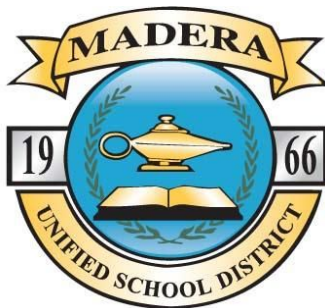


# Madera Unified School District Elementary Handbook



2019-2020



**WE BELIEVE**  
MADERA UNIFIED

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## PHONE DIRECTORY

### *Elementary Schools*

Adams.....	674-4631
Alpha.....	661-4101
Berenda.....	674-3325
Chavez.....	664-9701
Dixieland.....	673-9119
Eastin-Arcola.....	674-8841
Howard.....	674-8568
La Vina.....	673-5194
Lincoln.....	675-4600
Madison.....	675-4630
Millview.....	674-8509
Monroe.....	674-5679
Nishimoto.....	664-8110
Parkwood.....	673-2500
Pershing.....	664-9741
Sierra Vista.....	674-8579
Virginia Lee Rose.....	662-2662
Washington.....	674-6705

### *Service Departments*

Child Nutrition .....	675-4546
Facilities & Planning .....	675-4548
State Preschool.....	675-4490
Transportation.....	673-2288

# 2019-2020

## DAILY SCHEDULE

### 8:00 AM - 2:45 PM

### EARLY DISMISSAL TUESDAY/THURSDAY 1:30 PM

<b>REGULAR</b>	<b>DAILY SCHEDULE</b>		<b>Autism</b>	<b>SCHEDULE</b>
7:30-7:45 a.m.	Breakfast begins		8:00 a.m.	Class begins
7:45- 7:55 a.m.	Morning Recess		8:30-8:45 a.m.	Breakfast begins
8:00 a.m.	Class begins		8:45- 8:55 a.m.	Morning Recess
<b>Mid-Morning Recess</b>				
9:30-9:40 a.m.	2nd & 5th		10:00-10:10 a.m.	TK, K, Autism
9:45-9:55 a.m.	1st & 4th		10:15-10:25 a.m.	3rd & 6th
<b>Lunch Times</b>				
11:00-11:45	2nd & 5th	11:00 -11:20 p.m.	Cafeteria	11:20-11:45 p.m. Yard
11:20-12:05	1st & 4th	11:20-11:40 p.m	Cafeteria	11:40-12:05 p.m. Yard
11:40-12:25	TK, K, Autism	11:40-12:00 p.m	Cafeteria	12:00-12:25 p.m. Yard
12:00-12:45	3rd & 6th	12:00-12:20 p.m	Cafeteria	12:20-12:45 p.m. Yard
			<b>EARLY RELEASE</b>	
			<b>TUESDAY/</b>	
<b>Dismissal MWF</b>			<b>THURSDAY</b>	
				<b>@1:30 p.m.</b>

<b>ACTIVITY DAY</b>	<b>SCHEDULE</b>			
<b>Lunch Times</b>				
11:00-11:40	2nd & 5th	11:00 -11:20 p.m.	Cafeteria	11:20-11:40 p.m. Yard
11:20-12:00	1st & 4th	11:20-11:40 p.m	Cafeteria	11:40-12:00 p.m. Yard
11:40-12:20	TK, K, Autism	11:40-12:00 p.m	Cafeteria	12:00-12:20 p.m. Yard
12:00-12:40	3rd & 6th	12:00-12:20 p.m	Cafeteria	12:20-12:40 p.m. Yard
<b>Activity Day STARTS @</b>		<b>12:50 p.m. ENDS @</b>	<b>2:30 p.m.</b>	

<b>Bad Air Quality</b>		<b>On Rainy Day ALL</b>		
<b>Day/Rainy Day</b>		<b>TEACHER ON DUTY @</b>		
		<b>7:45 a.m.</b>		
<b>Morning 7:30-7:55 a.m.</b>	All students will have a	restroom & water	@ Reg. Time	
<b>Lunch Times</b>		All student in cafeteria	Coverage	<b>Teacher Pick Up</b>
11:00-11:30	2nd & 5th	11:00-11:30	Cafeteria	<b>11:30 p.m.</b>
11:30-12:00	1st & 4th	11:30-12:00	Cafeteria	<b>12:00 p.m.</b>
12:00-12:30	TK, K, Autism	12:00-12:30	Cafeteria	<b>12:30 p.m.</b>
12:30-1:00	3rd & 6th	12:30-1:00	Cafeteria	<b>1:00 p.m.</b>

**No supervision is provided before 7:30 AM. or after 2:50 PM**

Dear Parents and Guardians:

Wow! The future looks bright for our 2019/2020 school year. This is our 2nd year here at Sierra Vista and we can't wait to get started. Many changes have taken place at our school and we will continue to embrace new changes in our classroom instruction, sports, and school activities that will add to the educational development of our students and community of Sierra Vista. We are firm believers that all students can achieve as long as we provide them with the right learning environment.

The Sierra Vista staff takes pride in providing every child with an education targeted towards their specific needs and abilities. We are committed to providing all students a rigorous curriculum, a positive learning environment, and safe surroundings. It is an honor and a privilege to serve all children and the families of the Sierra Vista community.

### **School Vision**

**WE BELIEVE... Sierra Vista Elementary staff will be** Educating *students* for a successful future.

### **School Mission**

**WE BELIEVE... Sierra Vista will be** A safe place where STUDENT LEARNING is our #1 priority.

Sierra Vista Elementary, Cultivating a “Ramtastic” Community and we stress the "R.A.M.S. Beliefs"

- R**- Respectful
- A**- Accountable
- M**- Motivated
- S**- Self-Disciplined

You will receive a school and district handbook. We ask that you review them with your child. All these rules are in place to help keep our students safe. We want to thank you in advance for your cooperation. Together, we can ensure that your child has a safe and productive year of learning here at Sierra Vista.

To find out more information about Sierra Vista, please check out the various links or stop in the office.

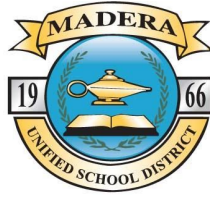
We encourage parents to be involved in your child's school, with regular contact with their teacher and by being involved on committees or parent organizations.

Respectfully,

**Ana D. Carrillo & Christina Riche**  
**Principal Vice-Principal**

**MADERA UNIFIED SCHOOL DISTRICT**  
1902 Howard Road, Madera, California 93637  
(559) 675-4500

FAX: (559) 675-1186  
[www.madera.k12.ca.us](http://www.madera.k12.ca.us)



**Board of Trustees:**  
Ray Seibert, President; Ruben Mendoza, Clerk  
**Trustees:**  
Ricardo Arredondo; Brent Fernandes,  
Joetta Fleak; Ed McIntyre; Lucy Salazar  
**Superintendent:**  
Todd Lile

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**COMMITMENT TO EDUCATION**  
**FREE FROM HARASSMENT, BULLYING AND DISCRIMINATION**

To: All Madera Unified School District parents/guardians, students and staff:

The Madera Unified School District is committed to maintaining an educational environment that is free from harassment, bullying and discrimination. The District will not tolerate acts of harassment, bullying or discrimination based on race, color, ancestry, national origin, ethnicity, ethnic group identification, religion, mental or physical disability, sex, sexual orientation, gender, gender expression; the perception of one or more of such characteristics; or association with a person or group(s) with one or more of these actual or perceived characteristics. Students and parents/guardian(s) are encouraged to work together with the District to prevent all forms of harassment, bullying and discrimination.

Any student who believes he or she has been subject to harassment, bullying, discrimination or a hostile environment based on any of the culture(s) listed above should report the matter to the District through the Uniform Complaint Procedures (UCP) set forth in Board Policy and Administrative Regulation 1312.3. The District will promptly conduct an investigation into complaints involving harassment, discrimination or bullying as set forth in Board Policy and Administrative Regulation 1312.3. Contact information for the District's compliance officers responsible for investigating and responding to complaints and/or discrimination are below:

Chief Academic Officers  
1902 Howard Road  
Madera, CA 93637  
Telephone: (559) 675-4500 x 246

Students found to have engaged in harassment, discrimination, bullying or other acts, creating a hostile environment will be promptly disciplined pursuant to applicable section(s) of the California Education Code(s), the California Code of Regulations, Board Policy(ies), Administrative Regulations and the District Parent-Student Handbook. Disciplinary action may, depending upon the circumstances of each particular incident, result in suspension or expulsion.

## **ABSENCES**

When students who have been absent for one or more days return to school, parent/guardian must present a satisfactory explanation verifying the reason for the absence. Unless verification is obtained, the school must record any absence as unexcused. Students may not be allowed to make up missed assignments/tests if absence is unexcused. Please refer to the District Handbook under “Attendance” for further information.

## **ANIMALS**

For the health and safety of all children and adults, animals are prohibited from being on the school campus during, before, or after school hours.

## **ARRIVAL TIME**

Students are not allowed on campus until 7:15 AM, they must report to the cafeteria. At 7:45, students will be dismissed to the playground area. The playground area is not supervised until this time. The first bell rings at 7:55 AM and classes begin promptly at 8:00 AM.

## **BEHAVIOR**

Specific behaviors are forbidden by the Education Code and by District Policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents/guardians, detention during and after school hours, community service, placement in alternative programs, suspension (temporary removal from school), or expulsion (long-term removal from school).

Corporal punishment shall not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property shall not be considered corporal punishment. (Education Code 49001).

Designated staff members have received required training and certification in nonviolent crisis intervention.

## **BICYCLES and SKATEBOARDS**

As required by California law, students riding bicycles must wear helmets. To help protect our students, rules for use of bicycles, scooters, and/or skateboards to and from school must be followed. Bicycles must be walked across crosswalks. No bicycles, hoverboards or skateboards are to be ridden on school property.

## **BIRTHDAY CELEBRATIONS**

Please note that the Madera Unified School District Wellness Policy promotes healthier food consumption by our children at school. We do not encourage birthday parties at school; however, a small healthy treat at the end of the day may be permitted. Only store bought food items still in their wrapper are allowed (no home made goods). Please check with your child’s teacher in advance for approval. Balloons, flowers, presents, etc. should be presented to your child at home. If

deliveries are made to the school, items will be held in the office until the end of the school day. This is to maintain an optimal learning environment, free of distractions. To avoid hurt feelings, we ask that party invitations are not distributed at school unless the entire class is invited.

### **BUS CONDUCT/TRANSPORTATION**

Initial approval is required for first time bus riders. Form #86 must be filled out and turned in to the office prior to your child's first transport on the school bus. Any questions relating to transportation can be directed to Madera Unified Transportation Department at 559-673-2288. Bus routes and times can also be found on our Madera Unified School District website (Popular - Bus Routes).

All kindergarten pupils must have a parent, guardian or responsible adult to receive the child at the bus stop. A responsible sibling under the age of 18 may receive the child if written permission from the parent or guardian has been submitted to the school office.

It is a privilege to ride the school bus and appropriate behavior is expected at all times. When a student violates a district bus regulation, the bus driver will report the incident to the principal. Student and parent contact will be made. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period of time or possibly lose bus riding privileges.

Violations include but are not limited to:

- Leaving the seat while the bus is in motion
- Putting any part of the body out of the bus
- Using profanity/vulgar language or gestures
- Eating/drinking on the bus
- Having dangerous objects on the bus
- Not following proper bus procedures
- Being defiant or needing constant correction
- Fighting
- Damaging or defacing the bus
- Making unnecessary noise or commotion
- Refusal to wear seatbelt, if bus is equipped

### **CAFETERIA**

All MUSD students are eligible for free breakfast and lunch. We ask that students indicate hot or cold lunch in the morning when the teacher is taking counts. To avoid a food shortage in ordering, we ask that students not change to hot lunch after indicating cold. This will help ensure all students who ordered lunch receive lunch. All food must be eaten in the cafeteria unless otherwise determined by teacher or school administration. This is in compliance with the Federal and State Guidelines.



Free meals are provided to enrolled students only. Non-school aged children may receive a meal if purchased by a parent/guardian and food is consumed in the cafeteria.

#### **FOOD ALLERGIES**

If your child suffers from food allergies, please provide the school nurse a copy of the diagnosis from your child's pediatrician. Alert your child's teacher of the food allergies as well as the cafeteria. If your child requires juice rather than milk, a doctor's note must be provided for this substitution.

#### **CELLULAR PHONES**

Board Policy 5131 authorizes students to possess on school campus personal electronic signaling devices including, but not limited to, cellular/digital telephones.

Kindergarten through eighth-grade students inclusive may use such devices only before beginning of the instructional day or after the ending of the instructional day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board Policy and Administrative Regulation.

Notwithstanding other provisions in this policy, the administration of any district school is authorized to restrict either the possession or use of any selected type of electronic signaling device or the possession or use of all electronic signaling devices.

#### **CHAPERONES /VOLUNTEERS**

All volunteers who may have contact with students for a significant period of time or on a recurring basis are referred to as "Volunteer's" and must be fingerprinted. Fingerprints will then be submitted to the Department of Justice for a criminal background check. Such persons will not be permitted to monitor until after they have been fingerprinted and have received DOJ and FBI clearance.

Individuals under the direct supervision of a teacher do not require fingerprints unless they volunteer on a recurring basis, then fingerprints are required and are referred to as a Chaperone.

Please remember that every school year either a volunteer or chaperone application needs to be submitted to the front office if you are interested in volunteering in your child's classroom or attending a field trip with the school. All individuals who may have contact with students for a significant period of time, on a recurring basis, and/or are not in the direct and continuous supervision of certificated staff are referred to as a Volunteer and must be fingerprinted.

Volunteers must be cleared by the school office by completing the following criteria:

- 1) Your child's teacher has received your request to volunteer in the classroom or during a field trip.
- 2) If fingerprints are not required, the request must be received at least 2 weeks ahead of time.
- 3) If fingerprints ARE required, the request must be received at least 2 months ahead of time.
- 4) Requests that do not meet the timeline requirements, including same-day requests, will NOT be approved by the principal.

- 5) Your child's teacher or an administrator has placed you on the volunteer/chaperone list for a classroom or field trip.
- 6) You have completed the volunteer/chaperone paperwork and placed it on file in the school office.
- 7) If fingerprints are required, you have taken the volunteer/chaperone paperwork (signed by the principal) and required payment to the Madera Unified School District and scheduled an appointment for fingerprints / background check with the Madera County Office of Education.
- 8) You have cleared the background check and the school has received confirmation from the school district before your scheduled volunteer date(s).
- 9) Volunteers that have been fingerprinted and cleared the background check must have and carry their Madera Unified School District volunteer badge at all times.

### **CHILD ABUSE REPORTING**

School administrators, teachers and support staff are covered under the Child Abuse Reporting Laws as mandated reporters and must report all known or suspected instances of child abuse, including acts between minors.

If school administrators or teachers have a reason to believe that abuse has occurred between minors, they must immediately report the suspected incident to the appropriate child protective agency. Failure to report suspected child abuse may result in criminal and civil liability. In addition, failure to report may result in credential revocation.

### **COUNSELOR**

Elementary counselor schedules vary from school site to school site. Counselors provide social and emotional support. A referral can be made for short to long-term support, depending on the need of the child. Parental permission is not required for occasional visits. Permission is required if sessions are reoccurring. Permission must be granted annually.

### **DISMISSAL**

Students may not stay on campus after dismissal time, unless they are enrolled in the After School Program or participating in a school sponsored activity. There is no supervision for students who remain on campus after dismissal.

Arrangements for student pick up should be determined prior to the school day. If there is a change in your child's normal routine, please make every effort to communicate this to your child prior to the school day and send a note to your child's teacher advising of this change. We understand that emergency situations happen and will do our best to relay your message to your child. This becomes more difficult as we near the end of the school day.

### **DRESS CODE**

The Board of Education encourages pupils to dress appropriately, neatly, and cleanly. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable. The following considerations are highlighted and will be utilized in accordance with Board Policy. Please refer to the District Handbook for the complete Dress Code Policy.

## **ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) & DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)**

### **ELAC**

*A committee comprised of elected parents, staff, and community members specifically designated to advise school officials on English learner program services.*

1. The ELAC shall be responsible for advising the principal and staff on programs and services for english learners and the School Site Council on development of the Single School Plan for Student Achievement (SPSA).
2. The ELAC shall assist the school in the development of:
  - The school's needs assessment
  - The school's annual language census
  - Ways to make parents aware of the importance of regular school attendance

### **DELAC**

*A committee comprised of elected parent representatives from each school site in the district specifically designated to advise the Board of Trustee on English learner program services.*

1. The DELAC shall advise the district's local governing board on programs and services for English learners.
2. The DELAC shall be responsible for advising the district's governing board on the following tasks:
  - Development or revision of the district's master plan of education programs and services for English learners, taking into consideration the Single School Plan for Student Achievement
  - Conducting a district-wide needs assessment on a school-by-school basis
  - Establishment of district programs, goals, and objectives for programs and services for English learners
  - Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements
  - Administration of the annual language census
  - Review and comment on the district's reclassification procedures
  - Review and comment on the written notifications required to be sent to parents and guardians.

## **EMERGENCY CARDS**

In the event of an emergency at school, every attempt will be made to contact a parent. In order to make immediate contact, it is important for parents to ensure that emergency contact information is accurate. Connect-Ed automated calls are made to keep parents informed of important school related information. If phone numbers are not correct, you might not receive this important information.

Please notify the school office of any changes in: Home address, adult contacts, or phone numbers (home/work/cell). It is extremely important that the school maintains current telephone numbers.

## **EMERGENCY PROCEDURES**

During the school year, students will participate in the following drills: fire, lockdown, earthquake, and drop & cover.

## **FIELD TRIPS**

During the school year, students will have the opportunity to go on class field trips. Parent permission slips must be signed and returned to school prior to the trip. All chaperones that will be supervising a group of students solo must be fingerprinted, cleared through Megan's Law, and sign a chaperone form.

Students not enrolled in the class will not be allowed to attend the field trip. No younger or older sibling will be permitted to go on the field trip.

Field trips are school events. To maintain our students' safety during a field trip, other parents or family members that are NOT cleared by the office as a volunteer/chaperone will NOT be allowed to have contact with our students at any time during a field trip.

If you are requesting to bring your child home with you from a field trip, an "Authorization to Transport" form must be filled out or your child will return on the school bus back to the school. This form must be submitted 24 hours in advance.

If a student is suspended during the time frame of a scheduled field trip, that student is not eligible to attend the field trip. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

## **FOGGY DAY SCHEDULE**

During the winter months, dense morning fog may interfere with normal bus schedules. On foggy mornings, the announcement of an initial Schedule A, B, or C delay will be broadcast over most local radio and television stations by 6:00AM. If your student rides the bus, their normal pick up time will be delayed based on the schedule. Even though buses are delayed, classes will start at the usual time. School begins at 8:00AM and all students who are not using bus transportation are expected to be at school at this time.

Plan A one (1) hour delay = bus pickup is delayed one hour

Plan B two (2) hour delay = bus pickup is delayed two hours

Plan C =In extreme foggy day situations bus transportation will be completely cancelled.

## **GRADES**

Report cards are issued at the end of each quarter. Progress reports are issued at predetermined intervals in each quarter. To closely monitor your child's grades, we encourage parents to utilize their parent portal account to see current grades. The parent portal account on Aeries can be accessed through the Madera Unified School District website.

## **HEAD LICE INFORMATION**

Madera Unified School District operates a no live lice policy. Parents will be notified if their student is found to have live lice. Students are allowed to come back to school the next day, providing a head lice shampoo has been used. The lice shampoo needs to be repeated in 7-10 days. Current recommendations from the Center for Disease Control and Prevention do not support classroom wide screening. Lice do not carry any diseases, but it is important for the family to understand they still need to follow recommended procedures to address lice that may remain in the home.

Bedding, clothing, upholstered furniture, including car seats, may harbor lice and nits. Thorough cleaning is required to prevent continued infestation with lice. If you have any questions, contact your child's school nurse. They will be happy to assist you with resources or to answer questions regarding care.

## **HOMEWORK POLICY**

Homework may refer to assignments that aren't completed in class as well as additional projects or assignments to be completed by students outside of the school day. Homework is mostly a review of information taught, in order to reinforce those skills. If student was not present for the lessons, homework may not be given to avoid confusion.

## **ILLNESS**

For the protection of your child and other students, children who are too ill to go out for recess or participate in P.E. should remain at home. The school does not have facilities to take care of sick children. If a student becomes ill during the school day, parents will be notified. A child must be fever free for 24 hours, without the use of medication, before returning to school. If parents cannot be reached we will utilize the contacts listed on the emergency card beginning with the primary guardians. Please send a note or call the office to report an illness.

## **INSURANCE**

Parents may purchase school insurance. Two types of policies are available: 1) School only or 2) 24 hour insurance. The school itself does not have insurance to pay medical expenses for accidents that occur at school.

## **LEAVING EARLY**

If you are picking up a child during school hours for any reason, please report to the school office. The child will be called to the office upon arrival of parent/guardian. For safety reasons, students will not be called out of class by phone request. Children will only be released to parents or adults listed on the emergency procedure card. A signature and a photo ID may be required. This is a safety measure to ensure the protection of your child(ren). We ask, when possible, that parents not pick up their child(ren) within the last 30 minutes prior to dismissal. Teachers are going over assignments and preparing students for the end of the day. Students picked up more than 30 minutes before the end of the day without a valid excuse may be marked truant.

## **LIBRARY**

Each student is required to return a signed permission slip before a library book can be checked out. In the event a book is lost or damaged while checked out to your child, you will be responsible for the book's replacement cost. Please help your child in taking good care of all books borrowed from the library.

## **LOST and FOUND**

It is helpful to mark your child(ren) items of clothing, backpacks, lunch bags, binders, etc. with his/her name. The "lost and found" bin will be located in the cafeteria. Items that aren't claimed at the end of each quarter will be given to local charities.

## **MAKE UP WORK**

The Governing Board directs that, as a general rule, students shall be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule. Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher.

If the student's absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension (Education Code 48913). Students who miss school work because of truancy or other deliberate actions should not expect to receive credit, unless approved upon in advance by the principal, who makes allowances for mitigating circumstances.

## **MEDICATION**

California State Law requires parents to inform the school of any medication to be taken by children at school. Before any medication will be dispensed at school, parents must have the appropriate medical authorization filled out by your child's pediatrician. School personnel can only administer medication that has been prescribed to your child by a doctor. Medication must be brought in the original container and have your child's name on it. Please do not send medication with your child in his/her backpack or lunch box. An inhaler may be carried by student if authorization from the pediatrician is submitted to the school nurse. Medical authorization must be submitted annually.

## **OPEN ENROLLMENT & INTRA-DISTRICT TRANSFERS**

Open Enrollment applications must be completed for each child for whom an Open Enrollment transfer request is made. Applications to attend your desired school must be submitted between March and April of the previous school year. Open-Enrollment permits cannot be granted if approval would result in excessive enrollment at the school of choice, or, if approval would result in displacement of students residing within the designated attendance area. Board Policy 5116.1 (Education Code 35160.5)

Approval of Open Enrollment and IDT does not grant permanent status at the school of choice. Transfers, if approved, are valid for only one school year. Transfers can be rescinded at any point of the school year if space is no longer available for students who reside in the attendance area. If approved, parents are responsible for providing daily transportation to and from the school of choice. No bus transportation will be available for students on an Open Enrollment or IDT.

## **PARENT CONCERNS**

If you have a concern regarding your child's education, or any other concern relating to your child, please follow the below protocols:

- Address concern directly with child's teacher, if issue remains unresolved
- Bring concern back to child's teacher, if issue still remains unresolved
- Bring concern to the attention of an administrator
- Next steps to be determined by administration

## **PARENT INVOLVEMENT**

Parents are encouraged to become involved in activities at the school and can support the school a number of ways. Please attend a parent club meeting to learn more about involvement. If your child's school does not have a parent club, please contact your child's teacher. Please note that a volunteer that is on campus on a recurring basis requires fingerprinting to be completed.

## **PARENTS ON CAMPUS**

All visitors must sign in at the front office before coming on to campus and obtain a visitor or volunteer badge. Badge must be worn on the upper right or left portion of the shoulder/chest area at all times. The following will make your visit more valuable:

- Save questions you might have for your child's teacher until after class.
- All parent-teacher conferences should be arranged and held before or after instruction time in order to prevent interruptions of academic learning time.
- In order to make the meeting as productive as possible, it is recommended that siblings do not attend conferences.
- No unannounced visits, please notify the teacher at least 24 hours prior to a visit.

Note \*\*\* We encourage and support our families and parent participation. Please check with administration as site administrators have discretion to determine authorization of parental presence on campus.

## **PERSONAL PROPERTY**

Please mark personal belongings with first and last names before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc. The school is not responsible for lost, stolen, or damaged items. Please keep anything of value, such as electronics, trading cards, etc., at home.

Students should claim lost items daily in their classroom. Articles of clothing not claimed at the end of each month will be given to a local charity.

## **PHYSICAL EDUCATION**

### **DRESS:**

- No standard uniforms are required.
- Tennis shoes or soft rubber-soled shoes should be worn.
- Dress shoes, shoes with a heel, or flip-flops are not permitted for safety reasons.

Students beginning in 1st grade, will participate in P.E. Physical Education is a class, required by the State of California. Therefore, unless an adequate excuse is presented, all students will participate. A note from home is required for a child to be excused from class activity. A doctor's excuse is required for those students who need to be excused for more than three days in succession.



## **PROFESSIONAL DEVELOPMENT/EARLY OUTS**

Teachers have “learning” days also. It is essential that they attend their meetings on time. Please ensure your child is picked up by 1:30 on our early dismissal day. Please do not “pop” in on your child’s teacher for a meeting on an early out day. Appointments are recommended to meet with your child’s teacher. Please see the below schedule to determine your child’s early dismissal day.

### **ALL Elementary Early Release Days are Tuesday AND Thursday 1:30 Exit**

Adams	Berenda
Alpha	Chavez
Eastin Arcola	Dixieland
Howard	Madison
La Vina	Monroe
Lincoln	Nishimoto
Millview	Sierra Vista
Parkwood	Virginia Lee Rose
Pershing	Washington

## **SECURITY/SAFETY**

For security purposes, most schools lock gates at the at 8:00 a.m. and re-opened for the dismissal of students at the end of the school day. Sites that have pre-school on their campus will lock most gates but will need to allow access points for pre-school parents. No one will be allowed to enter or exit through gates during the school day.

## **SCHOOL PHONES**

Students are not to use the telephone in the main office except in such cases that are vital. Students should make all arrangements for transportation, going with a friend, staying for after-school activities, etc. before coming to school. School phones may be used twenty minutes after dismissal if student has not yet been picked up.

## **SCHOOL PROPERTY**

It is the responsibility of the students to take care of school property. This includes books, restrooms, cafeteria, school buses, school grounds, etc. Any items vandalized, lost, or destroyed may be billed to the parents or guardians for replacement.

## **SCHOOL SITE COUNCIL**

The California *EC*<sup>1</sup> requires the School Site Council (SSC) to develop a Single Plan for Student Achievement (SPSA) for ConApp programs operated at the school or in which the school

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<sup>1</sup> *EC* Section 64001(a), (d)

participates. In addition, Pupil Retention<sup>2</sup> and School and Library Improvement Block Grant programs<sup>3</sup> operated at the school must be included in the SPSA. The SSC must approve the plan, recommend it to the local governing board for approval, monitor implementation of the SPSA, and evaluate the results.

At least annually, the SSC must revise the SPSA, including proposed expenditures of funds allocated to the school through the ConApp, and recommend it to the local governing board for approval. Also, the SSC annually considers whether or not the school will participate in the School-Based Coordinated Program (SBCP) and indicates its decision in the SPSA.<sup>4</sup>

## **Composition**

Composition of the SSC is specified in the California *EC* Section 52852 as follows:

- The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school;<sup>5</sup> parents of students attending the school selected by such parents; and in secondary schools, students selected by students attending the school.
- At the elementary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents; or other community members selected by parents. In schools with fewer than three teachers, this requirement may be met by establishing a SSC that is composed of equal numbers of school staff and parents or other community members selected by parents.
- At the secondary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents or other community members selected by parents, and students.
- At both the elementary and secondary levels, classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section.
- School districts that maintain kindergarten or any of grades one to eight, inclusive, and that maintain schools with fewer than 100 students each, and that share a common attendance area may establish a single SSC for the common attendance area.
- At the discretion of the local governing board, the middle school may, but is not required to, include student representation on the SSC.
- If a middle school SSC includes students, the SSC must meet the composition requirements of secondary schools.

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<sup>2</sup> *EC* Section 41507

<sup>3</sup> *EC* Section 41572

<sup>4</sup> *EC* Section 52800, 52852.5(b)

<sup>5</sup> For example, counselors, psychologists, social workers, nurses, instructional aides, library personnel, and clerks employed at the school

## **SPORTS (M.U.L.E.S.)**

MULES is an acronym for Madera Unified League of Elementary Sports is geared towards elementary school students in the 5th and 6th grades at the city schools as well as 5th, 6th, 7th and 8th grades at the country schools. Although, 4th graders are included in cross country & wrestling.

The sports that we provide are soccer, cross country, basketball volleyball, track and field, flag football, cheer, and wrestling.

Each sport is divided by seasons allowing 5 to 6 weeks for each season. The games are primarily played on Friday's. The schools are separated into 3 divisions to help us run the end of the season tournaments successfully and efficiently.

1. Longhorn Division: Desmond Elementary Feeders
2. Jaguar Division: MLK Elementary Feeders
3. Patriot Division: TJ Elementary Feeders

MULES helps build school spirit allowing the home team's peers, the opportunity to watch and cheer on their school's team.

MULES competitions provide opportunities for young athletes to learn and grow. When students participate in sports we get the opportunity to teach them about these important character traits:

1. Teach-ability: No matter how much an athlete accomplishes, he always has room to grow. To excel, he must be eager to learn and willing to accept instruction.
2. Integrity: Our students need to know that if they have integrity, they will be winners — no matter the outcome of the game.
3. Perseverance: We feel it is important to teach athletes how to deal with failure in a positive way. That lesson, learned under pressure, will help prepare them to succeed — in sports and many other areas of life.
4. Respect: It is vital that we teach our students to show good sportsmanship during on-the-field battles.
5. Self-esteem: Sports will bring out the unique characteristics of our students. It will help them discover the ways in which they are individually special.

## **TARDIES**

A warning bell rings at 7:55 AM and school begins at 8:00 AM. Students who arrive after 8:00 AM are late. Please make every effort to leave early enough to account for morning traffic. If your child walks to school, please encourage your child(ren) to leave the house in a timely manner to ensure they arrive to school on time.

## **TEXTBOOKS**

Parents/guardians are responsible for lost or damaged textbooks. Please speak with your child regarding the importance of taking care of their textbook(s).

## **TITLE I**

LEAs target the Title I funds they receive to public schools with the highest percentages of children from low-income families. Unless a participating school is operating a schoolwide program, the school must focus Title I services on children who are failing, or most at risk of failing, to meet State academic standards. Schools enrolling at least 40 percent of children from low-income families are eligible to use Title I funds for schoolwide programs designed to upgrade their entire educational programs to improve achievement for all students, particularly the lowest-achieving students. Title I is designed to help students served by the program to achieve proficiency on challenging State academic achievement standards. Title I schools with percentages of students from low-income families of at least 40 percent may use Title I funds, along with other Federal, State, and local funds, to operate a "schoolwide program" to upgrade the instructional program for the whole school. Title I schools with less than the 40 percent schoolwide threshold or that choose not to operate a schoolwide program offer a "targeted assistance program" in which the school identifies students who are failing, or most at risk of failing, to meet the State's challenging academic achievement standards. Targeted assistance schools design, in consultation with parents, staff, and district staff, an instructional program to meet the needs of those students. Both schoolwide and targeted assistance programs must use instructional strategies based on scientifically based research and implement parental involvement activities. Under Title I, LEAs are required to provide services for eligible private school students, as well as eligible public school students. In particular, section 1120 of Title I, Part A of the ESEA, requires a participating LEA to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. These services must be developed in consultation with officials of the private schools. The Title I services provided by the LEA for private school participants are designed to meet their educational needs and supplement the educational services provided by the private school. For additional information on services to eligible private school children, see the U.S. Department of Education Office of Non-Public Education website. For more information, please visit: <http://www2.ed.gov/programs/titleiparta/index.html>

## **VOLUNTEERS**

See Chaperone/Volunteer section

## Sierra Vista Elementary Specific Information ONLY.

### -SCHOOL STAFF AND ASSIGNMENTS-

Office Staff		Ext:	
Carrillo, Ana	Principal		111
Chaidez, Maria	Admin		101
Torres, Lydia	Nurse		150
Riche, Christina	Vice- Principal		112
<b>Classroom Teachers:</b>			
Vasquez, Lupe	K	1	201
Xiong, Kaolee	K	2	202
Hilliker, Heather	K	3	203
Vasquez-Coy, Christina	K	4	204
Hernandez, Diana	TK	5	205
Rickard, Stefanie	APreschool	28	228
King, Cortney	ATK-2	9	209
Cappelluti, Chelsea	A2	10	210
Stevens, Adriana	A3-6	11	211
Graham, Ashley	A-TSA	12	212
Townsend, Emily		13	213
Lopez, Elida		14	214
Diaz, Stefanie		15	215
Benitez, Rosa		16	216
		2	206
Hickman, Lori		2	207
Villar, Maria		2	208
Grimaldo, Danny		2	317
Garcia, Linda		3	218
Cappelluti, Stephanie		3	219
Nishioka, Olivia		3	220
Dart, Michelle		4	222
Chandler, Sara		4	223
Bueno, Cristina		4	224
Leal, Millie		5	230
Benson, Ryan		5	232
Costillas, Noemi		6	233
Dobson, Alyx		6	225
Bojorquez, Kimberly		6	226
Parent Resource Center		35	177
Help Desk	474-8640		
Migrant Head Start	675-9137		
Rain Creek	664-8003		
Rain Creek	664-8003		

Support Staff:		Rm.	Ext:
Hensle, Laurene	RTI	29	229
Loll, Lindsey	PLSS	Lab 3	176
Swisher, Alyce	PLSS	Lab 3	176
Huerta, Jamie	C&I	Lab 3	176
	Music T	21	221
Sower, Myia	Speech	Rm. 29	229
Moua, Corinne	Psychologist	Rm. 31 (TF)	231
Candy Hernandez	Psychologist (Preschool)	674-3790 LB 2	159
Cisneros, Blanca	Counselor	Rm. 31(TW)	159
Cano, Favian	Librarian	Library	155
Chrest, Brandon	PE Specialist	34	234
Jimenez, Cecilia	After school	514-7512	
Vasquez-Mendez, Iris	RSP	12	212
	Cook	Cafeteria	164
	Clerk	Cafeteria	164
Velasco, Rosalia	Preschool	Preschool Rm.	200
Bennett, Brian	Head Custodian		
Cano, Ruben	Custodian		
Escobar, Larry	Custodian		
Paraprofessional	Rm.	Days	
Carrillo, Angelina	Rm. 3	M-F	203
Lake, Raelee	Rm. 5	M-F	205
Goad, Jean	Rm. 12 Sp. Ed.	M-F	212
Heredia, Mona	Preschool	M-F	200
Reyes, Norma	Preschool	M-F	200
Olga Flores	Rm. 1	M-F	201
Santana, Ana	Rm. 2	M-F	202
Thomas, Cindy	Preschool	M-F	200
Rodriguez, Roxanne	Rm. 4	M-F	204
Rodriguez, Toni	Rm. 9	Autism	209
Turi, Karista	Rm. 9	Autism	209
Munoz, Sandra	Rm. 9	Autism	209
Ramirez, Guadalupe	Rm. 10	Autism	210
Romero, Monica	Rm. 10	Autism	210
Cornier, Rachel	Rm. 11	Autism	210
Crafton, Tammie	Rm. 28	Autism	210
Huerta, Angelica	Rm. 28	Autism	210
Noonaides	Days		
Gonzalez, Maribel	M-F		
Ashley Andaverde	M-F		
Piceno, Gabby	M-F		
Cerda, Yajaira	M-F		
Reeves, Ashley	M-F		

### **1st Semester-August 12 to December 20**

<b>First Day of School</b>	<b>Monday, August 12</b>
Back to School Night	Thursday, August 22
<b>1<sup>st</sup> Quarter Ends</b>	<b>Friday, October 11</b>
<b>Report cards go home</b>	<b>Friday, October 18</b>
Parent/Teacher Conferences	Week of October 21-25
	<b>*Early Release at 1:30 for Parent Conferences</b>
Awards Assembly 1 <sup>st</sup> Quarter	Thursday, November 1
<b>Semester Ends</b>	<b>Friday, December 20</b>
<b>Report cards go home</b>	<b>Friday, January 17</b>
Parent/Teacher Conferences	Mon-Fri, January 27-31
	<b>*Early Release at 1:30 for Parent Conferences</b>
Semester Awards Assembly	Monday, February 3, 2020

### **2nd Semester- January 14 to June 5**

<b>3<sup>rd</sup> Quarter Ends</b>	<b>Friday, March 13</b>
<b>Report cards go home</b>	<b>Friday, March 20</b>
Parent/Teacher Conferences	Mon-Fri, March 23-27
	<b>*Early Release at 1:30 for Parent Conferences</b>
Awards Assembly 3 <sup>rd</sup> Quarter	Monday, March 30
Open House	Thursday, April 2, 2020
<b>Semester Ends</b>	<b>Friday, June 5</b>
Parent/Teacher Conferences	Wed-Fri, June 3-5
	<b>*Early Release at 1:30 for Parent Conferences</b>

Awards Assembly	Monday, June 1
<b>Last Day of School</b>	<b>Friday, June 5, 2020</b>

### **-HOLIDAYS / NON-SCHOOL DAYS-**

September 2nd	Labor Day
November 11 <sup>th</sup>	Veterans' Day
November 25-29th	Thanksgiving Break
December 23 <sup>rd</sup> -January 13 <sup>th</sup>	Christmas Break
January 20 <sup>th</sup>	Martin Luther King, Jr. Day
February 10 <sup>th</sup>	Lincoln's Day
February 17 <sup>th</sup>	Washington's Day
April 6 <sup>th</sup> - 13th	Spring Break
May 25 <sup>th</sup>	Memorial Day

## SIERRA VISTA ELEMENTARY SCHOOL DISCIPLINE POLICY

The Sierra Vista Elementary School community believes that every student has the right to learn and every teacher has the right to teach. Therefore, students shall:

1. Be on time and prepared to work. School grounds open at 7:30 AM. Please do not drop your children off at school before 7:30 AM. Children are not to leave the school grounds during school hours. Sierra Vista is a closed campus.
2. Be cooperative and show respect at all times.
3. Respect the property and safety of themselves and others. No gum or seeds allowed.
4. Refrain from disrupting the teaching and learning processes.

Schoolwide and classroom behavior matrices are posted in every classroom and discussed often in class. Teachers and students address problems, and those alternatives that would be best in specific circumstances.

It is up to each teacher to develop a classroom plan that fosters self-esteem by acknowledging positive behaviors.

A student's choice of conduct will determine the consequence. For the student who chooses not to act responsibly, referral to the administrator will be preceded by:

1. A verbal warning and/or appropriate punishment by the teacher.
2. Counseling by the teacher.
3. The teacher contacting the parent.
4. The loss of extracurricular privileges and parent notified.

### Choosing "Ramtastic" Behavior

Students who continue to follow the school rules may have extracurricular privileges.

These privileges can include, but are not limited to:

- Sports - MULES participation including cheerleading
- Special class or school activities, such as, field trips, sports day, waterslide day
- Schoolwide Activity Day every 6 weeks

Students will be notified of possible loss of privileges in advance, so they have an opportunity to change their actions and choices.

## Sierra Vista is a PBIS School

**What is PBIS?** - Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture that is needed for all students in a school to achieve social, emotional and academic success.



## Sierra Vista Elementary School

**Mission: A safe place where student learning is our priority.**

**Vision: Educating for a successful future.**



<b>R.A.M.S.</b>	<b>Hallways/ Transitions</b>	<b>Playground</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>Arrival/ Dismissal</b>
<b>Respectful</b>	Walk in straight, quiet lines. Keep hands and feet to yourself. Keep hallways clean.	Include others. Listen to all staff members. Take care of playground equipment.	Use facilities appropriately. Keep restroom clean. Use quiet voices.	Wait patiently in line. Keep cafeteria clean. Listen to all adults. "Ram it Up."	Be on time and ready to learn. Greet others when you arrive to school. Walk to your destination at dismissal.
<b>Accountable</b>	Keep hands to yourself. Get to your destination quickly and quietly. "If you see something, say something."	Use all playground equipment properly. Return all equipment at the end of recess. "If you see something, say something."	Return to class promptly. Clean up after yourself. "If you see something, say something."	Use your manners. Follow directions and use quiet voices. "If you see something, say something."	Listen for directions to line up. Go straight to your destination at dismissal. "If you see something, say something."
<b>Motivate</b>	Greet others in the hallway. Transition quickly and quietly. Help others make good choices.	Include and encourage others. "Be the hero." Help others make good choices.	Use the restroom at the appropriate time. Return to class promptly. Help others make good choices.	Keep your area clean. Use your manners. Help others make good choices.	Be eager to learn. Arrive and depart with all materials. Help others make good choices.
<b>Self-Discipline</b>	Walk in a straight, quiet line, facing forward at all times. Keep hands and feet to yourself. Follow rules, even when no one is watching.	Use all playground equipment appropriately. Be a "good sport." Follow rules, even when no one is watching.	Be quick, be quiet, be clean. Allow privacy for others. Follow rules, even when no one is watching.	Eat in a timely manner. Be mindful of your space. Follow rules, even when no one is watching.	Be visible to adults at all times. Be mindful of all students and adults. Follow rules, even when no one is watching.

### Awards for the 2019-2020 School Year

These are the awards that will be given out at Awards Assemblies this year.

#### Attendance Awards

##### 1. Quarterly Perfect Attendance

This will be awarded to all students who have achieved perfect attendance for the current quarter.

##### 2. Year-to-Date Perfect Attendance

This will be awarded to all students who have achieved perfect attendance for the entirety of the current school year. *This award will be handed out at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters only.*

#### Character Awards

##### 3. Ram of the Month

This award will be awarded to one student each month for showing significant improvement or consistency in following areas of character: **Responsible, Accountable, Motivated, Self-Discipline**

Q. 1 – August, September, October

Q. 2—November, December

Q. 3—January, February, March

Q. 4—April, May

##### 4. Ram Community Service Award

This will be awarded to one (1) boy and one (1) girl each quarter for their service to others in the Sierra Vista community.

#### Academic Awards

##### 5. ELA Award

This will be awarded to one (1) student each quarter for overall achievement in English Language Arts. Reading, writing, spelling, and comprehension should all be considered for this award. This award can be given for highest achievement, or greatest progress.



#### 6. Math Award

This will be awarded to **one (1)** student each quarter for overall achievement in mathematics. Concepts & Procedures, Problem Solving and Modeling Data, and Communicating Reasoning should all be considered for this award. This award can be given for highest achievement, or greatest progress.

#### 7. Accelerated Reader Award

This will be awarded to the student(s) who have made the greatest growth in AR levels or have achieved/surpassed the AR points goal, while still reading with acceptable fluency and comprehension (no diagnostic codes on the diagnostic report). *All students receiving this award must show no diagnostic codes on the Diagnostic Report-Reading Practice.*

#### 8. STAR Math and STAR Reading Awards

These awards will be awarded after the 2<sup>nd</sup> quarter for grade level growth of at least 1 year, and after the 4<sup>th</sup> quarter for grade level growth of at least 1.5 years. All students who achieve these marks during those quarters will receive awards for their accomplishment.

#### 9. GPA Awards

These awards will be given out to all students who are eligible.

K-1<sup>st</sup>: The Merit Academic Honors Award is for those students who have “Academic Achievement.” The High Academic Honors Award is for those students who have “Outstanding Academic Achievement.”

2<sup>nd</sup>-6<sup>th</sup>: The Merit Academic Honors Award is for those students who have a GPA of 3.0-3.4. The High Academic Honors Award is for those students who have a GPA of 3.5-4.0.

### **K-6<sup>th</sup> END OF THE YEAR AWARDS**

#### **Attendance**

**Perfect Attendance for the Year** (any who qualify) – Trophy w/ Certificate

This will be awarded to all students who have achieved perfect attendance for the current school year.

#### **Character**

**RAM of the Year Award** (2 per class) - Certificate & Plaque

This award will be awarded to one boy and one girl for showing significant improvement or consistency in the following areas of character: **Responsible, Accountable, Motivated, Self-Disciplined.**

#### **Academic**

**ELA Award** – Certificate (1 per class)

This will be awarded to **one (1)** student for overall achievement in English Language Arts. Reading, writing, spelling, and comprehension should all be considered for this award. This award can be given for highest achievement, or greatest progress.

**Math Award** - Certificate (1 per class) This will be awarded to **one (1)** student for overall achievement in mathematics. Concepts & Procedures, Problem Solving and Modeling Data, and Communicating Reasoning should all be considered for this award. This award can be given for highest achievement, or greatest progress.

**1 Million + Word Reader** (any who qualify) - Trophy

This will be awarded to students who have read 1 million+ words, as tracked by AR, while still reading with acceptable fluency and comprehension (no diagnostic codes on the diagnostic report).

**Year-Long Merit Academic Honors Award** (students who have received Merit Academic Honors or better all year long) – Certificate & Medal

K-1<sup>st</sup>: The Merit Academic Honors Award is for those students who have “Academic Achievement.”

2<sup>nd</sup>-6<sup>th</sup>: The Merit Academic Honors Award is for those students who have a GPA of 3.0-3.4.

**Year-Long High Academic Honors Award** (students who have received High Academic Honors for all 4 quarters) – Medal & Trophy

K-1<sup>st</sup>: The High Academic Honors Award is for those students who have “Outstanding Academic Achievement.”

2<sup>nd</sup>-6<sup>th</sup>: The High Academic Honors Award is for those students who have a GPA of 3.5-4.0.

**Principal’s Award** – Trophy w/ Certificate

**This will be awarded to students who have received all A s the entire year**

## **Title I School Parental Involvement Policy** *This policy describes the means for carrying out designated Title I parental involvement requirements.*

**Sierra Vista** has developed a written Title I parental involvement policy with input from Title I parents. Input from parent surveys, school site council, and parent teacher association were used to give feedback to this policy. **Sierra Vista** has distributed the policy to parents of Title I students. During enrollment packets are made available to all grades. When parents pick up their enrollment packet, the Parental Involvement Policy and School-Parent Compact are part of the school handbook that is in the packet. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### **Involvement of Parents in the Title I Program**

The following practices have been established to involve parents in the Title I program at **Sierra Vista**: *The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. The Principal gives a presentation on the background of Title I and how **Sierra Vista** will use it. (Programs, supplies, technology, parent resources, and staff)*

- The school offers a flexible number of meetings for Title I parents, such as meetings in the mornings or evenings. Parents are sent a Connect Ed and a flyer advising them of the different Title I meetings that are available for them to attend. School Site Council meetings are in the evening and ELAC meetings are in the morning.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. This is a standing item in all of the SSC, ELAC, and Booster Club meetings.
- The school provides parents of Title I students with timely information about Title I programs. Information about Title I programs is provided to parents through Connect Ed messages, letters sent home, during parent meetings (SSC, ELAC, and Booster Club) and during parent teacher conferences.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. **Sierra Vista** administration, and teaching staff provide parents this information during Back to School Night, Parent/Teacher Conferences, Open house, and in the **Sierra Vista** Student Handbook. They cover these areas: state and local assessments, state and federal achievement standards, attendance requirements, grading policy, promotion, and retention.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. If a parent requests additional informational and input, **Sierra Vista** is always ready to accommodate the parent's needs. These meetings can be one to one, small group, or in a large group setting.

\*The parental involvement policy review is included in the annual review of the Single Plan for Student Achievement.

\*This policy is updated annually to meet the changing needs of parents and the school. SSC, ELAC, and Booster Club meetings are used to obtain input, review, and approve Sierra Vista's parent involvement policy.[20 USC 6318 Section 1118(c)(3)]

**Sierra Vista Elementary School-Parent Compact:** **Sierra Vista** distributes to parents of Title I students a School-Parent Compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

Input from parent surveys, school site council, and parent teacher association were used to give feedback to this policy. **Sierra Vista** has distributed the policy to parents of Title I students. During enrollment, packets are made available to all grades. When parents pick up their enrollment packet, the Parental involvement policy and School-Parent Compact are part of the school handbook that is in the packet.

**Building Capacity for Involvement:** **Sierra Vista** engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Content standards, assessments and student progress are discussed with parents at Back to School Night, Open House, and parent/teacher conferences.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. **Sierra Vista** provides materials and training to assist parents working with their children to improve academic achievement.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.  
We coordinate and integrate the Title 1 Parent Involvement Program with other existing programs that encourage and support parents in becoming active participants in the education of their child.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Parents are invited to participate in the following educational and informational workshops: Back to School Night, Parent Literacy/Health & Wellness Night, Parent Math Night, Science Fair, Accessing Grades, and various Make and Take Workshops.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Information related to school and parent programs, meetings, and other activities are distributed to Title I parents. SSC and ELAC meetings are held regularly throughout the year. Information related to Title 1 and other school programs is shared and input is solicited. Numerous opportunities are provided for parents to learn how to help their children be successful learners. All information shared with parents is provided in English and Spanish. Translators are used as needed for parent/teacher conferences, ELAC and SSC meetings, and IEP's.
- The school provides support for parental involvement activities requested by Title I parents. We provide support for parental involvement activities requested by Title 1 parents. At **Sierra Vista**, we hold SSC and ELAC meetings 4-5 times throughout the year. Parents are notified in their language via monthly calendar, school flyer. Parents are encouraged to attend meetings and workshops to learn how to assist their children being successful in school. All information shared with parents is provided in English and Spanish.

**Accessibility:** **Sierra Vista** provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Parents of the aforementioned groups are invited and encourage to attend every event the school offers. Monthly calendars, Connect Ed messages, school flyers, marquee postings, and agenda postings are a few of the methods we use at the site to extend the invitation to attend. Translators are provided for parent/teacher conferences, SSC and ELAC meetings, SST's, and IEP's as needed. Questions: Ana D. Carrillo | anacarrillo@maderausd.org 559-674-8579

Last Reviewed:

5-16-19

# Madera Unified School District

## Sierra Vista Elementary Family-School Compact

The success of every student is greatly enhanced when the whole school community works together. In order to collectively provide the greatest opportunity for the success of each student, we commit to the following responsibilities:

### The Student Pledge:

As a student, I recognize the importance of my education and I am the one responsible for my own success and behavior. Therefore, as a student, I will:

- Believe that I can and will learn by actively participating in the learning process.
- Be a person of good character and respect my school, classmates, teachers, staff, and family.
- Arrive at school on time every day unless I am ill.
- Take responsibility for completing assignments and projects to the best of my ability whether in the classroom or as homework.
- Be organized and prepared for school by bringing necessary supplies and using my daily planner.
- Limit my TV/video game time and instead study or read everyday after school.
- Communicate daily with my parents and teachers about my school experiences so that they can help me to be successful in school.
- Ask for help when I need it.
- Know and follow school and classroom rules.
- Respect my school, classmates, teachers, staff and families.

### The Teacher/Staff Pledge:

As a teacher, I recognize the importance of the school experience for every student and I am responsible for creating an environment where students can achieve to their potential and experience academic success. Therefore, as a teacher I will:

- Believe that each student can learn and have high expectations for each student.
- Provide high-quality curriculum and instruction.
- Enforce school and classroom rules equitably.
- Provide a warm, safe, and caring learning environment that is motivating and challenging.
- Maintain regular communication with parents/guardians about their child's progress and support their effort to help their child.
- Participate in professional development and collaborative opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make our school accessible and a welcoming place for families to help each student achieve the school's academic standards.
- Provide meaningful daily homework assignments to reinforce learning and extend learning.
- Make school a welcoming place for families.
- Have high expectations and help every child to develop a love of learning.
- Respect the school, staff, students, and families.

### The Parent/Guardian Pledge:

As a parent/guardian, I recognize the importance of my child's education and that my involvement in their education will influence his/her achievement. Therefore, I will:

- Read to my child and/or encourage my child to read everyday
- Communicate with the teacher or the school when I have a concern.
- Communicate the importance of education and learning to my child
- Monitor my child's progress in school and communicate with his/her teacher.
- Make sure my child attends school every day, on time.
- Provide a quiet time and place for homework and daily reading.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Support the school's discipline and dress code.
- Make every effort to volunteer, attend and/or participate in school events.
- Participate in shared decision making with school staff and other families.
- Respect the school, staff, students, and families.

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Student Signature

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Teacher Signature

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Parent/Guardian Signature

# Sierra Vista Elementary School 2019-2020

## Student Loading Zone

26A AFS/ Res. Bks.	26 6th Borjorquez	25 6th Dobson	24 4th Bueno	23 4th Chandler	22 4th Dart
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30 5th Leal	32 5th Benson	33 6th Costillas	34 PE/ AFS
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Grass Area

21A AFS/ Res. Bks.	21 Music/ AFS	20 3rd Nishioka	19 3rd Cappelluti	18 3rd Garcia	17 2nd Grimaldo
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29 RTI/ Speech/ AFS	31 PD/ AFS	Counselor PD room Psych. GE	35 PRC
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16 1st Benitez	15 1st Diaz	14 1st Lopez	13 1st Townsend
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Restrooms

Lab 3 AFS/PLSS/ C & I
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Black Top

12 Vasquez-M Graham RSP & Autism AFS	11 Stevens 3-5 Autism	10 Cappelluti 1-2 Autism	9 King TK-1 Autism
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Grass Area

8 2nd Villar	7 2nd Hickman	6 2nd Peterson	5 TK Hernandez
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27 Library	28 Pre-School Autism
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HS	HS
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4 Kinder Vasquez- Coy	3 Kinder Hilliker	2 Kinder Xiong	1 Kinder Vasquez
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Lab 2 Pre- School Services
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Lab 1 Lounge
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Nurse	Office	Cafeteria
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HS
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HS	HS
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Pre-School

## Bus Loading Zone

E. Olive Ave

Roosevelt St: Parent Pick Up and Drop off