

# Valencia Elementary School Parent/Student Handbook

## Welcome!

Welcome to Valencia Elementary School! The staff and I are happy that you are here and we look forward to getting to know you as we support our children in their academic, behavioral, and social emotional growth. Valencia Elementary is proud of our accomplishments and our tradition of excellence. We are anxious to continue that tradition!

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

The staff shares my excitement about you being here. Academic, behavioral, and social emotional growth continue to be our goal and expectation for all students. We look forward to another rewarding year filled with triumphs, fun, learning and a great deal of satisfaction.

Sincerely,  
Carolyn Fries, Principal

## 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 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 educational partners to maximize educational and enrichment opportunities for students.

## **Positive Behavioral Interventions and Supports (PBIS)**

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

At Valencia, we strive to be respectful, responsible, and safe. Every student is provided opportunities to be recognized for his or her positive behavior.

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



## Valencia PBIS Matrix



S.T.R.I.V.E. to be...	Learning Settings	Lunch Tables	Recess/ Play Area	Arrival/ Dismissal Areas	Restrooms	Common Areas
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Respect differences</li> <li>Listen to others</li> <li>Take turns</li> <li>Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>Use a peaceful voice</li> <li>Use table manners</li> <li>Be helpful</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Be honest and fair</li> <li>Be helpful</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Follow directions</li> <li>Stay on sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>Maintain privacy</li> <li>Use peaceful voice</li> <li>Protect property</li> </ul>	<ul style="list-style-type: none"> <li>Respect differences</li> <li>Use peaceful voice</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Be prepared and ready to learn</li> <li>Follow directions and routines</li> <li>Stay on task</li> <li>Give your best effort</li> <li>Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Eat in timely manner</li> <li>Clean up after yourself</li> <li>Throw trash away</li> </ul>	<ul style="list-style-type: none"> <li>Follow problem solving STEPs</li> <li>Agree on game rules</li> <li>Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Be ready</li> <li>Wait in line with your class</li> <li>Follow technology rules</li> <li>Watch for your ride</li> </ul>	<ul style="list-style-type: none"> <li>Get in, get out quickly</li> <li>Clean up after yourself</li> <li>Throw trash in trash can</li> </ul>	<ul style="list-style-type: none"> <li>Walk with a purpose</li> <li>Work with a purpose</li> <li>Be aware of others learning</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Use supplies and technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Eat own food</li> <li>Remain in one spot</li> <li>Eat with clean hands</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Take turns and share</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Walk only (Walk bike)</li> <li>Follow parking lot rules</li> <li>Pay attention</li> <li>Use crosswalk</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Walk only</li> <li>Keep walkways clear</li> </ul>

## 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, office or any other place you would like to work. If you are interested in being involved, please contact your child's teacher, the office, or PTA. See the next section for school volunteer guidelines.

Valencia Elementary School has a very active and supportive PTA. Our PTA provides many needed instructional supplies, equipment, and educational programs as well as fun family events. We would like to encourage all of your parents to become involved members of the Valencia PTA. Watch for information about specific dates and times coming home with your child or [check out the PTA website at this link.](#)

## Volunteers

Volunteers must fill out volunteer paperwork that can be obtained in the front office. Please allow a few days for volunteer paperwork to be processed. You are required to provide your driver's license and a negative COVID test or proof of vaccine. You will also be given a letter with all the volunteer guidelines that must be followed when on campus.

To ensure the safety of all the 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 and must be cleared using Raptor to demonstrate that the volunteer is not a registered sex offender. Volunteers are asked to sign in EACH TIME you come to volunteer so we know you are on campus. Please wear your volunteer badge at all times for security and easy identification. [Click here for all the volunteer guidelines.](#)

## Reporting of Grades

Approximately 6 weeks into the school year, teachers will be holding goal setting conferences with parents. This is a different time than the elementary conferences for most of the district. Please note, this year our goals setting conference will be held September 26-30. All of these days will be minimum days, which means students will be dismissed at 1:25pm. There will be an additional conference day on December 1, which will also be a minimum day.



This year, our district will be reporting grades for all elementary students three times, one per trimester:

November 4 - End of Trimester 1

March 3 - End of Trimester 2

June 1 - End of Trimester 3 (Last Day of School)

Teachers will communicate with parents throughout the school year regarding concerns and grades that fall below the standard.

## **School Supplies**

Teachers may request that you purchase specific school related instructional supplies. These supplies are not required and may be purchased voluntarily. No student will be denied participation in a classroom assignment should a parent choose not to purchase these items. [Click here for a link the suggested school supplies.](#)

## **Student Dress Suggestions (AR and BP 5132)**

Please send your child to school in clothing that is comfortable, clean, good repair, and appropriate for elementary school. Students should be able to actively play in the clothes and shoes they wear to school. Our program includes running, jumping, and other physical exercises, 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. Hairstyles 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 combination of clothing or specific items or apparel that law enforcement considers to currently be gang-related is prohibited. As trends change, this may change over time.
- 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 means.
- Dress and grooming that is deemed disruptive to the educational environment or dangerous, at the discretion of the administration is prohibited.
- Clothing intentional with holes, cuts, or tears.
- Open toe or heel shoes, such as flip flops and sandals.

## **Electronic Devices (BP 5131.8)**

Students may have cell phones and mobile communication devices (MCDs) on campus but they must be turned off and put away at all times during the school day, including recess and lunch. Cell phones & MCDs may only be used before or after school. Staff may confiscate cell phones & MCDs for violation of this policy when the possession/use of the cell phone or device poses a safety issue or threat to the campus as determined by administration. Even if confiscated, the school or district is not responsible for lost, stolen or damaged cell phones or devices

brought to campus. For electronic watches with communication features, the watch may be powered on during the school day but the communication features must be disabled or not used during the school day. See Board Policy 5131.8 for more information.

## **Parking Lot and Traffic Safety**

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

Each space in our lot are 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 to the office for a brief moment, you may park along the yellow curb in the parking lot. Do not park on the yellow curb if you are staying on campus for more than a few minutes.

Whenever possible, we thank you for using carpools at arrival and dismissal times or we encourage you to walk your children to and from school. Traffic flow in and around our school at arrival and dismissal is very congested.

There is adult supervision 15 minutes prior to school and 15 minutes after dismissal. Students should NOT be dropped off prior to 8:15am each school day and must be picked up within 15 minutes after dismissal.

Please assist us in keeping our parking lot safe and efficient by:

- Establishing a specific place to meet each day. Make sure your student knows where you expect them to be, the approximate time you will pick them up, and remind them to actively be looking for you.
- Remain in your car during arrival and dismissal – ABSOLUTELY no parking along the curb during arrival and dismissal times.

- Students must be dropped off or picked up along the curb ONLY. Please do not have your student exit or enter the car on the driver's side.
- Helping to set a good example for our students by modeling respect, patience, courtesy, and cooperation.

## **Bicycles**

Children in grade 4th - 6th may ride bicycles to school by requesting a Bicycle Permission form for approval by the Principal. 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 wear a bicycle helmet. Bicycle helmets may be stored in the classroom. Children are expected to follow all traffic laws when going to and from school and MUST walk their bicycles any time they are on campus. Riding a bicycle 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, snow skates, scooters, Razors, or roller blades to school.

## **Campus Supervision**

Campus supervision begins at 8:15am. Students should not be on campus before 8:15am. Campus supervision ends 15 minutes after dismissal. All students must leave campus at that time or be participating in afterschool programs that provide non-school personnel adult supervision (such as our fee based TLC child care program or fee based after school programs).

Please understand that the school cannot assume responsibility for children on campus during unsupervised times.

## **Classroom Interruptions**

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

- We are unable to put phone calls through to classrooms during instructional times and are unable to deliver personal messages.
- Please establish a system at home which helps eliminate forgotten lunches, homework, musical instruments, etc. Forgotten musical instruments must be taken directly to the MPR.
- Other forgotten items will not be delivered to the classrooms during the school day. Lunch is provided free to each student and water is available at water fountains and fill stations.

## Attendance/Absences (AR 5114)

When a child is absent from school, we are responsible for verifying that child's absence. We ask that you call the school at (949) 830-3650 and enter #1 prior to 9:00am on the day of the absence. Please note that a child who is absent for an illness or doctor's appointment will be marked with an Excused Absence. Other excused absences include: funeral of an immediate family member, cultural ceremony and for the benefit of mental or behavioral health. All other absences are Unexcused. On the recording, please leave your name, your relationship to the child, the child's name, the date, and the reason for the absence. If your child will be coming late, please provide the same information but specify "coming late."

Homework may be requested after the 3<sup>rd</sup> day of absence.

## Tardy Policy

A student who is not under the direction of his or her teacher anytime after the start of the school day is considered tardy. A tardy is labeled an Excused Tardy only in the case of illness, medical appointments with doctor note, or late arriving bus.

Any student arriving after the start of the school day 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 30 minutes after the start of the school day, his or her Unexcused Tardy is permanently recorded as a Truant Tardy.

A student who is picked-up from school a half-hour or more before dismissal is marked as Personal Early Out (H-EO). A doctor's/dentist's note is 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 parent conference with the Valencia Student Study Team and/or principal.
- A meeting with the Orange County District Attorney

Please help your child to get the most out of school by getting him or her to school on time!

## Leaving Early

We do ask that you try and make appointments during non-school hours, but we understand that there may be times during the school year when you need 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 the classroom or playground for your child
- You MUST sign your child out on the "sign-out" sheet in the front office



\*Do not go directly to your child's classroom or message the teacher directly to release your child. If your child is on the playground, we will contact a supervisor to send them to the office.

## **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. Please notify the teacher and the office 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.

## **Lost and Found**

Please clearly label all lunch boxes, 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 sufficient. We must have on file, a copy of legal documents concerning custody and/or educational rights 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. Also, please note that we cannot provide confidential information about your child to other family members without specific permission.

## **Medication/Health Problems**

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. 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 a Command Station, Reunion Station or 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 and your children will be cared for. We will communicate emergency information via our school marquee, School Messenger system, and the school website. Please understand we will be unavailable to answer phones.

## **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.