



# Mattos Messenger

**Absent Line: (510) 793-1359 press 7**

**Fax: (510) 793-8642**

**August 2018**

**Susan Guerrero, Principal**

Dear Mattos Community,

Welcome to a new school year at Mattos, a Gold Ribbon Award Winning, Science Magnet School. It is my pleasure to be beginning my third year at Mattos as your principal and instructional leader. In addition to many years of success and joy serving as an Elementary Teacher, Coordinator, Staff Developer and Principal, I come to you with a passion for teaching, learning and connecting to the learning community of parents, students, teachers and support staff that make up our dynamic and innovative school. I am blessed to work with very dedicated and well trained team members serving in various roles in our school.

In addition to our awesome returning school staff, this year we are welcoming experienced educators Tia Kinser in 1<sup>st</sup> grade and Sheri Mejia as our new Attendance Clerk. Both these ladies are long time FUSD educators with an outstanding background in education, advocacy, and community service. I know everyone will enjoy both new team members.

As a site we are all passionate about personally connecting with parents, students, and our community. We work together as teams in each grade level, all departments, and across our school to create a collaborative, dynamic and unified school.

This year promises to be exciting as we implement our newly adopted Language Arts Program Benchmark. The Benchmark Program was piloted last year across our district. At our site students who participated in Benchmark made great gains. We believe that as we transition to the whole school doing Benchmark we will see increased growth in all grades for English Language Arts. This will involve all of us: students, parents and teachers participating together with the different components of the program which include on site whole group and workshop lessons and at home online components.

In addition to our Science Magnet focus work K-6 with the Math and Science Nucleus, and our dedicated parent volunteers, we will continue developing STEAM as we transition to K-5 and a Middle School model in our district.

Our students can expect to participate in authentic learning that will develop them as leaders, learners and thinkers preparing them to be active and inquiring scholars. Interested parents can join in this and other important work by volunteering to participate in the Science Docent Program, Maker's Lab, serving on Parent Community Committees such as School Site Council, the English Language Advisory Committee, the Safety Committee, as Club Volunteers and by joining the PTA.

Our team at Mattos is united in the desire to create the best possible conditions for learning at Mattos. To focus on the academic, social and emotional growth for all our students we are training to create a positive, inclusive and culturally responsive campus. This will include training in Gender Spectrum understanding and Culturally Relevant and Inclusive Practices. We will also be continuing our work with PLCs, and adding a STEAM focus at our site. This will happen through on-going professional development, collaboration and implementation of best practices in a shared leadership model that honors the contributions of all.

Please expect to see me out and about on campus, at events and in the community. It is my practice to meet and greet students, parents and community members at every opportunity. This is important to me because as the parent of triplet daughters: Camille, Simone and Nicole and a son, Chase, I always wanted to see, meet and know that their school team members were watching out for them and were available. Now that I am also a grandparent of two amazing toddlers; Alana 3 and Carter 2 as well as identical twin baby girls Aurora and Brielle who are 11 months old. Please know I am watching out for our kids, our wonderful staff and all of you. I am available through email at: [sguerrero@fremont.k12.ca.us](mailto:sguerrero@fremont.k12.ca.us) or in my office at 793-1359 ext. 65-102 as well as by appointment. I am dedicated to working with all of you and creating a positive, collaborative community built on mutual respect and shared focus on success for all students.

Thank you for the honor you provide me to serve children and families at Mattos.

Sincerely,  
Susan Guerrero

## BELL SCHEDULE

Regular school hours begin on Tuesday, September 4

AM K: 8:25 – 11:45

PM K: 11:20 – 2:40

Grades 1 – 6: 8:25 – 2:40

Minimum Days and every Wednesday

Grades 1 – 6: 8:25 – 1:25

AM K: 8:25 – 11:45

PM K: 8:25 – 11:45

*August 29, 30, and 31<sup>st</sup>* are early release days. Regular school schedule begins on Tuesday, September 4. On occasion; there will be additional early release days. Parents will be notified through the newsletter, marquee, email and/or our automated phone calling system.

## MARK YOUR CALENDARS!

### Important Dates

September

**5, 11, 12, 19, 26** Minimum Days

Gr. 1 – 6 8:25 – 2:40

**4 – 13** Book Fair

**11** Back To School Night 6 – 8

**20** Fall Pictures



## SCHOOL COMMUNICATIONS

Mattos Messenger's are sent home by email approximately twice a month and posted online. Other important information is sent every Wednesday in your child's folder. Information is also posted on our web page at [www.fremont.k12.ca.us/Mattos](http://www.fremont.k12.ca.us/Mattos). **IF YOU HAVE NOT RECEIVED AND EMAIL FROM MATTOS, THEN WE DO NOT HAVE YOUR CORRECT ADDRESS. PLEASE STOP BY THE OFFICE TO UPDATE.**

## BACK TO SCHOOL NIGHT SEPT.11

Back to School Night is Tuesday, Sept. 11 6 – 8 p.m. It is a minimum day for students in grades 1 – 6 8:25 – 1:25. Please mark your calendars NOW for Back to School Night! This is an important meeting between parents and teachers. Information about class expectations and requirements will be given. This is traditionally an adult only event. Childcare will not be provided. If possible, please try and make childcare arrangements so that you can attend.



## AUTOMATED PHONE CALLING SYSTEM

We use an automated phone calling system for important messages and announcements. Please listen to your message prior to calling the school.

Messages received during the school day will be regarding your student's attendance. Messages received after 4:00 will be regarding schedule changes or special events happening at school.

## PEACHJAR

FUSD schools use an electronic flyer communication tool called "Peachjar" to distribute information to families. To view school-approved eflyers, simply click the Peachjar button on your school's website homepage. This "green" initiative will save our school tons of paper and reduce paper costs by thousands of dollars. On top of that, posting school flyers in this electronic backpack removes a significant administrative burden from teachers, office staff, and volunteers. No action is required on your part. If you do not currently have a Peachjar account, you will receive a welcome email that includes a username and password. This is provided to give you the opportunity to manage your account and flyer delivery preferences. You do not need to login to receive or view school eflyers. To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. When you receive your first eflyer, be sure to click "always display images." This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. Thank you for supporting our efforts to ensure parents are well informed about school programs, activities, and events.

## SCHOOL VISITORS AND VOLUNTEERS

We welcome volunteers and visitors! However, all visitors are expected to stop in the office, sign-in and obtain a visitor badge. Visitors are not allowed on campus without a visitor's badge. Please return the badge to the office before leaving campus.



## STUDENT DROP-OFF/PICK-UP

There is a student drop-off and pick-up in front of our school office. Please **DO NOT** park in this area. This area is reserved for dropping-off/picking-up students to help assure their safety.

available in the school office or visit the Child Nutrition website at <http://fUSDcafes.org>

## **BE PREPARED – BRING ID**

Please be prepared to show ID when picking up your child. The office staff does not recognize all parents by sight and must request identification. This is for your child's protection. As a further safety measure, the office staff will not give out any information regarding students over the telephone to anyone. This should further assure you of your child's safety while at school.

## **ABSENCE AND TARDY POLICY**

Nothing can replace classroom time. However, from time to time we realize that your child must miss class for illness and medical or dental appointments. If your child is going to absent from school, please call **510-793-1359 extension #7** to report your child's absence. Any absence not reported could be considered truancy.

When your child is late for school they **MUST** sign-in at the office and obtain a tardy slip. If your child is late due to a medical/dental appointment, please send a note so that the tardy may be excused.



## **PLAYGROUND SUPERVISION**

Morning supervision does not begin until 8:15. Please do not have your students arrive before 8:15. *Students must be picked up immediately after school as there is no afternoon supervision. We care about safety and want all children to be safe.*



## **TAKING PICTURES OF STUDENTS**

Occasionally, candid shots of students are taken at school. The pictures can be for various reasons such as yearbook, classroom pictures, local newspaper, etc. Please be sure to complete the optional form in the back of the Parent Handbook if you **DO NOT** want your child's picture taken.

## **LUNCH POLICY**

Lunch is \$3.50 per day and milk is 50 cents per day. Students may prepay or bring money daily. Students are not allowed to call home for forgotten lunches.



If you need assistance in providing a meal for your child, please complete the free/reduced lunch application

## **MEDICATION AT SCHOOL**



The requirements listed below must be met prior to school personnel dispensing medications:

- \* ALL medications must be kept in the office, not in the student's possession.
- \* Medication that is kept in the office for the student requires a medical form signed by the parent and physician. This form is required for over-the-counter drugs, including cough drops.
- \* All prescription and over-the-counter medicine must be in their original container (i.e., the bottle from the pharmacy) and have the student's name printed on the label.
- \* Medication forms may be obtained from the school office.
- \* School personnel will not dispense medication to students if the child's parent has failed to abide by the aforementioned regulations.

**Questions ... please contact the office**



## **JOIN THE BAND!**

If your student is in 4th, 5th, or 6th Grade they can join the After School Band program this year and learn how to play a band instrument. (Woodwind, Brass, and Percussion) No experience is necessary. Classes meet once a week after school on campus. Registration begins on the first day of school. Check out [www.fremont-education.org](http://www.fremont-education.org) for more information on the After School Band program.

## **Are you interested in being on School Site Council?**

The School Site Council is comprised of parents, teachers, classified staff and the principal. The SSC makes important decisions about our school programs and budgets. If you'd like an opportunity to be involved and did not sign up on Maze Day please sign up in the Main Office.

The SSC Officers are determined by community vote and we want all community members who are interested in running for SSC and attending the monthly meetings if elected to have an opportunity to be involved.

All community members may attend meetings which are posted and advertised.

The deadline for applying to be a SSC Officer is



## **From the District Office - Posting of Emergency Information**

Reminder to families that information regarding Emergency situations around FUSD such as lockdowns will be posted on the District website at <http://www.fremont.k12.ca.us>. From the homepage under 'Quick Links,' or under the 'Resources & Contacts' tab, click 'Emergency Info.' Information will also be posted on the District Facebook page at **Fremont Usd** and Twitter page at **@USDFremont**. Individual schools will also contact families via their respective communication systems as soon as it is safe to do so.

### **ELECTRONIC FLYER DELIVERY**

FUSD delivers school information and approved flyers from community organizations electronically. School-approved eflyers will be emailed directly to you. Additionally, you can view these eflyers by clicking the Peachjar button on your school's website.

This "green" initiative saves our schools tons of paper and reduces copy costs by thousands of dollars. On top of that, posting school flyers in this electronic backpack removes a significant administrative burden from teachers, office staff, and volunteers.

**If we already have your email address, then no action is required on your part.** You will receive a welcome email from our service provider (Peachjar) that includes a username and password if you do not currently have an account. This is provided to give you the opportunity to manage your account and flyer delivery preferences. You do not need to log in to receive or view school eflyers.

**If you have not provided your email address, please do so to avoid missing important information.** To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts.

When you receive your first eflyer, be sure to click "always display images."

This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. Thank you for supporting our efforts to ensure parents are well informed about school programs, activities, and events.

## **ARE YOU INTERESTED IN BEING A PART OF THE ENGLISH LANGUAGE ACQUISITION COMMITTEE?**

The English Language Acquisition Committee or ELAC is comprised of parents of English Language Learners, teachers, and the principal. ELAC examines data for English Learners, reviews our programs to advise on improvements, advises the SSC and works directly with the school to improve services to English Learners. If you'd like an opportunity to be involved and did not sign up on Maze Day please sign up in the Main Office.

ELAC officers are determined by community vote and we want all community members who are interested in running for office and attending the monthly meetings if elected to have an opportunity to be involved.

The deadline for applying for ELAC is Wednesday, Sept. 5, 2017.

All ELAC Meetings are open to the public. Meeting dates are posted.

# WELCOME

## BACK!



## PLEASE MAKE SURE WE HAVE YOUR CORRECT INFORMATION!

School communications are sent out through an automated system by phone call and email. Please be sure that you have listed the correct information on your emergency cards.

School communications are sent home on Wednesdays. This will be the only printed newsletter that you will receive. Future newsletters will be emailed home the last Wednesday of the month. Newsletters and updated information are listed on our website at [www.fremont.k12.ca.us/mattos](http://www.fremont.k12.ca.us/mattos) under the newsletter tab.