

Valley View Elementary

A California Gold Ribbon, California Distinguished, and National Blue Ribbon School



4900 Maryland Avenue
La Crescenta, CA 91214
(818) 236-3771
Fax (818) 542-6480
CDCC (818) 541-6839

www.gusd.net/valleyview

Office Hours: 7:30-4:00
Breakfast: 7:45-8:00 School
Start Time: TK-6 8:15



Valley View Parent Handbook Index

Valley View Faculty/Staff List	4
Bell Schedule	5
Campus Map	6
Valley View School Song	7
Valley View Rules and Expectations	8 - 9
School Information	10 - 22
Arrival Times	
School Security	
Tardy Policy	
Leaving School Early	
Dismissal Time	
Student Absences	
Phone Messages to Students	
Requesting Missed Work	
Family Trips on School Days	
Independent Study	
Lunch	
Breakfast	
Snacks	
Forgotten Musical Instruments	
Forgotten Items From Home	
Forgotten Items in Classrooms After School Hours Supplies	
Casts and Crutches at School	
Medication at School	
Children Sent To the Health Office	
Room Parties	
Birthdays	
Pets on Campus	
Drop off/Pick up Traffic Safety	
School Telephones	
Student Cell Phones	
Parent Cell Phones	
Lost and Found	
Visitors, Volunteers and Parent Involvement	
Textbooks/Library Books	
Personal Items	
Homework Policy	
Bicycles	
School Events	
Reward Assembly Etiquette Reminders for Parents	
Proper Shoes for Recess and the Physical Fitness Program	
Physical Education Guidelines for Grades 4 th , 5 th , and 6 th	
Liability of Parent/Guardian for Willful Pupil Misconduct	
Enrichment Activities for Students	
GUSD Civility Policy	
Make A Difference, Become Involved!	
School Site Council	
PTA	
Valley View Education Foundation	
Complaints/Concerns	

Field Trip Chaparones Requirements	23
Valley View Homework Policy	24
Combination Class Procedures	25
Parking Information.....	26
School Safety Tips - Stranger Danger.....	27
Emergency Preparedness	28
Sexual Harrasment Policy	29

**** School calendar is posted at www.gusd.net/valleyview**



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2023 - 2024

Principal:

Mrs. Kelly Stubbs

Administrative Secretary:

Mrs. Annette Fisher

Health Assistant - LVN

Ms. Nixcy Villagran

Faculty		
Mrs. Kathy Barnett	Miss. Payten Manny	
Mrs. Arus Boggs	Mrs. Lisa Messineo	
Mrs. Cristy Brinton	Mrs. Emily Miranda	
Ms. Crystal Chwierut	Ms. Elizabeta Neskovska	
Mrs. Nooneh Corluyan	Mrs. Martha Orue	
Mrs. Jodi Fitzgibbons	Ms. Yoon Park	
Mr. Bob Gifford	Ms. Jeanne Pursel	
Mrs. Kathryn Gonzalez	Ms. Melissa Rovetto	
Ms. Celeste Lau	Mrs. Julia Spain	
Mrs. Christine Lee		

Teacher Specialist:
Christopher Suh

Speech/Language:
Mrs. Senani Perera

District School Nurse:
Mrs. Michele Buyer

Instrumental Music Teacher:
Mrs. Deneil Jurado

Psychologist:
Mrs. Kelly C. Kellard

MFT Intern:

Counselor (IEP Only):
Mrs. Arlene Hovsepien

District Psychological Services Provider:
Ms. Elizabeth Wight

Assistant to the Principal:
Mrs. Jodi Fitzgibbons

Physical Education Teacher:
Mr. James Jenks
P.E. Assistant:
Ms. Mineli Ebrahimi

Chorus Teacher:
Mrs. Lisa Messineo

Computer Lab Teacher:
Mr. Kevin Murphy

O.T. :
Ms. Annette Armen

CDCC Head Teacher:
Ms. Tammera Dittes

CDCC Staff:
Mrs. Maliwan Puranan
Mrs. Eada Avaneskerian
Mrs. Alinoosh Simounian
Mrs. Karineh Darbidian
Mrs. Araxia Khaloian
Ms. Arsineh Gharabeg
Ms. Naira Mkitaryan
Mr. Daniel Saad

Librarian:
Mrs. Michelle Tachera

Education Assistant:
Mrs. Sudarat (Jan) Yontrarak - SAI
Mrs. Lynette Conroy

Day Custodian:
Mr. Jonathan Medina

Night Custodian:
Mr. Robert Marquez II

Before/Afterschool Supervision:
Ms. Alice Lee
Mrs. Pamela Yeh

Noon Assistants:
Cheryl Galvan - YDL
Adrian Karimian - YDA
Chuy Emmerson - YDA
Melina Mehrabi - YDA
Siran Sarkisian - YDA

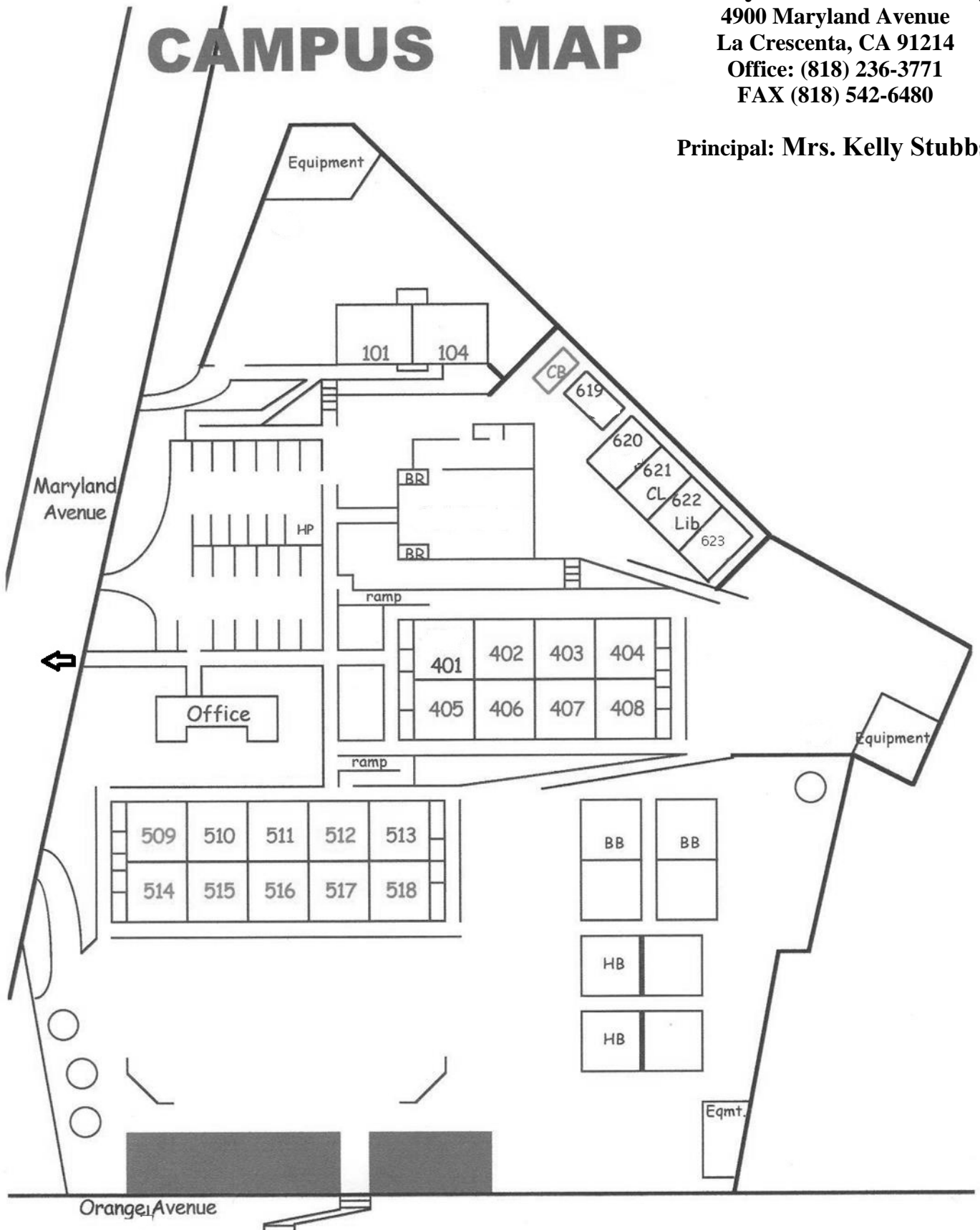
Cafeteria:
Mrs. Hermik Zadourian

Our Mascot is "Valiant", the Valley View Eagle

CAMPUS MAP

Valley View Elementary
4900 Maryland Avenue
La Crescenta, CA 91214
Office: (818) 236-3771
FAX (818) 542-6480

Principal: Mrs. Kelly Stubbs



Valley View School Song

Chorus:

Let us sing to the colors of Valley View
To the white and the blue
We will always be true
To our friends, to our teachers
To those that we knew
Hooray! Hooray! For Valley View

I've spent this time at this our school
And I've learned I hope its teachings well
The skills to do
The courage to try
To work, and to learn, for all of my life

Repeat Chorus



VALLEY VIEW SCHOOL RULES and EXPECTATIONS

SCHOOL BEHAVIOR CODE:



- Students will show respect and courtesy for others, their possessions and school property.
- Students will keep hands, feet, and objects to themselves.
- Students will use appropriate manners and language.
- Students will follow directions of all school personnel.
- Students will not prevent the teacher from teaching, or other students from learning.
- Students will observe all safety rules.
- Students will stay in supervised areas.
- Students will treat their peers fairly and refrain from bullying behaviors.

SCHOOL DRESS AND GROOMING:

- Valley View's Dress Policy follows guidelines from Education Code and Board Policy BP5132. Parents will be contacted to bring in a change of clothing or students may be sent home if students choose not to adhere to the dress code policy. **The school has the right to determine if any apparel or item is causing a distraction, disruption or interruption to the educational process or if the item presents a safety hazard.**
- We find that children work and do better in school when they are dressed appropriately, and one of the major factors affecting school climate is student dress! Towards that end, we seek parental cooperation in seeing that students come to school neat, clean, and in clothing that is acceptable in repair and within the bounds of decency and good taste for school clothing. This applies to ALL school functions – including events and activities on campus at any time.
- Students are expected to dress in a neat and clean manner at all times. To promote a climate favorable to learning and to ensure student safety, student dress must conform to standards of safety and not disrupt the learning environment.
- Students must wear shoes that provide adequate protection to reduce the possibility of injury and allow them to fully participate in recess activities and physical education. Properly fastened tennis shoes are required for the P.E. program. Backless shoes or slip on sandals are not permitted for safety reasons at any time. Shoe skates are not permitted at any time.
- Pants must be the same size as the waist and must be worn at the waist. Pants may not be baggy, frayed or have splits in the legs and they must be hemmed so pant cuffs do not drag on the ground.
- Students may wear hats for protection from the sun; however, these must be worn facing forward and respectfully. Hats, caps, and hoodies may not be worn inside buildings.

The following may **not** be worn:

- Wallet chains, or chains of any other type.
- Bandannas.
- Clothing which suggests gang affiliation.
- Clothing which contains obscene, sexual or sexually suggestive, violent or offensive drawings or messages including racial/ethnic/religious or prejudicial material.
- Clothing which advertises or represents alcohol, tobacco, drugs, or illegal substances.
- Jewelry or body ornaments that may pose a potential safety hazard or a distraction. This includes hoop earrings.
- Articles of clothing which are inappropriately revealing may not be worn. Undergarments must be covered. Bare midriffs and muscle shirts are not allowed.
- Shoulder straps must be at least 2 inches wide.
- Short shorts and Blouses or shirts that show a bare midriff are not allowed.
- Shoe skates may not be worn at any time nor are backless shoes.
- If clothing or general appearance creates a distraction in the classroom or negatively affects the instructional program, parents will be notified
- Hats, caps, and hoodies may not be worn inside buildings.

PLAYGROUND RULES: (Be SAFE and RESPECTFUL)

- If it is unsafe, don't do it!
- All Students are allowed to join in playground games. **No one can be excluded.**
- Only classroom play equipment (school issued jump ropes, hula hoops, and balls) are allowed on the playground. **Children may not bring balls from home** (including tennis balls), sports equipment, toys, games, trading items including trading cards or Silly Bands or any other personal play equipment to school.
- Electronics are not allowed at school without teacher permission.
- Gambling or other games that could be used for gambling are not allowed.
- Art Gum erasers, White Out, or laser pointers are not allowed. Staff will collect any of the previously listed items and parents will be called to claim them in the office.
- Game locking or blocking is not allowed (everyone is welcome to play or join a game).
- Students will freeze at the first bell and walk promptly to the line after the whistle is blown.
- Bathrooms and drinking fountains should be used during recess, lunch periods and before the bell and should be used safely and properly.
- Students should not play in restrooms. Only one student per stall is permitted.
- Walk bicycles on the playground to the bicycle rack.
- Skateboards, roller blades, hover boards, or scooters are not allowed on campus at anytime, during school, after school or on weekends. Students may not store these in the classroom during the school day.
- Wrestling, martial arts, unsafe chasing or tag type games are not allowed.
- Playing in restrooms or at drinking fountains is not allowed.
- Students may not tease, name call, fight, kick, bite, spit or use bad language.
- Students may not bring knives, matches, cigarette lighters, firecrackers, toy guns, bullets, caps, weapons, tobacco, alcohol, or drugs to school. Possession of such objects is grounds for suspension and/or expulsion from school.
- Tagging or graffiti is not allowed.
- An obscene act or sexual harassment is not allowed including graphic verbal comments about a person's body and/or gender, sexual jokes, stories, drawings or gestures, touching an individual's private body areas, sexual remarks, derogatory comments or sexually degrading descriptions.

SCHOOL GROUNDS:

- Students must carry a Bathroom Pass or Health Office Pass during regular class time.
- Students must be quiet when walking outside the classrooms.
- There will be no running in hallways at any time. This includes before and after school.

CAFETERIA/LUNCH BENCHES:

- Students will line up in an orderly manner while waiting in line for the cafeteria.
- Students will eat all food in the lunch bench area before going to the field. No food may be eaten on the playground.
- Students will keep the cafeteria and lunch benches clean by throwing away their own trash.
- Students may not trade or share food.
- Students will speak in a normal voice, but no shouting or yelling will be permitted.
- Students must raise their hands to be dismissed after the cleaning of their space. The yard duty aide will lead students to the playground.
- Students will respect all adults at all times and follow their directions.
- Students demonstrating polite behavior and manners will be recognized with SOAR tickets and other acknowledgements of a job well done.

SCHOOL INFORMATION

As a staff, we maximize our time by collaboratively planning lessons, analyzing assessment data, prioritizing curriculum, and discussing new strategies to ensure students make progress toward achieving grade level standards. We know you support our quest to provide the best learning environment for your children. Thank you for following district/school protocols so that Valley View can continue to strive for excellence.

Arrival Time:

Consistent, on-time attendance is a priority. Playground supervision on the lower yard (for all TK-6 students) begins at 8:00 AM. There is no before school supervision prior to 8:00 AM for students not enrolled in the CDCC program. For safety reasons please do not drop your children at school earlier. They may not enter the campus before 8:00 AM unless they are participating in the Breakfast Program (beginning in the cafeteria at 7:45 AM) or if they are in the CDCC before school program. **The gate on Maryland Ave. by the main office is the entrance to the campus.** On rainy days, all students need to report directly to their classrooms, but not before 8:00 AM.

School Security:

During school hours, the front security gate by the office will be closed and locked. This is the only entrance to the school after 8:15 AM for anyone coming to our campus. Anyone coming to the school after 8:15 AM will need to press the call button and wait for someone to answer. Please identify yourself and tell the purpose for coming to our school. When all criteria are met, Office personnel will beep you in through the gate. At that time, YOU MUST come to the school office. All visitors and volunteers must be registered through the RAPTOR system by providing a valid state issued id and sign in and out every time you are on our campus. While on campus all ADULTS must wear a visible visitor sticker or GUSD badge. Parents are not to interrupt instructional time by bringing forgotten items to the classroom. Office personnel will ensure that lunch money, lunch, rain clothes, homework, etc. will be given to your child. Please bring these PRIOR to 10:00AM so interruptions are kept to a minimum. Parents may not wait on campus for their child(ren) to be dismissed.

Tardy Policy:

Frequent or persistent tardiness is a definite disadvantage to your child as well as being unfair to the rest of the class. At the beginning of class, assignments are made and explained. If a child enters late, that student must either miss part of the work or the teacher must take time to go over it again individually. This is often not possible in fairness to the rest of the class. **Any students arriving late to school are to go to the school office first, then proceed to class with a tardy clearance.** A letter will be sent home informing you if there are repeated incidents of tardiness. **A parent conference will be held for students in grade K-3 who receive 10 or more tardies. A plan to develop punctual habits will be developed. Chronic tardy problems are turned over to the Tardy Intervention Team of the Glendale Unified School District for follow-up and monitoring.** Additionally, excessive tardies are included on your child's report card, which becomes part of your child's permanent record at Glendale Unified School District.

Leaving School Early:

Parents wishing to take their child from school during school hours must come to the office in person to sign their child out. The student will be called to the office when the parent arrives. Please don't request students to be waiting for your arrival as they miss valuable instructional time, particularly if the parent arrives later than arranged. Children will only be released to persons listed on the Student Information Card or to someone who has a written request from the parent. Personal identification will be required. Notes from home requesting that the child be sent home alone for medical appointments, etc. will not be accepted. This policy is for the protection of your child. We expect that children will leave during the school day for emergencies only and that medical appointments will be scheduled after dismissal whenever possible so students do not miss important instructional time.

Dismissal Time:

Monday, Tuesday, Thursday, Friday release times: TK 12:16 PM
Kindergarten 12:26 PM
Grades 1-3 2:20 PM
Grades 4-6 2:40 PM

Wednesday release times: TK 12:16 PM
Kindergarten 12:26 PM
Grades 1-3 1:20 PM
Grades 4-6 1:40 PM

Minimum Days: TK 11:40 AM
Kindergarten 11:50 AM
Grades 1-3 11:59 AM
Grades 4-6 12:19 PM

There is no supervision available after school for any student not enrolled in the CDCCCC Childcare Programs. Children are to leave campus or be picked up promptly at dismissal time at the Maryland Avenue gate. Primary students (grades 1-3) who are waiting for their older brothers and sisters to be released at 2:40 PM, need to wait in the pickup area. If their parents are there, students must be with them on the sidewalk or in the car. Students may not chase each other or play games while waiting. Students who have a sibling participating in an after-school program, i.e., orchestra, chorus, or extra-curricular classes, may not wait for their sibling's release from their program. They must be picked up at their dismissal time and parents will need to return for the other student when the program ends.

Parents, we appreciate your assistance in ensuring campus safety by watching and keeping a close eye on non-school-aged siblings while waiting for your older children. Any and all children in your care need to remain with you at all times.

Please note that students will be dismissed early each Wednesday to allow for planning and training of staff. Students who are enrolled in the CDCC program will be supervised during this time; however, others are expected to go directly home.

Student Absences:

Regular attendance is an essential element for education success. All absences from school MUST be verified by a parent by phoning the school office on each date of absence or sending a note with the student on the day they return. Please call prior to 10:00 AM. Phone messages can be left as early as 7:30 AM. Please state the following information:

1. The student's name
2. The student's teacher's name
3. The reason for the absence (illness or other reason)
4. The date(s) of the absence
5. Your name and relationship to the student

The parent and the student must see the Health Clerk for school clearance if the student has had a communicable disease (i.e. Pink eye), fracture, or been under a doctor's care for a prolonged illness or surgical procedure.

Phone Messages to Students:

In order to minimize classroom interruptions, messages and/or reminders (going to after-school programs) to students will not be accepted except in the event of an emergency. All arrangements for your child must be made with the child prior to the beginning of the school day. Please make sure your child knows where, when and with whom they are to go home each day.

Requesting Missed Work:

All requests must be made by phone to the office or by email directly to the teacher BEFORE 10:00 AM. Requests made to the office after 10:00 AM will not be accepted by the office. You are welcome to directly email the teacher with your request at any time during the day but be aware that it may or not be read in a timely manner as the teachers are busy teaching your children. Homework is available for pick up on the office counter after 3:00 PM but before 4:00 PM. If you do not pick it up, it will be returned to the teacher and will not be available the next day. Please avoid requesting work for only a one day absence as time to make up the work is available through the classroom. It is advisable to call the office after 3:00 PM, prior to coming to pick up work to see if work has been left.

Family Trips On School Days:

By working together at the beginning of the school year, parents and teachers can help children have a successful year of learning. Each and every day is filled with learning and our teachers spend endless hours preparing lessons to meet the needs of their students. In order for your child to meet grade level standards and maintain a strong educational foundation, it is imperative that your child does not miss school, except during times of illness. Please plan your family vacations and short trips at times that do not interfere with instruction such as winter and spring break and the numerous long weekends throughout the school year. Learning is much more complex than completing workbook pages and working independently; the most important information is through class discussions and by teacher directed instruction. When you take time away from the classroom any time during the year, your child is missing quality instruction from his/her teacher. We urge you to reconsider family trips during school time.

Independent Study:

In the event that a family trip is unavoidable, the Independent Study program is a voluntary program that enables students who will be absent from school for a period of time (minimum of 5 school days) to keep up with class work. In order to participate in an Independent Study program, the parent/guardian must give the school a minimum of 2 weeks notice in writing. Approval of a parent request for in Independent Study is based on evidence that the student can work independently and an indication that the student will complete assigned work. Work is required to be turned in to the classroom teacher no later than 5 school days after returning to school.

Lunch:

FFor the 2023-24 school year - there will be no charge for one lunch per student per day. Students may bring their lunch to school or purchase a lunch in the school cafeteria. *The cost of a full lunch including milk is \$2.75 (\$.40 for reduced and free for qualifying students under the National School Lunch Program). For students who bring a sack lunch, milk may be purchased separately for \$.50. Juice is available for \$.50. **Pre-payment of 20 full price lunches for \$55.00) can be made in the Cafeteria kitchen.** Checks may be made out to “GUSD Food Services”.*

Glendale Unified School District participates in the National School Lunch

Program. Children from households that meet Federal income guidelines are eligible for free or reduced price meals. Applications are available in the Office, online or from Food Services.

Students who eat in the cafeteria who do not bring money for lunch or do not have credit on their lunch card will be given lunch but the money must be repaid in a timely manner. Please be certain your children have lunch money every day and/or that your child’s lunch card has credit.

Forgotten lunches need to be brought to the Office prior to 10 AM so class instruction is not interrupted. Please do **not bring or send a soft drink or sport drink** for your child with their lunch. They cannot be given to students on campus per state nutritional guidelines.

Breakfast:

The Breakfast Program is at 7:45 AM. Only children participating in this program must come directly to the cafeteria at that time. **For the 2023-24 school year - there will be no charge for one breakfast per student per day.** *The breakfast cost is \$1.25 (\$.25 for reduced and free for qualifying students under the National School Lunch Program) for a five choice menu including cold cereal, various entrees, fruit, juice and milk. Students who wish to purchase breakfast should enter the school by the main office gate and go to the school cafeteria. Only these students eating breakfast or enrolled in the CDCC Program may be on campus at this time. Supervision will be provided for students who are eating breakfast at school.*

Snacks:

Students are permitted to eat a snack which they’ve brought from home during the morning recess period. Please do not send large or “king-sized” bags of any item. Students are encouraged to bring their own snacks and may not share due to dietary issues.

Healthy Snack Suggestions –

Bagels	Hard boiled Egg
Pretzels	Graham Crackers
Applesauce	Sliced or string cheese
Fresh Fruit	Half of a sandwich
Yogurt	Cheese and crackers
Granola bar	Trail Mix (without candy!)
Canned	Dried Fruit
fruit Beef	Dry cereal (not sugar coated)
jerky Lunch	Fresh Vegetables (such as carrot and celery sticks)
meat Rice	
Cakes	Fruit Juice (not fruit flavored drinks)

Student may not bring candy, cupcakes, soft drinks, or sports drinks. Please don't send your student with any glass containers or bottles. Students must be seated on benches while eating their snacks. All trash should be put in the playground wastebasket. Children may bring reusable water bottles (with water only) to class. Teachers will decide where the bottles will be kept. Frozen water bottles are not allowed at any time. Discuss with your child how to hold/carry a reusable water bottle. (No bottle flipping allowed to prevent possible injury).

Forgotten Musical Instruments:

Grade 4-6 students are responsible for bringing their instruments each Wednesday if they are participating in our music program and **will be expected** to attend the music lesson even if they have forgotten their instrument. Please **DO NOT** bring instruments to the office. Forgotten instruments **will not be accepted in the office**, classrooms or auditorium at the request of the classroom teachers and the instrumental music teacher in order to prevent interruptions to instruction. Grade 4-6 students are expected to be personally responsible for this program. Students will still be expected to participate in music instruction even without an instrument.

Forgotten Items From Home: Parents are not to interrupt instructional time by bringing forgotten items to the classroom. We ask that you do everything possible to not leave items at home, but for important items the office personnel will ensure that lunch money, lunch, rain clothes, homework, etc. will be given to your child at the appropriate time. Forgotten homework will **ONLY** be placed in the Teacher's mailbox. Classes will not be interrupted for forgotten homework. Please bring any forgotten items **PRIOR** to 10:00AM so interruptions are kept to a minimum.

Forgotten Items in Classrooms After School Hours:

Classrooms will **NOT** be unlocked by the Office or by Custodians once the teacher has left for the day for forgotten homework, books, instruments or personal items. Teachers do remind students to take all supplies and belongings before leaving the classroom each afternoon.

Supplies

Parent-bought supply donations are encouraged to support our quality instructional program at Valley View. Each grade level has a suggested list of supplies for families who wish to donate. These lists are sent home at registration and are available on line. Your continued support is greatly appreciated. Please do not send your child with liquid correction fluid (i.e. White-Out) of any kind.

Casts and Crutches at School

Any child who has an injury requiring the use of a brace a cast of any kind and/or the use of crutches scooter, must have a medical release from their doctor in order for them to attend school. It is necessary to know the diagnosis, the time frame involved and to have a release from PE activities (this also means no playing on the field at recess too). Children **NOT** having the necessary doctor releases will be sent home immediately until the releases are received.

Medication at School

Education Code dictates that school children *may not* self-medicate during school hours or be in possession of any medication at any time even for transporting medication from home to school or school to home. An adult must bring or pick up medication.

*Also, "No pupil shall be given medication during school hours except upon the written request from the parent or guardian of the pupil **AND** a licensed physician who has the responsibility for the medical management of the pupil (Education Code Section 49423)."*

The Health Office has the form “Request for Medication to Be Taken During School Hours” (Form HS 25). It will be necessary to have it filled out and signed by your child’s physician and for you to fill out and sign the parent portion of the request. **ALL** over the counter medications such as Tylenol, cough syrup, cough drops (the candy kind are not allowed at school), eye drops, nose drops, dietary supplements or ointments also must also have HS 25 filled out and signed by a doctor. **All medications will be kept and administered in the Health Office.** In addition, inhalers for asthma must be kept in the Health Office, not with the child. If you are unable to get the form prior to your doctor’s visit, the doctor can write and sign a note to the school on a prescription form listing the following information: Name of pupil, name of medication, purpose of medication, dosage prescribed, time schedule, dose form (tablet, liquid, etc), and length of time medication will be necessary. Medication must be in the prescription bottle or the original container with the child’s name.

Children Sent To The Health Office:

If your child is sent to the Health Office with a serious injury, you will be notified immediately. All staff are supplied with band aids to take care of minor injuries promptly.

Room Parties:

The PTA will sponsor room parties in December and June. Classroom Room Representatives will provide information to parents.

Birthdays:

Birthday parties, cake or snacks are not permitted during the instructional day and cannot be distributed during lunch, recess or after dismissal. Although we sympathize with the desire behind each request, experience indicates that such accommodations disrupt the educational program. As such, balloons or flowers for students may not be delivered to classrooms. Since it is our desire to make maximum use of instructional time, refreshments are not permitted. Parents, particularly of primary grade students, frequently request to bring treats to celebrate a birthday but unfortunately this cannot happen. One suggestion to consider in celebrating your child’s birthday without interrupting instruction: Donate a children’s book to your child’s classroom and make arrangements with the teacher to read and/or have it read to the class. The Office regrets that class lists are not available for parent use. Party invitations are not to be distributed on school grounds at any time.

Pets on Campus:

For safety and health reasons, when dropping off or picking up your child, please keep your pet, particularly your leashed dog outside the school grounds at all times. No pets are allowed on campus at any time even if being carried. Please use common sense when bringing your pet while waiting on the sidewalk as many children have allergies or phobias and bites and scratches can occur.

Drop off/Pick up Traffic Safety:

Because many families are transporting their children to school, keeping an orderly traffic flow around the school is very important to us. All students should be dropped off on Maryland Avenue at the front gate. Afternoon pick up will be made at the same location. Please arrange the pickup location with your child. Use the drop off/pickup lane going west on Orange and continue through the “coned” lane right on to Maryland Avenue up to the gate or wherever traffic stops.

If you walk your child to the Maryland Ave. gate for drop off, please stop at the cones above and below the gate after 8:00 AM. Campus adults will guide students to the playground for supervision. Parents may not come onto campus to wait with their child for school to begin. If you choose to walk and wait for students at pick up times, please wait above or below the cones.

Child Care students entering before 8:00 AM should enter at the gate by the school office so parents can sign in their children with CDCC.

Please be aware, the Administration (and many parents) contact the police to observe and write traffic tickets to those parking and driving unsafely. The **Glendale Police Department Traffic Division number is 818-548-3131**. We have two crossing guards at the intersections for student safety and we have a drive-through lane that is manned before AND after school to assist with a safe entry and exit to school. These measures can only do so much, however. It is largely up to each driver out there to improve the situations that may exist. May we please make the following suggestions to help maintain safe practices and conditions:

1. Remain calm!
2. Model appropriate behavior for your children.
 - . Follow driving laws regarding stop signs, double parking and u-turns – do not stop in the middle of the street, double park, or do u-turns in the middle of the street. This is illegal and dangerous to children AND adults. You must stop at the stop sign on Orange Ave. and Maryland Ave. prior to making your right turn from the pick up lane. Using the lane does not supersede the law!
4. It will not harm your child to walk a short distance to where you are parked so park where there is room even if it is down the street and NOT in the drive-through lane. Arrange with your child where you will meet them in advance. Participate in Fit Fridays by walking to school as a family.
5. NEVER park in the parking lot driveway or block the driveway on the street.
6. The parking lot is for staff parking only. Parents/visitors may not park there at any time.
 - . Children are **never** to be sent or walked through the parking lot to enter or leave the campus at any time.
 - . Children should ONLY cross at the crosswalks. Please don't call them to cross in the middle of the street. If necessary, walk across the street to your child and escort them to your car.
9. Be courteous at all time to other drivers (see #2)!
10. Most importantly, please share these suggestions and procedures with all the people who pick up your child, including after-school tutors and childcare providers.

IMPORTANT: Due to continuing unsafe and/or illegal traffic situations at drop-off and pick-up times, the Glendale Police Department has suggested that parents witnessing these situations report them to a special traffic phone number at Glendale Police Department: 818-548-3131. They will need the license number and description of the vehicle involved.

School Telephones:

Students may not use the telephone during the school day except in the case of extreme emergencies. Forgotten homework, lunches, musical instruments, and field trip permission slips do not constitute emergencies.

Student Cell Phones and Smart Watches:

Cell phones and smart watches (i.e. Apple Watch) that have text or call capabilities must remain off or on airplane mode at all times during the school day and **must stay in the student's backpack until dismissal**. The phone/smart watch may not be used, including texting, at any time during school hours. Cell phone privileges will be revoked immediately if the phone rings in class or is taken out of the backpack. Parents will be required to pick up the cell phone directly from the office. Cell phone cameras are NOT to be used at any time on the school campus. The school is not liable for lost or damaged items.

Parent Cell Phones: In order not to disrupt our learning environment, please set your cell phones on vibrate when you are volunteering in the classroom and on campus. When answering or making a call, we would also greatly appreciate your leaving the classroom and making sure the door is closed behind you. We want to make sure our students stay focused on instruction and avoid distractions.

Lost and Found:

Please mark clothing and other items with your child's first and last names so they may promptly be returned. The lost and found is located in the rear of the auditorium. Parents who wish to look for a lost article must sign in at the Office and obtain a visitor's pass. All unclaimed items will be donated to charity several times during the year and after the last day of school in June.

Visitors, Volunteers and Parent Involvement:

ALL volunteers in public schools who have contact with students, **must present a Mantoux TB** test verification from a health care provider that they are free of Tuberculosis. Parents new to Glendale Unified School District must show clearance within the last 60 days before volunteering. Please see the Health Clerk to receive your "Clear to Volunteer" card **before volunteering in the school**. The card issued by the Health Office is good for 4 years and will show the teacher that you have been cleared.

You are always welcome to visit your child's classroom after contacting the teacher who can arrange a time that will be most meaningful to you. Arrangements must be made at least one day in advance. Visits are limited to 20 minutes. Visitors shall not interfere with the operation of the school or the instructional program (Board Policy 1250). Parents may not "drop in" to the classroom to observe. If a conference is needed with a teacher, an appointment request should be made through the school office. The staff will take the message and ask your child's teacher to return your request for a conference. The office cannot make appointments for the teachers.

All visitors and volunteers must have a valid state issued identification and be register on the RAPTOR system in the office. They will be given a visitor's pass which is to be clearly displayed on the adult while on campus. Visitors failing to register are in violation of state law, which may result in fine or imprisonment. Signs informing visitors of these regulations are posted at all entrances to each school campus. Loitering on or about any school campus or work site in the District by employees not assigned to that area, or by members of the public, is strictly prohibited.

Younger Siblings: District policy has always been that parents may not bring younger siblings onto campus when volunteering or observing in the classrooms during school hours including field trips. We truly appreciate your help and want you to know that there are numerous ways to assist our campus through PTA, and Foundation activities before or after school hours if you have younger children who are under your care. At no time are children of any age allowed in teacher workrooms (where

paper cutters and equipment are stored) for numerous safety reasons and requirements of the California department of Occupational Safety and Health, better known as Cal/OSHA. Please do not bring any child through the back office door at any time. Please do not bring younger siblings to scheduled meetings with school staff, i.e., Parent/Teacher Conferences, SST Meetings (Student Study Team), or IEP Meetings (Individual Educational Plan) to enable a focused conference. Please make arrangements for your child's care outside of school.

Volunteering: All classroom volunteers need to make previous arrangements with the classroom teacher. Please sign into the RAPTOR system in the office when you arrive, put on a badge, and sign out when you leave.

Parent Visits/Observations: District policy states that observations in the classroom must be scheduled at least 24 hours in advance with the Office/Principal so that the teacher may be notified. There is a 20 minute limit on visitations. Parents may not drop in or stay the day to observe their child.

Conferences: Teachers are happy to meet with parents to discuss ways to support the educational program, however before or after school drop-in visits can often conflict with previously scheduled appointments, commitments, conferences and meetings. Please call the office to request a convenient conference time with your child's teacher. A message will be left in their box and your call will be returned by the teacher. You are also welcome to email your child's teacher to schedule a conference.

Textbooks/Library Books:

Textbooks are provided for all students. It is the responsibility of the student to see that all books are treated with care. Textbooks and Library Books that are lost or damaged must be replaced at the student's/parent's expense.

Personal Items:

Valley View is not responsible for lost, stolen or damaged personal items brought on campus. Families should work with students on how to properly carry/use backpacks, reusable water bottles, and chrome books while moving on campus.

Homework Policy:

We believe homework helps establish habits that are essential as students progress in school and that homework is a cooperative effort between home and school. Assignments will be given daily, Monday through Thursday. It is recognized that individual student differences will affect the amount of time spent on homework. In addition to assigned homework, students are expected to do reading outside of the school day. Please refer to the Valley View Homework Policy included in this Handbook for more information. Students are responsible for turning in homework assignments when they are due. Students may not use the office telephone to call home if homework or projects have been forgotten. Forgotten homework brought to the office by a parent will be placed in the teacher's mailbox to be picked up at recess times. Classrooms will not be interrupted and students are not allowed to pick up homework during class time.

Bicycles:

No child in TK/Kindergarten or Grades 1-4 is permitted to ride a bicycle to school as the terrain is hilly and traffic is heavy. Students in the 5th and 6th grades are permitted to ride their bike to school. All bikes should be carefully locked on the bicycle rack on the lower yard and removed from the rack daily. We cannot take responsibility for damage to or theft of bicycles. Students are required by state law to wear bicycle helmets when riding a bicycle to school. Riding of bicycles,

roller skates, skateboards, or scooters is not allowed on campus at any time. This includes after school and weekend hours, according to Glendale Municipal Code GMC 27-33.

School Events:

In our ongoing efforts to ensure the safety of our children, students need to be accompanied by a parent or guardian when attending school events such as our Family Picnic, Carnival, Talent Show, Book Fair, Drama/Chorus/Orchestra Performances, and Open House. Regular school safety rules remain in effect for **ALL** school events. Parents are responsible for their children's conduct. **At no time may students attend any of these events unsupervised by a parent.** Parents will be called to pick up unsupervised children.

Reward Assembly Etiquette Reminders for Parents:

Valley View parents are always welcome and encouraged to attend our Monthly Reward Assemblies. It is wonderful for our students to be recognized for their accomplishments in front of their teachers, staff, peers, and especially with their parents in attendance. In order to provide a positive environment for student recognition, we request that you respect the following:

- Please turn all cell phones on vibrate.
- Respect student groups who are performing or receiving recognition, by not talking through the presentation.
- If you have a younger sibling attending with you, make sure he/she remains quietly with you at all times; both to ensure their safety and to avoid disruption of the program.
- Remain in the perimeter area so you do not block a student's view. When classes arrive to their assigned location, please move out of the way so you do not hinder the procedures they have been asked to follow. The center aisle in the auditorium or on the field must remain clear.
- Take photos of your child after the completion of the assembly, so that the assembly can run smoothly and efficiently.

Proper Shoes for Recess and the Physical Fitness Program:

It is essential that students come to school on their P.E. days with adequate shoes. Students should wear some type of simple sneakers that are not "tall" with a higher heel. Shoes should be tied or velcroed so that the foot is supported from the sides as well as the bottom. Fashion trends tend to cycle and every so often, the fad is to leave the shoes untied or tied very loosely. This can lead to falls, twists, sprains and possibly fractures of the feet and/or ankles. Please take some time to have a discussion at home about the importance of this safety issue for P.E. as well as for daily recess activities.

Physical Education Guidelines for Grades 4, 5 and 6:

PE Classes at Valley View are every Monday, Tuesday and Friday. To ensure your child receives the maximum benefit from physical education and is able to participate comfortably and safely, we recommend the following:

1. Your child wears tennis shoes.
2. Your child wears appropriate clothes, i.e. pants or shorts.
3. Your child brings a towel and water bottle to class.

The State of California requires that all students participate in 100 minutes per week of physical education. A student may be excused from physical education class for up to one instructional week (per trimester) as specified by a parent note for an illness or injury. Thereafter, a doctor's note is required. After missing 5 days with parent excuses in physical education class, your child's participation grade may be affected.

No child is excused from physical education without a parent note, which should be dated and signed by a parent with a contact number, and include a reason for the excuse. That note needs to be in the school office before school begins and an excuse pass will be given to your child. The pass excuses your child from recess as well as physical education. Please remember that if your child requires any type of ace bandage, crutches or other orthopedic device, they will need a doctor's note including the reason, dates and restrictions.

The State of California has adopted the Fitness Gram to be the test for physical education. It is given to all fifth grade students from February to May each year. This test will assess students' fitness level in the five components of physical fitness: 1) aerobic capacity, 2) body composition, and 3) muscular strength, 4) endurance, and 5) flexibility.

As part of the Glendale Unified Physical Education program, the elementary physical education teachers are testing grades 4 and 6 as well as grade 5. While only grade 5 results are reported to the State, the teachers feel that the program is strengthened by having the students at all three grade levels participate. If students are unable to take a physical education test on a certain date due to illness/injury, they will make up this particular test later during the testing window.

Liability of Parent/Guardian for Willful Pupil Misconduct:

Education Code (EC) Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district, or personal property belonging to a school employee, resulting from the willful misconduct of the minor.

Enrichment Activities for Students:

As we seek to educate the whole child, various enrichment opportunities are offered to our students. Please check the Thursday Folder for additional information. Enrichment activities vary from year to year depending on availability and are subject to change.

GUSD Civility Policy:

The Glendale Unified School District expects civil behavior from the entire educational community – staff, students, parent/guardian, and community. This Administration Regulation provides the guidelines that all parties may use to address uncivil behavior.

Infractions by Staff: Anyone who feels that they have been treated uncivilly by a GUSD staff member, is encouraged to address the issue directly with the staff member. If this fails to resolve the issue, the individual should follow the steps in AR 1312.1 – Complaints Concerning Employees. Individuals may access this AR on the District's website at www.gusd.net or by contacting a school or district administrator.

Infractions by Students: Incivility by students may be addressed informally with the student. If that fails to resolve the student's behavior, the incident should be reported to a

teacher or administrator of the student's school. Serious cases of incivility will be addressed through the student discipline process.

Infractions by Parent/Guardian or Community Members:

1. Any individual who disrupts or threatens to disrupt school/office operations, including co-curricular and extra-curricular activities; threatens the health and safety of pupils, members of the community, parent/guardian, or staff; willfully causes property damage; uses loud and/or offensive language; or who has otherwise established a pattern of unauthorized entry on a school site or District property, will be directed to leave that school site or District property promptly by the Superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the individual to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated. If the meeting or conference is on District premises, the offending person will be directed to leave promptly and not return for 7 days if they are a parent/guardian or 30 days if they are a community member. If the situation escalates, employees will contact the local law enforcement and their supervisor immediately.
3. Offending parties will receive a letter outlining their behavior, the consequences or such behavior and the prohibition of their presence from all GUSD facilities and activities for 7 days if they are a parent/guardian or 30 days if they are not a GUSD parent.
4. When it is determined by staff that a member of the public is in violation of the provisions of this policy, an effort should be made by staff to provide a written copy of this regulation, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report on the attached form.
5. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 627.7, if he/she reenters any District facility or activity within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a pupil attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.

Make A Difference, Become Involved!

Valley View has a proud tradition of strong parent support and involvement. Parents are encouraged to participate and serve on our various committees.

School Site Council:

This important group of parents and staff members meets four time a year (October, January, March, May) to review important issues such as our school budget, curriculum areas, gifted and talented education, special education, testing and assessment results as well as provides valuable information for our School Site Plan. All four of our meetings are held at 2:45 PM – 4:00 PM. We value and need your input. Please contact our Teacher Specialist if you are interested and willing to serve on this valuable committee.

PTA:

Our Parent Teacher Association is responsible for planning many events at our school such as the Annual Yearbook, Fall Family Picnic, Spring Carnival, Staff Appreciation Week, Howdy Coffee, Reading Night, Red Ribbon Week, Meet the Masters, Walk To School Day, Family Game Night, Father/Daughter Dinner Dance, Mother/Son Event, Founders Day Evening Auction/Dinner, Art Fair, Science Fair, Holiday Gift Workshops and Classroom Celebrations. Our students greatly benefit and enjoy these programs and events which make our school special. Please join Valley View PTA and attend our monthly meetings to share your thoughts and ideas. You are encouraged to serve on the PTA Executive Board as well. Visit the Valley View website under "For Families" for more PPTAA information.

Education Foundation:

Our Foundation is a vital component to our many successes by serving as our fundraising body. With decreased school funding by the state and district, the Foundation helps to ensure Valley View continues soaring to success! By contributing to the Foundation, you help fund many enriching programs: Instrumental Music, Accelerated Reader, Motivational Assemblies, Field Trip buses, technology, performing arts supplies, PE supplies, plants and area beautification, and additional instructional materials to support students. Consider serving as a Foundation Board member. We welcome innovative ideas to make our school a "richer" place. Visit the Valley View website under ""For Families" for more PTA information.

Complaints/Concerns:

All complaints or concerns about your student need to begin with the classroom teacher. Phone calls, emails and letters received in the office with questions about an incident that occurred in the classroom, on the playground or about the student's program will be directed to the classroom teacher first. Only after a conference with the teacher, a parent may request a conference with the Principal.



Valley View Elementary School

Procedures Volunteer Field Trip Chaperones

Thank You for Your Support!

At Valley View Elementary, we believe that field trips provide a valuable educational experience for students. The students' experience "being there" and they are better able to connect their current learning to past and future experiences. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support to these important activities. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

All volunteers who have contact with students must present a Mantoux TB test verification from a health care provider that they are free of Tuberculosis. Parent volunteers must present their volunteer card issued by the office prior to going on the field trip.

Guidelines for Volunteer Chaperones

Prior to the field trip, the classroom teacher or trip coordinator will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you effectively perform your duties as a chaperone. If you have questions regarding these guidelines, please talk to the teacher or principal.

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
2. In order to comply with school policy, before or during the field trip, chaperones:
 - may not use or possess alcohol or other drugs
 - may not use tobacco in the presence of, or within the sight of, students
 - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
5. Eating and drinking are not permitted outside of designated areas and predetermined times. For student safety and equability, **do not share food or candy or purchase items for your group.**
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.) Keep the cell phone contact number of the teacher and other chaperones available.
8. Please follow the directions of the docents and guides even if other groups do not.

Valley View Elementary School Homework Policy

What is homework?

The focus of homework is to provide independent practice directly related to standards presented in class, prepare for assessments and extend or apply learning. Parental involvement is encouraged to maintain completion, accuracy and neatness of homework product.

Homework includes out-of-class tasks assigned to students as a follow-up or extension of classroom work. There are different types of homework assignments. Practice assignments help to reinforce newly acquired or developing skills. Extension assignments allow students to apply what they have learned in new ways; these assignments may include long-term projects, which may require additional time. Homework may also involve studying for tests or preparing for upcoming classroom activities. Each of these assignments is designed to develop life-long study habits and to help your child get the most out of his or her education.

Teachers make sure that homework assignments are explained clearly, and that students have had necessary classroom instruction to do the work successfully. Students are expected to take home books and other needed supplies. Students are also expected to complete homework assignments and turn them in on time. Accommodations or modifications may be made for differentiation and/or Individualized Educational Plans. Students are held accountable for homework assignments within a reasonable amount of time after excused absences.

Valley View Elementary School has established suggested time limits for homework according to District policy (BP 6154). Children who cannot read independently should be read to for 20 minutes and/or be given an opportunity to look at beginning reading books. The following time limits are suggested as average number of minutes per day. There may be variations from time to time:

Kindergarten	Up to 10 minutes daily
Grades 1-3	10 to 40 minutes daily
Grades 4-6	30 to 60 minutes daily

In addition to the homework guidelines, students are expected to do a minimum of 20 minutes of reading outside of school per day.

How can parents get involved?

Parents are encouraged to support your child's homework efforts in the following ways:

- Become familiar with the classroom procedures of where/how the homework is assigned and organized for each of your children's teachers at the beginning of the school year.
- Provide a consistent specific study area and the necessary materials to complete assignments.
- Establish a specific homework time and monitor after school activities to allow sufficient time for homework completion.
- Praise your child's efforts and express an interest in their assignments.
- If questions arise about the assignments, and your child asks for help, ask him/her questions, or work through an example, rather than providing the answers.
- Check completed assignments and encourage your child to correct mistakes.

Combination Class Procedures

Formulating student classroom assignments at the beginning of the school year is a complex process. It involves the input of the school principal as well as the input of each child's classroom teacher who worked most closely with the children throughout the previous year. Many factors are considered as the teachers work together to develop educationally sound groupings for each classroom. Testing data is also considered so as to maintain the integrity and balance required for a good instructional environment in every class. During this important process, our professional staff carefully evaluates the social, academic, and emotional needs of every child which are also considered prior to assignment.

When new students enroll in our school, they are distributed based on class size. District class average policy sets class size for grades TK-3 at 24 students while 36 students make up grades 4-6.

When a student is assigned to a combination class, the child will have the unique opportunity of enjoying an exciting year filled with a variety of learning experiences. Parents are often concerned and sometimes wonder why their child has been placed in a combination class. As detailed above, the staff and principal carefully consider each and every student prior to assignment in a combination class. Students are not randomly placed, because we want to make sure each child has a successful experience. We follow the following criteria when selecting students for combination classes: current Valley View students, independent workers who are self-motivated and express a positive attitude towards learning, and students who are above average academically in core subjects.

Guidelines of the Valley View Staff to Ensure Student Success in a Combination Class

1. When possible, staff will not place students in a combination class two years consecutively. However, due to our size and circumstances beyond our control, we cannot guarantee that students will not be in consecutive combo classes.
2. To the greatest extent possible so as to minimize social disruption, the staff will ensure that students in combination classes are on the same schedule for recess, lunch, and PE at the same time as their peers in their respective grade levels.
3. Assignment of student teachers, high school interns, and retired teachers when available, will be offered first to the teachers of combination classes.

Students in combination classes retain their respective grade-level assignments and maintain their grade-specific curricula. Teachers often choose grade level standards which overlap and create small groups to meet the needs of the individual students. GUSD has specific curriculum pacing plans and benchmark assessments, which hold all teachers accountable.

Valley View has an exceptional staff and all of our teachers have experience in combination classes throughout their careers. Also, all staff has been trained in differentiation of instruction, which supports all students. With experience, flexibility, and creativity, our teachers are capable of successfully teaching a dual-age class. Grade levels work together to support the combination teacher, which may include rotations in Science and/or Social Studies, field trips and special projects.

Your child's teacher will explain the logistics and challenges of the combination class as well as suggest ways for you to support your child at home to ensure a successful year of learning during Back to School Night.



**NO WAITING-
LOADING ONLY**

**7:30 – 9:00 AM
2:00 – 3:30 PM**

**School Days
Only**

Too many cars, in too little space, in too short a period of time creates a dangerous mix of kids and cars. **Be part of the SOLUTION**, not part of the problem!

Ask yourself:

- 1) Can I walk with my child to school? (Great quality time and good exercise too!)
- 2) If I must drive, could I park a block away and walk the remaining distance to school? (parking a block away could reduce congestion at the school by 66%.)
- 3) Could I share pick-up and drop-off responsibilities with other parents? (Four kids in one car eliminates three cars.)
- 4) If it is essential that I drive and need to utilize the “No Parking” pick-up / drop off zone, can I meet my child at a pre-arranged spot each day? (A little coordination can go a long way in eliminating congestion.)

IMPORTANT PARKING INFORMATION

TO MINIMIZE TRAFFIC CONGESTION AND PROVIDE A SAFE PICK-UP AND DROP-OFF LOCATION FOR YOUR CHILD, PARTS OF THE STREET NEAR THIS SCHOOL ARE POSTED:

“No Parking”

WAITING, for children to arrive, even if you are in your car and the engine is running, **IS ILLEGAL**

Stopping at the curb as they **enter** or **exit** your car is OK.

Citations are issued.
Fines can exceed \$100.00

The Glendale Police Department and the Glendale Unified School District ask for your cooperation to ensure the safety of your children.

Stranger Danger

School Safety Tips

1. Always use the BUDDY SYSTEM when walking to and from school. It's safer and more fun to be with your friends. Walk in well-lit areas and never take shortcuts. If you ride your bicycle to school, always ride with a friend. Follow all the bicycle rules, ride on the right side of the street, and stay on well-lit roads.

2. Stay with a group while waiting at the bus stop. If anyone bothers you while going to or from school, say NO, then GO, and TELL a trusted adult like your parents or teacher. If an adult approaches you for help or directions, remember grownups who need help should not be asking children for help; they should be asking other adults.

3. If someone you don't know offers you a ride, say NO. Never hitchhike or accept a ride from anyone unless your parents have told you it is okay.

4. If someone follows you on foot, get away from him or her as quickly as you can and if they follow you in their car, turn around and go in the other direction. Always be sure to TELL your parents or a trusted adult what happened.

5. If someone tries to take you somewhere, quickly get away and yell and scream, "This person is trying to take me away!" or "This person is not my father (mother)!"

6. Never leave school with someone you don't know. Always CHECK FIRST with a trusted adult or your parents or teacher. If someone you don't know tells you that there is an emergency, and they want you to go with them, always CHECK FIRST before you do anything. Make sure you TELL a trusted adult if you notice someone you don't know hanging around at the school.

7. Leave items and clothing with your name on them at home. If someone you don't know calls out your name, don't be fooled or confused.

8. If you want to change your plans after school, always CHECK FIRST with your parents. Never play in parks, malls, or video arcades by yourself. Make sure you have your parents' permission, and they know where you are going to be. Never accept money or gifts from anyone until you CHECK FIRST with your parents.

9. If you go home alone after school, check to see that the windows and entrances appear OK before you go into the house. Once you are inside, call your mother or father to let her or him know that you are all right. Make sure you follow your "Home Alone" rules of keeping the door locked, not opening the door for people you don't know, and not telling people who call that you are home alone. Have a neighbor or trusted adult that you can call if you're scared or if there's an emergency.

10. Trust your instincts. If someone makes you scared or uncomfortable, get away as fast as you can and TELL a trusted adult. You deserve to feel safe and someone will help you

Valley View Elementary School
4900 Maryland Avenue
La Crescenta, CA 91214
(818) 236-3771

EMERGENCY PREPAREDNESS

The best way to meet any unexpected emergency is to have a plan and be prepared. Our primary responsibility is the safety of all Valley View students and staff. Our Site Safety Team reviews and revises our procedures for fire, earthquakes, loss of power, hazardous materials and lockdown.

EVACUATION: We conduct emergency evacuation drills at least once a month to practice safe, orderly exits from buildings. All students and staff must report to the evacuation location as indicated on the Emergency Guide (please keep your Emergency Guide in your family vehicle for easy access and become familiar with the map). Any volunteer or visiting parents on campus must also evacuate to the lower field until the all-clear signal is given. Please do not come to the office or continue your volunteer work during any drill. In the event of a real emergency, everyone must be familiar with our procedures to ensure the safety of all.

STUDENT RELEASE:

- ☞ Please try to **walk** to the school to pick up your child. This will help decrease the car traffic around our school.
- ☞ Students will be released at the Release Gate at the driveway on lower Maryland Ave. and only to an authorized adult. Please bring your ID and remain calm. We will keep you informed of the process as students are ready to be released.

EMERGENCY ID TAG: Students will only be released to those designated on their Emergency ID Tag that you fill out on the first day of school. **Please keep this information current** by notifying your child's teacher of any changes.

COMMUNICATION: In the event of an emergency, telephone communication may be difficult. Please listen to KIEV, AM 870 for emergency information for the City of Glendale. If necessary, we are prepared to stay with your child for an extended period of time.

FOOD AND WATER: The Glendale Unified School District provides enough food and water for individuals on our campus to survive for several days. The inventory of water and specially sealed food is inspected yearly to ensure freshness and is replaced/replenished as necessary.

SEXUAL HARASSMENT: The Board of Education prohibits sexual harassment of any student by any employee, student, or other person in or from the District.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. (See Board Policy 4012.)

Students and staff are required immediately to report incidents or complaints of sexual harassment to the principal or appropriate designee or to a District administrator. Students who feel that they are being harassed should immediately contact the principal or designee. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed with the Deputy Superintendent of Educational Services, who shall render a decision as soon as practical after receipt of the complaint. In the event a student is not satisfied with the decision of the Deputy Superintendent, it may be appealed to the Superintendent who shall, as soon as practical, render a final decision.

As required by state law, the District has an adopted "Uniform Complaint Policy and Procedure" for specified programs or activities which receive state or federal funding and require formal complaint procedures regarding alleged acts of discrimination on the basis of race, color, national origin, ancestry, ethnicity, religion, gender, sex, sexual orientation, disability, or other status protected by law. This procedure includes a process for the filing, investigation, and resolution of a complaint from an individual or an agency alleging violation by the District of federal or state law or regulations governing educational programs. Any complaint shall be filed with the Superintendent of the Glendale Unified School District, 223 N. Jackson St., Glendale, CA 91206 not later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination. According to law, the District shall investigate any allegation of noncompliance and send its decision in writing to the complainant within sixty days from receipt of the complaint in all of the following programs:

- Consolidated Categorical Aid Programs
- Migrant Education
- Vocational Education
- Child Care and Development Programs
- Child Nutrition Programs
- Special Education Programs
- Glendale Unified School District BP 5145.7

Complaints concerning the following programs are governed by other civil remedies and an individual whose complaint involves any of the following will be referred by the Superintendent's designee to the appropriate agency:

- Allegations of child abuse
- Health and safety complaints regarding a Child Development Program
- Discrimination issues involving Child Nutrition programs or Title IX
- Employment discrimination
- Allegations of fraud

Under Title V of the California Code of Regulations Section 4650, the complainant may have the right to an investigation conducted by the California Department of Education. This may include situations when the complainant believes that alleged discrimination exists; there is possible retaliation by the agency against the complainant; when the agency refuses or has failed to conduct or report an investigation; or circumstance which may exist endangering the health and safety of students or employees. The complainant may appeal an unsatisfactory investigation.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned. Nothing in this policy precludes a complainant from seeking relief in other forums, but in such forums certain complaints and remedies may prove to be unavailable to those who failed to bring them to the District's attention.

Inquiries concerning the application of Title IX and implementing regulations or complaints alleging non-compliance with, or prohibited by, Title IX should be referred to the District Compliance Officer for Title IX - Director of Student Support Services.

Legal Reference: Education Code, Sections 212.5; 212.6; 230; 48900.2 California Code of Regulations, Title 5, Section 4900
Policy Adopted: 5/21/96

Policy Amended: 1/21/97; 6/30/98; 2/5/02; 1/14/03

Formerly BP 5325