

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 EELP 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 EELP Program. **These are the ONLY students who may enter through the gate by the Main Office.** The playground entrance for students is the staircase on Orange. On rainy days, all students need to report directly to their classrooms, but not before 8:00 AM.

School Security:

In order to provide a safe environment, the student entrance gate on Orange Ave. will be closed and locked except for 8:00-8:15 and after school for dismissal. During the hours of 8:00 AM – 3:00 PM, 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 the first recess 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. Students in grades 4-6 who receive 10 or more tardies will be assigned to Saturday School. Chronic tardy problems of more than 20 days 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, Wednesday, Friday release times: TK 12:16 PM
Kindergarten 12:26 PM
Grades 1-3 2:20 PM
Grades 4-6 2:40 PM

Thursday 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 12:11 PM
Grades 4-6 12:31 PM

There is no supervision available after school for any student not enrolled in EEELP (Early Education and Extended Learning Programs) Childcare Programs. Children are to leave campus or be picked up promptly at dismissal time at the Orange Avenue or Maryland Avenue gates. 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. They may not come back to the yard to play. Students may not chase each other or play games while waiting. Our upper grade classes are still in their classrooms until 2:40 PM and instruction is not to be interrupted. 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 Thursday to allow for planning and training of staff. Students who are enrolled in the EEELP 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., Chicken Pox), 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:

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 the first recess of the day so class instruction is not interrupted.** Please do **not bring or send a soft 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. 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 EEELP 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 fruit | Dried Fruit |
| Beef jerky | Dry cereal (not sugar coated) |
| Lunch meat | Fresh Vegetables (such as carrot and celery sticks) |
| Rice Cakes | Fruit Juice (not fruit <i>flavored</i> drinks) |

Student may not bring candy, cupcakes, soft drinks, or beverages in glass bottles. Students must be seated on benches while eating their snacks. All trash should be put in the playground wastebasket. Children may bring plastic water bottles (with water only) to class on hot days (80 degrees or more) only. Frozen water bottles are not allowed at any time.

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. 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 the first recess 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 cast of any kind and/or the use of crutches, 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. We encourage parents to participate in these classroom activities. 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. Consider donating a book in your child's honor from our Valley View Library Wish List. 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 Orange Avenue at the stairwell. Afternoon pick up will be made on Orange Avenue (grades 1-6). TK and Kindergarten students will be dismissed at the Maryland Avenue Kindergarten gate towards the top of our campus. Please arrange the pickup location with your child. Use the drop off/pickup lane going west on Orange. Stop only when your child is in sight. If your child is not visible, continue through the "coned" lane and don't block traffic. Continue right on Maryland and come around again.

If you walk your child to the Orange Ave. gate for drop off, please stop at the gate after 8:00 AM and send your child up 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 outside the sidewalk gates.

Child Care students entering before 8:00 AM should enter at the gate by the school office so parents can sign in their children at the EEELP classroom (Room 405). A drop off zone has been arranged specifically for students enrolled in this program.

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.
3. 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, including those parents dropping off or picking up students from the EEELP Program (except after 4:00 PM).
7. Children are **never** to be sent or walked through the parking lot to enter or leave the campus at any time.
8. 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, Foundation and Korean Parent Ambassadors 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 to schedule an appointment.

Textbooks/Library Books:

Textbooks are provided for all students. See the information regarding textbook online access that was sent home in your first day packet. 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.

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 Wednesday 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.

Instrumental Music in grades 4-6

Singing Eaglets, grades 1-3

Talon Singers, grades 4-6

Student Council in grades 4-6

Color Guard – grades 3-6

Tech Team Talons – grades 4-6

Math Clubs in grades 4-6

Chess Club, grades 1-6

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 times a year (November, 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 at 2:45 PM – 4:00 PM on the last Wednesday of the designated month. We value and need your input. Please contact Principal Dr. Brook Reynolds 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.

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, Meet the Masters Art, Accelerated Reader, Motivational Assemblies, Field Trip buses, technology (42 Computers in the Computer Lab, ELMOS, LCD projectors, performing arts supplies, PE supplies, plants and area beautification, and Lights for the auditorium) 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.

Complaints/Concerns:

All complaints or concerns about your student need to begin with the classroom teacher. Phone calls, faxes, 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.