

Valle Vista Elementary School

*A California Distinguished School
Golden Bell Winner*

Parent & Student Handbook and Calendar 2015-2016



Attendance Line: 408-238-3525 Press 1

Office: 408-238-3525

Fax: 408-223-7465

www.mpsd.org

2400 Flint Avenue, San Jose, CA 95148

Please refer to Mt. Pleasant School District Student & Parent Handbook for more detailed information about policy and procedures.

SCHOOL VISION

The Valle Vista Community, are committed to developing life-long learners who strive to reach their personal best in a diverse and changing world.

EMERGENCY CARDS:

Emergency cards are sent home to be updated in the fall. New parents/guardians complete the cards upon enrollment. Changes to your children's card are to be reported to the office immediately, i.e. phone, work or cell numbers, address, etc. Should your child become ill or injured, we must know how to contact a responsible adult in our locality who may be contacted if we cannot reach you. Remember, this information is vital to your child's safety.

If your contact information changes during the school year, please be sure to notify the office by email at sambrosini@mpesd.org or call 238-3525 so that we can contact you right away in the case of an emergency. Please include your cell # and email on the card.

MEDICATION

Any student who is required to take medication during the school hours may do so under school personnel provided a "Permit To take Medication At School" form has been completed by both the physician and parent. This form can be obtained from the school office. Medication must be supplied by the parent in the original prescription container, clearly labeled with the student's name, medication, dosage and directions. No medication, including aspirin or other over-the-counter drugs are allowed without written authorization from the physician and parent.

ATTENDANCE:

Student's daily attendance is critical for their learning and student success. Student's absences affect the student's progress in school, the classroom instruction and the financial resources of the school to offer a quality instructional program for all. The law requires children between the ages of 6 through 16 attend school regularly.

Student absences are permitted only if students are ill, there is a death in the immediate family, or a medical appointment. Although, these absences are excused, no state funding is given to the school. All other absences are considered unexcused and could result in your child being considered habitually truant. A student who misses more than ten percent (10%) of school days will be required to present a note from a doctor verifying his/her illness or the absence will be considered an unexcused absence.

The principal will refer families of students that are identified as habitually truant to the district School Attendance Review Board (SARB) and the San Jose Police Department. If the student's attendance does not improve a final step will be to refer the family to the District Attorney's office for prosecution for not following the compulsory education law.

Families that receive financial assistance also may have their benefits reduced by the court because their child is not attending school regularly.

If your child is ill he/she should be kept home from school. Please call the school attendance line at 408-238-3535 Press 1. A note must be sent with your child when he/she returns to school.

INDEPENDENT STUDY:

Independent Study will be offered to those students who are planning to be absent three or more days due to a family emergency or other unplanned event. Independent Study will only be offered for a maximum of ten days. Students that are out of school longer than ten days (except for substantiated illness), will be dropped from the school roster and will have to re-enroll. Your child is not guaranteed a place in the same classroom nor school, enrollment will be on a space available basis. Moreover, even if your child completes all of his/her assignments this work cannot make up for the lost instructional time. If a child does not complete all the work, and receive 100% credit, the absences will be considered unexcused and the student may be referred to the S.A.R.B. Please see the District Handbook for additional details.

STUDENT TARDINESS:

On time daily attendance is an integral part of your child's education. Valuable instructional time is lost when your child misses school. Moreover, your child's late arrival disrupts the classroom and the other students' instructional time. It is the responsibility of the parent/guardian to see that their child reports to school on time. If your child is late, please send a note with your child explaining the reason for being tardy, and have your child turn it into his/her teacher. School personnel will investigate habitual tardiness, and a referral may be made to the School Attendance Review Board (SARB).

LEAVING SCHOOL EARLY:

Students should attend school everyday for the entire day. Students miss valuable instructional time and their early release disrupts the classroom and the other students' instructional time. Parents/guardians and other individuals (18 years and older) listed on your child's emergency card are the only people who can sign your child out of school early. Please have proper identification available when requested by school office personnel. For your child's safety, we will not send him/her home alone even if you send a note to school.

If there are court order papers which effects who picks up or visits your child at school, the most current copy is to be on file in the front office. We are obligated to enforce any court order, which we have a copy of and must have a copy of any court order changes. We cannot abide by oral directions about court orders.

IMPORTANT NOTICE:

ALL VISITORS TO ANY AREA OF THE BUILDING OR CAMPUS, INCLUDING THE LUNCH TABLES, MUST SIGN IN AND OUT THROUGH THE FRONT OFFICE AT THE BEGINNING OF EACH VISIT AND WEAR A VISIBLE VISITOR'S PASS AT ALL TIMES.

SCHOOL DAY

School begins at 8:15. Breakfast is served between 7:45 and 8:05. Students buying breakfast should not arrive before 7:45.

No students are allowed on campus before 7:55 AM unless they are eating breakfast, as there is no supervision until that time. At the 8:10 bell, students are to walk to their outside classroom door.

At the 8:15 bell, a student is tardy if he/she is not inside their classroom and is to go to the front office for an admittance slip.

Dismissal Monday, Tuesday, Thursday and Friday is 2:25 for grades 1st to 6th. Wednesday dismissal is 1:25. Kindergarten dismissal is 1:25 every day. **Please pick up your child on time.**

SCHOOL POLICIES AND PROCEDURES

Homework

Students in all grades will be assigned homework on a regular basis.

Make up work

If your child is ill and must stay at home, please remind him/her to get their make-up work when they return to school. This is the sole responsibility of the student. If it appears that the illness will be more than 2 days, please arrange to have the work picked up by a sibling or yourself. The teacher will need 24 hours notice in order to prepare the work. Please call the office and leave a message before you come to make sure that it is ready.

Birthdays

Due to numerous students with nut and food allergies, ***as a standard rule, any food item brought in for a celebration or party must be store bought. In addition, due to the numerous students with food allergies, we are requiring that all food brought in for any celebration; contain a label listing all of the ingredients. Also, the label must clearly state that the food item was not processed using machinery that has come in contact with nuts. Any item that does not contain a label as specified, will be returned with your child.***

.Please do not bring BALLOONS. Balloons are NOT allowed in the classrooms.

Telephone Use

Student use of the telephone is limited to EMERGENCY SITUATIONS only. Forgetting lunches, lunch money, homework, permissions slips, or making arrangements for after school activities do not constitute an emergency. If your child brings a cell phone to school, it is to remain in his/her backpack and turned off. If taken out by student or phone rings, it will be taken away. Parent will have to come to office to claim it.

Library

Valle Vista has acquired a wonderful collection of books over the years. Parents must sign a Library Use Agreement in order for students to check out books. **Parents are responsible for paying for any lost or damaged books.**

REPORTING PERIODS FOR STUDENT PROGRESS:

Academic progress will be reported at least three times per year. Parent/teacher conferences are scheduled, too. Report cards are presented to students and parents/guardians at the end of each trimester.

Progress notes will be sent home in the middle of each trimester to notify parents/guardians of their child's progress. Parents/guardians are requested to sign the progress note and return it to the school. The teachers and principal are available to meet with parents/guardians to discuss any concerns or problems. Please call the school to make an appointment. Parents/guardians are encouraged to maintain regular communication with the school. Awards assemblies will be held at the end of each trimester for students.

ILLNESS AND ACCIDENTS:

A trained health clerk is on duty daily from 9:00 AM – 1:00 PM. By law, the school staff is allowed to only render first aid. The school staff may not diagnose or prescribe in case of illness or accident. The parent/guardian, or your adult designee, will be notified whenever an illness, accident or other emergency occurs. Immediate arrangements must be made to remove your child from school and return him/her home or seek medical attention.

PROHIBITED ITEMS:

Items that have no educational value such as trading cards, toys (including electronic toys, electronic games and iPods), and dangerous items such as caps, firecrackers, lighters or matches are not to be brought to school. The school supplies play equipment at recesses. **No personal sports equipment is to be brought to school.** Students are not to bring scooters, skateboards, or shoes with rollers in them to school. Items are never to be traded or sold at school. Items from home are subject to confiscation, to be picked up by parents in the office by prior arrangement. **The school is not responsible for items or money that your child brings to school, with or without your knowledge.** No nail clippers, plastic or metal toy knives or guns or other weapon

facsimile can be brought to school. Bringing such items will result in suspension. See Zero Tolerance Policy in District Handbook.

SCHOOL PROPERTY:

Students are responsible for all textbooks, library books, desks and school property issued to them. Students will be expected to replace books or school materials that are lost or mistreated

HARASSMENT POLICY:

The Mt. Pleasant School District is committed to providing an educational environment free of unlawful harassment. The District maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, religion, age, physical or mental disability or any other basis protected by federal, state or local law ordinance or regulation. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation is prohibited. Violation of this policy by a student may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation. (Ed. Code Section 48900)

ZERO TOLERANCE POLICY:

The Mount Pleasant School District has a zero tolerance policy for any weapon like items, drugs and/or threats against others. Students, who fight, threaten, harass, disrupt the education of themselves or others, destroy school property, or bring weapons or weapon facsimiles to school are subject to suspension and expulsion. Weapons or weapon like objects include: real or toy knives of any length, fold out nail clippers, matches, any explosives, bullets, real or toy guns. Students who bring any weapons or weapon like objects to school are automatically suspended and referred to a District Expulsion Hearing. (See District Handbook for more details.) **Refer to your copy of the District Handbook for bully behavior, intervention and discipline plan.**

Nondiscrimination in District Programs and Activities:

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expressions, or genetic information, the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

MT. PLEASANT SCHOOL DISTRICT **Zero Tolerance Policy**

Valle Vista Elementary School is a Zero Tolerance School (Education Code 489185). If your child has a weapon or facsimile in his/her possession, the following disciplinary action may occur:

1. The incident will be reported to the San Jose Police Department.
2. The student will be suspended from school.
3. The student will be recommended for expulsion from the Mt. Pleasant School District.

Suspension

Please refer to the District Handbook, as it has details of suspendable offenses. A student may be suspended for these acts if they are committed on school grounds, while coming or going to school and during school sponsored activities. A teacher may require the student to complete any and/or all assignments, tests, projects, etc. missed during the suspension.

Expulsion

Expulsion is a most serious action that removes a student from all Mt. Pleasant Schools for up to one year. Senate Bills 1198 and 292 require expulsion for any firearm including BB or pellet guns. Additionally, the Board of Education may expel for weapons, explosives; including firecrackers, damage to property, theft, tobacco, drugs or drug paraphernalia, vulgarity, receipt of stolen property and sexual harassment (further details in the District Handbook). Parents are encouraged to seriously review with their child the consequences of what they carry to and from school in their pockets, purse and backpacks.

VALLE VISTA ELEMENTARY SCHOOL **SCHOOL SITE BEHAVIOR EXPECTATIONS**

POSITIVE BEHAVIOR SYSTEM:

Expected Behavior: In order to provide an effective learning environment for all students, the Valle Vista staff works in collaboration with students and parents to provide a predictable, positive, safe and consistent learning environment. We have developed a systems approach to establishing positive social culture and behavioral supports needed to support an effective learning environment for all students. Our expectations are that students, staff, parents, and community demonstrate our core values:

Be Respectful
Be Responsible
Be Safe

All students may be recognized by any staff member for positive behaviors which are focused around our core values.

General School Rules: Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, suspension, and/or expulsion.

SCHOOLWIDE BEHAVIOR

1. *Students will walk on the sidewalks, blacktop and in the parking lot.*
2. *Students will be courteous and cooperative and support the school rules.*
3. *Students will be respectful of the schools and other student's property.*
4. *Students will not chew gum nor eat candy at school.*
5. *Students will remain on the school grounds and not trespass on the neighboring property.*
6. *Students will obtain a pass when moving about the campus.*
7. *Students will maintain a clean campus.*

PLAYGROUND EQUIPMENT USE BEHAVIOR

(Please review these rules daily for the first month of school.)

1. I will only slide down the slide on my bottom. I will not go up the slide nor hang on to the slide.
2. I will climb up one at a time the equipment ladders waiting my turn to go.
3. I will go from left to right, in one direction on the hanging rings, waiting my turn to go.
4. I will walk in the tanbark area and on the equipment.
5. I will not climb into the swinging bridge.
6. I will share the playground balls, hoops and jump ropes with other students.

PLAYGROUND BEHAVIOR

1. Students will play and eat in designated areas.
2. Students will kick balls on the blacktop only in designated area.
3. Students will not bring athletic equipment to school.
4. Students will play without pretend fighting or rough play.
5. Students will not play in the bathrooms.

CAFETERIA BEHAVIOR

1. Students will line up and wait quietly outside the cafeteria.
2. Students will walk at all times in the cafeteria.

3. Students will use a classroom voice in the cafeteria.
4. Students will clean up their eating area and put all trash in the can provided.
5. Students will wait quietly to be dismissed by the noontime supervisor.

INCENTIVES AND REWARDS:

- Weekly PraiseNotes drawing
- Non-uniform pass for no tardies each month
- Perfect Attendance Award for no absences, tardies or early sign outs during the trimester.
- Trimester incentive for good behavior (Students with 2 or less behavior points invited to attend).
- Teachers may have incentive programs in his/her classroom.

Valle Vista Uniform

PANTS:

Navy Blue

*Twill slacks, shorts, sweatpants, or capris (not banded)
PANTS MUST BE WORN ON OR ABOVE THE
NATURAL HIP LINE/NO SAGGING

SKIRTS/SHORTS:

Navy Blue

*Pleated, plain, skorts or shorts
*No shorter than fingertip length

ALL CLOTHES MUST BE SIZE APPROPRIATE. Tight fitting or baggy clothes are not permitted. No baggy pants, shorts, etc. No short shorts or mini-skirts, tank tops, tube tops, or spaghetti straps. This applies to non-uniform days also.

JACKETS:

*Solid color

Jackets with team logos or other advertisements are not permitted.

BACKPACKS:

* Backpacks that are solid in color, (no red or blue), with print fabric, cartoon characters, or other logos are appropriate at the elementary grades.

* Backpacks are to be free from all writing or drawings except the student's name written one time neatly.

TOPS:

White or Forest Green

*Polo shirt with collar

*Blouse with collar

*Turtle neck or mock neck

*Long or short sleeved

*If an undershirt /tee shirt is worn, it must be white and free of logos or designs and be tucked in. **NO RED**

*Polo shirts must be long enough to cover the top of the pant pocket. Not too long, tight or baggy

SWEATSHIRTS:

Forest Green sweatshirts are the only sweatshirts permitted to be worn in the classroom. All other sweaters maybe worn outside only.

*Hooded or non-hooded

*Pull on or zipper style

*School logo or plain

*Free of other logos or designs

*Hoods may not be worn in the classroom

*Walden West Sweatshirts-Must be size appropriate-not too big or too small.

SHOES:

*Enclosed toes and heels

*No high heeled shoes or boots

PLEASE REVIEW THE DISTRICT HANBOOK FOR:
NON-UNIFORM DRESS DAY REQUIREMENTS,
AND FURTHER DETAILS ON UNIFORM
EXPECTATIONS.

Valle Vista polo shirts,
sweatshirts, and Friday shirts are
sold in the PTA Room.

We are committed to ensuring a safe school, where learning is the focus. Therefore, no shade of red or blue clothing, accessory, backpack, jewelry, etc, other than the navy blue school uniform, is permitted on campus.

Mount Pleasant Schools are committed to ensuring safe and gang free schools, where learning is the focus. Therefore, no shade of red or blue clothing, accessory, backpack, or jewelry, other than the navy blue school uniform, is permitted on campus. All clothing must be size appropriate (not too baggy, too tight, too short or too revealing). In the classroom, you may only wear the green sweatshirt, jackets are to be worn outside only. Students must adhere to the following uniform policies:

Parents may request a uniform waiver. Waivers are available at the district office or school office and a meeting with the administration is requested to discuss the waiver and dress code. Students that have a uniform waiver must still adhere to the dress code listed above.

NON-UNIFORM DAY GUIDELINES:

Non-uniform days are special days identified by the school administration. The dress code guidelines apply to non-uniform days. On non-uniform days, students must dress within acceptable standards of cleanliness and modesty. All clothing should be clean, neat, in good repair, non-distracting, non-offensive and safe for school activities. Students who violate the non-uniform guidelines will call home to get the appropriate clothing. Students who are ineligible for the non-uniform day and do not wear their school uniforms will also call home to have their uniform brought to school.

The following items are not allowed:

- Skirts and shorts that do not reach your fingertips when arms are at their sides.
 - Low cut tank tops or shirts, vests and jackets with large or gaping arm holes.
 - Crop tops, bare midriff blouses, cut-offs, or see-through jerseys.
 - Straps less than 1 inch wide.
 - Revealing clothing that is distracting or disruptive to the learning process.
 - Clothes, jewelry, or pins that advertise products that are illegal or off limits to minors, or that may offend community sensibilities and/or interfere with students doing their best work.
 - Sandals, flip flops, high-heeled shoes or boots.
 - Red or blue clothing or items with insignias from non-school clubs, organizations, or gangs.
- (EC 35183, 35183.5)

Dress Code Violations: Students who are not in uniform are considered **not ready to learn**. Parents will be notified to bring the uniform to school. Students with specific medical needs related to the uniform must notify the office and have a doctor's note on file.

- Exclusion from non-uniform days
- A warning letter
- Other action based on individual needs

Please note: Mount Pleasant School District and Valle Vista Elementary Administration reserve the right to modify or change the dress code policy as necessary to insure the safety of the students and the quality of instruction.

EMERGENCY PROCEDURES:

Your child's safety is our number one concern in the event of an emergency. It is critical that you know the procedure for releasing your child to you if a disaster occurs and evacuation is necessary.

In an earthquake, students will report to an assigned base. All bases will be able to communicate with the command center through the use of walkie talkies. We have a trained rescue squad and communications squad at our school. We also have traffic supervisors who will help direct you to your child's base if you don't know where to find him/her. We will rely on you to remain calm and to follow the school's procedure for evacuation of students.

Students will be released to you through the classroom teacher who will be at the assigned base. Your child may not be released to anyone who is not on the evacuation card. **Any person checking out a child must have picture identification.** You will be asked to sign off on your child's evacuation card so we know that you have picked him/her up. As the case with all emergencies, the "best-laid" plans must sometimes be changed if students' safety is at risk.

All classes are to meet at the North Blacktop

The Command Center will be located on the north blacktop. It will also serve as the Communication Center and First Aide Center.

If you have more than one child, you may need to report to different bases to pick up your children. In the event of a long term stay at the school site, we gather together in one central location so siblings can comfort one another. The school has a supply of food and water in case of emergency.

SCHOOL INVOLVEMENT:

All parents are expected to participate and play an active role in their child's education at Valle Vista School. Room parents and parent volunteers are needed in each classroom and the office. Please call 238-3525.

Parent involvement is encouraged at Valle Vista. There are ample opportunities to volunteer in the classroom or assisting teachers by taking work home to support your child's classroom (ie, book club, class projects, cutting). Parent volunteers read to young children, correct papers, assist in the library, staple Wednesday packets, help

with fund raising activities. There are so many things happening at Valle Vista! Contact your child's teacher, PTA or the school's office. Listed below are some of the programs in which parents participate:

PARENT TEACHER ASSOCIATION : The Parent Teacher Association (PTA) exists to support and improve the education of the students at Valle Vista Elementary School. The PTA provides unique activities, raises funds, and supports educational programs for the students at Valle Vista. The association provides a means for parents to participate in the education of the students, promotes pride in the school, and an interactive communication between the school, parents, and teachers. Meetings are the third Thursday of the month, 6:00PM in the cafeteria. Every parent is encouraged to become a member.

SCHOOL SITE COUNCIL - Parents who wish to be more deeply involved in the school process may consider running for membership on the School Site Council. This advisory council coordinates, implements, and evaluates the school programs. School Site Council elections are held in the fall and meetings are held monthly.

COMMUNICATION - Each Wednesday is the school's designated communication day. Look for the weekly information packet in your child's backpack. The school newsletter will usually be sent home the first Wednesday of each month. In the newsletter, you will find a calendar of events (be sure to check for changes from this calendar).

ENGLISH LEARNERS ADVISORY Council (ELAC/DELAC): The Valle Vista English Language Learners Advisory Council is a group of parents and the principal working to meet the needs of our second language learners. This committee strives to keep our parents informed and give them a voice on issues that affect their students. Better communication equals better involvement and increases the chances for success in the academic environment. The objective of this committee is to educate parents in the matters having to do with the educational system. It meets 4 times a year in conjunction with the district committee.

FREE AND REDUCED LUNCH PROCEDURE:

Free or reduced breakfast and lunch prices are offered for families who qualify. Applications have been sent home in the District Handbook and are available in the front office. Each family should fill out only one application to include all their children. Be sure to include on the application the names of children who are not yet in school. A student breakfast costs \$1.25. A student lunch costs \$2.50. Free and reduced applications were sent home in the District handbook and are available in the office.

New enrollees to the school must pay full price for meals until the free and reduced lunch application has been processed. There is no grace period.

Returning students who were previously on free or reduced lunch have a 30 operating days grace period until their new application has been processed.

A maximum of three charged meals are allowed until the time the students pays back Food Services. After the third charge, the student will receive a courtesy meal, which consists of either a peanut butter or cheese sandwich, a piece of fresh fruit, and milk.

Parents or students may pay for meals ahead by placing an envelope with checks or cash for meals in the box on the office front counter. Be sure your student's name and classroom # are on the outside of the sealed envelope.

SPECIAL SERVICES:

Your child may receive one or more special services from the following programs: Speech/Language; Resource Specialist; SDC; English Language Development (ELD); Gifted and Talented (GATE).