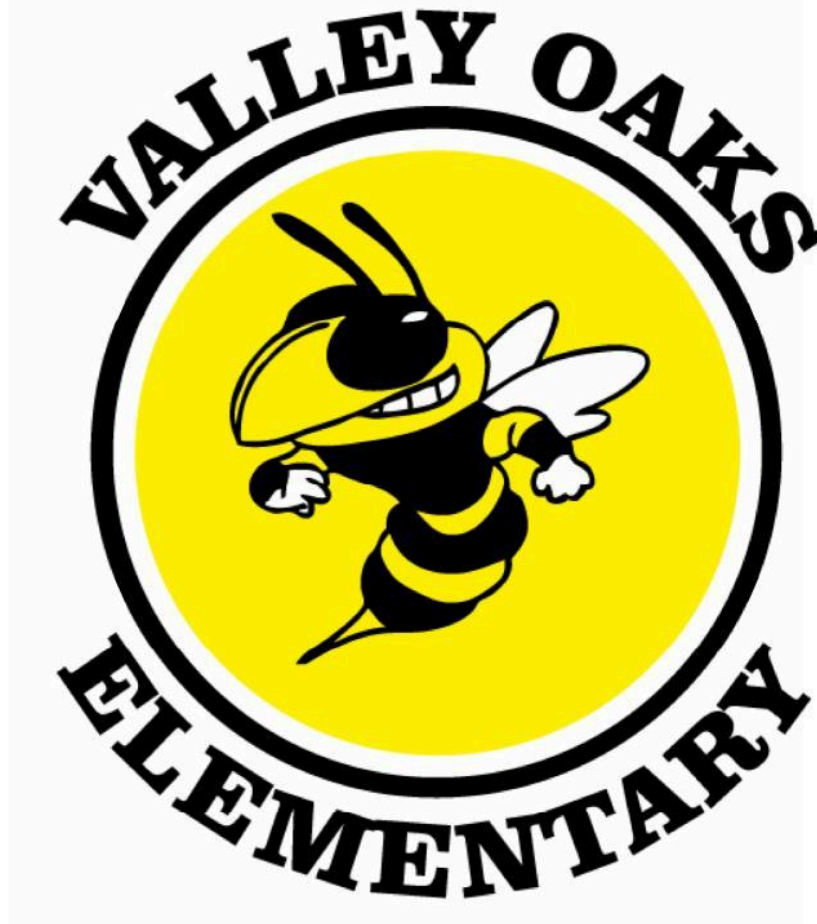


WELCOME TO



Parent Handbook
2024-2025
Manual para los Padres



Welcome to Valley Oaks Elementary

Welcome to 21st century learning at Valley Oaks where every student is guided on a path to their own bright future! We are integrating the California Common Core State Standards with newly updated technology through the use of Chromebooks and software resources to bring the world into our classrooms. This allows classrooms to transform into blended learning environments that integrate technology throughout academic content areas. Students participate daily in developing critical thinking skills, collaborating with peers while building their communication skills, developing their social/emotional health, and participating in creative and innovative service learning projects. In addition, staff, parents and students work together to set and create personalized learning plans based on student strengths and academic needs. The staff continues to work collaboratively to offer rigorous and creative opportunities for our students to prepare them for college and career opportunities. Valley Oaks students know they are valued, can achieve, and are on the path to becoming independent and confident adults. Funds from Measure K have been used to upgrade the Valley Oaks facilities - from the kitchen/cafeteria, to roofs and HVAC systems, and most recently, our new building for 5th/6th grade students!

Valley Oaks Mission Statement

Education is the shared responsibility of everyone: student, teacher, parent and community. Valley Oaks Elementary is committed to: Growing And Learning Together

Valley Oaks Vision Statement

We envision:

Students meeting and exceeding their individual growth goals based on Common Core State Standards

- Students receiving personalized and challenging instruction
- Students BEEing encouraged/challenged by parents, staff and community to do their best
- Students learning in a positive and safe environment
- Students and staff embracing and respecting diversity
- Students developing life skills, critical thinking and problem solving skills
- Students using 21st century technology to enhance learning
- Students and staff developing and celebrating strengths and social/emotional health
- Students and staff are modeling the Eight Great Character Traits
- Students, parents and staff working as a team
- Students giving to others and the greater community
- Students and staff taking pride in their work EVERYDAY

“We BEEElieve in YOU EVERYDAY”

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Attendance/Tardies

Your child's attendance at school is crucial to his/her academic success. Students should be at school, on time and every day. **Perfect attendance should be the goal of all parents and students.** When your child has been absent from school, please record your absence through ParentVUE (Synergy), send a note, call 745-1564 extension 301, or email jmorales@galt.k12.ca.us. **This needs to be done within 48 hours of the absence.** California State Law mandates parents to have their children attend school every day and on time.

Absences are excused only for the following reasons:

- Student illness
- Student medical/dental appointment with a note
- Funeral of immediate family
- Quarantine
- Court appearance
- Observation of holiday/religious ceremony

A typical student will be absent from three (3) to seven (7) days in a school year. *In the event of habitual student absences and/or tardies, including "excused" absences, the parent and student will be referred to our School Attendance Review Team (SART) and School Attendance Review Board (SARB) for corrective action.* Please arrange for **Independent Study** if your child will not be attending school for 5 -10 consecutive days or is out sick for 3 or more days. Independent Study agreements are available in the school office. You must notify your child's teacher and the Office **at least one week in advance.** *Students on Independent Study are not eligible for perfect attendance.* Please consider the educational effect on your child when removing him/her for 5+ days. Those days of instruction cannot be re-created for your child. Packets of work are not equivalent to in-class teacher instruction. *Teachers must give Independent Study packets for illnesses, but are not required to create them for vacation/out-of-town absences.*

Behavior Expectations

Valley Oaks has 4 basic behavior expectations. They are expanded upon in the schoolwide behavior matrix below. At school, students are taught these expectations, they are reviewed often (daily), and students are held accountable for following them. These are examples, not a complete list of all expectations. Please go over the information with your child(ren).

BE SAFE

- Keep hands, feet and objects to yourself
- Use school equipment appropriately
- Know and follow all school rules
- Stay on campus during the school day
- Go straight home after dismissal
- Walk bikes and scooters while on campus

BE RESPECTFUL

- Follow adult directions
- Listen to what others have to say
- Leave others' work and belongings alone
- Be thoughtful of others' opinions and beliefs
- Remove hats before entering any building
- . Be polite to adults and students
- . Wait your turn
- . Try to understand the needs of others
- . Use appropriate language at all times

BE RESPONSIBLE

- Make coming to school a priority
- Know and follow all school and classroom rules
- Accept responsibility for your mistakes
- Deliver all school communication to parents
- . Complete your work
- . Take care of school property
- . Dress appropriately

BE KIND

- Help others
- Be friendly
- . Be considerate of others' feelings
- . Use words like please, thank you, excuse me
- . Try to understand the needs of others
- . Give compliments, not put downs

VO SCHOOL-WIDE BEHAVIOR MATRIX

	CAFETERIA	PLAYGROUND	WALKWAYS	RESTROOM	OFFICE
BE SAFE	<ul style="list-style-type: none"> *keep YOUR hands & YOUR food to YOURself *quiet voices *walk at all times 	<ul style="list-style-type: none"> *follow established rules/expectations for games, structures & equipment *walk on the blacktop *keep your hands, feet & body to yourself *NO chase games 	<ul style="list-style-type: none"> *walk in line with eyes forward *hands to self *stay outside of white door lines *stay on walkways and in designated areas *DO NOT open gates for anyone to come onto campus 	<ul style="list-style-type: none"> *use restroom for intended purpose *keep feet on ground *use restroom by yourself (no big friend group) 	<ul style="list-style-type: none"> *walk at all times *keep walkway in front of desk clear *keep body still
BE RESPONSIBLE	<ul style="list-style-type: none"> *politely pick up after yourself *follow entry, dismissal, and exit procedures *follow all adult directions *food stays in the cafeteria 	<ul style="list-style-type: none"> *follow all adult instructions *use and return equipment properly *take care of your own needs before the bell (restroom, drink, snack) *hands off others- no tag games *leave sticks/objects on the ground 	<ul style="list-style-type: none"> *walk on walkways only *keep hands & feet to self *walk in straight line *keep playground balls/equipment in hands until playground 	<ul style="list-style-type: none"> *use and dispose of supplies appropriately *respect fixtures and use for intended purpose *TP in toilet; Paper towels in garbage 	<ul style="list-style-type: none"> *sit where directed & stay seated *must have a pass or a stinger card to be in the office during school hours
BE RESPECTFUL (Voice level 0 = Silent; Voice level 1 = Whisper; Voice Level 2 = Normal Voice; Voice Level 3 = Outside Voice)	<ul style="list-style-type: none"> *keep hands to self *keep own food on own tray *follow adult directions without argument *talk to elbow partner at voice level 1-2 	<ul style="list-style-type: none"> *listen/speak to YS as you would your teacher *take turns/don't interfere with others' games *show good sportsmanship *stay in place in line *take care of equipment *water fountains are for drinking only 	<ul style="list-style-type: none"> *use walkways only (off grass) *be agreeable with all school staff *keep voice level to 0-1 *respect classes in session *hands off any safety fencing 	<ul style="list-style-type: none"> *flush toilet when done *be quick and quiet *voice level 1-2 *respect privacy of others *only take bathroom products from dispensers when needed 	<ul style="list-style-type: none"> *QUIET (people are working) Voice Level 0-1 *wait your turn (patience) *mind your own business
BE KIND	<ul style="list-style-type: none"> *use kind words w/peers *use table manners (clean up) *be patient *be helpful 	<ul style="list-style-type: none"> *be inclusive and welcoming *use kind and encouraging words *respect games already in progress *wait your turn 	<ul style="list-style-type: none"> *greet others with a smile & quiet hello *"stay to the right & be polite" 	<ul style="list-style-type: none"> *report any issues to your teacher *wait your turn *put trash in garbage can 	<ul style="list-style-type: none"> *use "please and thank you" when someone helps you *wait your turn

The following Progressive Discipline Guidelines were developed by the Valley Oaks staff. They are intended to better support student behavior, and to be clear, consistent guidelines for staff, families, and students. Please review the guidelines with your child(ren).

Valley Oaks Elementary School Progressive Discipline Guidelines

It is our goal to make our school a safe and engaging place for students to learn. It is important that all members of the Valley Oaks community (staff, parents, and students) know and understand these guidelines for discipline. All attempts will be made to follow the guidelines as outlined below. Due to the severity of the behavior and/or to protect student/staff safety, professional judgment may be used to expedite the Progressive Discipline process.

OUT-OF-CLASS BEHAVIOR ISSUES (PLAYGROUND, CAFETERIA, ETC.)

A. *Yard Supervisor* issues a **Playground/Cafeteria Behavior Citation** for violation of a behavior expectation on the School-wide Behavior Matrix (*be safe, be respectful, be responsible, be kind*).

1. The **Behavior CITATION** (small note) is given to the classroom teacher and the teacher discusses behavior with the student.
*Note: Depending on the severity of the behavior, a Behavior Citation MAY lead directly to the issuance of a formal **Behavior REPORT (multi-copy form)**. Teacher discretion may be used to determine if the Behavior Citation issued from a Yard Supervisor “counts” as one of the two Behavior Citations that lead to parent/guardian contact.*
2. If a student is given a **second Behavior Citation**, the teacher contacts the parent/guardian to inform them of student behavior. Parent/guardian contact can be made via: Class Dojo, Remind, email, text, call, face-face, etc.
3. If a student is given a **third Behavior Citation**, the teacher will issue a **Behavior Report AND** the student will call his/her parent/guardian to explain the reason and the consequences. (Consequences may include being sent to a buddy classroom, and/or loss of privileges such as class parties and assemblies.) The student may call parent/guardian during recess or after school, from the classroom or the office.
4. If a student is given a **second Behavior Report**, both the teacher and student will again make contact with the parent/guardian to explain the reason for the second **Behavior Report** as well as consequences. Additional future consequences will also be explained.
5. If a student is given a **third Behavior Report**, the student will meet with Administration and/or School Counselor to discuss behavior, appropriate consequences, and to develop a behavior improvement plan, if needed. Administration will contact parent/guardian to inform them of the infraction, earned consequences, and behavior improvement plan (if applicable). Administration will solicit parent/guardian feedback and support, and next steps will be explained.
6. If a student is given a **fourth Behavior Report**, Administration will contact the parent/guardian to request a Student Study Team (SST) meeting between parent/guardian, student, Administration, School Counselor, and teacher (or any combination thereof).

B. Immediate Teacher-Issued Behavior REPORT (when a teacher feels that a Behavior Citation warrants a Behavior Report or when they observe inappropriate in/out of class behavior).

1. If a student is given a **Behavior Report**, teacher AND student will contact parent/guardian to inform parent/guardian of behavior infraction(s) and consequences. (Consequences may include being sent to a buddy classroom, and/or loss of privileges such as class parties and assemblies.) The student may call parent/guardian during recess or after school, from the classroom or the office.
2. If a student is given a **second Behavior Report**, both the teacher and student will again make contact with the parent/guardian to explain the reason for the second **Behavior Report** as well as consequences. Additional future consequences will also be explained.
3. If a student is given a **third Behavior Report**, the student will meet with Administration and/or School Counselor to discuss behavior, appropriate consequences, and to develop a behavior improvement plan, if needed. Administration will contact parent/guardian to inform them of the infraction, earned consequences, and behavior improvement plan (if applicable). Administration will solicit parent/guardian feedback and support, and next steps will be explained. Depending on severity, the School Resource Officer may be contacted at this time.
4. If a student is given a **fourth Behavior Report**, Administration will contact the parent/guardian to request a Student Study Team (SST) meeting between parent/guardian, student, Administration, School Counselor, and teacher (or any combination thereof).

IN-CLASS BEHAVIOR ISSUES:

- A.** Teachers shall establish at the beginning of the school year and frequently review their **Classroom Discipline Plan**. Each teacher's plan should be gradual/progressive in terms of consequences. Part of the plan needs to include a buddy class room for when students need a break or need to serve a consequence (ie, miss a class activity, school activity, etc.)
1. Buddy classes will be determined by the Administration based on schedules.
- B.** When all steps of the classroom discipline plan have been exhausted, a **Behavior Report** may be issued.
1. When a teacher issues a **Behavior Report**, he/she will follow the steps in Section B under the section *Immediate Teacher Issued Behavior Report section*.

OTHER:

- * All teachers will keep a log of students being sent to a buddy classroom (for documentation purposes).
- * At any time in the Progressive Discipline process, the school staff may decide that an MTSS or an SST meeting is appropriate.
- * The **WHITE** copy of the Behavior Report must be **signed by parent/guardian** and returned to the issuer. If the issuer is a staff member other than the classroom teacher, the issuer will inform the teacher.
- * The **YELLOW** copy of the Behavior Report is to be **kept by the teacher**.
- * The **PINK** copy of the Behavior Report is to be **filed in the office and recorded in Synergy**.

Immediate Office Referral

More serious behaviors can be immediately referred to the office. *Situations that involve serious fighting, weapons/possible weapons on campus, alcohol, or drugs may result in a call made to the district's School Resource Officer (Galt Police Department)*. Please be aware that the behaviors stated above can trigger an automatic at-home suspension. If your child constantly disrupts school activities, you may be called to come pick him/her up immediately following an investigation.

Students may be sent to the office to speak with an administrator for the following reasons:

- Fighting (engaging in or attempting)
- Making a verbal or physical threat
- Disrespect
- Defacing school property/theft
- Defiance of authority
- Bullying (in-person or electronic/cyber)
- Exhausting the classroom management system

In addition to the general rules, specific rules must also be followed while in the cafeteria, on the playground, and while riding the bus. Teachers also review them with their students, and all grade levels 1st through 6th are reminded of the expectations at the Welcome Back assemblies at the beginning of the year. Please review them at home.

School-wide Rules

- Walk on sidewalks and blacktop
- Hands-off policy: Keep your hands and feet to yourself
- Fake nails, nail polish, nail glue, or other accessories that impede learning or distract others are not allowed.
- Dangerous objects are not allowed at school. Those objects include, but are not limited to: weapons, poppers, pointed/sharp objects, and toys that resemble weapons
- Toys, cards, sports equipment (footballs, basketballs, etc), audio/video players, and any other electronic devices are not allowed at school during school hours
- Gum, candy, soda, or hot flavored chips (Takis, Hot Cheetos, etc.) are not allowed
- Students must play in the designated play areas only
- Fighting, play fighting, rough play, inappropriate language, and throwing objects is not allowed
- Bathrooms are **not** play areas and are **not** for groups of students to congregate and talk
- Students are not allowed in classrooms without an adult present
- **CELL PHONE POLICY (FOR STUDENTS)**

The following information will be a form that we will use for cell phone use violations. Please go over the expectations with your student at the beginning of the year. At the FIRST violation, in addition to the warning, the policy will be reviewed with the student. He/She will be expected to take the form home and return it signed. Excerpt:

Here are the guidelines that parents and students are to follow in relation to cell phones and other electronic signaling devices during our school hours (7:30 a.m to 6:00 p.m.).

The use of cell phones and other electronic signaling devices during school hours is strictly prohibited unless required for medical purposes that have been approved, in writing, by a licensed physician and the use of which is limited to health-related purposes. (Education Code 48901.5)

The availability of classroom telephones to provide outside access in case of emergencies eliminates the need for student operated cell phones or other communication devices during school hours.

Cell phones need to be powered off and put away in backpacks during school hours. This includes during field trips (walking or on the bus) or any off-campus school activity.

For family communication purposes, students may possess cell phones or other electronic signaling devices, but may only use them off campus (outside the gates) before or after school hours.

Neither the district nor its employees are responsible in any manner for the damage to or the loss of any cell phone.

Cell Phone Consequences:

1st Violation: Warning and signing of the [VO Cell Phone Policy/Form](#).

2nd Violation: Phone confiscated and held in the office for student until after school

3rd Violation: Phone confiscated and held in the office for parent to pick up

4th Violation: Student will need to keep their phone in the office during the school day

Playground Rules

- Students may NOT bring personal items (footballs, soccer balls, etc.) to be used at recess
- Footballs and soccer balls must be on the grass area at all times
- Balls may be thrown or bounced on the blacktop (no kicking)
- Dodgeball must be played on the printed circle - keep balls below the waist
- On the basketball courts, a maximum of 10 players are allowed on one full basketball court at a time; a maximum of 6 players on a half basketball court
- Food may be eaten at tables/assigned areas ONLY
- Take turns using the drinking fountain
- Jumping from any climbing equipment is not allowed
- Use the ladder to get up to the slide and slide down in a sitting position, feet first
- Playing “chase” games, “tag” games, or running around climbing equipment is not allowed
- Follow the rules of the sport you are playing
- Games will be stopped if there is any rough playing or arguing;
 - ***Seek help and assistance from an adult when a conflict occurs***
- Balls may be bounced against ball walls only (not building walls)
- Equipment (basketballs, soccer balls, etc.) is not to be used if it is wet and slippery outside – the only balls that might be out are tetherballs
- A whistle is blown two minutes before the end of recess for students to come off the field
- When the recess bell rings, stop playing and FREEZE. WALK to your line when the whistle is blown
- Drinks and restroom use must be completed before the ending recess bell rings
- Only six students at a time are allowed while climbing on the rock-wall

Cafeteria Rules

- Walk in the cafeteria at all times
- Keep hands and feet to yourself at all times
- Remain seated until your table is dismissed
- Help us maintain a clean place to eat
- Raise your hand if you need any type of assistance
- Place all balls and recess equipment on the stage
- Sit at your assigned table
- Talking softly to friends at your table is okay - shouting is not
- Eat your own food, not other people’s food- don’t ask for, offer or accept food from other students
- Keep food in the cafeteria - do not put it in your pocket or take it out to the playground; stay in the cafeteria a bit longer and finish if you need to.
- If you need to go to the restroom, raise a hand to ask for permission
- Follow cafeteria dismissal procedures

Bus Rules

The following rules and regulations have been established by the State of California and our district for the safe transportation of all school bus passengers. The District Transportation Department may be reached at 745-1059.

- Arrive at designated bus stop five (5) minutes prior to the scheduled arrival of the bus. Use only the designated bus stop.
- Wait quietly at the bus stop, away from the roadway. After the bus has come to a complete stop, board the bus in an orderly manner.
- When necessary to cross the street, always wait for the driver to tell you it is safe for you to cross after the driver is stationed in the center of the street.
- Be a quiet passenger, go directly to the seat, sit down facing forward and keep all parts of your body inside the bus. Keep the aisle clear at all times. **You must wear seatbelts as directed.**
- Refrain from transporting hazardous or destructive objects of any kind, such as weapons, glass

containers, sharp objects, skateboards and helium balloons.

- All balls must be contained in a plastic, paper or athletic bag. Keep books and supplies contained in backpacks while on board.
- Help keep the bus safe and free from litter by not eating or drinking on the bus
- Be courteous to the bus driver, students and other passengers. Fighting or wrestling on buses will result in a referral and/or loss of transportation privileges.
- Remain quiet at all railroad crossings.
- When disembarking, move away from the bus immediately. If you left something on the bus, stand away from the door and get the driver's attention by calling out to the driver before approaching the bus again.
- Give the bus driver a written request when you must get off at a bus stop other than your designated stop. The request must be signed by the parent or guardian, and approved by the site administrators. There are no exceptions.
- Defacing the bus, damaging seats or tampering with any school bus or safety equipment will be grounds for immediate denial of transportation.
- Use of video cameras aboard the bus is at the discretion of the transportation department and can lead to discipline.

In addition to Bus Conduct Reports for unsafe and/or inappropriate bus behavior, school consequences may also be given.

Dress Code

Appearance should be clean, safe and appropriate. It must not distract others from learning. Parents will be notified if a student is not following our dress code. In the event that this becomes a consistent occurrence, parents will be asked to come to school with a new set of appropriate clothing for the student or to pick up the student. Exemptions may be granted on a case by case basis for religious or health reasons.

Extreme hair coloring (blue, pink, green, purple) and hairstyles (Mohawks and shaved words and graphics) is highly DISCOURAGED as it can be a distraction and disruption to the educational environment. If hair coloring and hairstyles prove to be a distraction and disruption to the learning of others, the student/parent may be asked to change the hair color/style.

General Guidelines

All clothing must be neat, clean and appropriate for a regular instructional day at school. Clothing and appearance must not 1) promote conflict among students or 2) distract from the educational program. This includes but is not limited to:

- ✓ drug/alcohol/tobacco messages
 - ✓ profane language; degrading or offensive statements
 - ✓ pictures that are unacceptable (weapons, guns, promoting the use of weapons/violence, etc.)
 - ✓ distracting hair coloring or styling that affects others' learning
- Shorts, skirts, and dresses need to be mid-thigh length or longer. Skirts or dress shall not have slits above the mid-thigh (rule of thumb is that they must be, at a minimum, as long as the tips of the fingers when held at the side)
 - Undergarments must be covered at all times
 - Shoulder straps must be at least one inch wide
 - Midriffs (stomach areas) must be covered. Half shirts, halter tops, tube tops, spaghetti straps, half shirts, see through garments, fishnet stockings are not acceptable. Backs must be covered at all times. Shirts/blouses & tops shall be long enough to tuck into the waistband
 - Shoes must be worn at all times. They must be appropriate for P.E. Sandals/Crocs must have heel

straps/sport mode on for safety. Lace-up shoes must be worn with the laces in place and securely tied. Rolling shoes are not allowed

- Pants should fit at the natural waist and not reveal undergarments or uncovered skin
- Hats or head coverings must be removed before entering any building
- Baseball hats must be worn outside only and worn with bill facing forward

The following items of clothing are also **prohibited at school**:

- Clothing that is dirty, torn, slashed or provocative
- Chains or any similar items that hang from the pocket or belt, except for light-weight jewelry worn as a necklace
- Any item that can distract from the educational process

If there is a question of whether an item of apparel is acceptable, site administration shall make the determination.

Students found in violation of the school appearance guidelines shall be afforded the following options:

- The school will call the parents to bring an appropriate garment for the student to wear
- The school will loan the student an appropriate garment to wear in place of the prohibited garment. Loaned garments must be laundered and returned the next school day
- The school will call the parent to pick up the student

Repeated violations of the appearance guidelines may result in a Behavior Report.

Field Trips

District permission slips should be signed and returned **48 hours** (2 days) before the scheduled trip. It is our school policy that students **WILL NOT** be allowed to attend a field trip without a signed district permission slip. If a parent/guardian chooses to drive his/her own car to the field trip and wishes their own child to ride with them, they will need to come to the office at least 10 days prior to the field trip to fill out the Private Automobile Use Form and provide additional information.

Parents may not check their students out from a field trip, per district policy. All parent chaperones MUST have been cleared by Megan's Law database before accompanying any student on a field trip. Megan's Law paperwork must be completed and turned in to our office at least two weeks PRIOR to any field trip. Siblings, other students, or other young family members may NOT accompany the chaperone on any field trip.

District policy requires that parents participating in an overnight field trip must be fingerprinted. When overnight field trips are scheduled, the office will need a list of those parents who will be accompanying the students and staying with them. It can sometimes take over 30 days to receive the results so getting the list to the school secretary as quickly as possible is advisable. Volunteers will be sent to the District Office to pick up fingerprint forms. They will need to show ID in order to take the forms with them.

Food Services

Breakfast and Lunch

Due to Valley Oaks' qualification for the Community Eligibility Provision (CEP), ALL students at Valley Oaks are eligible for free breakfast and lunch, regardless of family/household income.

Food Services Policy

There are State and Federal guidelines that must be followed. **The Educational Code says that no adult or child not enrolled in school may eat from a student's plate.** The guidelines also state that all food must be consumed on supervised premises (the cafeteria). Students are not allowed to take food out of the cafeteria for their own safety, nor may they trade, offer, ask for, or accept food from other students. Please help us by reminding your student/s of these policies. Understand that student safety is the reason for such guidelines. Students must get a meal or a "lunch buddy" in order to receive a milk.

General Information

Concerns

On-going communication and collaboration with your child's teacher is important to his/her success. When questions/concerns arise about your child, please contact his/her teacher first to share your concerns and to work towards a solution together. If the issue needs to be brought to the attention of other staff members, the teacher will be able to advise you on the appropriate next steps. We will work together to resolve the situation at the school level first.

Arrival

We are going to continue with having ONLY students/staff enter through the gates in the morning. Parents are to remain outside the gates (Kinder and Special Education classes may be an exception). **Students should not arrive at school before 7:30am because there is no supervision. The cafeteria gate will be open at 7:30am for students getting breakfast. The earliest students can be dismissed from the cafeteria is 7:45am. All other gates will open at 7:45am.** When students arrive on campus they must go directly to the playground or to the cafeteria if they are going to have breakfast and/or after dropping off their backpacks, etc. At 8:00am, the security gates will be closed and all students who arrive after the gates are closed will need to go to the office for a tardy slip. *Please do not open the gate* to let in a student who arrived late. They need to go to the office. The gates will remain closed and locked during the school hours and all visitors will need to report to the office.

Dismissal

Students in Kinder-2nd grade are walked to the front of the school by their classroom teacher. Students in 3rd – 6th will be dismissed from their classrooms. If you are meeting your child on school grounds, we ask that you wait at the front of the school by the flagpole or in the area around the office or at the east gate if you use the 2nd Street entrance. With the exception of parents of Kinder and Special Education students, parents are to remain off-campus. There is limited after school supervision provided by the school. Students must be picked up by 3:00pm. When children are dismissed from school, they need to go directly to their own home (not a friend's house, or the store, or the park).

Emergency Cards

Please return the Emergency Card as soon as possible. *Please keep us informed of any change of phone number or address* in order to keep the emergency information current. We need to be able to contact you in case of illness, injury, etc. For the safety of your child, we will not accept changes made over the phone. They must be made in person or in writing and sent to the office.

Messages for Students

We make every effort not to interrupt classrooms during instructional time. Classroom and school phones are

to be used for emergency and business purposes only. Except in the case of emergencies, messages will be delivered shortly before students are dismissed. Additionally, each teacher has a voicemail number where they can check for messages. Your child's teacher will give you his/her voicemail phone number.

If you are delivering a textbook, forgotten homework, class work, or lunch, please bring the item to the office and the student will be called to pick it up at a convenient time. Please discuss plans for the day with your child before he/she leaves for school in order to eliminate any unhappy situations.

Office Hours

Our school office is open from 7:30am – 4:00pm. Our school secretaries and health assistant are available to answer any questions or concerns. Please feel free to stop by or call (209) 745-1564.

School Hours

The school day begins at 8:00am and ends at 2:30pm. The warning bell rings at 7:58am. At this time, Kinder and/or parents of Special Education students on campus need to say their goodbyes and begin exiting campus. Students should begin walking to their lines to be picked up by their teachers.

Breakfast is served beginning at 7:30am. When students arrive on campus they must go directly to the playground after having breakfast and/or dropping off their backpacks, etc.

Release of Students

If a child needs to be checked out of school early, a parent needs to come to the school office and sign the check-out book. **STUDENTS WILL ONLY BE RELEASED FROM THE OFFICE, NOT FROM THE CHILD'S CLASSROOM.** Early release will be made only to parents, legal guardians, and those listed on the emergency card. Please make sure your emergency card is kept up to date. You may add or delete names at your discretion. Students will not be allowed to walk home during school hours even with parent consent.

Health Information

Face Coverings/Masks

Valley Oaks does not require the wearing of any type of mask. We will follow the health/safety guidelines that are set forth by the school board of the Galt Joint Union Elementary School District (GJUESD).

Health Services

Health services are under the supervision of a qualified school nurse. State law requires that children be excluded from school for the following reasons: 1) Contagious health problem; 2) Lack of immunizations.

Medication for Students

Medical treatment is the responsibility of the parent and family physician. Medications are rarely given at school. The parent is urged to work with the physician to plan a medication schedule for non-school hours. If it is necessary that medication be given at school, a Medical Assistance Authorization Form signed by the parents and physician must be on file in the school office. Forms are available in the school office and must be renewed each school year. This policy is for prescription medication and over-the-counter medication, such as acetaminophen, eye drops, cough drops, etc. **STATE LAW REQUIRES ALL MEDICATION, PRESCRIPTION OR OVER-THE-COUNTER, TO BE UNDER LOCK AND KEY IN THE SCHOOL NURSE'S OFFICE.** Medication must be brought to school by an adult and must be in the original pharmacy container labeled with: 1) Child's name and the name of the medication; 2) The dosage and the time the medicine is to be given; 3) Name of the prescribing physician and pharmacy. A new Medication Release Form is required for each new school year. A Medication Release Form must also be completed for a student needing medication while on a fieldtrip.

Please let your child's teacher or school nurse know of any medication your child may be taking. Sunscreen and chapstick can be carried by the student to self-administer. Students **may not bring or carry with them** any over the counter medications (Cough Drops, Motrin, Tylenol, Anti-itch creams, Neosporin, and eye drops.)

Illness/Accident/Insurance

In case of an accident requiring the services of a doctor, we will make every effort to contact a parent before the paramedics are called. **PLEASE KEEP US INFORMED OF ANY CHANGES IN ADDRESS OR PHONE NUMBERS IN ORDER TO REACH YOU IN CASE OF AN EMERGENCY.**

If it is necessary for a student to go home because of an illness, health problem, injury, or emergency evacuation, the parent will be called to pick up the child. If the parent cannot be contacted, the person listed on the emergency card will be asked to pick up the child. We cannot keep a sick child at school. Students are not allowed to walk home during school hours even with parent consent.

Information regarding student accident insurance will be sent home at the beginning of the school year and will be available throughout the year in the school office. If children are not covered through other insurance policies, we urge you to consider subscribing to this insurance.

Parking and Drop Off/Pick Up

Valley Oaks School is a large school with limited parking areas. **The school parking lots are for school employees ONLY**, except the marked Handicapped/Disabled spots which are for anyone with a placard. Families/Visitors may park along any unmarked curb or across the street.

When it comes to drop off/pick up, safety is the primary goal. For this reason, we ask that you help us ensure the safety of all by abiding by the following:

- The green curb in front of the school is for drop off/pick up only. **Do not leave your car unattended.** This area is open for parking from 8:30am-2:00pm. It is a **TWO MINUTE** parking from 7:30-8:00am and 2:00-3:00pm.
- Pull up to the curb before letting your child(ren) out of your vehicle.
- Do not double park
- Do not make U-turns in front of the school
- Always stop for the crossing guards and pedestrians and be extra cautious

Please consider using the east gate on 2nd Street as a drop off/pick up point. There is a crossing guard, a direct route to the playground, more opportunity to pull up to the curb, and less traffic congestion. Please be sure family and friends who pick up your child(ren) are aware of these safety procedures.

Parents

English Language Advisory Committee (ELAC)

The English Language Advisory Committee is a committee whose purpose is to advise our parents on the services available for children who have been identified as English Learners (ELs). Meetings are held four times a year. Look for meeting dates on monthly calendars in addition to the flyers sent home announcing an ELAC meeting.

Synergy Parent Vue

Parents and students will be able to view student progress through the Synergy Parent Vue. Login information will be provided to parents at the beginning of the school year.

Information/Communication from the School

Valley Oaks teachers will communicate with parents/guardians via phone calls, emails, text messages, Remind App, Class Dojo, class newsletters, and other electronic means. Please make your cell phone and email available to your child's teacher.

Valley Oaks administration will communicate with parents/guardians via flyers, phone calls, emails, text messages, and social media. The majority of school information will be given electronically, be available on our school website, and our Facebook page. The school also utilizes "auto-calls/emails" that sends voice messages, text messages, and emails. *Please do not block or disable this feature, as it is a main form of communication with families of Valley Oaks students.* Listed below is our website, Facebook page, and Twitter account:

- Valley Oaks Website: <https://valleyoaks.galt.k12.ca.us/>
- Valley Oaks Facebook : <https://www.facebook.com/ValleyOaksElementary>
- Valley Oaks Instagram:  valleyoakselementary
- Valley Oaks Twitter:  [@ValleyOaksGalt](https://twitter.com/ValleyOaksGalt)

Valley Oaks Parent Teacher Organization (PTO)

Valley Oaks PTO meets monthly during the school year to participate in informative meetings/workshops and plan activities which support Valley Oaks students, teachers, and families. These activities include: fundraising, movie night, staff appreciation, field trips and school technology. All interested parents and community members are invited to attend. We need your support! We also have a PTO Cultural Committee whose goal is to include more cultural activities throughout the school year. **PTO Meetings are held on the FIRST THURSDAY of each month.**

School Site Council (SSC)

In addition to developing the Single Plan for Student Achievement, SSC members monitor and evaluate the plan as well as facilitate communication between the school and community. Members are elected for a two-year term. The SSC meets up to five (5) times during the school year, with meetings starting at 2:45pm. All meetings are open to interested Valley Oaks parents, staff, and community members. We need 5 parent volunteers who are willing to be on the SSC. Please talk to the office or administration about your interest.

School Programs

Expanded Learning Program (ASES/GEL)

Valley Oaks is honored to be the recipient of State funds which provide for an after-school program. This program is held Monday through Friday from 2:30 - 6:00pm and is available for students in grades K-6. If you would like information, please contact Mariella Duran at mduran@galt.k12.ca.us, the Expanded Learning director, or the school office.

Dual Language Immersion Program (DLI)

Beginning in 2023-2024, Valley Oaks offers a Dual Language Immersion (DLI) program for Spanish and English. DLI programs provide all students the opportunity to acquire a second language while maintaining their first language. The program goals are bilingualism/biliteracy, academic achievement, and socio-cultural competence. For more information, please contact the school administration.

Transitional Bilingual Program (TBP)

Valley Oaks offers an early-exit transitional bilingual program in grades 1-3. This program is for students whose primary and dominant language is Spanish. Students are initially taught how to read and write in their

primary language in order to facilitate the transition to reading and writing in English. This program will fade out as the DLI program begins and progresses through the grade levels.

Bright Future Learning Center (BFLC)

Our Librarian Technician provides enriching and exciting library activities when classes visit. She often reads new books which have been added to our library. Students may check out library books during their regularly scheduled library time and also use the Chromebooks. Please remind your child to return his/her library book on time so that they may check out another one. Books can also be donated to the school library in a child's name to acknowledge a special event. If a student loses a library book/chromebook, it must be paid for before a student is able to receive their report card.

Gifted and Talented Education (GATE)

GATE is the name the State of California gives to an educational program designed to meet the academic and social needs of identified students. Through an evaluation process, our district identifies students who may receive GATE services. This includes the ability to reach the "gifted" range on intelligence/aptitude tests or achievement tests. Our district GATE Coordinator consults with our teachers on ways/ideas to provide differentiated instruction/activities for our GATE students.

Intervention

Our intervention team meets monthly to discuss children who may be having difficulty progressing academically or behaviorally. The MTSS (Multi-Tiered System of Supports) team members review information about the child and develop strategies to help support his/her academic success. A Student Success Team (SST) meeting with the parent/guardian may also be scheduled as part of the behavior or academic interventions.

Music

Full Day Kinder through 6th grade students receive general music instruction once a week from our music teacher. The focus is on the development of musical skills in the areas of rhythm, melody, harmony, tone color, form and expressive qualities. Students in grades 5th & 6th have an opportunity to participate in a band program and a choir program. The instruments taught are: flute, clarinet, saxophone, trumpet/cornet, trombone/baritone, and percussion/drum. Students must maintain appropriate academic levels to continue with Band/Choir.

Physical Education (PE)

Students are given the opportunity to participate daily in a variety of PE activities. These activities are developed by the classroom teacher and by our PE Specialist. Participation is a required part of your child's school day. A doctor's excuse is necessary to allow your child to withdraw from participation for any extended period of time. All 5th grade students will participate in the CA Physical Fitness Test.

School Plan for Student Achievement (SPSA)

Under Assembly Bill 65, funds are provided to qualifying schools for the purpose of implementing a detailed plan for the continuing improvement and ongoing evaluation of the K-6 curriculums. A School Site Council (SSC), composed of parents and school staff, develops the School Plan for Student Achievement (SPSA) and submits it to the school board for approval.

School Psychologist

The major role of our school psychologist is to assist the staff, students, and community in providing an effective learning environment for each student. Children must be referred to the psychologist by the classroom teacher, principal, and/or parents. Under no circumstances will children be tested without the consent of the parents. Our psychologist is an integral part of the teaching team.

School Counselor

Our school counselor, Mr. Reyes, provides individual and group counseling services to at-risk students, develops recommendations for teachers, staff, and parents. He also provides crisis intervention assistance, and works as a contributing member of the MTSS and SST Teams. He takes an active role in providing parent meetings and training and being a liaison for the teachers, parents, and community resources. He can be reached at 209-745-1564, ext. 409.

Special Needs Services

Specialized instruction is provided for students as indicated by an Individual Educational Plan. This specialized instruction can occur through Resource Specialist Services, Speech and Language services, or through a Special Day Class.

Student Programs and Recognition

Stinger Awards (Bronze, Silver, Gold)

Students in 3rd through 6th grades will be recognized for academic achievement. Students in grades K-6 are recognized for their individual growth progress in areas of English Language Arts and Math, and students who are English learners are recognized for their redesignation as fluent English speakers. Recognition for these achievements is given each trimester. Bronze, Silver, and Gold Stinger Awards are based upon Student Achievement (grades) in the areas of Reading, Writing, Math, Science, Social Studies, PE, Music, and Citizenship. *Please see APPENDIX A for more information about Report Card Recognitions.*

Perfect Attendance

Certificates are awarded to students who have perfect attendance each trimester and for the entire school year. Students must meet the requirements below in order to receive recognition. *Students will be allowed one (1) “freebie” PER YEAR - one free tardy or early checkout that will not affect Perfect Attendance Status.*

Student and/or Parent must inform the office of using the “freebie.” Students who have requested Independent Study do not qualify for perfect attendance.

Trimester Attendance Award/Certificate: 0 absences and 0 excused tardies or early checkouts

Yearly Perfect Attendance Award/Trophy/Medallion: meets trimester perfect attendance criteria for each trimester of the school year.

Monthly Friday Sings and Awards Assembly

School-wide assemblies are usually held once a month. During these assemblies, we focus on positive character development through familiar songs, we sing and dance, recognize special events, celebrate our achievements, learn new songs, meet new people, and have a really good time!

Principal’s Pat on the Back

This certificate/recognition is a way for teachers/staff members to publicly recognize academic or social accomplishments and/or improvement. The principal announces the certificates every morning over the loudspeaker, and students come to the office, receive their certificate, and, when appropriate, sign their name on the Principal’s Pat on the Back wall.

8 Great Traits

The 8 Great Traits are part of our Character Education program. Teachers focus on a particular trait every month, then students who have demonstrated that particular trait are selected for recognition at our Monthly Friday Sing assembly. One student per class is selected. Each student selected will have the opportunity to eat lunch with the principal.

Stinger Card (Golden Ticket)

We use Stinger Cards to recognize students for demonstrating the 8 Great Traits. All staff members may give

Stinger Cards to any student. Students may turn in their card to enter a drawing for a prize from the Principal's Prize Box.

Student Leadership

Students in fifth and sixth grade will have the opportunity to actively participate in Student Leadership. Students in leadership meet regularly with their teacher advisor. Student Leadership plans special school events throughout the year, including Spirit Weeks and Lunch-time activities. They are also involved in special projects at the school, meant to build school spirit and positive school culture.

Visitors and Volunteers

Parents are welcome to arrange a time with the teacher to visit their child's classroom. **EVERYONE WHO COMES ON CAMPUS MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR'S PASS BEFORE GOING TO A CLASSROOM.** Parents should call, email or send a message to the teacher a few days before visiting to make certain the class does not have recess, a test, a field trip, etc. School policy does not permit children who are not enrolled at Valley Oaks School to visit a classroom during school hours. *All classroom volunteers must be cleared through Megan's Law database before helping in any classroom.*

Other

Lost and Found

Please write your child's name on all personal belongings. The Lost and Found rack is located outside of the school office. Unclaimed items are given to charity throughout the year. Valley Oaks is NOT responsible for lost/stolen items, which may include cash, jewelry, phones, etc. If you wish to look for your student's missing items, please let the office know.

Bicycles/Skateboards/Scooters

Bike racks are provided and students must **lock** their bikes/skateboards/scooters during school time. The school is not responsible for lost or stolen equipment. When available, students riding and/or walking to school must use the east gate when coming from the east side of town and use the bike rack near the cafeteria. Those coming from the west side should use the gate by the flagpole and use the bike rack near the office. *Bikes, scooters, and skateboards must be **walked** on campus. We expect students to follow the law by wearing their helmets.*

Animals/Pets

For safety and health reasons, pets are not allowed on campus, even when picking up a child at the end of the day. A pet/animal may be brought to school for educational purposes in the classroom. Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive written permission from the principal or designee. The principal or designee shall give such permission only after he/she has provided written notification to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the principal shall take appropriate measures to protect the student from exposure to the animal. Pets need to be on a leash, in a pet tote or restrained in some way. The length of the visit is at the discretion of each classroom teacher. School Board Policy and Administrative Regulations have been established to set forth parameters of animal visits.

Birthday Parties/Balloons

Students wishing to celebrate their birthdays at school must get teacher approval. All food must be store-bought if being shared with other students. We encourage you to purchase a **healthy snack** to share

with class. **Balloons are NOT allowed in classrooms.** However, students can pick-up balloons from our office after class has been dismissed. Keep in mind that students may not take balloons with them if riding the bus.

Snacks

Please see that your child has a nutritious breakfast to start the morning. Healthy snacks in the classrooms will be left to the discretion of individual teachers. Please check with your child's teacher to work out a snack schedule that can be implemented. In helping our students develop good health habits, and to avoid damage to our technology, candy, gum, soda and hot flavored chips (Hot Cheetos, Takis, etc.) will not be a part of our regular school day - including snack time.

**APPENDIX A:
REPORT CARD AWARDS CRITERIA**

AWARDS FOR 3rd-6th GRADE STUDENTS

1. GOLD STINGER AWARD:

- OVERALL **Grade of A** in **ALL** Core Areas (Reading, Writing, Math, Science, Social Studies)
 - Grade of **A** in both Music and PE
 - Grade of **S or better** in Citizenship
-

2. SILVER STINGER AWARD:

- OVERALL **Grade of B or higher** in **ALL** Core Areas (Reading, Writing, Math, Science, Social Studies).
 - Any combination of A/B in ALL Core Areas. No C's or D's.
 - Grade of **B or higher** in both Music and PE
 - Grade of **S or better** in Citizenship
-

3. BRONZE STINGER AWARD:

- OVERALL **Grade of B or higher** in a minimum of 2 Core Areas with No D's (Reading, Writing, Math, Science, Social Studies)
 - Any combination of A/B Grade in 2+ Core Areas AND 1, 2, or 3 C's in Core Areas. No D's.
 - Grade of **C or higher** in both Music and PE
 - Grade of **S or better** in Citizenship
-

SUPER STINGER AWARDS:

- Teacher's Discretion - Each teacher will be able to choose up to 4 students to get the Super Stinger Award. Teachers keep the following criteria in mind when selecting Super Stinger awards:
 - Effort, Growth, Participation
- A student *may* get an award in a different category AND also receive the Super Stinger Award.

PERSONAL BEST AWARDS:

- Teacher's Discretion - usually given to students who give good effort and do their best, yet may not qualify for a Stinger Award.

OTHER AWARDS: Teacher's Discretion - may be given to students for a theme/award particular to a class or grade level.

APPENDIX B:

Valley Oaks Elementary School
Galt Joint Union Elementary School District
2024-2025 PARENT/STUDENT/SCHOOL COMPACT

We, the staff of Valley Oaks Elementary, understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- Have high expectations for your child and help him/her develop a love of learning
- Teach grade level skills, concepts, and California Common Core State Standards
- Work collaboratively with my colleagues to address the individual needs of your child
- Communicate regularly with you regarding your child's progress, so that we may work as partners for your child's success
- Provide a safe, positive and healthy learning environment for your child, in which he/she can learn to take responsibility for his/her own actions
- Return a variety of work samples so that you may see your child's progress
- Promote a growth mindset in the classroom and with your child
- Participate in a variety of professional development activities to increase my level of service to your child

Teacher: _____

Principal: Mr. David Nelson

As a parent, I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Make sure my child is on time and prepared every day for school
- Monitor my child's homework and make sure study time is in a quiet place
- Support the school's/district's homework, discipline and attendance policies
- Know how my child is doing in school by communicating with teachers, especially if I have concerns
- Celebrate my child's achievements, and help my child accept consequences for negative behavior
- Ask my child about his/her school day daily and review all information sent home from school
- Attend Back to School Night, Parent-Teacher Conferences, Open House and other school events
- Participate in classroom/grade level activities

Parent: _____

I am a Valley Oaks student. I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn with the necessary supplies
- Complete class work and homework neatly and return it to the teacher on time
- Take part in class discussions
- Ask for help when I need it
- Not participate in any bullying and report bullying if I see it
- Be responsible for my own behavior and learning
- Read outside of school on a daily basis
- Share papers with my parents and return signed papers to my teacher
- Follow school and classroom rules, be respectful of myself and all members of the Valley Oaks learning community

Student: _____ Grade: _____

APPENDIX B:

Valley Oaks Elementary School

Galt Joint Union Elementary School District

2024-2025 PARENT/STUDENT/SCHOOL COMPACT

Nosotros, el personal de escuela elemental Valley Oaks, entendemos la importancia de la experiencia escolar a cada estudiante y nuestro papel como educadores y modelos. Por lo tanto, consentimos en realizar las responsabilidades siguientes a lo mejor de nuestra capacidad:

- Tener expectativas altas y ayudar a cada niño a desarrollar un amor de aprendizaje
- Enseñar habilidades de nivel de grado, conceptos y Estándares Principales Comunes del Estado de California
- Trabajar en colaboración con mis colegas para dirigirnos a las necesidades individuales de su niño
- Comunicarnos regularmente con usted en cuanto al progreso de su niño, de modo que podamos trabajar juntos para el éxito de su niño
- Proporcionar un ambiente de aprendizaje seguro, positivo y sano para su niño, en el cual él/ella puede aprender a tomar la responsabilidad de sus propias acciones
- Devolver una variedad de muestras de trabajo de modo que usted pueda ver el progreso de su niño
- Promover una mentalidad de crecimiento en el salón y con su hijo
- Participar en una variedad de actividades de desarrollo profesionales para aumentar mi nivel del servicio a su niño

Maestro: _____

Director: Mr. Nelson

Como padre, entiendo que mi participación en la educación de mi estudiante le ayudará en su logro y actitud. Por lo tanto, seguiré realizando las responsabilidades siguientes a lo mejor de mi capacidad:

- Asegurarme que mi niño llegue a tiempo y preparado/a diario a la escuela
- Supervisar la tarea de mi niño y asegurar que el tiempo de estudio está en un lugar tranquilo
- Apoyar tarea de la escuela/distrito, disciplina y pólizas de asistencia
- Saber cómo va mi niño en la escuela comunicándome con maestros, sobre todo si tengo preocupaciones
- Celebrar los logros de mi niño y ayudar a mi niño a aceptar consecuencias por el comportamiento negativo
- Hablar con mi niño/a diariamente y revisar toda la información enviada a casa de la escuela
- Asistir a Noche de Regreso a Clases, Conferencias de Padre/Maestro, Escuela Abierta y otros eventos escolares
- Participar en actividades del salón/nivel de grado

Padre/Madre: _____

Soy un estudiante de Valley Oaks. Entiendo que mi educación es importante. Sé que soy responsable de mi propio éxito. Por lo tanto, consiento en realizar las responsabilidades siguientes a lo mejor de mi capacidad:

- Venir a la escuela preparado con las provisiones necesarias para aprender
- Completar mi trabajo en clase y tarea con esmero y devolverlo al maestro a tiempo.
- Participar en discusiones de clase
- Pedir ayuda cuando la necesito
- No participar en acoso escolar y reportarlo si lo veo
- Seré responsable de mi propio comportamiento y aprendizaje
- Leer fuera de clase todos los días
- Compartir papeles con mis padres y regresar papeles ya firmados a mi maestro
- Seguir las normas de la clase y escuela, ser respetuoso de mí mismo y todos los miembros de la comunidad de aprendizaje de Valley Oaks

Estudiante: _____ **Grado:** _____