



2022-2023
Parent Handbook

Victoria Groves School

10950 Emerson St.
Alta Loma, CA 91701
909-484-5070

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SCHOOL INFORMATION, MISSION STATEMENT, & GOALS

Victoria Groves School opened in temporary facilities with an open enrollment of three hundred (300) students on September 7, 1988. The dedication ceremony was held September 26, 1988. Construction of the permanent facilities began on October 2, 1989 with Martin J. Jaska Company as the contractor, at a cost of \$5 million. Classes began in the permanent facilities on September 5, 1990, with an enrollment of 784 students. Our current enrollment is approximately 550 students.

Mission Statement

At Victoria Groves we are here for the children. We are committed to preparing our students to be life-long learners by providing a safe and enriched environment that fosters the academic excellence and responsible citizenship needed for tomorrow's ever-changing world.

School Colors and Mascot

School colors are **Royal Blue & White**. Students may show their school spirit by wearing school colors or any Victoria Groves shirt on Friday "Spirit" days. The school mascot is the **GRIZZLY Bear**.

School Accountability Report Card (SARC)

Copies of the Victoria Groves School Accountability Report Card (SARC) are available at our school site office and at the District Support Center. Copies are available for parents/guardians upon request and are free of charge.

School Office Hours and Telephone Information

The Victoria Groves School office is open from 7:30 to 4:30, Monday through Friday. Our school phone number is 909-484-5070; you may also check our web site at www.alsd.k12.ca.us and follow the tabs to Victoria Groves School.

ARRIVAL AND DISMISSAL GUIDELINES

1. Students are expected to come directly to school by the safest possible route. **All students must leave campus to go directly home once dismissed.** On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner.
2. No supervision is available until 15 minutes before school starts. **Please do not have children on campus before 8:15 unless participating in the breakfast program.**
3. School gates are locked at 8:30 a.m. when the bell rings. Staff on duty will lock the gates and/or shut the door at the front office at 8:30. Students arriving after the bell rings must enter through the office.
4. Parents should plan to drop their children off at the curb on the school side of the street. Do not double-park. Please do not have students cross the street other than in designated crosswalks. The yellow zones are for loading and unloading of students. Do not leave your car unattended in the yellow zones. Be aware if you are waiting in a yellow zone, a school official may ask you to move forward while you are waiting for your child. This practice helps move traffic along. **Please respect the clearly marked yellow and red zones.**
5. **PLEASE DO NOT PARK OR DRIVE THROUGH THE BUS DRIVE-THROUGH LANE.** Never leave your vehicle adjacent to the red and yellow curbs to walk a child into class.
6. **Parents should never make U-turns in front of or near the school.**
7. Bicycle privileges are extended to fourth through sixth grade students only. A signed permission slip must be on file in the office. Students must observe all traffic and bicycle safety rules. Helmets must be worn at all times, while on a bike, to and from school.
8. Any student who is a bus rider must ride his/her assigned bus and is not allowed to walk home, unless a written note from the parent/guardian is given to the classroom teacher.

ATTENDANCE AND TARDY POLICY

We expect our students to attend school regularly and promptly. Good attendance is essential for school success. The SARB (School Attendance Review Board) process may begin after three unexcused absences or three tardies over one-half hour.

- ✓ **Absences** – Parent/guardian is asked to call the office (909-484-5070) on the first day of the absence. If this is not convenient, a note from the parent/guardian should accompany the student when he/she returns to school. Any absence without a valid excuse will be recorded as truancy. State law mandates that absences are excused only if the child is ill, has a medical appointment, or there is a death in the immediate family. All other absences are unexcused. Many families are unaware that “family emergencies/family business” are unexcused absence, as are going out of town, vacation, and personal necessity.
- ✓ **Homework Requests** – Parent/guardian requests for homework may be made by calling the school prior to 10:00 a.m. Assignments may be picked up in the office after 3:00 p.m. Please call the school to verify that work has been left in the office before you come to pick it up.
- ✓ **Leaving School Early** – If a parent plans to pick up their child during the school day, the parent should report to the office and indicate the name, room, and reason for taking his/her child from school. If someone other than the parent initiates a student pick-up, he/she must provide a signed and dated written consent from the parent complete with the above information each time the student is to be released. Once parent consent and identification is confirmed, the student will be released.

- ✓ **Tardy Policy** – The home and school should work together to encourage punctuality. A child arriving late to class disturbs an entire classroom. **An adult must accompany a child, for office sign in, if a tardy is 30 minutes late or longer.** Leaving school early can also be considered tardy. Frequent, recurring tardies are a significant intrusion into the classroom learning environment as well as embarrassing to the tardy student. Parents/guardians of young children especially need to be responsible to get the student to school on time and for the full day.

At VGS we will Strive for Five...no more than 5 absences, tardies or early pickups for the entire year.

PARENT INVOLVEMENT

Volunteers

Victoria Groves needs parents and grandparents to volunteer to help our children. Volunteers may help the students with their academic subjects, enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student instructional program. Volunteers are also welcome in our Library. Please contact your child's teacher to volunteer to help our students. **Please note that because of school district insurance requirements, siblings are not allowed on campus during volunteer time, class parties and/or school time events.** Please arrange for child care for your child during your volunteer time. Children, including our students, are never allowed in the workroom. Each volunteer will need to sign and return a volunteer agreement prior to their first day of volunteering.

All visitors/volunteers MUST sign in through the school office and will be required to be entered in the Raptor System and receive an identification badge.

While visiting or volunteering on campus visitors are reminded that due to student privacy, pictures or videos may not be taken of students in the classroom, on the playground, or anywhere on campus. Special exceptions are made only with prior consent from the teacher and/or principal. If photo permission is granted parents/guardians may take only pictures or videos of their child and are prohibited from taking any other pictures.

Victoria Groves PTA

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join.

School Site Council

The School Site Council is an elected group of parents and staff members who meet to plan, implement, and evaluate the school program. Meetings are open to all parents and residents of the school's community. The agenda for each School Site Council meeting is posted in the school office three school days prior to the meeting date.



Victoria Groves Elementary School

Bell Schedule

2022-2023

Schedule Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
PK Early Bird	8:30		10:45-11:30		12:35
PK Late Bird	10:10		10:45-11:30		2:15
K Early Bird	8:30		10:45-11:30		12:35
K Late Bird	10:10		10:45-11:30		2:15
1	8:30	10:00-10:18	11:00-11:45	1:30-1:45	3:00
2	8:30	10:00-10:18	11:20-12:05	1:30-1:45	3:00
3	8:30	10:20-10:38	11:40-12:25	1:45-2:00	3:00
4	8:30	10:20-10:38	12:00-12:45		3:00
5	8:30	10:40-10:58	12:20-1:05		3:00
6	8:30	10:40-10:58	12:40-1:25		3:00

Preppy K & Kindergarten = 200 minutes, Primary = 312 minutes, Upper = 327 minutes

Wednesday & Modified Day Schedule **Wednesdays are modified days at elementary sites grades 1-6 from August 11 through May 25.*

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
PK Early Bird	8:30		10:45-11:30		12:35
PK Late Bird	10:10		10:45-11:30		2:15
K Early Bird	8:30		10:45-11:30		12:35
K Late Bird	10:10		10:45-11:30		2:15
1	8:30	10:00-10:13	11:00-11:45		1:30
2	8:30	10:00-10:13	11:20-12:05		1:30
3	8:30	10:20-10:33	11:40-12:25		1:30
4	8:30	10:20-10:33	12:00-12:45		1:30
5	8:30	10:40-10:53	12:20-1:05		1:30
6	8:30	10:40-10:53	12:40-1:25		1:30

Preppy K & Kindergarten = 200 minutes, Primary = 242 minutes, Upper = 242 minutes

Alta Loma School District 2022-2023 School Calendar (Adopted 2.2.22)

July-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Month # School Days

July-22

- 4 Independence Day Holiday (observed)
- 25 Opening of School Offices

August-22

- 2 New Certificated Staff Orientation
- 3 Convocation
- 8 Non-work Day for 8th Grade Certificated Staff
- 8 First Day for Grades K-7 (Grades 1-7 Modified Day)
- 9 First Day 8th Grade Students (Grades 1-8 Modified Day)

September-22

- 5 Labor Day Holiday
- 22-23 Elementary Parent Conferences (Grades 1-6 Modified Days)
- 26-29 Jr. High Parent Conferences (Grades 7-8 Modified Days)
- 30 Jr. High - Modified Day (Grades 7-8)

October-22

- 10 Staff Development Day
- 28 End of Trimester I (58 Days)

November-22

- 11 Veterans' Day Holiday
- 14-18 Elementary Parent Conferences (Grades 1-6 Modified Days)
- 18 Jr. High - Modified Day (Grades 7-8)
- 24-25 Thanksgiving Holidays

December-22

- 22 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
- 23-30 Christmas Holidays/Winter Recess

January-23

- 2 New Year's Holiday/Winter Recess
- 9 Students Return
- 16 Martin Luther King Jr. Day
- 23 Staff Development Day

February-23

- 13 President Lincoln's Birthday Holiday
- 17 End of Trimester II (60 Days)
- 20 Presidents Day Holiday
- 28 Elementary Parent Conferences (Grades 1-6 Modified Days)

March-23

- 2-3 Elementary Parent Conferences (Grades 1-6 Modified Day)
- 24 Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.
- 27-31 Spring Recess

April-23

May-23

- 19 Jr. High - Modified Day (Grades 7-8)
- 24 Last Day of School Grades K-7 (62 Days)
- 24 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
- 25 Last Day for 8th Grade Students (Modified Day)
- 26 Floating Holiday - Admissions Day (Observed)
- 29 Memorial Day

Total School Days 180

- Elementary Conferences - Modified Days
- Jr. High Conferences - Modified Days
- Modified Day - Extended Professional Development
- Jr. High - Modified Day
- Elementary & Jr. High - Modified Day

- Non-School Day: Schools and District Office Closed
- Non-School Day: Schools Closed; District Office Open

*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 10 through May 24.

SCHOOL RULES / CODE OF CONDUCT

Respect the rights, safety, and property of others.

- Fighting is not allowed.
- Keep your hands, feet and objects to yourself.
- Vandalism and stealing are not permitted.

Demonstrate good sportsmanship and participate in acceptable classroom and playground activities.

- Toys, personal sports equipment, skateboards, scooters and other personal objects are not to be brought to school without your teacher's permission.

Bullying of any kind, whether physical, emotional or verbal, will not be tolerated.

- Students being bullied should report it to an adult.

Acceptable language is to be used at all times.

- Obscene words and/or gestures are not allowed.
- Teasing and name-calling are not permitted.
- Profanity is not permitted at any time.

Show proper behavior and respect to adults and other students.

- Pay attention to directions from all staff members and be considerate of others.

Dress & Grooming

The following are district guidelines for clothing selection:

- Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings. All head coverings should be worn facing forward.
- Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, sexual content, nudity, violence, or acts which are illegal, obscene, or hazardous to one's health are not allowed.
- Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed.
- Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through clothing, tops with thin straps (less than 2" wide), pants with large rips or tears, shorts, pants, skirts, or oversized clothing exposing posterior or that do not cover undergarments is not allowed.
- Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles, slides, or slippers are allowed. Sandals may not be worn during physical education.
- Although make-up is greatly discouraged at the elementary school level, all make-up, hair styles, and dress cannot be disruptive to the learning process.
- Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. or other situations.
- Glasses, other than prescription, shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out
- Have other clothing brought from home

Remain in assigned areas on campus.

- Do not leave campus during school hours without permission from your teacher and the front office.

Keep Victoria Groves neat and clean. Take pride in your school!

- Do not mark on walls or damage other areas.
- Gum chewing is not allowed.
- Eat only in designated areas.
- *Come to school prepared and ready to learn.*
- Homework is to be completed and brought back to school when due.
- If a parent brings in late homework it will be put in the teacher's mailbox. We will not interrupt class time.

Be on time for class and other activities.

- Check in with the front office if you arrive late.
- Adults must sign students in when 30 minutes or more late.
- Students are permitted on campus no more than 15 minutes prior to the start of the instructional day.
- All students must wait on the playground until the 8:30 bell rings. Do not loiter in the hallways.

Bicycle Riders – Grades 4-6 only!

- All bicycles are required to have their own lock. Bike helmets are required by law!
- A bicycle permission form must be on file in the school office.
- Bikes are not to be ridden on school grounds at any time, including evening events.
- Students are required to dismount upon entrance to the school grounds and walk their bike to the bike racks.

Hands off Rules

- Students are expected to keep their hands and feet to themselves. Public displays of affection are inappropriate and are not allowed at school.

Breakfast/Lunches

- Breakfast is served daily from 8:00 to 8:30am in the cafeteria. One breakfast and one lunch are available daily for each student at no charge.
- Students must provide their student identification number or student identification card to the cashier when picking up their meals. For menus, meal applications and household income forms, please visit the District website at <https://www.alsd.k12.ca.us>.
- If a student forgets a lunch, a school lunch will be provided to the student.
- Parents may leave forgotten lunches in the office; students will not be called as we don't want to interrupt classroom instruction. Their lunch will be taken to the lunch tables. **No Fast Food may be dropped off at school.**
- Eat your lunch and snack in the designated areas. Good behavior and table manners are expected.
- Be courteous to staff. Clean your eating areas . . . trash your trash.

Classroom Celebrations

- We discourage families bringing in food items for class celebrations. As such, we comply with the district wellness policy regarding healthy food selections for classroom parties.
- Do not send items to school without contacting your child's teacher in advance. We must take into consideration our District Wellness Policy, grade-level appropriate guidelines and specific dietary restrictions/ food allergies of classmates.
- In lieu of food items, we encourage families to bring in items such as pencils, stickers, toys, bubbles, etc. that will be handed out by your child as the class is dismissed at the end of the school day. Students should be able to carry any items they plan on bringing in a bag as they enter school.
- Balloons are not allowed in the classroom and can be checked into the office for a student to pick up after school.

Pets / Animals

- Animals, other than those brought specifically for class purposes, are prohibited at all school functions.
- Children must have their teacher's permission before bringing a pet to school.
- Animals, reptiles, or insects must be properly housed and transported by parents and/or guardians.
- Dogs, on or off leash, may not be brought on campus or to any school functions, even after school hours. This includes student drop-off and afternoon pick-up.

Possession/Use of Cellular Phones and Other Mobile Communications Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess personal electronic signaling devices including, but not limited to, iPod's, iPad's and cellular/digital telephones, as well as other mobile communications devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic Device Permission Form must be completed and on file in the school office. Electronic signaling devices need to be turned off during the school day and remain in backpacks. **NO phones or watch devices (example: Apple watch) may be used to take pictures, video, text, or call home during the school day.**

If a disruption occurs or a student uses any mobile communications device, a school employee shall direct the student to turn off the device and shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day to a responsible adult. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

The school is not responsible for loss or damage for items brought from home.

Students are expected to comply with all reasonable requests and to follow directions when asked to do so by school personnel. If you feel that you are being treated unjustly, you may see the Assistant Principal or the Principal. Our expectations are high but we believe our Grizzlies are capable of meeting them by working together.

DISCIPLINE POLICY / CODE OF CONDUCT

Disciplinary Actions

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Discipline Counseling** – A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. Recorded in administrative record.
- ✓ **Expulsion** – See District section of handbook.
- ✓ **In-School Suspension** – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers.

- ✓ **Loss of Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **Parent Conference** – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. Recorded in administrative record.
- ✓ **Police Contacted** – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus. The site designated School Resource Officer (SRO) will be contacted for consultation with students and discipline for fighting, bullying and other necessary infractions of school rules.
- ✓ **Removal from Class(es)** – The student is removed from one or more classes, but remains at school during these class periods.
- ✓ **Request Parent Attendance** – Parents/guardians may be requested to escort/attend class with their child.
- ✓ **Restitution** – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **Revocation of Inter/Intra District Transfer Agreement** – The principal may revoke a transfer agreement at any time due to excessive tardies, absenteeism or unacceptable behavior.
- ✓ **SARB** – School Attendance Review Board.
- ✓ **Student Intervention Team Referral** – A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process.
- ✓ **Suspension** – The student is informed that s/he is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.
- ✓ **Suspension of Bus Privilege** – Loss of privilege to ride bus for period of time.
- ✓ **Systematic Exclusion** – Readjustment of student schedule to a modified day.

GRIZZLIES ARE GREAT....THEY ARE KIND

Victoria Groves School actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that KINDNESS IS ACTIVELY PRACTICED, NOT BULLYING. .**

What is bullying?

Bullying is a form of antisocial behavior that has no place at Victoria Groves. It can include repeated, targeted physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, excluding from groups).

Bullying has five common features:

- » it is deliberate, hurtful behavior
- » it is repeated often over a period of time
- » it is difficult for those being bullied to defend themselves
- » it is difficult for those who bully to learn new social behaviors
- » the person who bullies has, and exercises power inappropriately over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, all students must abide by the **GRIZZLIES ARE GREAT.... THEY ARE KIND** contract (included here and again on the signature page for this booklet).

Grizzlies Don't Bully Contract

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Victoria Groves is a safe place where we can focus on learning. I commit to the following:

- ✓ I will be respectful to everyone at my school, even if I don't want to be friends with them myself.
- ✓ I will not stand by and watch someone be teased, threatened, or hurt.
- ✓ If I see someone being bullied, I will stand up for what is right by telling the bully to stop. I will also tell an adult.
- ✓ I will tell a trusted adult at school and/or at home if I feel that I am being bullied.
- ✓ I will not tell hurtful rumors, gossip, or stories about someone to another person.
- ✓ If someone hurts my feelings, I will talk to them and tell them how I feel. I will also talk to an adult. I won't try to get back at them.
- ✓ I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology.
- ✓ I will control my emotions when I am upset and I will ask for help from a trusted adult if I have trouble doing this.

A copy of this contract is included in the first day packet, and should be signed by both students and their parent/guardian, then returned to school. It will also be reviewed in class.

Positive Behavioral Interventions and Supports

As part of a district-wide initiative, Victoria Groves will be implementing a new Positive Behavioral Interventions and Supports model. PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements will help motivate students to try their best and to encourage others as well. This year our students will focus on how to be Safe, Responsible and Respectful on campus.

As part of our acknowledgement system, teachers, proctors and school staff will distribute Grizzly Pride tickets to students who exhibit these positive behaviors. Each month we will host a Grizzly Pride Assembly on the blacktop where students will be acknowledged for good character and positive behavior.

	Be Safe	Be Respectful	Be Responsible
Restrooms Voice Level: 1	<ul style="list-style-type: none"> ● Keep self-to-self ● Report any problems 	<ul style="list-style-type: none"> ● Wait until a stall is available ● Stay in own stall 	<ul style="list-style-type: none"> ● Use facilities correctly ● Wash and dry hands ● Use water and paper wisely
Playground Voice Level: 2-3	<ul style="list-style-type: none"> ● Walk on the blacktop ● Freeze at bell, walk to lines after whistle ● Use equipment properly ● Stay in designated areas ● Keep self-to-self 	<ul style="list-style-type: none"> ● Share and invite others to play ● Use good sportsmanship/school rules ● Listen to all adults ● Use kind words 	<ul style="list-style-type: none"> ● Attempt to resolve conflicts properly ● Follow playground rules ● Use restroom and water fountain before bell ● Eat in snack area only
Cafeteria Voice Level: 2	<ul style="list-style-type: none"> ● Always walk in the cafeteria ● Eat and touch your own food ● Finish food before leaving. ● Keep self-to-self 	<ul style="list-style-type: none"> ● Listen and respect adults ● Practice good table manners 	<ul style="list-style-type: none"> ● Stand in line, orderly ● Clean up after yourself ● Wait for permission to use the restroom or be dismissed
Multi-Purpose Room (MPR) Voice Level: 0-1	<ul style="list-style-type: none"> ● Walk ● Keep Self-to-Self 	<ul style="list-style-type: none"> ● Be respectful to speaker ● Stay seated on pockets ● Hats/Hoods off 	<ul style="list-style-type: none"> ● Clap not yell/holler ● Be a good listener
Office Voice Level: 0-1	<ul style="list-style-type: none"> ● Wait in the specified waiting area for help 	<ul style="list-style-type: none"> ● Use respectful words ● Listen to all adults 	<ul style="list-style-type: none"> ● All students need a pass ● Return to class promptly
Hallways Voice Level: 0-1	<ul style="list-style-type: none"> ● Walk, facing forward, with your teacher ● Stay outside of the yellow arcs ● Keep self-to-self 	<ul style="list-style-type: none"> ● Respect other's classroom learning 	<ul style="list-style-type: none"> ● Walk with a purpose ● Go directly to destination
Arrival/Drop Off Voice Level: 1-2	<ul style="list-style-type: none"> ● Keep self-to-self ● Walk on all hard surfaces ● Stay in designated areas 	<ul style="list-style-type: none"> ● Listen to all adults ● Use kind words with others 	<ul style="list-style-type: none"> ● Breakfast in the cafeteria only ● Arrive on time ● Line up at 8:25
Dismissal Voice Level: 0-2	<ul style="list-style-type: none"> ● Keep self-to-self ● Walk straight to child care 	<ul style="list-style-type: none"> ● Listen to all adults ● Use kind words with others 	<ul style="list-style-type: none"> ● Watch for parents/guardians ● Walkers leave immediately

**Victoria Groves School
Alta Loma School District**

Parent and Family Engagement Policy

School Engagement Policy

The purpose of the Parent and Family Engagement Policy is to inform parents within Victoria Groves School of the policies, procedures, and opportunities for engagement as valued stakeholders in the education and success of their students. It serves to identify the multiple ways to be involved in school functions and the importance of ongoing communication and collaboration between parents, teachers, and other staff members. The Parent and Family Engagement Policy is a living document that is a collaborative outcome between school and parent input regarding best practices and opportunities to ensure student success, and how student progress will be monitored and reported. This policy shall be an addendum component of the School Plan for Student Achievement (SPSA) that promotes a meaningful partnership between the school, the home, and the community.

Parents will be involved in the development of the Parent and Family Engagement Policy. Victoria Groves School seeks parent representatives for the School Site Council, English Language Advisory Council, and Title I District Engagement (TIDE) Committee annually. All parents are encouraged to attend committee meetings, as well as school site engagement events. The Parent and Family Engagement Policy is a regular agenda item of the many parent group meetings throughout the year. A District-wide survey regarding the content, clarity, and accessibility of the plan is sent to all families through links sent directly to the home via email and is available on the District website. Survey results are discussed at regularly scheduled meetings. Discussed revisions become part of the updated plan.

ALSD Funds Parent Learning and Engagement Opportunities

Victoria Groves School allocates funds for parent and family engagement to ensure parent learning opportunities in state standards, social and emotional well-being, technology, blended learning availability, best teaching strategies, and ways to support student learning at home. Victoria Groves School and District hold several parent and family engagement learning activities throughout the year. Engagement opportunities include the annual Parent University held in October, the Math Showcase events in September, and the STEM Showcase in February.

- Family Nights, Family Dine-Out Nights, Monthly Grizzly Pride Assemblies, Open House, PTA Back to School/End of the Year Picnic, Red Ribbon Week, Rotary Track Meet, Student Performances & Student Awards Assemblies.

Communication is made frequently with the District parent advisory committees; District, English Language Advisory Committee-DELAC, the Title I District Engagement Committee-TIDE, and Students with Disabilities-SWD and Homeless parent representatives on School Site Councils. During these meetings, opportunities to communicate the ALSD LCAP and Federal Addendum is made on how state and federal funds are used to improve the academic quality of schools through the implementation of standards, effective instructional strategies, and use of assessment to monitor student progress.

Allotted Title I funds support the District Family Engagement Liaison. The District Family Engagement Liaison provides technical assistance to parents facilitated through the District Support Center. The liaison regularly attends the County Parent Engagement Network. As a member of the network, the liaison directly communicates available resources from agencies and other organizations directly to Title I parents.

Building Capacity for Parent Engagement

Victoria Groves School staff is committed to partnering with the school community to assist parents in understanding academic content and achievement standards and assessment and how to monitor and improve the achievement of their children. Material and training will be provided to help parents work with their children to improve their children's academic achievement, study skills or learning in various academic subjects.

- Parent Teacher Conferences, Back to School Night, Assessment Data Reports: CAASSP, CAST, Star, i-Ready, and Freckle

Staff will work to make regular homework assignments that require students to discuss with their families what they are learning in class. A directory of community resources and activities that link to student learning skills and talents are available on the ALSD website. Parents will be offered workshops to inform families of the high expectations and standards children are expected to meet each grade level and language blended learning software is available for both home/school use. Instructional Teacher's On Special Assignment, TOSA's provide parent training on content software and parent portal access throughout the year.

Shared Responsibilities between School and Parents

Victoria Groves School will educate teachers, instructional support staff, and other school leaders and staff, with the assistance of parents and families, in the value and utility of contributions of parents and families, and how to reach out to, communicate with, and work with parents and families as equal partners, implementing and coordinating parent and family programs to build ties between parents and families, and academic achievement. Roles will be created for parents on all decision-making and advisory committees to ensure that all students meet the expectations set forth in the CA Common Core State Standards.

- School Site Council Meetings, PTA Meetings & ELAC Meetings

The LCAP Stakeholder surveys annually will identify District strengths and relative weaknesses, as well as to identify volunteer interests, talents and availability, matching these resources to school programs. A volunteer recognition program will acknowledge activities such as events, certificates, and thank yous.

Parents will be informed of Victoria Groves School communication systems and how to remain up to date using these communication systems. Victoria Groves School will coordinate and integrate parent and family involvement programs with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent and family resource centers that encourage and support parents and families in more fully participating in the education of their children.

Outreach

Through school-community partnerships, access will be available to facilitate families' community-based programs (e.g. health care and human services) to ensure that families have the resources to be involved in their children's education. School-business partnerships will be established to provide students mentoring, internships, and experiential learning opportunities, as well as connect students and families to service learning projects. Community partners will be invited to share resources at annual open houses or parent-teacher conferences, and during critical transitions such as pre- school/Transitional Kindergarten to Kindergarten, sixth grade to junior high, and eighth grade to high school. See District Website for available resources: <https://www.alsd.k12.ca.us>

Adoption

The Parent and Family Engagement Policy has been jointly developed and agreed upon with family members of children participating in School Site Councils, ELAC, and District Engagement LCAP Input Meetings.