Villa Park
Elementary School

STUDENT & FAMILY HANDBOOK

Home of the Bobcats

2026



Principal's Message

Welcome to Villa Park Elementary, Home of the Bobcats!

At VPE, we instill the importance of building good character and the importance of achieving academically. In addition, we teach our students the importance of following the PAWS (Be Polite, Be Accountable, Work Hard, Be Safe) in order to maintain an optimal learning environment for every student. We will continue to prepare our students for college and career with the continuous implementation of AVID (Advancement Via Individual Determination) strategies in each of our classrooms and GATE (Gifted and Talented Education) strategies in our 3rd thru 6th grade classrooms.

We are proud to offer various afterschool programs and clubs like our Robotics, Esports, and Run Club in order to increase student engagement.
With your support, VPE students will continue to excel personally and academically. I look forward to collaborating with you to ensure the success of our students. Go Bobcats!

Sincerely,
Cynthia Santos
Principal

Table of Contents

Bell Schedule: K-3rd
Bell Schedule: TK & 4-6
School Calendar
Arriving at School
Dismissal from School
Drive Up Procedures
Parking
Bike & E-Bike Policy
Breakfast/Snack/Lunch
Birthday Treats
Attendance
Illness Policy
Absence Line
Emergency Drills
Library Info
Cell Phone & Watch Policy
Lost & Found
Dress Policy
Volunteering
Home & School League
AVID
College & Career
GATE
Student Behavior Expectations

Bell Schedule: Lower Grade

TK

	Regular		Wed. & Min.
8:00	Start	8:00	Start
10:00 - 10:15	Recess	10:00 - 10:25	Brunch/Recess
11:45 - 12:25	Lunch	12:15	Dismissal
2:05	Dismissal		

Kinder - 3rd Grade

	Regular		Wed. & Min.
8:00	Start	8:00	Start
10:20 - 10:40	Recess	10:30 - 10:55	Brunch/Recess
12:15 - 1:00	Lunch	12:25	Dismissal
2:05	Dismissal		

Bell Schedule: Upper Grade

4th - 6th Grade

	Regular		Wed. & Min.
8:00	Start	8:00	Start
10:00 – 10:15	Recess	10:00 – 10:25	Brunch/Recess
11:40 – 12:25	Lunch	12:25	Dismissal
2:21	Dismissal		

ORANGE UNIFIED SCHOOL DISTRICT

DISTRICT CALENDAR 2026 - 2027

SERVING THE COMMUNITIES OF THE ORANGE UNIFIED SCHOOL DISTRICT FOR OVER SEVENTY YEARS

JULY 2026

S	MON	TUE	WED	THUR	FRI	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3Independence Day observed

Instructional Days: 0

AUGUST 2026

S	MON	TUE	WED	THUR	FRI	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14, 17Staff Development Days - No Students
18Teacher Prep Day - No Students
19First Day of Instruction

Instructional Days: 9

SEPTEMBER 2026

S	MON	TUE	WED	THUR	FRI	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7Labor Day

Instructional Days: 21

OCTOBER 2026

S	MON	TUE	WED	THUR	FRI	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-9Parent Conf.- Minimum Days Elementary
14End of 1st Quarter - Min Day High School

Instructional Days: 22

NOVEMBER 2026

S	MON	TUE	WED	THUR	FRI	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3Staff Development Day - No Students
11Veterans Day
13End of Trimester - Minimum Day Elementary & Middle Schools
23-27Thanksgiving Break

Instructional Days: 14

DECEMBER 2026

S	MON	TUE	WED	THUR	FRI	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17Minimum Day - High School
18End of 2nd Quarter - Min Day HS
Dec. 21, 2026 - Jan. 8, 2027: Winter Break

Instructional Days: 14

JANUARY 2027

S	MON	TUE	WED	THUR	FRI	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 21, 2026 - Jan. 8, 2027: Winter Break
18Martin Luther King Jr. Day

Instructional Days: 14

FEBRUARY 2027

S	MON	TUE	WED	THUR	FRI	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12Lincoln Day observed
15Washington Day

Instructional Days: 18

MARCH 2027

S	MON	TUE	WED	THUR	FRI	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9End of 2nd Trimester - Min Day Elementary & Middle Schools
26End of 3rd Quarter - Min Day HS
March 29 - April 2: Spring Break

Instructional Days: 20

APRIL 2027

S	MON	TUE	WED	THUR	FRI	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 29 - April 2: Spring Break

Instructional Days: 20

MAY 2027

S	MON	TUE	WED	THUR	FRI	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28Minimum Day - Elementary
31Memorial Day

Instructional Days: 20

JUNE 2027

S	MON	TUE	WED	THUR	FRI	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9Minimum Day - Middle & High Schools
10Last Day of Instruction - Minimum Day
11Teacher Day - No Students

Instructional Days: 8

Total: 180

Arriving at School

Gates open at 7:45 a.m. (15 minutes before start time). Student supervision begins when the gates open. An adult will be at the gate to greet students each morning. Gates will close at 8:00 a.m. Please note: Students must be inside the gate by 8:00 a.m. or they will be marked tardy.

Arrival and Dismissal Locations

Two locations are available for you to drop off and/or pick up your child.

· Front Parking Lot (Center Dr.) - TK thru 3rd grade

· Back Parking Lot (Lincoln St.) - 4th thru 6th grade

Morning Drop Off

Gates on Lincoln Ave. and Center Dr. open at 7:45 a.m. Only students are permitted thru the gates. Both gates close promptly at 8am. If students arrive to the back gate (Lincoln Ave.) later than 8am, they must be dropped off through the front of the school.

Both parking lots have 2 lanes. The inner lane is a drive thru lane to park or exit. The outer lane is for dropping your child off. **Please do not stop and park in this line.** Staff is outside for supervision purposes only.

Note: On rainy days, students will be directed to go straight to their classrooms. They will be allowed to eat breakfast in class.

Once inside the gates, students may get breakfast and eat at the breakfast tables, or they may walk around the blacktop for “walk and talk”.

Dismissal

TK - 3rd

There are 2 options:
1. Walk up line – Parents can walk up and meet their child at the gate at the gates near the MPR.
2. Car line – For parents driving thru the drive up line.

Parents walking to pick up their child should wait in the gated lawn area. Students will be dismissed from those two gates. Please note that this is not a play area.

Students that are using the car line will wait at the line until their name is called and a supervisor directs them to their vehicle.

4th - 6th

All 4th thru 6th graders will be dismissed to the back parking lot, whether they are walking or being picked up by car. If they have younger siblings, older students may pick them up from the front dismissal area and take them to the back parking lot.

Students are allowed to walk to an arranged meeting area with parent permission.

Dogs on campus: Please do not bring dogs on campus to pick up students. Some of our students may be allergic to or terrified of dogs.

Drive Up Procedures

Drop Off

Please make sure that your child is able to buckle their own seatbelt so that you do not have to exit your vehicle as it will hold up the line.

Pick Up

Please print your child's name and teachers name large enough to be viewed by our car line assistants and place it in the dashboard or front visor of your car. Car line assistants will read the names and radio for your child to head to the car line. Our assistants are there to help children reach their cars safely.

Parking Lot Safety

There are two lanes when entering our parking lots. The inside lane is for driving thru. The outer lane is for dropping off or picking up.
Please drive thru to the front when picking up your child. Don't wave them down or have them walk thru cars or the parking lot.

Do not exit your vehicle when in the drop off/pick up lane (as this will cause a backup). If your child needs assistance with loading or unloading, please park your vehicle in a parking spot. Do not stop, park, or leave your car unnattended in the drive thru lane.

Please adhere to all posted traffic and parking signs. Avoid parking in red zones or blocking fire hydrants.

Our Bus Loading area is on Lincoln St. Please do not park in the red Bus Loading area.

BEING A SAFE, PATIENT AND COURTEOUS DRIVER HELPS EVERYONE AND KEEPS OUR KIDS SAFE. THANK YOU FOR YOUR SUPPORT!

Parking: White & Green Curbs

White Curbs: These curbs are for loading/unloading only and should not be utilized for parking. Note, these curbs are located on Center St. in front of the school.

Green Curbs: Green curbs have been added to the side of the school on Lincoln St. Please be aware that these curbs are for limited parking times. Signs will be posted.

Bus Loading/Unloading: Bus parking is located at the red curb off of Lincoln St. **This curb is for bus loading/unloading only and should not be utilized for parking.**

Biking to School

Students in grades 3rd thru 6th grade are allowed to ride their bicycles to school. Students must wear a helmet, walk their bicycles onto campus, and place their bikes in the bike racks by the Kindergarten yard or the daycare building. Students are not permitted to ride their bicycles on school grounds.

E-Bike Policy

Please see the latest OUSD policy for E-Bikes on campus:

School Breakfast/Brunch/Lunch

School meals will be served at no cost to all OUSD students.

Breakfast is served 15 minutes before the bell beginning at 7:45 a.m. Students wishing to have breakfast should enter campus at 7:45 a.m. so as to have time to eat before the bell rings. **Brunch** is served in lieu of lunch on Wednesdays and minimum days. Classroom teachers will communicate the lunch/brunch for the following day and ask students if they wish to order the school lunch. Lunch counts are submitted to the office on a daily basis. Current lunch menus are available on our school website and in the weekly newsletter.
If any student is without lunch, staff will be sure they receive a school lunch.

Snacks and Lunch from Home

Students may bring their own snack and lunch. Snacks will be consumed during recess. We encourage families to pack a healthy snack and lunch that will be kept at room temperature. Lunch sacks/totes will be kept in a lunch cart inside the classroom. Snacks are not to be shared due to dietary and allergy restrictions. Please send your child with their lunch in the morning and avoid dropping lunch off at a later time. This will avoid classroom interruptions.
Please refrain from sending sodas or canned drinks of any kind.

Lunch Drop Offs

Forgotten lunches can be placed on the cart in front of the school. Staff will ensure students receive their lunches at the student's designated lunch time.

Birthday Treats

We realize a child's birthday is very important. If you would like to send a birthday treat for sharing at school, **please contact your child's teacher at least one week in advance**. Due to food allergies, it is important that all snacks are approved by the classroom teacher. **Please DO NOT SEND balloons or flowers.** They will not be delivered to class, as they are a distraction to the educational day. Birthday party invitations may not be passed out at school.
Please keep birthday treats small. (examples include donut holes, mini cupcakes or small cookies.)

Excessive Absences or Tardies

Absences and tardies should be for emergencies and/or illnesses only. Our attendance office is responsible for monitoring absences and tardies. **After 3 consecutive days of illness, district policy allows us to ask for a doctor's note to confirm the nature of the absence.**

Interventions following excessive attendance issues:

1. Letter regarding attendance
2. Conference with the principal to discuss ways to improve attendance
3. Meet with our School Attendance Review Team and develop an attendance contract
4. Appear before a district School Attendance Review Board

Please see our district website for more information on attendance: **OUSD Attendance Matters**

Health Related Absences

The health and well-being of each child attending our school is very important to us. Although we emphasize good attendance for all students, we recognize children do get sick. Keeping ill children at home helps prevent the spread of disease and is essential for our students with impaired immune systems. Please talk to your student about positive prevention techniques such as hand washing, coughing/sneezing into the elbow, and refraining from sharing food and drink.

If your child has a major or chronic health concern, please call the school and ask to speak with our school nurse so that we may support your child's needs at school. Doctor's notes are always welcome to document a medical absence and safe return to school.

When to Keep Your Child Home

The following district guidelines can be helpful when determining if a child is well enough to attend school:

Signs and Symptoms	Healthy & Ready to Return
Fever 100 degrees or higher	Fever free for 24hrs without medicine
Vomiting or Severe Diarrhea	Symptom free for 24 hours
Uncontrolable cough, wheezing or shortness of breath	Seek medical advice
Suspected communicable disease (ex chicken pox) or suspected infections	Seek medical advice
Rash of unknown origin	Student may return with written authorization from health care provider

Medicine

Students are never to bring any kind of medicine to school. A Parent and Physician Request for Medication form, completed by a doctor, must be turned into the office in order for medicine to be administered at school by our Health Clerk. Please contact our Health Clerk to find out more.

VPE ILLNESS POLICY

Students will be sent home with the following:

- Fever (100 degrees or higher)
- Vomiting
- Symptoms so severe they interrupt instruction

Students can return to school once they are **vomit and fever free for 24 hours** (without the use of medication)

VPE ABSENCE LINE

Please **leave a message** on our absence line if your student will be out for the day

(714) 538-9710

“Attend and Achieve”

Developing Good Attendance: Regular and punctual school attendance optimizes your child’s chances for success in school. Parents can support good attendance habits by:

- Scheduling family vacations and outings during non-school days, you are teaching your child that school is a priority.
- Following a morning routine that gets your child to school on time, you are teaching your child organization and responsibility.
- Teaching your child how to distinguish symptoms of illness from fatigue or other concerns, you help your child develop self-awareness.
- Teaching your child to ask for help when he or she is facing conflicts or anxieties, rather than avoiding difficult situations, you teach problem solving skills.

Excessive Absences or Tardies

Absences and tardies should be for emergencies and/or illnesses only.

Our attendance office is responsible for monitoring absences and tardies. After 14 illness absences, district policy allows us to ask for a doctor’s note to confirm the nature of the absence. When your student demonstrates attendance issues, parents will be asked to meet with us for the following progressive supports.

- Letter regarding attendance
- Conference with the principal to discuss ways to improve attendance
- Meet with our School Attendance Review Team and develop an attendance contract
- Appear before a district School Attendance Review Board

If your child is absent, please call our attendance hotline at **714-538-9710** by 9:00 a.m. or email **andrea.ayala@orangeusd.org**.

The following drills are scheduled and practiced throughout the year as part of our campus safety practice:

Earthquake

Inside the Classroom: Drop, Cover, and Hold. Get under furniture/equipment. Grasp furniture (table leg, etc.) with hands and hold tightly. Cover head and neck.

Fire

Evacuate to the blacktop area quickly, quietly, and safely. Teachers will take attendance and report missing students. Wait for instructions. In the case of a real fire, the Fire Department, parents, and District Personnel are notified immediately.

Lockdown

Inside the classroom – Bring students inside. Close and lock all doors and windows. Close blinds. Turn off lights. Move students away from windows. Take roll and report missing students. Remain in room until the all-clear signal.
Outside the classroom – Proceed to the closest room and remain inside until the all-clear signal. Police, District Personnel, and parents will be notified of an occurrence. Depending on the emergency, rapid relocation may occur.

Reuniting with Your Child

After an emergency, students may be picked up from the back parking lot located on Lincoln St. Our reunification station will be set up there. **Parents and/or authorized emergency contacts must present identification.**

Use of the Library

Borrowing privileges for library books are available to all students. The library is equipped and staffed to serve students for research, information, and pleasure reading needs. The goal of the library is to encourage and instill a love of reading in all VPE students. This is accomplished by offering support in finding the right materials for each student as well as providing contests and incentives.

Students may check out circulating titles each week at their class library visit. The number of books permitted per check out is as follows:

TK-1st grade- 1 book per week
2nd-6th grade- 2 books per week

Books may be renewed once if needed. Special allowance is made for additional books as needed for research projects and reports.

Lost or Damaged Books

It is the responsibility of the student to keep library books, textbooks, and technology devices in good condition and to return them on time. Students will be held responsible for damage to any library books, textbooks, or technology devices. All damage or lost fees must be paid prior to additional items being checked out to the student. In addition, there is a fine for removing the barcode from any library book, textbook, or technology device.

Cellphone & Cellphone Watch Policy

Please note students may bring cell phones/cell phone watches at their own risk. We cannot be responsible for loss or damage of personal property.

A signed cell phone policy page should be returned each year if your student will be bringing their cell phone to school. Cell phones/phone watches must be kept off while on campus and stored in the student's backpack. This includes all school buildings, the playground, bathroom, walkways, and lunch areas.

At times, a teacher or other staff member may allow one or more students to use a cell phone to meet a specific student's need. Students may only take out the cell phone:

- When a staff member has given a specific direction to do so at that time
- When a staff member is actively supervising student use
- To use specifically as the staff member has directed

After completing the staff direction, the cell phone should be immediately turned off and returned to the backpack.

Should students need to contact parents during the school day, they must ask the teacher or office staff to use the school phone. Parents are to use the school phone number to contact their child during school hours for emergencies only (714) 997-6281. Please do not text your child and expect them to read before the end of the school day.

The cell phone/phone watch may be used by students only outside the school gates.

- After the dismissal bell rings
- Only for the purpose of arranging pick up with parents or guardians. If a staff member in the pick-up area directs a student to put away his or her phone, he or she should do so immediately.

Parents with students who require a cell phone on their person for health related concerns should contact the office to receive an exemption through school administration.

Cellphone & Cellphone Watch Policy

Should a student violate these policies, he or she will face the following consequences:

- Cell phone/phone watch confiscated- parent must come to the office to pick up. Student loses cell phone/phone watch privilege for one week.
- Cell phone/phone watch confiscated- parent must come to the office to pick up. Student loses cell phone/phone watch privileges for one month.
- Cell phone/phone watch confiscated- parent must come to the office to pick up. Student loses cell phone/phone watch privileges for the remainder of the school year.

Students found to have used a cell phone/phone watch on campus for inappropriate purposes (inappropriate photos videos, websites, apps) will immediately lose cell phone privileges for the remainder of the school year.

Lost and Found

Items left on campus will be placed on the lost and found table near the lunch tables. **Please make sure that all lunch totes, water bottles, sweaters, and jackets are labeled with the student's full name.** All unclaimed items will be donated to charity on a regular basis.

Personal Property

Villa Park Elementary and OUSD are not responsible for a student's personal property.

- Toys and games should not be brought to school without specific teacher permission. When given permission, items should remain in the backpack including at line up and pick up time. Teachers will confiscate if they pose a distraction.

- Electronic items (cell phones, electronic watches, etc.) are not permitted to be used during school hours without specific teacher permission. They must be kept turned off and in the backpack, unless given specific teacher permission to use.

Dress Policy

The Board of Education believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial distraction to the educational program. (Board Policy 5132)

In order to maintain a safe, positive learning environment, and minimize distraction while attending Villa Park Elementary School, students are expected to wear:

- Regular school clothing that is neat, clean, free of holes, rips, or tears and the proper size and fit for the student. This includes ripped jeans.
- Clothing that allows range of movement to take part in recess and physical education activities.
- Pants that fit at the waist; underwear or skin should not be visible.

Any attire disruptive to the educational program is not permitted. These may include, but are not limited to:

- Midriff shirts or blouses that expose the tummy or torso area (tummy and torso must not be exposed when arms are raised).
- Halter tops or spaghetti straps (all straps must be “two finger width” (at least 1 inch wide)).
- Short shorts and skirts (**length must be at least to mid thigh**).
- Open toe shoes, shoes with heels, wheels, backless shoes, slippers, or sandals. **Crocs and Ugg style slippers are not permitted**.
- Leggings fabric must be of thick enough fabric to avoid transparency during movement or in bright light.
- Long, dangling or large hoop earrings.
- Pajama tops or bottoms or costumes (unless approved on school spirit days).
- Shirts must be free of inappropriate images or messages.

Dress Policy Cont.

In addition to the above, students are to adhere to the following:

- Shoes shall be worn at all times.
- Hair styles/color must not disrupt the educational process. Hair color must be a “natural” color.
- Hats or sunglasses may be worn the correct way, outside of the classroom only, to protect from heat or sun. Hoods may not be worn indoors.
- Make-up may not be worn at any time, unless expressly permitted by the administration for a particular event.

Thank you for your cooperation in adhering to this policy.

Volunteers & Adult Visitors

Visitors: To ensure a secure campus environment, all adult entry to campus must be through the front office. Ring camera entry has been installed at the front office gate. OUSD uses the Raptor System for safety and security. All visitors will be asked to have their ID scanned.

Volunteers: One of the things that makes VPE a special place is the parent and community involvement. VPE welcomes parent and community member support in instruction and at special activities. All volunteers are required to obtain clearance through our district process on an annual basis. **Contact our school office to request a volunteer application link.** Volunteers must pre-arrange volunteer times with the teacher or activity coordinator before arriving on campus. Please note, that **children who are not VPE students may not accompany volunteers on campus.** Thank you for your support!

VPE Home & School League

Parent involvement is one of the keys to the success of our school. For more information on ways to get involved, along with ways the VPE Home & School League are making a difference in your child's school, please see their website:

VPE Home & School League Website- http://www.vpe-hsl.org/

The Home and School League Website contains Volunteer Information, information on Home and School League sponsored activities, as well as current Home & School League Newsletters.

School Programs

Here at VPE we work to prepare students for success beyond the classroom and into the future. Some of the programs that are including in the daily lives of our students include:

AVID

The mission of AVID is to ensure that all students increase college and career preparedness and become educated and responsible participants in their community

As an AVID school, our students are taught lifelong skills in **organization**, **inquiry** (asking questions and exploring ideas) and **collaboration**.

College & Career

At VPE we strive to introduce the concepts of college and career early to our students. Some of the programs that are including in the daily lives of our students include:

- Adoption of a college or trade school by each classroom
- Dress in college colors or shirts every Monday in order to set our future goal for the week
- Memorization of college chants
- College flags for each classroom and on our outside board
- Annual career fair with community and parent volunteers

Character Traits

Each month we highlight a desirable character trait related to success in the classroom and in life. We have these character traits displayed on banners throughout our school. At monthly assemblies, students who display these character traits are recognized.

GATE

The elementary schools in OUSD create clusters for GATE-identified students in 3rd through 6th grades. Clusters include a small group of GATE identified students within a mixed-ability, general education classroom. This allows the classroom teacher to more effectively differentiate instruction, and provides interaction for GATE students with both their intellectual and age peers.

Teachers of gifted learners are provided with professional learning specific to meeting the academic and social/emotional needs of gifted and advanced learners. Our teachers assess each student's current knowledge and skill level and make adjustments to instruction and curriculum to meet individual needs. Students receive differentiated instructional opportunities designed with elements of depth and complexity across the grade-level core curriculum. Differentiated instruction is provided within the school day and in the general education classroom through the use of flexible groupings, supplemental materials, and varied learning activities.

To learn more about the GATE identification process, see our district website: orangeusd.org/GATE

Student Behavior Expectations

What is PBIS?
Behavior Interventions and Support (PBIS) is a program that establishes the culture that is needed for all students in a school to achieve social, emotional, and academic success. VPE is a community of respectful, responsible citizens who are growing together as life-long learners.

VPE BOBCATS BEHAVE PAWSITIVELY!

Polite
Accountable
Work Hard
Safe

"PAWS" TICKETS
Students may receive a "PAWS" Ticket from the VPE Staff for demonstrating PAWSitive behavior. It is the student's responsibility to keep track of tickets. Tickets may be exchanged for prizes and cannot be transferred to another student.

Behavior Expectations

Location	Polite	Accountable	Work Hard	Safe
In Class	Raise hand Respect personal space Respect speaker	Device charged Be alert and listen to directions	Complete assignment Follow directions	Walk Keep desk area clean Push in chairs
On the Playground	Wait your turn Include others Use kind words Share equipment	Take care of needs Put away equipment Take responsibility for your actions	Play fair Be kind to all Follow rules	Use words to settle disagreements Throw away trash Use equipment appropriately
Lunch Tables	Wait to be excused Listen to the supervisors Mind your manners	Clean up after yourself Stay at assigned tables	Leave the tables cleaner than you found them Eat your lunch	Eat then talk Walk to throw away trash Sit down correctly
Bathrooms	Respect others privacy Quiet voices	Flush Use only what you need of water and paper products	Go at recess and/or lunch Get in and get out	Throw trash away Wash your hands
Halls/Lines	Silent Wave hello Stay in your class line	Stay in a straight line Go directly where you need to go	Allow classrooms to keep working without distractions Get to your line and sit after the bell	Walk Stay on yellow line Keep eyes facing forward

VILLA PARK ELEMENTARY

Academic Honesty/Digital Citizenship

VPE students are expected to have high academic integrity. Students are to do their best on all class and homework assignments. The expectation is that students will perform with honesty and integrity on all tests and assignments. Students who cheat and/or plagiarize on assignments or tests will receive an "F" for that assignment/test. Parents will be contacted by the teacher and the student will receive disciplinary consequences.

Digital citizenship is an important component to 21st century learning.

Students must:

- Use devices for assigned purposes and on approved programs only.
- Protect their password. Use only their own account, and never pretend to be another student.
- Ensure all online interactions follow the PAWSitive school guidelines.
- Report any inappropriate use or content immediately.
- Use photos or communication applications only with teacher permission.
- Be aware that student accounts and history are periodically reviewed by staff.

California Education Code

Free and Appropriate Public Education

Section 5 of Article IX of the State of California Constitution guarantees students a “free public education.” The State Supreme Court concluded in the 1984 case of Hartzell v. Connell, “that all educational activities carried on by public school districts, extra-curricular as well as curricula, must be without cost to the students who participate in such activities.” The same ruling found that “mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition were illegal under the State Constitution. Furthermore, they also rejected the argument that “fees could be charged so long as the district waived fees for students who were financially unable to pay.”

We are extremely fortunate to have such generous Villa Park families who donate supplies, funds, and time in order to provide so many wonderful programs and activities for our students. No student will be denied participation in an activity due to an inability to make a donation. Please contact the principal should you have any questions.