



VIKING PARENT-STUDENT HANDBOOK 2024-2025



Vallecitos Elementary School Home of the Vikings

School Address:
5211 Fifth Street, Fallbrook, CA 92028
(760) 728-7092
Office Hours: 7:30am- 4pm

“Where Attendance and Achievement Matters”



Website: vallecitosd.net



ClassDojo



Digital Version of Handbook:
<https://shorturl.at/Dylse>

Dear Students, Parents, and Guardians,

Welcome to the 2024-2025 school year! We are thrilled to embark on another exciting journey of learning, growth, and community at our school. We are committed to fostering an environment where every student can thrive academically, socially, and emotionally. Below are some of the goals and highlights for our year:

- **Attendance:** Regular attendance is crucial for academic success, and this year we are placing a significant emphasis on it. We expect all students to be present every day and on time. Consistent attendance not only supports learning but also fosters a sense of responsibility and commitment.
- **Academics:** This year, we look forward to seeing continued growth in math, English language arts, and science. Our iReady progress last year was off the charts, and we want to keep that momentum going all year long. Our dedicated teachers and staff are prepared with innovative strategies and resources to ensure that every student has the support they need to succeed.
- **Careers:** We are placing a strong emphasis on career exploration this year, with numerous field trips planned to provide students with real-world insights into various professions. Our Social Emotional Learning Specialist will also be guiding students through career exploration activities. These experiences are designed to inspire and guide students as they consider their future paths.
- **Inclusive Campus:** This year, we will be celebrating our diverse community through activities that facilitate exploration of identity and culture. By learning about and appreciating the diverse backgrounds and experiences of their peers, students develop empathy, respect, and a broader worldview. These skills are not only important for creating a harmonious school environment but also for preparing students to thrive in a diverse and interconnected world. We will end the year with an Arts and Culture Celebration Night, featuring a talent show and art gallery for students to showcase their talents and express themselves creatively.
- **Enrichment Opportunities:** We are delighted to announce the expansion of programs for the Boys and Girls Club. In addition to homework support, our before and after school programs will offer students the ability to learn music, engage in art, and participate in a variety of other enriching activities, helping them to discover and develop their passions.

**Please note that the Boys and Girls Club will have stricter attendance rules this year. The program will only be available to those who maintain regular attendance and stay until 5:00 PM. This change is necessary to continue receiving state funding.*

We encourage you to get involved, stay engaged, and communicate with us regularly. Together, we can make this a fantastic school year filled with learning, growth, and lots of fun!

Sincerely,

Michelle Peace and Meliton Sanchez



Principal

Superintendent/CBO

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ACADEMICS

All students receive high quality, engaging and culturally responsive curriculum and instruction that is aligned to California State Standards and Frameworks. Differentiated instruction is strategically planned to meet the needs of diverse learners. Frequent and systematic data analysis takes place during our staff’s Professional Learning Community (PLC) time and is used to guide instruction. Multiple data points are used to monitor student progress, and when students do not make adequate progress, they are recommended for additional support via small group or individual instruction with support staff and/or their teacher.

HOMEWORK POLICY

Vallecitos has an established homework policy where students, parents, and school are “Partners for Learning.” The purpose of homework is to practice skills that have already been taught in the classroom. Our policy is one where a students’ homework is vital to his/her grade. The following lists the maximum amount of time students should be spending on their homework (4 times per week). If homework is taking your students longer than the maximum time allotted, please reach out to their teacher to discuss ways to make it more manageable:

<p>TK/K- minimal based on teacher judgment Grade 1- 40 minutes maximum Grade 2- 50 minutes maximum Grade 3- 60 minutes maximum Grade 4- 70 minutes maximum</p>	<p>Grade 5- 80 minutes maximum Grade 6- 90 minutes maximum Grade 7- 100 minutes maximum Grade 8- 110 minutes maximum</p>
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GRADES

Students receive progress reports in October and March and report cards in January and June. Parent Teacher Conferences are also scheduled in November for more in depth discussions regarding how each student is progressing academically. Parents are strongly encouraged to call, email, or make an appointment with the teacher to discuss grade concerns.

AWARDS AND RECOGNITION

Vallecitos regularly acknowledges the effort and growth that our students show throughout the year. Students can earn the following awards at our awards assemblies:

- Student of the Month
- Honor Roll (Grades 4-8)
- Perfect Attendance
- Citizenship/Character Counts
- Student Standout (two times per year)

ATTENDANCE

ABSENCES

Parents should call the office EACH DAY the student is absent: (760) 728-7092. You may leave a message if someone does not answer. Be prepared to report your child's name, date of absence, reason for absence, and the name of your child's teacher. Bring a note from the doctor, if applicable, to excuse the absence.

TARDIES

Being on time to class is extremely important. A student is considered tardy if he/she arrives after the bell rings at 8:15 a.m. Tardies interrupt the classroom and interfere with the learning of other students. Continuous tardiness on the part of any student will be viewed as a very serious matter and will be reported to the superintendent. Saturday schools may be assigned for any student who is habitually tardy.

MAKE UP WORK

All students shall be allowed to make up assignments and tests in a timely manner; full credit shall be given upon completion.

INDEPENDENT STUDY

An Independent Study Contract is available for families who must take extended leave from school for reasons not normally excused by law. Parents must notify the School Receptionist a minimum of two weeks prior to the absence in order to prepare the Independent Study Contract. Please note that Independent Study is limited to 14 school days per year.

PERFECT ATTENDANCE

Perfect Attendance is defined as no absences, no tardies, no early dismissals. A student may still receive perfect attendance if he or she is sent home ill by the school office. Medical appointments will be included

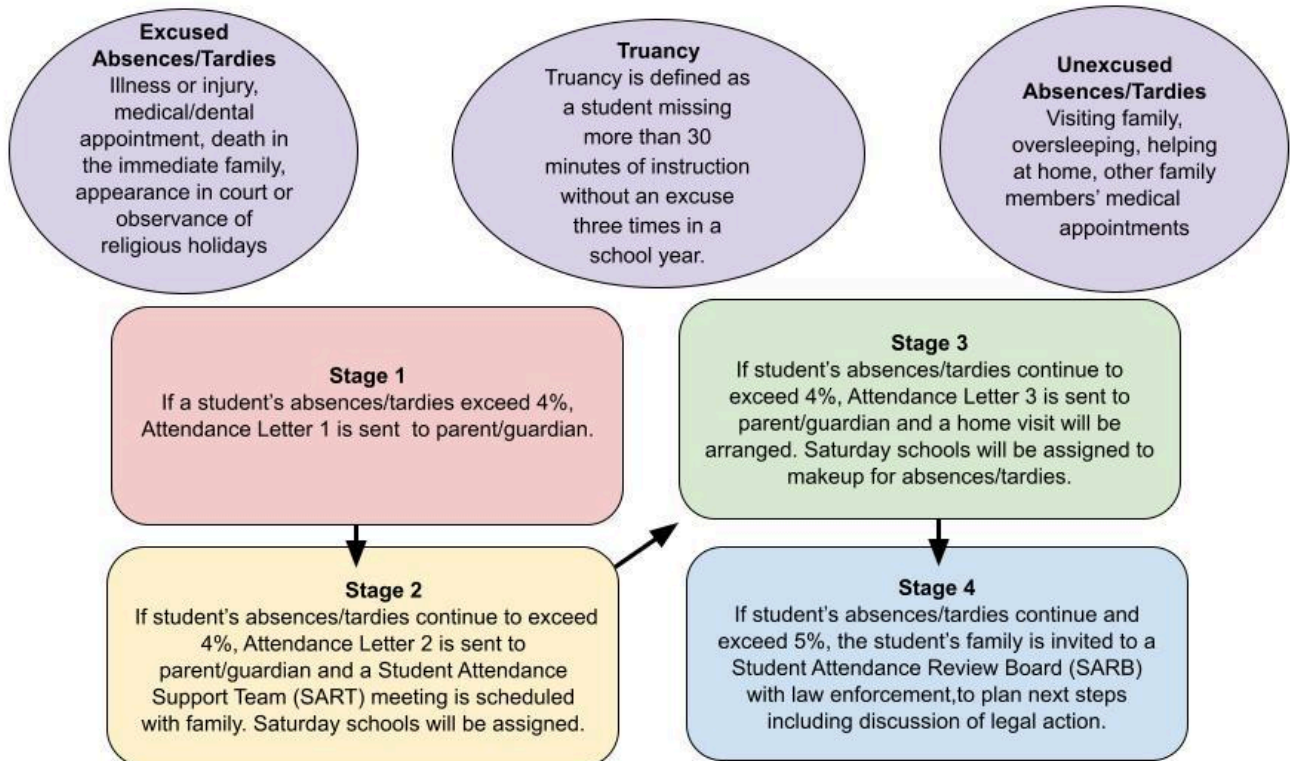
ONLY with written documentation from the physician's office. Students are recognized for perfect attendance at our Student Stand Out Assemblies.



Vallecitos Elementary Attendance Policy
The Viking Way is to be at school every day and on time.
 Our goal is at least a 96% attendance rate for every student!



Although parents/guardians have the legal responsibility for ensuring their child's attendance at school, the staff at our school work together with other professionals and agencies to ensure that all pupils supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored daily.



BEHAVIOR EXPECTATIONS

Vallecitos Elementary is a state-recognized Positive Behavioral Intervention and Supports (PBIS) School. PBIS provides a clear system and alignment for all expected behaviors at Vallecitos Elementary.

Through PBIS, we work to create and maintain a safe and productive learning environment in which ALL school community members have clear expectations and understanding of the system. Our PBIS system includes the following four components:

1: Behavioral Expectations are Defined.

Vallecitos Vikings use our '3 Be's Matrix' to clearly define school behavior expectations.



Vallecitos Vikings School Expectations



	Arrival & Dismissal	Hallway & Transitions	Bathroom	Eating Areas	Classroom	Recess Area
Be Safe	<ul style="list-style-type: none"> Pay attention. Look both ways before crossing. 	<ul style="list-style-type: none"> Pay attention. Walk! Stay clear of doors. 	<ul style="list-style-type: none"> Keep your body & belongings to yourself. Give privacy to others. 4 students at a time in the blacktop bathrooms/2 at a time in front office bathrooms. 	<ul style="list-style-type: none"> Stay orderly in the lunch line. Hold the tray securely. Always walk around the wall. 	<ul style="list-style-type: none"> Wait for the teacher before entering. Use ramp to access the door. Follow directions the first time given. Keep walkways clear. 	<ul style="list-style-type: none"> Use the equipment as intended. Use the field to play soccer and other running games. Be aware of your surroundings when throwing and kicking balls. Tell an adult when someone is hurt.
Be Responsible	<ul style="list-style-type: none"> Be on Time. Drop off backpacks & go the blacktop. After school, go immediately to parent pick-up or sign in for after school program. 	<ul style="list-style-type: none"> Line up quietly & wait for instructions. If leaving class, make sure you have a hall or bathroom pass. 	<ul style="list-style-type: none"> Use grade-level bathroom & wear the pass if leaving class. Wash your hands Use toilet, sink, soap, and dryer correctly. Immediately report any issues or messes. 	<ul style="list-style-type: none"> Keep your area clean. Keep food on the tray or in your mouth. Take your lunch bag and belongings when dismissed 	<ul style="list-style-type: none"> Be ready to learn. Stay on task and listen attentively. Keep your classroom and personal space organized/clean. 	<ul style="list-style-type: none"> Take bathroom & water breaks during recess. Eat only in the lunch area. Clean up all equipment.
Be Respectful	<ul style="list-style-type: none"> Listen to ALL staff. Keep your body & belongings to yourself. Be polite. 	<ul style="list-style-type: none"> Take care of school property. Walk quietly without disrupting classes. 	<ul style="list-style-type: none"> Check door signs before entering. Conserve supplies: 2 squirts of soap 10 seconds to dry hands 	<ul style="list-style-type: none"> Keep your body to yourself Listen to ALL staff. Keep noise levels low to not disturb classes. 	<ul style="list-style-type: none"> Encourage others and yourself. Raise your hand to avoid interrupting. Be polite to guests/subs Keep phones & electronics away 	<ul style="list-style-type: none"> Play fair. Use appropriate language. Show good sportsmanship. Include everyone when playing.

2: Behavioral Expectations are Taught.

The behavior expectations are taught, modeled and rehearsed with all students on campus and in real contexts.

3: Appropriate Behaviors are Acknowledged.

Students earn Viking Points when staff “catch” them following the 3 Be’s. They can redeem these tickets for items or experiences at our [Viking Ticket Store](#), such as:

- Small prizes and toys
- Classroom rewards/experiences
- Recognition at weekly assemblies
- Positive calls home

4: Behavioral Errors are Corrected Proactively.

Vallecitos is committed to Restorative Practices and views mistakes as learning experiences for students. If a behavior issue persists, students may receive consequences and will also be required to [reflect on their behavior](#) and how it impacted others. Restorative conversations are facilitated for students to resolve the conflict, if necessary.

ADDITIONAL RULES/GUIDELINES

Academic Honesty:

The Viking community is committed to developing students who demonstrate responsibly citizenship through ethical behavior. Each teacher will create a positive atmosphere that emphasizes academic honesty and discourages cheating by discussing academic honesty with each group of students, especially at the beginning of the year, and describing issues specific to each class.

“Cheating” includes, but is not limited to the following behaviors:

- Using inappropriate materials or notes not permitted during testing (classroom or standardized)
- Using cell phones or any electronic device during testing unless otherwise directed by the teacher
- Talking during a test
- Looking at another student’s paper during a test
- Copying another student’s work of any kind or at any time in class, during testing, or as homework
- Passing off another’s work as your own, including copying a published photo or artwork
- Falsifying information during research
- Plagiarism (whole or cut-and-paste); or failing to give credit to the ideas of others
- Forgery
- Aiding or failing to stop academic dishonesty with or by others

Bullying:

Bullying will not be tolerated at Vallecitos Elementary. Any student who is being bullied is encouraged to report the abuse to a staff member as soon as possible or use our Say Something anonymous tip line or app as explained in this handbook. Three clear and simple agreements guide behavior:

- We do not bully other students.
- We try to help students who are bullied.
- We make a point to include students who are left out.

Bullying is any type of verbal, cyber, or physical abuse that is repeated and is intended to harm or to humiliate another person. The following defines bullying:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property; cause the student to experience a substantially detrimental effect on the student's physical or mental health; or cause the student to experience substantial interferences with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school. Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Dress Code:

The school is committed to maintain standards of dress which will be fair to everyone while maintaining a safe and appropriate learning atmosphere.

- Closed toed shoes with a heel strap or back must be worn at all times. Tennis shoes should be worn for PE days.
- Clothing shall conceal undergarments at all times. See-through fabric, bare midriffs, and shorts/skirts shorter than mid-thigh are not allowed.
- If necessary, administration may define "gang related" apparel and limit these clothes if it can reasonably be determined that it threatens the health and safety of the school environment.
- All clothings must be free of inappropriate messages, such as references to racial supremacy, drugs, alcohol, tobacco, weapons, violence, or sexual overtones.
- Hats that shade the face when outdoors are encouraged for sun protection. It is at the teacher's discretion whether or not hats may be worn indoors.
- Costumes and pajamas are only permitted on assigned spirit days. Full coverage face masks, excessively gory costumes, and imitation weapons are not allowed.

**Clothing or other items which can be intimidating to others or puts the wearer in danger will not be allowed.*

Cell Phones and Electronic Devices:

We strongly discourage students from bringing cellphones to school. If a family supports sending a child with a cell phone, smart watch, or similar communication device, you agree to the following conditions:

1. Cell phones and smart watches could be a disruption to the learning environment and must be turned off and in backpacks. Staff have the right to collect electronic devices for the duration of the day.
2. Cameras are not allowed on campus, including using a cell phone's camera function, unless part of a class assignment or approved school activity with the advanced permission

of the principal.

3. Vallecitos Elementary School is not liable for any cell phones that are lost, damaged, or stolen.

5. Proper documentation must be turned into the principal to authorize a cell phone that must remain "on" if determined to be essential for a student's health by a licensed physician.

Usage would be limited to health-related purposes only.

Students who do not abide by these rules will have their phone confiscated. If this occurs, parents will be required to pick the phone up from the office.

Gum:

Gum is prohibited at all times at school, including field trips. This and all school rules apply before and after school, at after school and evening events, and on the school bus.

Personal Property:

Students may not bring toys or other distracting items to school with them unless they have permission from their teacher for a special event or reward. Students are encouraged to leave large sums of money, electronic devices, and other personal property items at home. Theft or damage to personal property is not a school responsibility. Any personal property, such as cell phones or other electronic devices will be temporarily confiscated if it is disruptive to the campus or classroom climate.

Public Displays of Affection (PDA):

Excessive displays of affection are inappropriate at school or school sponsored activities. Excessive public displays of affection are defined as lingering hugs, intimate touching, cuddling, kissing, or the unnecessary placement of another student's hands on your body (excludes holding hands).

Search and Seizure:

The law provides school officials with wide latitude to search students and their possessions in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or a dangerous object, the student will be asked to submit to a search of their person and backpack/possessions. School officials make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being in an off-limits area without permission or a report by a student/parent/staff member of possession of contraband or a dangerous object. Students should also be aware that any contraband or dangerous object found in their possession will be assumed to belong to them. If a student should discover anything suspicious or a dangerous object on campus, he/she should go directly to a school administrator or other staff member and report it immediately.

Selling/Trading Products:

There is no selling of outside products for individual profit or exchange. This means no selling or trading of candy, other food items, toys (such as Pokemon cards), etc.

Sexual Harassment:

Ed Code 48900.2 This code provides for suspension or expulsion of students for committing sexual harassment, which is defined as behavior that is “sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or create an intimidating, hostile or offensive educational environment.” Victims of sexual harassment can report harassment in writing or verbally to any teacher or administrator.

Suspension/Expulsion:

Under the provisions of Education Code Section 48900, a student may be suspended/expelled for the following offenses:

1. Causing, attempting to cause, or threatening to cause physical injury to another person and/or willfully using force or violence upon the person of another except in self-defense.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
3. Possessing, using or otherwise furnishing, or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
4. LOOK ALIKE SUBSTANCE: Offering, arranging or negotiating to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then selling, delivering or otherwise furnishing to any person another liquid substance, or material and representing the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
5. Committing robbery or extortion.
6. Causing or attempting to cause damage to school property or private property.
7. Stealing or attempting to steal school property or private property.
8. Possessing or using tobacco.
9. Committing an obscene act, or engaging in habitual profanity or vulgarity.
10. Having unlawful possession of or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.
11. Disrupting school activities or willfully defying the authority of school personnel.
12. Knowingly receiving stolen school property or private property.
13. Possessing an imitation firearm.
14. Committing or attempting to commit sexual assault, or committing sexual battery.
15. Harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding.
16. Committing sexual harassment (grades 4-12 only).
17. Causing, attempting to cause, or participating in an act of hate violence (grades 4-12 only).
18. Creating an intimidating or hostile education environment by intentionally engaging in harassing, threats, or intimidation against a pupil or group of pupils (grades 4-12 only)

Technology Use:

While using Vallecitos School District provided technology, either at home or school, all District students are expected to observe the requirements of the [District’s Use of Technology in Instruction and Student Use of Technology policies](#). These requirements are set forth in District Board Policy 6163.4 and associated Administrative Regulation.

In particular, you should be aware that the District provides **LIMITED** content-filtering for any internet usage your student may engage in while using District-provided technology **at home**. Students and parents/guardians are therefore responsible to ensure that students engage in responsible use. The District is not liable for any inappropriate content that may be accessed during this period of time.

Inappropriate conduct by students in regards to the use of District-provided technology includes, but is not limited to:

- Accessing material that is obscene, pornographic or harmful to minors.
- Use of District-provided technology and/or resources to harass or bully others.
- Destruction or damage to equipment, software, or data belonging to the District or others.

All District-provided technology is the sole, exclusive property of the District. Any cost involved in replacement or repair of a computer is the responsibility of the student and/or parent(s)/guardian(s).

Tobacco & Vape Free School District:

Vallecitos Elementary is a tobacco-free and Vape-free district. The use of any tobacco and vape products are prohibited at all times on district property and district vehicles. This also includes electronic smoking devices. This policy is in effect at all times, including during/after school hours. No smoking will be allowed in the parking lot or on school property. Information on smoking cessation class is available from the [San Diego County Health and Human Services Agency](http://www.sandiego.gov/healthandhumanresources) at tobacco@sdcounty.ca.gov.

BELL SCHEDULE

Supervised parts of the campus are open to students from 7:30 am prior to the official start of the academic Day. No school supervision will be available before 7:30 am. For your child’s safety, please do not drop your child off any earlier unless they are enrolled in the Boys & Girls Club before school program. Students must be picked up immediately after school unless they are enrolled in the Boys & Girls Club after school program. Students are not permitted to be unsupervised in the park after school.

	Monday - Thursday	Friday
Boys & Girls Club	6:30 am- 8:15 am	6:30 am- 8:15 am
Start Time	8:15 am	8:15 am
TK-1st/2nd Combo Recess	9:30 am-9:45 am	9:45 am -10:00 am

2nd/3rd Combo -5th Recess	9:45 am-10 am	9:45 am-10 am
6th-8th Recess	10:00 am- 10:15 am	10:00 am- 10:15 am
TK-1st/2nd Combo Class Lunch	11:35 am -12:10 pm	11:35 am-12:10 pm
2nd/3rd Combo Class -5th Lunch	11:55 am-12:30 pm	12:33pm
6th-8th Lunch	12:15 pm -12:50 pm	12:33 pm

CALENDAR

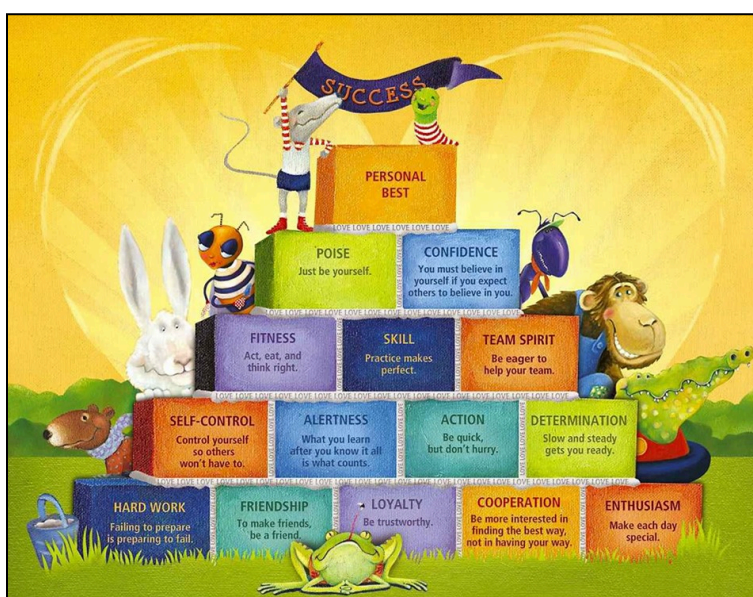
August		September		October	
9	Family Orientation/ Movie Night	2	Labor Day- No School	1	School Site Council Meeting #1
13	Board Meeting	5	Back to School Night	2	Custodian Appreciation Day
15	First Day of School	9	PTO Meeting	7	Student of the Month (September)
19	Picture Day	10	Board Meeting	8	Board Meeting
26	Fall iReady Window 8/26-9/16	13	Wellness Committee Quarter #1 Meeting	18	Lunch on the Lawn
		15	First Day of Hispanic Heritage Month (9/15-10/15)	23-31	Red Ribbon Week
		27	DELAC #1 Hispanic Heritage Night Celebration	25	PTO Fall Festival
				31	Halloween Costume Parade
November		December		January	
1	First Day of Native American Heritage Month & Dia de los Muertos Community Ofrenda	2	PTO Meeting	1-6	Winter Break School Closed- No Boys & Girls Club
4	Student of the Month & PTO Meeting	3	School Site Council Meeting #2 & DELAC #2	7	No School for Students- Boys & Girls Club (6:30am-6pm)
8	Wellness Committee Quarter #2 Meeting	6	Santa's Workshop	13	Student of the Month; Winter iReady Window (1/13-27); PTO Meeting
11	Veterans Day- No School	9	Student of the Month Assembly	14	Board Meeting
12	Board Meeting	10	Board Meeting	20	Martin Luther King Jr. Day- No School
20	Progress Report #2 & Minimum Day for Parent Teacher Conferences	13	Middle School Winter Dance (tentative)	31	Report Cards sent home
		23-31	Winter Break- School Closed; No Boys & Girls Club		

21	Parent Teacher Conferences Night				
25-29	Thanksgiving Break- No School Boys & Girls Club 11/25-27 (6:30am-6pm)				
February		March		April	
1	First Day of Black History Month	1	First Day of Irish-American Heritage Month & Women's History Month	1	First Day of Arab-American Heritage, Autism Awareness, & Poetry Month
3-7	Counselor Appreciation Week	3-6	Read Across America Week	2	Paraprofessional Appreciation Day
7	Student Standout Assemblies TK-3rd- (8:20 am) & 4th-8th- (9:40am) & Wellness Committee Meeting Quarter #4	3	PTO Meeting	4	Viking Arts and Culture Night
11	Board Meeting	10	Student of the Month Assembly	7	Student of the Month & PTO Meeting
14	Lunch on the Lawn (Loved Ones Lunch) & PTO Valentine's Day Sale	11	Board Meeting	8	Board Meeting
17-21	President Days-No School Boys & Girls Club (6:30am-6pm)	12	School Site Council Meeting #3	10	Lunch on the Lawn
28	DELAC #3	20	Open House	14-18	Spring Break- No School Boys & Girls Club (6:30am-6pm)
		24	No School- Boys & Girls Club (6:30am-6pm)	24	Administrative Professionals Day
		28	Progress Reports sent home	25	PTO Gary Lewis Walk-a-thon
May		June			
1	First Day of Asian Pacific American Heritage, Jewish Heritage, & Mental Health Awareness Month	5	8th Grade Promotion		
2	School Lunch Hero Day	6	Last Day of School Student Standout Assembly TK-3rd (8:20 am) & 4th-7th- (9:40am) and Report Cards sent home		
5	PTO Meeting	11	Board Meeting		
5-16	CAASPP state testing (grades 3-8)	14	Rainbow Color Run (tentative)		
5-9	Teacher/Staff Appreciation Week	6/9-7/31	Boys & Girls Club 6/10-7/31 (6:30am-6pm) *No program June 19 for Juneteenth		
7	School Site Council Meeting #4				
12	Student of the Month Assembly				
13	Board Meeting				
18	Speech & Language Pathologist Day				
24	Wellness Committee Meeting #4				
27	Spring iReady Window 5/27-6/6				

*You can view the Board Approved Instructional Calendar and live school calendar on our school website at www.vallecitosssd.net/schoolcalendar.

CHARACTER EDUCATION

Vallecitos Elementary uses the [Harper for Kids program](#) to teach character education. This program enables our students to develop good character through UCLA Coach John Wooden's famed "Pyramid of Success".



COMMUNICATION

Vallecitos Elementary adheres to an open communication policy. When concerns arise, we strongly recommend reaching out to your student's teacher first. A complete list of email address is in the Directory section of this handbook.

In order to keep communication clear, the following methods of regular communication take place throughout the school year:

- Weekly phone call and newsletter from the principal
**Please make sure we have an up-to-date phone number and email address in our system.*
- Class Dojo announcement and messages
**your student's teacher will give sign up information at the beginning of the year.*

- Updated [district calendar](#) on our school's website.

DIRECTORY		
SCHOOL ADMINISTRATION		
Meliton Sanchez	Superintendent/ Chief Business Officer	msanchez@vallecitosd.net
Michelle Peace	Principal	mpeace@vallecitosd.net
OFFICE STAFF		
Nataly Ortiz	School Receptionist	nortiz@vallecitosd.net
Cheri Wheeler	Business Manager	cwheeler@vallecitosd.net
TEACHERS		
Erica Rivera	TK	erivera@vallecitosd.net
Lane Pink	Kindergarten	lpink@vallecitosd.net
Annabelle Lim	1st/2nd Grade Combo	alim@vallecitosd.net
Yeraldi Hernandez-Lopez	2nd/3rd Grade Combo	yhernandez@vallecitosd.net
Ray Hanbeck	4th Grade	rhanbeck@vallecitosd.net
Natasha Koelkebeck	5th Grade	nkoelkebeck@vallecitosd.net
Cheri Jeralds	6th Grade	cjeralds@vallecitosd.net
Ian Liebenberg	7th Grade	iliebenberg@vallecitosd.net
Samantha Loehr	8th Grade	sloehr@vallecitosd.net

STAFF DIRECTORY (CONTINUED)

SPECIALISTS

Jasmine Burke	Social Emotional Learning	jburke@vallecitosssd.net
Chelsea Dutra	Reading Specialist	cdutra@vallecitosssd.net
Kristin Dignan	Health and PE Teacher	kdignan@vallecitosssd.net
Kim Gonzalez	English Learner Coordinator	kgonzalez@vallecitosssd.net
Bernadine Kekel-Maclsaac	Education Specialist	bkekel-macisaac@vallecitosssd.net
Maria Espinoza	School Psychologist	mespinoza@vallecitosssd.net
Helen Rodriguez	Speech and Language	hrodriguez@vallecitosssd.net
Blanca Lopez	Migrant Education	BLopez@sdcoe.net

OTHER STAFF

Angelica Bermudez	Instructional Assistant	abermudez@vallecitosssd.net
German Briceno	Instructional Assistant	gbriceno@vallecitosssd.net
Diana Cibrian	Instructional Assistant	dcibrian@vallecitosssd.net
Dorothy Davis	Nutrition Services Lead	ddavis@vallecitosssd.net
Abe Escamilla	Custodian/Grounds	aescamilla@vallecitosssd.net
Manuela Hernandez	Food Service Worker	mhernandez@vallecitosssd.net
Maria Lopez	Food Service Worker	mlopez@vallecitosssd.net
Bri Manjarrez	Instructional Assistant	bmanjarrez@vallecitosssd.net
Vanessa Meza	Instructional Assistant	vmeza@vallecitosssd.net
Lilliam Murrillo	Instructional Assistant	lmurrillo@vallecitosssd.net
Miguel Ortiz	Custodian	mortiz@vallecitosssd.net
Maria Silva	Behavior Interventionist	msilva@vallecitosssd.net
Monica Mendez	Boys & Girls Club Lead	monicam@bgcnorthcounty.org

DROP OFF AND PICK UP

WALKING TO AND FROM SCHOOL

If you are walking your child to school or home, please do not walk through the middle of the parking lot. Use the walkways in front of the school and along the TK/Kinder fence.

Students may enter the school at the gate nearest to the front office (Gate 1) or at the gate nearest to the TK and Kindergarten classrooms (Gate 2).

Students must go directly home after school, unless supervised by an adult. **Students may not remain around the school or in the Rainbow Park area without supervision.**

DRIVING TO AND FROM SCHOOL

In order to keep children safe, and keep drop-off and pick-up as efficient as possible, Vallecitos Elementary School has adopted the following protocols; we ask that all caregivers review and follow the protocols in order to contribute to our safe school culture and demonstrate consideration and respect for all. At the end of the day, the children are watching. Please remember you are modeling for them the necessity of following school rules, showing respect for others, and promoting a safe and orderly environment.

- The numbered spots in the Vallecitos parking lot are for faculty only. Please refrain from parking in the numbered spaces at all times.
- When entering the lot, the right side is for **DROP OFF**, the left side is for **DRIVE THROUGH**. There are two valets in the parking lot to help direct a smooth flow of traffic. Please be sure to pay attention to and follow the instructions of your parking lot staff who will direct you to drop off or pick up your child at Gate 1 or Gate 2.
- The valet line is to be used for drop-off and pick-up from:
 - 7:30-8:15 am (Monday - Friday)
 - 2:50-3:00 pm (Monday - Thursday)
 - 12:33 - 12:43 pm (Friday Only)
- Please have backpacks, lunches, and students ready for drop-off before entering the Pick Up and Drop Off Zone. Children should have their items gathered and be ready to unload as your car approaches the parking lot.

- Come to a complete stop, BUT DO NOT LEAVE YOUR VEHICLE. The staff will help all children to and from their cars during these times.
- Students should exit and enter on the passenger side of the car only.
- DO NOT LINGER IN THE PARKING LOT TO WATCH YOUR CHILD WALK THROUGH THE GATE. If you want to monitor your child, please park in a non-numbered parking spot and escort them to campus where they can enter the gate next to the main office.
- Be polite to other drivers and try to leave sufficient room for other vehicles who are leaving the parking lot via the left lane.
- Do not use cellphones or engage in other distractions while picking up or dropping off children.
- Merge into one lane at the exit to the drive through parking lot; The drive through parking lot allows for right turns only upon exit.
- When exiting the lot, please watch for children and drive slowly.
- After 3:00 pm, teachers on duty will walk any remaining students to the office. Students must wait in the office. The office staff will help contact parents when necessary, and document all students being picked up late.

Thank you for helping to keep all of our children safe and alleviate traffic congestion as much as possible

FAMILY AND COMMUNITY INVOLVEMENT

PARENT INVOLVEMENT

Research has shown that when parents become involved in school activities, the child's behavior improves, academic achievement increases, and achievement gains are sustained and language performance improves significantly. Parents are encouraged to be involved on campus, and there are numerous opportunities to do so.

VOLUNTEER IN CLASSROOMS

Volunteers are welcome at our school. Volunteers must register as a volunteer at the school office, complete the Vallecitos [School Volunteer Application](#), satisfy Megan's Law check, complete a state/federal background check, and verify a negative TB test before volunteering can begin.

EVERYONE A READER

Volunteers can be trained to tutor primary students one-on-one in reading. The program sets our students up

for success and ensures volunteers have a big impact on the children who need a helping hand. For more information about volunteer for this program, please contact Ms. Chelsea Dutra at cdutra@vallecitossd.net.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of the PTO is to promote the welfare of children in our school, at home, and within our community. It provides a forum for dissemination of information, coordinates parent volunteer programs, creates and supports programs that enhance the educational experiences of Vallecitos' students and provides parent education. PTO meeting times and dates are listed on the school marquee and in our weekly phone message/email home.

Some of the events that are hosted by the PTO include the following:

- Fall Festival
- Pumpkin Pie day for Thanksgiving
- Santa's Workshop
- Gary Lewis Walk-a-thon
- Valentine's Day Fundraiser
- Field trips

SCHOOL SITE COUNCIL (SSC)

Parents or community members interested in providing input on school goals, data, educational resources, and budgetary input are encouraged to run for election on our SSC. The programs SSC provides input for are Title I (Academic Achievement), Title II (Professional Development), Title III (English Learners), Title III (Immigrant Students), Title IV (Innovation), Rural Education, the Local Control Accountability Plan, the Single Plan for Student Achievement, and the Federal Addendum. The use of funds for all these programs are determined by the SSC. Funding uses may include after school tutoring, intersessions, additional support from highly trained certificated staff members or instructional assistants, the purchase of computer assistive technology, and other classroom educational resources.

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

This Committee represents the interests of English Learners. The DELAC makes recommendations for the allocation of Title III English Learner and Immigrant funds, along with LCAP funding for students identified as English Learners. The DELAC monitors the implementation of programs and involves parents in meaningful ways that help increase language and achievement.

DISTRICT WELLNESS COMMITTEE

This committee meets quarterly to gauge our progress on meeting our goals as set forth in the [Vallecitos Wellness Policy](#). This group helps the school stay on track and comes up with creative ways to keep our

school and community healthy.

STUDENT INVOLVEMENT

At Vallecitos, we offer a number of extra-curricular activities that students can participate during or after school. Research shows that students who are involved in extracurricular activities may show increased engagement and attachment to their school; participating in extracurricular activities also correlates with students' development both academically and personally.

STUDENT COUNCIL

Students grades 4-8 are elected/selected as representatives annually. Student Council meets regularly to plan for spirit activities and fundraisers.

ATHLETICS

Every four-six weeks students train for a different sport and then compete against other schools in tournaments. Our year starts with volleyball, then moves on to soccer, flag football, basketball, cross-country, softball, and ends with track & field. In order to participate in sports students and parents/guardians sign a contract that includes commitment to the following:

- Putting forth best effort to earn passing grades
- Completing all required classwork and homework
- Demonstrating good citizenship
- Being responsible to give notification before missing practices
- Giving best effort in attending practices and games
- Following guidelines for quitting or missing more that three practices (details in contract)

CLUBS

Every year, our afterschool program polls students and families as to what clubs our school they would be interested in participating in. Our current club offerings include art, cooking, Ballet Folklorico, science, and various competitive sports. Students must be enrolled in the Boys and Girls Club to participate in clubs.

FIELD TRIPS

Field trips provide students with opportunities to learn and interact beyond the regular school environment. Upon registration, each student should submit a permission slip to visit neighboring Rainbow County Park for Physical Education (PE) class. Permission slips must be completed and signed before any student may leave the school premises for a field/study trip.

FIELD TRIPS ARE A PRIVILEGE; STUDENT WITH DISCIPLINE REFERRALS WILL NOT BE

PERMITTED TO ATTEND.

MEDICATIONS

For your child to take any medication at school, including over the counter medication such as ibuprofen, Tylenol, and cough drops, a [Parent/Guardian & Physician Request for Medication](#) must be completed for each new school year. This form is available in the school office and must be signed by you and your child's health care provider. Medication must be provided in the original container with accurate content and dosage information on the label. All medication must be checked into the office.

For student medical conditions, parents are responsible to notify the front office. i.e. allergies, physical limitations for P.E., or any other diagnoses that could impact their education or safety.

NON-DISCRIMINATION POLICY & COMPLAINT PROCEDURE

NON-DISCRIMINATION POLICY: In accordance with Federal Civil Rights Law, Vallecitos Elementary School District is prohibited from discriminating based on race, color, national origin, sex, disability, religion, or age. This applies to all staff and students at Vallecitos Elementary.

The Vallecitos School District strives to remain in compliance with federal and state laws and regulations. In order to support this goal, the District supports utilizing the Uniform Complaint Procedures to communicate allegations of unlawful discrimination, harassment, intimidation, and bullying. Forms for documenting a complaint can be found on our [district website](#) or can be accessed in our front office.

The District also responds to complaints alleging one or more violations of state or federal laws governing educational programs. This includes, but is not limited to the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan.

You may also submit complaints to the United States Office of Civil Rights act:

Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue SW
Washington, DC 20202-1100
Email: OCR@ed.gov

NUTRITION

MEALS

Free breakfast and lunch is provided for all students. Supper is served at 3pm for students that participate in

afterschool programs. The menu can be found on our school website at vallecitosssd.net. If your student need's specialist meals or accommodations, please fill out the [Medical Statement to Request Special Meals and/or Accommodations](#) form which you can obtain in the front office.



Please call the school cafeteria directly if you have questions about the school meal program (760) 728-7092 ext. 204.

Students are not allowed to bring sugary food/drinks, caffeinated drinks, or candy to school. Children learn better when they eat nutritious foods. There is not a spot to warm up food on campus so please keep that in mind when packing lunches

BIRTHDAY CELEBRATIONS

Parents and families are under no obligation to recognize your child's birthday at school. However, if you choose to recognize your child's special day, we ask that students choose a healthy celebration idea, such as the ones listed in our [Classroom Birthday Activities Menu](#) that each teacher will provide for students.

If you do choose to bring food or have students bring food to celebrate, please select snacks from the [VUSD Smart Snacks Approved List](#), which can be obtained from the front office, to ensure they support the district's nutrition education program.

All food items brought on campus by parents/guardians or other volunteers or school staff for student celebrations and activities shall be commercially packaged, and pre-wrapped with an ingredients label so students with food allergies are protected from accidental exposure. No home-cooked food shall be served to students in order to minimize the risk of foodborne illnesses or allergic reactions.

For more information on student nutrition and wellness at Vallecitos, please view our [Wellness Policy](#), which is posted on our school website.

SCHOOL MISSION

“Where Attendance and Achievement Matter”

Our Mission at Vallecitos Elementary is to...

- develop clear and focused learning goals based on high expectations of every student and staff member;
- monitor student learning frequently to guide instruction and improve student learning;

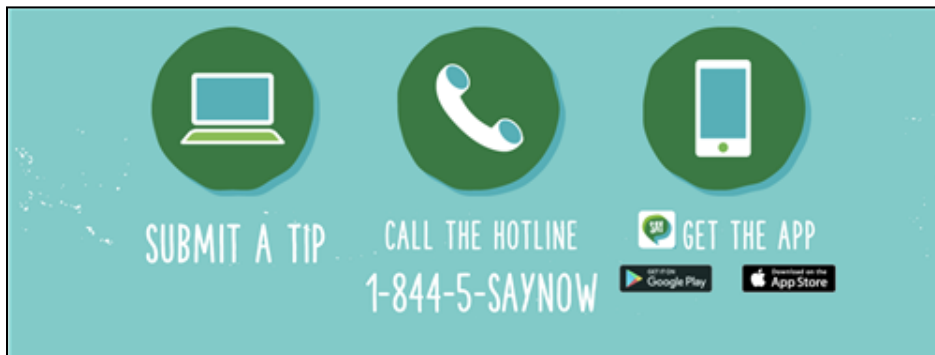
- provide a safe and orderly environment and a collaborative school-wide culture;
- build positive and productive parental relationships; and to
- encourage all students to become productive citizens.

SCHOOL SAFETY

Keeping students safe is our number one priority at Vallecitos Elementary. The school develops and updates a School Safety Plan annually. Fire, disaster, and lockdown drills are held regularly. In the event of an emergency, school staff members will remain on duty until all children have been safely released to parents, guardians, or those designated as the child’s Emergency Contacts. Consequently, it is very important to keep your child’s emergency information up to date and make sure that whomever is picking up your child brings their photo ID. **Your child will not be released to anyone other than those designated as their Emergency Contact.**

- Fire Drills- We practice evacuating the building in a quickly and orderly manner.
- Earthquake Drills- We practice ducking, covering, and evacuating the building.
- Armed Intruder Drills- We practice what to do in various scenarios to ensure we keep our campus as safe as possible.

Throughout the year, our upper grade students are trained through Sandy Hook Promise on how to recognize warning and threat signs and how to take action if they believe our school, or someone at our school is in danger. We ask our students to be “upstanders” rather than “bystanders.” If students do not feel comfortable sharing about a potential threat to a staff member in-person, they are able to submit an anonymous tip on our school website: <https://rb.gy/br46> or through the Say Something App that you can find in the app store for your device.



SOCIAL EMOTIONAL LEARNING

Emotional check-ins are regularly provided for students, so that staff can gauge students' needs and plan accordingly. Our Social Emotional Learning Specialist teaches lessons in each classroom on topics such as emotions management, kindness and empathy, and problem solving. Small groups and one-on-one coaching may also be provided for students who need additional support; parental approval will be required before students are able to attend groups.

SUN SAFETY

Students shall be allowed to wear sun-protective clothing, including hats and sunglasses, and apply lip balm and sunscreen when going outdoors. Sunscreen may be provided for students, and they will be encouraged to apply it before going outdoors. **If a parent does not want their child wearing sunscreen, please notify the teacher.**

VISITORS

The school gates are locked after the final bell rings at 8:15 am. Visitors must enter and exit through the school office after this time.

If a parent(s) wishes to talk about a specific problem, an appointment should be made with the teacher and/or principal. It is recommended that parents reach out to the teacher prior to contacting administration to try to resolve issues at the classroom level.

In order to maintain a productive learning environment, classroom interruptions are highly discouraged. Parents, please make every effort to communicate with your child before school regarding after school pick up arrangements. We cannot interrupt classrooms to announce the arrival of homework, lunches, or other items such as books, flowers, balloons, etc.

