages from the school by texting "Aeh8ga" to "81010". The school will send home monthly calendars and newsletters. The PTA creates and sends out *The Pelican Press* through parent emails. Our website has information about our programs and our school calendar (www.pierpontelem.org).

EMERGENCY INFORMATION CARDS

Emergency Information Cards are kept in the school office. It is imperative that you keep the school office aware of any changes in your daytime telephone number. If a student lives in two households, information from both parents should be included. In addition, be sure to keep the numbers for other emergency contacts current. Without current telephone numbers, a minor problem could turn into a major emergency. Please make sure to note serious or recurring health problems on the emergency card. All current court documents relevant to a child's safety must also be on file in the office. **A student may not leave school grounds with anyone other than those listed on the emergency card.**

HEALTH and ILLNESS

A health technician is at Pierpont School daily from 10:00am-1:00pm. She assists with the daily operation of the health office, first aid, and illness and has first aid/CPR training. She is not a licensed medical assistant or nurse. A fully licensed school nurse visits the school once a week and advises our health technician. If your child is ill please keep him/her home. This includes sore throat, active lice, nausea, vomiting, diarrhea, and/or a temperature of 100 or above. Children who have had a fever need to be free of a fever (without fever reducing medication) for 24 hours before returning to school. Cases of lice need to be reported to the health office so that they can be tracked and prevented. Lice counseling will be provided by our health office. Health information is always kept confidential. Children who become ill or injured during the school day will need to be picked up within an hour. Please ensure contact information is accurate for these emergencies.

MEDICATION

ALL medication brought to school, including over the counter medication, must be accompanied by a standard form for parents and physicians to fill out, allowing the health aide or school staff to distribute medication. Over the counter medications may not be taken or dispensed at school without the proper documentation described above. Students are not to carry and/or self-administer ANY medication while at school. Parents are to pick up medications when school ends in June.

CAFETERIA and LUNCH

Hot lunches may be purchased in the cafeteria for \$2.75. The lunches include an entrée, juice, milk and a farm fresh salad bar offering fresh fruits, vegetables, salads, and sides. Student breakfast is \$1.75. There is a prepay option. This allows you to pay ahead for your child's meals and helps avoid lost lunch money. The cafeteria accepts cash or personal checks made payable to "Pierpont School Cafeteria." The prepayment may be used on any day the student wishes. For every \$25.00 you pre-pay your child will receive a "bonus" meal. An adult lunch is \$3.75 and adult breakfast is \$2.25. Families are able to submit an application for free and reduced prices at any time during the school year. Children who bring their lunch from home are encouraged to pack a healthy lunch. Peanut butter is allowed on campus, though not at the peanut free table. Candy, sodas, and glass containers are prohibited on school grounds. Your assistance and support in this aspect of school life is very important.

DAY CARE

Pierpont School is fortunate to have an on-site day care, provided by Las Posas Children's Center (648-2867) www.lpcc.com. This privately owned center is open after school, during school breaks, and some holidays. Other off-site day care programs that have offered school pick up are Boys and Girls Club, Patagonia, and Pacific Camps.

VOLUNTEERS

Parent help is encouraged and appreciated. When parents are actively involved in their child's school, student performance increases. Many "extra" activities depend on volunteers. When you are on campus as a volunteer you **must** sign in and out at the office and **wear a volunteer badge**. Classroom volunteers must pre-schedule visits with the classroom teacher. Contact the principal or the PTA for information on other volunteer positions.

Our students, staff, and parents create the vitality that makes Pierpont School special. We have strong participation in the classroom and at school events. Working parents can help with various "after-hours" events such as, campus clean-ups, annual carnival and silent auction, night programs, and take home tasks. Look for volunteer opportunities in the PTA Pelican Press. Sign-up to be a PTA volunteer!

CLASSROOM INTERRUPTIONS

We encourage parent awareness of our educational program. As classroom time is precious it is essential to keep the number of classroom interruptions to a minimum. To deliver something to your child, please bring it to the office. Phone messages for your child's teacher may be left on the teacher's voice mail system. Time sensitive messages for your child should be called into the office. Parents are asked to wait by the school entrances if arriving before school is over. Please do not loiter in the hallways or quad near the classrooms as this disrupts instruction.

After the first three weeks of school parents or guardians are welcome to visit the school and acquaint themselves with teachers and the curriculum. Before visiting a class please contact the teacher in advance for a mutually convenient time. When making a visit:

- Report to the office first.
- Enter and leave the classroom as quietly as possible.
- Remain as inconspicuous as possible to minimize disruption.
- Questions should be reserved for the time when a teacher is free.

PERSONAL ITEMS BROUGHT FROM HOME

Items not required for class work and learning should not be brought to school. The school is not responsible for personal items brought to the campus. Leave **electronic equipment and toys at home**. Guns and weapons (real, replica or toy) are not allowed at school (including images of weapons on clothing or personal belongings). Parents are encouraged to check with their child's teacher for appropriate items to share at school. Pets may not come on campus without prior permission from the principal.

LOST and FOUND

Personal property such as sweaters, jackets, and lunch boxes should be marked with your child's name. Check the *LOST and FOUND* bin(s) located outside of the cafeteria for misplaced items. Small items such as glasses, money, or anything of value will be kept in the school office. Unclaimed items will be donated to charity at Fall, Winter, Spring and Summer Breaks.

DISCIPLINE

The Board of Education charges each principal and staff with the responsibility of establishing standards of conduct that will ensure the rights and safety of all students. Positive and cooperative student behavior is expected of every child. A key part of our discipline program includes celebrating students when they make excellent choices. In the event that student behavior needs correction appropriate disciplinary actions are taken for misconduct and may include: time out, note home to parents, parent conference, detention, exclusion from activities, classroom reassignment, suspension, or expulsion. More information about suspension and expulsion is available in the VUSD school board policy, and in the California Education Code.

STUDENT FEES

The Constitution of the State of California requires that we provide a public education to students free of charge. A student's right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether a student gets a grade for the activity or class. Subject to certain exceptions, a student's right to a free public education means that we cannot require you or your students to purchase materials, supplies, equipment, or uniforms for any school activity, nor can we require you or your student to pay security deposits for access, participation, materials, or equipment. Your school may require students to attend a fundraising event; however, if they are unable to raise funds for the event, we cannot prevent students from participating in an educational activity. For more information regarding fees, including exceptions, please visit www.venturausd.org.

TRADING, BUYING, and SELLING

Students are prohibited from trading, buying, or selling personal items on school grounds. Experience has shown student-to-student transactions at school often result in the distraction from learning and other complications not conducive to a healthy school environment. Parents are asked to discuss this topic with their child. Personal possessions such as toys, electronic devices and games should not be brought to school without teacher's prior permission.

TELEPHONE

Use of school phone by students is discouraged except for emergencies or when directed by a teacher. Please plan ahead with after school plans. Parents, please use teacher voice-mail or contact the office with urgent messages.

TRAFFIC

Our school has implemented a traffic flow pattern to help alleviate traffic congestion near the school. A copy is provided in the first day packet. Duplicates are available in the school office and on our website. Please drive carefully around school and be respectful of our neighbors when parking.

During school hours you must enter via the Martha's Vineyard gate as other entrances will be locked. The safest carpool drop-off/pick-up location before and after school is on New Bedford Street and it is marked with yellow curbs. Children must exit a car nearest the school curb and not cross the street. Do not park in a bus loading zone, staff, or restricted parking area. Violations of traffic laws and posted parking rules are subject to citation by Ventura Police. Your cooperation in observing the rules will keep our children safe and make the pick-up/drop-off routine easier and faster for all. **MAKE THE SAFETY OF OUR CHILDREN YOUR FIRST PRIORITY:**

- Observe speed limits.
- Be courteous.
- Drop off and pick up **only** in designated locations—**NOT** on Martha's Vineyard.
- Do not leave your car unattended in yellow zones on New Bedford.
- Do not park in no parking areas (indicated by signs and / or painted curbs).
- Do not turn a vehicle around in the middle of the street.
- Avoid stopping, parking or dropping off in bus and staff parking.
- Avoid blocking crosswalks and gates.
- Be supportive of the crossing guard.
- Consider walking, carpooling or parking outside of the loop and walking in to pick up your student and to help alleviate congestion.

ATTENDANCE & TARDY POLICY

Regular attendance is required. If your child is ill or must be absent from school, please make sure that the student reports to the office with a note when returning to class or a call is made to the school, at 641-5470, then press #3 for the attendance recording and leave a message. Notification must be received within 3 days of the absence for the absence to be cleared. The note/message should indicate the name of the student, grade, room, date(s), and specific reason for the absences. A note needs to be signed by the parent or guardian. Vacations should be planned to occur during regularly scheduled school breaks and summer. Being out of school for reasons other than illness, bereavement in immediate family, medical appointment, religious observance, or subpoena to court are counted as unexcused under the law. Students are encouraged to attend Saturday Attendance Academies, where they can participate in enrichment activities to make up absences that occurred during the year. Students will receive an invitation to a Saturday Academy if they are eligible to attend.

Three or more unexcused absences (other than for the reasons above) or three tardies more than 30 minutes in one school year, or any combination of the two, will result in a student being classified as a **truant**. VUSD mails letters home to the family of any student who is considered truant. Any further tardies or unexcused absences will cause the student to be classified as a **habitual truant**. Good attendance is essential to school success!

When a student arrives late (after 8:05am) he/she must have a parent sign—in the student in school office prior to going to the classroom. Late students disrupt instruction for all. Regular student attendance and punctuality enhance learning.