

# **VALLEY OAK ELEMENTARY SCHOOL**

## **Parent Handbook**

**2018-2019**



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**<http://www.valleyoak.cusd.com/>**

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## TABLE OF CONTENTS

### **Attendance and School Schedules**

**Page 4-5**

- Daily Schedule
- Office Hours
- Arrival Time at School
- Dismissal
- Attendance and Tardiness
- Foggy Day Schedule

### **Dress Code and Student Responsibility**

**Page 5-6**

- Dress Code
- General Rules of Conduct
- Culture of "School Connectedness"
- Behavior Support and Character Education
- Health Program/Delinquency Prevention
- Academic Interventions
- Bus Conduct
- Code of Participation

### **Classroom and Grading Policies**

**Page 7**

- Grading Policy
- Student Recognition
- Math Cat Criteria
- Sparthenian Reader Criteria
- Homework Policy
- Telephone Use
- School Parties
- Sending Gifts

### **School Programs**

**Page 8**

- Physical Education
- Interventions
- Student Study Team (SST)
- Campus Club
- Breakfast and Lunch Programs

### **School to Home Communication**

**Page 8**

- Wildcat Weekly
- Valley Oak Webpage
- Global Connect
- Parent Connect
- Remind

### **Important Parent Information**

**Page 8-10**

- Parent Involvement at Valley Oak
- Lost and Found
- Parent Visitation
- Parent Volunteers/Chaperones
- School to Home Communication
- Emergency Plan
- Dismissal and Pick up of Children
- Dates to Remember
- Notes from Nursing Service

## ATTENDANCE AND SCHOOL SCHEDULES

### School Hours

#### Monday/Tuesday/Thursday/Friday

Kindergarten (am) .....	8:20 – 11:50
Kindergarten (pm) .....	11:45 – 3:15
Grades 1–6.....	8:25 – 3:15

#### Wednesdays

Kindergarten (am) .....	8:20 – 11:05
Kindergarten (pm) .....	11:00 – 1:45
Grades 1–6.....	8:25 – 1:45

### Lunch Periods

#### Wednesday & Friday

Grades 1–3.....	11:30 – 12:25
Grades 4–6.....	12:05 – 1:00

#### Monday, Tuesday & Thursday

Grades 1–2.....	11:30 – 12:25
Grades 3–4.....	12:05 – 1:00
Grades 5–6.....	12:35 – 1:30

### Rainy Day Schedule

Grades 1–3.....	11:30 – 12:10
Grades 4–6.....	12:25 – 1:05

### Office Hours

The main office at Valley Oak is open from 7:30 am to 4:30 pm each school day. Messages may be left on the office voicemail at any time. Email may be used to contact teachers, using the teacher's first and last name @cusd.com.

### Arrival Time at School

**Supervision is provided starting at 7:55 am.** Due to safety, students may not be on campus prior to this time unless in Campus Club. Any student that arrives prior to 7:55 am will report to the office.

### Dismissal

All students should go home immediately at the end of the school day or be picked up within 10 minutes of school dismissal unless in an after school activity or enrolled in Campus Club. Students on campus after 10 minutes from dismissal will report to the office. School day dismissal time is 3:15pm except on Wednesday.

**School is dismissed at 1:45 pm every Wednesday** for students in **grades 1–6.**

**AM Kindergarten** students are dismissed at **11:05 am every Wednesday and 1:45 for PM.**

### Attendance and Tardiness

Please call the school office the morning of your child's absence. Students who are physically present on campus every day are eligible for perfect attendance. According to the Clovis Unified School District Independent Study Agreement, Independent Study (IS) is acceptable only when a student is out of the school for five or more consecutive school days. A student that completes an IS contract will receive attendance credit for those days. If a student has excessive absences and/or tardies, a meeting will be scheduled between the parents and the school. If your child reports to school after 8:25 am, he/she must first report to the office to obtain a tardy slip to be given to the teacher. *Section 48200 of the California Education Code requires the parent or legal guardian of a child between **six and eighteen** years of age to enroll and insure proper attendance of the child in school in the school district in which the parent or legal guardian resides.*

If your child is **absent** from school and you wish to obtain his/her homework, please notify the school **before 9:30 am**, providing staff time to gather materials to pick-up after 3:15 pm in the office. If you have not called the school before 9:30 am, the CUSD automated system will contact homes of uncleared students at approximately 10:00 am.

### **Foggy Day Schedule**

Dense morning fog may interfere with normal bus schedules during winter. On foggy mornings, the announcement of an initial Schedule A or B delay will be broadcast over most radio and television stations. Though buses are delayed, school begins at 8:25 am and all students who are not using bus transportation are expected to be at school at the normal time.

## **DRESS CODE AND STUDENT RESPONSIBILITY**

### **Dress Code**

Consistent dress and grooming policy is necessary in order to provide a safe school environment and promote discipline. Dress or grooming that draws undue attention detracts from the educational process and is unacceptable. For Board Policy/A.R. No. 2105 please refer to [www.clovisusd.k12.ca.us/boardpolicy/](http://www.clovisusd.k12.ca.us/boardpolicy/), or consult the parent/student rights and responsibilities handbook.

A few helpful reminders:

- Shorts are to be worn **no shorter than five inches above the top of the kneecap.** Shorts may be worn year around.
- Shorts are to be hemmed and not form-fitting. No cut offs or frayed apparel are acceptable.
- Dresses, mini-skirts, and skorts are to be worn **no shorter than five inches above the knee.**
- Shoulder straps on tops must not be less than **two inches in width,** and any apparel determined to be too revealing is not acceptable.
- Halter-tops and bare midriffs are not acceptable for school wear.
- Camouflage is not allowed.
- For shoes, please refer to Student/Parent Rights and Responsibilities Handbook, Policy #2505 exhibit 2.
- No flip-flops or beach type footwear are acceptable. All shoes must have a back strap.
- Excessive baggy or oversized pants/shorts are not allowed.
- Oversized clothing that presents a safety concern or reflects a gang style is not acceptable.
- Hair that draws undue attention is not acceptable.
- The only hats allowed will be Valley Oak, Kastner, and Clovis West. Approved beanies will be allowed during the winter months.

### **General Rules of Conduct**

- All students should display courteous behavior at all times.
- Personal items such as toys, electronics; PSP's, iPods, etc. are not permitted unless authorized by the teacher.
- Gum, seeds, and candy are not allowed on the playground or in the classrooms.
- Students are to walk in the hallways, on the walkways, and in the classrooms.
- Bicycles, skateboards, scooters, and roller blades are not to be ridden on the school grounds or walkways at any time (after hours and weekends included).
- Students riding bicycles/scooters to school will lock them in the bicycle racks when they arrive.
- Cell phones are not to be used while at school and must be off. Use acceptable in an emergency only.
- Students may use an E-Reader device (Nook, Kindle, etc.) for reading only. The school is not liable for the device and will not investigate lost, stolen or damaged devices.
- Further information on discipline can be found in the Parent & Student Rights and Responsibility Handbook.

### **Culture of "School Connectedness"**

- Implementation of coordinated programs with clear policies established.
- Wildcat Buddies/Peer Mediators (4<sup>th</sup>-6<sup>th</sup>) work with students experiencing conflict.

### **Building Wildcats of Character and Character Education**

- Clearly established policies for behavior. Disciplinary actions including investigating and assigning consequences appropriate to the incident(s).

- **Valley Oak utilizes Time to Teach** instructional support system that provides students opportunities to refocus and teachers to instruct all students at all times.
- Character Counts concepts are imbedded in daily routines with administration talks twice yearly at the beginning of the semesters to address bullying, zero tolerance policy, and overall unacceptable behavior. Lessons on character are taught throughout the school year and are specifically addressed on Wednesdays in The Gathering and the classroom.

### **Health Program & Social and Emotional Intervention**

- Daily attendance monitoring with district level support for families.
- Health program which provides immediate care, promotes positive health practices, and provides referrals to agencies that support families.
- CSI (Clovis Support and Intervention) providing small group sharing for students struggling with divorce, anger, loss, making friends, social skills, etc.

### **Academic Interventions**

- Credentialed teachers providing academic intervention for all grade levels before, during and/or after school.

### **Bus Conduct**

It is a privilege to ride the school bus and appropriate behavior is expected at all times. If a student violates a District bus regulation, the driver will report the incident to the principal. Student and parent contact will be made. If multiple citations are given, a student may be suspended from the bus for a specified period of time.

#### **Violations include:**

- Leaving the seat while the bus is in motion
- Putting any part of the body out of the bus
- Using profanity/vulgar language or gestures
- Eating/drinking on the bus
- Having dangerous objects on the bus
- Not following proper bus procedures
- Being defiant, needing constant correction or making unnecessary noise or commotion
- Fighting
- Damaging or defacing the bus

### **Code of Participation**

Students participating in co-curricular activities must agree to participate within the *Code of Participation*. The *Code of Participation* is as follows:

1. Maintain satisfactory level of scholarship (“C” average) and demonstrate satisfactory behavior and citizenship.
2. Abide by practice, meeting, or rehearsal schedule. Certain absences or tardies may be excused as with classroom attendance. The participant has the obligation to clear these with the coach/teacher in charge of the activity. Failure is grounds for disciplinary measures. Student athletes must attend practice in order to play in the games.
3. Show proper conduct, learn and grow in his/her abilities or skills, and contribute to the group effort.
4. Care for all property and/or equipment issued in conjunction with the activity. Students who lose or cause damage to such school property due to NEGLIGENCE will be charged for its replacement. Uniforms and equipment must be returned before the start of the next sport.
5. Stay engaged, do not “quit” an activity. There is a one-week “grace” to decide if he/she wishes to continue. A student may drop the activity during that time with no conditions. After that time, the student may drop the activity only after consultation between the parent and the coach/advisor and a conference between the student, coach/advisor and the principal. In the case of athletic teams, a student who drops a sport after the grace period may not join another team during the same season.
6. Refer to the athletic contract for more information regarding sports requirements.

## CLASSROOM AND GRADING POLICIES

### Grading Policy

Valley Oak students in grades 2 - 6 are graded on the following scale:

#### Student Recognition

- Perfect Attendance
- Math Cats
- Block W
- Sparthenian Reader
- Superintendent's Fitness Award
- Healthy Fitness Award
- Character Counts
- High Honors Grades
- Honor Grades
- Grade Improvement

A or A+ .....	4.0
B+ .....	3.5
B .....	3.0
B- .....	2.75
C+ .....	2.5
C .....	2.0
C- .....	1.5
D .....	1.0

### Math Cat and Super Math Cat Criteria

Grade	Math Cat	Super Math Cat
1	60+, 60- in six minutes	100+, 100- in six minutes
2	100+, 100- in six minutes	100+, 100-, 100x in six minutes
3	100+, 100-, 100x in five minutes	100+, 100-, 100x, 100÷ in five minutes
4	100+, 100-, 100x, 100÷ & mixed in four minutes	100+, 100-, 100x, 100÷ & mixed in three minutes
5	100+, 100-, 100x, 100÷ & mixed in four minutes	100+, 100-, 100x, 90÷, 100 mixed, fractions & decimals in four minutes
6	100+, 100-, 100x, 100÷ & mixed in four minutes	100+, 100-, 100x, 100÷, mixed, fractions, decimals & integers in four minutes

### Sparthenian Reader Criteria

Grade 1	50 books Read
Grade 2	34 AR Points (test average 80% or better)
Grade 3	50 AR Points (test average 80% or better)
Grade 4	70 AR Points
Grade 5	85 AR Points
Grade 6	100 AR Points

All criteria must be met by the Spring 2019 deadline to be eligible for the Sparthenian Award.

### Homework Policy

Homework may refer to assignments not completed in class as well as additional projects or assignments to be prepared by the student outside of the school day. Teachers may expect and/or require a student to devote up to 20 minutes (grades K-1), 30-45 minutes (grades 2-3) and 45-60 minutes (grades 4-6) to after-school study time.

### Telephone Use

Students are allowed to use the classroom telephone if they have their teacher's permission. Parent calls to teachers or students **will not** be put through during school hours. Messages from parents will be given to teachers and returned in a timely manner, and emergencies dealt with appropriately.

### School Parties

We do not encourage birthday parties at school; however, a small treat **at the end of the day** may be permitted. Please check with the appropriate teacher.

### Sending Gifts

Please do not have balloons, flowers, or other gifts delivered to individual students. Any such items will be held in the office and given to the child at the end of the day.

## **SCHOOL PROGRAMS**

### **Physical Education**

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, BP/AR 9208.

### **Interventions**

Valley Oak offers various intervention opportunities before, during, and after school for students who meet the required criteria.

### **Student Study Team (SST)**

The Student Study Team (SST) is a school site team, which includes the teacher, SST coordinator, administrator, the parent, and support staff as needed (Resource Specialist, School Psychologist, Nurse, Speech/Language Specialist). This team uses a systematic problem solving approach to do the following but not limited to; assisting students who are not progressing at a satisfactory rate, clarify problems and concerns, develop strategies and organize resources, and provides a support team for teachers. This process includes the parents in a problem solving process, rather than a disciplinary process, and provides positive support for the child, parent, and teacher.

### **Campus Club**

Before and after school child care is available under the Campus Club Program. Campus Club begins at 7:00 am and ends at 6:00 pm. For more information please call 327-9160.

### **Breakfast and Lunch Program**

Hot lunches, which include milk, are available to students in grades 1 - 6 for \$2.25. Breakfast is available for \$1.00. Additionally, milk is \$0.40. Prices subject to increase. Checks or cash to be added to the student's account may be taken to the cafeteria before school. Applications for the lunch program may be obtained in the main office. You may check your child's account balance via Parent Connect.

## **SCHOOL TO HOME COMMUNICATION**

### **Wildcat Weekly**

The Wildcat Weekly is sent home every Friday. Please check with your child for this important newsletter. We communicate school news and important dates through this newsletter.

### **Valley Oak Webpage**

Valley Oak's website contains practical information about many of the programs available at Valley Oak, teacher web pages and email, lunch menus, newsletters, VOPC information etc. Mr. Maurice Bonetto ([mauricebonetto@cusd.com](mailto:mauricebonetto@cusd.com)) is the web master.

### **Blackboard**

Blackboard is a voicemail tool that enables the school to callout with a recorded message. Blackboard will also be used for clearing absences or to communicate important events to all parents and staff. Blackboard may also be used to alert parents or guardians of an emergency/safety situation on campus.

### **Parent Connect**

Parent Connect is an online tool parents can use to access key information regarding student's grades (2-6), attendance, lunch accounts, and teacher communication. Parents will receive login and password information via email. To update your email address please contact the main office.

### **Facebook**

Valley Oak is on Facebook. We use this as another source of communication to highlight the exciting things happening on campus. We also use this as a way to communicate upcoming dates, events and Parent Club activities.

### **Remind**

The Remind app is available for Apple and Android products. To receive information pertaining to Valley Oak activities via text messaging, text @vowi to 81010.

## **IMPORTANT PARENT INFORMATION**

### **Parent Involvement at Valley Oak**

At Valley Oak, there are many ways parents can get involved. Parents can join the School Assessment and Review Team (SART), School Site Council (SSC), English Language Advisory Council (ELAC), School Advisory Council (SAC) and the Valley Oak Parent Club (VOPC). They can volunteer in the classroom, be an art docent, work in the snack bar or help with class parties as a room parent or helper. Father figures are also encouraged to volunteer for our Wildcat Watch Program.



### **Lost and Found**

Be sure to mark every item of clothing and other items your child may take off or use while at school with his/her full name. The Lost and Found box is located near the cafeteria. Lost items are displayed each Friday in the amphitheater. Items not claimed by the end of each quarter will be donated to charity.

### **Parent Visitation**

Parents are welcome to visit the school and should be scheduled with the teacher in advance so that suggestions for appropriate times will make the visit as productive as possible. **In the interest of safety, all visitors must check in at the office upon arrival and prior to visiting a classroom. All visitors must be issued an identification badge.** This procedure will be strictly enforced for all visitors. Parents should NOT be on campus before 3:10 without signing in and wearing a volunteer badge.

### **Student Lunch Drop-Off**

Student lunches can be dropped off and labeled on the cart in the front of the school by the main office door.

### **Parent Volunteers/Chaperones**

All classroom volunteers and chaperones must complete a CUSD VOLUNTEER FORM prior to volunteering in your child's classroom or at least **24 hours prior** to the school field trip. As per California state bill, SB 792, ALL volunteers will be required to complete a TB risk assessment. These forms are available in the main office.

### **Emergency Plan**

Valley Oak has a written plan of action that outlines specific courses of action in the event that student safety is threatened. If a crisis situation exists this document informs and mandates procedures that immediately provide consistent responses from school employees. Drills are conducted on a regular basis to insure appropriate safety procedures for students and school employees.

### **Dismissal and Pick-Up of Children**

All students should go home immediately at the end of school unless involved in an after school activity or are in Campus Club. Students not picked up within 10 minutes of dismissal will be escorted to the office by a teacher on duty.

Parents located in the Sherman and Champlain parking lots **MUST STAY** with their vehicles and continue with the flow of traffic. There is to be NO PARKING in the loading zone in the lot. Parking must only be in properly marked parking spaces. DO NOT summon your child across the parking lot in front of traffic. Students leaving across Champlain or Sherman **must use the crosswalk.**

### **Dates to Remember**

August 20, 2018.....	First Day of School
September 3, 2018.....	Labor Day
October 19, 2018.....	End of 1st Quarter
October 26, 2018.....	No School, Parent Conference Day
October 29, 2018.....	(No school for students) Staff Development Day
November 12, 2018.....	No School/Veteran's Day
November 19-23, 2018.....	Thanksgiving Recess
Dec. 24-Jan. 4, 2019.....	Winter Recess
January 7, 2019.....	(No school for students) Staff Development Day
January 8, 2019.....	School Reopens after Winter Recess
January 21, 2019.....	No School/Martin Luther King, Jr. Day
January 18, 2019.....	End of 2nd Quarter
February 11, 2019.....	No School/Lincoln Holiday
February 18, 2019.....	No School/Washington Holiday
April 15 – April 22, 2019.....	Spring Recess
April 26, 2019.....	End of 3rd Quarter
May 27, 2019.....	No School/Memorial Day
June 7, 2019.....	End of 4th quarter - Last Day of School

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## NURSING SERVICES

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### School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. The HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
  - Complete special education and 504 health assessments.
  - Ensure immunizations are compliant with CA state law.
  - Provide health education resources for school staff, students and parents/guardians.
  - Maintain student health records.
  - Contact parents/guardians regarding health problems and/or excessive absences.
  - Communicate with health care providers regarding health issues and impact on education (within HIPAA regulations).
  - Develop health/safety plans for students with high risk medical diagnosis.
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### First Aid, Illness, Injuries

- If a student is injured or ill at school he/she will receive every care and consideration.
  - Parent/guardian will be contacted for serious injury or illness.
  - School nurse is available to consult with parents/guardians regarding health problems upon request.
  - After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
  - Injuries and illnesses occurring at home should be cared for at home.
    - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.
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### Reasons to keep students home:

Temperature 100.0F or greater within 24 hours

Illness affecting child's ability to learn

Vomiting/Diarrhea

Starting antibiotics within 24 hours

Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat).

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## RETURN TO SCHOOL

If a student is sent home with fever, they may not return the next day. Student may not return until the following criteria are met:

Symptom free for 24 hours. This includes fever vomiting, diarrhea, cough and rash.

Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.

Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

## LICE

Clovis Unified School District operates on NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from lice. Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines.

## MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The **Medication at school form** is available from the school or on the district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

## First Grade Physical

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical.

## Child Protective Services

It is important parents understand that all school personnel are “Mandated Reporters” of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

## Physical Education Excuse

If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.

This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

## EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted.

It is very important that the Health Office have updated contact information.

If there is a change in contact information please contact the health office to ensure the correct information is on your student's health information card. (Changing information on Parent Connect does not alert or inform the health office.)

