

# Valentine Elementary Parent/Student Handbook

Revised July 2024



1650 Huntington Drive  
San Marino, California 91108  
(626) 299-7090  
FAX (626) 299-7086  
Office Hours: 8:00 a.m. - 4:00 p.m.  
[www.valentineschool.org](http://www.valentineschool.org)  
Follow us on Social Media:

Principal  
Administrative Assistant  
Secretary  
Health Clerk  
Valentine Specialist Team

Mrs. Whitney McAlpine  
Mrs. Reyna Hernandez  
Mrs. Kimberly Castaneda  
Mrs. Maria Butron  
[Click Here](#)

PTA President

Kim Sutantyo



## SCHOOL HOURS

TK – Grade 3	8:30AM - 2:30PM
Grades 4 & 5	8:30AM - 2:50PM

## MINIMUM DAY SCHEDULE

TK - Grade 5	8:30AM - 12:30PM
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## LUNCH SCHEDULE

TK/K and Grade 1	11:30AM - 12:15PM
Grade 2 & 3	11:45AM - 12:30PM
Grade 4 & 5	12:00PM - 12:45PM

This guide is designed to familiarize the reader with the general policies and practices in place at Valentine School. While every effort has been made to make this guide as complete and encompassing as possible, it cannot address all situations. All previously issued handbooks and any inconsistent policy statements are superseded with this guide. Valentine School reserves the rights to revise any and all policies and practices stated in this guide or any other document. All changes will be published immediately on our website and will be promoted through regular communication in the weekly school newsletter.

## ARRIVALS AND DEPARTURES

**School begins at 8:30AM. Children must NOT arrive before 8:15AM because there is no adult supervision provided before that time.** Parents and guardians are strongly encouraged to make early morning arrangements for your child(ren) so that students are not arriving too early and left unsupervised. Parents and guardians may wait with students in the car or at the front of the school until 8:15AM. Also, [Right-at-School Program offers before school and after school childcare at Valentine](#). Right at School offers care on our school site from 7:00-8:15AM and 2:30-6:00PM.

TK/Kindergarten students should proceed to the Kindergarten playground at 8:15AM and students in grades 1-5 shall proceed directly to the playground blacktop at 8:15PM until the first bell.

Children and minors are not to be unsupervised by an adult while on campus.

### **Rainy Day Schedule:**

Students should proceed directly to their classroom door. Students will need to wait quietly in the corridor outside their classroom between 8:15-8:30AM. Students who are in classrooms (portables) along the west side of the playground will wait in the lunch court area. There is no change in the length of the school day. Let your child know how he/she will get home. Please carpool to help reduce traffic congestion. There will be a special schedule for lunch time.

### **Arriving late to school:**

Good citizenship and academic achievement begin with prompt school arrival. If a child arrives late (arrives at school after 8:30AM), please have him/her report to the office to receive a tardy slip before being admitted to class. The student will be given a tardy slip that is required for late entrance into the classroom. In school, promptness is an extremely important attribute. Being on time is a learned skill, or a habit that is developed. The first several minutes of class are very important: classroom attendance is taken (money from the state is based on this); lunch count is taken and in most rooms, a synthesis of the day's events is given. When a child walks in four or five minutes late, it is not only disruptive to the class, but all the "counts" have to be changed. It is also possible that the child will develop a habit that will be hard to break in intermediate school or later on in life.

### **Dismissals:**

Students should leave the school grounds promptly when dismissed from class. **Children may not wait on campus for older siblings to be dismissed** unless prior arrangements have been made with the office.

**Supervision is provided only at the Virginia Road Circle, the Huntington Drive Circle, and the Kindergarten Circle from 2:30 to 2:40PM for students in Grades TK, K, 1, 2, & 3 and from 2:50 to 3:00 PM for students in grades 4 & 5. Supervision is not provided from 2:40 to 2:50PM. Please arrive on time to pick up your student.**

Supervision is not provided after school in other locations on campus including the playground, lunch court or the green wall. Students may not be unattended without adult supervision in these areas or on campus. Please do not direct your children to wait in these areas. Parents, please do not wait with your children in grades K-3 in the playground area after school. PE classes are still in session on the playground until 2:50PM.

### **Irregular Departures:**

State law requires that students be in attendance at school for the entire scheduled day. Any irregular departures or early release requests during the school day are considered excused absences only if the reason for leaving school meets the criteria for excused absences listed in the Absence section in this handbook. Missed school work will be provided for those students meeting the excused absence criteria when they return to school.

Any irregular departure from school requires notification from the parent. Please have your child bring a note requesting the early dismissal to the school office before the school day begins. Include in the note: the student's name, teacher's name, date and time of pick up, and the name and relationship of the person picking up the student. A blue slip from the office informs the teacher that this request has been approved by the principal.

Students must be picked up and signed out in the office. Students will not be dismissed from the classroom until the authorized person picking them up has arrived in the office. Please plan in your schedule adequate time for your child to gather their belongings and walk to the office after you have arrived. Please do not request that your child's teacher has your child ready and waiting for you in the office at a specific time. Our teachers' focus during the school day is on instruction for our students.

If someone other than a parent is sent to pick up your child during school hours and you did not send a written note before school with your child authorizing us to release your child to them, then you must send a signed note by email or fax to the office requesting us to release your child to that person- even if that person is listed on the emergency card. Our FAX number is 626-299-7094.

If the child returns before school is over, please remember to sign him/her in at the office.

### **Emergency Student Release:**

Children are released during the school day **ONLY** to those people listed on their emergency forms. If there are changes or additions to the information on this form, please notify the school office in writing immediately. This form is the only way the school knows how to reach you or your designated contacts in an emergency; it must be kept up to date. Children may not be released during school hours to ride bicycles or walk home alone. In the primary grades, when a child is going to someone else's home after school, it is advisable to inform the teacher of any changes in the normal procedure.

### **Campus Hours:**

Students should be on campus only during school hours. Children should be in the corridors **ONLY** during school hours and on the playground **ONLY** during supervised times. Children may not return to school after 4:00PM or on weekends unless accompanied by an adult. The School District has a policy that facility use is by permit only. Signs are posted at Valentine regarding this policy.

## **ABSENCES**

We believe that regular school attendance plays a key role in the success a student achieves in school. Class participation is an integral part of students' learning experiences. We encourage parents/guardians to schedule medical appointments during non-school hours. Please make every effort to have your child in school each day. Our state funds are based upon students' actual daily attendance. The school loses state funds every day that your child is absent from school for any reason including illness.

### **Excused Absences:**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons as permitted by state law. State law permits students to be excused from school when the absence is for one of the following reasons:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

School absences for personal reasons such as vacations, oversleeping, car problems, or personal non-health related appointments are considered unexcused absences. Both the California Administration Code and the Education Code states that every pupil must attend school regularly.

### **Truancy:**

SMUSD's student information system, PowerSchool, tracks all student absences and reports this information to the State. Parents/Guardians will receive written notices when students are absent 3, 6, 9 days. When a student is absent for 9 days, which equates to 5% of the school year, the parents/guardians will be notified to attend a School Attendance Review Team (SART) meeting with the principal. The goal of this team is to identify possible solutions to improving the student's attendance. At this meeting the parents/guardians agree to abide by the directions of the School Attendance Review Team (SART) as outlined below.

- Cooperate with school officials.
- Ensure my (son/daughter)'s compliance with SART directives.
- Comply with SART's assignments of specific parental responsibilities.
- Notify the attendance office when my (son/daughter) violates agreement.
- Obtain medical notes when my (son/daughter) is absent for more than one day.
- Attend classes with my (son/daughter) after next incidence of truancy/misbehavior.
- Pick up, or make arrangements to have picked up, my (son/daughter)'s homework if (he/she) will be out of school for more than two days.
- Bring my (son/daughter) to school daily and on time.
- Talk with my (son/daughter) in positive terms about school.

Failure to attend this meeting with the principal may result in a referral to the district School Attendance Review Board (SARB).

Education Code Section 48263: If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at

school, the pupil may be referred to a School Attendance Review Board.

**School Notification:**

Please call the Valentine Student Absence Line (626) 299-7090 - Option 1 before 9:00AM and leave a message each day that your child is absent or will be arriving late. You may also email Reyna Hernandez at [rhernandez@smusd.us](mailto:rhernandez@smusd.us) Please send a note with your child the first day he/she returns to school with the reason for your child's absence. School personnel will determine whether the absence will be excused. A parent note does not automatically excuse an absence. The student must provide a medical note after five consecutive days of absence due to illness.

**Schoolwork/Homework:**

Schoolwork and homework requests for students meeting the criteria for an excused absence may be made through the office on the second day of absence for pick-up at the end of the third day of absence. Students will be given the opportunity to make up schoolwork missed because of an excused absence. Full credit will be given if the work is turned in according to the teacher's make-up schedule. Students who miss school work because of an unexcused absence shall be given the opportunity to make-up missed work for full or reduced credit at the option of the teacher when the student returns to school. State law does not require a teacher to provide make up opportunities for students with an unexcused absence. Teachers will not prepare school work for students prior to leaving for an unexcused absence including vacations, extended holidays, visiting relatives etc.

**Short Term Independent Study Program:**

Short Term Independent Study Program is available for students who meet the criteria for an excused absence and who will be absent for at least five (5) days but no longer than fourteen (14) days. The school does not lose state attendance funds for students who successfully participate in this program. Independent Study Program contracts are subject to the principal's approval. Please contact the office at least two weeks in advance to arrange for Independent Study. The teacher will then plan the work and contact you for an appointment to review it. The assignments will be due on the day the student returns to school.

**Home Teacher:**

A home teacher is available if your child will be absent for more than ten days with a non-contagious illness. A doctor's note is required at the time of application for a Home Teacher. The Home Teacher is arranged through the District Office.

**Parental Absences:**

Parents should notify the office in writing when they will be out of town. Please include the dates of your absence and the name of the person responsible for the student(s) while you are gone.

## **SCHOOL SAFETY**

**Closed Campus:**

Valentine Elementary School is a closed campus during the hours that students are on our campus and before school begins. Our gates are locked from 6:30 AM- 2:50 PM. Entrance is limited to the front gate by the office. Please push the intercom button at the front gate, clearly announce your name and purpose of your visit. All parents and community members must be on a visitor/volunteer list for the day in order to be granted entrance to the campus or have previously notified us that they are coming to our campus to pick up their child(ren) for an excused early release from school. Items being delivered to students should be placed on the table outside of the gate. Parents or visitors will not be allowed on campus to deliver items or lunches to backpacks or classrooms- please leave those items on the table outside the gate.

The main entry gate by the office will be open from 8:15-8:30 AM for students only to enter. Kindergarten and TK students may also enter at the kindergarten circle gate. Staff will be in attendance at both gates to greet students.

### **Bicycle Safety:**

Bicycle safety is of great concern for all of us. Bicycles may be used as a means of transportation to and from school by 3rd, 4th, and 5th grade students only provided they have a lock. Bicycles must be parked and locked in the designated bike area. Bicycles may not be ridden on the school grounds including in the school corridors, on sidewalks around the school, in the parking lot, or on the playground. Bikes must be walked to and from the bike racks, on all school sidewalks, playgrounds, parking lots and corridors. No bicycling is permitted on the sidewalks in the business district. All children must wear a helmet when riding to or from school. A *Bike Safety Rodeo* will be held in August and detailed instructions will be given to students and parents regarding bicycle rules for our campus. Students must have a San Marino City Bike License (available at the Fire Department or through the Bike Safety Rodeo) and a bike lock.

### **“Razor” Scooters:**

Scooter boards may be ridden to and from school, but **never** on the school grounds. They must be either stored in a backpack or locked to the bike rack during the school day. They may not be stored in classrooms. Only the person to whom the board belongs may use it for transportation. Students using scooters are strongly encouraged to wear protective gear (especially helmets), as serious injury is quite possible. Scooters used in an unsafe manner or contrary to school rules will be confiscated and will be returned only to the parents. Scooters may not be ridden in the school corridors, on sidewalks around the school, in the parking lot, or on the playground. All children must wear a helmet when riding to or from school.

### **Hoverboards:**

Hoverboards may not be brought to school and never be ridden on school grounds. Per state law, which went into effect on January 1, 2016, anyone under the age of 16 will not be allowed to ride a hoverboard on public roadways in California.

### **Skateboards, Roller Blades, and “heelies”:**

Skateboards, Roller Blades, and “heelies” may not be brought to school at any time. No skateboarding or rollerblading is allowed on school property at any time. Students are not encouraged to ride skateboards to and from school even if they have an off-site place to store them during school hours.

### **Pedestrian Safety:**

Pedestrian safety is also a great concern for all of us. When walking to school, children should walk on the sidewalk, use the crosswalks, and look both ways when crossing the street. The city provides crossing guards at the intersections of Huntington Drive and Virginia Road, Virginia Road and Roanoke Road, Huntington Drive and Cambridge Road, and Huntington Drive and West Drive. The crossing guards are on duty 1/2 hour before and after school.

### **Driving Safety:**

**Parent driving** requires extraordinary caution around the campus. Momentary distraction can result in disaster. Please do not use cell phones in or around our parking lots and pick-up areas.

### **Appropriate School Dress:**

**Appropriate school dress** is expected at all times. School is a formal learning environment and attire should reflect a professional mindset. Students are expected to dress in a safe, healthy, appropriate and non-distracting manner. Shoes must be worn at all times. Athletic shoes and other closed-toe, closed-heel, securely fastened flat-soled shoes are appropriate for school and must be worn at school at all times. Sandals of any kind, backless shoes, shoes with in-appropriate/unsafe heels, or shoes with cleats are inappropriate and may not be worn. All other sandals and fragile shoes are hazardous for playground activities and may not be worn to PE. Long dresses, bare midriffs, short shorts and tank tops with narrow straps are inappropriate. No hats are allowed in the classroom, but hats and other sun-protective clothes are allowed for outside activities. T-shirts with advertisements about cigarettes, beer, alcohol or other substances are inappropriate school attire and may not be worn.



### **Student Loading Zone:**

The Student Loading Zone is in both the Huntington Drive Lot and Virginia Road lot and is to be used by children arriving or departing by car.

### **Policy Regarding Dogs on School District Property:**

The Board of Education asks for your help in communicating with parents, coaches, neighbors, and students that dogs are not allowed on District property, in particular our fields and facilities. This policy applies to all District fields and facilities. For everyone's safety and security and for sanitation purposes we must enforce this policy.

### **Items Brought To School:**

Items brought to school should be clearly marked with the student's first and last name. Please do NOT send any of the following items to school: glass containers, toys, balls, trading cards, personal electronics, large amounts of cash, or other expensive items.

### **Phone Use:**

Student use of the school telephone is for emergencies only. Please make prior arrangements with your children regarding after-school plans. We do not recommend that elementary students bring cellphones to school. If they are brought to school, cell phones must be turned off and kept in backpacks during school hours.

### **Smart Watch Use:**

We do not recommend that elementary students wear smartwatches to school. If they are worn to school, they should be set to silent and not used throughout the school day. Texting and calling from smart watches is prohibited during the instructional day.

### **Visiting Classrooms:**

Valentine School needs to keep disruptions to classrooms at a minimum. Please do not deliver homework or personal belongings directly to the classroom. Please allow the Office Staff to help. Please also do not visit classrooms to discuss lunch plans during school time. Interruptions take away the learning opportunities of other students. Please do not call classrooms during school hours to discuss a change in pickup plans with the teacher. We encourage parents to contact the Front Office (626) 299-7090 for urgent matters or [email your child's teacher](#) for less urgent matters. Most importantly, we need all visitors to sign in at the Front Desk using Raptor and not go directly to the classrooms. We will call students to the Office to minimize impacts on classroom instruction. Please click here for the [Classroom Visitation Procedures: Observation of Instructional Program by Parents](#).

## **TRAFFIC SAFETY**

### **Traffic Flow and Pick-Up Procedures:**

Please follow the procedures listed below to ensure the children's safety

### **The 3 most important things for drivers to know:**

1. ALWAYS PULL FORWARD
2. NO CELL PHONE USE WHILE DRIVING
3. LIMITED PARKING ON CAMPUS

### **General Rules:**

- Observe all rules of the road, especially speed limits and cell phone use. No passing on the left lane entering the driveway. Doing so will result in a ticket from SMPD (please see the map below).
- Follow directions from the traffic supervisors and Safety Volunteers. They protect the safety of ***all*** students.
- Staff Parking spaces are reserved from 7:00 a.m. – 3:00 p.m. Please do not park in Staff Parking during those hours.

- The best ways to avoid traffic are (1) walk to school, (2) park off-campus and walk to school, or (3) ride a bike to school (grades 3,4,5 only).
- Arrive early to avoid traffic congestion. Playground supervision begins at 8:15 a.m., and school starts at 8:30 a.m.; the traffic usually is smooth until 8:20 a.m.
- Visitor Parking is limited.

### **Drop-Off Before School:**

- Drop off ALL students (1-5) in the Student Loading Zone in the Huntington Lot or Virginia Lot.
- All TK/Kindergarten students will be dropped off in the Kindergarten Circle off of Huntington Drive.
- Help your children prepare their backpacks so they can quickly exit the vehicle.
- DO NOT let children exit from the vehicle on the left hand side as cars do pass on that side.

### **Pick-Up After School:**

- 2:30pm is dismissal time for grades TK-3.
- 2:50pm is dismissal for grades 4 & 5. Please don't come before 2:50 p.m. Supervisors will direct cars out of the line if they arrive too early for students in grades 4 & 5.
- Supervisors will call for students up to 3 times; if the student is not there, the driver will be asked to move on, out of the Student Loading Zone, to return to line or park. Vehicles need to continue to loop around the block. There is no front of the line.
- Remember that it takes time for the students to walk from the classrooms to the Student Loading Zone at the front of the school.
- TK and Kindergarten parents pick up students at the Kindergarten Circle from the classroom teacher.

### **Driving:**

1. Only the Kindergarten Circle, Huntington Drive parking lot, and Virginia Road parking lot are supervised drop-off/pick-up areas. The Sherwood area is not approved or monitored. In order to evenly distribute the number of vehicles and to prevent back-ups on Huntington Drive, use of the parking lots is as follows:
  - Kindergarten Circle is for use by kindergarten students and siblings in the morning and afternoon. All other students must be dropped off and picked up at the Virginia Road or Huntington Drive lot.
  - Huntington Drive Lot is available only to those vehicles picking up only ONE student. Traffic through this lot must move quickly to avoid any back-up on Huntington Drive. Vehicles using the Huntington Drive Lot should:
    1. approach from east-bound Huntington Drive;
    2. avoid Virginia Road, which will have its own pick-up line; and,
    3. not make U-turns from west-bound Huntington Drive into the parking lot.
  - Virginia Road Lot is available to those vehicles picking up two or more students. Drivers using the Virginia Road lot must enter from the north-bound lane. There is no left turn into the lot within 15 minutes before or after pick-up and drop-off times. DO NOT make a U-turn on Virginia Road. (This is highly dangerous because of the crosswalks and the amount of traffic.)
2. Please arrive on time.
  - There is no drop-off permitted prior to 8:15 A.M. for Grades K-5.
  - Children dropped off after 8:30 A.M. must go to the office for a late arrival slip before going to class
  - Vehicles arriving for 4th and 5th graders prior to 2:40 P.M. must find legal parking or circle around the block to get in the later pick-up line.
3. There is only one traffic lane circling through the Huntington Drive lot pick-up/drop-off area. Do not create a second lane nor attempt to pass other cars unless directed to do so.
4. Always pull as far forward as possible and stay close to the yellow curbs and poles so that other cars may get around your vehicle if necessary.
5. Children must always enter or exit from the passenger side of the vehicle.



6. Drivers should never exit or leave their cars while in the traffic lane. If your children are not in the designated area when you arrive for pick-up, you must find legal parking before leaving your car to look for them.
7. If you intend to walk your student to the gate or drop off items for your student, you must find legal parking – do not leave cars in the Kindergarten Circle or red curb areas for any period of time.
8. No drop-off or pick-up except in designated areas. Children may not exit or enter cars in any red curb area, between other cars, or within 25 feet of any exit at any time. This is for their safety!!! Children must wait for pick-up in designated areas on the benches.
9. Safety in the children's pick-up and drop-off areas requires each driver's full attention. No cell phone use is permitted in any of the drop-off/pick-up lots or circles.
10. Out of consideration for others in line, children should unload quickly and move immediately to the area behind the yellow curb or poles. At afternoon pick-up, students should be sitting on the student benches, watching for their vehicles and ready to load quickly. Vehicles must always move out immediately.
11. Children walking home via Sherwood Road should leave the school via the gate only immediately upon dismissal without interfering with P.E. classes in session. At no time should younger children wait in the unsupervised areas by Sherwood for older siblings or friends.
12. Parking is available along Huntington Drive and Virginia Road. Visitor spaces marked for short-term parent parking are available in the Huntington Drive lot.

### **Walking/Biking/Scootering:**

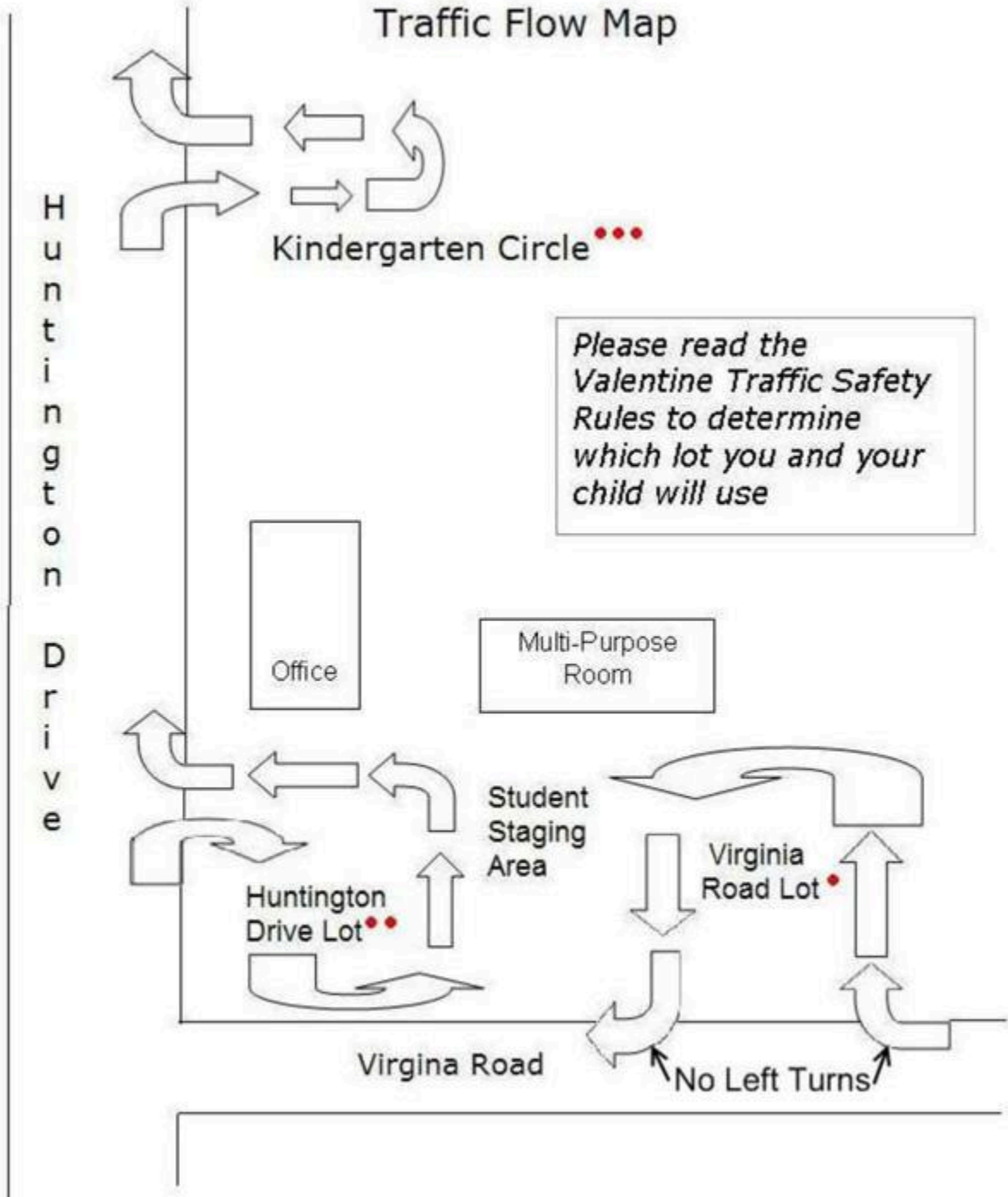
1. Children should cross at Huntington Drive or Roanoke Road, where there is a crossing guard (never in the middle of the street). At the Kindergarten Circle, please make sure that drivers see you before crossing, and never walk in the driving area of the circle.
2. Walkways into the school grounds are available at both the north and south side of the Virginia Road parking lot. Children must never walk or ride across the entrance or exit to the parking lot.
3. Bicycles and scooters may be ridden to school only by 4th and 5th graders at the beginning of the school year. This privilege is extended to 3rd graders after they successfully complete the traffic safety course given after the school year begins.
4. No bikes, scooters, or skateboards may be ridden on school grounds at any time. This includes during sporting events, on weekends, afternoon or in the evenings.
5. All bikes must be locked at the bike racks. Scooters can either be secured to the bike racks or can be kept in a backpack.

\*Virginia Road Parking Lot for Carpools only

\*\*Huntington Drive Parking Lot for Single riders only

\*\*\*TK/Kindergarten Circle for Kindergarten students & siblings only for pick-up.

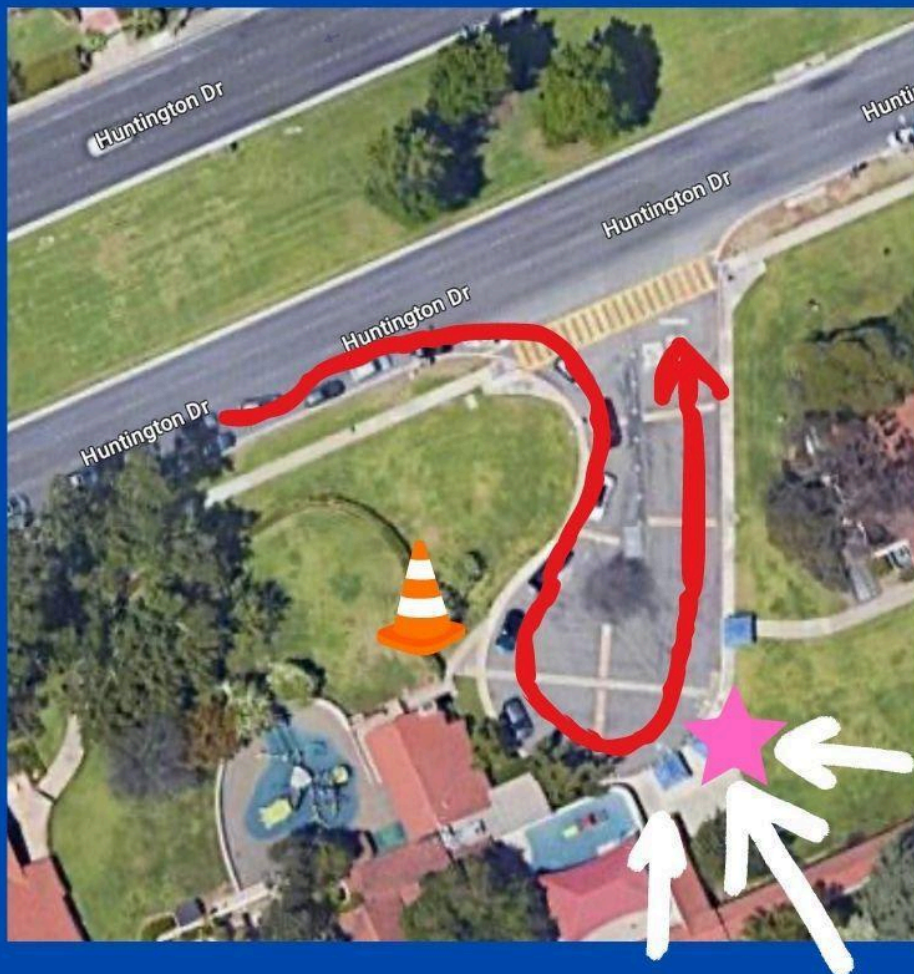
# Traffic Flow Map







# KINDERGARTEN PICK UP CIRCLE



## DRIVEWAY CURB COLORS:

Per the California Driver's Handbook on curb colors:

- **Red Curb:** No stopping, standing, or parking.
- **Blue Curb:** Parking is permitted only for a disabled person or a driver of a disabled person.
- **Green Curb:** Park for a limited time.
- **White Curb:** Stop only long enough to pick up or drop off passengers or mail.
- **Yellow Curb:** Stop no longer than the time posted to load or unload passengers or freight.

Red curbs are typically reserved for emergency vehicles and are often found in front of fire hydrants. And take note: you can get a ticket for being parked in a red zone even if you are in the car.

## EMERGENCY PROCEDURES AND STUDENT RELEASE PLAN

### San Marino Unified School District Emergency Procedures and Disaster Preparedness

This summary is being issued to inform parents of the school district's plans for handling emergencies of this type. These rules encompass only the best planning which can be provided with our own facilities. PLEASE READ THESE CAREFULLY, DISCUSS THEM WITH YOUR SON/DAUGHTER AND MAKE THE HOME PLANS WHICH YOU DEEM NECESSARY. We will make every effort to keep you informed if procedures are changed.

Please note: Each school has plans specific to their site.

#### During School Hours:

- A. Regardless of whether it is an alert or actual disaster, all students will be held at school (except as stated in "B") until the school principal is notified by the Chief of Civil Defense, the Superintendent of Schools or other proper authority to release students.
- B. Until notification is received to send students home, primary students will be released only to their parents, or an adult listed on the child's emergency form, from the classroom by the teacher.
- C. Students remaining at school will be released to return home on foot or by their own transportation when official notice to do so is received.
- D. It is recommended that parents give careful consideration to the arrangements made for their son/daughter to be picked up by designated persons or to go to a neighbor's home in case parents are away. **Make sure names on emergency forms are up to date.**
- E. EARLY SCHOOL CLOSURE may occur due to an earthquake or other emergency. Parents will check-in by our entry sign. Parents will be sent to the designated area to sign-out their children. Authorized adults will be required to sign a release form. All children will be gathered on the playground under the supervision of staff members. Children will ONLY BE RELEASED TO INDIVIDUALS ON THE EMERGENCY RELEASE FORM. The person picking up the child MUST BE PREPARED TO SHOW PHOTO IDENTIFICATION. Keep in mind that these procedures are necessary to ensure the safety of all of our precious children. There will be many anxious adults and children. Your patience and compliance with these directions will help us maintain a calm environment for our students.

#### Before or After School Hours:

Keep your son/daughter at home until the Chief of Civil Defense, the Superintendent of Schools, or other proper authority gives instructions by radio, telephone or other media or communication.

#### General Information and Instruction:

In the event of an emergency or disaster, the following bell signals will be given:

**CODE RED:** One long, continuous tone. Stay in rooms and lock doors. (chemical or hazardous material incident; lock down procedures)

**FIRE ALARM:** Immediately evacuate classrooms and buildings to the playground.

## HEALTH POLICY

#### Health Cards:

A health card is kept on file for each child. Parents are asked to keep information current and to see that all immunizations are up-to-date. Parents should be especially careful when choosing persons to be contacted in the event of an emergency or if the student becomes ill at school and the parents cannot be reached. It is important that at least one person on the emergency form be able to speak English. Please also note on the card if the student goes to a babysitter or other regular childcare after school. If your child has any health restrictions regarding P.E., please include this information.

### **Medication Policy:**

The following principles and procedures will be followed when a parent requests that a student be permitted to take medication at school.

1. The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when such administration has been requested and approved by the student's parents and physician.
2. If your child has a medical condition that may require medication, limitation of activity or and special care during the course of the school day, notify the principal in writing immediately. If medication is required, please provide specific written instructions from your child's physician about the administration of medicine (see #4 below). This is particularly important if your child has asthma, diabetes, a severe allergy, or other condition that may require immediate intervention.
3. All medications for students must be kept in the administrative or school nurse's office. Students may not carry medication on their person or keep it in their desks or backpacks without written consent from parents, physician and the principal.
4. A written statement shall be required and must include:
  - The prescribing physician, who shall indicate the necessity for the medication being given to the student during school hours, and the method, amount, and schedules for medication.
  - The parent shall request and authorize, in writing, the designated school personnel to give said medication in the dosage so prescribed by the physician.
5. All medications sent to the office to be administered to a student shall be sent in the original, labeled bottle with the name and telephone number of the pharmacy, the student's identification, name of the physician, and the dosage of the medication to be given.
6. Form letters for parents and physicians designed to facilitate these procedures are available in the school office.
7. Any change in the dosage or type of medication given must be authorized in writing by a physician.
8. A list of students needing medication during school hours, including the type of medication, times, and dosage, will be maintained at the school in the administrative or school nurse's office. The list will be reviewed and updated periodically by the school nurse.
9. Under no circumstances are school personnel to provide/administer over-the-counter medicines or nostrums to students without first obtaining written consent from the parent and physician.
10. At the end of the school year parents must claim any medication remaining at school or it will be disposed of by school personnel.

If you need a medication form [Click Here](#).

**Smog and Air Quality Policy:** If a health advisory is announced, PE activities will be limited. During a smog or Air Quality alert, vigorous outdoor activity will be discontinued and PE classes will be moved indoors.



## **SCHOOL LUNCHESES**

[Breakfast and lunch are now free.](#) Breakfast will be served for students from 8:15 - 8:30AM in the lunch court. When taking attendance each morning, teachers will also do the lunch count in PowerSchool. Students choosing to have school lunch will pick up lunch in the school cafeteria.

Students may also bring their lunch from home. The school lunchtime is only for eating lunch, and it is not an appropriate time for parents to bring food items for special celebrations. Under state and federal law, public schools must follow specific nutritional standards for food and beverages served to students during the school day.

Please complete the form provided for Food Services if your child has any food allergies that the Food Service staff needs to be aware of.

You may access other information on Food Services by clicking [here](#).

## **LUNCH DROP-OFFS**

Drop-off of lunch or food during the school day for students is not permitted. The State of California has made breakfast and lunch free for all public-school students. Please check our [website](#) for the monthly menus.

### **Vendor Lunch Deliveries:**

Deliveries from food service delivery companies directly to classrooms or to the lunch court are not permitted because they present an inherent risk to campus security. Also, lunchtime is when the Front Office takes staggered lunch breaks while students who need medication come to the Front Office for their meds administered by staff. With this said, please do not send lunch via Uber Eats, GrubHub, or food deliveries as limited lunchtime staffing will not be able to coordinate with these vendors while also serving students who need help in the Front Office.

## **RESTRICTIONS TO BRINGING FOOD TO SCHOOL TO SHARE**

Many families like to add to the celebration of a special event such as their child's birthday or holidays by bringing treats to school. As much as we realize that your child's birthday or holidays are special, the distribution of food and beverages not only takes away precious learning time for other students but also puts students who have food allergies at risk.

Families have expressed concerns about their children losing their appetite for healthy foods at home after having unhealthy treats shared at school. Bringing unhealthy treats to school to share with other students puts the teacher in an uncomfortable position open to ridicule from other families. Please click here for the state's [nutritional guidelines](#) that determine what is healthy and what is not.

Birthday parties are not part of the school day. We ask that parents do not send in treats or party favors. Teachers will recognize birthdays in class in a way that does not deter from instructional time. Another suggestion is to purchase a book that your child can share with the class and then be donated to the classroom library. To avoid hurt feelings, private birthday party invitations should be mailed, rather than passed out in class, unless the whole class is invited. Individual classroom policies as shared during Back-to-School Night may have additional guidelines. Please check with your child's teacher for details.

Also, due to student allergies, Valentine School does not permit students sharing food and treats with other students. Parents have expressed concerns about what their students eat while at school when friends share food and treats.

## **LOST AND FOUND**

Please label all clothing and other personal items so that they can be returned to your child if they are lost. If your child is missing any items, check the Lost and Found Rack by the lunchcourt. Periodically, Lost and Found items not claimed are donated to charity.

## **DRESS CODE**

Appropriate School Dress: Students are expected to dress in a safe, healthy and non-distracting manner. Shoes must be worn at all times. Tennis shoes and other closed shoes are appropriate for school. Thong sandals, backless sandals, and shoes that roll may not be worn to school. All other sandals and fragile shoes are hazardous for playground activities and may not be worn to PE. Long dresses, bare midriffs, short shorts and tank tops with narrow straps are inappropriate. No hats are allowed in the classroom. T-shirts with advertisements about cigarettes, beer, alcohol or other substances are inappropriate school attire. Gang-affiliated items or other things which are viewed as evidence of membership or affiliation in any gang are prohibited.

## **PARENT/SCHOOL COMMUNICATIONS**

### **General Communication:**

Valentine School's [website](#) contains a wealth of information for parents and students including our activities calendar, lunch menu, and a link to help you become a subscriber to Valentine's electronic mailings. Subscribers to our weekly newsletter, *Valentine Voice* get up-to-date information about upcoming events and announcements. To subscribe to our newsletter or to change your subscription, please [click here](#).

### **Communication with Teachers:**

Most teachers are available before and/or after school for questions. All teachers are happy to arrange appointments to meet with parents. If you wish to contact the teacher, send a note, email, or call the office and leave a request for the teacher to return your call. Please remember that while classes are in session, the teachers are required to attend to their instructional/supervising duties and are not free to converse with parents. Teachers are frequently expected to attend after-school meetings or are busy with classroom preparation in the mornings and therefore are not always available for unexpected "drop-ins". An appointment always ensures a satisfactory meeting time for all concerned.

### **Visiting School:**

Parents are welcome to visit their child's classroom for 20-30 minute sessions for observations accompanied by the Principal. Parents must make advance arrangements with the child's teacher and Principal, and check-in through the main office. Preschool children or children attending other schools may not visit the classroom. Please remember that this is not a "conference" time, as the appropriate time for a conference is when the teacher can give the parent all of his/her attention; usually before or after school.

### **Parent Involvement:**

The educational philosophy of Valentine School considers parent involvement very important. Consequently, parents are encouraged to volunteer their time, talents, and ideas whenever possible. The Valentine PTA supports many valuable programs at school and offers a means for the parents to become involved by volunteering in a wide variety of areas.

### **Volunteering:**

Valentine School is blessed with many outstanding volunteers who provide appropriate support in the classrooms, workroom, parking lots, and etc. It is important that volunteers always sign in at the front office. We encourage



volunteers with little children who are not attending Valentine school to seek childcare while doing volunteer work. Neither the PTA nor SMUSD has liability coverage for children who are not students of SMUSD. Volunteers are to serve the teacher, PTA, or school seeking volunteer work and are not to only serve their own students. Volunteers are not to disrupt the educational process.

**Classroom Interruptions:**

If your child forgets his/her lunch, homework, or any other needed items, please deliver the items to the school office. When items are delivered directly to the classroom, the interruption can be very disruptive for the teacher and the children.

**Valentine Website:**

Please check the Valentine website and the District website for updated information. The District posts the following information on their site: Notice of Rights of Parent or Guardians of Minor Pupils Under Certain Education Code Sections, California Education Code Parental Notification Requirements, Students Use of Technology, Emergency Procedures and Disaster Preparedness, State of California Attendance Funding Letter, Student Accident Insurance, Annual Notification of Application of Pesticides, Student Injuries and Insurance Letter, and Media Letter. The Valentine website contains the cafeteria menu, the Handbook, a constantly up-dated calendar, and many other items of interest. ([www.valentineschool.org](http://www.valentineschool.org) or [www.smusd.us](http://www.smusd.us))

**ACADEMIC INFORMATION**

Homework is an important part of the instructional program. The purpose of the assignments is to reinforce classroom learning, encourage self-direction and good study habits, and to stimulate independent thinking. Parents can help their children by taking an interest in what the student is doing as well as by providing encouragement and guidance where appropriate. It is important to have the necessary resource materials and a good workplace for the student. Parents may also check work for neatness and to see that directions have been followed. Parents should confer with the teacher if help seems needed. Homework is given at all grade levels and students should plan to spend, on an average:

Kindergarten	10 - 15 minutes, 1 night per week
Grade 1	10 - 15 minutes per night
Grade 2	15 - 20 minutes per night
Grade 3	20 - 25 minutes per night
Grade 4	30 - 40 minutes per night
Grade 5	50 - 60 minutes per night

**Report Cards:**

Report cards are issued to students at the end of each trimester via the Parent Portal in Powerschool. An annual Parent/Teacher conference is scheduled in November. Appointments may be made for conferences with your child's teacher anytime during the school year.

**Cumulative Records:**

All academic records and student histories are kept on file in the office. These include all academic records and student histories. Parents may have access to such records by appointment with the Principal.

**Transcripts Requests:**

Transcript requests may be made through the office. Please provide an addressed envelope with enough postage to send two (2) ounces.

### **Testing Program:**

Regular testing is provided in conjunction with district and state testing programs. Parents are welcome to discuss the results with their child's teacher. The state mandated SBAC CAASPP testing is administered in the spring to students in grades 3-5. The results may be discussed with the teacher at a scheduled conference.

### **Class Assignments:**

Each year in the spring before school is dismissed, our classroom teachers, principal, and specialists are involved in creating classroom lists for the following year. Many parents ask what opportunity the parent has in providing input into their child's placement from year to year. We hope the information included here will be helpful in understanding our process.

### **Student Placement:**

The class placement process is VERY complex and many factors enter into the decision making process. Much time, effort and care is taken by staff in meeting, discussing, and creating well-balanced classrooms. After balanced rosters are created, teachers will be assigned when our staffing is complete.

Each of the following are considered to create classes that are grouped heterogeneously:

- balanced ratio of boys & girls
- a balance of achievement levels in literacy and mathematics
- motivation level of each student
- behavior factors regarding each student
- compatibility of students with others in the classroom (i.e. separating students who have not worked well together in the past)
- independent work habits
- social needs and leadership skills
- information provided by the teacher

### **Parent Information:**

Specific parent requests for classroom assignments or teachers are not considered. We ask that parents trust the school's decisions in placing students. It is almost impossible to prepare class lists while working within the constraints of parent requests for teachers. We have an exceptionally dedicated staff who will provide the same quality of learning experiences for your child.

Parents may have pertinent information about your child that you would like considered in the placement process. Examples of information staff find helpful are: "Please separate my twins, Sally and Suzie," or "Please do not place my son Joey in the same class as Fred as we are neighbors and they are together all of the time," or "My child has only been in the United States one month and needs assessment for ELL support."

Examples of comments that we all agree upon and do not need to be included are: "We want a warm, nurturing, caring environment for our child." "We want our child challenged." "We want our child in a structured classroom." We take these comments as a given; it is each teacher's responsibility to provide a nurturing, challenging, safe environment for every student.

If you choose to provide specific information regarding your child that the teacher does not have or may be unaware of, please provide a written letter addressed to the Principal. Be assured that these letters will be kept confidential. **Please note as discussed above that we cannot accept requests for individual teachers by gender, experience level, or name etc.- this information or request will be removed from that portion of the letter.**

### **Request for a Teacher:**

Each year, a team consisting of the grade-level teachers, specialists and the principal work on the placement of students for the following year. Countless hours are spent discussing and deciding the appropriate placement for each individual child. All aspects of each student are taken into consideration when making decisions. The faculty and staff who have knowledge of how students learn and interact in the school environment collaborate as a team to make placement decisions. Classes are grouped heterogeneously. Each class includes a wide range of academic abilities, personalities, and a balance of boys and girls. Specific requests for classroom assignments are not normally considered. Working within the constraints of parent requests makes the task of preparing class lists more complicated, if not impossible. We ask that parents trust the school's decisions in placing students. We feel that we have an exceptionally gifted staff who will provide the same quality learning experience for your child. Our teachers at all levels plan cooperatively so as to maintain equal access for all students to excellent instruction and learning.

### **Request for Alternate Grade-Level:**

Valentine School follows [state guidelines](#) on student placements in grade levels according to the student's date of birth. It is not recommended to have a student be placed outside the student's age-appropriate grade level. In very rare instances, a Student Success Team (SST) may be held after 6 weeks of attendance by a team consisting of the student's teacher to review the possibility of an alternate grade-level placement. Even if the team recommends placement in a higher or lower grade level than the student's age-appropriate grade level, alternate grade-level placement may not be possible. The integrity of the programs in the other grade levels for the students who are in their age-appropriate grade levels must be preserved as those students have a priority to not have a higher class size.

## **ACADEMIC SUPPORT PROGRAMS**

### **English Language Development (ELD):**

Our ELD Teacher works with English Learners in English language acquisition and communication with the English language. English learners qualify for ELD through the English Language Proficiency Assessments for California (ELPAC). All students whose home language is other than English are required to take the Initial ELPAC within the first 30 days of enrollment in a California school. The state of California mandates that all English learners receive supplementary services in English Language Development. On average, it takes seven years of English Language Development before students become fluent English proficient. The redesignation from limited English proficient to fluent English proficient is done by the ELD teacher in collaboration with the student's grade-level teacher. Using best practices, ELD is a service that is necessary to accelerate English learners to becoming fluent English proficient.

### **Special Services:**

Students who are eligible for Special Education qualify through the recommendations from an IEP team may receive support in a continuum of services ranging from pull-out to our Resource Specialist Program to Special Day Class in conjunction with Speech and Language, Occupational Therapy, Physical Therapy, and Adaptive Physical Education. If you suspect a learning disability in a student, please contact our School Psychologist, Ms. Allison Warren. For more information, please visit the SMUSD [Special Education webpage](#).

### **Physical Education:**

Miss. Pollard is our PE instructor and schedules classes for all students. The program consists of participatory sports and games appropriate to the age and physical development of each class.

### **Counseling:**

Students who are at-risk for academics and social interactions benefit from the services of our Elementary Guidance Counselor, who heads Student Success Teams (SSTs) and works with families in implementing SST plans. Mrs. Beavers works closely with the School Psychologist in providing a continuum of supports to students.

### **Titan Wellness Center**

At one time or another every student or family will face a challenge that may pose an obstacle or barrier to their academic success. San Marino Unified School District recognizes the need to have support services available to students when such a challenge occurs. The Titan Wellness Center (TWC) at San Marino H.S. has partnered with Valentine Elementary School to provide therapy services to students and families. Referrals are submitted online, and you will be contacted via phone to discuss how we can support your student or your family's needs.

Online referral:

<https://bit.ly/SM-StudentReferral>

### **Titan Wellness Services Are Confidential**

The confidentiality of therapy is protected by California's Confidentiality of Medical Information Act (CMIA) establishing guidelines for sharing information about therapy services that require authorizations to disclose. The laws do have limits, however, such as if a student discloses that s/he is a victim of abuse or wishes to engage in self-harm.

The Titan Wellness Center safeguards student confidentiality of therapy services by not including utilization of services within the academic record. Signed authorizations are required to disclose information about a student's therapy service to any school staff member. For more information see Titan Wellness Center Privacy Practices.

Please contact us for more information:

[Titanwellnesscenter@smusd.us](mailto:Titanwellnesscenter@smusd.us) or [Telhendi@smusd.us](mailto:Telhendi@smusd.us) or call (626) 299-7027

## **SCHOOL SUPPORT SERVICES**

### **Field Trips:**

As an enrichment resource for our students and teachers, field trips are coordinated for on and off campus special activities. Children are usually transported by bus for off campus activities. Donations support admission fees and bus costs.

### **School Site Council:**

California Education Code (EC) Section 64001 requires that a School Site Council (SSC), composed of teachers, parents, and the principal develop the Single Plan for Student Achievement (SPSA). The SSC must approve the plan, recommend it to the local governing board for approval, monitor its implementation, and evaluate the effectiveness of the planned activities at least annually. The SSC also develops the Comprehensive School Safety Plan and must approve the plan annually.

### **San Marino Schools Foundation:**

The San Marino Schools Foundation is a non-profit corporation, organized in 1979 by a group of concerned residents with the purpose of supporting quality activities and implemented entirely by volunteer trustees and workers without the assistance of any paid staff. The funds raised are applied directly to needs identified by the School District. All contributions are tax-deductible and may be sent to the San Marino Schools Foundation, P. O. Box 80654, San Marino, CA 91108.

## **STUDENT TEACHING**

If you aspire to be a teacher and are enrolled in a university program, please have your program advisor initiate the request to student teach at Valentine School through the District's Human Resources Department. The request should be sent to Human Resources (Rebecca Gutierrez at [rebecca@smusd.us](mailto:rebecca@smusd.us)) with the following information:



TB clearance, Child Abuse compliance training, LifeScan results, number of hours needed, and grade levels interested. Rebecca can provide you with more information about the child abuse compliance training and LifeScan testing. Once HR gives the green light, the principal will survey Valentine teachers to see who is available and interested in serving as a master teacher.

## **DISCIPLINE POLICY**

Valentine Elementary School utilizes PBIS (Positive Behavior Interventions and Supports). Our PBIS mission is to foster a safe, positive school environment that promotes academic success, and enhances student learning through teaching and recognizing positive behavior. The goal of PBIS is to promote responsible decision making, respect for self and others, respect for property and pride in appropriate behavior. One of our primary responsibilities as a school is to promote a safe, productive learning environment, and it is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school.

Teachers will present school-wide rules and expectations for the classroom, playground, and all school settings. Our rules involve creating a safe and orderly working environment for all and will include the following: treating others with respect and as you would wish to be treated; playing safely with no rough play, fighting, or play fighting at any time; and using language that is appropriate to the school setting - there is to be no profanity or demeaning name calling. Students are expected to walk on the blacktop area and avoid walking through designated game areas. Our complete Discipline Plan is outlined below and includes specific school rules.

### **Valentine Elementary School Discipline Plan**

We believe that together, we will promote an academically, physically, socially and emotionally safe environment in which every individual accepts personal responsibility for making a positive contribution to the harmony and welfare of the school as a whole.

**We strive to have excellent character and good citizenship through H.E.A.R.T!**

#### **Helpful**

Ready to give help to others; make a choice to be thoughtful of others; always striving to be kind and considerate; do your share; and be charitable.

#### **Empathetic**

Understand other's thoughts and feelings from their point of view; make a choice to treat others with courtesy and respect

#### **Accepting**

Everyone is welcome and everyone belongs as part of our community; make a choice to include others

#### **Respectful**

Make a choice to show consideration and regard for someone or something, listen and follow school expectations; think before you act

#### **Trustworthy**

Consider consequences and be accountable; make a choice to be your best; be honest, be loyal, honor your commitments and keep your word; make a choice to play by the rules

### **We show H.E.A.R.T...**

- Be in class, on time and ready to learn
- Treat others as you wish to be treated
- Be courteous, kind and positive.
- Be trustworthy
- Keep your hands, feet and unkind words to yourself
- Follow directions
- Take responsibility for your actions
- Take the initiative to solve problems positively
- Show pride and loyalty for yourself and your surroundings

### **We accept responsibility...**

#### **As students, we will...**

- Show courtesy, trust, caring, respect and fairness
- Abide by the guiding principles
- Uphold the school standards
- Accept responsibility for decisions and actions
- Abide by the policies and laws of the Board of Trustees and the State of California

#### **As parents, we will...**

- Model courtesy, trust, caring, and respect
- Support our student(s) in being in school, ready to learn.
- Participate actively as members of the school community
- Be informed about school policies and events
- Work as partners with the staff in the problem solving processes
- Hold high expectations for our children's productive, responsible behavior.

#### **As teachers, we will...**

- Maintain professionalism as we model courtesy, trust, caring, respect and fairness
- Provide a well-organized instructional period and engaging work to facilitate good study habits and independence.
- Properly supervise students at all times.
- Be primarily responsible for managing discipline in our classrooms.
- Maintain high expectations for productive, responsible behavior.
- Set responsible and reasonable limits, make fair judgments, and follow through with appropriate procedures for rewards and/or consequences for behavior.
- Cooperate with students, parents, and administration in a positive problem solving process.
- Facilitate home-school communication and parent participation in problem solving.
- Refer students to the appropriate support staff after appropriate measures to manage disruptive behavior have been unsuccessful.
- Uphold all Board of Education Policies and laws of the State of California.

#### **As support staff, we will...**

- Maintain professionalism as we model courtesy, trust, caring, respect and fairness.
- Support students in making positive choices to maintain standards for academic excellence.
- Be a positive role model.
- Supervise the students on and off school grounds during school activities.
- Support the certificated staff in conflict situations.
- Participate in gathering information and problem solving.
- Uphold all Board of Education Policies and laws of the State of California.

### **As the principal, I will...**

- Facilitate collaborative development of school-wide procedures and programs that promote a safe, respectful learning environment.
- Maintain professionalism as I model courtesy, caring, respect, and fairness.
- Provide support for the staff in the implementation of the discipline plan.
- Provide strong, positive leadership in the development, implementation and evaluation of the Valentine Code of Conduct.
- Uphold all Board of Education Policies and laws of the State of California.
- Provide leadership in maintaining a healthy, safe, productive and content environment.
- Accept ultimate responsibility for resolution of conflicts at the school site-level.
- Research and mobilize school-community resources to develop activities that encourage students to feel good about themselves and their school.
- Be an effective school-community liaison.

### **Valentine children are productive students!**

Occasionally, a student may behave in a manner that is counterproductive to a well-ordered, positive learning environment focused on teaching and learning. In each of these incidents, there is a unique opportunity for a child to learn decision-making and problem solving skills in lessons that are a foundation for lifelong productive behavior.

In the classroom, consequences for unproductive behavior will include a variety of actions depending on the situation including but not limited to the following: warning, teacher-student conference, a teacher-parent-student problem solving phone call or conference, and/or other classroom-interventions that are the natural consequence for the specific behavior. For example, if an assignment is not completed, the child may be asked to finish the work during playtime; or if a student is disruptive, his/her seat may be moved to a place where the disruption is no longer possible.

If the problem continues, the teacher may hold a conference with the parent, the child and the principal to construct a contract that outlines the behavior to be improved and rewards and consequences for changing or continuing.

The teachers with children who have special needs are fully aware of each child's Individual Education Plan or 504 Plan contents and will seek support from the case carrier as part of the plan to address issues arising in students with disabilities.

Our staff uses “teachable moments” of discipline situations “to support changes in behavior and to build problem solving skills. The following **problem solving skills** are appropriate to address these “teachable moments” when misbehavior occurs.

- To truthfully describe the problem in a clear and concise way
- To be able to view the problem from a personal and broader perspective
- To have empathy and compassion when appropriate
- Respect the personal space of others.
- To access and use strategies for problem resolution
- To access and use strategies to calm down prior to responding
- To make a decision to seek adult assistance when appropriate
- To be responsible and accountable for one's role in the problem
- To cease future behavior that caused or exacerbated the problem.
- Accept consequences as appropriate.

### **Strategies and Consequences to address unsafe or disrespectful behavior**

In or out of the classroom unsafe or disrespectful behavior must be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving child to effect positive change at this teachable moment and to provide an appropriate consequence.

Unsafe or disrespectful behavior must be taken seriously. It is important to remember that there is no one right way to address this type of behavior in that the circumstances, frequency, complexity, and special needs are all considerations when determining appropriate consequences. At the same time the following guide provides a starting point for determining a suitable strategy to extinguish unwanted behavior, encourage appropriate social conduct and provide an appropriate consequence.

### **Progressive Discipline**

School is an important place for children to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the child kindness, self-discipline, trustworthiness and respect. To make a difference in helping the child to develop a conscience to guide them in future life, the consequence is most effectively related to the misbehavior.

At Valentine Elementary School we follow a progressive discipline plan where discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors.

Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior, taking into account any special needs the child may have.

**Consequences** for misbehavior may include the following:

- Student assigned a "time out" to sit and think about the situation and/or find alternative solutions. Playground infractions could result in an immediate "time out" or referral to the lunch recess "time out location".
- Student is redirected to another activity.
- Student receives a written discipline notice to the teacher or principal.
- Student will complete in writing a "Think Time" sheet to describe the situation and reflect on future appropriate behavior choices.
- Student will write an apology note or verbal apology to students or staff members involved.
- A discipline notice is sent home to be signed by parent and returned to school.
- A phone contact with parent by teacher or principal.

- Conference with the principal
- Conference with the student, parent, teacher and principal
- In-house, short or long term suspension

Any serious act of disrespect, physical aggression, bullying, hate, alcohol/drugs, vandalism or stealing must be referred immediately to the principal. These are some of the behaviors described in Education Code 48900 that command serious consequences that may include suspension or expulsion. Please see the Zero Tolerance Policy section in this handbook.

## Valentine School Rules

### Behavior Expectations and Rules For Valentine Students School-Wide Behavior Expectations

- BE HELPFUL
- BE ACCEPTING
- BE EMPATHETIC
- BE RESPECTFUL
- BE TRUSTWORTHY

### Before School

- Our campus opens for students at 8:15 AM. Students should not be on campus before 8:15 AM except to participate in before-school scheduled activities or to attend the City of San Marino Daycare.
- Students should go directly to the playground after arriving on campus. Except on rainy days, students should not be in the hallways or corridors before the 8:30 AM bell.
- Students may play in the designated areas on the playground from 8:15 AM to the first bell.
- Ball cart playground equipment is not available at this time.
- Listen for the 8:30 AM bell. All students should immediately walk to your classroom at the 8:30 AM bell.
- Please follow the silence in the hallways rule when you reach the concrete hallways.

### Hallways/Walkways

- Move through the hallways without talking- **silence in the hallways**.
- **Always Walk**- no running, skipping or speed walking.
- Alone, with friends, or as a class walk safely at all times facing forward.
- Watch where you are going and walk in a single file line.
- Be respectful of classes in the hallway and recognize the right of way.
- Be cautious near doors/entrances and walk outside of the yellow doorway circles.
- Don't cut others off- give special consideration to younger students who move slowly.
- Walk directly to your destination. Do not stop to play, hide etc.

### Recess/Playground

- Respect all staff on the playground.
- Follow directions the first time they are given.
- When a whistle blows during play STOP, LOOK and LISTEN.
- Be sure to use the restrooms and drink fountains during the recess play period. You may not use the restrooms or drink fountains after the recess bell when you are walking to class.
- Eat snacks only while sitting at the tables in the lunch court or on the playground.
- Sand, wood chips, rocks, and sticks stay on the ground.
- Running is not allowed on the blacktop area except as part of play in the basketball court, kickball or switch-it courts.
- No tackle football, play fighting or playing rough.

- Respect others- keep you hands and feet to yourself.
- Use all play equipment properly and appropriately as instructed.
- Share equipment and take turns.
- Return equipment that you have checked-out.
- Play by game rules.
- Don't argue if you are called out.
- Try to solve problems by talking it out- get help if you need it from playground staff.
- Stay within the playground boundaries.
- Tag games are not allowed on the blacktop, hallways, bathrooms, BigToy area, or Lunch Court.
- Balls are bounced on the ground and ball walls- not the building.
- Listen for the "End of Recess" bell and follow these directions:
  1. Safely get down immediately from all play equipment.
  2. STOP. Remain in place, stop all talking, and wait.
  3. Listen for the whistle.
  4. Collect and return any equipment you are using.
  5. Walk to your classroom. Remember to be silent when you enter the hallways.
  6. Enter your classroom quietly and ready to learn.

### **Lunch/Snacks**

- Lunch brought from home must be eaten in the lunch court.
- Students purchasing school lunch should walk quietly to and from the cafeteria.
- Respect and obey the lunch supervisors.
- Enter the lunch court and cafeteria quietly and orderly.
- While you are eating, sit quietly facing your table and focusing on eating your food.
- Talk in an appropriate conversation voice only to the people sitting on either side of you and in front of you in your table group.
- Do not trade, share, or give away any food.
- Raise your hand if you need help.
- Leave your seats only to throw away trash or to use the restroom. Students may not go to other table groups for conversations during lunch time.
- Stay at your table until dismissed by the lunch supervisors.
- Use good table manners and clean crumbs, spills, trash and messes in your area before you leave the table.
- Walk from the lunch area to the playground. Walk on the blacktop to your play area. Take special care to watch for younger, smaller students walking on the blacktop as they return to class.

### **Assemblies**

- Hallway rules should be followed as students walk silently to the Little Theatre, Playground or Huntington Middle School Auditorium. Please remember that we are guests at Huntington Middle School. We must be silent and respectful as we walk through their hallways in a single file line.
- Enter and exit the assembly area quietly and safely.
- Use quiet voices before and after the assembly.
- Sit with your bottom on the floor or ground- be still- when on the playground or in the Little Theatre. Sit with your bottom on the seats in the auditorium- be still- do not bounce on the seats.
- Look at the speaker or performers throughout the performance.
- Keep hands and feet to yourself.
- Be an attentive listener. No talking during the performance to others sitting near you.
- Show appreciation appropriately- polite applause.

### **Restrooms**



- Always respect the privacy of others.
- Use restroom equipment appropriately.
- Flush the toilet.
- Wash your hands.
- Throw the paper towel in the trash.
- Use appropriate voice volume.
- Do not play or take time visiting in the bathroom.
- Return immediately to your assigned area- playground, classroom etc.

### **Afternoon Dismissal**

- Go directly to the area where you are being picked up following the designated routes. Our vehicle pick up lines become very congested when we are waiting for students late to arrive.
- Students who are walking and riding their bikes home must immediately leave the campus. You may not stay with your friends and talk until their ride arrives.
- Walk and move safely in the hallway and pick-up areas.
- Follow all directions from staff the first time they are given.
- No horse play in or on the way to the pick-up areas.(chasing, running, swinging backpacks, playing tag).
- Wait only in designated areas at each pick-up location. Kindergarten students should sit quietly on the benches until your name is called. All students waiting at the Virginia and Huntington must sit on the blue benches. Sit on the benches facing the parking lot where you ride is planned to arrive. Stay in your seat on the bench and pay attention to the cars as they arrive.
- Listen attentively for your name to be called when your ride arrives.
- Students can only wait in the designated areas on the benches. Students may not wait in the lunch court, playground, hallways etc.
- No eating in the pick-up areas or hallways after school.
- **Students may not wait on campus for older siblings to be dismissed.** Supervision is provided only at the Virginia Road Circle and the Huntington Drive Circle from 2:30 to 2:40 P.M. for students in Grades 1, 2, & 3 and from 2:50 to 3:00 P.M. for grades 4 & 5. Supervision is not provided from 2:40 to 2:50 P.M. Supervision is not provided after school in other locations on campus including the playground, lunch court or the green wall.
- Students may not play on the playground area after school is dismissed.

## **ZERO TOLERANCE POLICY**

**Parents and students need to be aware that according to California law and the San Marino Unified School District discipline policy, there are certain actions which require immediate suspension and may lead to expulsion. Among these actions are:**

- Causing, attempting to cause or threatening physical injury to another person. In any physical confrontation, all students may be suspect to suspension.
- Possessing, selling or otherwise furnishing of any gun, knife, explosive, or other dangerous object or any **facsimile** of any of these objects at school or at any school activity (i.e. firearms, knives of any kind including pocket and Boy Scout knives, firecrackers, lighters, matches, or toy replicas of such items).
- Possession, use, sale, furnishing or being under the influence of any controlled substances (i.e. tobacco, drugs, alcohol or intoxicants).
- Offering, arranging or negotiating unlawful sales of any controlled substances.

According to state law, students may be suspended or expelled for the following reasons:

- Committing robbery or extortion
- Stealing or attempting to steal school property or private property.
- Committing an obscene act or using habitual profanity/vulgarity.
- Offering or negotiating sale of drug paraphernalia.
- Disrupting school activities; defying authority.
- Causing, attempting to cause, or threatening to cause "hate" violence.
- Intentional engagement in harassment, threats or intimidation.
- Possession of electronic devices (i.e. beepers)

Students may be suspended/expelled if any of the preceding acts are committed under any of the following situations:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether or not on campus.
- During, or while going to or coming from, a school sponsored activity.

Working as a team with parents and teachers, administrative representatives will generally follow one or more of the following procedures:

- Discuss the incident and counsel the student.
- Detain the student during the school day.
- Inform the parent of the nature of the problem, seek parental input, and communicate any consequences applied due to the misbehavior.
- Conference with the parent(s). Students may be included in these conferences.
- Suspend the child for a period of 1-5 days. In extreme cases, expulsion may be required.

#### School Rules Against Bullying

- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know someone is being bullied, we will tell an adult at school and an adult at home.

Respect Yourself --- Respect Others --- Respect Property

[SMUSD Non-Discrimination In District Programs And Activities](#)

[SMUSD Non-Discrimination Policy](#)

## **PARENT RESPONSIBILITIES**

### **Safety:**

- To see that all health records and emergency phone numbers are up to date.
- To notify the school every day the child is absent for any reason. Call 626 299-7090 - Option 1 before 9:00 A.M.
- To notify the office, in writing, when parents are going to be out of town. Please write the name and phone numbers of persons in charge of the child.
- To see that children arrive and depart from school promptly during assigned hours. This is especially important on minimum days.

- To make certain your child knows and understands where and with whom he/she goes after school.
- To understand and comply with the school medication policy.
- To understand the school discipline policy.
- To understand and follow the irregular departure procedure.

### **Health:**

- To see that children attend school well nourished, well rested, and free from illness and that they are dressed appropriately for the weather.
- To keep a child at home if their illness is, or may be contagious, presenting any danger of infecting other children.
- To follow these Guidelines for When to Keep Your Child at home:
  - Temperature - do not send your child to school with a fever. Your child must be fever free for 24 hours before returning to school.
  - Vomiting - Your child must not have vomited for 24 hours prior to returning to school.
  - Nasal discharge, troublesome cough, or diarrhea - increases the risk of illness to other children and staff. Please keep your child at home.
  - Contagious diseases - Your child must stay at home when showing symptoms of a contagious disease such as strep throat, pink eye, flu, impetigo, ringworm, coughing and rash.
- To have an emergency plan ready at all times for someone to be available to pick up your child if they become ill or injured at school.
- To notify the school promptly if a child has a contagious disease such as pediculosis, chicken pox, measles, impetigo, strep throat, conjunctivitis, etc., and to keep the child at home in accordance with school district policy. Some examples follow:
  - Fifth Disease – as soon as student is diagnosed the school must know so that staff can be notified. This disease can be dangerous for women in early pregnancy. The student may attend school if fever is not present and the child feels well.
  - Pediculosis – student must be shampooed with a pediculocide shampoo, have all nits removed and be checked by school personnel before re-entering school
  - Chicken pox – student must remain home for six days from the onset of the rash
  - Impetigo- student must have a note from the doctor and all lesions must be covered
  - Strep throat – isolation for 24 hours after antibiotic therapy begins
  - Conjunctivitis – student must stay at home for two days while under treatment; may return when eyes are clear and medication is not required during school hours
- Please call the Office 626 799-7090 for the policy on other diseases

### **Items Brought to School:**

- Phone Use: Student use of the school telephone is for emergencies only. Please make prior arrangements with your children regarding after-school plans. We do not recommend that elementary students bring cellphones to school. If they are brought to school, cell phones must be turned off and kept in backpacks during school hours.
- See that all articles of clothing and property are well-marked with the student's first name and last name.
- Send no medication of any kind with children. "Medication" is defined as either prescription drugs or over the counter drugs such as Tylenol, cough drops, etc. Parents or other adults must personally bring medication of either type to the office. Medication of either type must be authorized by a physician in writing to be administered by the office and with a signed note from the parent. A parent may personally administer medication during school hours without a physician's consent. Any changes in dosage must be authorized in writing by a physician. Any unauthorized medication will be confiscated by the Health Coordinator or designee. Students may not carry medication on their person or keep it in their desks or backpacks unless specific written permission from the parents and the prescribing physician is on file in the Health Office.

- Please see below for a thorough explanation of the school medication policy.
- To make certain that children understand that they may not sell anything at school unless it is under adult supervision, has the Principal's approval, and is done before or after school. This includes Girl Scout cookies, Boy Scout tickets, YMCA candy, etc.
- Birthday parties are not celebrated at school.
- Parents have expressed concern about students eating non-nutritious food so frequently and without their consent. Teachers have expressed concern about the cumulative loss of instructional time.

**To monitor items brought to school. DO NOT SEND ANY OF THE FOLLOWING:**

- Glass containers such as Snapple bottles or other beverage containers
- Toys, balls, trading cards or other expensive items
- Large amounts of cash money

**Please review this handbook with your child and acknowledge that you have done so by [clicking here](#) to complete the electronic signature form.**