

VALLEYDALE ELEMENTARY SCHOOL HANDBOOK FOR PARENTS AND STUDENTS 2024-2025



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Welcome From the Principal...

As principal of Valleydale Elementary School, I am delighted to extend a heartfelt welcome to you on behalf of our dedicated teachers, support staff, and myself. We are eagerly anticipating an exceptional 2024-25 school year together.

We recognize that parents are a child's first and most important teachers. As educators, our mission is to create a learning environment where children not only acquire academic knowledge but also develop higher-order thinking and positive social skills. Our commitment to fostering optimal learning in all areas is strengthened when we partner with parents.

I look forward to meeting you within the first few weeks of school and encourage you to attend meetings and participate in the many activities we have planned throughout the year.

Communication is vital to our success as a team. We hope this handbook provides you with the essential information needed to support your child's learning journey at Valleydale. Please ensure we have your current email address and phone number for our weekly updates.

As we share important information about our school with you, we also look forward to learning more about your child throughout the school year. The better we understand your child, the better we can guide their learning.

We anticipate that your child will work hard this year, and we are committed to providing a positive learning experience for them. We measure our success by the success of each child, and we look forward to working cooperatively with you to achieve academic excellence for all our students.

Sincerely,
Mr. Horacio Trejo
Valleydale Elementary



School Personnel

Valleydale Teachers			
GRADE LEVEL	TEACHER	ROOM#	EMAIL
K DI	Jessica Rios	1	jrios@azusa.org
K DI	Miriam Wiley	2	mwiley@azusa.org
K/1 SEI	Amber Huerta	3	aehuerta@azusa.org
K SEI	Diana Fog	4	dfog@azusa.org
1ST DI	Maria Manzanares	5	mmanzanares@azusa.org
1ST DI	Florina Scott-Galindo	6	fscottgalindo@azusa.org
1ST SEI	Karin Belling	7	kbelling@azusa.org
2/3 SEI	Lori Gonzales	8	lgonzales1@azusa.org
3RD SEI	Erika Margain	9	TBD
3RD DI	Christina Pantoja	10	cpantoja@azusa.org
2ND DI	Ivonne Boomer	12	iboomer@azusa.org
2ND SEI	Elizabeth Andres	13	eandres@azusa.org
2ND DI	Maria Solis	14	msolis@azusa.org
1/2 SEI	Alicia Hernandez	15	ahernandez@azusa.org
3RD SEI	Chenoa Jaramillo	16	cjaramillo@azusa.org
5TH SEI	Cesar Govea	17	cgovea@azusa.org
4/5TH SEI	Laura Dawson	18	ldawson@azusa.org
5TH DI	Karla Orellana	19	TBD
3/4 SEI	Stacy Cuberly	20	scuberly@azusa.org
4TH DI	Joanna Martinez	21	jmartinez6@azusa.org
4TH SEI	Jen Pielstick	22	jpielstick@azusa.org
TK DI	Erendira Piceno	K1	epiceno@azusa.org
TK SEI	Daryn Dyer	K2	ddyer@azusa.org
PS DI AM	Emilia Miranda	K3	emiranda@azusa.org
PS PM CSPP	Maria Garcia	K3	mgarcia@azusa.org
K-5 RSP	Abir Siddiqui/Paul O'Leary	23	asiddiqui@azusa.org
VI 1ST-5TH	Diana Dennis	100	ddennis@azusa.org
SPEECH	Janet Colburn	SPEECH	jcolburn@azusa.org
PRINCIPAL	Horacio Trejo	OFFICE	htrejo@azusa.org
Program Specialist	Samantha Alvarez	24	salvarez1@azusa.org
RESOURCE	Terry Monjaraz	OFFICE/STAFF	tmonjaraz@azusa.org



TEACHER		LOUNGE	
SECRETARY	Nohemi Cervantes	OFFICE	ncervantes@azusa.org
CLERK	Theresa Gonzales	OFFICE	tgonzales@azusa.org
COMMUNITY LISION	Alejandra Madrigal	OFFICE	amadrigal@azusa.org
HEALTH OFFICE	Laura Sanchez	HEALTH OFFICE	lsanchez1@azusa.org
DISTRICT NURSE	Melissa Lofton	FRC/D.O.	mlofton@azusa.org
PSYCHOLOGIST	Angela Browne-Vicencio	PSYCH OFFICE	abvicencio@azusa.org
LIBRARY AIDE	Litha Leyva	LIBRARY	lleyva@azusa.org
CAFETERIA	Bertha Carmona	CAFETERIA	bcarmona@azusa.org
Success Coach	Selenne Sandoval	25	ssandoval@azusa.org
Combo Support	TBD	11	TBD
THINK TOGETHER	Christopher Salinas		christopher.salinas@thinktogethe r.org
THINK TOGETHER (Morning)	Marisa Venegas		marisa.venegas@thinktogether.o rg



School Calendar



Thursday	August 22, 2024	First Day of School: Minimum Day
Friday	August 23, 2024	Minimum Day
Monday	September 2, 2024	Labor Day: No School
Wednesday	September 11, 2024	Minimum Day
Thursday,	September 12, 2024	Back-to-School Night
Monday	September 16, 2024	Staff Development: No School
Monday	November 11, 2024	Veterans' Day: No School
Monday	November 18, 2024	Parent Conference: Minimum Day
Tuesday	November 19, 2024	Parent Conference: Minimum Day
Wednesday	November 20, 2024	Parent Conferences: No School
Friday	November 22, 2024	Parent Conference: Minimum Day
Monday - Friday	November 25-29, 2024	Thanksgiving Week: No School
Friday	December 20, 2024	Minimum Day
Monday - Monday	December 23-January 06, 2025	Winter Break: No School
Tuesday	January 7, 2025	Staff Development: No School
Monday	January 20, 2025	Martin Luther King Jr: No School
Monday	February 10, 2025	Lincoln's Birthday: No School
Monday	February 17, 2025	President's Day: No School
Wednesday	March 26, 2025	Minimum Day
Thursday	March 27, 2025	Open House
Friday	March 28, 2025	Minimum Day
Monday - Friday	March 31-April 4, 2025	Spring Break: No School
Monday	May 26, 2025	Memorial Day: No School
Friday	June 6, 2025	Minimum Day
Monday	June 9, 2025	Minimum Day
Tuesday	June 10, 2025	Minimum Day
Wednesday	June 11, 2025	Last Day of School: Minimum Day



Daily Schedule

Lineup Bell

8:10 (Gates close)

Preschool-AM

8:00-11:00 (M, T, W, TH, F)

Preschool-PM

12:00-3:00 (M, T, W, TH, F)

Grades TK-3

8:15-2:10 (M, T, W, F)

8:15-1:30 (Th)

Grades 4-5

8:15-2:38 (M, T, W, F)

8:15-1:30 (Th)



STUDENT DROP OFF/PICK UP AREAS

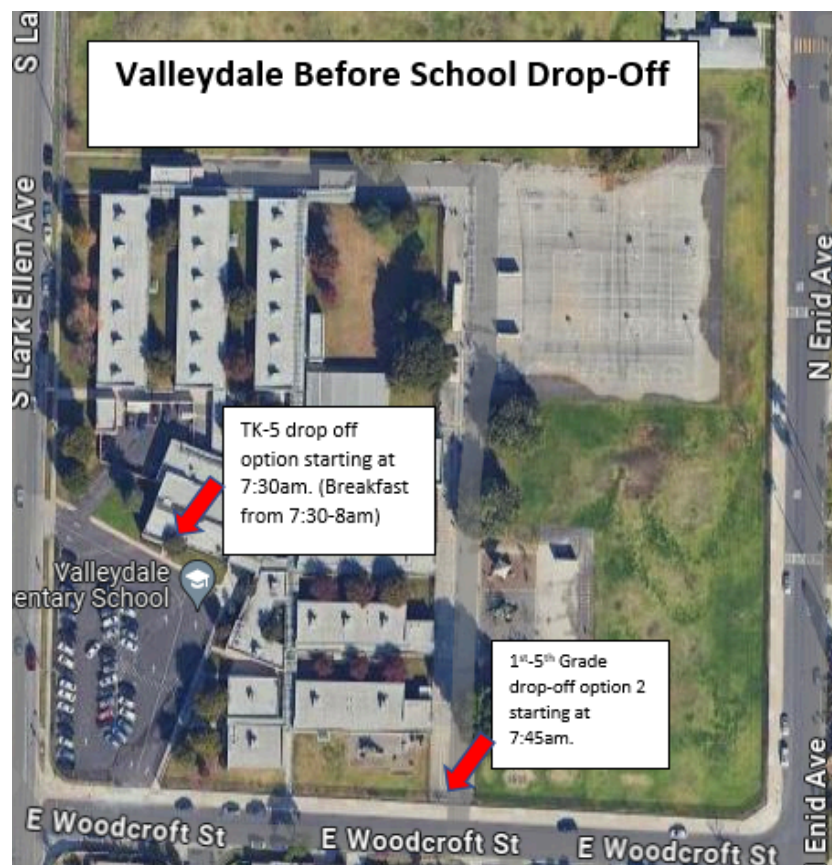
DROP-OFF

A valet system will be implemented for the 2024-2025 school year. Parents of 1st through 5th grade students will have two drop-off options for their children. If your child is having breakfast, you can drop them off by the cafeteria entrance between 7:30 AM and 8:00 AM. For students not having breakfast, we kindly request using the Woodcroft entrances for drop-off. Prior to drop-off, please ensure that your student has their backpack and belongings ready to exit the vehicle. For TK and kindergarten, we request your child be dropped off at the cafeteria entrance.

Please note that the curb side lane in the parking lot will be reserved exclusively for buses. When exiting the parking lot onto Lark Ellen Avenue, it is mandatory to turn right.

If you have a scheduled meeting or need to speak with the office staff, please park your car in an available space.

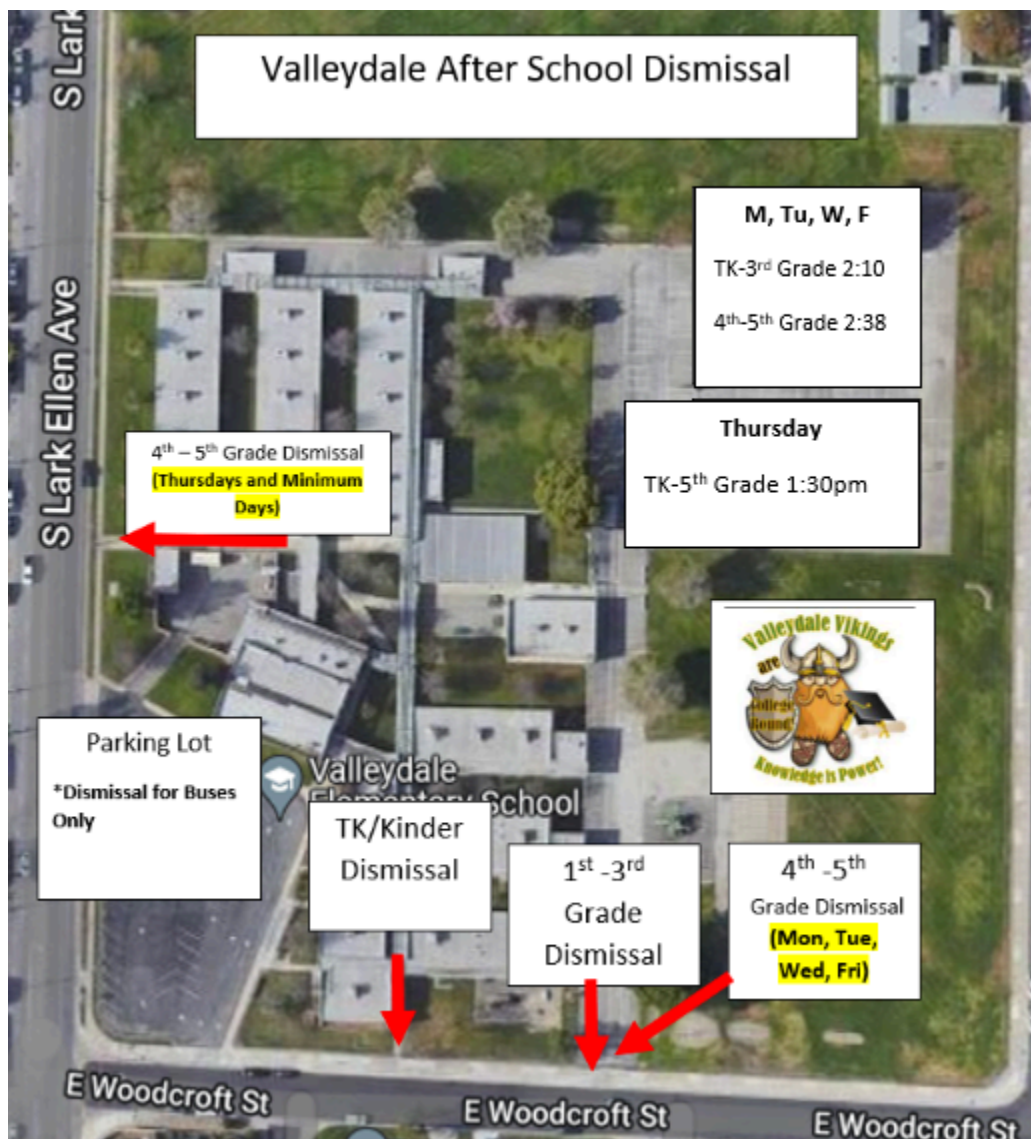
We appreciate your cooperation in ensuring a smooth and efficient drop-off process for all students. Should you have any questions or require further assistance, please do not hesitate to contact the school office.



DISMISSAL

The main gate is designated for buses only. Dismissal for different grade levels will occur at specific gates. First through third-grade students will be dismissed at the Woodcroft double gate, while TK and kindergarten students will be dismissed at the Woodcroft single gate. Fourth and fifth-grade students will be dismissed at Woodcroft on Mondays, Tuesdays, Wednesdays, and Fridays. On minimum days and Thursdays, fourth and fifth graders will be dismissed on Lark Ellen Ave.

Students who have a sibling in kindergarten have the option to be released through the Woodcroft gate with their sibling. This allows for convenience and ensures that students can stay together with their siblings during dismissal.



Attendance Procedures

Absences from school will be excused only for health reasons, family emergencies, and justifiable personal reasons, as allowed by law, Board policy, and administration regulations (Education Code 46010, 48205, 48216).

As class participation is crucial to students' learning experiences, we strongly encourage parents/guardians and students to schedule medical appointments during nonschool hours.

Students are required to obtain their parents/guardians' knowledge or consent before being absent from school, except in cases of medical emergencies or when authorized under Education Code 46010.1 for confidential medical appointments.

Regarding religious instruction or participation in religious exercises outside of school property, student absences may be considered excused, subject to law and administrative regulations (Education Code 46014).

For any student absence, there may be applicable limitations, conditions, or other requirements specified in the law. Excused reasons for absence include:

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometrical, or chiropractic appointments
- Attending funeral services for an immediate family member
 - When attending funeral services, absences shall be limited to one day if the service takes place in California or up to three days if conducted out of state
 - For the purposes of the described absences, immediate family refers to the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household
- (Education Code 48205)

Method of Verification

The student is required to provide a satisfactory explanation verifying the reason for their absence upon returning to school. Verification of absences can be provided by the student's parent/guardian, the person responsible for the student, or the student themselves if they are 18 years or older (Education Code 46012; 5 CCR 306).

When a student knows about an upcoming absence, it's best to inform the principal or designee beforehand, if possible.

To verify student absences, various methods are acceptable:

- A written note, fax, email, or voice mail from the student's parent/guardian or a representative of the parent.
- A conversation, either in person or over the phone, between the verifying staff member and the student's parent/guardian or representative.



- The verifying staff member may visit the student's home or use any other reasonable method to confirm the absence's authenticity.
- In the case of medical-related absences, a physician's verification is also acceptable.

Now, when it comes to confidential medical services, the district staff should not inquire about the purpose of the appointment. However, they may request a note from the medical office to confirm the appointment time.

It's crucial to keep an eye on students who show a pattern of chronic absenteeism due to illness. Chronic absenteeism is defined as a student being absent for 10 percent or more of the school days in the school year. The calculation is made by dividing the total number of days the student is absent by the total number of days the student is enrolled, excluding Saturdays and Sundays (Education Code 60901).

Truancy

Truant, as per Education Code 48260, refers to a student who is absent from school for three full days in one school year without a valid excuse, or who is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination of these.

When a student is identified as truant based on the definition above, the following steps will be taken, depending on the number of trancies committed:

- The student's parent/guardian will be notified through the most cost-effective means available, such as email or a telephone call (Education Code 48260.5).
- An appropriate staff member will make a conscientious effort to hold at least one conference with the student and the parent/guardian, communicating through the most cost-effective method possible, such as email or a telephone call (Education Code 48262).
- The student may receive a written warning from a peace officer. This warning record will be kept at the school for a minimum of two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school (Education Code 48264.5).
- If the student continues to be classified as a truant after notifying the parents/guardians, the Superintendent or designee may inform the district attorney and/or probation officer (Education Code 48260.6).
- A student who is habitually truant, chronically absent, or habitually insubordinate or disorderly during school attendance may be referred to and required to attend a SARB (School Attendance Review Board) program, a truancy mediation program established by the district attorney or probation officer, or a comparable program deemed acceptable by the Superintendent or designee (Education Code 48263, 48264.5).



- Upon the fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court (Education Code 48264.5; Welfare and Institutions Code 601).

In the case of a student adjudged by the county juvenile court as a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or if the student is habitually insubordinate or disorderly at school. This notification must be made within 10 days of the violation (Education Code 48267).

Additionally, if a chronically truant student is at least six years old and in grades K-8, the Superintendent or designee shall notify the student's parents/guardians that their failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor under Penal Code 270.1.

Dress Code

The District places importance on students maintaining proper personal cleanliness and wearing appropriate attire for school activities. The goal is to ensure that students' dress doesn't pose any health or safety risks or create distractions that could disrupt the learning process. In cases where a student's attire does not align with these guidelines, they may be asked to change, and parents will be contacted.

Here are some specific dress code guidelines:

- Students must wear shoes at all times, and sandals should have heel straps. Backless shoes or sandals are not permitted.
- Clothing, jewelry, and personal items like backpacks, fanny packs, gym bags, and water bottles should not have any crude, vulgar, profane, or sexually suggestive writing, pictures, or insignia. Additionally, they should not feature drug, alcohol, or tobacco company advertising, promotions, or likenesses, nor advocate racial, ethnic, or religious prejudice.
- Hats, caps, or other head coverings are not allowed indoors.
- Clothing should adequately conceal undergarments at all times. Prohibited items include see-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh.
- Hair should be clean and well-groomed. The use of hair coloring that would drip when wet is not permitted.
- Regarding gang-related apparel, schools with a dress code prohibiting such attire will define "gang-related apparel" in consultation with the principal, staff, and parents/guardians participating in the school safety plan development. The definition will focus on apparel that reasonably poses a threat to the health and safety of the school environment if worn or displayed on campus.

We believe that adhering to these dress code guidelines fosters a conducive and respectful learning environment. If you have any questions or concerns, please do



not hesitate to contact us.

Electronics Policy

In accordance with Board Policy 5131.8, the limited use of mobile communication devices on campus is permitted by the Board, subject to law and the following policy. During instructional time, all mobile communication devices must be turned off. It is essential to use smartphones and communication devices in a manner that respects the privacy rights of others.

For students in grades K-5, personal electronic signaling devices may be used before and after school. However, during other school times, including instructional time, recess, passing periods, and lunch periods, electronic signaling devices should be powered off (not in vibrating mode) and stored in their backpacks or inside of their classroom. Displaying personal electronic signaling devices during instructional time or restricted periods is not allowed unless explicitly permitted by an administrator, teacher, or other District employee.

If a student violates this policy by using an electronic signaling device inappropriately, a school employee may ask the student to turn off and store the device or confiscate it. In the event of confiscation, the school employee will follow site procedures for handling and returning confiscated items. **At Valleydale, the first offense results in confiscation until the end of the day, the second offense results in confiscation until the parent/guardian retrieves the phone, and the third offense results in the revocation of the right to bring a device to school.**

We urge all students to adhere to these guidelines to ensure a focused and respectful learning environment. Should you have any questions or concerns, please feel free to reach out to us.

Field Trips

We acknowledge the valuable contribution of field trips in supplementing and enriching classroom learning experiences, ultimately leading to increased student achievement and enhanced engagement. Field trips are encouraged to reinforce and expand learning opportunities while enhancing district programs. However, it is essential to understand that all individuals participating in the field trip or excursion are considered to have waived any claims against the district, a charter school, or the State of California for injury, accident, illness, or death that may occur during or as a result of the field trip or excursion.

During the field trip or excursion, all participants are expected to adhere to the rules and regulations governing conduct. Failure to comply with these rules by a student may result in the student being sent home at the parent/guardian's expense. It's important to recognize that field trips are voluntary and considered a privilege; students have the option to remain in school at the parent/guardian's request (Education Code 35330).



To ensure the safe and effective planning of field trips, the principal will establish a process for approving staff members' requests to conduct such trips. Staff will consider various factors, including student safety, instructional objectives, optimal use of instructional time, distance from school, associated expenses for the district and students, and transportation and supervision requirements. Additionally, the principal holds the authority to exclude any student whose presence on the trip could pose safety or disciplinary risks.

Furthermore, it is mandatory for all volunteers attending or supervising field trips or overnight trips (any off-campus activity) to undergo fingerprinting.

We value the educational opportunities that field trips offer and strive to make them enjoyable and safe experiences for all participants.

Visitor and Volunteer Policy

When planning a visit that involves a conference with a teacher or the principal, it is important to schedule an appointment during non-instructional time. For the security and safety of our school community, any person who is not a student or staff member must register immediately upon entering any school building or grounds while school is in session. To enhance visibility and identification, the principal or designee may provide a visible means of identification for all non-students or staff members while they are on school premises.

In compliance with Education Code 51512 and Penal Code 626.7, the use of any electronic listening or recording device in a classroom is strictly prohibited without the explicit permission of both the teacher and the principal. Such devices must not be used without proper authorization.

In situations where an individual is causing disruption or exhibiting volatile, hostile, aggressive, or offensive behavior, the principal or designee has the authority to request that the individual immediately leave the school grounds. This measure is in line with Penal Code 626.7 and is taken to maintain a safe and conducive learning environment for all.

We warmly welcome you to be a part of your child's school life! You have the opportunity to join in and watch various school activities and classes that involve your little one. Our policies and rules are in place to make sure everyone — students and staff alike — stays safe, to keep classroom lessons running smoothly without interruptions, and to ensure everyone is treated with respect and kindness.

If you'd like to come and see what your child is up to at school and observe, just let us know with a written note or email to the teacher. They will help set up a good time for you to visit, all in line with our school policies and guidelines. If you are having trouble connecting with the teacher, please feel free to contact the principal. (Education Code 49091.10)

We're excited to let you know that there are many ways you can get involved in making our school even better! With the guidance of our school staff, you're invited to



volunteer your time and resources to help improve our school facilities and programs. This could include lending a hand in the classroom, with a teacher's approval and direct supervision, among other activities. Reach out to our office who will connect you with staff. We'll schedule you for a volunteer orientation and welcome you to our school community.

Your involvement is a priceless gift to our school community, and we're so grateful for any support you can offer. Together, we can make our school a wonderful place for our children to learn and grow.

We value the safety and well-being of our school community and appreciate your cooperation in adhering to these guidelines.

Valleydale Behavior Matrix

Valleydale Vikings Show Respect, Solve Problems, and Make Smart Choices!

Location	Show Respect	Solve Problems	Make Smart Choices
Playground	<ul style="list-style-type: none"> Keep hands and feet to self Follow the directions of all adults Use kind words Share equipment and playground 	<ul style="list-style-type: none"> Use your words to solve your problems Demonstrate good sportsmanship One person should escort hurt person to office Run on the grass only 	<ul style="list-style-type: none"> Play away from fence; be safe Follow the rules of equipment /use equipment for intended purposes Play non-contact games
Hallways Lines	<ul style="list-style-type: none"> Give others personal space Keep hands and feet to yourself Follow directions from all adults 	<ul style="list-style-type: none"> Students arrive promptly Be mindful of others Walk to the right 	<ul style="list-style-type: none"> Stay on the playground Line up in your specific area Walk directly where you are supposed to go Walk around the red lines (half-circles)
Cafeteria Assembly	<ul style="list-style-type: none"> Everyone is responsible for the table Use quiet voices Follow directions of all adults Keep hands and feet to self 	<ul style="list-style-type: none"> Ask for help if you spill/clean up Assembly seating Be prepared to type your PIN 	<ul style="list-style-type: none"> Put your unused packaged foods at the end of table Handle food appropriately Keep your hands on top of the table at all times
Restrooms	<ul style="list-style-type: none"> Flush, Wash, Trash, Leave Enter and exit quietly 	<ul style="list-style-type: none"> Use the nearest restroom Report damage 	<ul style="list-style-type: none"> Respect others privacy One person at a time to use a stall or urinal Keep the restrooms clean



Computer Lab Library Office	<ul style="list-style-type: none"> ▪ Follow adult directions ▪ Use quiet voices/only respectful language ▪ Walk at all times 	<ul style="list-style-type: none"> ▪ Find your computer and wait for instructions ▪ Work the entire time/stay on task ▪ Raise your hand when you need help ▪ Wait quietly and respectfully for adult ▪ Find your books, sit down and read ▪ Return books on time 	<ul style="list-style-type: none"> ▪ Food and drink free zone ▪ Sit in assigned seats ▪ Leave the computer area clean and neat ▪ Handle equipment with care ▪ Keep eyes focused on your monitor ▪ Always work on assigned program
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Bullying, Nondiscrimination/Harassment and Hate Behavior Policies

We acknowledge the detrimental impact of bullying on student well-being, learning, and attendance. Our priority is to create a safe school environment that safeguards students from physical and emotional harm. We strictly prohibit any individual or group from engaging in harassment, sexual harassment, threats, intimidation, cyberbullying, causing bodily injury, hate violence, or retaliation against any student or school personnel for filing a complaint or participating in the complaint resolution process. Any complaint of bullying will be thoroughly investigated and, if found to be discriminatory, resolved in accordance with the law and the district's uniform complaint procedures outlined in AR 1312.3. If the investigation determines that the complaint pertains to nondiscriminatory bullying, the principal or designated authority will promptly inform the complainant and take all necessary actions to address the complaint.

Our commitment is to establish a safe school environment where all students have equal access to and opportunities in the district's academic, extracurricular, and educational support programs, services, and activities. We vehemently prohibit any form of unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeting any student based on their actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or association with individuals or groups possessing these actual or perceived characteristics. Unlawful discrimination can manifest through physical, verbal, nonverbal, or written conduct involving any of the aforementioned categories. Additionally, unlawful discrimination occurs when the prohibited conduct is so severe, persistent, or pervasive that it hinders a student's participation or benefits from educational programs or activities, fosters an intimidating, threatening, hostile, or offensive educational environment, substantially or unreasonably interferes with a student's academic performance, or otherwise adversely affects a student's educational opportunities. Disparate treatment of students based on any of the listed categories, concerning opportunities to participate



in school programs or activities, or the provision or receipt of educational benefits or services is also considered unlawful discrimination.

We strongly encourage students who believe they have experienced unlawful discrimination, as described above or in district policy, to immediately contact the compliance officer, principal, or any staff member. Furthermore, students who witness any such incident are urged to report the matter to the compliance officer or principal, irrespective of whether the alleged victim files a complaint.

By working together and upholding these principles, we strive to create a nurturing and inclusive learning environment for all students.

Personal Items from Home

The District and Valleydale School encourage students to refrain from bringing personal items such as portable video game systems, sports equipment, Pokémon cards, toys, etc., to school.

Neither the District nor Valleydale School will assume responsibility for any personal items that may be lost, stolen, or damaged while on school premises.

Suspendable Acts

A student may face suspension or expulsion if it is determined that they have engaged in the following behaviors:

1. Physical assault, causing or threatening to cause injury.
2. Possession of any potential weapon or explosive, including items like firecrackers or knives (or any representation of an object as a weapon will be treated as such).
3. Possession, use, or sale of any controlled substance (drugs).
4. Robbery or extortion.
5. Willful destruction, theft, or possession of stolen school or private property.
6. Use of profanity in language, actions, or clothing.
7. Willful defiance of authority or disruption of activities.

These standards will apply while on school grounds, during travel to or from school, or during any school-sponsored activity. In certain cases, suspension may be waived for an in-school suspension, or if a parent accompanies their child to all classes on the following school day.

Library Policy

In order to safeguard our library's books, please be aware that if you happen to lose or damage a book, you will be responsible for covering the cost of replacing the lost or damaged item.

Office Telephone Use

Students are not permitted to make personal phone calls from school nor call home for forgotten homework, school supplies, or musical instruments. Cell phones are to be used before or after school only.

Bicycles, Skateboards, Scooters, and Helmet Safety

Students are permitted to ride bicycles, skateboards, and scooters to school. The Azusa Unified School District Board of Education emphasizes the importance of safety and expects students who ride bicycles to consistently wear bicycle helmets, adhere to safety laws and regulations, and demonstrate courtesy towards other riders and pedestrians. Students in the third grade and above are eligible to ride bicycles to school, and it is strongly encouraged for all students to utilize bicycle locks for added security. It is essential to note that the district cannot assume responsibility for any lost, stolen, or damaged bicycles.

Under V.C. 21202, individuals under the age of 18 are required to wear a properly fitted bicycle helmet that meets specified standards while operating a bicycle, non-motorized scooter, or skateboard, or when riding as a passenger. This safety measure is crucial to protect the well-being of our students during their commutes to and from school.



Celebrations - Board Policy 5030

Food-related celebrations initiated by families, including birthday celebrations, will not be permitted. Families must consult with classroom teachers before bringing any items to distribute to students in the classroom, regardless of the reason.

Staff-initiated class parties or celebrations will be scheduled after the lunch period whenever possible. In case of such parties, donations from parents/guardians or other volunteers will take into consideration the nutritional quality of snacks provided.

Homework Policy/Grading Policy

Our school acknowledges the value of meaningful homework assignments as an extension of student learning time and a means to cultivate positive study habits. Homework will be assigned when deemed necessary to reinforce standards-based classroom instruction, to facilitate completion of unfinished assignments, or to review and apply academic content for enhanced comprehension. We expect students and parents/guardians to regard homework as a routine and essential aspect of students' daily educational endeavors.

At the commencement of each school year, teachers will effectively communicate homework expectations to students and their parents/guardians. This communication will encompass information on school resources and programs available to offer homework support, as well as appropriate ways in which parents/guardians may assist their children. Although students bear the responsibility of independently completing homework assignments, parents/guardians are encouraged to act as a resource and ensure that their child's homework is duly completed.

In instances where a student consistently fails to complete their homework, the teacher will promptly notify the student's parents/guardians, allowing for corrective action to be taken. The collaboration between educators and parents/guardians in this matter is pivotal to fostering a conducive learning environment and promoting academic success.

Policy 6154: Homework/Makeup Work

Leaving School Early

No child is permitted to leave the school premises during the school day without obtaining permission from the office. In the event that parents intend to take their child out of school before regular dismissal time, they must visit the office to request the release of their child. Furthermore, it is essential to notify the office in advance if someone other than a parent is designated to pick up the child.

For security purposes, the designated person picking up the child is required to be prepared to show identification. This measure ensures the safety and well-being of all students under our care.



Custody

Custody disputes must be appropriately addressed through legal channels, primarily the courts. The school does not possess legal jurisdiction to deny a biological parent access to their child or the student's school records. The only exception to this rule is if signed restraining orders or official divorce papers, specifically outlining visitation restrictions, are on file in the school office. In situations where the welfare of the student is in question due to a release request, the site administrator or designee will exercise discretion in handling the matter.

If such a situation escalates and disrupts the school environment, law enforcement will be promptly notified, and their intervention requested. We kindly request parents to refrain from involving school sites in custody-related matters, and the school, in turn, will diligently attempt to contact the custodial parent in instances where an individual not listed on the emergency card seeks to pick up the child. This ensures the safety and well-being of our students and adheres to established legal procedures.

Medication

When your child requires medication during school hours, whether it is prescribed by a physician or purchased over the counter, it is imperative to adhere to state law regulations. A physician must provide the dosage and relevant information on the designated District form, available in the school office. **It is essential to note that no medication, regardless of its nature, can be administered to a student without a proper physician's recommendation for medication on file in the school office.** This procedure is crucial to ensure the safety and well-being of all students in accordance with legal requirements.

Safety Hotline

To report incidents of graffiti, weapons, threats, or any other safety concerns, we encourage you to contact the District hotline. It is not necessary to disclose your name when making a report. Kindly provide the essential information, including the name of the school involved, so that we may promptly investigate and address your concern. For your convenience, the hotline number is **844.626.1728**. Your cooperation in maintaining a safe school environment is greatly appreciated.



Uniform Complaint Procedures

The Governing Board acknowledges its primary responsibility to ensure compliance with relevant state and federal laws and regulations governing educational programs. The Board strongly encourages the early resolution of complaints whenever possible. For complaints that necessitate a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Moreover, the Board recognizes that alternative dispute resolution (ADR) can provide an acceptable process for resolving complaints, depending on the nature of the allegations and the parties involved. ADR methods, such as mediation, may be offered to address complaints involving multiple students and no adults.

Throughout the complaint investigation, the district is committed to safeguarding all complainants from retaliation. The confidentiality of the involved parties shall be protected as mandated by law. In cases where the complaint alleges retaliation or unlawful discrimination, such as discriminatory harassment, intimidation, or bullying, the Superintendent or designee will ensure the confidentiality of the complainant's identity and, if applicable, the subject of the complaint, as long as it is deemed appropriate and preserves the integrity of the complaint process.

If a UCP complaint includes an allegation that falls outside the scope of UCP, the district will refer the non-UCP allegation to the appropriate staff or agency. Meanwhile, the UCP-related allegation(s) will be investigated and resolved through the district's UCP.

We are dedicated to upholding a fair and effective complaint resolution process that complies with the law and ensures a safe educational environment for all. Should you have any questions or require assistance, please feel free to contact us.

Valleydale School-Parent Compact

As educators, we recognize the vital importance of providing a high-quality educational experience for each student. As a parent or caregiver, your active participation in your child's education is crucial to supporting their academic success. This School-Parent Compact outlines the roles and responsibilities we share in working together to ensure your child's progress in school.

The Principal's Role/Responsibilities

- Maintain a safe, positive, healthy, and caring learning environment.
- Communicate to staff, students and families the school mission, goals, and learning expectations.
- Be an instructional leader always acting in the children's best interest.
- Provide educational opportunities for staff and parents.
- Maintain regular communication with the school community.
- Expect that all members of the learning community (teachers, support staff, parents and students) are meeting their responsibilities.

The Teacher's Role/Responsibilities

- Create a safe, positive, health and caring learning environment.



- Provide a variety of high quality, motivating and challenging educational experiences to meet the learning needs of each child.
- Be knowledgeable about grade level content standards and teach these concepts effectively.
- Maintain regular communication with parents/caregivers regarding their children's learning expectations and progress.
- Participate in professional development activities to better meet the needs of my students.

The Parent/Caregiver's Role/Responsibilities

- Demonstrate through attitude, discussion and modeling that education is a priority in the home.
- Encourage and model healthy habits, such as good nutrition, adequate rest, regular exercise and proper dental and physical hygiene.
- Supervise the completion of homework in a quiet time and place, including reading with my child at least 20-30 minutes daily.
- Be aware of grade level learning expectations through discussions with my child and open communication with my child's teacher.
- Attend and participate in Back-to-School Night, Three-Way Conferences, Open House and other important school events.
- Practice reading and math skills with my child using the materials sent home and discuss how these skills will be needed in higher education and in life.
- Monitor TV viewing, tablet usage, and cell phone usage; follow-up program viewing with age appropriate discussions.
- Bring students to school everyday and on time.

The Student's Role/Responsibilities

- Arrive at school each day prepared to learn and to do my best with a positive attitude.
- Respect myself and the rights of others; follow all school and classroom rules.
- Complete all homework assignments, including reading with my family at least 20-30 minutes daily.
- Complete make-up assignments as needed.
- Take home and share all classroom and school papers with my family.
- Practice my reading and math skills with my family. Ask questions whenever I need help.
- Will respect both school materials and facilities to make sure they last beyond my time here at Valleydale.

The Support Staff Role/Responsibilities

- Help maintain a safe, positive, healthy and caring environment.
- Support the learning environment and instruction.
- Provide additional information about resources to students and families as needed.
- Assist in the community process between the school and the community.

TOGETHER, WE CAN MAKE A DIFFERENCE



Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal law designed to safeguard the privacy of student education records. Its scope includes all educational institutions that receive funds from the U.S. Department of Education.

FERPA grants parents specific rights concerning their children's education records. When a student turns 18 or attends a school beyond high school level, these rights are transferred to the student, making them "eligible students."

Parents or eligible students have the right to access and review the student's education records maintained by the school. The school is not obligated to provide copies unless circumstances, such as significant distance, prevent parents or eligible students from examining the records. In such cases, the school may charge a fee for copies.

Additionally, parents or eligible students can request corrections to records they believe are inaccurate or misleading. If the school declines to amend the record, a formal hearing can be requested. Following the hearing, if the school still refuses to make changes, the parent or eligible student can include a statement expressing their viewpoint about the disputed information.

Generally, schools must obtain written permission from parents or eligible students before releasing any information from a student's education record. However, FERPA permits schools to disclose records without consent in the following circumstances (34 CFR §99.31):

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting studies for or on behalf of the school.
6. Accrediting organizations.
7. To comply with a judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies.
9. State and local authorities within a juvenile justice system, as required by specific State law.

Schools may disclose "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, without consent. However, schools must inform parents and eligible students about directory information and provide them with a reasonable period to request that the school refrain from disclosing such information about them.

For further information, you may contact the Family Policy Compliance Office at the U.S. Department of Education, located at 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

