

# Excelsior School Handbook Parent/Guardian Acknowledgement



Dear Parent,

It is very important for you to review the contents of this Excelsior Handbook with your child. Please sign and return this form to Excelsior Elementary School to verify that you have read and reviewed this information with your child. Your signature does not necessarily indicate approval of any section of the Parent-Student Handbook, but merely indicates you have received the information. Please complete, sign and return to school.

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Parent/Guardian Signature

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Date

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Name of Student – Please Print

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Grade and Room Number

## Welcome Students & Families of Excelsior

Garden Grove Unified School District has developed an educational program that is consistent with research and effective practice. Excelsior Elementary School provides a caring and rigorous school environment that seeks to develop strong academic skills, discover special interests and promote activities for personal and social growth.

At Excelsior Elementary School, our goal is to provide a safe and positive learning environment for children. Student success is based upon teamwork between school, home, and community. **Please keep this School Handbook as a resource to help you remember important school information and our school expectations!**

Have a wonderful year!  
Sarah Mershon, Principal

### The Garden Grove Unified School District Vision and Mission:

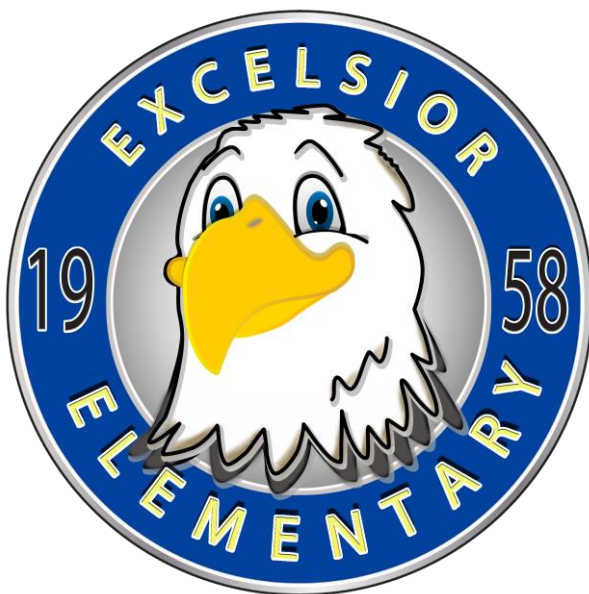
#### VISION

We are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.

#### MISSION

To ensure student success, we will provide a rigorous and supportive academic experience that motivates all learners to meet high expectations.

In order to meet this mission, our goals are to improve Academic Skills & develop Personal Skills, in order to support Life-Long Success. These goals shape and guide our decisions at school.



## School Start Time

Students are to arrive at school no more than 15 minutes prior to their starting time (see below), unless they participate in the school breakfast program. If they are participating in the school breakfast program, **students should arrive no later than 7:45 a.m.**

## **DAILY SCHEDULE**

### Daily Schedule M/T/Th/F

8:05 a.m.-2:25 p.m.

### Early Release – Every Wednesday

8:05 a.m.-1:35 p.m.

### Conference Weeks M-F

8:05 a.m. – 1:15 p.m.

## Attendance

Regular attendance is vital to a student's success in school. A student who is frequently absent will miss instruction, which cannot be made up even though written work may be completed. Attendance is part of our state evaluation process. Schools are rated by 6 criteria and attendance is one of them.

When a student is absent, parents must call the school office by 9:00 a.m. on the day of the absence. If the absence is not verified by telephone, parents are required to send a signed note that includes the student's name, grade and the reason for absence.

When a student is absent, homework may be requested when the parent calls in the morning by 9am. It will be ready for pickup at the end of the day.

**Leaving Early:** Students who need to leave school during the day must be signed out through the office by a parent or adult designated on the emergency card only.

**Excessive Absences:** **Under normal circumstances, a child should not be absent more than ten percent of the year.** Excessive absences and/or tardy days result in action by the teachers, the principal, and/or the District Attendance Worker as necessary. Problems that persist are referred to the School Attendance and Review Board (S.A.R.B.). **If you are on a transfer, poor attendance can be a reason for the transfer to be denied.**

Absences due to extended family vacations are not excused. Homework will NOT be provided for students with unexcused absences. Families must inform the school office of any absences by 9 am every day.

**Tardiness:** Students are expected to be on time to school. School begins at 8:05 a.m. Students who are late to school miss valuable class instruction and create a disruption to the learning of others with a late entrance to class. A written note verifying illness or doctor's appointment will be an excused tardy. We encourage parents to make doctor, dentist, and any other appointments after school hours.

## **Parent Involvement**

Parent organizations and committees provide valuable suggestions and support to improve our school and enhance educational programs. School effectiveness is positively impacted by frequent parent participation. Meetings are publicized regularly on our website calendar and through ParentSquare. Parents also have the opportunity to participate at our monthly Pastries for Parents meetings, or as an elected representative on our School Site Council and/or English Language Advisory Committees. All parents are strongly encouraged to join the PTA.

**Parent Communication:** The school will communicate with families using the ParentSquare app, email, phone, the Excelsior website, and through various flyers.

Teachers communicate with parents about student progress in a variety of ways. These include ParentSquare, other apps (DOJO), emails, telephone calls, notes and progress reports. Parent conferences are also great opportunities to communicate any concerns you may have with your child's teacher. The Parent-Teacher Conference weeks are held in the months of November/December and February/March. If you would like to talk with your child's teacher at any other time, please call to arrange a time.

## **Parent Accounts Required:**

- Parent Portal:** This website allows families access to student data. The Parent Portal holds family emergency contacts. Please keep your phone numbers current and accurate. At the end of each year, parents are expected to update all information and review important school documents on the Parent Portal.
  
- ParentSquare:** This app is the main communication tool between the school., teachers, and our families. This allows messaging between school and parents. It also posts updates and school or class information. The district also uses ParentSquare to communicate with the entire Garden Grove Unified School District community.

**Student Agendas and Folders:** TK-2<sup>nd</sup>: Students in Transitional Kindergarten/Kindergarten through 2<sup>nd</sup> grade are given an Excelsior folder (The first one is free, paid for by the PTA) to be used as a communication tool. One pocket is designated "Keep Home" and the other "Send Back". This folder allows notes to pass between teacher and parent and should be checked daily.

Students in 3<sup>rd</sup> through 6<sup>th</sup> grades are given a student agenda that will be used for the year. (The first one is free, paid for by the PTA). If lost or stolen it must be replaced at cost to the student. All 3<sup>rd</sup>-6<sup>th</sup>-grade students will be using this system. Parents should review the agenda nightly for student homework assignments and any teacher notes.

**Homework:** The goal of homework is to develop student self-discipline, responsibility, and the ability to study independently. Homework is designed to reinforce classroom learning and expand a student's school experience. Typically, students will spend an average of 30 to 60 minutes per night on homework. In addition to daily homework, teachers may assign book reports, projects, and research assignments.

The staff recommends a daily study time and study place at home. This should take place at the same time each evening and requires that the student study or read on a regular basis. In this way, the student will learn that there is always a set time for studying and good home study habits can be developed.

**Lunches:** Lunch is available for purchase daily in the cafeteria. We currently utilize a computerized system for buying lunch through the Titan website. Students may also choose to bring their lunch. To help minimize the number of classroom interruptions, children bringing their own lunches, must bring them in the morning. Classrooms will not be interrupted for lunches.

## **Health & Safety**

The safety and well-being of all students are priorities at Excelsior. The staff and administration strive to maintain a safe and secure campus that focuses on the personal safety of each student. We encourage parents to review safe and appropriate behaviors with their children.

**Emergency Plans:** The school has a disaster plan to ensure the safety of students during any kind of emergency. This plan is available in each classroom and the school office. Safety drills are conducted regularly. Emergency equipment, supplies and communication equipment are kept on site. Students are required to cooperate during all emergency drills. Parents are required to keep the emergency information on the Parent Portal current for the health and safety of their children.

**Closed Campus:** In order to ensure the safety and well-being of students and staff we have a closed campus between the hours of 7:45 a.m. and 4:30 p.m. There is no after school supervision for students to play on campus during closed campus hours. California State Law requires that all persons entering campus or wishing to visit classrooms must register at the school office. All visitors must first come to the office so that we can assist you. This policy is designed to protect students and staff.

**Parking, Pick Up & Drop Off:** Please remember to drive slowly and be cautious of our students and their families. Do not block the buses from entering the bus lane. **Students may not cross the street in front of the school without an adult present.** ALL students will be directed to cross at the crosswalk near Ward and Woodbury with the crossing guard. Allow yourself extra time during drop-off to allow your child to attend school on time. The area around Excelsior is often congested with much traffic at that time. The area in front of the school is for through traffic only. Parents are to park down the block from school and walk up if they want to escort their child to and from the gates.

At the beginning of the school day (7:45-8:05 am) and at the end of the school day (1:30-1:45 or 2:20-2:40), the area in front of the entire school property will be used for pick up and drop off only. This has been proposed and agreed upon by PTA and our Health & Safety Committee. If you are planning to wait outside of your car, you must find a legal parking spot, not blocking any driveways. Be aware of and follow all traffic and safety rules.

### **REMEMBER**

- Do not park and leave your vehicle in the middle of the street.
- Park in a marked, legal parking spot.
- Do not make U-turns in the middle of the street during high traffic times (7:45-8:10 & 2:20-2:40).
- Use the curb in front of the school as a pick-up and drop-off zone (7:45-8:10 & 2:20-2:40).

**Injuries and Illness:** If a student is injured or becomes ill while participating in any school activity, he/she must notify the teacher immediately. GGUSD does not provide health and/or accident insurance. The school office will communicate with parents by phone or note when injuries or illnesses occur.

**Medication:** Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under the supervision of school personnel. A **MEDICATION FORM, THAT INCLUDES DOSAGE INSTRUCTIONS, MUST BE COMPLETED BY THE PARENT AND THE PHYSICIAN BEFORE MEDICATION WILL BE ADMINISTERED. These forms are available from the school office. Students are not allowed to carry prescriptive or over-the-counter medication to school.**

## **Health & Safety – continued...**

**Bicycles:** Riding a bicycle to school is a privilege that should not be taken for granted. Only 4<sup>th</sup>-6<sup>th</sup> grade students may ride their bikes to school. Students are required to follow all traffic laws and safety regulations traveling to and from school. Helmets are required. An area is provided for parking of student bicycles. The school is not responsible for damage to or theft of any bicycle brought to school or left on campus overnight.

**Prohibited Activities:** Due to danger and noise, motorized vehicles, model aircraft, golfing, skateboards, inline skates, roller skates, or other hazardous objects or activities are strictly prohibited on school property at all times.

Alcohol, smoking, and dogs are prohibited on school property at all times.

**Standards of Dress and Grooming:** Parents are encouraged to ensure that their children are dressed appropriately for all on-campus and off-campus school activities. Parents will be notified if their student violates the dress code. Students may be required to change their clothing.

### **Violations include:**

1. Pants that hang too low (exposing undergarments or body parts).
2. Shirts, dresses, skirts or shorts that are too short (exposing undergarments or body parts)
3. Shirts or dresses that have straps that are too skinny (exposing undergarments or body parts).
4. Any article of clothing that promotes alcohol, drugs, tobacco, or has inappropriate language.
5. Shoes that make running or playing difficult (slippers, open-toed shoes, flip flops).

**Campus Cleanliness:** The school is our shared environment. Our school's reputation in the neighborhood and with visitors is largely determined by our campus appearance. All students are expected to help keep the campus clean. Parents are encouraged to promote campus cleanliness as well.

**Textbooks and School Property:** Students/families are responsible to pay for the replacement of damaged or loss of school textbooks, library books, and school property. Parents are liable for willful damage to school property.

**Personal Property:** Students/families are to assume responsibility for loss or damage to personal property. Each student is encouraged to write his/her name on all personal belongings. Items misplaced may be turned into the lost and found on campus. Please use discretion when sending money with your student to school. Do not send large amounts of money with your student. We are not responsible for the loss of the money.

**Cell Phones:** Cell phones are allowed on campus for safety reasons only. They must be turned off and kept in backpacks during school hours. Texting or using the cell phone during the day is absolutely not tolerated, unless directed by the classroom teacher. If a student needs to call a parent, the office phone is available. Abuse of a cell phone will result in confiscation and must be picked up from the principal by a parent. The school is not responsible for loss or damage to a cell phone.

**Toys, collectibles, or playthings:** Toys are not allowed at school and should be left at home in order to maintain a studious atmosphere. Toys brought to school are subject to be taken away and held for parents to collect. The school is not responsible for any items that are lost or stolen.

## **EXCELSIOR Positive Behavior Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a framework for organizing systems and practices that focus on creating a positive and supportive school culture for all. PBIS is NOT a curriculum, intervention, or practice, but is a decision-making framework that guides selection, integration and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for ALL students (OSEP Center on PBIS). This three-tiered model focuses heavily on school-wide core features (Tier I), which are in place at our school and are available to all students at all times.

PBIS schools organize their evidence-based behavioral practices and systems into an integrated collection or continuum in which students experience supports based on their behavioral responsiveness to intervention. A three-tiered prevention logic requires that all students receive support at the universal or primary tier. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency (selected or secondary tier) or a highly individualized plan (intensive or tertiary tier) (OSEP Center on PBIS).

### **Excelsior Expectations (or RULES)...**

1. "Be Responsible"
2. "Be Safe"
3. "Be Respectful"

#### **Tier 1 – for ALL students**

All students are taught the expectations at the beginning of the year and then throughout the year as needed. The expectations are posted in the classrooms and throughout the school campus.

All students responding to and following our school expectations receive acknowledgment of their good work through verbal praise, Super Kid Tickets, and awards.

Students that don't follow the expectations receive correction by direct teaching and/or the removal of privileges.

#### **Our Program Includes...**

- ❖ Detailed classroom management rules for all children.
- ❖ Parent/School Compact read and signed by parents, student, and teacher.
- ❖ Parent involvement in behavior modification.
- ❖ Recognition of appropriate behaviors through Super Kids Tickets.
- ❖ A process to correct behaviors and to bring in additional support as needed.
- ❖ Other actions by the principal may include parent conference, intervention, and/or suspension.

**Severe Infractions include:** fighting, cheating, bringing drugs and/or weapons on campus, disruptive behavior, interference with classroom instruction and related activities, insubordination, and lack of respect. Students conducting these actions are referred to the principal's office. Consequences will be decided upon by the teacher and/or principal. Parents will be contacted by ParentSquare, phone or note. A parent conference may be required.






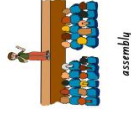














#### **Open Door Policy**

If you have a question or concern please discuss it with your child's teacher. If there continues to be a concern, please share it with the site administrator and we will work together to try to answer or resolve any issues.

**Excelsior Elementary Expectations for daily behaviors.**

**EXCELSIOR ELEMENTARY**

**Expected Eagle Behavior**

	Classroom	Technology	Cafeteria	Playground	Restroom	Hallway	Lines	Assemblies	Before/After School	
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>Do your best</li> <li>Be on time &amp; prepared</li> <li>Make effective use of time</li> </ol> 	<ol style="list-style-type: none"> <li>Use your own accounts &amp; logins</li> <li>Visit teacher directed websites only</li> <li>Leave settings, tabs, &amp; icons alone</li> </ol>	<ol style="list-style-type: none"> <li>Eat in a timely manner</li> <li>Raise a quiet hand to leave table</li> <li>Hold tray w/ 2 hands</li> <li>Clean up your area</li> </ol> 	<ol style="list-style-type: none"> <li>Follow game rules</li> <li>Eat own snack in the snack zone</li> <li>Take a knee when bell rings</li> <li>After whistle, put away playground equipment, &amp; walk directly to line.</li> </ol>	<ol style="list-style-type: none"> <li>Walk</li> <li>Return promptly</li> <li>Use as intended</li> <li>Keep restrooms clean</li> </ol>  <p>THROW THE PAPER INTO THE TRASH</p>	<ol style="list-style-type: none"> <li>Be quiet at all times</li> <li>Walk directly to your destination (as if your teacher is watching)</li> <li>Take care of your belongings</li> <li>Keep clean</li> </ol> 	<ol style="list-style-type: none"> <li>Be quiet</li> <li>Face forward in line</li> <li>Walk in a straight line from one place to another</li> </ol> 	<ol style="list-style-type: none"> <li>Sit attentively</li> <li>Participate</li> <li>Follow quiet signal</li> </ol>  <p>assembly</p>	<p><b>Before School</b></p> <ol style="list-style-type: none"> <li>Wait patiently in designated area</li> </ol>  <p><b>After School</b></p> <ol style="list-style-type: none"> <li>Wait in designated area until you are picked up</li> </ol> 	
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>Keep hands, feet, &amp; objects to yourself</li> </ol> 	<ol style="list-style-type: none"> <li>Carry devices w/ 2 hands</li> <li>Keep passwords private</li> </ol>	<ol style="list-style-type: none"> <li>Stay seated</li> <li>Use a quiet voice</li> </ol> 	<ol style="list-style-type: none"> <li>Stay in supervised areas</li> <li>Walk on blacktop</li> <li>Use playground equipment properly</li> <li>Kicking &amp; throwing games on the field only</li> </ol> 	<ol style="list-style-type: none"> <li>Wash your hands</li> </ol> 	<ol style="list-style-type: none"> <li>Line up backpacks neatly</li> <li>Walk</li> </ol>  <p>hang bag up</p>	<ol style="list-style-type: none"> <li>Pay attention</li> <li>Keep hands, feet, &amp; objects to yourself</li> <li>Stay arm-length apart</li> </ol> 	<ol style="list-style-type: none"> <li>Sit flat on floor</li> <li>Keep hands, feet, &amp; objects to yourself</li> </ol> 	<ol style="list-style-type: none"> <li>Keep hands, feet, &amp; objects to yourself</li> </ol>	
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> <li>SLANT</li> </ol> 	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> </ol> 	<ol style="list-style-type: none"> <li>Show self-control</li> <li>Be a good sport</li> <li>Accept &amp; respect authority</li> </ol>	<ol style="list-style-type: none"> <li>Show positive character</li> <li>Give others privacy</li> <li>Flush</li> </ol>	<ol style="list-style-type: none"> <li>Show positive character</li> <li>Respect other people's belongings</li> </ol>	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> <li>SLANT</li> </ol>	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> <li>SLANT</li> </ol>	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> </ol> 	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> </ol> 	<ol style="list-style-type: none"> <li>Listen &amp; follow instructions</li> <li>Show positive character</li> </ol> 



**0= Silent**

**1= Whisper**

**2= Quiet Talk**

**3= Speak Up**

**4= Loud & Proud**