

Dear Vessels Parent(s)/Guardian:

We hope you find the information inside your Vessels Parent-Student Handbook helpful and informative. We want to make every effort possible to inform and involve our parents about the teaching and learning process. If there are items not covered in this booklet, please contact the office.

Vessels School welcomes parent contact with staff. We also solicit involvement. Opportunities exist to serve on many different committees and projects. Your input and help is welcomed and needed.

Thank you for your involvement in your child's education at Vessels School and the Cypress School District. We look forward in working with you to provide educational excellence for your child.

Sincerely,

Jane Snyder  
Principal

### *Frank Vessels School*

Frank Vessels School is a K-6 school. During the 2008-2009 school year, it was determined to closed Dickerson School and consolidate the Vessels and Dickerson schools. Each of the schools had less than 400 students, therefore, each school had gone from being the smallest schools in the Cypress District to being the largest school.

In the Fall of 2009, Frank Vessels Elementary will be housed on the Dickerson site. During the 2009-2010 school year Vessels School located at 5900 Cathy Avenue in Cypress will be modernized. In the Fall of 2010, the entire staff and student body will move into the modernized Vessels campus.

The anticipated enrollment in the Fall of 2009 is around 680 students. Vessels School is staffed with 27 regular classroom teachers. It has a special program coordinator four days a week, one and a half resource teachers, two full time speech therapists, and a full time psychologist. In addition, there are three regional classrooms for students identified with autism in Cypress and the surrounding districts. One way the entire school supports our students with special needs is through the Best Buddies program.

# *Table of Contents for Parent Handbook*

**Frank Vessels Elementary School**

**10051 Bernadette Avenue**

**Buena Park, CA 90620**

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**Attendance: 714-502-8975**

**Administration Building: 714-220-6900**

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## **Attendance/Schedules**

### **School Hours**

#### Kindergarten

Traditional (M-F) 8:30 AM - 1:15 PM

Early Pups (M-F) 8:00 AM - 12:15PM

Late Pups (M-F) 10:00 AM - 2:15 PM

Grades First through Third (MTRF) 8:30 AM- 2:55 PM

Grades Fourth through Sixth (MTRF) 8:25 AM - 3:00 PM

Wednesdays Early Dismissal 2:05 PM (Grades 4,5, & 6)

2:00 PM (Grades 1, 2, & 3)

District Minimum Days Primary and Traditional Kinder 1:35 PM

Upper Grades 1:40 PM

Late and Early Pups Kinder 8:00 AM -12:15 PM

### **Age Requirements**

California law states that a child must be five years of age by December 1 to enter kindergarten and six by December 1 to enter first grade. Proof of age by county issued birth certificate, or passport is needed.

### **Arrival Time**

Students in grades 4 -6 start school at 8:25 a.m. and wait in their designated area on the blacktop or lunchtables for the 8:20 bell. All students in grades first through third are to sit at the lunchtables and at 8:35 the staff on duty will whistle for grades first through third to go directly to their classrooms.

**There is no supervision for students in grades first through sixth prior to 8:20 a.m.**

### **Attendance Requirements**

Consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, respect, self-discipline, responsibility, and to assist in keeping disruption of the educational environment to a minimum. The school year consists of 180 school days.

1. Students too ill to attend school all day may not participate in any school activity that afternoon or evening.
2. Health care appointments should be scheduled outside of regular school hours whenever possible.
3. If your child is going to be absent five or more school days, please notify the office five days in advance to place your child(ren) on an Independent Study Program.
4. If it is necessary for you to pick up your child from school prior to his/her regular dismissal time, please send a note, if possible, with your child to give to the teacher stating the reason and the time you would like your child dismissed. PLEASE DO NOT GO TO THE CLASSROOM. Come to the office to sign out your child. He/she will then be called from the classroom to meet you in the office. Please come to the office and sign your child back in if he comes back to school that day.

The parent/guardian must notify the school by calling the attendance number 714-502-8975 by 9:00 a.m. if their child will not be in school that day. If the school is not notified, the secretary or designee will call the child's home or the alternate number in case

of no answer at the home. The parent/guardian shall also notify the school, in advance, of an anticipated absence.

### **Assignments for Absent Students**

*One Days Absence* - Students who are absent one day will collect their assignments from their teacher on the following day.

*Two or More Days Absence* - Parents of students absent for two or more days must call the school for their child's assignments as early as possible. Assignments must be requested prior to 11:00 AM to be ready for pick up at the end of the school day. Requests made after 11:00 AM will not be ready for pick up until the following day.

*Five or More Days of Absences* - (Known in advance) Parents knowing their student will be absent for five or more consecutive days need to notify the office 5 days in advance of the absence to place the child on an Independent Study Program. The completed work needs to be turned in when the child returns to school.

Requested assignments will be placed in the office after 2:45 PM daily and after 1:35 PM on Wednesday. (Please do not interrupt your child's classroom to get assignments.)

### **Steps to be Followed for Excessive Absences or Tardies:**

Students that have three unexcused absences in a year and/or three unexcused tardies of over thirty minutes are considered truant.

- Step 1 - If in the principal's/designee's opinion, an attendance problem is developing, the parent/guardian will be contacted. Inter/intra district attendance permits are subject to review for excessive tardiness or absences.
- Step 2 - If the problem continues, the principal/designee will have a conference.

If the interventions tried by the school team, parents, and child have not been successful in correcting the problem, representatives from outside agencies or legal system may be contacted.

### **Check In & Out Procedures**

Students arriving after the start of school or leaving prior to dismissal time must be signed in or signed out in the office. If a student has been signed out and then returns to school they must sign back in before going to class. Children will only be able to leave with a parent/ guardian, person indicated on the student information record card, or after a verified parent provides permission for the child to leave with another adult. Children will be released to either parent unless there is valid court documentation on file.

### **Closing School/Early Dismissal**

It is the district's intention to hold school as scheduled according to the yearly calendar. Only severe conditions which present danger to the health of students and/or staff will warrant the closing of school by the superintendent or designee.

Parents or guardians should instruct their children in proper procedures to follow if the parent or guardian should be away from home when school is dismissed early.

### **Mechanical Equipment Failure Closings**

School closings necessitated because of mechanical equipment failures or fuel shortages will be handled on a building-by-building basis.

## **Dismissal**

Please call or send a written notice to the school office or your child's teacher if your child will be traveling after school in a manner that is different than how they typically travel.

## **Dismissal - Shortened Wednesdays**

*(2:00 Primary and 2:05 Upper Grades Dismissal for Students) Teacher Staff Development and Conferences*

Every Wednesday students are dismissed early to allow time for teacher training. Please make sure the school and your child know the dismissal procedures for these days. There are also days on the school calendar designated for parent/teacher conferences and full day teacher training days. These are good times to plan to take care of family needs. These dates are noted on the school calendar; plan now to use these free hours to take care of some of your student's out of school needs (medical & dental appointments).

## **Conferences**

### **Back to School Night**

A parent orientation night is planned in September to acquaint parents with the teacher, program and room procedures. All parents are encouraged to attend. (There is no childcare provided for this event.)

### **Parent-Teacher Conferences**

In October there are scheduled parent-teacher conferences. These parent-teacher conferences are scheduled for 20 minutes to review the child's progress. An optional conference may be scheduled at the request of the parent or teacher in March. Either parent or teacher may initiate other conferences as the need arises.

## **Curriculum**

### **Homework Guidelines**

Homework is an integral part of our academic program. Homework reinforces skills, fosters creativity, involves parents in the educational program, and teaches responsibility. Homework assignments vary according to the grade level, the needs of the student, and content area. There may be long term assignments such as research projects, book reports, and oral reports. Parents play an extremely important part in making sure that this becomes a positive part of the learning process. Listed below are several things you can do to help achieve this goal:

- a. Establish a quiet environment for homework.
- b. Establish a regular time for homework.
- c. Make sure necessary supplies are available.
- d. Communicate with your child about assignments.
- e. Establish consequences for not completing assignments, such as limiting playtime, TV or an earlier bedtime.

## **Instructional Times**

The following are district guidelines for daily time spent on homework.

Kindergarten	An average of 40 minutes weekly
Grades 1 & 2	An average of 60 minutes weekly
Grade 3	An Average of 150 minutes weekly
Grade 4	An average of 200 minutes weekly
Grade 5	An average of 250 minutes weekly
Grade 6	An average of 300 minutes weekly

If your child is spending considerably more time than this on homework, please contact your child's teacher.

## **Internet Access**

### **Education Code Section 51870.5**

Parents should receive a Network/Internet Student Consent and Waiver form. (These forms are normally sent home in the first day of school in their Back to School folders.)

## **Instructional Times**

Daily student instructional times are:

- a. Kindergarten - 215 minutes (Traditional Class)
- b. Grades 1-3 - 295 minutes (Excludes recess, and lunch)
- c. Grades 4-6 - 320 minutes (Excludes recess, and lunch)

## **Promotion and Retention**

### **Grades 2-6 (Board Policy No. 5123)**

#### *Purpose*

The Governing Board expects students to progress and show academic growth through each grade within one school year. To accomplish this instruction will accommodate the varying academic and growth patterns of individual students and includes strategies for addressing academic expectations.

#### *Requirement*

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement in reading, math, and written expression. Students will be identified on the basis of multiple measures, including teacher grades, teacher identified performance level, a standardized test instrument, and/or satisfactory performance on a grade level writing sample based on District adopted grade level rubrics.

A student will be determined at risk for retention if student performance is below the acceptable indicator as defined below:

1. Grades -E-Excellent and S-Satisfactory and A,B,C demonstrate proficiency. Grades of N-Needs Improvement, and U-Unsatisfactory, and grades of D and F demonstrate non-proficient in academic areas; reading, math, and written expression.
2. Student work may be designated at above grade level (3) at grade level (2), or below grade level (1). The performance levels of three (3) and (2) are satisfactory. A performance level of one (1) is unsatisfactory.

3. Performance on designated tests, including the California Standards Test. Advanced and proficient demonstrate proficiency. Basic needs improvement, Below Basic and Fair Below Basic puts them at risk for retention.
4. Grade level instruments, common assessments, and District level benchmarks will be used with set predetermined criteria to determine competence.
5. Students deficient in any two (2) of the above multiple measures by content identified area are considered at risk and are considered candidates for retention.

#### *Process*

When a student is identified as being at risk for retention opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies will be provided. Such opportunities may include, but not limited to: tutorial programs, after-school programs, summer school programs, and/or establishment of additional remediation strategies as determined by the teacher or student intervention team.

If attendance at summer school or other supplementary educational program is a condition of the teacher's recommendation to promote, student performance will be assessed at the end of the required program before promotion to the next grade takes place.

It is recommended that, in consideration of retention, no student in his/her K-6 experience should be retained more than three times: one voluntary at parent request and two based on teacher judgment using multiple measures.

#### *Appeal*

To appeal a teacher's decision, the appealing party should submit a written request to the Superintendent or designee specifying the reasons why the teacher's decision should be overruled. The appeal should be initiated within 10 school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing, the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board of Trustees. The Board of Trustees shall meet in closed session to decide the appeal. The decision of the Board of Trustees shall be final.

If the decision of the Board of Trustees is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections, which shall become part of the student's records.

#### *Remediation*

The school will offer "direct, systematic, and intensive supplemental instruction" through interventions to students who have been retained or are at risk of being retained. Intervention strategies for remediation are considered by the District to be mandatory; however, parents, upon written notification, may opt their child out of the program.

Students who have been identified as having academic deficiency in math, reading, or written expression, based on the District select indicators, but are not at imminent risk of being retained, may take advantage of the additional education programs. However, students required to attend as the result of likely retention will be accepted first.

## **Reporting Student Progress**

### *Parent Conferences*

The first parent/teacher conference will be held in October prior the first report card. Schools will have one nonstudent day that week and will be on a minimum day schedule the rest of the week. Students will have minimum days the entire March week of Parent/Teacher conferences. The second reporting period will include parent conferences on an as-requested basis.

### *Report Cards*

Kindergarten - Reporting of pupil progress to parents is conducted through parent conferences, record of pupil progress on academic objectives, school work sent home and parent visits to classes.

Grades 1 through 6 - Student's progress is reported on the District report form. The report is completed three (3) times a year at approximately twelve-week intervals. At the close of the first, second and third periods, the report shall be sent home with students. Interim reports are sent home between the report periods for students who are not performing satisfactorily.

## **Sex Education Courses**

### **Education Code Section 51550**

The school does not require students to attend any class in which human reproductive organs and their functions and processes are described illustrated, or discussed. If classes are offered the parent or guardian will be notified in writing of the class.

Opportunity shall be provided to each parent or guardian to request in writing that his child not attend the class. Such requests are valid for the school year but may be withdrawn by the parent at any time.

Any written or audio-visual material to be used in a class in which human reproductive organs and their functions and processes are described, illustrated or discussed shall be available for inspection by the parent or guardian at reasonable times and places prior to the holding of a course which includes such classes. The parent or guardian shall be notified in writing of his opportunity to inspect and review such materials.

Typically the female students in grades fourth, fifth, and sixth have an opportunity to participate in a "Human Growth and Development" class presented by the school nurse in the spring. The male students in grades fifth and sixth also have this opportunity. A male teacher typically instructs this class for the male students. Permission slips are sent home prior to the class, parent(s) are invited to view the materials and/or to attend the class with their child.

## **Standards of Expected Student Achievement**

In accordance with the educational reform stipulated in Senate Bill 813, Standards of Expected Student Achievement were established at each grade level in each area of study. The District's Academic Program is the course of study for determining standards of expected student achievement.

Standards for expected student achievement include areas as identified in the District Academic program:

Reading

Mathematics

Science

Written Expression (Language, Spelling, Handwriting)  
Health/Personal and Social Development  
Fine Arts                      Technology                      Social Science

A balanced curriculum is an important part of the standards of expected student achievement. Subject areas of science, social science, health and fine arts may not be taught on a daily basis.

### **Standardized State Testing**

Each year students in grades two through six are given mandatory standardized test in the spring. These tests measure the student's performance in English Language Arts and mathematics. In addition students in grade four must also take a written test that is scored on a holistic writing rubric.

These tests evaluate individual and group achievement. They also provide comparisons to a national normative group. Individual test scores are normally mailed to the students' homes during the summer. If you need help interpreting your child's results please stop by the office.

\*Assessments: Excuse Parent(s)/Guardian(s) have the right to make a written request to excuse their child from any or all parts of the State Achievement Test.

## **Frank Vessels School Procedures**

### **Address or Phone Changes**

Please notify the principal's office as soon as possible of any changes in your address or phone number.

### **Class Assignment**

Each spring the staff spends a great deal of time and care in assigning students to class lists for the following year. Consideration is given to class size, behavior, academic records, boy/girl balance, peer relationships and student's needs. Parent requests for certain teachers are NOT encouraged. However, in special situations, a parent may feel there are unique circumstances that warrant further consideration. These requests should be put into a letter to the principal. This letter should be received no later than April 1. Our prime objective is for each and every student to have a successful year.

### **Cell Phones**

Students are permitted to bring cell phones to school. They must be turned off and stored in backpacks during the school day. If students need to make a call, they must ask adults for permission and use the classroom phone or office phone. Cells phones found outside of the backpacks may be taken by an adult and parents may need to come and claim them.

### **Electronic Devices & Toys**

Students should not bring toys, equipment, portable radios, tape players, CD players, television sets, beepers or pagers, laser lights, and similar electronic items into the school without special permission from a school staff member.

### **Information (Emergency) Cards**

All students need to have an updated emergency card on file. The information is extremely important for making sure your child is safe and that someone can be reached if there is an emergency or early dismissal. Please put local emergency contact people on the cards. The emergency contact person on the card may be called if your child is not at school, we have not been contacted, and we were not able to reach the parent(s)/guardians.

### **Lunchroom Procedures**

It is important that we maintain an atmosphere at the lunchtables that is pleasant and relaxed. All children should have the opportunity to enjoy their food and enjoy the companionship of their peers. Students will be encouraged to:

- Stay seated;
- Do not exchange food;
- Do not take food or drinks from the lunch area except in sealed lunch containers;
- Clear their area of the lunch table.
- Students may buy snacks to supplement their lunches. (Students may not substitute their lunches with snacks.)
- We encourage students having nutritional lunches and beverages. We discourage students consuming sodas with their lunches.

If you bring your child's cold lunch late, please put your child's name on it and leave it on the table marked "late lunches" across from the serving line.

### **Lost and Found**

Lost and found articles are placed in a wire bin inside the multi purpose room across from the office. At the end of each school year, unclaimed items are given to charities or other worthy causes. Proper marking of children's clothing and other articles is very helpful.

### **Lost or Damaged Property**

The school may withhold grades and transcripts from a parent until lost or damaged property have been resolved.

### **Money**

Students should not carry extra money to school. They should carry lunch money in a safe place. You should also be concerned if your child "comes up" with extra money found at school, or if he/she comes home with items bought from other students. Students are not allowed to sell or trade items of any kind at school to other students.

### **Parties**

District policy allows two school parties per year. These parties are in December and June. Special parties for birthdays or other reasons are not permitted. However, if you would like to donate a birthday book to our library as a gift, we would gladly accept such a long lasting contribution that all students can enjoy for years.

## **Pesticides Notification**

The school will annually notify parents in writing, of the names of all pesticide products expected to be applied at the school facility during the upcoming year. The notice will identify the active ingredient(s) in each pesticide product, and shall contain the Internet address ([Http://www.cdpr.ca.gov](http://www.cdpr.ca.gov)) of the Department of Pesticide Regulation to access information. The parent notice will provide parents the opportunity to register with the school to receive 72-hour prior notice of the application of an individual pesticide.

## **Release of Student to Peace Officer**

### **Education Code Section 48906**

The school will take immediate steps to notify parents when a student is taken into custody by a peace officer except when the student is taken into custody as a victim of suspected child abuse. In such cases, law enforcement would assume all notification responsibilities.

## **Skateboards/Roller Blades, Scooters and Bicycles**

Children in grades three through six may ride a bicycle to school. Bicycles will be unattended at the bike racks throughout the day. Each student is responsible for his/her own bicycle and should have a lock. Students are not allowed to lock up with another bike. Once children arrive at school, bicycles must be walked on the sidewalk and cannot be ridden on the blacktop area. All students riding bicycles must wear helmets and have a signed *Student-Parent Bicycle Agreement* on file in the office.

Students in grades three through six may bring skateboards, roller blades and/or scooters to school. ***However, for safety reasons, they may not be ridden on campus at anytime.*** Students are to dismount scooters and skateboards at the sidewalk area prior to moving onto the campus. Scooters are to be folded up at that time and not unfolded again until the student is off campus at the end of the day. Rollerblades/skates may not be worn on campus at any time. Students must wear helmets. The school can not guarantee safe storage of these items, therefore, you are bringing them are at your own risk.

Violating these procedures can result in the loss of privilege to ride them to school.

## **Student Pictures**

Each fall all students will have the opportunity to have their picture taken. Payment for these pictures must be in advance. Notification of the date pictures will be taken and price lists will be given to parents and students well in advance of the day set for picture taking. In case of a child's absence, "make-up" dates are available.

## **Supplies**

Students are given a list of supplies needed at their grade level. These donated supplies are not mandatory but are much appreciated. These lists are sent home with students at the end of the year. Additional lists are available in the school office or on the website..

## **Suspension of Student by Teacher**

### **Education Code 48910**

A teacher may suspend a student from their class for the day of suspension and the day following for any of the acts enumerated in Section 48900 of the California Education Code. As soon as possible, the teacher shall ask the parent or guardian of the student to attend a parent/guardian conference regarding the suspension.

## **Suspension of Student by Principal**

### **Education Code Section 48911**

The principal has the power to suspend pupils for no more than five consecutive school days. Suspension shall be preceded by an informal conference between the pupil, principal, and whoever referred the student.

## **Telephone Messages**

We do not call pupils to the phone except in an emergency. In case of necessity, please call the office and we will deliver the message. (Calls received in the late afternoon are at risk of not being delivered prior to student dismissal.) The telephone is not to be used for unnecessary calls. Only "emergency" calls may be made by the children. Permission by an adult is needed for students to use the phone.

## **Visiting the School**

Parents are invited to visit school throughout the year. It is important for you to check into the office when you visit our campus. **Parents need a visitor's badge.** Please plan to limit your visit to no more than 30 minutes and, as a courtesy, please make appointments ahead of time for conferring with the teacher. We ask that no toddlers visit the classroom.

We welcome your concerns. Please contact the classroom teacher first if you have concerns about your child's progress or if your child is not having a positive experience at school. Their feelings are important to maximize learning and we want to work with you to encourage positive changes.

## **Volunteers**

Vessels Elementary solicits parent and community involvement. Opportunities exist to serve on many different committees, projects, and in the classrooms. Volunteers must complete a volunteer form to work in the classrooms.

## **FEES**

### **Lunch Program**

School lunches are available to all Vessels students. One-half pint of milk is included with the daily lunch. The cost of a student lunch is \$2.50. Students who bring their lunches may purchase milk at a cost of 35 cents. Adult lunches are \$3.00.

Each student has an individual lunch account. When their account is less than \$5 an envelope is given to the students to take home. The student then needs to bring money to replenish his account and gives it to the classroom teacher or turns it into the office. You

may also manage your lunch account online. Contact the office for your child ID number if you want to manage the account online.

Lunch menus are sent home at the end of each month and posted on the website..

**Lunch Periods:**

**11:00- 11:45 - Kindergarten**

**11:25 - 12:10 - Grades 1-3**

**12:15 - 1:00 - Grades 4-6**

**Free and Reduced Lunches**

If your family has a limited income, meets the federal and state requirements, and completes the application they may be eligible for free and reduced priced school meals. Application forms are available in the office. **Reduced lunches are\$.40.** Persons eligible last year or in another school district must reapply.

**Field Trips**

Environmental Field Study Trips will be offered during the year. All grade levels will go on a field trip and our PTA will support part of the expenses. However, we may ask parents to donate funds to make these educational opportunities that support the curriculum.

**Sixth Grade Camp**

Sixth grade students attend five days of outdoor science adventures at Camp High Trails in Angelus, CA which is near the Big Bear Area. It is normally attended in the spring. They learn about nature, communities, and themselves. Activities include teambuilding, a rope course, plant study, and astronomy. Fund-raisers led by 6<sup>th</sup> grade parents give students an opportunity to lessen the cost. The cost prior to reductions from fund-raisers is approximately \$300 per student.

**Vandalism**

Students/parents are financially responsible for damage or loss to school property whether it be an accident or malicious vandalism. This includes books that are used by the students (classroom and /or library books) during the school year.

**Health and Safety**

**Accident Insurance**

Information regarding supplemental accidental bodily injury is available in the office. It covers accidental bodily injury occurring while the coverage is in force. Illnesses such as measles, sore throats, etc., are not covered. The school district makes this coverage available as a service to the community so parents can supplement their own insurance programs or provide accidental insurance coverage for your child.

**Accidents or Illness**

Our primary aim is to prevent accidents through close supervision and teaching safety in the school. However, should a serious accident occur or a child become ill at school, the parent/guardian will be notified at once. The emergency contact person will be

notified if we are unable to reach the parent/guardian. For this reason it is important for the information on the student registration card be up-to-date and complete.

### **Assessment Screenings:**

#### **Vision Tests**

##### **Grades K,3, and 6**

The school nurse annually screens the above grades as well as those referred by teachers or parent/guardian. Any deviation from normal test response is reported to parents in order that they might secure an eye examination by a specialist. Teachers are also contacted so classroom adjustments can be made.

#### **Hearing Tests**

##### **Grades K,2, and 5**

Yearly screening tests are performed by the audiologist. Any deviation from normal in response to the test is reported to parent/guardian so that they may seek medical attention. Any child with a known defect is retested annually.

#### **Speech/Language Screening**

Referred students are given speech and language screening tests by the speech clinician.

### **Child Custody**

In most cases, when parents are divorced, one parent is designated by the court as the custodial parent. Noncustodial parents have rights to access student records and receive any pertinent school information regarding their child. A copy of the court order needs be filed in the office if a noncustodial parent does not have access to records or if the noncustodial parent does not have the right to have contact with the child.

### **Clothing and Grooming**

We have no specific dress code in the elementary schools, but we encourage children to dress in a reasonable manner. Acceptable appearance, reflecting the good taste and judgment of the student and parents/guardians, includes not only the proper selection and wearing of clothing but also personal grooming. Clothing that is considered unreasonable are short shorts or skirts, shirts that expose the stomach or back, and strapless or spaghetti strapped shirts. Clothing that depicts violence, drugs, tobacco, alcohol, gang wear, or anything else that is inappropriate for the school environment. Pants must fit in the waist and may not be oversized or sagging. No chains are allowed.

While at school or at any school-sponsored event, students shall be dressed and groomed in a manner which reflects good taste and does not distract from or interfere with educational environment. Shoes must be worn at all times. No sandals, platform shoes, open-toe shoes, or backless shoes are permitted.

### **Communicable Diseases**

Please notify the school immediately in case of contagious disease such as swine flu, measles, mumps, chicken, pox, head lice etc., in order that the school may notify the parents of children who have been exposed, or in some cases, the health department. California

Administrative Code, Section 65: "Pupils who have any contagious disease must be sent home."

### **Disaster Preparedness Plan**

The Student Information Card information will be used in an emergency. It is very important that you let the office know of any changes in address, telephone number, (your own or the people listed who are to be contacted in case of an emergency), work phone numbers, etc.

Vessels School has a school-wide disaster preparedness plan that meets the following needs:

- a. Duck, drop, and cover procedures
- b. Evacuation of all buildings
- c. Accounting for all students assembled on the playground
- d. First aid procedures
- e. Student release to authorized adults
  
- f. Parent information center
- g. Provisions for student supervision for up to 72 hours

The Vessels plan is rehearsed regularly during each school year. A flyer requesting personal survival kit supplies will be sent home with students at the beginning of the year.

### **Head Lice**

Students will be checked for head lice periodically by the school staff. If there is a problem, parents/guardians will be notified and given directions on how to treat head lice. Students may return to school after treatment.

### **Immunization**

California law requires that evidence of immunization be presented before any student will be enrolled.

Proof of immunization against: 10-day measles, mumps, and rubella—(a series of 2 MMR); polio - (4 doses total, or 3 doses with the last dose after age 4); diphtheria; pertussis (whooping cough); tetanus (DPT) - (5 doses total, or 4 doses with the last dose after age 4); Hepatitis B - (a series of 3 shots); and Varicella vaccination or documentation of Chickenpox disease.

Proof of results of TB skin test and/or chest x-ray administered on or after February 1, 2002.

A certificate documenting these immunizations is to be on file at school for each student attending and may be obtained through your medical office or issued by the school nurse. All children entering kindergarten are required to have received two doses of measles and rubella vaccine prior to entry.

All students registering to attend Vessels School who have lived in a country other than the USA within the past year, must provide proof of a recent Mantoux T.B. test.

### **Medication Policy**

California State legislation requires parents or legal guardians of any public school pupil who is on a long-term medication schedule for a non-episodic condition, to inform the

school of the medication program, the current dosage and the name of the supervising physician.

No medication will be administered at school, unless the medication form is on file. This form includes both the physician's request for the administration of medicine by school personnel and parent release for the administration of medicine. Any change in medication must be accompanied by a new Physician's request. All medicines must be in the original container and properly labeled. Physicians may fax to 714-229-7724.

Please do not send pills, cough syrup, cough drops, or any other medicine with your child. Even though your child may be extremely responsible, another child who gains access may not be so responsible.

### **Parent's Refusal to Consent to Physical Examination**

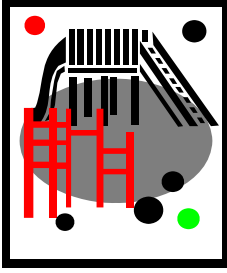
#### **Education Code Section 49451**

A parent of guardian having control or charge of any child enrolled in public schools may file annually with the principal of school a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. There upon the child will be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

### **Recess Guidelines**

#### **General Rules**

- Play safely and according to all approved games rules.
- Stay and play only in designated areas.
- Keep hands, feet and objects to self. No pushing, horse play, or fighting.
- Run only if participating in an organized game.
- Use restroom and drinking fountain during recess.
- No playing inside the restroom.
- Use only appropriate, acceptable and kind language.
- Resolve games disputes by majority rule.
- Show respect and good sportsmanship with fellow students and adults.
- Candy, food, gum and other such items are not allowed on the playground.
- When the bell rings, stop playing and walk to the line-up area.
- Climbing is not allowed on tables, benches, buildings, fences, or trees.
- Only equipment issued by the school district is allowed on the playground unless special permission is granted from the principal or authorized school personnel.
- Students need to make an extra effort to include all students in activities.



### Jungle Gym

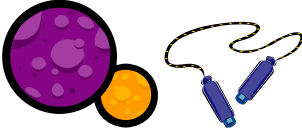
- Play in a safe manner
- No sitting, no flipping or hanging upside down on the bars.
- No jumping off.
- No playing tag.
- No dangerous stunts.
- Do not carry objects when climbing.
- Use both hands on the bars.



### Slides

- Go down feet first.
- One person goes down at a time.
- No walking up or blocking.

### Equipment



- Put balls and ropes away when you are finished playing with them.
- Use only balls or equipment from your classroom bin or from the common playground bin. Return balls and equipment to the correct bins. (Red balls belong to K-3, blue balls belong to the upper grades, and purple balls belong to the common bin.)



### Handball Rules

- Students waiting in line must stay out of the court.
- A large rubber ball is to be used.

- The server must ask what type of serve, has two tries, and must have the ball hit behind the white line.
- The ball must be hit with a closed hand.
- If the ball hits the line on the ball wall, the play goes over. If the ball hits the white are on the ball wall, the player hitting it is out.
- The inside lines around the court are warning lines. If the ball hits the outside lines or outside the lines the person who hit the ball is out.
- A person can't be saved during the game.
- If a person in line interferes with the play, the play is to go over.
- Those in line must settle all disputes by majority vote.
- Play fair.



### Games

- Play by the rules.
- Take turns and share.
- Use good manners.
- Deal peacefully with anger.
- Don't cheat.
- Be honest.
- Use majority rules.
- Include everyone in the game.

### **Student Discipline**

Vessels School believes that discipline is a term that is applied to character development, with the ultimate goal of developing students who are responsible, caring, fair, respectful, trustworthy, and good citizens. It is also the belief at Vessels that correctional discipline should be constructive and not just punitive.

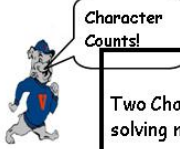
The following is the discipline procedures we follow:

1. School rules and procedures will be discussed in detail with students in the fall when school opens, and reminders will be given as the year progresses.
2. Students receive Character Slips for minor infractions if they are not responding to adult reminders. Two Character Slips in a week results in a student needing to attend a problem solving meeting usually conducted during the noon lunch time and/or recess time. The student meets with the principal or designee and completes a problem solving form that is then sent home for parent(s)/guardians to discuss with their child with a view towards bringing about improvement. The form is then signed and returned to school.

3. Students receive office referrals for more serious offenses. The principal determines the consequence for these offenses. Parents are notified when a student receives an office referral.
4. Character Slips/Office Referrals are recorded in the office.

It is necessary that children understand the importance of observing the rules and procedures and obeying staff members when asked. As per Education Code Section 44807, every teacher shall hold students to strict account for their conduct on the way to and from school, on the playgrounds, and/or during recess.

### Character Slip/Office Referral

	<b>Frank Vessels Elementary School</b>
<b>Character Slip</b> Two Character Slips in a week will require a problem solving meeting.	<b>Office Referral</b> All office referrals are reported to the principal or designee. The principal will determine the consequence.
<p><b>Responsibility</b></p> <input type="checkbox"/> I did not complete my assignments. <input type="checkbox"/> I did not walk appropriately on school grounds. <input type="checkbox"/> I was tardy. <input type="checkbox"/> I did not stay in the appropriate area. <input type="checkbox"/> I did not follow the school rule. _____	<input type="checkbox"/> <b>Aggressive Behavior (Fighting, Biting, etc.)</b> <input type="checkbox"/> <b>Disruptive Behavior in the Classroom</b> <input type="checkbox"/> <b>Destroying Property</b> <input type="checkbox"/> <b>Foul Language Directed at Others</b> <input type="checkbox"/> <b>Threatening/Harassing Behaviors</b> <input type="checkbox"/> <b>Other</b> _____
<p><b>Respect</b></p> <input type="checkbox"/> I did not use kind words or actions. <input type="checkbox"/> I was disrespectful to an adult. <input type="checkbox"/> I did not keep my hands, feet and objects to myself. <p><b>Trustworthiness</b></p> <input type="checkbox"/> I did not tell the truth. <input type="checkbox"/> I did not take responsibility for my actions. <p><b>Fairness</b></p> <input type="checkbox"/> I did not play by the rules.	Student's Name: _____ Date Given: _____ Referred By: _____ Student's Grade & Classroom: _____ Parent Signature _____
<p><b>Comments:</b></p>	<p>Action Taken:</p> <input type="checkbox"/> Time Out/Loss of Recess <input type="checkbox"/> Problem Solved with an Adult <input type="checkbox"/> Campus Improvement <input type="checkbox"/> Referred to the Principal

Distribution White—Office    Pink—Parent    Yellow—Teacher

### Positive Reinforcement

Outside and inside the classroom, students have many opportunities to be recognized as good citizens and receive positive reinforcement for demonstrating that 'Character Counts'. Every adult on campus is looking to reward good citizenship and character.

### Suspension and/or Expulsion

Suspension and/or expulsion may result as warranted for: repeated failure to follow school rules; defiance of valid authority; fighting; injury or threatened bodily harm; harassment; weapons; controlled substances; theft; vandalism; obscene or vulgar behavior; robbery or extortion; or other reasons as outlined in Education Code, Section 48900.

## **ANTI-BULLYING POLICY**

Everyone at Frank Vessels School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows: *Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.*

### **Examples of bullying include:**

- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Stealing or damaging another person's things.
- Ganging up on someone
- Teasing someone in a hurtful way.
- Mocking or mimicking
- Name-calling
- Dirty looks
- Taunting
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Spreading rumors or gossiping about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Touching or showing private body parts.

### **Staff at our school will do the following things to prevent bullying and help students feel safe at school:**

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the *Steps to Respect* program to students in grades 3-5.
- Respond quickly and sensitively to bullying reports using the *Steps to Respect Four-A Response Process* and coaching models.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

### **Students at our school will do the following things to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

## **Policies - District**

### **Harassment**

District policies prohibit harassment. Types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals or groups. Employees and students who believe they have suffered harassment shall report in a timely manner such matters to their

building principal or department director who are the compliance officers of harassment complaints. Claims regarding harassment may also be reported to the Assistant Superintendent for Personnel, the alternate compliance officer, 9470 Moody Street, Cypress, CA 90630 (714) 220-6908.

The entire harassment policy is available in the principal's office.

### **Anti-Discrimination**

A part of the District's Anti-discrimination Policy deals with students. This section is printed below; the entire policy and grievance procedure are available at each attendance center and in the District offices.

The policy of the district is to insure that students be treated equitably in educational programs and activities regardless of race, creed, color, sex, national origin, religion, age or disability. Differential treatment on the basis of sex will not be permitted except when necessary to accomplish a specific educational purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students. It is the policy of the District in this regard to be in full compliance with Title IX of the Education Amendments of 1972, Section 504 of The Rehabilitation Act of 1973, Titles VI and VII of the 1964 Civil Rights Act, and Section 601A of the Iowa Code.

The compliance officer for discrimination practices in the Cypress Schools is the Assistant Superintendent for Personnel. Complaints concerning discrimination should be directed to that office at 9470 Moody Street, Cypress, CA 90630 (714)220-6908.

### **Open Enrollment**

Cypress students, residing in any Board-designated attendance area, shall first be provided the option of attending their neighborhood school.

After all children within each school's attendance area have been placed, remaining placement requests will be honored. Students who move into the District after the open-enrollment period, may apply for a position in a school within their specific attendance boundaries, but will be accepted on a space-available basis.

Transportation must be furnished by the parent/guardian for parents who have chosen to attend a school outside their home attendance area.

Students approved for placement outside of the Board-designated attendance area shall abide by school rules and procedures. Students may be transferred back to their home school of residence or district after reasonable interventions for any of the following reasons:

- A. Unsatisfactory attendance
- B. Continual tardiness
- C. Unsatisfactory behavior or citizenship

### **Student Records Access and Confidentiality**

Cumulative records are maintained for each child who enters school. The record contains test information, progress reports, health records, and other pertinent data. Parents may have access to student records and people outside the school system may have access only under strict regulations, which generally require written consent from the student's parents. Parents who wish to examine their student's records may arrange to do so by contacting the principal.

Beyond simple access, parents have "the right to make written objections to any information contained in the records" and an opportunity for a hearing to challenge the contents of their child's school records. This is to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for correction or deletion of such materials.

### **Questions/Concerns**

The Vessels staff is committed to working with parents to resolve questions and/or concerns that may arise. Do not hesitate to bring any question/concern to the attention of the teacher most directly involved. If the concern regards school policy, the building principal should be contacted.

In all cases, the principal is available to assist parents and staff in resolving concerns.

## **Special Services/Programs**

### **Gifted and Talented Education (GATE)**

The Gifted and Talented Program at Dickerson School is designed to provide educational experiences to meet the needs of exceptionally able students who require differentiated educational programs and/or services beyond those normally provided by the regular school program.

To be admitted to the GATE program, students must meet one of the following requirements:

- Score Advanced in ELA and Math on the Star testing. Show high academic performance standards within the classroom and have classroom teacher recommendation.

Or

- Score 128 or above on the Khulman-Anderson Test provided by the District. Show high academic performance standards within the classroom and have classroom teacher recommendation.

Or

- Students who are English Language Learners or Limited English Proficient may be given the Raven Test and must score at the 95<sup>th</sup>ile or above, show high academic performance standards within the classroom and have classroom teacher recommendation.

All fourth grade students and new fifth and sixth grade students will be given the Khulman-Anderson Test for GATE placement.

### **Daycare**

On campus, Vessels School houses Carousel Daycare Center, a private daycare program. The center is open Monday through Friday 6 a.m. to 6 p.m. The daycare offers parents/guardians a convenient, affordable, and quality program for before and after school daycare and daycare on school holidays. For more information contact Linda Malone, director at 714-828-7430.

## **English Language Development (ELD)**

Students whose ability to comprehend, speak, write or read English is impeded because the student's native language is other than English may be eligible for supplemental services. The CELDT test is administered to determine if special accommodations and/or assistance will be needed.

## **Special Education Services**

A continuum of special education services is available to students with disabilities starting at pre-kindergarten. Referral for special education services is initiated by a referral to the Student Intervention Team. Special education services are provided for the following areas: speech and language disorders; learning, behavioral and mental disabilities; physical, visual and hearing impairments; autism; other health impaired; and traumatic brain injury. Students who qualify for special education services have an Individual Education Plan (IEP) that is developed by a team consisting of parents, teachers, principal, and at times specialist from SELPA.

## **Student Club**

Two students from each class grades fourth, fifth, and sixth have an opportunity to participate in Student Club. The students are selected by their classmates. They represent their class at bimonthly meetings during their morning recess. The council's purpose is to foster leadership skills, to problem solve building concerns, to organize student centered events, and to gain student perspectives on various issues.

## **Traveling To and From School**



Plan the safest route to and from school and be sure your child understands that they must follow that plan.

## **Arriving to School**

- Students in grades K-4 arriving prior to 8:20 must sit on the benches in the lunch/breakfast area. Students in grades 5 and 6 may wait in the designated areas on the blacktop.
- At the 8:20 bell students may walk to their classrooms.
- Students arriving after 8:35 must report to the office to sign-in and to pick up a pink tardy slip.

## **Crossing Guards**

There is a crossing guard stationed on Juanita to help your child safely cross the intersection. Plan for your child to arrive at the intersection during the school day when the guards are on duty.

Morning - 8:15-8:30

Mon. Tues. Thurs. & Friday afternoons- 2:50 - 3:10

Wed. afternoons- 1:55 - 2:15

## Leaving School



- Students should never converse with a stranger and never get into a car with a stranger.
- Students should have a plan for leaving school in the afternoon before they leave home in the morning.
- Students must leave the school grounds immediately after school. There is no playing after school on the playground or in front of the building.
- School phones are not to be used to change plans for leaving school.
- Walkers must use the sidewalk and obey the crossing guards.

## Student Assistants

Sixth and fifth grade students serve to help keep the traffic flowing in the morning during drop offs. They serve on a voluntary basis. Their responsibilities include opening and shutting car doors and assisting students in getting out of vehicles with their school items. They also will encourage parents to pull forward to keep the traffic flowing. Our safety assistants are trained to report to the principal any unsafe incidents that occur.

We encourage both students and adults to be respectful to the assistants and accept their help. If you have concerns or questions regarding their duties please report them in the office.