

Valencia Handbook

Carolyn Fries, Principal

Welcome!

Welcome to another school year! The staff and I are preparing to embark on another eventful and exciting school year and I look forward to getting to know all of you as we support our children in their academic and social growth. Valencia Elementary is proud of past accomplishments and our tradition of excellence. We are anxious to continue in that tradition!

I hope that this year you will recommit yourself to being involved in your child's schooling. Please volunteer in classrooms, attend PTA meetings, and offer assistance during special events.

The staff shares my excitement about the new school year. Academic and social success continue to be our goal and expectation for all students. We look forward to another rewarding year filled with triumphs, surprises, and a great deal of satisfaction.

The Valencia Mission

All Valencia students will attain academic success and a positive sense of self in an environment where staff works collaboratively to nurture the talents and gifts of each child.

It is our mission to assist our students in leading happy, productive, and fulfilling lives by:

- Providing all students with a rigorous and challenging common-core curriculum that promotes college and career readiness for all children.
- Providing a safe, positive, and orderly learning environment where students and staff are encouraged and supported.
- Providing access to technology that will support learning in a rapidly changing world.
- Reinforcing positive character qualities and helping students develop positive self-images and leadership skills.
- Developing an appreciation and respect for all peoples, including those of other abilities, ethnic, religious, and socio-economic backgrounds.
- Guiding students to develop an appreciation for our community, state, and nation, and for the democratic principles upon which our nation was founded.
- Helping students develop an appreciation for their social, emotional and physical health, and the importance of maintaining a healthy, drug-free lifestyle.
- Collaborating with all segments of the school community to maximize educational and enrichment opportunities for students.

Positive Behavioral Interventions and Supports (PBIS)

At Valencia we have in place positive behavior practices, organizational systems and individual behavior supports that are fundamental to achieving academic and social success for all students.

At Valencia we S.T.R.I.V.E. to be our best! S.T.R.I.V.E. stands for Scholars, Team, Players, Respect, Integrity, Valor and Empathy. Every student is provided opportunities to be recognized for his or her positive behavior.

The behavior matrix identifies areas of campus and the expected behaviors of anyone who is working in that area.

S.T.R.I.V.E.

Parent/Community Involvement

One of Valencia's greatest assets is the tremendous support we receive from our parents and community. Volunteers are always welcome! We have a need for volunteers in the classrooms, library, computer labs, science lab, or any other place you would like to work! If you are interested in being involved, please contact your child's teacher, or the PTA.

Valencia Elementary School has a very active and supportive PTA group. Our PTA provides many needed instructional supplies, equipment, and educational programs, as well as fun family outings. We would like to encourage all of our parents to become involved members of the Valencia PTA. Watch for information about specific dates and times coming home with your children or check our school website. Volunteers and PTA members are asked to sign in so we know you are on campus. Volunteers must also have a Volunteer Form on file. Please wear your volunteer badge for security and easy identification.

Homework Policy

Homework is provided to review and practice concepts introduced in class. Homework is assigned Monday through Thursday.

SVUSD's homework policy states the following guidelines:

Grade Kinder/1	10-20 minutes
Grade 2	20-30 minutes
Grade 3	30-40 minutes
Grade 4-5	40-60 minutes
Grade 6	60-90 minutes

Parents should monitor the amount of time their child spends on homework and advise the teacher if their child is having difficulty regularly completing the assignments in the recommended time periods. Parents can greatly assist their child by setting up a special place in the home, away from distractions, where homework is to be done. Specific times that do not conflict with other planned activities provide structure to the homework routine. Some parents find it helpful for all members of the family to have a routine quiet time nightly for this purpose.

Reporting of Grades

This year, our District will be reporting grades for all elementary children three times:

November	27-30	Fall Parent Conferences
December	1-4	Fall Parent Conferences
March	2-9	Spring Parent Conferences
June	14	Last Day of School

All the above dates are minimum days with an early dismissal time of 1:20 for 1st-6th Grades.

Teachers will communicate with parents throughout the year regarding concerns and grades that fall two marks below previously reported grades or grades of “D” or below.

Most of our teachers maintain grades online. We encourage you to monitor your child’s grades through the Parent Portal, or you may request a hardcopy of your child’s grades through the classroom teacher.

Student Council Eligibility

Valencia has a very active Student Council. Valencia has a very active Student Council. Students have the opportunity to act as Classroom Representatives, or to run for a Student Council office. In order for students to run for a Student Council office, they must meet the following requirements:

- B average in academic subjects. B+ in Writing for Secretary. B+ in Math for Treasurer.
- O or G in categories pertaining to Citizenship and Work Habits.
- Good Attendance with minimal tardies.
- No Office Referrals.

We anticipate that by enforcing eligibility standards, your child will develop an understanding of the responsibilities that must be met in order to participate in extracurricular activities. Establishing good work habits and a responsible attitude toward school at an early age will help to insure a successful school career.

School Supplies

Teachers may request that you purchase specific school related instructional supplies. However, please be aware that these are voluntary items. No student will be denied participation in a classroom assignment should a parent choose not to purchase these items.

Student Dress Suggestions

It is our opinion that student dress directly relates to attitude and behavior. Our experience tells us that children who dress like students tend to behave like students. There are many different styles and colors of clothing that reflect a positive appearance.

Please send your child in clothing that is comfortable, clean, in good repair, and appropriate for elementary school. Students should be able to actively play in the clothes they wear to school. Our program includes running, jumping, and other physical exercise, all of which must be accomplished in the clothing worn to school.

Clothing and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance. Please remember, Valencia is an elementary school and all fashions that students may wish to wear may not be appropriate for school. Our ultimate goal is to educate your child. Unnatural hair colors and styles that attract unnecessary attention detract from our educational program. Please support us by supporting our dress code and assuring a proper learning environment for all children at Valencia.

Inappropriate Clothing Includes:

- Any item symbolic of gang attire.
- Any top that reveals a bare midriff. This includes tank tops with less than 1" straps, cutoff tops, tube tops, halter tops, bathing suits, and midriffs. When arms are raised over the head, no bare skin should be exposed.
- Shorts that have an inseam shorter than 3".
- Clothing with slogans or words promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, suicide, or those with double or inappropriate meanings.
- Make-up, lipstick, hairdo, or adornment that causes a distraction in the classroom. This includes unnatural hair colors and styles.
- Clothing with holes, cuts or tears.
- Open toe or heel shoes, such as flip flops and sandals.

Electronic Devices

If parents believe it necessary, students may bring cellular phones to school in backpacks. Phones may not be used during the school day. Student phones will be collected and kept in a

secure location until dismissal. Phones in use during the school day will be confiscated and parents will be asked to come to the office to pick them up.

Security and Usage policy states that the mobile device is the responsibility of the student and parent. Any inappropriate applications, documents, content, images, or sound bytes that are brought to school on the mobile device will be handled in accordance with our progressive discipline guidelines that are published in our SVUSD Handbook. California Education Code governs our school progressive discipline guidelines.

Parents accept all liability and replacement costs for any loss or damage of the device while at school.

Parking

Visitor parking is available along Paseo de Valencia and La Paz. Please obey all city signage regarding parking.

Each space in our lot is assigned to a specific person. Please do not park in any spot during the school day, even if it is empty.

If you are coming into the office for a brief moment, you may park along the yellow curb in the parking lot. However, you must move your car before Kindergarten pick-up at 11:40 and also prior to Special Education dismissal at 2:20.

Parking Lot Safety

Wherever possible, we thank you for using car pools at arrival and dismissal times or walking your children to and from school. Traffic flow in and around our school at these times is a major safety hazard. There is adult supervision for 15 minutes after school is dismissed.

Students may be dropped off or picked up along the curb. Students in the inside lane must enter and exit their car in designated areas only. Please assist us in keeping our parking lot safe and efficient by:

- Establishing a specific place to meet each day. Make sure your child(ren) know where you expect them to be, the approximate time you will pick them up, and remind them to be actively looking for you. Student must be picked up within 15 minutes of the dismissal bell.
- Remaining in your car - ABSOLUTELY do not park along the curb during arrival and dismissal times
- Picking up children at the curbside or at the crosswalk in front of the MPR. Do not allow your child(ren) to cross in front of traffic
- Circling around the parking lot if your child is not present
- Helping to set a good example for our children by modeling respect, patience, courtesy, and cooperation.

- The gate along La Paz will be opened by a teacher at approximately 2:35 daily for student pick-up. A teacher may be on-duty at the top of the stairs for approximately 15 minutes.

Bicycles

Children in grades 4-6 may ride bicycles to school by requesting a Bicycle Safety Workbook and completing the appropriate forms for approval. Each bicycle must be equipped with a lock and parked only in the bicycle racks. California law requires all children below the age of 18 to wear a bicycle helmet. Bicycle helmets may be stored in the classrooms. Children are expected to follow all traffic laws when going to and from school. Riding a bicycle to school is a privilege that may be taken away by parents or the school if safety rules are not followed. Students may not ride skateboards, roller skates, shoe skates, scooters, razors, or roller blades to school.

Campus Supervision

Campus supervision begins at 8:15 a.m. Students should not be on campus before that time.

Campus supervision ends 15 minutes after dismissal. All children must leave campus at that time or be participating in after school programs that provide non-school personnel adult supervision (such as our fee based TLC child care program). Please understand that the school cannot assume responsibility for children on campus during unsupervised times.

Classroom Interruptions

We ask your cooperation and assistance in maintaining a classroom environment conducive to the development of good study habits and uninterrupted academic instruction.

1. Messages to your children will be written and placed in the teacher's mailbox. Messages received after your child's lunch period may not be received before school lets out.
2. Establish a system at home which helps eliminate forgotten lunches, homework, musical instruments, etc. Forgotten musical instruments must be taken directly to the MPR.
3. Leave forgotten lunches, homework, etc., in the office. Deliveries will be made 2 times a day at 10:45 & 1:15.
4. Send a note with your child or leave a note in the office for the teacher to call you. We will not put phone calls through to classrooms during instructional times.

Attendance/Absences

When a child is absent from school, we are responsible for verifying that child's absence. We ask that you call our absence line number (949) 951-1302 prior to 9:00 a.m. on the day of absence. A tape machine is on 24 hours. Please note that a child who is absent for an illness or doctor's appointment will be marked Excused Absent. All other absences are Unexcused. Please leave your name, your relationship to the child, the child's name, the date, and the reason for absence. If your child will be coming in late, please provide the same information but specify "coming late."

Homework may be requested after the 3rd day of absence.

Independent Study Contracts - If you know in advance your child will be absent from school for five or more days, (such as, for extended illness, trips, etc.), upon request prior to the dates missed, the teacher will complete an independent contract for the missed dates to assure your child's educational continuity, which will also allow us to receive state funding for the absences. Please notify the teacher ahead of time (at least one week) so the proper forms and work can be prepared for your child. The Independent Study Contract must be completed and returned with the student the same day the student returns to school.

Visiting School/Leaving Early?

Parents are welcome to visit our school and individual classrooms. We ask, however, that you arrange your visitation in advance with the classroom teacher. To reduce disruption to the instructional program, a visitation is limited to 30 minutes. It is not possible for a teacher to conference with you during class time. If a conference is needed, we ask that you request a conference with the teacher at a mutually convenient time.

Volunteers

To ensure the safety of all students on campus, **state law requires visitors come to the school office to check in and receive a visitor sticker/badge prior to entering campus.** Volunteers are asked to sign in so we know you are on campus and should have a volunteer form on file. Please wear your volunteer badge for security and easy identification.

There may be times during the school year when you will want to check your child out early. In order for all of us at school to work together, it is important that you:

- Come to the office and we will call your child
- Sign your child out on the "sign-out" sheet

Do not go directly to your child's classroom and do not ask for your child to wait by the parking lot. If it is necessary to send you to the playground for your child, we'll contact the supervisors to find your child.

Tardy Policy

A student who is not under the direction of his or her teacher at 8:20/8:30 A.M. is considered Tardy. A **Tardy** is labeled an **Excused Tardy** only in the case of illness, medical appointments, or late arriving bus.

Any student arriving after 8:20/8:30 A.M. must go to the office first to receive a **Tardy Slip**. This slip is their ticket into school for the day.

A **Tardy** resulting from reasons other than those listed above is considered an **Unexcused Tardy**.

If a child arrives after 9:00 A.M., his or her Unexcused **Tardy** is permanently recorded as a **Truant Tardy**.

A student who is picked-up from **school an hour or more before dismissal is marked as Personal Early Out (H-EO)**. A doctor's/dentist's note may be required to excuse an Early Out due to a medical appointment.

Excessive tardiness may result in the following consequences:

- District letters that are placed in a student's permanent file
- A lowered citizenship grade for the student
- A parent conference with the Valencia Student Study Team
- A meeting with the SVUSD Child Welfare and Attendance Department.

Classrooms with excellent attendance may receive recognition and/or awards. Please help your child to get the most out of school by getting him or her to school on time!

Lost and Found

Please clearly label all lunch pails, sacks, backpacks, personal books, articles of clothing, etc., with your child's name. Your help is needed in teaching children to care for their own belongings. Many items, often brand new, go unclaimed in our lost and found bin. Please check frequently in our Lost & Found located in the lunch area. Unclaimed articles will be given to a charitable organization periodically throughout the year (after notification and a reasonable wait time) and in June, after school closes.

Child Custody

It is most important that we be made aware of, and have in the files at school, any legal papers that deal with unique circumstances concerning your child. Simply noting on the emergency card a statement such as "Do not release my child to....." is not enough. We must have on file, a copy of legal documents concerning custody signed and stamped by a U.S. Court. Please be advised that the natural mother or father can obtain their child or information from school at any time unless a court order is on file indicating otherwise.

Medication/Health Problems

In order to assist our parents, the California Education Code allows school personnel to administer medication only if we have a physician's request form and a parental release form on file in the school office. A separate form is needed for each prescription medication, as well as any over-the-counter medication. All medicines must be brought to school by the parent and must be kept in the school office. Medicine must be in its original container and labeled with the name of the child, name of the medication, dosage requirements, and the physician's name. The information on the form must match the information on the bottle. California Education Code states that students may not bring any medication, including aspirin or vitamins, to school to keep in their possession.

Emergency Preparedness

Valencia Elementary School has a formal Earthquake/Disaster Plan in effect and earthquake and emergency preparation is an important component of our school plan.

We have emergency cards on file in our school office to be used during an unexpected emergency. Earthquake supplies in our earthquake bin, located next to the TLC building, are easily accessible when needed. Our earthquake supplies include energy food bars for every child, drinkable water, search and rescue equipment, first aid supplies, and other disaster-related equipment and supplies which may be needed. In the event of a disaster, a command post and first aid station will be activated. A search and rescue team will thoroughly check every room on campus. A student assembly area will be organized. Staff members involved with specific tasks will have “buddy” teachers who will supervise their students. Parents will check students out directly from classroom teachers. Adults wishing to check-out their children’s friends must be listed on the Emergency Card. Students will be picked up at a Reunion Station.

In the event of an actual emergency during school hours, many parents will be unable to leave their other responsibilities and/or travel the roads to reach their children. All of the office and support staff will be assigned to emergency duties. Please understand we will be unavailable to answer phones. We will communicate emergency information via our school marquee, school messenger system, and the school website.

School Lunches

School lunches may be purchased daily:*

- Hot lunches \$ 2.75
- Milk or Juice \$.50

* Prices are subject to change.

SVUSD’s new POS program requires that students use their entire 6 digit ID number rather than just the 3-4 digit PIN number they used in the past.

SVUSD takes part in the National School Lunch Program. Eligible students may receive meals free or at a reduced rate. Applications are available in the school or district office.

Moving?

If you are planning on moving from our school area, please let us know which day will be your child’s last day of attendance. This will enable us to complete the necessary transfer forms and help the teacher prepare your child for a successful last day. Any change of address must be reported to the school office.

Lost/Damaged Books

If a textbook or library book is lost or damaged, it will be necessary for the student to purchase a replacement book or to reimburse the school for the cost of the book.

School Times

Daily Schedule

<u>Grade Level</u>	Opening	Lunch	Dismissal
Kinder EB	8:20	N/A	11:40
Kinder LB	10:20	N/A	1:40
Grades 1 & 2	8:30	11:15-11:55	2:30
Grade 3	8:30	11:50-12:35	2:30
Grade 4	8:30	11:55-12:35	2:30
Grades 5 & 6	8:30	12:35- 1:15	2:30

Special Day Classes

<u>Grade Level</u>	Opening	Lunch	Dismissal
Grades 1 & 2	8:20	11:15-11:55	2:20
Grades 3 & 4	8:20	11:50-12:35	2:20
Grades 5 & 6	8:20	12:35- 1:15	2:20

Minimum Day Schedule

<u>Grade Level</u>	Opening	Lunch	Dismissal
Grades 1 & 2	8:30	11:00-11:40	1:20
Grade 3	8:30	11:30-12:10	1:20
Grade 4	8:30	11:30-12:10	1:25
Grades 5 & 6	8:30	12:00-12:40	1:25

Kindergarten remains on the regular schedule

*In lieu of a regular lunch period, recess will include lunch. Hot lunches will be available.