

**MISSION VALLEY
ELEMENTARY SCHOOL**

FAMILY HANDBOOK

2018-2019

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ARRIVAL AND DISMISSAL:

Supervision is provided only during the school day. Students may be on campus beginning at **8:10 a.m.** All students must go home directly at the end of their school day unless they are involved in an after-school activity or as approved by the teacher. Parents who wish to have a student excused early must come to the office and the child will be called from the classroom. Do not go directly to the class to pick up your child.

There is no staff supervision after 3:00, please be on time picking up your child. Those students still waiting to be picked up must wait quietly in front of the office until they are the last student at which time they will continue their wait in the office. Students will not be able to make phone calls to parents/guardians for 30 minutes after school lets out. To ensure the safety of your children please make sure they are picked up on time.

ALL Wednesdays are early release days. Students in grades 1-6 get out of school at 1:10pm. On early release days PM kinders come to school 9:50am-1:10pm.

Loading/Unloading Procedures:

Parents dropping off or picking up students must enter the campus from the **cone lane** on Denise Street. You can **ONLY** get into the queue off of Chadbourne. There are no left turns from Denise Street into the school loading/unloading zone. Please pull all the way forward into the loading/unloading zone and do not get out of your vehicle. Please do not stop in the middle of the circle as it impedes the traffic flow. Ten to twelve cars are able to enter the zone at one time. Once all students have been loaded or unloaded, all vehicles will leave in a group and the next group of vehicles will be allowed to enter. You will be asked to go around the block and begin the procedure again if your student has not entered your vehicle by the time the cars are directed to leave the zone. Please remember the parking lots are for Mission Valley Staff only. Remember the side access road is for EMERGENCY VEHICLES, MISSION VALLEY STAFF and CAFETERIA DELIVERIES ONLY, no student drop offs including for the YMCA.

Release of Children During School Hours:

Mission Valley is a closed campus. The school can not be too careful in safeguarding the lives of our children. No child is to leave the school grounds during school hours unless the school office has granted approval. All students must be signed out in the office by a parent/guardian or persons listed on the emergency card. A picture I.D. is required of the person picking up the child. Please keep your emergency card information up to date.

After School Procedures

- Students are to sit on their classroom number by the pick up curb.
- Carpool providers meet at the end of the drive-through (in front of black fence)
- Siblings sit with older siblings (and students who go home with just one other student sit at older student's classroom number).
- No unattended students on lawn.
- Parents must use crosswalk in front of the school when crossing through the driveway.
- Students may not walk through the staff parking lot
- No crossing around the small gate by the bus circle.
- When the cones are removed remember right turns only into the driveway and out of driveway.
- Cars are not to drive (pull out) around other cars. They must stay and wait until all cars are released.
- If parent can't find their child while in drive-through, please circle back around so the cars can continue to move.

ASSIGNMENT OF STUDENTS TO CLASSROOMS:

Careful consideration and deliberate attention is given to several important factors as we work to assign students to a classroom. The assignment of students to classrooms, however, involves educational decisions that are no less important to individual and group success than the selection of books, materials, and teaching methods. It is our intent to work in harmony with parents as we assign students and set up classrooms. Please look for the Parent Application for Student Placement that is available each spring. This allows all parents an opportunity to provide the school with some input regarding their child's special needs for next year's placement.

The composition of each classroom is important. The students must be compatible to the extent that an effective learning environment can be established. There are certain combinations of students, which, in their best interest as well as that of the teacher, should not be placed in the same classroom. The individual personalities as well as the collective personality of the group must be weighed. Classes must be balanced with respect to class size, balance in achievement levels, gender and special needs. It is our general policy that siblings not be placed in the same class.

There are often changes we must make during the first few weeks of school due to the unpredictable nature of knowing student enrollment at any grade level. This is especially true with the kindergarten that must be rebalanced

according to the factors listed above. We know any change in class assignments is difficult after school begins. We will do our best to keep changes to a minimum and if necessary, help each student make the adjustment to their new class.

ATTENDANCE

Attendance Notification:

When a student is absent from school, the parent or guardian must phone the school (510-656-2000) on the day of the absence, or earlier to report the absence, its duration, and the reason for the absence. State law requires that all absences must be verified by the school office either in writing prior to the absence or daily by phone. If a child is absent, the parent is to call the school the same day as the absence. If the school does not receive a call or note from the parent, the school will notify the parent when the student is not in school. To avoid being interrupted while you are at work, please call or send a note. Fremont Unified School District receives state funding only when the student is present at school. The state does not fund any type of absence from school. (E.C. 48205)

FUSD has an automatic absence calling system. Families may receive a call if they have not informed the school of their child's' absence, or if the absence was reported to the school but is unexcused.

Students who arrive late to school must report to the office for a tardy slip. Please arrange medical appointments for after school or during vacation breaks if possible.

Attendance, Tardies, Truancy:

(BP 5113.1 AR). Students are expected to be in school the first day of the school year. Students who have not attended the first day of school will be dropped at the end of the first day of school, except in cases of illness for which the school has been previously informed. In cases of illness, parents/guardians must contact the school each day the child is absent.

When a student is tardy to school, he/she must report to the office for a late slip. The office clerk keeps track of absences and tardies.

The state laws of California require attendance of every person less than eighteen (18) years of age. The law states that an absence may only be excused if the absence is due to: (1) Student's illness, doctor or dentist appointment, or (2) For the purpose of attending the funeral services of a member of his or her immediate family (as defined in AR 5113), or (3) Quarantine, or (4) Jury duty or court appearance. All other absences are considered truant or unexcused. Any student who is absent a full school day or tardy or absent for more than any 30 minute period during a school day without a valid excuse on three occasions will be reported as truant. This information is recorded in your child's permanent file. Any student who has accumulated more than 10 excused absences may be required to have a conference with a school administrator and provide verification of illness in the form of a doctor's note before having any additional absences excused.

It is the obligation of the parent or guardian to compel the attendance of their student at school. Any parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution (E.C. 48260.5 and 48432.5).

Student achievement may be affected by student attendance. All absences become part of the student's permanent record. A pupil absent from school due to the above conditions shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments which are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Extended Absences:

When a student is absent for an extended period (more than 10 continuous school days) other than illness and an independent study contract has not been executed, his/her seat may be given to another student. Upon return, the student who was absent for an extended period will be transferred to another school or alternative program if classrooms at the school of original enrollment are full. (B.P.A.R. 5113.1)

BACK TO SCHOOL NIGHT AND OPEN HOUSE:

Both of these functions are held on Tuesday evenings and provide parents with an opportunity to visit their child classroom and learn about the classroom instructional program. Back To School Night is held in the fall for parents to have an opportunity to hear directly from teachers what will be expected of students. Open House is held in the spring and is an opportunity for parents and students to visit classrooms to view work that has been completed during the school year. Please make a private appointment with the teacher if you wish to have a conference as these evenings are for the purpose of sharing general school/classroom information and student work.

BICYCLES:

Students are welcome to ride their bikes to school. Bike racks are provided in the front of the school near room 18. Bikes should be locked to the rack each day and are the responsibility of the student. Students are to wear helmets and obey all traffic laws. Please note that bicycles, roller blades, skates, scooters, and skateboards are not allowed in the hallways at any time. Bicycles, roller blades, skates and scooters and skateboards should be walked or taken off while on the school grounds. Even after school hours, or on holidays or weekends, staff may be working in and around the buildings.

CELL PHONES:

Per Board Policy 5114.11 AR students in grades K-6 will not be allowed to carry cell phones and/or pagers at school, with two exceptions:

- 1). Doctor's request: It is determined by a licensed physician or surgeon to be essential for the student's health. These students shall have a written plan including the doctor's written verification for cell phone use which has been approved by the school administrator and which is on file in the school office.
- 2). Administrator's Discretion: Site administrators also may give a student written approval to have a cell phone and/or pager at school for special circumstances based on a parent/guardian's *written* request. A copy of this written approval must be kept on file in the school office. The principal will also keep a master list of students who have permission to carry a cell phone.

Elementary students who carry cell phones / pagers under the above two exceptions must adhere to the following rules unless modified by the principal.

- a. Students bring electronic devices on campus at their own risk. The school is not responsible for lost, stolen or damaged electronic devices and accessories.
- b. Cell phones and/or pagers are not to be used during instructional time.
- c. Cell phones and/or pagers are to be shut off completely at the start of school and may be turned on again at the end of the school day.
- d. Students who use cell phones or pagers at any time during instructional periods shall be subject to the following progressive discipline procedures:
 - 1) First offense – confiscate the instrument, send it to the office with a referral slip, call parent to pick up the device from the school and have parent sign a contract that clearly states the steps of the progressive discipline process now in place.
 - 2) Subsequent offense(s) – (defiance) Additional parent contact and more severe disciplinary action including but not limited to, suspension.

CLASS CELEBRATIONS/ SENDING GIFTS TO STUDENTS AT SCHOOL:

Please do not have balloons and/or flowers delivered to individual students while at school. Although we appreciate the parent's intent to acknowledge a special day in their child's life or to wish their child well in some endeavor, we must also recognize that this practice has an adverse impact on the school setting. If something is delivered, it will be held in the office and given to the child at the end of the day.

Additionally, please contact the teacher in advance if you wish to send in a class gift in honor of your child's birthday. Class celebrations are at the teacher's discretion and should adhere to the FUSD nutrition policy. All schools participate in the National School Lunch Program (NSLP). The District shall meet or exceed nutritional standards and must comply with all state, federal and local laws and regulations for all food and beverages made available to students anytime before school starts up to 30 minutes after the regularly scheduled school day.

Remember: Nothing with nuts should be brought to school due to severe allergies of some students. [Smart Snacks in School](#)

CLASSROOM NEWSLETTERS / TEACHER COMMUNICATION:

Classrooms will send home periodic classroom newsletters or announcements. This information will contain parent information, student progress, units of study, and student work. You can expect teachers to contact you either in writing, an email, or via a phone call if necessary with concerns they have regarding your child. If you have a concern, please contact your child's teacher via voice or email .

CLOSED CAMPUS:

Mission Valley is a closed campus. Students may not leave the campus before the end of the day without being signed out in the office by a parent or guardian. Parents needing to pick up students during classroom instruction time for a Doctor or Dentist appointment must come to the office to sign the student out while a staff member calls the student from the classroom. Under no circumstances should a student go directly from the classroom to a parent's vehicle.

CONDUCT & BEHAVIOR: GOALS & RULES

Mission Valley School is a community of students, parents, and staff members who cooperate to support a learning environment. Mission Valley prides itself in the conduct of its students. A well-disciplined, neat and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities. We have high, but not unreasonable, standards of conduct and behavior for all of our students. Teachers review their classroom and school campus behavioral expectations with all students on a regular basis. Close cooperation between the home and the school is essential in the development of appropriate behavioral patterns. We recognize that goals, responsibility, and rules are needed to produce such a successful learning environment. We also believe that everyone in this school must be treated with respect and dignity regardless of differences in race, national origin, family status, mental and physical ability, religion, sexual orientation, gender identity, or health status.

I. GOALS

- To ensure a safe environment for learning
- To help all students be responsible for their actions and to help them understand that there is a consequence for every action
- To treat all students fairly and equitably
- To develop good citizens who can be productive members of society

II. RESPONSIBILITIES

Students:

- To treat others as you want to be treated
- To be responsible for your own behavior
- To be respectful of people and property
- To be prepared to learn by following directions, completing all assignments, and bringing all materials to class

Staff Members:

- To communicate school and classroom rules to students and parents
- To enforce school and classroom rules
- To exercise due process with students and parents

- To notify parents when a student's performance is falling below acceptable standards

Parents:

- To discuss and support classroom and school rules with their children
- To support disciplinary consequences
- To review the "Friday Letter" each week
- To assume responsibility, including financial responsibility, for the child's behavior

III. **RULES FOR GOOD BEHAVIOR**

Basic

- Attend school regularly and on time
- Follow school and classroom rules
- Stay in assigned areas
- Use equipment appropriately
- Use appropriate language (ex. no swearing, no put downs of others)
- No throwing of food or any other objects not related to PE activities
- No harassment
- No fighting
- No dangerous or disruptive behavior
- No bullying

School Grounds

- There should be no loud talking or unnecessary noise while classes are in session.
- Students should always walk in the hallways and to and from their classrooms..
- Students should have a hall pass when in the hallways during recess..
- When the bell rings signaling the end of recess, students will "freeze" and then line up quietly when the supervisor blows the whistle. They are to remain quietly in line until excused to return to class.
- Students may not be in the hallways or on the playground before 8:10 a.m. There is no supervision until 8:10..
- Noon supervisors have the same authority as teachers. Students are expected to be respectful and cooperative with them.
- Bicycles: No bicycles, skateboards, or rollerblades are to be ridden on any part of the school playground between 7:30 a.m. and 4:30 p.m. during school days. Bicycles should be walked to the designated area and locked with an individual bike lock. Students who lock bikes in the bike racks do so at their own risk.
- No loitering in the bike area.

Playground

- Stay within designated boundaries and on campus during school hours.
- For safety reasons, students should not play near the buildings or bathrooms.
- Please do not climb on any railings or fences for safety reasons..
- Stay off the fields when they are wet and muddy.
- Chewing gum and sunflower seeds with shells are not allowed on campus.
- Food should not be brought on to the playground during the school day except for the primary morning snack recess. All food should remain in the lunchroom or classrooms.
- No selling or trading of items, including food, is allowed.
- Because they are easily lost or broken, no balls or toys should be brought to school **unless** directed so by the teacher on a specific day.
- If you walk on the track, you must be with a partner.
- Only one person may be at the water fountain at one time.
- Balls:
 - There are specific tether balls and wall balls per grade level.
 - Playing catch and kicking balls is allowed only on the grass area or the area designated for it on the blacktop.
 - Wall ball may only be played on the green walls.
 - There may be no hitting persons with balls in such games as "war ball".
- Bars: Follow all safety rules and specific procedures explained in the PE classes.

DISCIPLINE POLICY

KINDERGARTEN DISCIPLINE POLICY

- The child will receive a verbal warning for breaking rules or for inappropriate behavior.
- The second time, the child will receive a short time-out.
- The third time, the child will receive a time-out and the parent will be notified.
- If misbehavior continues, the child will be sent to the principal's office and parent will be phoned.

***The above is subject to teacher discretion depending on the severity of the behavior.

LETTER REWARD SYSTEM GRADES 1-6

The staff of Mission Valley School uses what is called "The Letter System" of reward. Each Friday, a letter of congratulations is given to each student who has satisfactorily completed his/her assigned work and who has behaved in an acceptable way during the week. Sometimes a "write-up" will appear at the bottom of the letter. It may be given for either work that is incomplete or for work or behavior that is unacceptable.

Parents may do something special to show that the letter is important. Some suggestions might be: keeping every letter earned, giving some sort of reward or allowing a special privilege. We also feel that there should be a consequence when no letter is earned. The success of this program depends on the parental follow-up each Friday. We hope parents will emphasize the importance of earning every letter, every Friday.

Long term rewards for earning these letters are also given. Specific details for primary and intermediate grades are in the letters to parents. Intermediate students who do not qualify to attend the 80% Letter Reward events must attend the regular school day in a classroom where academic assignments will be given.

Write-Ups

- A write-up is given for a minor infraction of school rules. These infractions might be comprised of inappropriate behavior and/or missing academic assignments.
- Write-ups may be given by any supervising adult and are indicated on the Friday letter.
- In the primary grades (1-3), a student with three write-ups loses the weekly letter. In the intermediate grades (4-6), the student with two write-ups loses the weekly letter.
- If a student loses his/her Friday Congratulatory Letter, a "Notification" is sent home indicating all write-ups and the student is assigned to study hall for the "letter reward" period.

Disciplines

A discipline is given for a more serious offense. If a student receives a discipline, he/she automatically loses the Friday letter and is assigned to study hall.

Consequences

Failure to follow the acceptable stands of behavior outlined in the Discipline Policy **may** result in one or more of the following:

- A "write-up"
- A "discipline" – Teachers keep an annotated record of "disciplines". Two disciplines for the same infraction results in loss of the 80% Letter Reward activity for grades 4-6 and four discipline entries may result in a one-day suspension from school at the discretion of the site principal.
- Referral to the principal
- Phone call to the parent
- Loss of recesses
- After school or lunch detention
- Time-out to another classroom
- Removal from class to the office
- Suspension from school for one to five days
- Alternative placement at another school
- Expulsion from school.

Disruptive Behavior:

Any behavior which interferes with the learning, safety, physical or mental health, or well being of others is disruptive. Students who engage in any behavior which interferes with the proper conduct of school activities are being disruptive. Any student who fails to come to school prepared to learn is interfering with his/her own learning, and, therefore, is being disruptive of his/her own education.

EMERGENCY PROCEDURES & DRILLS:

Mission Valley is required to have a monthly fire drill in addition to earthquake and intruder drills throughout the year. If parents are on campus we ask that you please participate with the students and staff by evacuating the classroom or office and proceeding to the playground at the back of the school. This helps strengthen our processes and provides positive role modeling for our students.

It is the policy of Fremont Unified School District to release pupils from school in the event of a disaster or emergency situation. During such an emergency, we will not send children home to unknown dangers, so please be prepared to pick up your child.

The Mission Valley Emergency Preparedness Plan is on the school website. Please review for information on emergency procedures.

“What To Do If There Is a Disaster”

- 1). Person picking up student must be on disaster form list.
- 2). Please bring a PHOTO ID with you – you will be asked to show it at the station located on the playground.
- 3). The teachers will be checking parent ID’s and Disaster Release forms. Please be patient, and have your Picture ID with you.
- 4). Please line up at the appropriate station according to the first letter of your last name. If you will be picking up more than 1 student please give all the children’s names at this time, their number will be written on your hand at this time.
- 5). Parent then goes to the exit station where the student(s) will be released to you, after checking numbers on both your hand and your student(s). (ID may be asked for again).

PLEASE DO NOT APPROACH YOUR STUDENT(S) OR THEIR LINES, YOUR CHILD WILL BE BROUGHT TO YOU.

- 6). You will then be allowed to leave with the student(s).
- 7). Thank you for your cooperation and patience during this difficult time.

FIELD TRIPS:

All teachers in grades K-6 plan field trips for their students during the year. All students wishing to participate in school or class field trips must have written permission from a parent or guardian. Parent volunteers are always welcome to assist during field trips although district policy does not allow for younger siblings to attend. If you choose to participate as a chaperone, your child’s teacher will notify you ahead of time as to your responsibilities during the outing. Parents may drive their own cars in lieu of riding on a school or charter bus, but all students are required to ride in the bus with their classmates. Students who misbehave in the classroom or on a prior field trip may not be allowed to attend on subsequent field trips. In that case, they are still required to attend school but will be placed in another class.

FORGOTTEN LUNCH, LUNCH MONEY, BOOKS:

If your student has forgotten lunch money, classroom or library books or homework please drop them off in the school office. Please DO NOT go to the classroom or playground to deliver these items.

We do NOT call classrooms to tell students of items waiting in the office as it is disruptive to classroom instructional time. Students must check with the office for their forgotten items. Classroom teachers will remind students of this policy.

GATE PROGRAM:

Fremont Unified School District participates in the Gifted and Talented Education program. This program provides activities geared toward enrichment and the development of divergent thinking and problem solving skills. Curriculum should be differentiated for all students and in all classrooms there should be multiple paths for success. The major purpose of GATE differentiating is to challenge the advanced learner.

GATE

For purposes of GATE identification, Fremont Unified School District will not be formally identifying students until the end of third grade. Ability testing will be offered in the spring to students in third grade (unless parents choose the opt-out option) and those nominated students in grades four and five who have not been previously tested.

For more information please see the FUSD GATE website: <http://www.fremont.k12.ca.us/Page/234>

HARASSMENT & BULLYING:

It is the policy of Fremont Unified School District to provide a school and work environment which is free from discrimination and harassment. District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, sex, ancestry, national origin, and physical or mental disability, age or sexual orientation.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion.

It is the responsibility of the student to bring any form of harassment to the attention of an adult in order that school officials can address any situation. Harassment can include anything from excessive teasing to physically pushing someone around and trying to frighten him/her. We will do all we can to stop this kind of behavior. Sexual harassment may be defined as deliberate and/or repeated sexual or sex-based behavior that is not welcome and not asked for and will be handled in a confidential manner.

Please see the FUSD Parent Handbook and Notice of Rights for further information

HOMEWORK POLICY:

Homework is an integral part of our educational program at Mission Valley Elementary as well as District policy. Out-of-class assignments are provided to extend and reinforce the learning that takes place in the classroom, enhance study skills, and help students develop independent work habits.

1. We believe homework can serve a good purpose when it:
 - a) Provides needed practice.
 - b) Enriches and extends school experiences.
 - c) Trains students in good learning habits.
 - d) Is reasonable, appropriate and relevant.
2. Homework is any of the following:
 - a) an extension of daily assignments not completed in class;
 - b) studying for upcoming quizzes/tests (test schedules will spread out evenly across the week);
 - c) special assignments given;
 - d) long-term assignments such as reports;
 - e) independent practice with portions of materials already covered in class;
 - f) make-up homework; (students with excused absences are allotted the same number of days of the absence to complete the work).
3. Failure to turn in homework is reflected under "study skills" on the report card and may be partially factored into core subject grades.
4. No homework will be given without instruction or direction by the teacher. Teachers will communicate and be cognizant of homework being assigned in other classes.
5. In assigning homework, teachers will keep in mind the following:
 - a) Homework will not be given as punishment.
 - b) Homework should be well within the ability of the child to do independently.
 - c) A child who works diligently during the day spends much of his mental energy at school. Therefore, extensive assignments should be held to a minimum.
 - d) Homework that is worthwhile as an assignment is worthwhile checking; homework will be reviewed and/or corrected, and feedback will be given to students in a timely manner.
 - e) Weekly "take home" folders will contain returned homework as well as other pertinent school information.
 - f) Homework will be assigned nightly, Monday through Thursday. Teachers will communicate to families when not assigning homework during special occasions.
 - g) Homework will not be given over weekends, during breaks or vacations.

Special Needs Students will receive homework with the following in mind:

- a) GATE students will have the same amount of homework as students in non-GATE classes. The type of homework, however, may vary from that given to other students.
- b) RSP students can receive assistance from the RSP teacher in completing their homework, as necessary and

appropriate. Communication exists between the regular classroom teacher and the teacher of special programs so that the total time required for each student is responsible and appropriate.

- c) EL students should receive modified classroom homework, as necessary and appropriate.

Minimum Homework Assignment Times (Board Policy 6154, revised April 14, 2010)

The following is the amount of time necessary to provide for adequate home study and reinforcement for the average student at each grade level. If students do not have specific assignments, parents are encouraged to provide enrichment and reinforcement during that time. If homework consistently takes much longer, contact your child's teacher.

Kindergarten	10-15 minutes per evening or 40-60 minutes per week
First/Second Grade	10-30 minutes per evening or 40-120 minutes per week
Third/Fourth Grade	30-45 minutes per evening or 120-180 minutes per week
Fifth/Sixth Grade	45-60 minutes per evening or 180-240 minutes per week

The Board supports the development of lifelong readers. In accordance with State content standards, the following are recommended guidelines in addition to regular school reading:

- By grade 4, read one-half million words annually.
- By grade 8, read one million words annually.
- By grade 12, read two million words annually

The Mission Valley Homework Policy will be monitored, including gathering feedback from parents, staff and students, annually. Monitoring will be the responsibility of the School Site Council. In an effort to strengthen the educational link between home and school, teachers will communicate classroom homework plans at Back-to-School Night, in classroom newsletters and teacher webpages. Copies of the Homework Policy can be found on the FUSD website.

HOMEWORK REQUESTS:

When your student is ill, homework will be waiting for him upon his return. If you call the office and request homework because your student will be out more than one day your request will be routed to the teacher's voicemail and homework will be available at the teacher's discretion.

IF YOU LEAVE YOUR CHILD WITH A CAREGIVER:

In the event that you leave your child in the care of someone else while you are out of town, the school office needs to be informed in advance. The caretaker's name, if not listed on the emergency card, must be given to the office as well as a letter authorizing the caretaker to pick up your child from school as necessary. If a caretaker's name has not been given to the office and/or is not listed on the emergency card, your child cannot be released from school to that individual.

INSTRUCTIONAL PROGRAMS:

The instructional programs at Mission Valley are aligned with the Fremont Unified School District report card rubrics and the California State Standards for curriculum. The instructional programs at Mission Valley feature both individualized instruction based on diagnostic/prescriptive procedures as well as group instruction emphasizing student instruction and classroom values. The standards express "what" should be taught in classrooms to all students by the end of elementary, intermediate and high school education. The objectives serve to provide common goals about what should be taught throughout the District, while preserving the right of the individual classroom teacher to choose "how" instruction is provided for students.

LIBRARY / COMPUTER LAB / TECHNOLOGY:

Mission Valley students have access to an abundance of materials in the library with books, reference materials, and videotapes. Our school librarian is ready to assist in the selection of books.

Technology is an important part of our curriculum; 100% of our teachers have computers (such as desktops, laptops, and tablets) in their room connected to the internet and is used to manage instruction and augment learning. In addition, we currently have a computer lab and 5 mobile carts.

LOST AND FOUND:

There is a Lost and Found located in the corridor by the kindergarten fence for jackets, sweaters and lunch pails. Small items such as eye-glasses and watches are kept in the office. Clothing should have the student's name on the label in permanent ink. Items not claimed will be given to a charitable organization at the end of each trimester.

LUNCH PROGRAM:

Mission Valley provides hot lunch to students on a daily basis. Menus are sent home each month. The cost is \$3.50 per day for the hot lunch including milk.

Hot dogs and corn dogs are made with turkey and vegetarian choices will be offered daily.

Free and reduced price meals are available to students from low-income families. Applications may be picked up in the school office.

Cafeteria meals may be purchased by cash or check. Students are encouraged to pay for 5-20 lunches. Checks should be made out to CNS (Child Nutrition Services). Checks should be turned in to the office to facilitate lunch lines. Please make sure to include your student's name and room number on the check. School menus are also located on the FUSD web site.

Parents can also pay for lunches online. Click on "Child Nutrition Services" on the District website.

MISSION VALLEY SCHOOL ASSOCIATION – MVSA:

Research shows that children do better in school when they see their parents as active participants in the education process, at home and at the school. Mission Valley parents have a long-standing tradition of involvement in the education of their children, whether in the classroom, at home or during fund-raising opportunities.

Mission Valley parents have taught art docent projects, planned special events, directed traffic, made copies, donated monies from their budget to support the computer lab, and purchase playground equipment, along with many other tasks.

Please pick up a form in the office to join this important organization for the benefit of our student population.

MOVING?:

If you move within or out of the Mission Valley attendance area, you are required to notify the school office within five (5) school days. Parents are required to provide proof of residency verification for their new address even if the move is within the Mission Valley attendance area. Check with the school office or on the FUSD website for information on the proof required. If you moved during the summer, writing the new address on the student's Emergency Card is not sufficient notification. Parents need to make it clear to the office that there has been a move and present the four proofs.

PARENT NEWSLETTER:

The parent newsletter is published on a monthly basis. The newsletter is available to view on our school website and copies are made available in the school office. The newsletter will also be emailed to parents. The parent newsletter is used to communicate information of a general interest concerning the school, district and community. The parent newsletter is the primary vehicle to communicate upcoming MVSA and school wide events, updates on new information regarding the school or school district, safety tips, volunteer opportunities, and to chronicle the major activities at school.

Open communication between the home and the school is essential to the progress and development of our students and the effective operation of the school. The parent and the school are partners when it comes to meeting the educational needs of children. Establishing good communication is a major objective of the school and by reading this publication and sending messages about its contents you are modeling responsibility and follow through for your children.

The parent newsletter may be accessed online at: <http://www.fremont.k12.ca.us/Domain/1307>

PARKING:

The parking lots in the front and the back of the school are for staff parking only.

Please do not park in front of the entrance to the school. Even though it may be coned off, this is a fire lane and must be kept clear at all times.

Please do not use the rear parking lot for any reason between the hours of 7 am and 4 pm.

PHYSICAL EDUCATION:

It is important that your child wear appropriate attire on the days that they will participate in P.E. Proper attire consists of tennis shoes, with a standard heel, clothing that is not too tight or too loose. Oversized pants are not only difficult to run and play in they can create a safety issue while participating in an activity. Shorts or pants are preferred to dresses. Shorts must reach mid thigh (or fingertip length). During the hotter months of the school year, it is recommended that the students bring a water bottle to P.E. Please mark the bottle with your student's name. Your cooperation in this matter will assist your student in attaining success in class. Thank you.

REPORT CARDS:

Students are evaluated utilizing the district report card rubrics three times a year. Parent conferences are scheduled with all parents at the end of the first reporting period. An optional conference may also be scheduled at the end of the second reporting period. Teachers will review the student's progress with the parents at the time of this conference. Any time that you feel the need for a conference with your child's teacher, please contact the teacher via voicemail or email to arrange for an appointment.

RESOURCE SPECIALIST:

Our Resource Specialist meets with small groups of identified students to work on areas where remediation is needed. The Resource Specialist coordinates the small group instruction with that of each child's teacher.

SCHOOL SITE COUNCIL:

The School Site Council (SSC) is composed of a balance of parents and faculty members and meets monthly. It is charged with reviewing the Single Plan for Pupil Achievement, identifying strengths and weaknesses, and then developing a plan for improvement. Meetings are held 5 times a year from 3:15 to 4:15.

SCHOOL PHOTOS:

A district approved photo company will photograph each student at Mission Valley School in the fall and spring. Your child's picture will appear in the class photo, the school yearbook, on the emergency cards and in their cumulative record file. Information will be sent home prior to "Picture Day".

SCHOOL PSYCHOLOGIST:

The school psychologist is available two days per week to work with students, parents and teachers. She provides testing and psychological information beyond the scope of the classroom teacher. The psychologist provides service to students and parents and provides assistance to teachers in the implementation of effective strategies for individual students exhibiting learning and/or behavioral difficulties. All psychological testing requires written permission of parents.

SPEECH AND LANGUAGE SPECIALIST:

The Speech and Language Specialist works part time with children who are in need of specialized remedial and developmental instruction in language proficiency, primarily speaking and hearing.

STAFF MAILBOXES:

Access to staff and/or teacher mail boxes is restricted to school personnel. Parents who wish to give something to a teacher may give it to an office staff member to be placed in mailboxes. Parents and community members who want to distribute information to the staff or our students and/or parents must get prior approval of the principal

STUDENT HEALTH:

Allergies

We have several students at our school each year who are allergic to foods, especially nuts (peanuts, walnuts, hazelnuts, etc.) When exposed to nuts, especially by eating them, but sometimes just by touching nuts or their oils, or breathing their fumes, these students may break into hives, or even have their airways swell up and **they could stop breathing!** PLEASE help us to keep all of our students safe and healthy at school.

- a. Talk to your children about not sharing their food, lunches, etc. with other students unless an

- adult Okays it.
- b. If you bring or send food to school for snacks etc., please do not send any foods that have any nuts or nut products. Read product labels for nuts or nut derivatives. Sometimes even plain M&Ms, gummy bears, peanut butter jelly beans, and puddings (pistachio etc.) may have nuts or nut oils. Please notify our school nurse and your child's teacher if your child has or develops such allergies.

Communicable Diseases:

If your child complains of stomachache, earache, sore throat, and cold symptoms or has not been free of fever for at least 24 hours, he/she needs to be kept home for observation.

Students with possible contagious conditions shall be excluded from school. Students shall remain excluded until control measures are met AND the student has been released by a medical provider or the condition is completely healed or cured.

If any student exhibits one or more of the following signs/symptoms, they must be excluded from attending school. :

- 1). Temperature of 100F or higher. Student may return to school when they have been without a fever for 24 hours without the use of fever-reducing medicine.
- 2). Nasal discharge that cannot be controlled with tissue and proper hand washing.
- 3). Non-allergy related sore throat and/or persistent cough. Student may return to school when symptoms cease or when a medical provider documents that the student can return to school.
- 4). Complaint of symptoms within 24 hours of illness related absence.
- 5). Vomiting or persistent nausea. Student may return 48 hours after vomiting has stopped or medical provider documents that the student can return to school.
- 6). Diarrhea. Student may return 48 hours after diarrhea has stopped or medical provider documents that the students can return to school.
- 7). Rashes of unknown cause. Student may return when rash is gone or medical provider states that rash is non-contagious.
- 8). Lice. Students found with live lice should be sent home to start treatment as soon as possible to avoid the spread of lice. Students may return to school upon satisfactory treatment and after there are no visible lice upon re-examination.
- 9). Suspected contagious condition (i.e., impetigo, ringworm, scabies, pink eye, etc.) Student may return when condition has resolved or medical provider documents that the student can return to school.
- 10). Asthma symptoms not relieved with medication.
- 11). Allergic reaction. Student may return the next day if reaction has resolved.

Courtesy Calls:

Please don't panic if you have a message from the office on your answering machine regarding your student. We have students in the office almost every day who have bumped heads with another student, been hit in the head with a ball, or bumped their head on the bars, etc. We are required to make a call home for each student each time they come into the office with a head injury. These are courtesy calls. Please rest assured that if your child had an obvious serious head injury we would not be leaving a message on an answering machine – we would continue to make calls based on information provided on emergency cards until a live contact was made or if necessary we would call 911.

Doctor or Dentist Appointments:

If you are taking your student out of school early because of an appointment, please come to the office and office staff will call your child out of class. Please allow enough time for your student to gather his/her things or come be called in from recess, lunch, P.E. or Science. It is a courtesy and much appreciated to send a note to the teacher ahead of time to notify them that your child has a doctor or dentist appointment scheduled during instructional time. If the classroom is locked because the appointment is during lunch students will need to pick up their things after school.

First Aid:

First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify someone at home or at one of the emergency numbers. For this reason, the school requires additional numbers to call when there is no answer at home. If the parent or emergency contact cannot be reached, the school will arrange to have the child taken to the hospital when necessary. It is important that the school be notified immediately of any changes in the emergency card information for the benefit and welfare of the child.

Medications:

Students who need to take medication during school hours must have a Hold Harmless letter on file. This form,

which is available in the school office, is to be completed and signed by the parent and physician, and returned to school with the medication.

ALL medications are subject to this policy, including over-the-counter products such as Tylenol, decongestants, cough drops, etc. The medication must be kept in its original pharmacy labeled container if it is prescription medication or in its original packaging if it is over-the-counter medication. Medications will be kept in and dispensed by the office. At no time is a student to have medication in his/her pockets, a backpack or at their desk. This policy is strongly enforced for the safety of all of our students. If you anticipate your child will need medication on a regular basis, please stop by the office and pick up the form. It is the parent's responsibility to provide and maintain current (non-expired) medications in an original pharmacy labeled container and provide supplies for individualized health care procedures at school.

STUDENT RESTROOMS:

Only Mission Valley Students are permitted to use the student restrooms on campus. Adults who wish to use the restroom need to go to the office – restrooms are available there for adults and non-students.

SUBSTANCE USE AND ABUSE / NON-SMOKING POLICY:

Smoking, use of tobacco products, or illegal drug use is not allowed anywhere on the campus or parking lot at any time. Mission Valley is a tobacco-free zone.

TEXTBOOKS:

The teachers will issue textbooks. Students are responsible for the care of each text assigned to them. Texts and library materials that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parent. End of year report cards will not be issued until textbooks and/or library books are paid for or returned.

VISITORS:

Visiting the Office:

Please be patient with us. Our goal is to greet you and help you as soon as we are able. If we are on the phone please give us time to end the call so we may assist you. If we are working on the computer, please give us time to save our work prior to assisting you. We acknowledge how important your visits are and understand you may be working under time constraints too. Working together we can make this a pleasant school year for all of us. Thank you in advance for your help.

Visiting the Campus/Classroom:

Parents are always welcome on campus and visits to the classroom are encouraged. However, we are diligent in preserving the learning environment most conducive to the progress we all want for our children. Therefore, please schedule classroom visits in advance with your child's' teacher. To ensure a safe environment for all students and staff, ALL visitors are required to check in at the office, sign in and wear a badge or sticker while on campus. Visitors ARE NOT to go directly to classrooms. You are required to sign out when you leave campus.

As part of our safety plan and to avoid classroom disruption parents will not be allowed to sign in before school is dismissed to wait in front of classrooms. After the dismissal bell rings the sign in process begins again.

VOICE MAIL:

In an effort to avoid interrupting classroom instruction time your calls to teachers will be directed to the teacher's voice mailbox. Calls will be returned within 24 hours unless teachers are absent. Please remember that even if students are excused early teachers may not be in the classroom. Many are attending grade level, staff and/or district meetings or classes. Please be patient.

WEB SITES:

Remember you may read parent bulletins and review the early dismissal calendar at the Mission Valley web site. You may review lunch menus on the district web site.

Mission Valley = www.fremont.k12.ca.us/mve

FUSD = www.fremont.k12.ca.us

MVSA = www.fremont-mvsa.org

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ACKNOWLEDGEMENT OF RECEIPT OF MISSION VALLEY FAMILY HANDBOOK

PLEASE COMPLETE FOR ALL STUDENTS

Name of Student: _____
Please print – Last Name First Name

Address _____
Street Address City Zip Code

Telephone: _____
Home Telephone e-mail Address

Grade: _____

Teacher: _____

Print Name of Parent / Guardian

Signature of Parent / Guardian

Date

Please complete this page, detach, and return to your child's classroom teacher.

Thank you