

Valle Lindo School News/Handbook

Welcome to Valle Lindo School. Thank you for taking time to read this handbook to become acquainted with our school operations and policies.

I am very proud of the high quality educational program that Valle Lindo offers. We were named a 2012 California Distinguished School this past April. Our teachers have a strong commitment to on-going professional development and work together to meet the individual needs of each student. Our goal is for your child to learn to his/her highest potential, in an environment of safety and respect. We realize that a strong partnership between the school and the home will help us to achieve this goal. Together, we will make a positive difference in every child's future.

If you should ever have any questions or concerns, please know that I am available to help you. Please do not hesitate to call, email, or stop by the office to set up an appointment. Looking forward to a great school year,

Erik Latoni

erik.latoni@cvesd.org

COMMUNICATIONS

School Office: 421-5151

Health Office: 421-5151, ext. 5297

Voice Mail: You can contact the school at your convenience -- 7 days a week, 24 hours a day. You can report absences. You can leave a message for a staff member.

SCHOOL HOURS

School hours for all students:

8:00 AM – 2:30 PM Monday – Thursday

8:00 am – 1:15 PM Every Friday

Students should arrive at school 15 minutes before school begins so they can be in their seats ready to learn at 8:00 am. Doctor or dentist appointments are the only excused tardies. **All other tardies are unexcused.** Students receive positive reinforcement for perfect attendance and no tardies. Please allow sufficient time for traffic congestion and consider walking to school if you are within walking distance.

SCHOOL ATTENDANCE

Under California State Law parents and guardians are charged with the responsibility of keeping their children in regular attendance and on time at school. Absences for doctor or dental appointments will be excused **only with a doctor's note.** Parents are encouraged to make doctor and dental appointments **after school.** Personal absences are not excused.

To Report an Absence:

- Call **421-5151** – when the recorded message starts **PRESS 2**
- After the tone give your name, your child's name, the name of your child's teacher and the reason for the absence.

Students absent without a valid excuse for more than three days in one school year shall be classified as truant. Students more than 30 minutes tardy on three or more school days in one school year shall be classified as truant. Parents will be notified when their child is truant.



CAFETERIA AND LUNCH PROCEDURES

The CVESD takes part in the National School Lunch & Breakfast programs. Meals are served daily. Students, including Kindergartners, may buy lunch for \$2.00 and breakfast for \$1.00. Eligible students may receive meals free. Breakfast is served from 7:15 a.m. – 7:45 a.m. **The cafeteria closes at 7:45 a.m.** Parents may pay for meals by placing a check in an envelope provided in the office, and into the deposit box, or for your convenience, you may set up an account online to make payments and view account activity at www.parentonline.net. Parents may also pay in the cafeteria during non serving times. Please note: cafeteria food may not be removed from campus.

PICKING UP CHILDREN EARLY

We like students to stay in school the full day, should a matter come up where you need to pick your child up early, you will need to come into the office to sign your child out. To be excused for early dismissal we require a doctor or dentist note. For the safety of your child, you must also provide picture identification. The person picking up the child must be listed on the green emergency card. Once these requirements have been met you will be provided with a Permit to Leave School Grounds. You must show this to the teacher in order to take your child out of class. Students will not be called to the office to wait for you, nor will they be called out of class when you arrive. Early dismissals are only excused with a note from a doctor or dentist.

AFTER-SCHOOL PLANS

Dismissal is a very busy time at any school.

- ◆ Please be sure to pick up your student immediately after dismissal, there is no after school supervision
- ◆ Students that walk home must leave immediately after dismissal.
- ◆ Students who go to the **Boys and Girls Club** should go straight to the bus.

To avoid confusion at dismissal time, parents should discuss after school arrangements with their children before they come to school.

DRESS AND GROOMING

The Valle Lindo Dress Code is based on the foundation that all students need to be provided with a safe, distraction-free learning environment. **Please do not send your child to school with any of the following items:**

- Flip flops, clogs, platform shoes higher than 1-1/2 inch, sandals without straps or with exposed toes, tennis shoes with rollers “Heelys”.
- Overly baggy or sagging pants or shorts
- Very short dresses, skirts, or shorts
- Pants, shorts, skirts or dresses in which underwear is showing
- T-shirts, tops or blouses that are too short (skin showing) or with spaghetti straps
- Clothing with offensive slogans, words or pictures
- Large, dangling or hoop earrings; heavy, long chains thicker than 1/8” or bandanas

If a student arrives at school dressed inappropriately, a reminder will be sent home about the dress code. We are asking for your support and cooperation regarding the dress code.

CLASSROOM VISITS

Parents are welcome at Valle Lindo School and are encouraged to visit.

Parents must sign in at the office when visiting classrooms. We ask you to give consideration to the teacher and students when you visit by not interrupting instruction.

VISITORS/VOLUNTEERS

Volunteers, visitors and guests are required to register in the school office and wear a

volunteer/visitor badge. Persons not wearing badges will be referred to the office. All volunteers must complete an application and complete a TB questionnaire.

PARENT-TEACHER ORGANIZATION (PTO)

The PTA works to enhance the education of students. Parents are encouraged to join and participate.

MEDICATION AT SCHOOL

If it is necessary for your child to receive prescription or over-the-counter medication at school, a District Medical and Parental Consent Form must be completed. This form is available in the health office and must be signed by you and your child's doctor. If your child is on a short term medication, please schedule the dosage so he receives a morning dose and the remaining doses when he returns from school in the afternoon.

HEALTH/EMERGENCY INFORMATION

Parents must complete a HEALTH AND EMERGENCY INFORMATION CARD each year for each student. This card must be kept up to date. It is very important that you include the names of anyone you may ask to pick up your child. Children will not be released to anyone except those listed on the emergency card. Please make sure all phone numbers are kept updated.

SNACKS/PARTIES

Realizing that students need proper nutrition to do their best in school, our school allows for them to bring a nutritious snack to be eaten during the morning recess. Please consider sending items like fruit or veggies, cheese or a half-sandwich. **We do not encourage items such as sodas, candy, sugary snacks, large bags of chips, etc.** We ask that you help your child make good nutritional choices for snack time. **Valle Lindo supports the district's Wellness**

Policy that prohibits food items of any kind in celebration of a child's birthday.

BUS TRANSPORTATION

Bus transportation is provided for students K – 6 who live in the Vista Pacifica community. The bus schedule, including stops and times will be available before school starts.

- All Kindergarten students must wear a "tag" showing their name, school & bus stop every day.
- All Kindergarten students must be with an adult at their bus stop every day. Kinder students who are not met will be returned to school.
- All students must comply with the bus rules. Bus privileges can be suspended for multiple events of non-compliance with the rules.

PARENT CONFERENCES

The Parent-Teacher conference is an ideal way for parents to help children in school. Parents should make every possible effort to attend conferences. These are the times that classroom teachers can go into depth with parents about their child's progress. By making all efforts to attend conferences parents are telling children that school is important. Parents may request a conference by sending a written note with the child to the teacher, by calling the teacher's voice mail or email (our addresses are on our website) and leaving a telephone message.

Conference Dates:

Modified Days

9/7 – 9/15/2017

3/8 – 3/16/2018

HOMEWORK

Each teacher has an individual homework policy. We believe that homework should be valuable practice for every child.

If you have questions about your child's homework, please feel free to contact his/her teacher. If there are concerns about the homework that cannot be taken care of by the teacher, please feel free to contact the principal.

AFTER SCHOOL PROGRAMS

STRETCH. After School Enrichment Program run by the YMCA on site. Enrollment is by application only and based on space availability.

Boys and Girls Club of CV. For a nominal charge parents may arrange to have students in 1st – 6th grades picked up after school and transported to the Boys & Girls Club at 1301 Oleander Ave. For more information please call the Boys & Girls Club at 421-4011.

LOST AND FOUND

Please clearly mark all clothing and other personal belongings. It is suggested that parents check the lost and found periodically for lost items as children often do not recognize their own clothing.

TELEPHONES

Please remember that the school has a limited number of telephone lines. You can help school staff by arranging after-school plans with your child before school begins. Make sure your child knows ahead of time what to do about transportation on rainy days.

SCHOOL RULES

At Valle Lindo School we have school-wide behavior expectations:

The rules are shared at the beginning of the year. Specific behaviors are covered at our weekly Behavior assemblies, our Eagle Rallies.

- Our school is grounded in the following ideas:

**Be Respectful
Be Responsible
Be Safe**

- Students will be taught rules for specific locations on our campus throughout the year.
- When a student is caught being good by an adult, they will receive an Eagle ticket.
- Red slips are given to students for minor infractions.

CELL PHONES, GAMES AND ELECTRONICS

Cell phones, iPods, CD players and electronic games interrupt school routines and can interfere with classroom learning and the school's communication system. Use of these items during school is not permitted. We cannot be responsible for loss of these items. Violation of these rules will result in the equipment being taken away from the student. Parents will then need to personally pick up the item in the office. We ask that you be vigilant of what your child brings to school. All parents are asked to sign a Bring Your Own Device to School form.