

# MISSION VALLEY ELEMENTARY

## Student/Parent Handbook



**CONQUERORS**

8674 North Loop Dr.  
El Paso, Texas 79907  
434-3700  
<http://missionvalley.yisd.net>

### *Mission Valley Elementary* *Mission Statement*

The faculty, staff and community pledge to promote student engagement, so that our students continue to grow academically, socially, and emotionally in order to meet the challenges of higher learning.

**"Mission Valley Where Empowered Learners Conquer Their Goals"**



S E R V I C E   E X C E L L E N C E

*Delivering excellence through innovative educational experiences in a safe  
and nurturing environment.*

Dear Parents,

Our faculty and staff would like to take this opportunity to welcome you to Mission Valley Elementary. The policies and procedures contained in this handbook are designed to ensure that every child experience academic success in a safe, nurturing environment, supported by the collaborative efforts between home and school.

We encourage family involvement and want to work as partners with parents to provide the best educational experience for our students. We ask that you make it a point to visit with your child's teacher at least once per week. Maintaining weekly contact with the classroom teacher is one of the easiest ways for parents to be involved in their child's learning. On-going communication can be done via the student agendas, telephone calls, pre-arranged parent-teacher conferences, and teacher emails.

This handbook contains a great deal of information for you to read through with your child. It is important that every student and parent understand the rules and regulations as set forth in this handbook. This handbook along with district policies and protocol will serve as the foundation for many of the procedures and guidelines we will follow this academic year. Please contact us if you have questions, comments or concerns about what is found within. We have no doubt that working together we can make your child's learning experience a successful one. We look forward to another fantastic school year!

MISSION VALLEY ELEMENTARY SCHOOL

8674 North Loop  
El Paso, Texas 79907  
434-3700

VERONICA ALVIDREZ.....Principal  
LETICIA GUEVARA .....Assistant Principal  
VERONICA MASCORRO .....Counselor  
ROSELLA RODARTE ..... Secretary  
DIANA RAMIREZ ..... Attendance Clerk  
MARIBEL MENDOZA ..... Clerk  
JOHANNA COBOS.....Nurse  
ANA DELGADO .....ELAR/SS Instructional Coach  
CLAUDIA NUNEZ ..... Math/Science Instructional Coach

OFFICE HOURS

7:15 A.M. - 4:00 P.M.

SCHOOL HOURS

7:30 A.M. - 2:45 P.M.

BREAKFAST IN THE CLASSROOM

7:30 A.M. – 7:40 A.M.

TARDY BELL

7:40 A.M.

DISMISSAL TIMES

2:45 P.M. (K-5)

EXTENDED DAY

3:30 P.M. (Tues. & Wed.) (3<sup>rd</sup>- 5<sup>th</sup> Grade)

## Schedules

Grade Level	P.E. / Teacher Conference Time	Lunch Time
Kinder	12:15 – 1:00 p.m.	11:00 -11:30 a.m.
1 <sup>st</sup> Grade	1:00 – 1:45 p.m.	11:15 – 11:45 a.m.
2 <sup>nd</sup> Grade	9:30 – 10:15 a.m.	11:45 – 12:15 a.m.
3 <sup>rd</sup> Grade	10:15 – 11:00 a.m.	12:00 – 12:30 p.m.
4 <sup>th</sup> Grade	8:00 – 8:45 a.m.	12:15 – 12:45 p.m.
5 <sup>th</sup> Grade	8:45 – 9:30 a.m. <i>Fine Arts: 9:30 – 10:15 a.m.</i>	12:30 – 1:00 p.m.

Parents, you are welcomed to visit us at any time during the instructional day. However, in order to maintain a safe and orderly environment, you need to sign-in, in the front office and get a Visitor's Pass. (Please be reminded that the purpose of these visits is to sit-in and observe what your child is learning, not to drop-in for a conference. Conferences with the teacher must always be pre-arranged).

## About Our School

### AFTERSCHOOL CLUBS AND PROGRAMS

This year we are pleased to offer the following extra curricular activities:

- Robotics
- Cheerleading Squad
- Destination Imagination
- STUCO/Kindness Committe Club
- Library Club

In order to partake in any afterschool club or program, students are required to maintain passing grades in all core content areas, as well as have good behavior in class and during all afterschool activities. Failure to do so will result in the student being dismissed from the program or club. Transportation for clubs that meet afterschool will not be provided therefore, it is the responsibility of parents to pick up their children after the meeting time. Failure to pick students up in a timely manner will result in the student being dropped from the program. No exceptions!

## ADDRESS VERIFICATIONS

When enrolling your child at Mission Valley it is imperative to provide accurate information. School Administration as well as District Truant Officers will make it a point to go out and do address verifications throughout the year. Anyone caught falsifying their address will be administratively dropped as per district policy. This applies to notarized letters as well as students whose parents qualify under the "grandparent clause".

## AGENDA BOOKS

All students in grades K-5 will receive an Agenda book at the beginning of the school year. Teachers will provide the students with instruction on how to record assignments and other necessary information. **We ask that you as a parent, check the Agenda book EVERY night and sign it.** This will keep you informed of what is going on at school as well as keep your child better organized. Students are expected to learn to be responsible and complete their assigned tasks. Teachers will check the Agenda books each morning to verify that parents have signed them. Please help your child by completing this task. If the Agenda book is lost, a replacement fee of **\$5.00** will be charged.

## ATTENDANCE

State law requires that a student be in attendance **90%** of the time to earn credit for the course work. Administration reserves the right to retain them if they fail a content area and fail to be in school at least 90% of the time. In the event that your child is absent, we ask that you call the attendance clerk's office at 434-3710 or bring a note to the office. If neither is done within 72 hours, the absence becomes unexcused. Under no circumstances will unexcused absences that have exceeded the 72 hour period be changed to excused. If you accumulate 3 unexcused absences a truant officer will be sent to your home and a warning letter will be issued. If you accumulate 5 unexcused absences parents will be required to meet with Administration. Parents of students with 10 unexcused absences will be taken to court as mandated by district policy. Absences over 3 days will require a doctor's note to be excused. **A reminder to parents of transfer students: Attendance is one of the areas that is reviewed before renewing the transfer for the following year.**

Mission Valley has several incentives in place in order to promote perfect attendance. There will be a Recognition Celebration every 9 week period. Individual students will receive a certificate and an invitation to attend if they have been present everyday during the 9 week period. Classrooms who have perfect attendance for 4 consecutive weeks will be rewarded with a pizza party. Additionally, any grade level with a daily attendance rate of 97% or higher will earn letters to spell phrases. Those grade levels that complete the phrase will be rewarded with a variety of prizes such as blow pops, popcorn, free dress etc.,. Students who have Perfect Attendance all year long (are present from the first day of school until the last day of school) receive a Perfect Attendance Trophy at their end of year awards assembly. Students who are accumulate 1, 2 or 3 EXCUSED absences will be eligible for our "Faithful Attendance" awards at their end of the year awards assembly.

## ARRIVAL/DISMISSAL

Students and parents are not allowed in the building before the 7:30 bell unless you are coming to the office. Students in 2<sup>nd</sup>-5<sup>th</sup> Grade need to wait out in the playground, or during inclement weather, in the cafeteria. K-1<sup>st</sup> Grade students will line up in the gym.

The tardy bell rings at 7:40 a.m. Any student who enters their classroom after the 7:40 bell will be counted tardy. Breakfast will be served in the classroom from 7:30 to 7:50 a.m. as initiated by our district.

For the safety of your child, we ask that you not drop them off at school before 7:00 am. No one will be on duty and your child will be unsupervised. All our support staff start their morning duty at 7:15 am

Students are dismissed at 2:45 p.m. All K-2 teachers will escort their class to the back playground for dismissal. All 3<sup>rd</sup>-5<sup>th</sup> Grade teachers will escort their class to the front side (North Loop) playground. **ALL PARENTS MUST WAIT AT THEIR DESIGNATED AREAS TO PICK UP THEIR CHILDREN. PARENTS ARE NOT ALLOWED IN THE BUILDING PRIOR TO THE 2:45 PM BELL. NO EXCEPTIONS.**



## BUSES

A school bus and any commercially leased/contracted bus used for school related trips is considered an extension of the campus and classroom setting. Students utilizing these transportation systems are expected to display good conduct and behavior during the transportation period. Appropriate information will be provided to students in order to assure their familiarity with expected standards of conduct and safety regulations.

### **District Policy FFFF-R**

- A. Conduct rules shall be posted in each District school bus. The following guidelines have been established:
1. Conduct on a school bus shall be the same as in the classroom.
  2. Be courteous to the bus driver and other passengers.
  3. Do not use profanity.
  4. Do not eat or drink on the bus.
  5. Maintain bus cleanliness. Do not litter.
  6. Do not be destructive or vandalize bus property.
  7. Remain seated. Bus driver is authorized to assign seats if necessary.
  8. Keep your head, hands and feet inside the bus.
  9. Follow directions issued by bus driver.
- B. Each student will receive and acknowledge, in writing, an understanding of the rules and regulations governing the privilege of riding a bus.
- C. Bus drivers or sponsors shall report student violations, in writing, to the school administrator. A copy of this violation report will also be provided to the students parent/guardian.

- D. An adequate number of sponsors are required for school-related trips which necessitate an **out-of-town** itinerary. When such itineraries occur, the school principal will assure that a ratio of no more than one sponsor per 20 students will occur.
- E. Disciplinary action will be taken in accordance with rules and procedures listed in the District's Student Code of Conduct. 1<sup>st</sup> offense—Parent Conference; 2<sup>nd</sup> Offense—3 Day Suspension from bus; 3<sup>rd</sup> Offense—5 day Suspension from bus; 4<sup>th</sup> Offense—Suspension from the bus for the remainder of the semester and 5<sup>th</sup> Offense—Suspension from the bus for the remainder of the school year.

Should students not follow the above regulations it will be necessary to remove the student from the school provided transportation (bus). This would mean parents shall be responsible for the transportation of their children to and from school. The safety of our children is our first priority so please take a moment to discuss the rules and regulations with your child.

## **BULLYING**

Bullying is defined as aggressive unwanted behavior that is severe, persistent and repeated towards another individual. This behavior can result in physical harm, emotional harm or cause students to feel unsafe or in fear at school. Mission Valley will not tolerate acts of bullying. All children have the right to be safe. As educators we commit ourselves to ensure that no child be subjected to humiliation, persecution or constant fear. We will all do our part and teach our children respect as well as kindness. We ask that you do the same at home to support a nurturing environment for all of our students.

The Mission Valley Kindness Committee was formed to address incidents or allegations involving bullying. The committee will communicate the guidelines, expectations and consequences to all key players, - bullies, bystanders, victims, staff and parents.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act has been reported. Failure to promptly report may impair our ability to investigate and address the prohibited conduct. Any student who believes that he/ or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to their teacher, counselor, assistant principal, principal, or any staff member. Reports from students may be made orally or in writing and can be kept anonymous. Throughout the building we have several Bully Boxes where anyone can report incidents. Additionally, our school counselor together with administration will present lessons to all students two times per year. These lessons will provide our students with the awareness of what bullying is, individual roles that students play in bullying and ways to prevent bullying. Students will be informed about the reporting system that is available to them at the campus. Parents and students may also report acts of bullying electronically by utilizing the Anonymous Alerts application. Working together we can foster a healthy, nurturing school environment for all.

## **CELLULAR PHONES**

As per District policy, students may possess telecommunication devices (cellular phones) on District property; however the use of any telecommunication device during the instructional day is strictly prohibited. Students who violate this policy shall be subject to established

disciplinary measures in accordance with the Student Code of Conduct. Confiscated devices shall be held by school Administration and returned only to parents. If students bring cell phones to school, the following procedures will be enforced:

- Phones must be turned off during the instructional day (7:40 to 2:45 or 3:30 if attending extended day or tutorials).
- Students shall keep their cell phone in their backpack, purse or pocket at all times. No exceptions.
- If confiscated, a \$15.00 return fee will be charged to parents. No exceptions.

Any other type of electronic device is also prohibited such as MP3 players, CD players, or any type of handheld device. Confiscated items will be returned only to parents. If you have questions or concerns please feel free to contact school Administration.

### **CHANGE OF ADDRESS**

We attempt to keep up-to-date school records. Should your child become ill at school, accurate information is essential. Please help us by informing the office of any changes in your address, home/work phone number and emergency numbers. Transfer forms must be filled out by the parent if the student no longer resides within the Mission Valley attendance boundaries.

### **CHILD CARE**

Please make proper pickup arrangements for your child. Mission Elementary currently does not have an on-campus child care program. FAILURE TO PICK UP YOUR CHILD ON A TIMELY BASIS WILL RESULT IN A CALL FROM ADMINISTRATION, REFERRAL TO CPS AND/OR THE POLICE DEPT BEING CONTACTED. Please do not ask teachers or office personnel to provide afterschool care for your children.

### **CLASS PLACEMENT/TEACHER REQUESTS**

Class lists for the following year are developed during the month of June. Placement decisions are based on many factors including student learning style, teaching style, student group dynamics, and enrollment. We also consider teacher certification and student needs for special programs such as 504, Gifted and Talented, Limited English Proficient, Special Education, Dyslexia, etc. Teacher requests will be considered if submitted in writing by the last day of May of each school year. Any requests made after the end of May will not be considered. NO EXCEPTIONS.

### **CONFERENCES**

Conferences are scheduled twice during the school year. The dates for these will be provided at the beginning of the school year. Letters will be sent home prior to the conferences to explain the process and the times. During conferences, parents and teachers have the opportunity to discuss student progress and school programs. It is important that parents or guardians attend these conferences. Additional conferences may be held any time that parents or teachers feel that one is needed. Please call the teacher to arrange a convenient time. **Teachers are not available for drop-in conferences before school or during instructional time.**

## COUNSELOR

MISSION VALLEY has a full-time counselor on staff. We have a counselor primarily for student services. However, on an availability basis, she will assist parents/guardians in any way possible. Please schedule appointments to ensure that you are attended in a timely manner. You may contact the front office to be directed to her voicemail or you may contact her directly at (915) 434-3703.

## CUSTODY DOCUMENTATION

Texas State law and District policy require that updated custody papers for children of divorced parents be on file in the office. Questions regarding custody issues and disputes should be referred to your attorney. It is the parents' responsibility to provide the school with any legal documents that require special circumstances or arrangements for their children.

## CROSSING GUARDS

The Crossing Guards are on duty on North Loop. Their hours are from 7:15 – 7:45 a.m. and 2:35 - 3:00 p.m. We also have Crossing Guards in our student drop-off area. Their hours are from 7:15 am – 7:45 am and 2:30 pm -3:00 pm. Crossing Guards are trained by YISD regarding appropriate safety procedures to be used in crossing students and adults. **Please do not confront Crossing Guards with your concerns or become verbally abusive with them. They are there to ensure the safety of your children. Failure to abide by these rules will lead to you being banned from Mission Valley Elementary and all other YISD campuses.**

## DELIVERY OF ITEMS

Any items that are delivered to students during the instructional day will be delivered to their classrooms by front office staff so as to minimize interruptions to instructional time. If your child is celebrating a birthday you are welcome to bring cupcakes however, they will not be delivered to the classroom until the last 15 minutes of class time.

## DISCIPLINE POLICY

The faculty and staff of Mission Valley believe that in order to provide the best learning environment, each student is responsible for acting appropriately. **GOOD CONDUCT IS EXPECTED OF EVERY STUDENT EVERY DAY AND EVERYWHERE.**

The goal of the MISSION VALLEY Discipline Policy is to ensure student safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, and reinforced consistently throughout the school. In addition to the Boys Town Social Skills, we stress basic skills that we call Character Traits. Character Traits change monthly. Teachers will be provided with books that can be read aloud to students to reinforce the trait for the month. Additionally, a quote aligned with the trait of the month will be read daily during morning announcements. Our teachers and counselor will utilize Random Acts of Kindness to model and teach students lessons regarding the character traits. We feel that these skills are important & instill lifelong positive behavior.

**Teachers will use the following techniques within the classroom:**

- Teach the social skills on a daily basis; reinforce with a teaching lesson when needed.
- Describe specific behaviors to the student in discussing their behavior including consequences.
- Use rationales to explain links in behaviors.
- Use effective praise.
- Provide preventative teaching.
- Model individual behavior expectations.
- Use behavior contracting with a specific student.
- Initiate parental communication to address behavioral concerns.
- Loss of school privileges for school fun activities or extracurricular fun activity.
- Refer to the office when these steps have been exhausted.

**The following techniques will be used when an office referral is written:**

For those students who choose to misbehave, school Administration will follow the Student Code of Conduct as outlined and adopted by the Ysleta Independent School District Board of Trustees. Parents are encouraged to read the District Student Code of Conduct that can be found on the YISD website. The Student Code of Conduct provides information to parents and students regarding expectations for behavior, consequence of misconduct, and procedures for administering discipline. For consequences that require an Office Referral the following administrative interventions will be used:

- Student Conference with Administration.
- Parent Conference with Administration.
- Referral to the Counselor.
- Model the social skill that was not used correctly.
- Apology to the appropriate individuals.
- Issuance of a referral to external agencies and/or legal agencies.
- Behavior Contract and/or In-school Mediation to further study and learn about the social skill.
- Loss of school privileges for school fun activities or extracurricular fun activity.
- Lunch detention (K-2) or Community Service (3-5).
- Parent Shadowing.
- In-school Suspension.
- Out of School Suspension.
- Placement in an alternative education program (DAEP Placement).
- Expulsion.
- Legal action.
- Notification to parents via phone call or office referral form.
- Determination and follow-up of monetary charges to parents, if offense merits .
- Other consequences may be added to this list by the Administration. Consequences can be applied either in sequence or as a combination of such.

Please keep in mind that any students who receives an office referral will also receive an "N" or "U" on his/her Report Card under "Obeys School Rules" for that Nine Week period. Furthermore, they will lose the following privileges for that month [no free dress day, no dance (5<sup>th</sup> Grade), and no fun field trip]. A reminder to parents of transfer students: Persistent misbehavior is one of the areas that is reviewed before renewing the transfer for the following year. Students who receive office referrals will also not be eligible to receive their Honor Roll Recognitions for the 9 week period and for the end of the year awards assemblies.

## DRESS CODE

In order to maintain a safe and orderly environment conducive to the attainment of the educational mission of the Ysleta Independent School District, all students shall conform to the following dress code policy:

- Polo-style shirt in school colors with school logo: Navy blue or gray. Shirts must be tucked in at all times.
- Slacks may be khaki or navy blue. Students may wear shorts, skirts, skorts or jumpers as well. Jeans are not allowed. Clothing is not to be oversized or baggy.
- The uniform shirt must be visible at all times. The uniform shirt may be worn over a long sleeve shirt, sweatshirt or turtleneck for warmth.
- Skirts or skorts must be no shorter than the extended tip of the longest finger when the student is standing.
- Belts can be worn for those in grades 2<sup>nd</sup> thru 5<sup>th</sup>. Belts should not be studded or have excessive ornamental metal on the surface.
- Caps may not be worn inside the building.
- On Fridays, students may wear school club t-shirts or school spirit shirts.
- Students must be in uniform every day, Monday thru Friday unless it is a free dress day.
- No makeup (ie. Fake fingernails, fake hair coloring), tattoos, mohawks, spiky hair longer than two inches, or glitter that in the professional opinion of Administration is a distraction to instruction is permitted.
- On free dress days, no clothing with abusive or suggestive language or symbolism may be worn. No gang related jackets or items that promote or glorify the use of drugs, alcohol or tobacco. No dog collars or excessive chains that are worn as necklaces.

Uniform check will be conducted on a daily basis by the classroom teacher at the beginning of the day. If students come to school in inappropriate attire, the parent will be called and asked to bring a change of clothes. If the parent or guardian cannot be reached or is unable to bring clothing, the student will be assigned lunch detention (K-2) or Community Service (3-5). For your convenience uniforms may be purchased in the front office.

## DROP-OFF AREA/PARKING LOT

During arrival and dismissal times, cars are not allowed to stop and park in the student drop-off area or in any areas that are marked with red. Please park in the parent parking lot if you wish to get down to walk your child into the school. During high peak hours please be aware that there will be a great deal of congestion. If you would like to avoid the long lines please make every effort to arrive early. **Please do not confront Crossing Guards with your concerns or become verbally abusive with them. They are there to ensure the safety of your children. Failure to abide by these rules will lead to you being banned from Mission Valley Elementary.**

### **Please remember:**

- Slow down.
- Traffic is ONE WAY - SINGLE LANE ONLY.
- NO PARKING OR WAITING at the drop-off is allowed at anytime.
- No parking in the Teacher Parking Lot. No exceptions.
- If your child is not waiting at the curb when you arrive, please park or drive around.
- **DO NOT** let children out of the car in the middle of the parking lot, use the drop-off area.
- Cross only at the designated crosswalks.
- Do not call children to your car in the middle of the parent parking lot.

## FREE DRESS DAY

As a way to motivate and celebrate student success, Mission Valley has a "Free" Dress Day the last Friday of every month for all students. Students are allowed to partake in the free dress day as long as they have been on their best behavior, don't have any Behavior Office Referrals and are in good academic standing in the classroom during that month.

## EARLY STUDENT PICK UP

No student may be released from the classroom during the school day. All visitors (parents, etc.) must report to the office. VALID PICTURE IDENTIFICATION WILL BE REQUESTED FOR ALL VISITORS. The office will call the student to come to the office for dismissal. THIS IS A SAFETY RULE AND MUST BE FOLLOWED BY EVERYONE. Excessive requests for early release of a student without justified reasons will be addressed by Administration.

## EMERGENCY DRILLS

Fire drills and other emergency drills are scheduled on a regular basis. Fire drills are practiced once a month. Emergency evacuation drills and lock-down drills are also practiced throughout the year. Students are instructed in what to do in a variety of emergency situations. A copy of the Campus Emergency Operating Procedure Manual is available in the front office.

## END OF YEAR FIELD TRIPS

As a way to motivate and celebrate student success, Mission Valley makes it a point to have at least one "fun" fieldtrip at the end of the school year. Students are allowed to attend as

long as they have been on their best behavior, are in good academic standing in class and don't have any Behavior Office Referrals during the months of the planned field trips.

### **EXTENDED DAY**

Students in grades 3rd-5th will be required to stay for "Extended Day" on Tuesdays and Wednesdays. Extended day hours are 2:45 – 3:30 p.m. Permission slips will be collected for each student and transportation will be provided for those students who qualify. Parents who do not wish for their child to attend extended day will submit their request via the permission slip. Extended days will only be cancelled in the event of the following: Early Release days, District observed holidays, Inclement Weather, short weeks (if needed).

### **FINES**

Students are responsible for textbooks assigned to them and for library books they check out. Notices will be sent if the payment of fines is not taken care of in a timely manner. At the end of the school year any lost textbooks will need to be paid. If there are outstanding costs the students' report card will not be released until the textbook is paid. The cost of textbooks and library books is very expensive so please encourage your child to be responsible with these items.

### **HOMEWORK**

Homework is given Monday thru Thursday and it is always a review of concepts previously taught in class. We ask that you help us establish a homework routine at home so that your child becomes used to the routine of doing homework at the same time every day. Parents, don't forget to review and sign your child's Agenda every day. This is also an excellent way for you to communicate with your child's teacher. Make it a point to do it at least once per week. The more communication we have the better kids tend to do academically and behaviorally. The following are other types of homework that can be given:

- Reading is a daily homework that should be done for at least 20 minutes every day.
- Practice for reinforcement of a skill
- Preparation to gain background information
- Extension of a lesson from class
- Classwork not completed in class, and
- Classwork missed due to absence

Each grade level will inform parents of their policy to assign homework. Homework should take no more than a half an hour to one hour to complete. Please keep in mind that if a student is taking home additional work that was not completed in class during the instructional time then it may take them longer to complete the work.

### **HONOR ROLL RECOGNITIONS**

As a way to ENGAGE, MOTIVATE, AND INSPIRE our students to always do their best in school, Mission Valley recognizes students every nine weeks. Students are called to the front office where they receive an Honor Roll ribbon, Goodie Bag, and get to sit in the VIP area during lunch time. If students make the Honor Roll all year, they also receive a trophy as well as a polo shirt at their end of the year awards assembly. In order for a student to make the

Honor Roll, they must have A's and B's, "Ss' and/or "Es" on their Work Habits and Social Skills, and NO BEHAVIOR OFFICE REFERRALS.

### ILLNESS AND ACCIDENTS

Students who become ill or injured while at school will be sent to the nurse's office. Our school nurse will diagnose and determine whether the student can be treated and remain at school or if they need to go home. If parents need to be contacted it is **imperative that we have up-to-date telephone numbers** as well as an emergency number in case you cannot be reached. Please keep this information current.

Vision and hearing screening is done yearly. If a problem is detected, parents will be notified as soon as possible.

### IMMUNIZATIONS

Texas State law requires that all school-age children be current with their immunizations. Students lacking proper immunizations will be sent home until the immunizations are updated. Only students transferring from another school or military students entering our schools will be granted a temporary enrollment for 30 days while immunization records are obtained. If you have any questions or need shots, please check with the Health Department, your doctor, or the school Nurse.



### INCLEMENT WEATHER

If the weather is such that school might be canceled for the day, listen to KHEY 690 or tune in to one of the local TV stations for information. The information will be available after 6:00 a.m. on the day of the inclement weather.

On rainy days or days that are too cold, students will be kept inside the building. In the morning, students are encouraged to wait in the cafeteria. After lunch, students will be escorted to the Library where they will remain until their lunchtime is over.

### LOST AND FOUND

Please label your child's clothing and other belongings with first and last names. Lost articles that have been found can be claimed in the front office. Parents, please check frequently. Articles left in the Lost and Found longer than 30 days and any remaining after the last day of school will be given to charity.

### LUNCH

Mission Valley Elementary participates in the National Free Lunch program. All students enrolled at Mission Valley will qualify to participate in the program.



### MAKE-UP WORK

Your child will have one day for each day of absence to complete and turn in make-up work. If your child will be out more than one day, we strongly suggest that you call and request the assignments so that your child does not fall behind.

## NURSE

Our school Nurse is on duty from 7:30 a.m. to 3:00 p.m. daily. If your child has any kind of medical condition the school should be aware of, please let the Nurse know in writing. Medical documentation may be required.

If your child is on medication (either short or long term), please sign the necessary papers in the nurse's office. District and State policy requires a U.S. Physician to provide documents and prescriptions for medication for a student. **We cannot accept doctor prescriptions from Mexico. Medication** is defined as oral drugs, whether prescription or over-the-counter, including aspirin and cough drops.

Below is a list of things that you can or cannot do regarding medication for your child while at school:

1. You cannot send medicines with your child unless you have a doctor's note stating that he/she has to take it during school.
2. All medicines must be in the original container and labeled with the child's name, dosage, time to be given, and doctor's name.
3. No over the counter medicines or medicines from another country can be given.
4. The doctor prescribing the medicine must be licensed to practice medicine in the State of Texas. **THAT IS STATE LAW. NO EXCEPTIONS!**
5. While in school, any medications must be administered in the Nurse's office.

**If your child is to be excused from P.E., we can honor a parent's note FOR THREE DAYS ONLY!** After that, they must bring a doctor's note, and again, only from doctors licensed to practice medicine in the State of Texas.

## PLAYGROUND SUPERVISION

The playground is supervised from 7:15 - 7:40 a.m. before school, 11:00 – 12:45 p.m. during lunchtime and 2:45 - 3:00 p.m. **PLEASE DO NOT DROP-OFF YOUR CHILDREN BEFORE 7:15 AM SINCE THERE IS NO ONE ON DUTY TO PROPERLY SUPERVISE STUDENTS.** We encourage and welcome parents to come and help us keep an eye on all our children in the morning, during lunch and afterschool.

## POWERPARENT

Any parent or guardian who has legal rights to view their child's school records may use the PowerParent system. The secure, password-protected site allows you to view your child's class schedules, grades, assignments, and attendance information. To enroll go to [www2.yisd.net](http://www2.yisd.net), or at [powerparent.yisd.net](http://powerparent.yisd.net) to begin your registration process. The site can be used on any computer with Internet access. All parents will need to have an e-mail account in order to use this system. If you do not have access to a computer at home or work, you may use the computers in the Library. Get involved with your child's education, become a PowerParent!

## REPORT CARDS/PROGRESS REPORTS

- You will periodically receive graded papers to review with your child, sign and return.
- You will receive a three & six week Progress Report for your child.
- You will receive a Report Card at the end of each Nine Week period.
- You will receive positive notes/comments from the teacher via a telephone call or Agenda.
- You will receive a discipline notice and/or a phone call if your child is involved in any actions that require the Administration to intervene.

A reminder that an "N" or "U" in the study skills section of the Report Card will keep a student from making the Honor Roll for the Nine Week Period as well as keep them from getting an end of year trophy for making the Honor Roll all year long.

## TALENT SHOW

As a way to ENGAGE, MOTIVATE, AND INSPIRE students to always do their best, we will have an end of year talent show. Students are allowed to partake in this event if they have good behavior, don't have any Office Referrals, and are in good academic standing with their classroom teacher. Our annual Talent Show is held at the District Central Office Theatre and tickets are sold to attend.

## TARDIES

TEACHERS keep a record of all tardies. Any student entering the classroom after 7:40 a.m. will be counted tardy unless they have a note from the office or the Nurse. When you have an unavoidable tardy, report to the classroom as soon as possible. On the fourth tardy the Attendance Clerk will call home to remind parents that on the 5<sup>th</sup> tardy and every tardy after that students will receive an office referral and one day of Lunch Detention or Community Service. Parents of students with excessive tardies will have to meet with Administration. If a student accumulates 4 tardies during the year that will constitute 1 absence FOR THE PURPOSES OF PERFECT ATTENDANCE RECOGNITIONS AT THE END OF THE YEAR. **A reminder to parents of transfer students: Attendance/Tardies is one of the areas that is reviewed before renewing the transfer for the following year.**

## STAAR CELEBRATION

As a way to ENGAGE, MOTIVATE, AND INSPIRE students to always do their best on their end of year State Assessments, Mission Valley has a STAAR Celebration for students in grades 3-5. Specific information regarding the STAAR Celebration will be distributed to students towards the end of the school year.

## TOYS/ELECTRONIC DEVICES

Students are not permitted to bring any type of toys or electronic devices. They are a distraction to the educational process. Toys are not necessary at school unless the teacher requests that the child bring an item as a part of the lesson. We do still allow students to bring footballs, soccer balls, basketballs, etc. for use at recess. It is understood that the

student is responsible for keeping up with these items and only using them at the appropriate time. The school holds no liability for items that may be lost. Unnecessary items or toys will be confiscated by the Administration and only returned to parents.

### **VISITOR POLICY**

Visitors to our campus are always welcomed. However, proper identification must always be shown prior to gaining access to the building. For the safety of our students we ask that you stop by the office, sign in and get a Visitor's Badge.

### **VOLUNTEERS**

We encourage you to become a Mission Valley Volunteer and help us make a difference in the lives of our students. Anyone interested in becoming a Volunteer must go through a background check. Once you have been cleared, you will be given a Volunteer ID.

Volunteers will work closely with the Volunteer Coordinator on various school wide activities throughout the year. Special recognitions are awarded to campuses and individuals who accumulate high amounts of hours. The Volunteer Coordinator will assist in the documenting of hours worked by campus volunteers.

No one can volunteer in the classroom, go on field trips with students without a background check. These checks are good for one school year and must be renewed annually. Please see our Volunteer Coordinator if interested.

### **WEBPAGE & SOCIAL MEDIA**

If you want to know what is happening at Mission Valley Elementary visit us at <http://missionvalley.yisd.net>. There, you will find information on upcoming events as well as links to school programs, activities and events. Additionally, you can access our Facebook and Twitter pages for information and activities.

### **YISD PARENT & STUDENT HANDBOOKS**

Copies of district handbooks are available online at the following link:

[www.yisd.net](http://www.yisd.net)