

Student / Parent Handbook

2024-2025



It Takes Every Viking to Sail Our Ship

3275 Peachwillow Lane
Walnut Creek, Ca 94598
Principal: Mignon Perkins
Office Manager: Debi Massey
Secretary: Tracy Miranda
valleverde.mdusd.org

Phone: (925) 939-5700

Attendance Hotline: (925) 682-8000 x 7505

WELCOME TO VALLE VERDE ELEMENTARY

Welcome to the 2024-2025 school year! We are excited to partner with the school community for the success of all students. We have the elements at Valle Verde to ensure that all of our students have a bright future. Staff will continue to focus on literacy, math, and challenging coursework, while further developing our "21st Century Learning Community." At Valle Verde, we understand that students come first, so we look forward to ensuring that all of our students' needs are met.

This year we will continue to focus on the following areas in alignment with our LCAP goals:

- Career and College Readiness
- Parent/Family and Community Engagement
- Professional Learning/Special Populations

There are many great things happening at Valle Verde Elementary and we will continue to build our program to support student success. This year, there will be an emphasis on 21st Century Learning, collaborative environments to support inclusion of all students, STEAM, English Learners, and Accelerated Learning. Valle Verde programs will include reading intervention support and counseling to ensure that students are receiving the academic and social/emotional support when needed.

As a collaborative Valle Verde Community, we commit to fostering an environment that supports a successful 21st century learning community. The goals listed below outline the areas that we will focus on in order to meet the various needs of our school community.

Goal #1- Staff, students, and parents will collectively build an inclusive environment that supports diversity, creativity, independence, and critical thinking for all stakeholders, while developing skills that will support college and career readiness.

Goal #2- Every student will receive core instruction with targeted learning opportunities, utilizing multiple learning strategies while supporting understanding of new concepts and the connection to "real life experiences".

Goal #3- Every student, staff, and parents will have the opportunity to explore and expand knowledge using technology to connect background knowledge to new learning, and experiences through project-based learning, research, and various presentations.

Goal #4- All students and education stakeholders will accept responsibility and hold themselves and each other accountable to our respective core values and have full access to quality education in an environment characterized by social emotional competency, academic growth and safety. Additionally, focus scholars, specifically Black/African American students, Emerging Bilingual, Foster Youth, and students experiencing homelessness will receive additional targeted tiered support, experience culturally responsive practices and instruction, high expectations, equal access to educational opportunities, within an educational environment that builds trust and inclusive partnerships between the students, families, and staff.

WE EMBRACE THE 3B'S

Be Safe 😊 Be Respectful 😊 Be Responsible

Students, families, and staff are expected to model behaviors that promote the Three B's. Staff and students will be given opportunities throughout the year to experience how the 3 B's translate into all areas of school life. Positive reinforcement in the form of VIKINGS will be provided to recognize and encourage the 3 B's.

Table of Contents

Arrival & Pick Up Procedures.....	3
Attendance.....	4
Accelerated Learning.....	6
Behavior Expectations.....	6
Behavior Systems & Rewards.....	7
Campus Rules.....	7
Consequences.....	8
Harassment.....	9
Cellular Phones.....	9
Dress Code.....	10
Emergency Card Information.....	10
Field Trips.....	11
Interruption Policy.....	11
Lost & Found.....	12
Medication at School.....	12
Nurse.....	12
Newsletter: Viking Voice.....	12
Observations.....	12
Reporting to Parents.....	13
Release of Students During School Day.....	13
Safety.....	13
Visitors.....	14
Volunteers.....	14
Valle Verde Site Council & Committees.....	15
Student Success Team (SST).....	16
Science/STEM Fair.....	16
Music & Art Programs.....	16
Valle Verde Childcare Center (daycare).....	17
Parent Teacher Association (PTA).....	17

Daily Schedule.....	19
Map of School.....	20

School Information & Rules:

HELP KEEP OUR STUDENTS SAFE!

Parents:

Our continued goal at Valle Verde is to keep every student happy, productive, and safe on this campus. Please revisit the procedures for our drop off and pick up areas at the front of the school.

Arrival Times/Procedures

For safety reasons, students may not arrive at school before 7:50 a.m. unless they are here for supervised lessons or student council meetings. There is no supervision on campus prior to 7:50. Students in grades 1-5 should go directly to the blacktop where they will participate in "Walk & Talk". They will be walking the perimeter of the blacktop while chatting with fellow Vikings. There is no need to go to the classroom prior to going to Walk & Talk. Backpacks can be dropped off in the designated area where their class lines up or keep them on their back. We will only have supervision on the playground, so all students in grades 1-5 must report to the blacktop. Parents, please do not congregate anywhere else on campus during this time. **TK and Kindergarteners** will line up with their guardian outside of the Kindergarten playground gate.



In the event of rain, students in grades 1-5 should report to the MUR. TK and Kindergarteners will follow their regular routine and line up at the kindergarten playground gate.

Drop Off/Pick Up Procedures

For the well being and safety of all Valle Verde students, we ask that parents **FOLLOW THESE RULES:**

- **No U-turn** should occur at any point along Peachwillow in front of the school.
- **Use the crosswalk** when crossing the street, including when you are escorting your child(ren) across the street. If you are parked on the opposite side of the street you still need to use the crosswalk. Our PTA provides a crossing guard before and after school.



- **Students should be dropped off and picked up in the white drop off zones.**
- **Follow the white zone (white curb) procedures.** These are designated for the specific purpose of dropping off/picking up students. **These designated areas are designed for you to pull as far forward as possible,** allow your child to safely enter or exit the passenger side, (on the sidewalk side of your vehicle) then carefully move back out into the flow of traffic on Peachwillow.
- **Do NOT double park or let your child exit the car in the middle of the street.**
- **No parking is permitted in the white zones.**
- **Do not block the parking lot driveways at any time.**
- **During school hours parking lots are only for staff, school buses and handicapped drivers only.** These areas are not drop off/pick up zone
- **Drive the speed limit (25 mph or below).** Slow down and be mindful of pedestrians.
- **Stop for pedestrians in the crosswalks** and remain stopped until all pedestrians are safely out of the crosswalk.
- **Do not park in red zones (red curb) at any time.**
- **These areas are not for you to park and leave your vehicle. The driver should be at the wheel of the car at all times.**
- **If you feel the need to park, leave your car, or walk onto campus, please park on one of the side neighborhood streets away from the white zones.**
- **Pedestrians need to stay out of the planted areas. Use walkways.**
- **Please note** that there are time constrictions on the street signs at the white zones. Although not posted on the signs, the rules apply for early Wednesday release times. Please do not park in these areas during early release on Wednesdays.
- ***MOST IMPORTANTLY, model following the law and safety procedures. Practice the life skills of patience, responsibility, and cooperation. Walking is good for us all and may be an enjoyable special time with your child.***



Traffic and Student Safety

It is imperative that we all work together to keep all Vikings safe here at Valle Verde. The City of Walnut Creek and a Valle Verde parent, staff and community committee have worked zealously to make needed street improvements. Realizing that parking is extremely limited and the traffic may become congested, it is a must that everyone adheres to all of the rules.

Attendance

"Regular school attendance is the foundation for student learning." It is essential for learning and the success of your child to be in school every day. We track excused absences, unexcused absences, and tardies to assist us in building a strong foundation for regular attendance. **If a student is chronically absent, the parent/guardian must provide medical verification for future absences to be excused.** Once a



student is identified as chronically absent they will be required to follow these procedures until the end of this school year. **Chronic absenteeism means that a student has missed 10 percent or more of school days (to date) due to absences for any reason—excused, unexcused absences, and suspensions.**

For your reference please note the following:

The District states that an **EXCUSED ABSENCE** is defined as:

- Illness or injury of the student which necessitates the absence of the student. This does not include absence due to illness or injury of the parents, siblings, or child of the student. *It refers to the student only.*
- Student attendance at a medical, dental, optometrist, counseling (for mental or emotional issues) or chiropractic appointment. The appointment must be for the student, *not for any other person.*
- Student attendance at the funeral service of an immediate family member. Family member is defined as; mother, father, brother, sister, grandparent, any other relative living in the immediate household. Aunts, uncles, nieces, nephews and cousins *are not immediate family members unless they live in the same household.* Funeral excused absences are limited to no more than one day for a funeral within California and three days for a funeral outside of the State.
- To obtain required immunizations
- Exclusion from school i.e. head lice
- Appearance in court
- Observance of a holiday or ceremony of his/her religion



Unexcused Absence All absences for any reason not included under excused absences should be defined as unexcused.

Tardy A student is tardy when he/she arrives at school after it has begun at 8:05. An excused tardy is defined as medical, dental, optometric, counseling or chiropractic appointments. Children are encouraged to establish a habit of promptness. Students are at a disadvantage when they enter late, as they frequently miss directions given by the teacher. ***Students that come in late are to check into the office before going to class.***

Reporting Absences A phone verification or email to the office is required within 72 hours to verify an absence (you can email the teacher as a courtesy, but only the office can update attendance). **If an absence is not verified within 72 hours, it will be marked as truant.** You can report an absence by calling the Attendance Hotline (925-682-8000 ext 7505) or send an e-mail: valleverdeattendance@mdusd.org. Make sure to include the following information regarding attendance: 1) Student's name, 2) Teacher or room number, 3) Reason for absence, 4) Homework if needed—a note will be given to the teacher.



Independent Study Contract



Periodically, students have short term travel opportunities or other circumstances that prevent them from attending school. Students may be placed on Independent Study contracts if their absence is **5-14 school days in length**. Upon the student's return, all assigned work must be turned in to guarantee attendance. Please let the office know at least **two weeks** in advance of absence to get the process started. A student can't be on independent study for more than 14 days during the entire school year. We strongly encourage parents to take vacations during school recesses and summer breaks.

Make-Up Work for Children Out Ill

If your child has to be out of school more than one day due to illness, you may request make-up work. Please call the school office at 925-939-5700 before 10:00 am, and the teacher will have the work ready for pick up in the office **at the end of the second day of your child's absence**. You may also request that the work be sent home with a "homework buddy." It is typically unrealistic for teachers to be expected to prepare work for individual children and have it ready on the same day as it is requested. Your understanding of this process is appreciated.

Home and Hospital Instruction for Students

Our District offers a Home and Hospital instruction service. If a student's medical condition requires an absence of **three weeks or more**, parents and/or physicians may notify the school and a certificated teacher will be assigned to work out a home lesson schedule with the student's regular school and teacher. Each student is entitled to five hours of individual instructions per week during a prolonged absence. A responsible adult must be at home whenever a Home Teacher is present. There is no waiting period for home teaching. Teaching can start as soon as the family physician indicates, in writing, that the student's medical condition will require an absence of three or more weeks.

Accelerated Learning

Each grade level has a designated 30 minute period on Monday, Tuesday, Thursday, and Friday when there is no new instruction being given. During this time, students are deployed to various intervention/enrichment groups. This is in an effort to provide targeted interventions as well as enrichment opportunities for our students. Groups are flexible and students move in and out of various groups depending upon their needs. We are fortunate to have our Instructional Assistants who make this possible.

Behavior Expectations

Valle Verde Elementary School provides each student with the maximum opportunity to acquire a quality education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and expectations are developed, and enforced, with this thought in mind. All students are expected to follow school and classroom rules. School rules apply on the school grounds, going to and from school, and at any event where our school is represented. Valle Verde Elementary School's Discipline Plan was designed under the premise that each student takes responsibility for his/her own actions and that the classroom teacher be

knowledgeable about any problems that occur outside of his/her class. We appreciate all parents/students reviewing the expectations and working with your child to make sure they give us their best self each day!

Positive Behavior Systems - Student Motivation

"VIKINGS": Students may earn these coupons for exceptional school service, acts of kindness, integrity, and honesty. Classroom teachers may also use them as a positive reinforcement incentive. When a student earns ten (10) Vikings, he/she can redeem them on the first and third Fridays of the month for an Otter Pop. A Viking Store will also be held multiple times a year where students will be able to turn in their Viking for an array of trinkets and goodies. Students may choose to save up their Vikings to cash in on the end of year event (pizza party/ movie with the principal).

Character Trait Assembly

Students who demonstrate the monthly Character Trait (life skills) will be recognized monthly, at the character trait assemblies. Lastly, classroom teachers may also reinforce positive behavior with their own behavior system.



Valle Verde Campus Rules: the 3 B's

 **Be Safe,**  **Be Respectful,**  **Be Responsible**

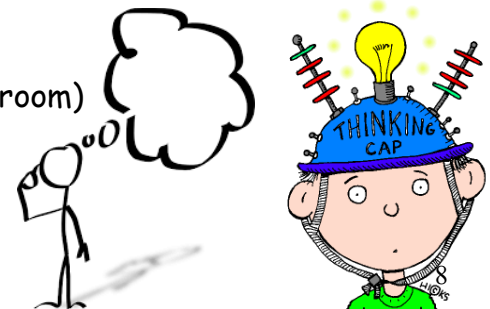
- **Bells:** Students are expected to stop activity, wait for supervisor whistle and instructions to walk to line. Each class has an assigned position for lining up from a playground activity.
- **Hallways/Quad/Pods:** Students are to walk quietly and respectfully in these areas at all times.
- **Personal Items:** Students must have teacher and/or administrator permission before bringing personal items and equipment to school. The school is not responsible for lost, stolen, or broken personal items (including items such as toys, cell phones, and electronics). Personal items that are brought to school without permission can be taken away and will be picked up by a parent.
- **Bicycles/Scooters/Skateboards:** Bicycle racks are provided for students who ride their bikes and scooters to and from school. Students need to lock bicycles to the bike rack. Helmets must be worn while riding bikes, scooters, and skateboards. They are to be walked once students have entered the parking lot or school grounds. The school is not responsible for the bicycles, scooters, and skateboards on campus.
- **Other Wheeled Devices:** Inline Skates (rollerblades) and Shoes with Wheels are not allowed at school.
- **Restrooms:** It is expected that students respect the privacy of others and use the restroom at school as they would at home. Playing in, trashing, vandalizing, or misusing the restrooms is never allowed. If students are unable to follow these guidelines they may be asked to use the bathroom in the office.
- **Office:** Students should have a pass before entering the office during school hours. Students are not permitted into the staff room or teacher work room.

- **Cafeteria:** Students will use quiet “inside voices” and sit at the appropriate tables. They will allow anyone to sit next to them, keep food to themselves, and throw away all trash. Students will raise their hands for assistance, and wait to be excused by the supervising adult.
- **Food Items:** During recess, snacks must be eaten at the tables in the designated area. Wrappers and containers need to be disposed of properly. Food items are not to be taken onto the playground. Healthy snacks are encouraged. For the safety of all students, food cannot be shared with other students.
- **Sunflower Seeds/Gum:** Gum or sunflower seeds are not allowed at school.
- **Tag and Play Fighting:** Tagging, play fighting, tackling, kicking, pushing, shoving, and piggyback riding are not permitted.
- **Fighting:** Fighting is never acceptable at school. Parents will be notified and consequences will occur.
- **Threats:** Threats in any form to other students and/or staff members will not be tolerated.
- **Conflicts:** Conflicts are to be resolved by using words and getting assistance from the yard duty or other staff members. Students are never to use hands or feet to resolve conflicts.
- **Bullying:** Any form of bullying or intimidation is unacceptable. Please inform your teacher immediately if you have concerns that this is happening to your child.
- **Language:** Obscene or foul language/gestures are not allowed at school.
- **Climbing:** Students are not to climb on planters, fences, trees, or buildings.
- **Play Structure:** The play structure must be used properly and safely. Students are not permitted to run or jump on the play structure. Students are to follow safety rules set by staff and noon duty supervisors.
- **Teasing/Harassment:** Teasing and harassment of other students is unacceptable.
- **Weapons:** Bringing anything to school that can be used as a weapon could result in suspension or expulsion.
- **Assembly:** Students will show respect to the presenter(s) by sitting quietly, and displaying appropriate audience behavior/manners. Students will wait for their teacher to give dismissal instructions.

Potential Consequences

All behavior consequences are in line with the MDUSD Behavior Matrix. Consequences for breaking school rules may involve one or more of the following actions:

- Student reflection letter or apology letter
- Loss of privileges
- Time to Think slips (parents will be directed when to sign and return the form to school the next day)
- Peer/individual social or behavior group sessions with school counselor-(with parent consent)
- Litterbug club or walking the perimeter during recess
- In office monitoring or restricted access during recess
- Out with Love (Time out in new environment such as a buddy classroom)
- Parent contact by email/phone
- Time out in Principal's office with reflection task



- Parent/Teacher/Student/Counselor/Principal conference
- Placed on behavior contract/alternate lunch or recess schedule
- In School Suspension
- **Serious offenses may result in district policy procedures such as suspension or expulsion.**

Sexual Harassment

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. Any student who feels he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. Please refer to MDUSD's 2024-25 Parent Information Packet for more details.

Nondiscrimination/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, ancestry, national origin, and physical or mental disability, age or sexual orientation. Any student who feels that he/she is being harassed should immediately contact the teacher or principal.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Anti-Bullying

The district believes that all students have a right to a safe and healthy school environment. To that end, the district, schools, and community, have an obligation to promote mutual respect, tolerance, and acceptance. The district will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name calling, and social isolation or manipulation. This policy applies whenever a

student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.

Cellular Phones & Watches

Students may possess but not use cellular phones/watches and other electronic signaling devices during the instructional day. If your child needs to go home sick, they must come to the office and we will call you. **The electronic signaling device must remain turned off during the instructional day.**

Dress Code

Valle Verde does not have a school uniform policy, however students are shown to be safer, more focused, positive and productive when dressed appropriately for their learning and recreational times at school.

Our guidelines to Dress for Success are:

- Clothing must cover undergarments while standing, sitting, bending, reaching, and playing.
- Wear tops that cover the tops of shoulders, chest, and torso.
- Wear closed-toe shoes that stay firmly on feet when running and playing.
- Students may wear sun-protective clothing for outdoor use during the school day.
- Clothing, jewelry, and personal items (backpacks, lunch boxes, bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, obscene, vulgar, profane, or sexually suggestive, which bear violence, drugs, alcohol, tobacco company advertising, promotions, and likenesses or which advocate racial, ethnic, or religious prejudice.

Students who are not consistent with the dress for success guidelines will be addressed privately by staff members and sent to the office to change during non-instructional time. Parents will be contacted by office staff to bring alternate clothing for the student. Borrowed clothes will be made available for students, and should be washed and returned to school.

Emergency Card Information

A Student Emergency Card should be updated each year. It requests location and phone number of parents' employer and name and phone number of persons to contact if parents cannot be reached. Also, the card requests a doctor's name and phone number and space for additional important information. Edits can be made in Homelink.



You, as the parent or legal guardian, are responsible for providing this emergency information to the school, as well as keeping the information updated. In case of a real medical emergency, the school will always try to contact you and then those contacts you have listed. However, if none of the contacts are successful, it will be necessary to call 911 (emergency hotline). **The family will be responsible for any costs incurred.**

Help us keep these cards current by notifying us of any changes throughout the year. Your cooperation is necessary to make sure the school is able to provide the best possible protection of the health and welfare of your child.

Field Trips

During the school year, students will have opportunities to go on field trips. You will receive an Elementary School Field Trip Permission Slip from the teacher prior to the trip. Your child must turn this form in to their teacher. Occasionally, the class will take a school bus, but many trips are made by private car. If you plan to drive on a field trip, please obtain a Transportation of Students in Privately-owned Vehicles/Field Trip Chaperone Agreement Form from the office. We will need a completed form and a copy of proof of your car insurance including the declarations page with the required coverages at least one week prior to the field trip. Make sure to read the Chaperone Handbook.

Going on a Field Trip?

- This is a time to be interactive with the children and actively supervise them. Cell phone use is not allowed.
- Make sure you have completed a Transportation of Students in Privately-Owned Vehicles/Field Trip Chaperone Agreement Form on file in the office at least **one week** before the trip.
- **Chaperone Guidelines** - This form will give you a better understanding of your role as a chaperone. This document was provided at Back to School Night, and is also available in the office.
- All field trip chaperones must be fingerprinted and have proof of a negative TB test. Please visit the *Parent Portal* page from the district website (mdusd.org) or you can visit the Valle Verde website (valleverde.mdusd.org) for volunteer instructions. From there you can download all of the necessary forms and find detailed information on where to get fingerprinted and the clearance process. All of the required forms should be returned to the district office. Please keep in mind that you will not be allowed to chaperone on a field trip **until ALL required documents have been received at the district office** and your fingerprints have been cleared by the Department of Justice (**this can take up to 30 days**).
- **Chaperones shall NOT bring friends or other family members on the field trip.**



Interruption Policy

Working together we will be able to keep disruptions to the classroom minimized. Incoming and outgoing messages to or from students may disrupt a student's learning. Maximizing instructional time is a top priority. You can help us eliminate unnecessary classroom interruptions by:

- Reminding your child to take their homework, musical instruments and lunch when they leave home.
- Writing a note to your child's teacher when necessary for them to leave school early. Children should be picked up at their classroom, after they have been signed out.



- When you need an appointment with a teacher, please call/email in advance to make an appointment. During the instructional day, teachers are teaching and are not available for conversation. Outside phone calls will go through to voicemail.
- Reminding your child to check at the office during recess and lunch for forgotten items.

Thank you for working with us to provide a positive and productive learning environment for your child!



Lost and Found

We encourage parents to label their child's belongings and help remind them to take responsibility for their care. Lost or unclaimed clothing is placed in the "Lost and Found" cart which is kept outside the MUR. Small items are turned in to the office. Items not picked up will be given to charity at the Winter Break, Spring Break and at the End of the School Year.

Medication at School

The administration of medication to students is allowed when the child's health may be jeopardized without it, and when a written request using a [district authorization form](#) has been submitted by the parent and approved by the principal. The parent and the student's physician must sign this form.

Only medication that is required by a physician to be taken during school hours will be administered by designated school personnel. The authorization form includes a physician verification of this requirement. All medication must be provided in the **original container** with labels listing the student's name, name and number of pharmacy, physician's name and the dosage to be administered.

Students may carry medication with consent from the doctor. All medications carried by students without consent will be confiscated and held for parents. Parents will be notified in a timely manner if such a circumstance occurs. Under no circumstances may school personnel provide aspirin or any other over-the-counter medicine to students without a completed authorization form. Medication includes aspirin, cough syrups/cough drops, etc.

School Nurse

A school nurse is not available to elementary schools on a regular basis. For this reason, keeping your child's emergency card updated on file at school is crucial.

Newsletter: *The Viking Voice*

This is a weekly newsletter sent via Parent Square and posted to our website to keep parents informed about weekly events and activities. This is our major form of communication. Please make a note to read weekly. If you're not getting the weekly updates, notify the office.



Observations

In accordance with the MDUSD Board Policy #1250, we are committed to working with our parents to ensure they have access to their child's educational program. This right is afforded to parents as long as the observations can be done in such a way that ensures the safety of all the children in the program, and in a way that does not cause an undue interference in the instruction process. Our goal is to work collaboratively with parents while providing students, staff, and administration the safe and effective learning environment they deserve. To minimize distractions to learning, observations will be kept to 30 minutes with a maximum of three observations per year unless mutually agreed upon by the principal and parent. Please note that observers must be accompanied by the principal or principal's designee. Appointments may be made through the office by contacting 925-939-5700.

Reporting to Parents

A strong school/home partnership is important to the success of our students. Communication regarding your child's academic, social and emotional growth is key. We keep you informed of your child's progress. Report cards are available in Homelink each trimester. In addition, teachers maintain communication with parents between report card periods by means of informal progress reports, telephone calls, and e-mail. All teachers can be reached via e-mail. Please see the school website for contact information. A few teachers do have web sites linked to our Valle Verde website. If you have questions about your child's progress, do not hesitate to contact the teacher for an appointment.

Release of Students During School Day

If a parent is going to pick up a student, please come to the office to sign out your student. The Office will call the classroom and notify the teacher. The parent will sign in as a visitor and go get the student. Because of various schedules in the classrooms, please notify the office and the teacher of your intent to pick up early for a smooth transition. For your child's protection, he/she will only be released to those designated on the Student Emergency Card.

Student/Staff Safety

Valle Verde is a safe, secure, and peaceful school. It is an orderly and purposeful school where students and staff are free to learn and teach without the threat of physical and psychological harm. A Comprehensive School Safety Plan is updated annually (or as needed) to assure practices and programs that provide student and staff safety.



Safety Drills

Fire drills are held monthly throughout the year. Routes children are to take are discussed with students during the first few days of school. We also practice intruder, shelter-in-place, and earthquake drills. We have a site safety committee that reviews our procedures as well as conducts safety walk throughs on an annual basis. The Site Council oversees the safety plan. The safety plan can be viewed in the principal's office. Our PTA supports our safety plan and program.

Each class has a safety backpack with emergency supplies which is replenished each year by members of the PTA Safety Committee. We have a designated shed stocked with emergency supplies that should support our students for up to a 72 hour period.

Earthquake/Disaster Preparedness Plan

Earthquakes and other disasters usually happen without warning. Although it is impossible to predict exactly what will happen should a major disaster occur in this area, Valle Verde's staff and parents believe that an ongoing program of awareness and preparedness will do much to reduce the confusion that often accompanies such a crisis. Our policy is to develop awareness in students of the causes of earthquakes, how to prepare for them and what to do during, and after, a quake by engaging in practice drills and simulations. We also encourage you to work out a disaster plan at home. We identify hazards in the classroom and eliminate or minimize them, obtain and store supplies which might be needed in the event of a major disaster and acquaint staff with first aid procedures.



It is imperative that the entire Valle Verde community be aware of the procedures which will be followed at school should an emergency arise. During and immediately after an earthquake, the teacher or other person in authority will implement the following action:

- If indoors: Teacher and students will **STAY INSIDE** until the shaking has stopped. They will take cover under desks and/or tables. When the earthquake is over, they will **LEAVE THE BUILDING** and go to an **OPEN** or **CLEAR AREA** away from buildings, utility poles and downed wires.
- If outdoors: Teacher and students will **STAY OUTSIDE**. They will immediately drop to the ground. As soon as possible they will move quickly and quietly, without running, away from buildings, trees, and exposed wires.

Visitors

Parents are welcome to visit our school throughout the year. We ask that you limit your visit to a 30 minute maximum. **District policy requires that all visitors report to the school office in order to secure a visitor's pass prior to each visitation.** School staff has been instructed to ask to see the pass from anyone on campus if the visitor's pass is not readily visible. If there is no pass, the visitor will be directed to the office, or the staff member will call the office. **If you would like to talk with your child's teacher, please make an appointment for a time before or after school when you can both talk freely. Email is generally the best way to contact your child's teacher.**



Volunteer Program

Who should volunteer? Any member of the community who enjoys and takes an interest in children. There are no educational prerequisites. Each volunteer must be TB tested and fingerprinted. (See Responsibilities below.)



Objectives of our Volunteer Program:

- To improve education opportunities for all students by providing the teacher with classroom assistance. This provides him/her additional time to apply to the learning environment
- To provide more individual help for students by lowering the adult-student ratio
- To build a closer relationship between home and school
- To enrich the classroom environment through exposure to the personalities and talents of the volunteers
- To provide tasks and working conditions that a volunteer will enjoy and find of value

Responsibilities of a Volunteer

- All volunteers must be fingerprinted and have proof of a negative TB test. Please visit the *Parent Portal* page from the district website (mdusd.org) or you can visit the Valle Verde website (valleverde.mdusd.org) for volunteer instructions. From there you can download all of the necessary forms, and find detailed information on where to get fingerprinted and the clearance process. All of the required forms must be returned to the district office. Please keep in mind that you will not be allowed to volunteer **until ALL required documents have been received at the district office** and your fingerprints have been cleared by the Department of Justice (**this can take up to 30 days**).
- **Sign in at the office; get a volunteer sticker each time you come to volunteer!** Please remember to sign out when leaving.
- Keep ***confidential*** all matters pertaining to students, teachers, and parents that may arise in the classroom.
- Be dependable and punctual. You have an important role in the classroom.
- Notify the teacher in advance if you are unable to come at your scheduled time.
- Refer parents to the teacher when parents ask about their child's progress. It is not your responsibility to evaluate a child's behavior or progress at school.

Valle Verde Site Council Members

The School Site Council (SSC) is a school site advisory committee made up of the Principal, teachers, support staff, and parents. This committee is responsible for overseeing the evaluation of our school site plan (Strategic Plan). The SSC meets monthly at an open meeting at school. Parents may contact members of the SSC for more information or to provide input, or are most welcome to attend. Watch our website for upcoming meeting dates. Parent members are elected to their position and serve two years. Elections take place in the Fall. If you are interested, please contact Debi Massey at masseyd@mdusd.org or call 925-939-5700.

English Language Advisory Committee (ELAC)

This governing body is composed of our families who have student(s) that have English as their second language. An annual meeting will be held in October of each year to determine how they would like to be represented. In the past years, our Site Council has represented their group by the ELAC's decision.



Multi-Tiered System of Supports (MTSS)

MTSS has a three-tiered model of interventions to address Behavioral Systems. The MDUSD Equity Leadership, Equity Advisory and the MTSS site team reviews and analyzes data regarding site and district suspension and expulsion rates, academic progress, and attendance.

The Valle Verde MTSS team provides guidance in our school community by reviewing the school-wide rules, reward system and promoting a positive school culture.

Valle Verde students are encouraged to practice positive behavior in various school settings and we make sure to celebrate their accomplishments. There are Character Trait Assemblies that occur on a monthly basis with the whole school focusing on two specific characteristic traits.

Student Success Team (SST)

Effective teamwork between the family and school improves the quality of education for your child. As part of the general education program, our Student Success Team meets to explore ways to help students be more successful. The parent is an important member of this team. Valle Verde has a CARE Team, which is a team that includes the principal, school psychologist, resource teacher, gen ed teacher, and support staff. The team meets to review students who have encountered problems in the general education program. The team uses a systematic problem solving approach to assist students who are not making satisfactory progress academically, socially, and emotionally. The team may organize resources, develop remediation plans, clarify issues and problems, establish accountability, and may direct referrals to other support services. Composition of the success team includes parents, and if appropriate, students. A request to have a Student Success Team meeting should be made directly to the student's teacher or principal.

Science/STEM Fair

The main goal of the Science/STEM Fair is to promote individual effort in the areas of science, technology, engineering and math and to establish a climate of enthusiasm for experimentation and excellence. Students, kindergarten through third grade, may enter projects. Students in fourth and fifth grade are required to submit a project. Each child will receive a recognition award for participating.



Instrumental Music

For students in grade 5, instrumental music instruction includes small group lessons, and lessons with the larger group. Information is sent home at the beginning of the year so that all interested students may participate.

Vocal Music

All students grades 1st through 5th participate in Vocal music each week for 30 minutes.

Valle Verde Children's Center (Day Care)

Day care is available from 7:00 am to 6:00 pm for a fee, for Valle Verde students in grades TK-5. This Children's Center is on our campus in its own separate building. This is a quality program run by teachers accredited by the State Department of Social Services. For more information, please call them directly at 925-944-5255.

Valle Verde Parent/Teacher Association (PTA)

The Parent/Teacher Association (PTA) is an organization that helps promote the common good and general welfare of the students of Valle Verde School. The PTA is non-profit, non-partisan, and encourages parent volunteerism. It is run by an executive board elected by the membership. Board and General Meetings are held monthly (except June, July and August). The meetings are open to all parents. The support from parents through PTA makes it possible to provide your child with a varied and enriching educational program.

PTA FUNDED SCHOOL PROGRAMS

STEAM AND GARDEN LAB In 2022-2023 the PTA funded our new program: the STEAM and Garden Lab. Moving forward (for potentially the next 5 years) the district will fund a majority of this amazing program. In the STEAM and Garden Lab, students explore the areas of Science, Technology, Engineering, Art, and Math with phenomena-based, hands-on learning. Lessons are NGSS aligned, with an emphasis on exploration and discovery.



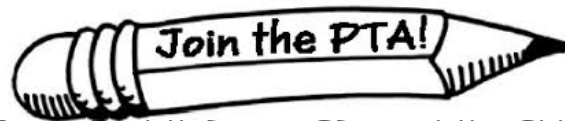
READING LAB - Through PTA Funds, we have a certified reading specialist dedicated to helping targeted students get intervention and assistance in reading development. These students are determined through use of diagnostic reading assessments.



CLASSROOM INSTRUCTIONAL ASSISTANTS The PTA funds our instructional assistants. Assistants are vital to the educational programs at Valle Verde. They provide direct assistance to students, and support the classroom teacher.

LIBRARY We are able to purchase additional books and supplemental materials through donations from PTA. The Librarian is here part-time and parent volunteers are an essential support. Students in grades 1st-5th are encouraged to check out a book each week.

ART SHOW This is a non-judged student art show which encourages individual talents using a variety of mediums. Students can submit any piece done during the school year, whether done in class or on their own. The Art Show coincides with Open House so that you can visit your child's classroom and see the art on display at the same time.



PTA FUNDRAISERS AND EVENTS

VIKING FUND Online donations to the PTA go to our Viking Fund, which, along with other fundraisers, pays for a certified reading specialist, instructional assistants, classroom materials and supplies for teachers, software subscriptions, and other items. Please visit the PTA website at www.vvpta.com to learn more about the great things funded by the PTA and how your child benefits from your donation

SPRING FLING This evening auction, dinner and dance is one of the PTA's largest fundraisers of the year. This is a fun, social event for parents. The proceeds are used to enhance the educational programs at Valle Verde.

CARNIVAL The Halloween Carnival is a fundraiser with lots of fun, games, and activities for everyone. This is a great community event, as well as a fundraiser.

CULTURAL FOOD FAIR First held in 2022, this event showcases foods from a range of cultures that are represented at Valle Verde, and brings together hundreds of members of the school community for an evening of fun.

BOOK FAIR The Book Fair will be held in the fall and spring. This provides an excellent opportunity for enriching our children with the world of books while contributing to the PTA's budget.

BOX TOP'S FOR EDUCATION Schools earn \$.10 per box top! Download the BoxTops app and scan your receipts. It's that easy!

DINE AROUND Once a month, a local business (usually restaurants) will offer to donate a percentage of profits to our school for purchases made on a given day. It is a great way to socialize with friends, eat, and raise money for our school.

VIKING FUN RUN & WALK - Held in the Fall during the school day, the Viking Fun Run and Walk is a student fundraising walk for grades Kindergarten through 5th Grade.

BUY-IN PARTIES - Themed parties hosted by Valle Verde Parents or Staff. Guests purchase entries to attend these great events. Buy-In Parties are sold during the Fall Carnival and Spring Fling.



VIKINGS DAILY SCHEDULE 2024-2025

REGULAR DAY

TRANSITIONAL KINDERGARTEN & KINDERGARTEN

Early Friends	8:05-12:15 PM
Early Recess	9:35-9:50 AM
Late Friends	9:50-2:00 PM
TK/K Lunch	11:00-11:40 AM
Late Recess	1:00-1:15 PM

GRADE 1

Class Begins	8:05 AM
Recess	9:40-10:00 AM
Lunch	11:00-11:40 AM
Recess	1:15-1:25 PM
Dismissal	2:35 PM

GRADES 2-3

Class Begins	8:05 AM
Recess	9:40-10:00 AM
Lunch	11:45-12:25 PM
Recess	1:15-1:25 PM
Dismissal	2:35 PM

GRADES 4-5

Class Begins	8:05 AM
Recess	10:05-10:25 AM
Lunch	12:15-12:55 PM
Dismissal	2:40 PM

WACKY WEDNESDAYS

No Change to Transitional Kindergarten/ Kindergarten Schedule

GRADES 1-3

Dismissal	1:30 PM
-----------	---------

GRADES 4-5

Dismissal	1:45 PM
-----------	---------

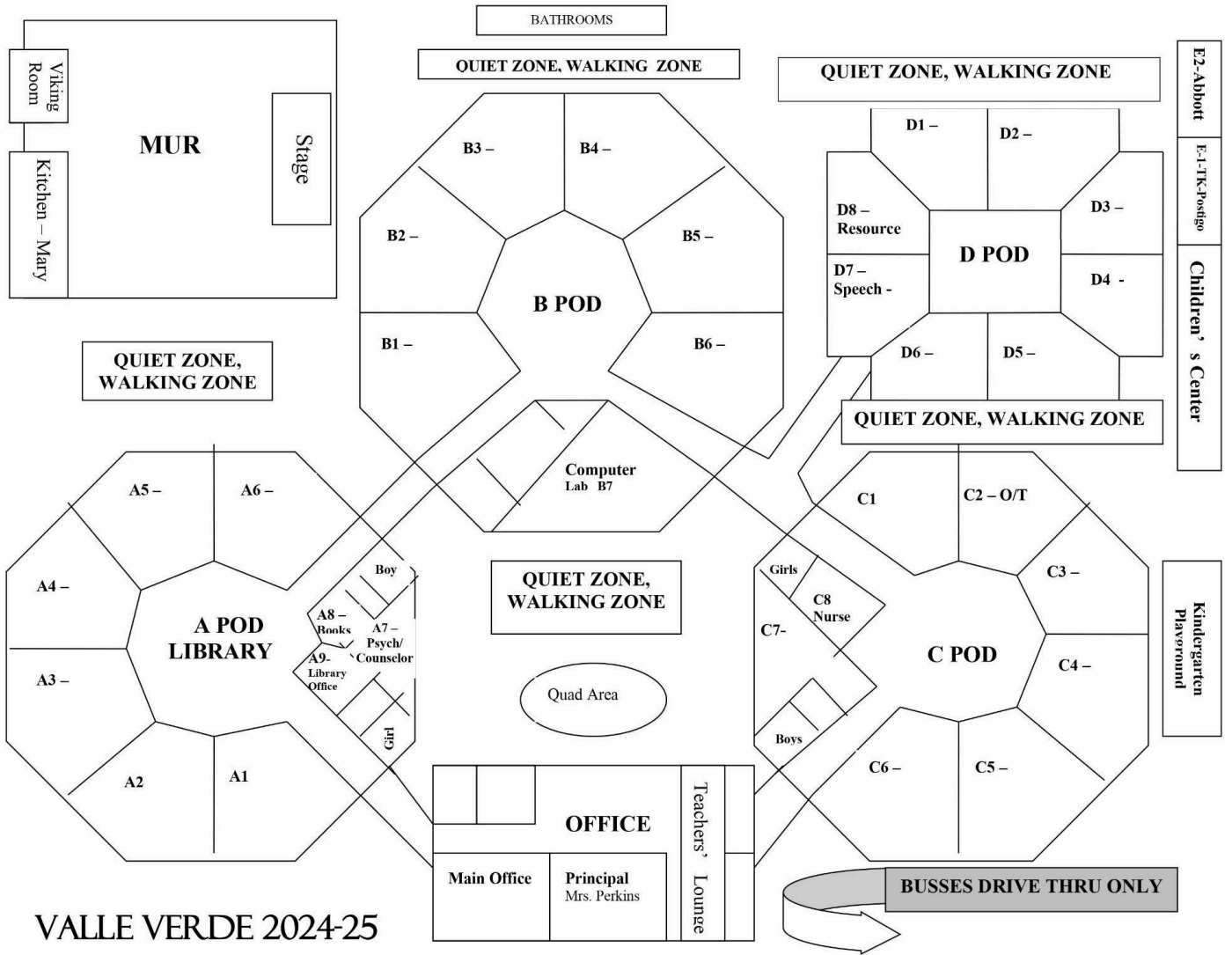
CONFERENCE SCHEDULE

September 16, 17, 18, 19, 20

September 23, 24, 25

No Change to Transitional Kindergarten/ Kindergarten Schedule

Grades 1-3 12:50 PM dismissal



VALLE VERDE 2024-25

