Vallemar School

Handbook

2026-2027

VALLEMAR SCHOOL HANDBOOK

PACIFICA SCHOOL DISTRICT

BOARD OF TRUSTEES

Elizabeth Bredall

Kai Doggett

Bridget Hardt

Laverne Villalobos

DISTRICT SUPERINTENDENT

Dr. Carisa Bowman

PRINCIPAL

Laura Vuskovic

VALLEMAR SCHOOL
377 Reina del Mar Avenue
Pacifica, CA 94044
(650) 738-6655

2026-2027 School Year

Pacifica School District
MISSION STATEMENT

The Pacifica School District, the community it serves, and the children they cherish will together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program that nurtures curiosity and inspires joy, confidence, and achievement in learning.

We believe that:

- Everyone has responsibility for their own actions.
- Trust and integrity are essential for successful relationships.
- Every person has inherent value.
- One person's actions can affect the life of another.
- Learning is essential for personal growth.
- Working together, we can build a strong community.

Dear Families,

Welcome to Vallemar School. The following information will further your knowledge of the school and its programs. Please read and discuss the handbook information with your child**.** The more you know about Vallemar, the more you will be able to assist us in providing the best possible education for your child. If you have any questions, please contact us at 650-738-6655.

Laura Vuskovic
Principal

VALLEMAR SCHOOL:
A TK-5 Balanced Program: *Powerful Minds *Enriched Lives* Healthy Kids*

Vallemar School offers a balanced program defined by our commitment to high academic and behavioral standards. A primary hallmark of our program is frequent and transparent reporting to parents and guardians. Through three annual report cards and required parent/guardian-teacher conferences, parents and guardians receive regular, comprehensive updates regarding their student's effort and progress. To ensure a strong partnership, report cards are to be signed by a parent/guardian and returned to the school. Furthermore, we value ongoing communication and encourage parents and guardians to utilize email as a highly effective way to stay in touch with our staff.

A second hallmark of Vallemar School is our active, involved, and committed family community. The Parent Teacher Organization (PTO) is an integral part of our school's success, welcoming all parents, guardians, and caregivers to contribute vital input and resources that make it possible to implement programs. We deeply value the diverse ways our families support the school,

whether through participating in fundraisers, volunteering their time and talents, or championing their student's learning at home.

VALLEMAR SCHOOL VISION

Vallemar School provides an enriching and joyful environment that cultivates character, fosters academic excellence, and develops future leaders. We value the members of our community by welcoming and acknowledging diversity and providing access and participation for all.
Our program aims to fulfill all children's intellectual and academic development in our ever-changing world. We strive to help children master skills for continued learning, teach them to reason logically and objectively, challenge each child to develop their full potential, and promote a sense of citizenship, community involvement, and personal responsibility.

Inclusion Statement:
At Vallemar Elementary, we value the members of our community by welcoming and acknowledging diversity and providing access and participation for all.

TK-5th FAMILY INVOLVEMENT

Family Involvement & Volunteering

Families are highly encouraged to participate in our "What a Difference a Day Makes" program. We hope all families can support our school community by volunteering at least 24 hours throughout the school year. All classroom activities are teacher-initiated, directed, and supervised, with teachers coordinating family participation.

There are many ways to get involved, including:

- Assisting in the classroom or school library
- Helping with yard duty and lunch supervision
- Supporting craft projects or giving special interest presentations
- Chaperoning field trips
- Joining the Parent Teacher Organization (PTO), which coordinates a wide variety of volunteer opportunities and provides vital services to our school

Volunteer Clearance Policy: Student safety is our top priority. Vallemar requires all volunteers to complete fingerprinting and provide proof of a current negative TB test. Please pick up the necessary forms and instructions from the front office. Kindly notify us once your materials have been submitted so we can contact you as soon as you are cleared.

Supporting Learning at Home

Even if you are unable to volunteer on campus, families play a critical role in student success. We count on families to help at home by cultivating an atmosphere where learning is valued, supporting the efforts of both the child and their teacher, and providing a dedicated time and space for homework. We also encourage parents and guardians to regularly review their child's

agenda, assignments, and homework to stay informed and engaged.

Communication & Fostering Independence

- **Chain of Communication:** We ask that families bring questions or concerns directly to the teacher first, unless it is an emergency. If the issue remains unresolved after speaking with the teacher, please contact the principal.
- **Scheduling Appointments:** If you have concerns regarding academics, behavior, social-emotional development, or peer relationships, please schedule an appointment with your child's teacher via phone or email. To ensure meaningful and uninterrupted communication, please do not drop by the classroom without a scheduled time, as teachers are actively engaged with instruction and student support.
- **Upper Grade Independence:** As partners in your child's education, we appreciate your support in fostering responsibility in our 4th and 5th-grade students. We encourage them to take ownership of their learning by speaking directly with their teachers about assignments, classwork, or behavioral concerns before families reach out on their behalf.

REGISTRATION

During the Transitional Kindergarten (TK) registration process, priority is given to TK-age children who have siblings already attending Vallemar School.

Information on all lottery dates and procedures is available at the district office. Guardians do not need to be present for the lottery drawing. Students registering after the time of the drawing will be added to the end of the waiting list.

The school and the District Office will maintain the waiting list for all grades. Guardians may call the District Office at any time to learn their current place on the waiting list.

Guardians will be contacted as openings become available on the waiting list at the various grade levels. Declining to enroll after the offer results in that student being removed from the waitlist. Questions for the registration process may be directed to Student Services at the Pacifica School District at 650-738-6606.

HOMEWORK

Homework will be assigned at least three nights per week to promote independent work habits and reinforce classroom learning. In addition to daily reading, the general homework guideline for the average student is approximately:

- Grades K–2: 20-30 minutes per night
- Grades 3–5: 30-45 minutes per night

Occasionally, weekend homework may be assigned for long-term projects or special assignments. Students are expected to complete and submit homework that is neat, complete,

and turned in on time.

If a student is absent, it is the guardian's responsibility to coordinate with the teacher to arrange for pickup and return of missed assignments. For planned absences of one or more days, an Independent Study program may be available to help the student stay on track. Please contact the school office at least one week in advance to arrange this.

MEASURING AND REPORTING STUDENT PROGRESS AND PROFICIENCY

Students in 3rd through 5th grade participate in standardized testing near the end of the school year. Throughout the academic year, teachers also utilize iReady diagnostics, teacher-created assessments, and other appropriate tools to measure proficiency in grade-level standards.

A student's overall academic progress, combined with attendance, district assessments, and standardized testing, establishes a minimum proficiency standard for each grade level. Promotion to the next grade is dependent upon meeting these standards.

Progress Reporting

- **Standards-Based Report Cards:** Used across all grade levels, these are issued each trimester to communicate your student's achievement, effort, and behavior.
- **Conferences:** Parent/guardian-teacher conferences are held at least once per school year to discuss student progress in depth.

The Pacifica School District has adopted a policy (BP 5123) for student promotion/acceleration and retention that states that students must demonstrate growth in learning and meet grade level standards of expected student achievement. The text of Board Policy 5123 can be viewed online through the District website. A copy is also available at the District Office at 375 Reina del Mar Avenue.

5th GRADE PROMOTION

Promotion activities for the 5th grade may include a field trip and the actual ceremony itself.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Positive Behavior Interventions and Supports (PBIS) is a framework used in schools to promote positive behavior and enhance the overall school climate. This proactive approach involves teaching and reinforcing appropriate behaviors, preventing behavioral issues, and providing support to students who need it. PBIS aims to create a safe and inclusive environment by recognizing and rewarding positive behavior, helping students develop essential social and emotional skills for lifelong success. Our goal is to recognize students for their effort and achievement in both academics and behavior. Recognition may include schoolwide, teacher, and classroom awards.

FIELD TRIPS

Participation on a school field trip is an opportunity to expand student learning. As such, all school rules apply to students and adults for the duration of a trip. Students must exhibit

acceptable standards of behavior and academic preparation in advance of and throughout any school-sponsored trip. We must have a guardian-provided inhaler and/or EpiPen for students who need one for them to attend field trips. Chaperones must be at least 21 years old and complete all paperwork before the field trip. Chaperones shall be assigned a prescribed group of students and shall be responsible for continuously monitoring these students' activities for the duration of the trip. Chaperones who do not follow school policy will not be allowed to participate in future field trips. Safety is our highest priority, and we ask that you support us by not bringing infants or other children/siblings on our trips. Vallemar requires all chaperone volunteers to complete fingerprinting and provide proof of a current negative TB test.

INSTRUCTIONAL PROGRAM TK-5

The curriculum will follow a definite progression, building on skills and abilities acquired at each level. At appropriate levels, it will include reading, handwriting, spelling, composition, mathematics, history, geography, government, science, art, technology, and music. Learning tools such as research, outlining, note-taking, and reporting (oral and written) will be introduced. A sequential program of physical education skills will be offered.

The same support and special education services will be available at all other district schools (psychologist, speech, resource specialist, English as a second language, etc.).

Program enrichment, such as organized play, art, and music will be provided through supplemental funds available to the school through the efforts of the PTO.

Language Arts:

The skills of reading, writing, speaking, and listening are fundamental to all areas of the curriculum and form the largest and most important part of our curriculum. Open Court is a comprehensive, structured literacy program that integrates reading and writing to develop strong, confident communicators. Instruction is grounded in the Big 5 components of reading—phonemic awareness, phonics, fluency, vocabulary, and comprehension—taught through research-based strategies and daily practice. Open Court provides a cohesive, structured approach to literacy that ensures students become skilled readers and writers.

A variety of reading material is available at Vallemar School. This includes classroom libraries, leveled books, library books, news articles, and student stories. Throughout the grades, we emphasize reading for meaning. We encourage each child to read at home for a minimum of twenty minutes per day. Our well-stocked library is an integral part of our reading program. Writing is meaningfully connected to reading. Students explore major genres and work through the full writing process—planning, drafting, revising, and publishing. Daily instruction also includes handwriting, dictation, sentence structure, spelling, grammar, and mechanics, all taught in context. Each unit culminates in a writing project that showcases students' growth. These works are extended in the upper grades. The computer is used for writing and editing at most grade levels.

Mathematics:
The goal of our mathematics program is for students to master the basic mathematical skills, concepts, and facts and to be able to apply them to problem-solving situations. We believe that every student should be exposed to all of the strands of mathematics on a regular basis.

At Vallemar, we incorporate many experiential activities with manipulative materials starting in transitional kindergarten. The district has adopted Bridges as the program that emphasizes concept development with hands-on materials. Students frequently work together, sharing numerical estimates and discussing their ideas about how to find answers. In addition, students explain their thinking orally and in writing, and build their understanding of mathematics over a long period of time. All of this concept development is reinforced with drill and practice of basic facts.

Science:
The district has adopted Carolina as the program, which is designed to offer students a variety of experiences at all levels. The curriculum becomes more specialized as children progress through the grade levels. Throughout the TK-5 program, each student is exposed to physical, life, and earth sciences.

California's Science Framework recommends that 40 percent of the total time spent on learning science should be in activity-based lessons. TK-5th grades focus on several hands-on units each year that include the Earth, physical, and life sciences, and also incorporate science and engineering practices.

Social Studies:
A strong history-social science program helps all students to develop their potential for personal, civic, and professional life. Goals of the curriculum include: 1) acquisition of basic knowledge and historical understanding; 2) understanding democratic and civic values; and 3) skills attainment and social participation. These goals help students to better understand themselves and others and to develop judgment, perception, civic pride, and responsibility.

A variety of materials, resources, primary sources, strategies, and technologies are used to engage students, the elementary program provides opportunities for integrated studies, enriched with hands-on examples of cultural and historical items, and related literature. We augment the history-social science program at all levels with field trips, assemblies, docent visits, projects, artifacts, children's literature, and community projects.

Preschool/Transitional Kindergarten Learning Foundations (PTKLF) Curriculum:
The PTKLF curriculum supports early learning and school readiness by focusing on the whole child. It builds skills in language, literacy, math, social-emotional growth, and motor development through play-based, hands-on activities. Aligned with California's Preschool/TK Learning Foundations, it helps children grow with confidence and prepares them for kindergarten success.

ROLE OF GUARDIANS

At the beginning of each school year, the District provides a copy of your guardian rights. You are asked to read the brochure and acknowledge receipt on side 2 of the Student Registration/Emergency/ Annual Notification card. For more complete information on Education Code requirements related to student behavior, as well as BP 5145.7 Sexual Harassment and AR 1312.3 Uniform Complaint Procedures, please refer to the District Handbook/Annual Parent Notification available online and at the District Office. The public can view the Pacifica School District's Board Policies and Administrative Regulations from the District website: www.pacificasd.org. Choose 'District Information' then 'Board Policies and Administrative Regulations'. Follow the online directions.

Guardians will:

1. Provide positive support towards the goals, philosophy, and programs of the school.
2. Maintain communication with the student, the teacher, and the school. Review the contents of the VIP (Vallemar Information Packet) sent home electronically each month and the weekly updates sent out from the principal. Many important dates, events, resources, and ideas for parents are listed here.
3. Attend Parent-Guardian/Teacher conferences.
4. Work with the school to solve any student problems.
5. Call the office to report student absences.
6. Guardian should sign in/out at the office and wear a Vallemar visitor pass while on school grounds.
7. Guardians are encouraged to volunteer. Please contact your child's teacher or the school PTO for ideas on how to help out.
8. Leave home at a time that will enable a student to arrive at school no earlier than 15 minutes before school, when supervision begins. Childcare through the city of Pacifica is available on-site if an earlier drop-off is necessary.
9. Get picked up promptly at dismissal and clear off the yard 15 minutes after dismissal.

ROLE OF THE SCHOOL

The School will:

1. Encourage pupils to participate in their own learning through teacher instruction, teacher-class discussion, group work, and written work.
2. Challenge each child to quality work by requiring that their work be done properly and on time, and by correcting and resubmitting work if need be to reinforce learning.
3. Set specific academic performance standards for each grade level.
4. Utilize standardized evaluations at least once a year to measure pupil accomplishment.
5. Report the child's progress to parents accurately and comprehensively. Parents will be available for conferencing.
6. Reinforce teachings of citizenship and personal responsibility.
7. Exercise its right to institute a reasonable code of dress, deportment, and discipline.
8. Maintain a safe, positive, and learning-focused school environment.
9. Promote programs that encourage school site cleanliness, pride, and spirit.
10. Have an emergency plan for disaster preparedness, including earthquake, fire, and other drills. In the event of an emergency, the school will care for students until guardians can

pick them up. These plans will be practiced regularly.

ROLE OF PRINCIPAL

The principal will:

1. Establish a unity of purpose, based on the stated goals and philosophy among teachers, students, and parents.
2. Maintain a safe, positive, and learning-focused school environment.
3. Oversee all programs.
4. Maintain communication with students, staff, parents, and the school district.
5. Provide positive leadership and programs for students and make final decisions at the site.
6. Implement restorative, fair, and consistent policies of discipline.
7. Be attentive to suggestions/concerns from teachers, students, and guardians.

ROLE OF TEACHERS

Teachers will:

1. Maintain a safe, positive, and learning-focused classroom environment.
2. Develop students' 21st-century skills of critical thinking, communication, collaboration, creativity, and citizenship.
3. Keep an accurate record of work completed and testing of each student in all subject areas.
4. Establish homework as a routine. Check the completion of homework assignments.
5. Maintain communication with parents on student progress, work habits, and completion of assignments.
6. Contact the principal immediately when a situation needs attention. Final decisions in all cases will be made by the principal.
7. Contribute to the formulation and implementation of behavior and academic standards.

GENERAL STANDARDS FOR STUDENTS

Students will:

1. Be expected to do class work and homework as assigned.
2. Remain quiet and respectful in the classroom and be attentive to instruction.
3. Support their teacher, peers, and school.
4. Keep hands and feet to themselves; Respect people's personal space.
5. Behave courteously toward all adults and students. Conflicts should be resolved with polite words or by reporting the problem to the adult on duty. Harassment/bullying of any kind will be strongly dealt with. Information on this can be found in Board Policy 5147.5, Sexual Harassment Board Policy 5145.7 and AR 1312.3. For more complete information on Education Code requirements related to student behavior as well as Uniform Complaint Procedures, please refer to the District Handbook/Annual Parent Notification available online and at the District Office.
6. Use spoken expressions of consideration toward others. (i.e., please, thank you, etc.)
7. Observe the School Dress Code and Cell Phone and Smartwatch Policy.
8. Line up in the morning, after each recess, and after the lunch period.

9. Arrive at school on time. Tardies must be accompanied by an office pass.
10. Obey directions on the playground, play safely, and keep games open.

Students will **NOT**:

1. Leave school grounds after being dropped off in the morning or during school hours. Students arriving or returning from appointments must report to the office to check-in. If a student becomes ill at school, they will be sent to the office for care. A student who needs to leave campus for an appointment or illness will only be released to a parent, guardian, or a person listed on the emergency form. **PLEASE BE SURE TO INCLUDE PERSONS ON THE EMERGENCY FORM WHO CAN EASILY BE REACHED DURING SCHOOL HOURS.**
2. Leave campus to go to the corner store or any other off-campus area once dropped off at school in the morning.
3. Use offensive language or gestures.
4. Engage in any type of fighting, pushing, or rough play.
5. Intimidate, harass, or threaten other students.
6. Disrespect themselves, others, or property.
7. Engage in body contact sports unless supervised by a teacher or supervisor.
8. Throw objects other than balls (no baseballs or hard footballs) without adult permission.
9. Bring toys, magazines, electronic devices (other than phones/watches), or playground equipment to school without the teacher's approval. These items will be confiscated if used during school hours.
10. Eat during class time unless given permission by school staff.
11. Chew gum anywhere at school.
12. Have in their possession any weapons, imitation weapons, illegal drugs, or alcoholic beverages. This will result in suspension or expulsion, referral to the police, and a guardian conference.
13. Take medication at school unless a written note from parents/doctor is on file.
14. Sell or trade items at school without teacher permission.
15. Use electronic devices during school hours without teacher/staff permission.
16. Use office phone without permission from teacher/staff.
17. Play after school without an adult supervising them.

BEFORE SCHOOL STANDARDS FOR STUDENTS

1. Students who eat breakfast must come directly to the cafeteria to eat. Finish breakfast before school starts.
2. Breakfast items and drinks must stay in the cafeteria; students will clean up after themselves.
3. Students may drop off their backpacks at areas designated by their teacher and should go straight out to the yard in the morning.
4. Once students come to the playground, they need to ask permission from the yard duty to leave the area.
5. Students should not linger in the courtyard before school; they should stay in the supervised areas-the playground or cafeteria.

6. No tag or play equipment games before school.
7. Walk bikes, scooters, skateboards, and rollerblades through the school grounds.

LUNCH STANDARDS FOR STUDENTS

1. Students will be seated at tables assigned by class and will remain seated until they are dismissed.
2. Before students are excused, tables and areas around them must be neat and clean.
3. Good table manners are to be practiced.
4. Play equipment is not to be brought to the lunch table.
5. The students should speak in a respectful tone of voice.
6. Lights out means quiet eating time.

LIBRARY STANDARDS FOR STUDENTS

1. The library will emphasize the standards of quiet and order so that students who wish to read, study, or do research may pursue these activities under favorable conditions.
2. The librarian or parent volunteer is to be in charge of all activities in the library and must be obeyed in all matters relating to the library.
3. Books and materials may be taken from the library only after appropriate checkout procedures have been completed.
4. Books and materials are to be returned to the librarian. They are not to be placed on the library shelves.
5. No food or drinks are allowed in the library.
6. Students who have any overdue materials will not be able to check out any more materials until those are returned.
7. Lost books must be paid for by parents/guardians.

PLAYGROUND RULES AND REGULATIONS

1. Students must walk to the playground areas.
2. No playing in the planter areas or courtyard.
3. No jumping off the concrete retaining walls or the play structure.
4. Only children designated by a staff member may go outside the yard area to get a ball.
5. No one is allowed off school grounds without the teacher's or principal's permission.
6. Keep grounds neat and clean by putting all trash/recycling in the provided containers.
7. Do not throw rocks, tanbark, grass, dirt or any other object except a ball.
8. Hazardous play, such as piling on, horseback fights, tackle football, play fighting, climbing fences, poles or trees, will not be allowed.
9. Play in the designated grade-level area. No upper-grade students should be in the TK/K or primary structures or areas unless given permission by staff.
10. Proceed in an orderly manner to the line area as soon as the whistle blows.
11. All members of the school community will treat all other members with respect.

SCHOOL DISCIPLINE

All teachers will implement a positive behavior plan that rewards students individually and as a group. Teachers will educate students about how to be good citizens and positive members of

the classroom and school community.

It is expected that all students behave in a manner appropriate to maintaining a safe and positive learning environment for all. When students fail to do this, they will be held accountable for their behavior while on campus, going to and from campus, and at all school-related activities. Progressive Discipline policies and restorative practices are used at Vallemar. These practices promote accountability, empathy, and understanding, helping to repair relationships and strengthen the school community. Every effort is made to help students learn how to interact appropriately and positively with other students and with staff. Discipline will be restorative, fair, and consistent. All students will be made aware of the school rules. Minor problems will be handled in the classroom by the teacher or in the yard by the yard duty supervisor. Repeated problems or problems that are more serious will be referred to the principal. Guardians will be notified of major problems or a series of minor problems, and will be kept informed of any serious discipline issues involving their child.

Disciplinary action may include conflict resolution, time out, school service/clean up, suspension, or expulsion.

School-Wide Progressive Discipline Steps:
Our school follows a PBIS model to ensure a safe, fair, and supportive environment for all students. Behavioral incidents are divided into two categories with specific resolution steps:
Teacher-Managed (Minor) Behaviors These include minor disruptions, off-task behavior, struggling with work completion, or accidental and frustration-based language. Teachers follow a progressive intervention model:
Step 1: The teacher redirects the student and reteaches the expected behavior.
Step 2: The teacher implements a classroom intervention (e.g., quiet corner, buddy room, or movement break) and sends a reflection form or think sheet home for a guardian's signature.
Step 3: The teacher implements another intervention, sends a reflection form home, and directly contacts the guardian.
Step 4: If the behavior continues after three interventions, the teacher completes an Office Discipline Referral (ODR) and sends the student to the office.

Administrative Referral Process:
When a student is referred to the office, the following steps take place:

1. Conference between office staff and student.
2. Conference between administrator and/or counselor and the teacher as needed.
3. Assign consequences accordingly. Consequences may include but are not limited to:
    - Restorative practices
    - Reprimand/conference with student
    - Time out
    - Parent/Guardian Conference
    - Confiscation of property
    - Loss of privilege
    - School service
    - Suspension - in-house, partial/full day, or at home

Office-Managed (Major) Behaviors These include physical harm, aggression, threats, leaving a supervised area, inappropriate touching, weapons, drugs, or intentional and aggressive language. These incidents are referred to the office immediately.

Administration Action: An administrator investigates the incident, consults the student's conduct history, and determines the appropriate intervention. The administrator then ensures the parent or guardian is contacted and provides feedback to the referring staff member.

CHRONICALLY REFERRED STUDENT CONSEQUENCES

Consequences for chronically referred students may include, but are not limited to, the following:

- Group conferences (parents/guardians, teachers, students, administrators)
- Restorative practices
- Behavior contract
- Loss of privileges and school activities
- Suspension - may be from a class period, in-house, partial/full day, or at home
- Cancellation of inter-district transfer

Positive Behavior Matrix

Saddle up with success! Follow the STAR expectations.

	Safety	Teamwork	Accountability	Respect
Classroom	Push in your chair Walk inside the classroom Safe hands and body Follow directions Manage supplies appropriately	Work together Help out and include others Share and take turns Be respectful to others	Be curious and ready to learn Have a growth mindset Pick up after yourself Ask for help and use your words	Raise your hand Treat and use furniture properly Look and listen to the speaker
Cafeteria & Lunchtime	Walk in the cafeteria Eat your own food Safe hands and body Walk quietly	Help each other clean up Take pride in your class table Wait for your turn in line Speak with a quiet voice	Use the correct bins to dispose of waste Stay seated until dismissed	Use good manners Use a quiet voice Respect others' personal space
Indoor & Outdoor Walkways	Walk quietly Safe hands and body Use designated walkways	Stay in your place in line Help others if you can	Do your best to be on time Be an example of safe and respectful behavior Pick up trash if you see it	Be courteous to others Be aware of others' learning
Yard	Use equipment appropriately Safe hands and body	Practice good sportsmanship Use words to resolve conflict	Step away if you need a break Return sports equipment Report broken/unsafe equipment	Be mindful of personal space Be friendly and gentle to others Follow game rules
Restrooms	Keep the area clean and dry Safe hands and body	Wait patiently for your turn Throw trash in the garbage	Use the restroom at breaks Flush. Wash. Return to the class quickly.	Give others privacy

DRESS CODE FOR TK-5

Students should come dressed in appropriate clothing for the learning environment, for their physical education (PE)/recess activities, and for all school activities:

1. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.
2. Appropriate shoes that are considered safe for the given school activity must be worn at all times.
3. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
4. Clothes shall be sufficient to conceal private body parts and undergarments.
5. Apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus is prohibited.
6. Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.
7. Hats and caps may be worn indoors. The student's eyes and ears must be visible and unobstructed.

**The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, and other extracurricular activities. The dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

No grade of a student participating in a physical education class shall be adversely affected if that student does not wear standardized physical education apparel because of circumstances beyond the student's control.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations of refusal to comply with the dress code may result in disciplinary action.

CELL PHONES, Cameras, Smartwatches, Other Electronic Devices, and Toys

Electronic devices are costly and are not to be seen and should remain silent during school hours (8:00-2:45). This includes using the cell phone as a camera, checking the time, and texting. Students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee. Electronic devices are only allowed for learning **with a staff member's permission**. Students may use the office phone during school hours if they need to contact their guardian. Please do not contact your child by cell phone or text at school. If you must reach your child in an emergency, contact the school office. A log of confiscations is kept at the office. The school is not responsible for the loss or damage of the above-mentioned items. If a student's device is confiscated during school hours, the following policies will apply:

Confiscation #1 – The device is held at the office. A student may reclaim their device at the end of the school day.

Confiscation #2 – The device is held at the office. The parent must reclaim the device, or we must have verbal permission from the guardian to return to student.

Confiscation #3 –The device is held at the office during school hours each day or at the student's home for the rest of the school term.

Confiscation #4 and above – Student will be subject to the school discipline policy for disrupting school activities.

A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfuly issued warrant, when a school official, in good faith, believes that an emergency involving danger of death or serious physical injury to the student or others requires access to the electronic device information, or when the search is otherwise permitted pursuant to Penal Code 1546.1.

BULLYING

The Pacifica School District Administrative Regulation 5131.2 defines bullying as an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

The main ways bullying may happen are:

- **Physical Bullying:** When a student uses physical force to hurt another student by hitting, punching, pushing, pantsing, shoving, kicking, spitting, pinching, getting in their way, making crude or rude hand gestures, or holding them down. It is also bullying to interfere with another student's belongings, to take or break their possessions, or to demand or steal money.
- **Verbal Bullying:** When a student directs words at another student with the intention of putting them down or humiliating them. This includes threatening, taunting, intimidating, shouting, insulting, sarcasm, name-calling, teasing, put-downs, and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student.
- **Relational Bullying:** When a student influences or harms another student's friendships and relationships by deliberately leaving them out, spreading gossip and rumors about them, whispering, giving them the silent treatment, ostracizing or scapegoating. This also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Cyber Bullying:** When a student electronically creates or transmits harassing communications through various platforms, such as cell phones, text messages, emails, instant messaging, chat rooms, blogs, and social networking sites, aimed at bullying another student. This behavior may include direct threats or the spreading of harmful texts, sounds, or images. Additionally, cyberbullying extends to actions such as breaking into another person's electronic account or assuming that person's online identity to damage that person's reputation.

Bullying in any form is not allowed and will not be tolerated at Vallemar. Students and guardians should report any incidents to teachers or school personnel.

UNLAWFUL HARASSMENT

Pacifica School District maintains a strict policy prohibiting harassment because of race, sex, color, national origin, ethnicity, religion, age, physical or mental disability, gender identity, or any other bias protected by federal, state, or local law, ordinance or regulation. All such harassment is unlawful. Regardless of the law, Vallemar School believes that all such harassment is offensive and must be addressed. Violation of this policy by another student may result in discipline as described, depending on the nature and seriousness of the violation. Unlawful harassment includes, but is not limited to, verbal conduct, inappropriate pictures or drawings, physical conduct/contact, and cyberbullying.

PEDESTRIANS, BICYCLES, SCOOTERS, SKATEBOARDERS, and eBikes

For everyone's safety, always use crosswalks and obey traffic signals on the way to and from school. Students are to always walk their bikes in crosswalks and on school grounds. Skateboards are NOT to be ridden on school grounds at any time. Lock your bike, scooter or skateboard and keep it in the designated storage area. Students must wear helmets when riding bicycles, electric bicycles, scooters, and skateboards. The school assumes no responsibility for the bikes/skateboards or students riding them. State Law requires helmets for all riders.

eBikes-Students riding to school must use legal e-bikes equipped with a visible manufacturer classification sticker and a rear red light or reflector. Additionally, riders must wear a properly fitted helmet, obey all traffic laws, and ride solo unless the bike is specifically designed for a passenger. Partnering with families for eBike safety: https://drive.google.com/file/d/16B3MXzcNGiVA7C_13KXZkbxhXZ68Yn7A/view?usp=sharing

ATTENDANCE POLICIES AND PROCEDURES

Regular attendance at school is the first step toward academic success. According to the law, it is the responsibility of the parent/guardian to see that their student attends school regularly.

ABSENCES

Attendance Procedures: If your child is going to be absent from school, please call or email the school at 650-738-6655 or mdemaray@pacificasd.org as early as possible to inform us. We have voicemail so that you can call at any time to report absences. Call the office at least one week in advance about the independent study option if your child will be absent for more than one day.

Parents/guardians must make sure that they have called the school or provided their child with a note explaining each absence within three days of the absence. When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician (AR5113). Under state law and California Education Code, the following are considered **EXCUSED ABSENCES:**

- Personal illness.
- Medical, dental, optometric, or chiropractic appointment. Families are strongly urged to make appointments during non-school hours.
- Attendance at funeral services
- Personal reasons including, but not limited to, court appearance, observation of a religious holiday or ceremony, and emergency family matters

The following examples are **UNEXCUSED absences:**

- Oversleeping (parent or student)
- Traffic
- Transportation problems
- Work at home
- Traveling
- Participating in rehearsals/practice/performances for outside activities

CONSEQUENCES FOR UNEXCUSED ABSENCES:
By law, a student is considered truant after three (3) unexcused absences. When a student is truant, parents/guardians are notified by letter, and this is the first step towards being referred to the Student Attendance Review Board (SARB). After the third truancy letter, the student and parent/guardian are mandated to appear before the SARB.

IMPORTANT INFORMATION

1. Universal Lunch Program: Again, this School Year (SY) 2026-2027, California will implement a statewide Universal Meals Program for school children. California's Universal Meals Program (Universal Meals) is designed to build on the foundations of the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP).

2. Medical Care: There is no school or district nurse. Office personnel are certified in first aid practices only. A child requiring medication during school hours must have written instructions from the parent/guardian and a statement from the physician. This includes aspirin, which is not furnished by the school. Medication should be brought to the office to be held for the child.

3. Immunization Law Requirements: For the most recent changes to immunization requirements, please visit the district website: https://www.pacificasd.org/departments/student-services/student-services-misc-information

4. Health/Welfare: If there is any special information about your child you feel would be beneficial to school programming, please let us know. It is a district requirement that you fill out the Emergency Registration form as soon as possible.

5. Health/Wellness Policy: All foods available on each campus during the school day support the district-adopted federal nutritional guidelines and objectives of promoting student health and reducing childhood obesity in accordance with Board Policy 5030 and the District Student Wellness Plan.

   The Board believes that foods and beverages available to students at district schools should support the District health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students during school hours or within a half-hour before/after school meet or exceed state and federal nutritional standards. These foods include beverages provided through the district's food service program, student stores, vending machines, or other venues.

   School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. A maximum of four class parties or celebrations per year shall be held after the lunch period whenever possible as a way to promote student health and maximize the use of instructional time.

In support of this policy, staff, students, and parents are strongly encouraged to refrain from bringing snacks to share for birthdays or other celebrations unless it is for one of the four school-sanctioned celebration days.

6. Lost and Found: Each year, many items are left here at school. Labeling children's jackets, sweaters, lunch pails, and other articles may prevent loss. Misplaced articles are kept on a rack in the courtyard, and unclaimed items are donated to charity several times during the school year.

7. Telephone: The telephone is for the use of the staff in professional matters and for parents working at the school. Children are not allowed to use the phone without their teacher's approval or approval by the office staff.

8. Books: Your child is responsible for the textbooks/workbooks issued and the library books they check out from the school library.

9. Emergency Drills for earthquakes, fire, etc., will be conducted each year. All staff are trained in emergency care and procedures. In the event of an emergency or disaster, we will care for your child until you arrive. Big Five Community Packet

10. Visitors: All visitors/parents must sign in/out at the school office and wear a visitor pass while on school grounds.

11. Police on Campus: School staff will cooperate with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently of the school district, and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible. The text of Board Policy 5145.11 can be viewed online through the District website. By law, parents/guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1 However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer.

VALLEMAR BELL SCHEDULE 2026-2027

Transitional Kindergarten Aug 12-Oct 9
8:30 -9:45 CLASS (Soft start at 8:20)
9:45-10:00 TK RECESS
10:00 - 11:20 CLASS
11:20-11:50 TK LUNCH
11:50-12:05 Class

Transitional Kindergarten Oct 13-end of year
8:30 -9:45 CLASS (Soft start at 8:20)
9:45-10:00 TK RECESS
10:00 - 11:15 CLASS
11:15-11:55 TK LUNCH
11:55-1:15 Class

Kindergarten Aug 12-Oct 9
8:30 - 9:30 CLASS (Soft start at 8:20)
9:30 - 9:45 K RECESS
10:00 - 11:20 CLASS
11:20 - 11:50 K LUNCH
11:50 - 12:05 Class

Kindergarten Oct 13-end of year
8:30 - 9:30 CLASS (Soft start at 8:20)
9:30 - 9:45 K RECESS
10:00 - 11:15 CLASS
11:15 - 11:55 K LUNCH
11:55 - 1:15 Class

GRADES 1-3
8:30 - 10:05 CLASS
10:05 - 10:20 RECESS
10:20 - 11:50 CLASS
11:50 - 12:30 LUNCH
12:30 - 2:30 CLASS
(EVERY WEDNESDAY AND MINIMUM DAY DISMISSAL IS 1:30)

GRADES 4 & 5
8:20 - 10:25 CLASS
10:25 - 10:45 RECESS
10:45 - 12:35 CLASS
12:35 - 1:15 LUNCH
1:15 - 2:45 CLASS
(EVERY WEDNESDAY AND MINIMUM DAY DISMISSAL IS 1:30)

TEACHERS

Room	Teacher	Grade
A1	TBD	TK
A2	Elizabeth Peyton Baptista	TK
A4	María Guadalupe Guskov	TK
A3	Martha Sanossian	K
B1	Erin Grochowski	K
B4	Doreen Murphy	K
B2	Mara Holtz	1st
B3	Kirsten Rood	1st
C2	Claire Tsougarakis	1/2
C1	Charlene Boysen	2
C3	Kelly Shives	2
C2	Christine Donnelly	RTI
D1	Siobhan Boland	RSP
D3	Amy Huffman	3
D5	Retta Guel	3
D2	Jenna Barasch	4
D4	Kelly Edelhart	4
D6	KristenPetrone	5
D8	Jennifer Jung	5
E1	Dylan Benander	Music

SUPPORT STAFF

Room	Name	Position
Office	Laura Vuskovic	Principal
Office	Margit Demaray	Secretary
Office	Megan Reed	School Assistant
Office	Amanda Plante	School Psychologist

	Christopher Snyder	School Assistant
	Bonnie Maffei	School Assistant
D10	Mary Carniglia	Speech Therapist
D9	Amanda Labrador	Occupational Therapist
C3	Nila Northrup	RSP Paraprofessional
D11	Vada Courtney	Counselor
A1	Dorene Bevington	TK Paraeducator
A4	Shondra Lloyd	TK Paraeducator
F1	Julie Ausiello	Library Media Tech
Kitchen	Eva León de Oliva	Kitchen
Kitchen	TBD	Kitchen
	Derek Palecki	Day Custodian
	Carlos Merino	Night Custodian

Vallemar School - Key Dates for 2026-2027
Dates subject to change

Beautification Day	8/8
Student Playdate Frontierland	8/9
Staff Training Development Day	8/10
TK/Kindergarten Meet and Greet	8/11 TK / K
First Day of School & Minimum Day	8/12
Back to School Night & Minimum Day	8/20
Labor Day No School	9/7
Outdoor Ed 5th	9/28-10/2
School Picture Day	10/9
Indigenous People's Day No School	10/12
Fall Fun Fest	10/16
Minimum Day & Halloween Parade	10/30
End of 1st Trimester	11/6
Veteran's Day No School	11/11
Photo Retakes	11/12
Report Cards go home	11/13
Parent-Teacher Conferences & Minimum Days	11/16-11/20
Thanksgiving Break No School	11/23-11/27
Winter Shop	12/4
Minimum Day	12/18
Winter Break No School	12/21-1/1
Staff Development Day No school for students	1/4
Martin Luther King, Jr. Day No School	1/18
Presidents' Week Break No School	2/15-2/19
End of 2nd Trimester	3/5
Report Cards go home	3/12
Parent-Teacher Conferences & Minimum Days	3/15 - 3/19
5th grade pano picture	3/25
Spring Break No School	4/5-4/9
School Auction	4/17
Open House & Minimum Day	4/29
Minimum Day	4/30
Memorial Day No School	5/31
Minimum Day	6/1
5th Grade Promotion	6/3
Last Day of School & Minimum Day	6/3

INDEX

PAGE	SUBJECT
18	Absences, Tardies, Independent Study
21	Bell Schedule
2	Board Members, Superintendent's names, District Mission Statement
17	Bullying and Harassment
12	Cafeteria
24	Calendar Dates for Vallemar
16	Cell Phone and Other Electronic Devices Policy
20	Disaster Preparedness (drills: fire, lockdown, etc.)
12	Discipline
3	District Policies
15	Dress Code
4	Family Involvement
6	Fieldtrips
6	5th Grade Promotion
19	Healthy Snack Guidelines
5	Homework/Home Study Guide
19	Important Information
7	Instructional Program
19	Immunization Law
24	Key Dates 2025-2026
11	Leaving School Grounds
6	Report Cards/Reporting to Guardians/Conferences
18	Pedestrians, Bicycle/Scooter Riders, Skateboarders
6	Promotion/Retention
20	Police on Campus
6	Positive Behavior Interventions and Supports
3	Principal's Message
8	Role of Guardians/School/Principal/Teachers
7-8	SIP/Title I
10	School Rules
22	School Staff
3	Vallemar School Mission Statement
20	Visitors
19	Wellness Policy