



NO EXCUSES UNIVERSITY

Arroyo Verde Elementary

Parent Handbook

PARENT HANDBOOK
No Excuses University at Arroyo Verde

Rachel Malatesta, Principal
Kathleen Braze, School Office Manager
Janet Usher, School Clerk

Arroyo Verde Elementary
7701 Church Street • Highland, CA 92346
Phone 909.307.5590
Fax 909.307.5594
<http://redlandsusd.net/arroyoverde>

Table of Contents

Letter from the Principal	i
Shared Commitment	ii
Who Participates	iii

CAMPUS INFO

Code of Conduct	1
Daily Schedule	2
Calendar of Events	2
To and From School	2
Meeting Student Needs	3
Health Information	3

PARENT INFORMATION

Parent Code of Conduct	5
Parent Communication	6
Parent Endorsement	6
Volunteer	6
Discipline Code	7

COLLEGE READINESS

TAKE 5	8
A-G College Requirement	9
Student Goal	10
Parent Goal	10
Accountability	10



We are committed to creating a school that knows no limits to the academic success of each student"

No Excuses University Pledge

Dear Parents,

Welcome to the No Excuses University at Arroyo Verde, where every student is college bound! Our comprehensive approach to ensuring college readiness is a passion that the entire Arroyo Verde staff shares. We believe that your children have tremendous potential and an innate ability to learn. Because of this, we will do whatever it takes to promote the brightest future for every student who attends our school.

As you know, Arroyo Verde and the words "college bound" go together, and we are committed to creating a school that knows no limits to the success of every student. We work together to blend our mission, vision, and shared commitment into one goal of promoting college readiness. As you will find out today, there are commitments that must be made on the part of students, staff, and parents in order to make this endeavor successful. I urge you to be an active member of our school community as we go forward together to open doors to learning that have never been opened before.

I know that this is going to be a great year for everyone associated with Arroyo Verde. Thank you for your support of your child's education.

Sincerely,

A handwritten signature in black ink that reads 'Rachel Malatesta'.

Rachel Malatesta

Principal

Shared Commitment, Pledge and Goal



"We are committed to creating a school that knows no limits to the academic success of each student"

No Excuses University Pledge

Mission: Everyone involved at Arroyo Verde believes that the academic potential of each student is tremendous. We refuse to accept difficult challenges that confront some students as excuses for poor learning. We know that one of the greatest predictors of life success is educational success. Therefore, we are committed to creating a school that knows no limits to the academic success of each student.

Vision: Students at Arroyo Verde will be the most academically successful students in the Redlands Unified School District. English Language Learners (ELL), Special Education students, and all other students who have been in the Redlands Unified School District for at least one year will lead the district in academic achievement when compared to other students in their group.

Shared Commitment: The Arroyo community is dedicated to three core beliefs:

- We are committed learners
- We are character centered
- We are college ready.

Goal: Every student, without exception and without excuses, will be proficient or advanced in reading, language arts, and math.

Who Participates in the No Excuses University at Arroyo Verde?







The No Excuses University at Arroyo Verde is an endeavor that requires participation by all to ensure success. All students, staff, and parents will be actively involved in many different ways.

<i>Student</i>	<i>Staff</i>	<i>Parents</i>
<p>Preparing for College: Arroyo Verde students will be given specific ways that they can begin planning for college now. Teachers may bring A-G requirements to life for them in a way that makes sense at their current grade level.</p> <p>Celebration: Academic success will be celebrated by all as students strive for college readiness.</p> <p>Student Handbook: This year’s student handbook will be shaped around the character traits and work habit commitments necessary for a student to be a College Bound student. They will find great pride in being a part of our school and encourage the very best from one another each day.</p> <p>Power of Symbolism: Every Monday students will wear their Arroyo Verde shirts as they set the tone for learning throughout the week. Friday will be college readiness day as students will wear the colors and logos of the universities that they have selected for their individual classrooms.</p> <p>Student Goals: Students will continue to participate in the development of student goals. This goal planning will be tied to college readiness.</p>	<p>Arroyo Verde Assessment Plan: Staff members will continue to develop student goals that are grounded on assessments “for” learning.</p> <p>Arroyo Verde Collaboration Plan: The Arroyo Verde staff will participate in collaboration that builds strong professional <i>relationships</i>, keeps time sacred for <i>group collaboration</i>, and ensures continued <i>professional growth</i> as teams collectively participate in making our students college ready.</p> <p>Candid Collaboration: The Arroyo Verde staff will be committed to confronting any concerns that hinder the academic and social progress of our students. Specific “Candid Collaboration” strategies will be taught throughout the year during Collaboration workshops and staff meetings.</p> <p>A-G Requirements: The Arroyo Verde staff will take a year-long journey as they tie the California A-G requirements with our current state standards. They will make these requirements come to life with their students at each grade level.</p> <p>Power of Symbolism: Students will be encouraged by various displays of symbolism. (<i>See student piece</i>)</p>	<p>Back To School Night: Back to School Night takes place the first day of school. It is our expectation that every parent would attend, or come to a make-up Parent Information Meeting.</p> <p>“Take Five”: Promoting five steps that each parent will take in the first five minutes that a student comes home from school. This includes conversations about student goals and tips on how to gather information from the student on specific leanings from the day.</p> <p>Parent University: Opportunities for parents to attend information seminars and other parenting workshops.</p> <p>Parent Goals: Just as students have learning goals, parents will be asked to develop parent goals at home with the student as the facilitator of the Parent Goal process.</p> <p>Three Way Pledge: Parents will endorse a pledge by student, teacher, and parent. This three way pledge will speak to the expectations for all.</p>

Keys to NEU Campus Information

To ensure a successful school year please familiarize yourself with NEU Campus Information

ICON KEY

	Code of Conduct
	Daily Schedule
	Calendar
	To and From School
	Meeting Student Needs
	Health Information

Code of Conduct

Students, Staff, and Parents are expected to follow the Code of Conduct at all times. The Code of Conduct is based on the six pillars of Character Counts:

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends and community

Respect

Treat others with respect • Follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you're supposed to do • Persevere: keep on trying! • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your part to improve your school and community • Protect the environment • Cooperate • Stay informed • Vote • Be a good neighbor • Obey laws and rules • Respect authority



Campus Info



Daily Schedule

8:00 Instruction begins
9:45 Grades 1-2 Recess
10:00 Grades 3-5 Recess
11:00 1st/2nd Lunch
11:30 TK/3rd Lunch
12:00 4th/5th Lunch
2:08 Dismissal

Please help your students arrive to school on time every day.

Dismissal is 11:50 am on Minimum Days for all students. Please check the school calendar, school website, or the school magnet for a list of minimum days.



Calendar of Events

Participating in school events models for your children that school and education is a priority. Please make every effort to attend school activities. Please join our school website and class pages at <http://redlandsusd.net/arroyoverde> to receive email reminders about school events, or join us on Twitter @NoExcusesRUSD.

Mark your calendars with the important dates. Plan your family time and vacations during school holidays as every minute of instruction counts. Tardies and early releases will disqualify students from receiving perfect attendance.



To and From School

Code of Conduct: Students are expected to follow the Code of Conduct when traveling to and from school. To ensure safety when walking to and from school, arrange with your child to walk with other students. Teach them your family rules about talking to strangers.

Before and After School

Before school students are welcome on campus at 7:45 a.m. They are to wait outside the gates until the 7:45 bell rings. Dismissal is at 2:08 pm. When school is out, students are expected to leave campus and head directly home. The Arroyo Verde breakfast program begins at 7:30am.

Safe Routes to School

Students are encouraged to participate in the Safe Routes program and to receive their own id tag in order to check in as part of our collaboration with the City of Highland and the Safe Routes to School program. Sign up on our school website to participate.

Campus Info

Bikes

Students riding bikes, scooters, or skateboards to school are responsible for walking it to the bike rack area near the lower campus parking lot and chaining up their own equipment. In compliance with safety laws and regulations all student must wear a helmet. Arroyo Verde is not responsible for lost or stolen equipment.



Meeting Student Needs

“Arroyo Verde Pledge”

“We are committed to creating a school that knows no limits to the academic success of each student”. Share with your child’s teacher concerns you may have about meeting your child’s special needs. If necessary the teacher may request an Intervention Support Team (IST) meeting. This is an opportunity to meet with your child’s teacher and other staff members to discuss your child’s strengths and opportunities for growth.

Individual Student Success

Your child may have an opportunity to participate in academic, behavioral, emotional, or organizational interventions for additional support. Your child’s teacher may recommend that your child participate in these interventions during our University Prep time which occurs during the school day. Additional after school opportunities may be offered based on staff availability and student need.



Health Information

Absences

It is extremely important that all students attend school regularly. Perfect attendance is defined as attending school on time every day school is in session and remaining at school for the entire day. School attendance is mandated by statute and by laws and regulations of the State of California and the Governing Board of the Redlands Unified School District (BP 5113). Arroyo Verde has the responsibility to enforce all attendance policies, which assure regular attendance and punctuality. In order for an absence to be cleared, a parent/guardian must send a note within one day to inform the school of the student’s absence, or call the school office between 7:00 a.m. and 4:00 p.m. According to the California Compulsory Attendance Law, an absence is excusable for the following reasons:

1. Illness or Quarantine directed by a county or city health officer
2. Having medical, dental, or optometric services rendered
3. Attending funeral services of a member of the pupil’s immediate family.

Campus Info

Tardies: *Instruction begins at 8am. A warning bell will ring at 7:57 to notify students to walk to class. Those students not with their teacher at 8:00 a.m. will be marked tardy by the teacher. Students arriving after 8:05 will require a tardy slip from the office. Excessive tardies or absences may result in a S.A.R.T. contract.*

Medication

If your child requires medication, please provide written authorization from your doctor. Forms are available in the office. After your doctor completes the form, give the note and the medication to the Health office. Students may only take medication at school after the health office has received the necessary paperwork.

Phone Numbers

Be sure that the office has correct and up-to-date phone numbers of anyone that has permission to pick up your child from school. Please include home, work, and cell phone numbers. Anyone picking a student up during the school day will be asked for photo identification by the office staff. Updates can be made throughout the school year utilizing Aeries Parent Portal.






Book and Damaged Property Charges

Students and parents are responsible for the books/materials, library books, playground equipment, and any other school property that they check out or are given to use at school. Payment for damaged or lost books, equipment, or property will be required by the Redlands Unified School District. Failure to pay for damaged or lost books will result in the grades, diploma, and transcripts of this pupil being withheld from the pupil and parent according to Education Code 48904.

Keys to NEU Parent Information

To ensure a successful school year please familiarize yourself with the following Parent Information

Icon Key

	Code of Conduct
	Parent Education
	Endorsement
	Volunteer
	Resources



Parent Code of Conduct

We ask that all parents follow the same Code of Conduct as the Students and Staff. For parents, the six pillars may also include the following:

Trustworthiness

Pick your child up on time • Keep your promises • Be honest with your children and others • Help your child with homework, but don't do it for them • Don't gossip • If you have a concern, speak directly with the people involved

Respect

Use respectful words and actions, especially with your children • Provide guidelines and firmness for children, but implement them with dignity and respect • Use good manners, not bad language • Deal peacefully with anger, insults and disagreements

Responsibility

Attend school activities • Read the school newsletter • Review papers and information from school and return them in a timely matter • Model for your children taking accountability for your choices • Teach your child to be accountable for their choices

Fairness

Understand, follow, and support the school rules • Listen to others, especially your children • Do your part to help out at school • Don't blame others carelessly (including your children)

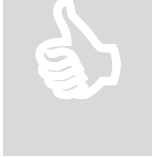
Caring

Be kind • Tell your children that you love them • Help people in need

Citizenship

Do your part to improve your school and community • Cooperate • Be involved in school • Be a good neighbor • Respect authority • Obey the traffic laws, including the parking lot at school

Parent Communication



Parent Communication

Being a parent is possibly one of the most difficult jobs, but seems to have the least amount of training available! Check the school website regularly for important information. Regular events include School Site Council, English Language Advisory Committee, PTA, Coffee with the Principal, and different evening opportunities. All parents are encouraged to attend these valuable parent events. Parents are encouraged to download the RUSD app from iTunes or the Play Store and follow Arroyo Verde. Autocaller messages and our twitter feed are displayed through the app. Additionally, parents are asked to link their email to their child's Accelerated Reader account and Aries.Net Parent Portal, both of which are available on the school website.



Three Way Pledge

During parent conferences, your child's teacher will review information about our Three Way Pledge. We will ask you to show your support and endorsement of Arroyo Verde with your signature on the Three Way Pledge.



Volunteer

Arroyo Verde is extremely proud of the educational programs being carried out on a daily basis. It is our pleasure to have any parent/guardian visit their child's classroom. If you are volunteering in the classroom the RUSD policy is that all volunteers be checked in accordance with Megan's Law, TB Tested, and be cleared prior to volunteering. Please see our school website for more details. In order to ensure student safety and to prevent any disruption in the daily instructional program, we request that visitations be made as follows:

- Notifying the school 24 hours before coming to visit will enable the teacher to inform you of any previously scheduled field trips, assemblies, testing, or other student programs.
- When coming to the school for a visit; **please sign in at the school office and get a visitors badge.** When leaving the school, you are requested to again check out in the office. It is an important safety precaution for us to be able to identify and locate anyone on the school campus when classes are in session.
- Please do not bring small children when visiting classrooms as they often distract student from their classroom work. Unfortunately, we are unable to provide babysitting services. Persons under the age of 18 will not be allowed to volunteer or visit classrooms.



Discipline Code

Philosophy

The purpose of the Arroyo Verde School Discipline Code is to maintain a safe environment that enables all students to make the most of all educational opportunities. Positive behavior will contribute to high academic achievement.

School Rules

- ☉ Be Safe
- ☉ Be Character Centered
- ☉ Be Ready to Learn

Arroyo Verde has adopted a Positive Behavioral Interventions and Supports (PBIS) model. Students will receive instruction on the behavioral expectations and the Six Pillars of Character. All student rewards and consequences will reinforce the proactive steps in building good character that this model outlines.

Formatted: Font: Garamond, 12 pt

Formatted: Font: Garamond, 12 pt

Formatted: Font: Garamond, 12 pt

Formatted: Font: Garamond, 12 pt

School-wide Rewards

Arroyo Verde students are rewarded for positive behavior in a number of ways on a school-wide basis. These rewards include Academic Achievement awards, Character Counts awards, and Aztec Gold slip drawings with the principal.

Keys to College Readiness

Take 5

Research shows that students are more successful with parent involvement. Parent involvement and support at home can be as simple as making time to talk about school.

Take 5 minutes every day to ask your student 5 important questions:

1. What is your student goal?
2. What did you do today to help achieve your student goal?
3. How did you make your character count today?
4. What can you do tomorrow to conduct yourself as a College Bound student?
5. Encourage your child in a very specific and genuine way.

A-G College Requirements

In order to enter the University of California system, high school students are required to have course components known as A-G subjects. In spite of the fact that our students are several years away from high school, there are still many ways that we can begin preparing them for success. Our charge as a staff is to do just that. Please refer to “College Readiness is as Easy as A-G” in this handbook.

Additional information can be found on the University of California website www.universityofcalifornia.edu/admission

ICON KEY



Take 5



A-G Requirements



Accountability



Student Goal



Parent Goal



Student Leadership

College Readiness is as Easy as A-G

The requirements listed below are known as A-G subjects. These are all course components that high school students are required to have in order to enter into the University of California system.

Subject	What's Required?
<i>A</i> – History/Social Science	Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.
<i>B</i> – English	Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.
<i>C</i> – Mathematics	Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.
<i>D</i> – Laboratory Science	Two years of laboratory science providing fundamental knowledge in two of these three core disciplines: biology, chemistry and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement. The final two years of an approved three-year integrated science program may be used to fulfill this requirement.
<i>E</i> – Language Other than English	Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. Courses in languages other than English taken in the seventh and eighth grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.
<i>F</i> – Visual and Performing Arts	A single yearlong approved arts course from a single VAPA discipline: dance, drama/theater, music or visual art.
<i>G</i> – College Prep. Electives	One year (two semesters), in addition to those required in “a-f” above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the language used for the “e” requirement or two years of another language).

College Readiness



Student Goal

Students are expected to establish and work on goals. Teachers may meet with students to determine their goals and activities to support their goal. Talk to your child about their goal and provide support and encouragement to assist them in meeting their goal.



Parent Goal

Setting goals is powerful. Since we are asking our students to set and work on goals, we would like parents to do the same. Parents can support their children by setting two kinds of goals: A goal to support your child's academics; and a goal to enhance your parenting skills. Establish your own goals and share them with your child. Once you have achieved your goals, you can set new ones.



Accountability

Students need to **be in school** to learn. Please make every effort to have your child attend school every day. Schedule vacations and appointments outside of the regular school schedule. If your child is sick and will not be attending school, call 909.307.5590. Reporting absences to school is an important responsibility. According to Education Code 48260, any student who has three or more unexcused absences will be considered truant.

My Goals

Student Name

School Year

**Sample of
4th Grade
Goal
Template**

Math:

My Math Goal for the year is: _____

Three things that I can do to work on my goal this year are:

1. _____
2. _____
3. _____

Reading/Language Arts:

My Reading/ Language Arts Goal for the year is: _____

Three things that I can do to work on my goal this year are:

1. _____
2. _____
3. _____

Parent Signature

Student Signature

Teacher Signature



My Parenting Goals



Supporting Academics

Goal _____

Steps for Success:

- _____

- _____

- _____

Enhancing Parenting Skills

Goal _____

Steps for Success:

- _____

- _____

- _____
