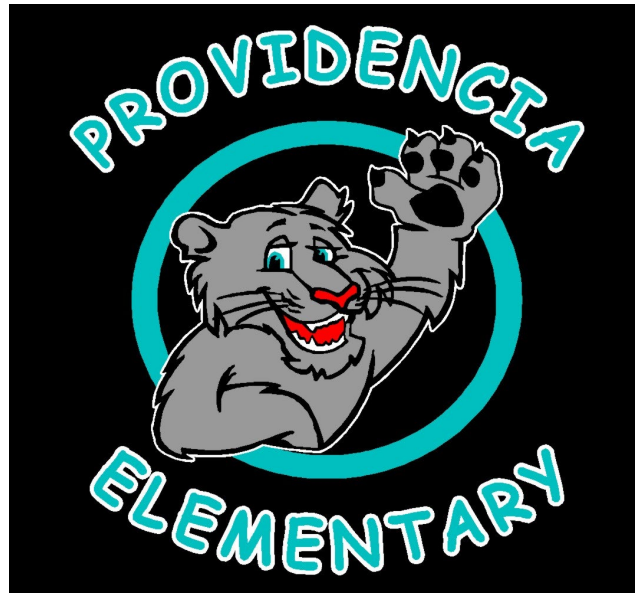


PROVIDENCIA
ELEMENTARY
SCHOOL



PARENT AND STUDENT HANDBOOK
2024–2025

BURBANK UNIFIED SCHOOL DISTRICT

Providencia Elementary School is a...

California Gold Ribbon School

Title 1 Academic Achievement School

Exemplary Arts School

Mission

We will provide rigorous standards-based instruction for every child, every day, in an environment that is centered on students' individual learning needs.

Statement of Purpose

At Providencia, we are a community of Peacebuilders and scholars committed to creating a safe and positive learning environment where social and academic successes are equally valued and recognized.

OFFICE HOURS

Monday – Friday 7:30 a.m. – 4:00 p.m.

DAILY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
TK and Kinder	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30
Grades 1 and 2	8:30-2:25	8:30-2:05	8:30-2:25	8:30-2:25	8:30-2:25
Grades 3, 4, and 5	8:30-2:45	8:30-2:10	8:30-2:45	8:30-2:45	8:30-2:45

RECESS SCHEDULE

9:30- 9:50	TK Recess
9:50-10:10	Kinder Recess
10:00-10:20	1st Grade Recess
10:10-10:30	2nd & 3rd Grade Recess
10:30-10:50	4th Grade Recess
10:40-11:00	5th Grade Recess

LUNCH SCHEDULE

Grade TK	11:15-11:58
Grade K	11:45-12:28
Grade 1	11:30-12:13
Grade 2	12:00-12:43
Grade 3	12:15-12:58
Grade 4	12:30-1:13
Grade 5	12:45-1:28

SHORTENED/MINIMUM DAYS

On **shortened days (Tuesdays and the day after Back to School Night/Open House)**, there is no change for TK or Kindergarten. Grades 1 & 2 are dismissed at 2:05 pm. Grades 3-5 are dismissed at 2:10 pm.

On **minimum days (Conference Week)**, Grades TK-K are dismissed at 12:30 pm. Grades 1 & 2 are dismissed at 1:25 pm. Grades 3-5 are dismissed at 1:30 pm. Please see the calendar on the following page for specific dates.

Burbank Unified School District
K – 12 and Monterey Instructional Calendar for 2024-2025

Fall Semester

Independence Day Holiday (All offices and schools closed July 4)	Thursday, July 4
District Staff Development	August 5-7
Teacher Workdays	August 8, 9
Instruction Begins	Monday, August 12
Labor Day Holiday (All offices and schools closed).....	Monday, September 2
Back-to-School Night - Elementary Schools**	August 22
Back-to-School Night – Middle Schools**	September 4
Back-to-School Night - High Schools**	September 5
Minimum Teaching Day for Middle Schools	October 9
Veterans Day (All offices and schools closed)	Monday, November 11
Elementary Schools Only: Non-Student Attendance Parent Teacher Conferences.....	November 4
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences.....	November 5-8
Non-Instructional Day All Schools.....	November 27
Thanksgiving Holidays (All offices and schools closed)	November 28, 29
Final Exam Schedule for Comprehensive High Schools.....	December 17, 18, 19
Minimum Teaching Day for Middle Schools	Thursday December 19
Minimum Teaching Day for Elementary.....	Friday, December 20
Semester Ends, Pupil Free Secondary/Shortened Day K-5	Friday, December 20
Winter Recess	December 23 – January 3
(All offices and schools closed December 24, 25, 31 and January 1)	

Spring Semester

School Reopens / Instruction Begins	Monday, January 6
Martin Luther King Day (All offices and schools closed).....	Monday, January 20
Lincoln Holiday (All offices and schools closed).....	Monday, February 10
President's Day Holiday (All offices and schools closed).....	Monday, February 17
Minimum Teaching Day for Middle Schools	February 19
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences. February 24-February 28	
Open House - High Schools**	March 6
Open House - Elementary Schools**	March 5
Open House - Middle Schools**	March 13
Spring Recess (All offices and schools closed March 20, 21***).....	March 17-21
School Reopens.....	Monday, March 24
Final Exam Schedule for Comprehensive High Schools.....	May 20,21,22
Minimum Day K-12 Semester Ends	Thursday, May 22
Teacher Work Day & Check-out	Friday, May 23
Memorial Day (All offices and schools closed)	Monday, May 26
Juneteenth Holiday (All offices and schools closed)	Thursday June 19
Summer School Opens	Monday, June 2

** All schools have shortened days the day following Back to School Night and Open House

*** In lieu of Admission Day

Adopted January 18, 2024 by the Board of Education

Amended April 4, 2024 by the Board of Education

Coming to School

All K-5 students enter school through the Pacific Street Gate. Please do not drop your student off through the front office.

TK students enter school through the gate on Ontario Street nearest Room 13.

The Pacific Avenue Gate opens at 8:05 am. Please do not drop your child off before 8:05 am. There is no supervision and it is unsafe to leave your child unattended by the gate.

Parents remain at the gate and do not enter the playground.

All students should be in their line by 8:28 am.

Any student who arrives after 8:30 am should enter school through the office and sign in on the tardy log.

Leaving School

TK and Kindergarten students in Room 16 are dismissed at the gate on Ontario Street nearest Room 13.

Kindergarten students in Room 28 are dismissed at the gate on Ontario Street on the kindergarten playground.

Students in Grades 1 and 2 are dismissed at the Pacific Gate.

Students in Grades 3, 4 and 5 are dismissed at the Pacific Gate.

Parents remain at the gate and do not enter the playground.

All students must be picked up promptly at their dismissal time if they do not attend an after-school program. Students dismissed at 2:25 pm may not wait for older siblings to be dismissed. They must remain at the Pacific gate and are not allowed to play on the playground because there is no supervision.

Students who are not picked up when the Pacific Gate is closed will wait in the office. Parents/guardians will immediately be called. If we do not get a response, emergency contacts will be called.

Release of Students During the School Day

When removing a student from school early, a parent must sign out the child and complete a form for the office. The student will be called from class once the parent has arrived at school. Students will not be called from class until the parent is physically in the office.

If a child is signed out early for a medical/dental appointment, please bring a note from the medical/dental office to the school office when your student returns.

NOTE: If you are sending another adult relative or friend to pick up your child early from school they will follow the above procedure, but the parent/guardian must call the office or send a note to school to inform the office that someone other than themselves will be removing their child early from school. This is true even if the person is listed on the student's emergency card. Before releasing your child to another adult, they must present a valid photo ID.

Visitors on Campus

To ensure the safety of our students, all visitors must check in at the front office. The District has implemented a check in procedure for visitors using the Raptor system. **Each time that you visit you will be required to present a physical photo ID to be scanned.** A visitor's badge will be issued to you with your name, photo, date, time, and destination. We ask that you also sign in on our visitor's log with your name, the date, time in, time out, and destination.

When leaving campus, please return your visitor's badge to the front office staff and sign out on the visitor's log.

Volunteers

Any parent interested in helping in the classroom, going on a field trip, or volunteering at school events during school hours must be a cleared volunteer. Volunteer applications must be submitted online. <https://apps.raptortech.com/Apply/Mjk3OmVuLVVT>

To be on the Approved Volunteer List, a volunteer needs to do the following:

- Complete an **Online** Volunteer Application for the current school year. Please note that a **new application must be completed at the start of every school year.**
- Upload your driver's license when prompted during the application process. Also, bring your physical driver's license to the office after your volunteer application has been approved so we can scan it into our Raptor system.
- Upload the **completed [Medical Provider Network form](#)** (click here or the above application link to print) at the end of the information packet. You are considered an employee while volunteering. Your title will be a volunteer and the site Providencia.
- Upload the **[Tuberculosis Risk Assessment form](#)** (click here or the above application link) **or** TB test results. The TB Risk Assessment must be filled out, signed and stamped by a physician, physician's assistant or nurse practitioner. Submit it within 60 days of examination. The TB test results or Risk Assessment is **valid ONLY for 4 consecutive years of volunteering.** If you skip a year, you will need a new examination. Please **SAVE** an electronic copy since you will need to upload it at the beginning of each school year, for the 3 following consecutive years that it is valid.

Paper applications will NOT be accepted at the Providencia office or the District Office. You will be notified through email by **Raptor** once you have been cleared to volunteer. Upon receiving clearance, you are welcome to contact your child's teacher to set up a volunteer schedule or attend a field trip.

If you have any questions, please call or email Angie at:

818-729-3100

angelicabakas@burbankusd.org

Telephones and Voicemails

Telephones at school are for emergencies only. Emergencies do not include forgotten homework, forgotten lunch, or after school plans.

Phone calls during the day are transferred to the teacher's voicemail in order to avoid disrupting instructional time.

If you receive a call from the school, please wait for and listen to your voicemail before calling the school. Staff members will leave a voicemail for you whenever they call. Listening to your voicemail first will help minimize unnecessary class interruptions.

Wellness Policy and Birthday Celebrations

In our effort to promote healthy eating and physical activity to support the [District's Board Wellness Policy](#), no food related birthday treats are to be brought to school. This policy extends to after school programs (ATB, ASD, ASES and Boys and Girls Club) as well. Instead, families may consider donating a book or recess equipment to the classroom in honor of your child's birthday. Art supplies for the class or a pencil for each child in class are other options.

Traffic Safety

Parking

We ask that you respect the parking lot reserved for staff members. Only members of the staff are to park in the lot on Ontario Street. Also, no parking is allowed on the Warner Brothers' property. Parents are welcome to park in the lot on Pacific Avenue behind the play structure. Street parking is available on both Ontario Street and Pacific Avenue. Be sure to check the posted signs for parking restrictions. Please be considerate of our neighbors and do not double park or block driveways.

Crossing Guard

We have a crossing guard at the corner of Ontario Street and Pacific Avenue. For safety reasons, students are encouraged to cross the street with the crossing guard. Do not allow your child to cross in the middle of the street.

Walking and Riding to School

Fourth and fifth grade students may walk home and ride their bikes/scooters to and from school alone as long as they have parent/guardian permission. A signed permission form must be completed in the office. Younger children can walk and ride their bikes or scooters as long as they are accompanied by an adult. All bikers must wear a helmet. Bikers enter the Pacific Avenue Gate and walk their bikes to the rack where they should be locked. Skateboards and roller blades are not allowed at school with the exception of Walk and Roll to School Days where we will identify areas to store them.

Dress Code (Taken from Burbank USD Board Policy 5132)

The Burbank Unified School District's student dress code supports equitable educational access. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any protected class or group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, immigration, religion, cultural observance, household income or body type/size.

Parents/guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Hence, at all district schools or at school-related activities, inappropriate appearance and dress includes:

- Wearing clothing containing violent language or images or is affiliated with gangs, including bandanas. (Bandanas are only allowed on designated days.)
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, and/or pornography
- Images or language that create a hostile or intimidating environment based on any protected class or groups
- Any item that obscures the face or ears; exceptions will be made for students who are observing a religious tradition
- Sunglasses that are worn inside a classroom, library, or any building (unless recommended by a physician)

Clothes must be worn in a way such that genitals, buttocks, midriffs, breasts, and nipples are fully covered with opaque fabric. All items listed in the "required to wear" and "may wear" categories below must meet this basic principle.

Students are **required** to wear:

- A shirt or top (with fabric in the front, back, and on the sides under the arms) **AND**
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts that comply with the parameters listed above) **AND**
- Shoes

Students **may** wear (as long as it is in compliance with the parameters listed above)

- Knit caps, full brimmed hats, or beanies can be worn outside only; baseball caps are not allowed
- Religious headwear
- Hooded sweatshirts (wearing the hood over the head is not allowed)
- Fitted pants, including opaque leggings, yoga pants, and "skinny jeans"
- Ripped jeans, as long as buttocks are not exposed
- Tank tops, including spaghetti straps, off the shoulder tops, and halter tops

- Open-toed shoes/strapless sandals (**elementary and middle school students must have straps and closed-toed shoes**). Wearing slippers is not allowed without permission from a physician.

The district expects all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should represent the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Inappropriate Dress

Students will only be removed from spaces, hallways, or classrooms as a result of a violating the "inappropriate dress" section of the dress code. If the administration determines a student's dress or appearance to be inappropriate, the following consequences will apply at the elementary level:

1. First Offense: Parent/guardian will be called. The student will need to change into acceptable clothing.
2. Second Offense: Parent/guardian conference held. The student will need to change into acceptable clothing.
3. Third Offense: Parent/guardian conference held. Additional interventions shall be considered which involve the parent, student, and school (e.g. Student Study Team (SST) meeting, referral to family counseling, etc.).

Staff shall not shame or require a student to display their body in front of others. "Shaming" includes, but is not limited to:

- Kneeling or bending over to check attire fit
- Asking students to account for their attire in front of others
- Calling out students about perceived dress code violations in front of others
- Accusing students of "distracting" others with their clothing
- Making critical or judgmental comments about a student's attire through verbal or non-verbal means which are not necessary to enforce this policy

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students. The district expects students to be treated with respect when addressing a dress code issue. Conversations with students about dress code shall be private, respectful, and discreet.

Positive Behavior Interventions and Support (PBIS)

What is Positive Behavior Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school?

We have adopted a unified set of school-wide positive expectations. These four statements define our expectations for behavior in our school. You will see these posted throughout the school and your child will be learning them during their first days at school and throughout the school year. Each child will be given a PBIS graphic organizer to use as a learning tool to understand the expected behaviors for every area of school. Our unified expectations, found in every classroom and non-classroom setting in the school, are as follows:

Providencia Peacebuilders

Act Safely

Work Scholarly

Show Respect

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:

- * Start the school year with a kick off celebration to teach expectations.
- * Constantly teach and refer to our school-wide expectations.
- * Provide students with more praise than correction.
- * Talk to students with respect using a positive voice tone.
- * Actively engage everyone in the class during instruction.
- * Use pre-correcting, prompting, and redirecting as we teach.
- * Look for the positive first and provide positive, immediate, and frequent feedback.

We also have a school-wide system of consequences to address undesired behaviors:

1. Verbal Warnings
2. My Think Sheet - Completed with the teacher or other adult
3. Home Link Think Sheet - Completed at home with parent input. Parent must sign this form and return it to the teacher the following morning. If this is not done, the student will come to the office at recess to call home. Parents will need to bring the signed form back to school.
4. Office Discipline Referral







This consequence system is used by the teachers and the principal to guide our responses to undesired behaviors. Please note that "Think Time" is different than a traditional timeout. It is not a punitive practice, but rather a positive approach to helping a child develop strategies for independently correcting behavior. It is our intent to provide an environment focused on learning for all. Our PBIS plan, in its entirety, will be posted on our website.

We will be sending home frequent updates and resources throughout the year to keep you informed about our PBIS expectations and how you can help support your child at home. We look forward to a wonderful year of teaching your child!

Providencia School-Wide Behavior Matrix

School Zones	Hallways	Assemblies	Bathroom	Library & STEM Lab
Providencia Peacebuilders	<ul style="list-style-type: none"> *Walk directly to destination *Take care of belongings *Keep hallways clean 	<ul style="list-style-type: none"> *Class sits in designated spot *Afterwards return to your designated spot 	<ul style="list-style-type: none"> *Wait patiently for your turn *Pick up your own trash 	<ul style="list-style-type: none"> *Return books on time *Use your time wisely *Wait patiently for help
Act Safely	<ul style="list-style-type: none"> *Walk in a single file line *Walk facing forward *Stay on the walking line *Keep personal belongings off of the ground 	<ul style="list-style-type: none"> *Enter in a line *Keep hands and feet to self *Follow directions 	<ul style="list-style-type: none"> *Flush the toilet once *Use soap and water to wash your hands *Keep your feet on the ground 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself *Enter and exit in a line *Walking feet *Push chairs in when leaving
Work Scholarly	<ul style="list-style-type: none"> *Voice Level 0 *Respect other classrooms learning time 	<ul style="list-style-type: none"> *Voice Level 0 *Eyes watching, ears listening, voices quiet and bodies still. 	<ul style="list-style-type: none"> *Voice Level 0 *Go before school, at recess, and at lunch *Go directly to class when you're done 	<ul style="list-style-type: none"> *Voice Level 0/1 *Read/work quietly *Focus with your eyes, ears, and brain
Show Respect	<ul style="list-style-type: none"> *Wave silently to friends & staff *Enter the classroom silently *Keep hands, feet, and objects inside your own personal space. 	<ul style="list-style-type: none"> *Clap with inside volume or silent cheer *Stand during the pledge *Respond to adult immediately asking for attention with "give me 5" *Focus with your eyes, ears and brain 	<ul style="list-style-type: none"> *Clean up after yourself *Keep hands, feet, and eyes to yourself 	<ul style="list-style-type: none"> *Stay in your own personal space *Follow adult directions *Sit on chairs or on the rug *Treat books or equipment appropriately

Providencia Schoolwide Behavior Matrix

Recess/Lunch Zones	Cafeteria	Lunch Shelter	Playground
<p>Providencia Peacebuilders</p>	<p>*Pick up trash </p> <p>*Know your lunch number</p> <p>*Walk with purpose </p>	<p>*Pick up your own trash</p> <p>*Wait patiently to be dismissed</p> <p>*Use only kind language</p>	<p>*Follow Peaceful Playground rules</p> <p>*Use empathy and compassion to include others</p>
<p>Act Safely</p>	<p>*Hands and feet to yourself</p> <p>*Walking feet</p> <p> <small>Now I know what to do!</small></p> <p>*Stay in your own personal space</p> <p>*Follow line-up directions</p> <p>*Face forward</p> <p></p>	<p>*Hands to yourself</p> <p>*Eat your own food only</p> <p>*Take your time</p> <p>*Respond with zero voice to "give me 5" right away</p>	<p>*Walk to destinations</p> <p></p> <p>*Only use equipment for intended use</p> <p></p>
<p>Work Scholarly</p>	<p>*Voice Level 1</p> <p>*Make healthy choices</p>	<p>*Voice Level 2</p>	<p>*Be familiar with Peaceful Playground rules</p> <p>*Use assertive skills to ask an adult for help if needed</p>
<p>Show Respect</p>	<p>*Wait patiently</p> <p>*Say please and thank you</p>	<p>*Listen to all campus supervisors the first time</p> <p>*Use appropriate language</p>	<p>*Be honest and respectfully go out of game if you are "out"</p>

School Wide Voice Levels

Students are taught that throughout the entire school year when a teacher or other adult wants you to come to attention, they will hold their hand up in the air and that is the **ZERO NOISE SIGNAL**.

Each area of the school will have a specific voice level associated with it. Teachers can use hand/fingers as reminders (whole hand for zero talking or fingers for levels 1, 2, or 3).

LEVEL 0 Zone- Hallway, Independent Work Time, Assemblies, Bathroom
ZERO VOICE

LEVEL 1 Zone- Library, Computer, Community Room (Cafeteria)
WHISPER VOICE (air only)

LEVEL 2 Zone- Lunch Shelter, Small Group Time, Class Meeting
CONVERSATION VOICE

LEVEL 3 Zone- Playground and Presenting in Class/Assembly
STRONGER VOICE (but not shouting or yelling)

When the Zero Noise Signal is given, students are expected to:

Give Me Five

Eyes looking
Ears listening
Hands empty
Mouth closed
Body still

*Each classroom has the poster on the right displayed to help students know more about "Give Me Five"

