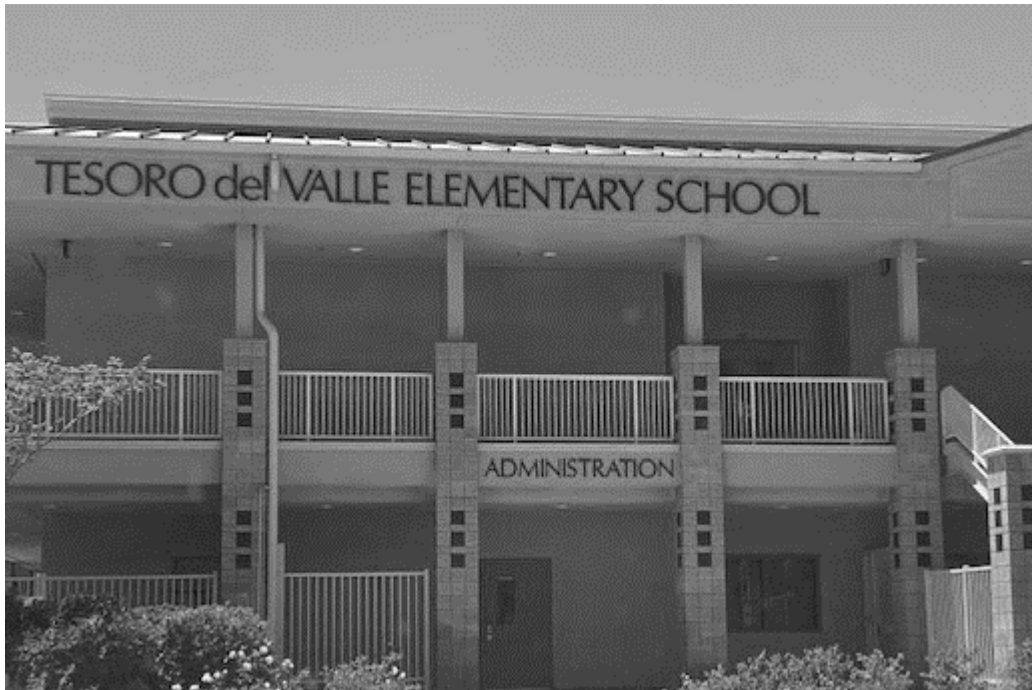


Tesoro del Valle

Parent & Student Handbook 2024 - 2025



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)

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Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Dear Parents/Guardians of Tesoro del Valle Students,

Welcome to the 2024-2025 school year! This Parent & Student Handbook contains information about the school that I hope you will find useful and informative. You will find policy and procedures of both Tesoro del Valle Elementary School and the Saugus Union School District. Please read the handbook and keep it for future reference.

Tesoro del Valle translates to “Treasure of the Valley,” and our community knows this describes our school well. Our mission is that Tesoro staff will ensure high levels of learning for each student academically, behaviorally, and social-emotionally. It is our desire that each child reaches their full potential.

A strong sense of community and pride is vital, and we want all of our families to know that you belong at Tesoro de Valle. We hope you will join the PTA, attend school event and activities, volunteer in the classroom and support your child in every way you can. Parents/Guardians and school are a team, working together to provide the best for each student. Close communication between home and school is essential. Please contact your child’s teacher or me if you have a question, concern, or other reason you’d like to get in touch. We value your partnership, and we’re so glad you are part of our community.

Sincerely,

Ms. Cheryl Cameron
Principal

Administrator Contact

Ms. Cameron can be contacted during office hours (8:00 a.m. to 4:00 p.m.) via ParentSquare message, a note, phone call, or appointment. Administration will make every effort to respond to communication and return telephone calls within 24 to 48 hours.

Teacher Contact

Teachers are available for conferences before or after school. These can be arranged by contacting the teacher via ParentSquare. Teachers are not available for conferences during regular school instructional hours, as this time is designated for classroom teaching.

ParentSquare

Parents and guardians, please be sure to download the ParentSquare app on your phone. Most district and school written communication is conducted via ParentSquare, including caregiver-staff private messaging, informational posts, conference and volunteer sign-ups, and dissemination of emergency information.

Weekly School Newsletter

A school bulletin is sent home weekly via ParentSquare. The bulletin includes a message from the principal, dates to remember, and information about school and PTA activities and events. All notices require principal approval prior to distribution.

Drop-Off and Dismissal

Morning Drop-Off/Arrival Procedures:

- School Gates open at 7:50 am daily.
- TK & kindergarten caregivers, please park and walk students to the kinder playground located to the right of the parking lot by the childcare building.
- 1st - 6th grade students may be dropped off using our valet line. If you are using the valet line, students **MUST** be seated on the passenger side and **MUST** be able to unbuckle and open the door. Caregivers **MAY NOT** get out of the car and students **MUST** exit on the curbside for safety reasons. If this is not possible for your family, park along the street and walk your child to the gate.
- Please note signage when entering and exiting our valet. Please pull all the way forward. **ENTER** by turning **RIGHT** into the

parking lot and **EXIT** by turning **RIGHT** out of the parking lot. If everyone follows the traffic pattern, our line moves efficiently, and more importantly, safely.

Afternoon Dismissal:

- TK & Kindergarten caregivers must park and walk to the kindergarten playground gate located to the right of the parking lot. Follow the teacher's dismissal instructions.
- 1st - 6th-grade students will have designated exit gates. First and 2nd grade between the library and the MPR, 3rd & 4th through the main entrance, and 5th and 6th through the gate close to the eating area (outdoor stage). In order to alleviate traffic and encourage independence, upper grade students are encouraged to cross streets safely and walk to meet their caregiver at a designated location.

Bicycles, Scooters, Skateboards

Students riding bicycles to and from school must have a bicycle permit on file. Permits are issued to students in 3rd - 6th grades. Permits may be picked up in the office. Students must wear a helmet as mandated by California state law. Bicycles must be walked into the bicycle rack and are not to be ridden on campus at any time. **Skateboards, roller blades, wheeled shoes, and scooters are not allowed on campus.**

Campus Supervision

Campus supervision is provided between 7:50 a.m. and dismissal time. **Students may begin arriving at 7:50 a.m. and must be picked up immediately upon dismissal at 2:09 p.m. or 2:59 p.m. (1:49pm for all students on Wednesdays).** All students in grades TK - 2 must be picked up at the 2:09 p.m. dismissal time. They may not wait on campus until 2:59 when an older sibling is dismissed. Please avoid checking out older siblings at the 2:09 p.m. dismissal, as they are required to be in school for instruction until the end of their school day at 2:59 p.m.

Prime Time Instruction

Uninterrupted instructional time is critical in the educational process. To help promote best learning practices we will not make phone calls or disrupt the classrooms before lunch recess. Children's textbooks and homework brought to the office will be placed in the teacher's mailbox. We will only interrupt the classrooms during Prime Time for emergencies.

Office Procedures & Communications

In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office. Any articles to be delivered to children should be left in the office.

We try very hard to avoid unnecessary interruptions to the instructional program. There are several ways that parents can be of assistance.

1. Check with your child prior to leaving for school to see that he/she has a lunch or lunch money and all necessary materials for class.
2. Make sure your child is aware before leaving for school that there will be a change in the regular routine. Please send a note to the teacher.
3. Avoid calling the school to leave a message for your child **during the last hour of his or her school day. Many classes are at P.E. at this time of the day and cannot be reached easily.**
4. Students cannot be released to anyone not listed on the emergency contacts list without prior written authorization.

Breakfast/Lunch

Breakfast is available to Tesoro students during recess, and lunch is served during the student lunch period. Menus are available on the SCV Food Services Agency School Day Cafe Website at <https://www.scvschoolnutrition.org>. Students are encouraged to bring a healthy snack and a nutritious lunch when not eating hot school lunches, and milk is available for students who bring meals from home.

As part of California State's Universal Meals Program, ALL Tesoro students may receive free breakfast and lunch from our cafeteria, and no paperwork is required.
All food must be consumed in the lunch area.

Lost and Found

In order to ensure that lost articles are returned to their proper owners, it is suggested that your **child's name be printed on articles such as sweaters, coats, lunch pails, backpacks, etc.** Articles that are found will be turned into the school office or placed in the multipurpose room and may be claimed at recess or after school. Items

left in the Lost and Found are donated to a charitable organization at the end of each month.

Attendance

Regular and prompt attendance is vital to your child's success in school. Instruction begins at 8:10 a.m. each day.

If for any reason your student will be absent from school for three consecutive school days or more, please contact your child's teacher or the office to arrange for an independent study contract. Preparation of work and contracts does take time, so please make this contact as soon as you are aware of the absence.

Parent Engagement

Tesoro encourages active family involvement in the educational decisions and processes of our school.

Volunteers: Classroom teachers generally arrange for classroom volunteers at Back-To-School Night. In addition, the PTA will recruit volunteers to assist with special needs, projects, and activities.

Organizations and Committees: We encourage parents/guardians to become involved by volunteering with PTA, running for School Site Council (SSC) and/or the English Learner Advisory Committee (ELAC), and volunteering for other committees and groups. Please watch ParentSquare for opportunities.

Behavior Expectations

Tesoro de Valle's school-wide ROAR expectations of being **Respectful**, being **On-task**, **Acting** safely, and being **Responsible** are part of our Positive Behavior Intervention and Supports (PBIS). Behavior expectations are explicitly taught to students both in and out of the classroom. Positive reinforcement, including ROAR tickets, is provided for students who demonstrate behavior aligned with these school-wide behavior.

Discipline for inappropriate behavior is progressive, utilizes restorative practices, and is aligned with California Education Code. Specific consequences are confidential by federal law, and are only shared with the student and their parents or guardian. Detailed district policies regarding student discipline can be found in the district portion of this handbook.



R.O.A.R. School Matrix

R.O.A.R. In all locations We are...	Lunch Tables	Hallway/ Stairway	Restroom	Playground	MPR/Cafeteria	ALL AREAS
R Respectful	Respect ALL staff Use table manners Use hand signals Use kind words	Quiet voices Be mindful of others	Respect privacy Use restroom appropriately	Listen to campus supervisors Show good sportsmanship Invite others to play Tell the truth	Enter quietly Listen and follow directions Eyes and ears on the speaker	Respect ALL differences Show empathy Apologize
O On Task	Follow routines & directions Use your time wisely	Walk quietly to your area Be mindful of others	Flush and turn off water Return to class promptly	Follow game rules Take turns and wait in line Line up when the whistle blows	Sit quietly Eat politely Whole body listening	Take responsibility for your choices Encourage others
A Act Safely	Only eat your food Stay seated	Walk in line Keep hands and feet to self Use handrail	Use sink/stalls/and doors properly Use the restroom appropriately	Keep hands and feet to self Use calming strategies/walk away Use equipment properly	Keep hands and feet to yourself Stay seated	Respect the personal space of others Resolve conflict with WORDS
R Responsible	Listen to ALL adults Pick up after yourself Listen for dismissal instructions	Walk safely Watch out for others	Wash your hands Keep restroom clean Report problems	Rock, paper, scissors to resolve conflict Put equipment away Apologize Report problems to an adult	Clap politely Exit quietly	Include others Seek to understand Be KIND