

PRINCIPAL'S MESSAGE

Greetings Victor Friends and Families,

Viking Nation! I would like to welcome everyone to our 2024-25 school year at Victor! My name is Dr. David Gutierrez and am the proud new principal at Victor Elementary. We are so excited to get our school year started. This year will be an amazing year.

Our school has been recognized as a silver level for successful implementation of PBIS (Positive Behavior Interventions and Supports). This is a distinguished award given by the California PBIS Coalition which reflects excellence in implementation and fidelity to the core components of PBIS. This is an indication of how hard our staff and school community works to improve the school climate and culture to better serve our students and create a safe and positive environment.

This year my greatest focus will be supporting and growing our instructional program in math, English language arts and social emotional learning. As the school principal, I will be spending a lot of time every week in classrooms to help monitor and improve the teaching and learning that happens on a daily basis. If I am not able to speak with you when you drop in or telephone us know that I really do value communicating with you. If you need to speak with me, please contact my front office, who will make sure we have a scheduled time for us to talk.

Sincerely,

Dr. Gutierrez
Principal
Victor Elementary School
(209) 331- 7441

MISSION STATEMENT

At Victor School, our mission is to foster a secure and inclusive atmosphere that inspires critical thinking and lifelong learning for our students and staff. We maintain high expectations for all students, encourage risk-taking, and endeavor to cultivate self-assured, compassionate, and productive individuals who excel academically and demonstrate strong character. We embrace cultural diversity and offer support to students with special needs. Victor School is dedicated to providing a top-quality curriculum based on the Common Core Standards while utilizing district-approved materials. We prioritize successful programs for all students and encourage positive collaboration between the school, home, and the community.

Our vision statement for 24/25:

At Victor School, our top priority is establishing a positive, safe, respectful, and nurturing learning environment for our students. By investing in our teachers' growth and professional development, we can equip them with the necessary tools and support to help our students achieve their full potential. When students have confidence and support in themselves and their abilities, they are more likely to succeed in being responsible, and respectful in all aspects of their lives.

All students have the right to:

- The best possible education
- The respect of self and others
- A safe non-threatening environment
- A clean, healthy campus
- An uninterrupted educational process

All students are expected to:

- Demonstrate positive behavior
- Come prepared
- Be orderly and on time
- Show politeness, courtesy, and manners

Arrival at School – Students are allowed on campus beginning at **7:35 AM**. Students should not arrive prior to that time as they cannot be supervised.

Tardies – Tardiness is defined as not being seated in the classroom and ready to work at the designated time. A student arriving late, five minutes

or more, must report to the office for a tardy slip. A student tardy more than 30 minutes is truant.

Absences – Students are excused only for the following absences:

- Illness
- Medical/dental/eye appts.
- Family funeral for immediate family member (1 day for local and 3 days for out of state)
- Directed quarantine by health officer

Class/homework may be made up for excused absences. A parent must verify an absence (within 10 days) by phoning the school each day of the absence (phone 209-331-7441). Absences more than 3 days require a doctor's note. If calling is a problem, the student must bring an absence note signed by the parent to their teacher upon return to school.

Early Dismissal – A student must be signed out in the office if it is necessary to leave school early. The school will release a student only to the legal parent/guardian or an adult over the age of eighteen listed on the student's emergency card. **Photo ID is required before a student is released.**

EMERGENCY CARDS

The parent/guardian must provide their phone number and at least one name of a friend or relative who can take responsibility for signing the student out of school in case of an emergency. Office personnel must be notified if there is a change in phone numbers or address. To change an address, proof of new residence is required.

HOMEWORK

Students should expect homework at least four nights a week. The purpose of homework is to review skills learned in class prepare for test, and to develop study habits. Some types of work a student may be required to do for homework are make-up work; voluntary work to raise scholastic standing; work not completed in class; reading of library or textbooks, and class projects. Parents may request homework when a child is absent from school.

CLOSED CAMPUS

Victor School is a closed campus school. No student may leave the school grounds at any time during the school day without permission from the office. Anytime a student must leave school for illness, appointments, or other emergency purposes, a parent or guardian must come to the office and sign the student out.

VISITORS & VOLUNTEERS

The Board of Education encourages parents/guardians and interested members of the community to visit the school and view the education program. Adult visitors/volunteers are welcome to visit the school, but must report to the office, sign in. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. If you are working as a volunteer in your child's classroom on a regular basis, you will need to be fingerprinted.

IMMUNIZATION REQUIREMENTS

LUSD maintain a "No shots/No records/No school" policy. ***Students not up to date with all immunizations as required by California immunization law ab-381 and sb-277 will not be enrolled or allowed to attend school.***

ACCIDENTS

Accidents should be reported immediately to the staff member on duty. If a pupil is seriously injured, school personnel will attempt to telephone parents/guardians. In a minor injury/first aid will be given.

STUDENT HANDBOOK/PLANNER

Students in grades 2 through 6 grades will receive a yearlong Student Handbook/Planner to be kept in the front of their binders. It is an essential tool for time management and organization of learning tasks. The student handbook is printed in the front of the planner. It is important that students and parents be familiar with the information provided in the handbook.

DROPPING OFF/PICKING UP STUDENTS

- Do not park your car in the bus zone or in front of the school office. Vehicles left unattended are subject to tow/ticket.
- Parking is permitted in the designated spots in front of the school.
- No running through the parking lot

BUS TRANSPORTATION

Students transported in a school bus are under the authority of the bus driver. Continual disorderly conduct or refusal to obey the bus driver shall be sufficient reason for a student to be denied transportation in accordance with regulations of the district.

MEDICATION

School personnel may not dispense medication, including aspirin or other over-the-counter medications. However, if a student needs to take a required medication, a form which requires written instructions from the doctor with parent permission, may be picked up in the office. After the form has been completed by the doctor and submitted to the secretary, medication can be brought to the office in the labeled prescription container and obtained as required. Students may not carry medication with them, including over-the-counter medications.

FIRE, CIVIL DEFENSE AND DISASTER DRILLS

Fire drills are held each month. Shelter-in-place drills are conducted two times per year. Earthquake drills are conducted two times per year. Teachers instruct classes on procedures, routes, and assembly areas. Shelter-in-place drills are conducted two times per year. Staff is instructed to lock their doors and secure their rooms until it is determined the danger no longer exists. Students are expected to remain quiet and away from the windows and outside doors. Earthquake drills are conducted two times per year. The duck and cover method are utilized to ensure the safety of students in the event of an earthquake.

TELEPHONE USE

Students may only use the office phone in an emergency with the permission of a staff member. Students should make arrangements before leaving home for pickup by parents during rainy weather or to stay late for after-school activities.

PHONE MESSAGES

To preserve the integrity of the learning environment, class instruction will not be interrupted for routine matters. The office cannot deliver phone messages to students except for a family emergency.

STUDENTS ON CAMPUS AFTER SCHOOL

Students are expected to leave campus immediately after school except for, meetings with teachers or an after-school activity.

PLAYGROUND RULES

1. Students are not to go beyond the fenced areas of the blacktop or park field.
2. Wrestling, pushing, or hitting is not allowed.
3. No running on blacktop area except during an organized game
4. Students may not sit on top of the chin-up bars or hang from their knees.

PROGRESS REPORT/REPORT CARDS

Parents can help students to be successful by reviewing homework and reviewing report cards which are sent home 3 times a year. Parents are welcome to come and talk with any teacher or administrator, to guarantee the person you need to speak to is available, it is best to call and make an appointment.

TEXTBOOKS

Textbooks are issued free of charge to all students. Students will be required to pay for all lost books or books that are damaged and not returned in good condition; however, if a lost book has been paid for and is found and returned in good condition, the money will be refunded.

DRESS CODE

1. Clothes will be sufficient to always conceal undergarments. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, tank tops, bare midriffs and skirts or shorts shorter than midthigh are prohibited. If wearing leggings, a shirt or sweater must cover to mid-thigh. Pants resembling tights and pajama bottoms are not permitted. Sagging pants are not permitted. Appropriate attire is at the discretion of the staff.
2. Clothing, hats, jewelry, and personal items including backpacks will be free of writing, pictures or any insignia which are crude, vulgar, profane, or sexually suggestive, which bear gang, drug alcohol or tobacco company advertising promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Shoes must be always worn. Grade K-6, TENNIS SHOES ONLY
4. Hats, caps, and other head covering will not be worn indoors. Any head covering that can be perceived as gang related will be confiscated. Any student whose dress is offensive, distraction or unsafe for self and/or others will be sent to the office to call home for a change of clothing.

ANTI-BULLYING POLICY

Every student at Victor School has the right to an education free from intimidation both in school and the surrounding community. Our school community will not tolerate bullying behavior of any kind including unkind actions or remarks, verbal taunting, and exclusion from groups. This policy will be communicated throughout the school by the attitudes and actions of all members of the school community.

HANDS-OFF POLICY

Victor School strictly enforces a “hands-off” policy. Students are to keep their hands and feet to themselves. Pushing, shoving, hitting kicking, horseplay, (play fighting), is prohibited. Public displays of affection are not allowed.

DISCIPLINARY ACTIONS

Students attending Lodi Unified School District are required to follow and comply with school and District conduct rules. If a student chooses to break the rules, The student will be subject to various disciplinary actions. Progressive discipline is used, unless the infraction is something that requires immediate suspension.

STUDENT SEARCH AND SEIZURE LUSD Policy 5145.12

The Board of Education is committed to maintaining an environment for students and staff, which is safe and conducive, to learning and working, The Board of Education recognize that incidents may occur which jeopardize the health, safety, and welfare of students and staff, which necessitate the search, and seizure of students and their property by school officials. School officials may search students and their property when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or rules of the school. The Board of Education urges that discretion, good judgement, and common sense be exercised in all cases of search and seizure. Searches for the location of controlled substances (Including substances represented as illegal substances), alcoholic beverages, intoxicants. Of any kind, firearms, knives, explosives, dangerous objects, drug paraphernalia, poisons, and stolen or missing properties are regarded as reasonable purposes for inspections by the school personnel. Inspections may be unannounced and may be made at the discretion of the Superintendent or a designee. Students and employees shall be informed of this policy at the beginning of each school year.

CELL PHONE POLICY-WARNING

Students may not use cell phones during school.

FIRST OFFENSE: Confiscated by a staff member. The device will only be returned to a parent or guardian after a phone call is made to parent.

SECOND OFFENSE: Confiscated by a staff member. The device will only be returned to a parent or guardian after a phone call is made to parent and student will not be allowed to bring to school.

LODI UNIFIED SCHOOL DISTRICT AND VICTOR SCHOOL ACCEPT NO RESPONSIBILITY FOR ANY ITEM CONFISCATED, LOST, OR STOLEN ON SCHOOL PREMISES.

POLICY ON GANG ACTIVITY

The Lodi Unified School District believes gang activity is dangerous and is in opposition to the health and safety of our children. Wearing or carrying any clothing or symbol that denotes gang activity is strictly prohibited on school grounds and at school activities, both on and off campus. **Prohibited item of clothing or symbols include, but are not limited to any item of clothing, jewelry, accessory, notebook, or symbol which by the nature of its color, design, arrangement, representation, trademark, or any other attribute, denotes membership in a gang or any other group which advocates drug use or disruptive behavior.** The principal shall apply this policy as the need arises at individual school sites.

FIGHTING/INTIMIDATION/THREAT

All form of fighting, intimidation, or threats to engage in fighting are strictly prohibited. "Hitting back" does not constitute self-defense.

Violators will be subject to suspension/expulsion for:

Fighting on any school grounds, school vehicle or school sponsored activity.

- Fighting on the way to/from school, including to/from the bus stop.
- Causing attempting to cause or threatening to cause physical injury to another person.
- Harassing, intimidating, or threatening a student.
- Encouraging others to fight

RACIAL, SEXUAL, ETHNIC, DISABILITY, RELIGIOUS HARASSMENT AND VIOLENCE (POLICY 5145.5)

It is the policy of Lodi Unified School District that racial, sexual, disability, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, disability, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe or upset the recipient to the point that they cannot learn, cannot teach or be effective at school or at their job. Harassment and violence are prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion, ethnic group, or appearance. If a staff member or student feels that their emotional well-being, their sense of a safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting their school Principal or by calling the District Office for a Complaint Investigation.