

# Handbook For Parents and Students

*Valencia Elementary School*

250 Aptos School Road  
Aptos, California 95003  
831-688-2013

Dear Parents and Students,

WELCOME! The staff of Valencia School would like to extend a warm welcome to students and their parents.

Our experienced staff of teachers is dedicated to providing every student with the best educational opportunity possible. Valencia staff has high expectations for each learner. Education at Valencia is designed to meet the needs of each student, but ultimately each child will gain from school according to the effort he or she applies.

We realize the importance of developing in each child an attitude of self-respect and self-worth. We provide a variety of opportunities for students to excel. We take pride in providing a safe place emotionally for children and expect everyone to treat each other respectfully.

Parents, we feel, are our partners in the important job of education the children of this community. We welcome your suggestions and solicit your involvement in our school. Cooperation is the key and towards that end we suggest that you read this handbook and review it with your child. It will tell you exactly what we expect from students, as well as, what services you may expect from the school.

We look forward to serving students and parents throughout the year. We hope you find this handbook useful.

Sincerely,

*Dianna Higginbotham*  
Principal

*Julie Page-Ales*  
Assistant Principal

# VALENCIA SCHOOL

## HANDBOOK FOR PARENTS AND STUDENTS

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## VALENCIA SCHOOL

250 Aptos School Road

Aptos, CA 95003

831-688-2013

### Regular School Hours:

Kindergarten      7:50 — 11:11

Grades 1-6          7:50 — 1:45

**Yard supervision begins at 7:30am. DO NOT drop off children before this time.  
We cannot be responsible for children dropped off before 7:30.**

The school office is open from 7:15 — 3:45, Monday through Friday.

## ESCUELA VALENCIA

250 Aptos School Road

Aptos, CA 95003

831-688-2013

### Horario de clases:

Kindergarten      7:50 — 11:00

Grados 1-6          7:50 — 1:45

**La supervisión de los terrenos escolares se inicia a las 7:30am. Favor de no traer a los niños a la escuela antes de esta hora.**

La oficina escolar esta abierta de las 7:15 a las 3:45, de lunes a viernes.

# 2005 - 2006 VALENCIA SCHOOL STAFF ROSTER

Principal— Dianna Higginbotham

Assistant Principal— Julie Page-Ales

Office Manager— Patty Chavez-Moreno

Office Assistant— Sue Simpson

Grade	Teacher	Room Number
K	Linda Gerstman	18
K	Karen Richmond	17
K	Marilyn Riddick	29
1	Betty Peck	30
1	Teresa Wagenhoffer	21
1	Patricia Payne	32
1/2	Monica LaFleur	22
2	Nancy Casterson	1
2	Kim Flynn	2
2	Susan Karz	3
2	Jan Swanson	31
2/3	Constance Greene	20
3	Susie Brown	13
3	Patrick Lober	19
3	Lizanne Wise	7
4	Dottie Fry	8
4	Casey McGuire	11
4/5	Deborah Christie	9
5	Victoria Bettencourt	10
5	Richard Zlatunich	24
5/6	Chuck Peters	26
6	T.J. Miller	27
6	Susan Murphy	28
Inclusion	Dee Teutschel	12
Resource Specialist	Joan Riley	33
Speech and Language	Joan Patricio	6
Reading/Migrant	Anne Marie Escudero	17
4th, 5th, 6th Grade Science	Cathy Guiley	23

## Support Personnel

Psychologist— Aide— Gloria Anaya      Head Custodian— David Fernandez  
Librarian— Michelle Galipeaux      Aide— Deb Armstrong  
Nurse— Devi Tong      Aide— Mary Clancy  
Health Clerk— Erin Ereksom      Aide— Isilda Heston      Cafeteria— Juana Alanis  
Adaptive P.E.— JoAnn Revoir      Aide— Christy Humphrey  
Kidsí Korner Counselor— Karen Ouse

Valencia School  
2005 — 2006 Calendar Highlights  
Please see the “Valencia View” for monthly details.

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**Daily schedule:** 7:50 — 1:45 1st — 6th grades • 7:50 — 11:11 Kindergarten

**AUGUST 2005:**

*Word of the Month:* Punctuality showing respect for others by doing the right thing at the right time.

**Wed 17** FIRST DAY OF SCHOOL— 7:50am  
8am morning coffee for parents in the cafeteria

**Thu 25** 5:30 — 7:00pm Back-to-school Picnic

**SEPTEMBER 2005:**

*Word of the Month:* Punctuality

**Mon 5** Labor Day— No School

**Thu 22** 6:30pm Back to School Night

**OCTOBER 2005:**

*Word of the Month:* Resourcefulness— finding practical uses for things others might throw away.

**Mon 10- Fri 4** Parent Conferences— 12:45 dismissal all week  
Book Fair all week

**Mon 17** Picture Day

**Fri 28** Harvest Costume Festival— evening

**NOVEMBER 2005:**

*Word of the Month:* Patience— Waiting your turn.

**Fri 11** Veterans Day Holiday— no school

**Fri 18** Report cards sent home

**Wed 23 — Fri 25** Thanksgiving Holiday— no school

**DECEMBER 2005:**

*Word of the Month:* Enthusiasm— Expressing joy in each task as I do my best.

**Wed 21** Last day of school for 2005

**Thu 22- Jan 16** Winter Holiday

**JANUARY 2006:**

*Word of the Month:* Enthusiasm— Expressing joy in each task as I do my best.

**Mon 2 — Wed 11** Winter Break continues

**Mon 16** Martin Luther King Jr Holiday— no school

**Tue 17** School resumes

Valencia School  
2005 — 2006 Calendar Highlights  
Please see the “Valencia View” for monthly details.

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**FEBRUARY 2006:**

*Word of the Month:* Sensitivity— being aware how others are feeling.

- Wed 1**                      Spelling Bee  
**Mon 13**                     Presidents’ Day Holiday— no school  
**Wed 15—Fri 17**        Valencia’s Annual Science Fair  
**Wed 15**                    6:30 — 8:30pm— Science Fair  
**Mon 20**                    Presidents’ Day Holiday— no school

**MARCH 2006:**

*Word of the Month:* Respect— Appreciation and honor of people and things.

- Thu 2**                      9:00 North Zone Spelling Bee at Mar Vista School  
**Fri 3**                        2nd trimester ends  
**Fri 10**                      Report cards sent home  
**Mon 13- Fri 17**        Parent Observation Week

**APRIL 2006:**

*Word of the Month:* Thoroughness— Completing your work with details (not to just rush to get it done)

- Fri 14—Fri 21**        Spring Break— No school

**MAY 2006:**

*Word of the Month:* Truthfulness— Earning trust and respect by reporting the facts.

- First Two Weeks:** State Testing, 2nd — 6th graders  
**Wed 3**                      Kinder Round-up in cafeteria— all day  
**Fri 12**                      Walk for the Arts / Spirit Day  
                                  Every class gets out and cleans up Valencia after Walk for the Arts  
**Thu 18**                    5:30 — 8:00 Dinner, Open House  
**Wed 24**                    1:55 Volunteer Appreciation “Tea”  
**Mon29**                    Memorial Day Holiday— no school

**JUNE 2006:**

*Word of the Month:* Truthfulness— Earning trust and respect by reporting the facts.

- Wed 7**                      Field Day and Barbeque  
                                  Talent Show  
**Thu 8**                      Last Day of School— 11:15am  
                                  Report cards sent home

## **ENROLLMENT AND TRANSFER PROCEDURES:**

### **Immunizations, Birth Certificate and Proof of Residency**

State law and school board policy now require all students to be fully immunized against rubella, diphtheria, pertussis (whooping cough), tetanus, polio, Hepatitis B, measles, and mumps. Any person who fails to present to the school evidence of the required immunizations will be prohibited from school until that person presents such evidence.

Birth certificates, baptismal record or passport are needed to verify the age of the child. (Hospital certificates cannot be accepted.)

Children must be five years old by December 2nd to start kindergarten.

We also require proof of residency. We will need to verify your address with a P.G. & E. or cable TV bill, a rental agreement, or escrow papers. Telephone bills or driver's licenses are not acceptable.

### **Emergency Information**

In case of emergency concerning your child, it is important that information on the emergency card be filled out completely and kept up to date.

Please notify the school of any change in your home address, phone number, work phone number, family doctor, babysitter or friends you have listed to be called in an emergency. Your child cannot be released to anyone not listed on this emergency card.

### **Transfer Forms**

If you are moving to an area where your child will no longer reside in the attendance area, please notify the school office as soon as you know. On the last day of attendance, we will provide you will information that you will need to enroll your child in his/her new school. Please see that all library books and textbooks are returned, or paid for if lost, before transferring.

## **GENERAL PROCEDURES:**

### **Attendance**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation.

Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If a child accumulates many unexcused absences, the family will be referred to our district Child Welfare and Attendance office.

When a student has been absent from school, (s)he is to bring a note to school containing his/her name, exact reason for absence and his/her parent's signature.

*You miss school — you miss out!*

### Classification of Absences

**Excused absence:** Sickness, accident, medical and dental appointments, death in the immediate family.

**Unexcused absence:** Out-of-town, vacation, needed at home, and all requests of any nature made by parent or guardians.

**Truancy:** Absence occurring without the knowledge and consent of parent or guardian.

**Tardiness:** Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 7:50 AM is considered tardy and needs to come to the office to get a "Late Slip." If there is excessive tardiness, the teacher will contact the parent. If the problem persists, the child will be referred to our district Child Welfare and Attendance Office.

### Lunch

Students may purchase a hot lunch or milk, or may bring their own from home. The purchasing of quantity lunch tickets is encouraged so students do not have to bring money to school everyday.

	Daily	Weekly	Monthly
<b>Hot Lunch</b> (includes milk)	\$2.00	\$10.00	\$40.00
<b>Milk only</b>	\$ .50	\$ 2.50	\$10.00

The lunch ticket does not need to be used consecutively. A monthly menu is sent home with your child at the beginning of each month. (Prices may change.) Free or reduced lunch forms are available in the office. In case your child forgets his/her lunch money, the cafeteria will give him/her an emergency snack like milk, cheese and crackers.

### Bus Notes

If your child is to take a different bus or get off at a different bus stop, please send a signed note to our office so that we can issue a bus pass. Bus notes should be sent to the office in the morning. Last minute arrangements may not get to your child, so please plan ahead.

**Please note: Unless your child brings a signed note to school, he or she will be expected to take his or her regular bus.** Please do not telephone bus changes or messages for students into our office, except in cases of emergency. You should also send a note if your child will be picked up from school instead of riding the bus.

## **Bicycles at School**

If you live close to Valencia, you may ride your bike to school. A parent note needs to be on file in the office. Remember, helmets must be worn while riding, and may be brought into the classrooms for safekeeping. Please lock your bicycle during the day. Skateboards and skates may not be ridden to school.

## **Early Release from School**

Valencia School is a closed campus. All children must remain on the school grounds during school hours. Upon arrival at school, no student is to leave the school grounds. Parents who wish to pick up their children should always do so through the school office. Please send a note stating that you intend to pick up your child at a certain time that day. Anyone who has permission to pick up your child should be listed on the emergency card kept in the office.

*Students are expected to leave school daily in their usual pattern, unless we receive a written note from home. Children sometimes get confused, so just telling them of a change often creates many problems.*

Last minute messages to children often do not get to students. We will do our best in case of an emergency.

## **Field Trips**

Field trips can be an important part of the instructional program. Your child's teacher will notify you when a field trip is planned. **Every child needs a signed field trip permission form.** Often volunteer drivers provide transportation for school field trips. Volunteer drivers need to be licensed and insured; and must sign a form available in the office. Driver information forms need to be updated each semester. Students who ride in private cars are required to wear seat belts. We recommend that our students do not ride in the front passenger seat if your car has an air bag for that seat.

## **Health Concerns**

**A child should not be sent to school with the following symptoms: sore throat, runny nose, cough, stomachache, fever, or rash.** If any of these conditions arise at school, a child may be sent home. Basic first aid is provided for minor injuries. If a serious injury occurs, parents will be contacted and appropriate emergency procedures will be followed. A nurse is present at school only one day per week. Infectious diseases such as chicken pox, measles, mumps, and lice will be handled according to district policy.

Make sure your child's emergency card is up-to-date with your current contact information.

## **Medications**

We cannot administer any medication unless we have the proper district medication form filled out by the doctor. Contact the school nurse or front office for assistance. When this is done, all medication will be kept in the nurse's office. All medication shall be identified with the child's name, dosage and the doctor's name. When possible, try to space medication doses before and after school.

## **Accident Insurance**

The school district has made available to parents low-cost accident insurance for their children. Such a plan can provide benefits and coverage when help is needed. All students are eligible.

## **Telephone Use and Cell Phones**

The use of the school telephone by students is limited to emergencies only. Students may bring a cell phone to school to use before or after school only. Cell phones may not be used during school hours. They must be turned off and kept in backpacks. The school is not responsible for lost, stolen or broken cell phones. A parent note, sent to the office, is required to bring a cell phone to school.

## **Lost and Found**

There is a lost and found box for unclaimed items located in the cafeteria. Children are encouraged to check for their lost items. Unclaimed items in the lost and found will be donated to charity at least two times a year.

Small jewelry or money that has been found on the playground is sent to the office. If unclaimed, the item will be given to the child who found the article.

Parents are requested to help eliminate the problem of lost clothing not being returned by writing or sewing the name and phone number of their child somewhere inside coats, sweatshirts, backpacks, lunchboxes, etc.

## **Student Visitors**

Students are not allowed to bring other children to school to spend the day. Students who are not enrolled in our school are not covered by insurance and cannot be our responsibility.

## **SCHOOL PROGRAMS:**

Valencia is a Kindergarten through sixth grade school with a population of over 500 children. Our teachers are a dedicated team. We use state and district standards and our School Plan to develop our regular curriculum. Our teachers are provided with staff development in current educational methods.

### **Our basic program consists of:**

#### **Language Arts**

Language Arts includes reading, writing, spelling and oral language. Our teachers use many different strategies to teach these subjects. We use teacher-developed materials along with state adopted texts and trade books of good literature. The children who come to us speaking another language receive daily English language instruction and a modified education program in English. A major portion of our school day is focused on language arts. Our students have access to our school library on a weekly basis. A standards-based textbook series, Houghton Mifflin, is used across the grades. In addition, our teachers focus on writing instruction through the Step Up to Writing program. We also have many other types of support programs to support struggling readers and writers. In addition, students are encouraged to read on a nightly basis. Grades 3 to 6 track their progress with the Accelerated Reading Program. They read books and then answer questions on the computer.

#### **Math**

Our students are taught math with a variety of approaches, including computational drill, manipulative, and how to apply their knowledge. We use the Scott-Foresman series which is tied to state standards.

#### **Science**

We use the Foss program, which is a hands-on approach K - 6, along with Harcourt Brace in K - 5 and Prentice Hall in 6th grade.

#### **Social Studies**

Our teachers use the Harcourt Brace series, historical literature and teacher-developed units.

#### **Physical Education, Health, and Fine Arts**

We follow the district frameworks in these areas. Our library houses a collection of famous art prints, art books and classical music tapes. Local artists are invited into our classrooms to teach units in music, poetry, visual art, etc.

# **OUR SCHOOL SUPPORT PROGRAMS CONSIST OF:**

## **English Learners**

Our school has a quality education program to serve all of our students. We receive extra district funds to provide the necessary support for our second language students and to integrate them successfully into our regular classes. We have many staff members who are bilingual, so that we may help these students succeed. We are also able to offer reading support for those students who are below grade level.

## **G.A.T.E.**

The district provides a site-based G.A.T.E. (gifted and talented education) program for fourth through sixth grade students identified through overall high achievement and general intellectual categories. Parents and staff annually develop the program for these students. Classroom teachers present a differentiated learning curriculum. Instruction stresses higher level thinking skills, creativity and a thematic approach to learning.

## **Computing Education**

We have some modern equipment in some of our classes as well as a new, upgraded computer lab in the library. We also have a class set of laptops for the upper grades. Our computing education program focuses on state aligned curriculum, using the computer as another medium to teach and learn. Students work at computers to learn computer keyboarding skills as well as extensions of their regular instruction. Students practice and extend the knowledge, skills and strategies they are learning in subjects from language arts and math to music and art, by working on long-term projects that require planning, evaluation and revision along the way. They also measure their individual progress in reading, for example, by taking the AR tests and Star tests, which are scored immediately on the computer. A strong commitment from parents and staff has provided much-needed new equipment and a new technology-use plan.

## **Science Release**

In grades four through six our teachers receive release time during the day for planning purposes. During this time their students are with a teacher who utilizes a hands-on science program.

## **Library**

Under the supervision of our library clerk, all classes visit the library once a week for story-telling, library skills and book check-out. The library is also used for reference work by students and as a resource for staff. Students should follow check-out procedures and display correct use of library materials. Students are responsible for lost or damaged books.

## **Student Study Team**

This team is made up of classroom teachers, the resource specialist, principal and appropriate support personnel. According to the needs of each case presented; a psychologist, nurse and/or speech therapist may also be included.

The purpose of the team is to address needs of students who need special attention. The team suggests specific strategies and methods to teachers and others who work with the student. Parents of the referred students are encouraged to attend and participate in this process because their role is so vital in the child's life. A child may be referred because of academic, behavioral or emotional difficulty. Solutions may include remedial techniques, referral to tutoring or counseling and/or testing to determine the most positive learning environment for the child.  
Special Education

Students with special needs may receive special instruction from various support personnel (i.e., resource specialist, speech and language specialist, adaptive PE specialist). Referrals initiate with the classroom teacher and then each case is looked at individually in our Student Study Team. If necessary, there is testing and possibly placement in Special Education. Parental approval is required for all testing and placement of students in Special Education.

We also have an Inclusion Program with a teacher, aides and support staff. These staff members work with some of our students who have very special needs and are included in the regular class setting.

## **Academic Testing**

During the spring of every year, our students are given a battery of tests. Our district uses the California Standards Test for all students in second through sixth grades. This test includes reading language skills, spelling and math.

*When notified of testing dates, you, as parents, can help prepare your child for this important testing by:*

Stressing appropriate behavior and attitudes.

Encouraging your child to do his/her best.

Making certain your child comes to school rested and having had a nutritious breakfast.

## **Kids'Korner**

This program provides a safe, nurturing and confidential place for children to talk and explore their feelings with a counselor. We emphasize therapeutic play activities to promote self-awareness, the improvement of coping skills and the exploration and appropriate expression of feelings. We aim for the development of positive self-esteem to enhance social and academic development. Children need parental permission to participate in this pull-out program.

# **VALENCIA SCHOOL DISCIPLINE PLAN:**

## **Discipline: A Total School Approach**

### **We believe that:**

- Children have dignity and worth.
- Children can and should behave appropriately.
- Discipline is a shared responsibility between home and school.
- Positive and negative behaviors are maintained by their consequences.
- A rational and knowledgeable approach is most productive.
- Effective discipline is a necessary element for a free and productive learning environment.

### **Therefore, our program is designed to:**

- Help students to become self-disciplined and make appropriate choices.
- Clearly define school rules and classroom limits.
- Emphasize effective communication that fosters positive relationships.
- Provide specific reinforcement of desired behaviors.

### **The student is responsible for:**

- Respecting the authority of teachers, principal and other school staff to enforce district policy and school rules regarding student discipline.
- Behaving in class and on school grounds in a manner that respects the rights of other students to learn.
- Following the school and classroom guidelines established by staff.

### **The parent is responsible for:**

- Reinforcing children at home who demonstrate appropriate behavior.
- Reviewing school discipline rules with children to ensure that they are familiar with and understand the standards of conduct expected by staff.
- Cooperating with school staff in carrying out appropriate discipline consequences when such action is necessary.
- Seeking out, when necessary, and with the advice and guidance of district personnel, appropriate community agencies for assistance in correcting misbehavior of student.

# VALENCIA SCHOOL DISCIPLINE PLAN:

## **Discipline: A Total School Approach**

### **The teacher is responsible for:**

- Assisting in the development and enforcement of the school rules.
- Developing concise classroom guidelines that clearly communicate to students and parents what is needed for teachers to teach and students to learn.
- Establishing a classroom management program and atmosphere that elicits proper behavior; and which gives every student full opportunity to pursue their studies without disruption.

### **The principal is responsible for:**

- The clarification of rules, expectations and responsibilities.
- Supporting teachers by developing behavioral agreements on disruptive students and by holding conferences with parents for agreement on commitments or agreements.
- Coordinating a system to remind all parties to follow established rules or procedures.
- Defining the referral procedures and everyone's responsibility within the process.
- Enforcing this discipline plan within the existing district and state laws.

# VALENCIA SCHOOL RULES AND GUIDELINES:

## Valencia School Rules

Our school policy is to establish meaningful rules which focus on safety as well as respect for other people and property. These rules will be enforced at all times.

- Respect yourself and all others. Use only kind words.
- Keep hands, feet and objects to yourself
- Play appropriately in designated areas only.
- Respect all school or personal property. Use equipment properly.
- Freeze when the bell rings. No playing after the freeze bell.
- Walk to classroom line when whistle blows.
- Gum is not allowed at school.
- Snacks in designated areas only.
- Follow all cafeteria rules.
- Obey all school staff.
- Walk by classrooms quietly.
- Stay seated in your bus line after school.
- Toys, electronic games or skateboards from home are not allowed.

## Valencia School Bus Conduct

The following rules are set up to help your child enjoy a safe and sane ride on the bus.

- Obey the bus driver who is responsible for the safety of all passengers.
- Help the bus driver while he or she is driving by not disturbing him/her. Talk in a quiet, inside voice. Use only kind words.
- Wait in an orderly fashion while entering and exiting the bus. Stay seated at all times until the bus comes to a complete stop.
- Be courteous to each other on the bus and at the bus stop.
- Open or close the windows of the bus after getting permission from the bus driver.
- Keep all parts of your body inside the bus. Do not throw anything from the bus.
- Observe traffic carefully on the way to and from the bus stop.
- Be at the bus stop on time, but not too early.
- Treat the bus with respect by not writing on or ripping the seats.
- The student and his/her parents are responsible for his/her conduct at the bus stop and from the stop to home.
- Drivers may not allow skateboards on the bus.
- Violations of these rules may result in suspension of bus riding privileges.

## **The following procedures will be observed with offenders:**

- Drivers have been instructed to turn in names of violators to the school office. The parents will be notified and sent a copy of the citation.
- Two reported citations may result in a temporary suspension of bus-riding privileges.
- If a student is report three times during the school year, his/her bus privileges will be suspended for one week. Subsequent citations could result in suspension from bus riding privileges for a longer period of time.
  
- Sometimes bus drivers have returned to school with disruptive students. These students are taken off the bus and sent home with their parents. When this happens, all the children on the bus are inconvenienced. Please talk with your child about appropriate safe behavior on the bus.

## **Pink Slips and Rewards**

At Valencia, we use a school-wide discipline plan, which is comprised of two parts:

Rules/Consequences and Rewards.

If a student chooses to break a school rule, (s)he must face the consequences.

The consequences are:

- 1st loss of recess and parent receives a copy of the pink slip
- 2nd parents notified by child with adult present
- 3rd loss of lunch recess and possibly school service
- 4th in-school isolation, principal notifies parents and child is removed from class for remainder of day
- 5th discipline referral with possible one day suspension, parent conference required

Rewards or positive reinforcement of appropriate behavior must be part of a good discipline program. As an incentive for good behavior, at the end of each month, students who do not receive a pink slip are allowed a few extra minutes of recess or other special activity. Whole classes, with no pink slips, can also be rewarded. At the end of each month, the slate is wiped clean so each student starts out fresh.

# Important guidelines for special areas at Valencia:

## Car Pick-up Rules

Students need to be aware that the car pick-up area is not a play area. Following directions from staff is very important. The following rules for this area will ensure everyone's safety and speed up our pick-up time:

- Stand patiently and watch for your car.
- Speak in a quiet voice.
- Keep hands, feet and objects to yourself.
- Stay off the tree and the fence.
- No eating or drinking.
- Be ready when your car pulls up and walk to your car.

## Bus Waiting Area Rules

As with the car pick-up area, the cooperation of all the students in following these rules will help our bus lines move quickly and easily:

- Sit in your bus line with the younger students in the front of the line.
- Speak in a quiet voice.
- No playing, eating or drinking in the bus line.
- Wait for instructions from your bus driver or duty staff.
- Have your backpack and coat ready to go.
- Leave your area clean.
- Walk in single file to your bus.
- If your bus is late the duty teacher will excuse you to play. When bus arrives, rejoin the line quickly.

## Cafeteria Rules

The cafeteria is not a play area. Students can help keep our cafeteria clean and bright by following these directions from staff:

- Sit at your assigned table with your class.
- Talk in an inside voice with the people next to you.
- Eat your own food only.
- Stay seated until you are excused.
- Clean your table.
- When you are excused, throw away your trash and recycle your containers.
- Walk quietly in the courtyard area.

## Guidelines For Clothing, Toys and Cellphones:

Please read, sign and return to your teacher.

Students at Valencia School are expected to dress for school in shoes and clothing that are appropriate for both classroom activities and active play during PE and recess. Anything that disrupts the learning process should not be worn or brought to school including toys (or objects that become toys), make-up, unnatural hair color, nail polish, walkmans, play stations, or wallet chains. Students may bring balls to use during recess by demonstrating to the principal that they can play safely. In addition, students may bring a cell phone to school to use before or after school only. Cell phones may not be used during school hours. A parent note, sent to the office, is required to bring a cell phone to school. The school is not responsible for any item brought from home that may be lost or stolen.

### **The following is NOT appropriate for elementary school:**

Midriff or strapless or spaghetti strap tops.

Clothing, hair styles or other items that display messages that are alcohol or drug-related, gang-related or use profanity.

Wallet chains or belts that hang down.

Pants that hang down significantly below waist level or are so baggy as to interfere with normal play.

Flip-flops or slippers. Students need to wear shoes.

All hats except those that are worn outside only in order to shade the eyes from the sun. In the cold months, beanies may be worn outside only. No hats to be worn in classrooms.

Clothing that is considered offensive or a distraction to learning.

Students who are dressed inappropriately may be sent home to change clothes. Students who bring objects to school that interfere with their learning will be asked to leave them in the classroom or the office until the close of school. For further information regarding the dress code please call or email your school office or administrator at (831) 688-2013.

We have read these guidelines and agree to follow them.

Date \_\_\_\_\_

Parent's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

## Safety Concerns:

### **Safety Rules for Student Walkers**

Please observe the following safety rules on your way to and from Valencia:

- Stop, look and listen! Look both ways before crossing the street.
- Cross only at safe corners, even if you have to walk farther. Use crosswalks where they are available. Use the stairway when come from or returning to the Rolling Greens area. Stay on the sidewalk.
- Don't walk between parked cars.
- Watch for turning cars.
- Walk, don't run, across the street.
- Face traffic when walking along a road without a sidewalk.

### **Refuse to ride with strangers.**

Parents, please discuss the safest route to and from school with your child. Time the route to determine the time of expected arrival. Remind your child not to stop at friends' homes along the way unless you are aware of the plan.

Due to safety concerns, skates and skateboards are not allowed at Valencia School. If you live close enough, you may ride your bike to school, with parent permission. A note giving permission needs to be sent to the office.

***Walk with your friends, and remember, safety first!***

## Traffic and Parking At Valencia:

Please read, sign and return to your teacher.

### **Arrival in the A.M.**

Please drive to the designated area at the front of the school to drop-off your student.

Please do not drop off students in the front parking lot. There is no supervision there and it is a safety hazard.

All students are to be dropped off at the front of the school at the designated area. Please do not drive around to the back of the school. This includes rainy days and tardies.

Cars must use the turn around area at the front of the school.

Please do not park in the turn-around area.

Parking is allowed only under the trees and at the parking lot at the front edge of the playground. Do not park along Aptos School Road.

Parking is also allowed in the back of the school if you are volunteering, however, parking spaces are at a premium and staff has priority.

### **Dismissal in the P.M**

Students are to be picked up promptly at 1:45 pm at the pick-up area adjacent to the office.

For safety and supervision, students are not permitted to wait in the front parking lot. Students are not allowed to wait in any other area on campus. They are to be in the pick-up area only.

The drive-through lane system is used in the P.M. Please drive all the way to the back of the school and get in the line to pick up your child. Pull all of the way forward and do not leave your car. After you pick up your child, wait for directions from staff and safely drive through the bus area.

Students will be walked across the driveway and will be waiting for you in the pick up area and need to look for your car. When cars are stopped, they walk to their cars. Staff will be there to help. If it is raining, they will wait by Room 10 and be walked across the driveway. Students may get in your car at the pick-up location only.

If you are late picking up your child, (s)he will be waiting in front of the office. You will need to sign your child out.

Please follow these directions. Staff feels it is not safe for students to wait for parents in the front lot or up at Rolling Greens. We have no one on duty in these sections.

We have read these guidelines and agree to follow them.

Date \_\_\_\_\_

Parent's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

## **Emergency preparedness:**

**In case of any emergency, earthquake, or other disaster, the following procedures will be followed:**

- All students will be kept at school in a safe place until they can be sent home safely.
- Buses will not take students home unless they can be delivered safely to their bus stop.
- Students will be released only to parents, guardians or others who have been listed by the parents on the emergency card (keep information up-to-date).

### **If parents drive to school:**

Park cars so that emergency vehicles can get through to the school site.

Teachers will be responsible for the release of students during an emergency.

Check through the office or go directly to your child's teacher.

If possible, plan to spend some extra time at the school site to help the teachers take care of the children.

### **If your child is on a school bus:**

The children will be kept on the bus until they can be safely delivered home or taken back to the school.

### **If during an earthquake or rainstorm the bus is stranded, please do the following:**

If possible, drive the route of the bus.

When the bus is located, please give assistance to the driver if needed.

Children will be released only to the parent or guardian with proper identification.

Listen to the RADIO for up-to-date information. KSCO— 1080AM — is the official Emergency Radio Station for all of Santa Cruz County.

## **Parent Involvement:**

### **School Site Council**

The Valencia School Site Council is a group of parents and staff who work together to develop and evaluate educational programs. The Site Council governs our School Plan. This plan was developed in conjunction with staff, parent and student input to meet the special needs of our school. The Council implements the plan through appropriate budgetary decisions and monitors the progress through an on-going evaluation process. Meeting dates are listed in the "Valencia View".

## Home and School Club

The Home and School Club sponsors fundraising activities that provide additional support for our school programs. The Home and School Club also initiate and sponsor projects that aim to improve the social environment at Valencia. They plan events such as the Halloween Costume Ball. In addition, they organize parent volunteers to help at school.

The Site Council and Home and School Club meetings are open to all parents and we welcome your input and support. Meeting dates are advertised in the “Valencia View”.

## Volunteers and Room Parents

Over the years, Valencia students have benefited from the invaluable assistance of classroom volunteers. They assist in the classroom, in the library, on field trips and in many other school-wide projects. They work with small groups of children in reading and math, help tutor individual students and make materials for teachers. Parents may also share their special talents or interests with classes. Some volunteers serve on an occasional or one-time basis. Without parent volunteers, special projects such as the Harvest Festival, Science Fair and fundraisers would not be possible. Please contact your child’s teacher if you are interested.

Room parents organize the room parties, usually three per year. Room parents call the volunteers on their lists to bring food and party goods. They help with serving and with party activities.

## Student Involvement:

### Student Council

Valencia School has an active student council that promotes leadership skills and positive school spirit. The council is comprised of a representative from each class, third through sixth grades and enables students to be part of the decision-making process at our school. The Council sponsor events such as Spirit Days and many other activities. The students meet once a month under the supervision of an administrator.

### Shirt Sale

Valencia has a shirt sale (t-shirt and sweatshirt) in the fall. Children as well as parents may order shirts. The shirts are in the school colors and printed with the school logo. They are popular with the children and add to the school spirit in a special way. **Every Friday is always Valencia Spirit Day— Wear your Valencia gear!**

### Book Fair

Each year, Valencia sponsors a Book Fair. Students and parents are given the opportunity to buy books at reasonable prices and our school keeps a portion of the profit. Our librarian is able to enhance our library with books and supplies purchased from Book Fair profits.

## **School Pictures**

Individual pictures and class pictures are taken in the fall by a professional photographer. The company usually offers an attractive package to our school families. Notices of the specific dates are sent home with each student prior to the photo dates.

## **Yearbook**

Parent editors put together a great book every year, full of memorable shots of school events.

## **Communications:**

### **Back to School Night**

Back to School night is usually held within the first month of school and is an evening reserved for parents and teachers only (no students). It is a time for classroom teachers to share with parents. Teachers generally present their class curriculum for the year, daily schedule, class rules and procedures, discipline plan, homework policy, and many other important items. This is also a good time for parents to ask questions, however in-depth parent-teacher conferences are scheduled separately.

### **Parent-Teacher Conferences**

Parent-teacher conferences occur in October. You will be contacted by your child's teacher to set up your appointed time. We strongly encourage your participation in this valuable evaluation process. If at any time you wish to meet with your child's teacher, just call and arrange for an appointment.

### **Report Cards**

Report cards are one of the best tools for teachers to report progress and achievement to students and parents. It is important for parents to pay close attention to report cards so they are aware of their child's strengths and needs. Parents can do a great deal to ensure their child's success in school by recognizing and rewarding a child's progress, and providing assistance to a child who is having difficulty. Report cards are also important to students, for they provide written recognition of their achievements and clearly state any area in which a student may not be making satisfactory progress.

### **“Valencia View”**

The “Valencia View” is our monthly newsletter, full of information about school events, information from staff members and the school district, and other school or educational news. The “View” is an important source of information for parents and is sent home with students. A calendar of upcoming school events is included.

## **Classroom Interruptions**

We always try to keep classroom interruptions to a minimum. Only emergency messages to students or staff will be delivered during class time. Plan ahead, send notes and make sure your child understands any special directions for the day. If you need to speak with the teacher, please send a note with your child or call and arrange a time for a conference. Thank you in advance for your cooperation.

## **Homework Policy**

Individual teachers at Valencia will determine the need for meaningful homework. Homework will be assigned to complete one or more of the following:

- Specific assignments, such as spelling or math
- Unfinished class work
- Long-term projects, such as speeches or reports
- Make-up work due to absence from class

**Homework should be part of a regular routine and be assigned four times a week.**

**Suggested amounts of time are:**

<b>Grade</b>	<b>Amount of Time</b>
1st and 2nd	15 minutes
3rd	30 minutes
4th	45 minutes
5th and 6th	60 minutes

Valencia students are also expected to read each night for 15 - 30 minutes to develop and improve their reading and their academic vocabulary. Homework is to be completed and returned to the teacher on time. In addition, students are responsible to provide school materials used at home. Parents can help their student by showing interest in their work and by occasionally checking over assignments. Parents should provide a time for the student to do work and, when possible, a quiet place to study.

## **Final important points:**

### **Family Vacations During School Time**

Parents and students need to be aware that homework packets will not be provided ahead of time for a student who is going on vacation during the school year. We would like to discourage this type of absence because sending a "packet of papers" without the teacher's guidance will in no way duplicate the classroom experience. Teachers will assign your child to write a Daily Journal of the vacation events. Students will be expected to make up all assignments upon returning to school after vacation.

### **Resolving Problems**

The parent's first contact in the event of a problem is always the child's teacher. Teachers are available for phone calls before or after school. Parent conferences may be set up at any time during the school year. However, please do not ask to conference with the teacher during class time. The principal will enter into the problem-solving process only if the teacher and parent cannot develop a mutually agreeable solution.

### **Complaints Concerning School Personnel**

Per district policy (#1306), the normal channel for complaints concerning school personnel shall be from complainant to employee to principal to Assistant Superintendent to Superintendent to Governing Board. Every effort will be made satisfy the complainant at the earliest possible stage. Complaints not resolved at the point of origin must be submitted in writing before further processing.

### **Complaints Concerning School Personnel**

Questions or complaints about the suitability of particular textbook, library material or other instructional material may be made by any Pajaro Valley Unified School District student, parent/guardian of a Pajaro Valley Unified School District student, citizen of the District, member of the staff or public official having jurisdiction with the District. These concerns should be in writing and directed to the school principal.

### **Ideas and Suggestions**

If you have any ideas or suggestions, we would like to hear from you. There is a suggestion box in the office for your convenience. Please also use our school website, [www.valencia.pvUSD.net](http://www.valencia.pvUSD.net) We can all profit from you knowledge, insight and experience. We welcome your ideas and suggestions!

***Together, we all make Valencia School a wonderful environment for learning, growth, and community.***