

Parent-Student Handbook

Please read and discuss the information contained in this handbook with your child.

Sign and return this form to your child's teacher.

Thank you.

It is the belief of the Echo Valley staff that the general school environment (both social & physical) should be a safe, and engaging place where students, staff and parents feel welcome, cared for, and part of the Echo Valley School community. The staff also believes that parents need to be informed of the school's expectations. In order to maintain an orderly and safe school, we need your support in helping your child learn how to be responsible for his/her actions.

Student: _____ Teacher: _____ Room: _____

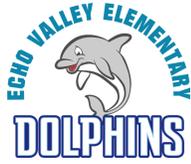
**This is to certify that I have discussed the policies and procedures included in the
*Echo Valley School Parent-Student Handbook with my child.***

Student Signature

Date

Parent/Guardian Signature

Date



Echo Valley Elementary School
147 Echo Valley Road
Salinas, CA 93907
(831) 663-2308



PARENT-STUDENT HANDBOOK

GENERAL INFORMATION

School/Office Hours

Student Hours: M, T, Th, F – 7:55 am - 2:32 pm
 W - 7:55 am - 12:45 pm

Office Hours: 7:00 am – 3:30 pm

Phone (831) 663-2308



Dear Echo Valley Parents and Students:

We welcome you to another wonderful school year! We are committed to the academic, personal, and social success for each student. In addition, student safety is of the highest concern. We believe that, by working together, and by maintaining on-going communication, we can all work together towards the goal of student learning.

At Echo Valley we also focus on your student's social and emotional learning. We achieve this by encouraging highly engaging learning experiences. We use the arts as a focus and entry point for interaction and engagement with our students.

It is our desire that communication between home and school be open, effective, timely and respectful. Please read this booklet carefully as it provides pertinent information which your family will need during the school year.

You are always welcome to make an appointment to come in and speak with the principal or assistant principal at any time. We also encourage you to become an active member of our community. There are many ways to get involved including the PTG (Parent Teacher Group). You can find information on our school website and Facebook page as well.

We look forward to a great school year for all Echo Valley students and families!

Lizette Jimenez
Principal

Jacob Gile
Vice-Principal

Calls: Office staff does their best to answer each phone call as it comes in. If someone does not answer your call, please leave a message. Include your name, phone number, and we will return your call as soon as possible.

School calendar: Yearly calendar is sent out in the first day packet. Please keep this handy so you can refer to it throughout the year. The calendar is also posted on the website:
www.nmcusd.org

Emergency Information: An emergency information card is included in the first day packet. It is very important to complete this card with all contact information and keep it up to date. We cannot release students to anyone not listed on the card. Phone numbers, including cell phones, must be accurate. The District will use this information to contact you in case of any emergency. Notify the school immediately of any changes. The School or District will not be responsible if information is inaccurate.

Drop off and pick up information: Students must be dropped off or picked up only at parent pick up location. Please do not go into the staff parking lot. Supervision of the pick-up area begins at 7:20am. Any student dropped off prior to this time may not be supervised. Drivers must stay to the right of the school driveway and remain in their cars. School buses have priority. Staff will escort students to the pick-up point so that drivers can pick up on a first come, first served basis. Any attempt to go to the head of the line or park illegally will cause delays for all as well as jeopardize safety. We want to model courteous and safe behavior for our children. We ask that you do not ask your children to walk down the driveway or field to the gate to meet you.

Fire lane: If you are parking and coming into school, please park in the designated spots (along the driveway leading up to school). Please do not park in the fire lane or bus lane.

School volunteers/visitors: Due to COVID-19 safety protocols, we cannot have volunteers at this time. Thank you for your understanding.

Lost and Found: The lost and found bin is located outside of the cafeteria doors. Please ask your child to check for lost belongings either before or after class. Items not retrieved will be donated to charity.

Emergency preparedness *Student safety is a top priority!* During the year, we hold school drills: earthquake, fire, intruder, and lock-down. Should a real emergency arise, our staff and students will be well prepared to maintain a safe environment until help arrives. If an emergency does occur, we will be in touch via all call phone messages.

COMMUNICATION

- The teacher should always be your first point of contact unless you believe the issue is sensitive or very serious and you need administrative assistance. Remember that the teacher spends the whole day with your child and knows them best.
- It is best to make an appointment as it allows us to set aside time just for you.
- It is important to bring any issues to our attention promptly rather than letting things build up and go unresolved. Waiting makes the situation harder to address.
- Our goal is to respond within 24 hours. At times there may be a delay, but this should be an exception.

GENERAL ACADEMIC INFORMATION

Report cards and parent/teacher conferences: Report cards are issued at the end of each trimester. Conferences are held in the fall to discuss student progress in academic, personal and social areas. Other conferences may be requested during the year. Please discuss any concerns with the classroom teacher prior to a request for a principal conference.

District and state testing: Students at Echo Valley participate in Let's Go Learn testing which reflects the Common Core State Standards. This data assists teachers in adjusting instruction to ensure that students master curriculum. California State testing occurs in the spring. Parents are notified prior to the start of testing. Please make sure that your child is well rested and fed during this important assessment period. Children should see the testing as important, but should not feel pressured or stressed.

POLICIES

Face masks are required of students and staff at all times when on campus.

Attendance: Students may be legally excused for only three reasons. The reasons for excused absences are: severe illness or doctor/dental appointment, student court appearance and death within the immediate family. The office may ask for documentation to excuse these absences.

All other absences are unexcused. If your child is absent for any reason, you must call or email the office within the same day. Three or more unexcused absences will result in a truancy referral to the District Attorney. Any student who arrives past 7:55am must sign in at the office in order to receive a late slip. **According to California Education Code Section 48260 (a) your child is considered truant if they have been absent from school three times or tardy for more than 30 minutes without a valid excuse as listed above.**

Medication: It is preferable that all medication be taken before or after school hours. If medication is required at school the following California Education Code #49423 is in effect: "Any student who must take medication while at school must first bring a written order from their doctor and a written request from their parents for school personnel to help the child take his/her

medication. A new order and permission should be obtained each year. No student is to keep medication on his person. It must be kept in either the nurse's or principal's office." This policy includes over-the-counter medication, which must also be prescribed. Any medication not retrieved by the end of the school year will be disposed of.

Tobacco and alcohol: Tobacco and alcohol use are prohibited at all times by anyone on campus, including in vehicles. This includes outside areas such as parent pick up, parking lot and field. This includes events and parent meetings/conferences as well.

Student Technology Acceptable Use: All students are responsible for signing the Acceptable Use Policy. The full text of the policy is on the NMCUSD website. Violations of this policy are considered serious and could be grounds for suspension and/or expulsion.

Cell phone use: Cell phones must remain in the student's backpack during school hours. Cell phones will be confiscated if used in the classroom or any time during the school day. The confiscated device will be returned at the end of the day or, if this behavior occurs more than once, in the school office and returned only to a parent/guardian. (EC 48901.5) Students may use the telephone in the office to call home in case of illness or an emergency only.

Personal property on campus: Students should not bring cash or other valuables to school. This includes toys and sports equipment. North Monterey County USD is not responsible for any lost or stolen personal property that belongs to students or parents. Property may be confiscated and returned at the end of day or parents called to pick up if repeat behavior occurs. Students should not sell or buy personal property on campus.

Classroom parties: * Please check with the office prior to sending any celebratory food or drink to school as COVID protocols must be followed.

DISCIPLINE

Echo Valley has a strong Multi Tiered Systems of Support for both academics and behavior. The school discipline plan establishes school wide rules which promote a safe and positive learning environment. Echo Valley has wrap around support services including on site counselors, psychologists and behavior technicians.

Playground Procedures

Playground rules are discussed in each classroom at the beginning of the year. Rules and a behavior matrix are also posted on the school website. Please encourage your children to follow the expectations listed below

- Be safe, respectful and responsible
- Use equipment appropriately
- Keep hands, feet and objects to yourself



Cafeteria Procedures

- Keep hands, feet, and objects to yourself
- Remain in your assigned lunch area
- Use appropriate language
- Clean up after yourself and throw away your trash

Bathroom Rules

- Sign out in classroom
- Keep hands, feet, and objects to yourself
- Go, flush, wash, leave
- Respect others' privacy
- Respect school property

Bullying/Student Complaints: Echo Valley takes all student or parent concerns very seriously. Bullying is an especially serious offense with potential lifelong consequences. Please schedule an appointment with administration and the teacher immediately to discuss concerns.

Student Recognition

In addition to ongoing recognition within classrooms and common areas, we also have monthly recognition assemblies. There are certificates awarded for a student of the month and perfect attendance. Parents are welcome to join us virtually.

Services

The National School Lunch Program: Breakfast and lunch are served daily. *Breakfast and Lunch is free to ALL students.* Enrollment forms are available in the office. Please make sure that you return the completed forms ASAP.

Bus transportation: NMCUSD provides busing for students who live a certain distance from school. Please call Transportation at 831-663-3035 for information. Bus routes may be posted on the District Website.

Occupational/Physical Therapist: This professional works with students who have qualified for services to help them with fine and gross motor skills.

Student Study Team (SST): SST is an educational process designed to share concerns, discuss interventions, and/or make recommendations concerning a student's personal, social and/or academic functioning only after several interventions and modifications have been tried with little or no student improvement. The SST team may include the parent/guardian of the student, the referring teacher, the school principal or designee and other staff specialists deemed appropriate. Those wishing more information about the SST process may consult with their child's teacher.

School Psychologist: The psychologist is at Echo Valley every day. She assists parents and staff in evaluating students with learning or adjustment needs. They are also available for special situations such as grief counseling.

Resource Specialist: The resource specialist will provide services to qualifying students for specific assistance related to learning needs.

Speech Therapist: The speech therapist screens referred students with possible speech and/or language concerns. Services are provided for qualifying students.

Occupational/Physical Therapist: This professional works with students who have qualified for services to help them with fine and gross motor skills.

After School Program: The After School Education and Safety (ASES) Program offers academic and enrichment courses to students in grades TK-6th. Space is limited with 1st priority given to Homeless and Foster Youths and 2nd Priority to students identified as needing additional support. The program operates from school dismissal to 6:00 PM daily during the school year. All students in the ASES Program will receive a nutritional Supper/Snack daily. Contact the main office for more information.

Homeless Education Services: The Castro Plaza Family Resource offers support to students experiencing homelessness under the McKinney Vento Homeless Assistance Act.

What is McKinney – Vento?

McKinney – Vento is a federal law that offers rights and protection to families experiencing homelessness or transitional living situations. Common living situations that fall under the law are:

- Doubled-up: sharing housing with families or friends due to financial constraints
- Renting a room in another person's or family's apartment or house
- Staying in hotels or motels
- Living in cars, parks, or other places not designed for regular sleeping
- Staying in shelters or transitional housing programs
- Moving from place to place due to lack of stable housing
- Youth living with someone other than their parent or legal guardian with lack of housing

What rights does my child get under McKinney – Vento?

- Immediate enrollment in school, even if missing records and documents normally required for enrolment, such as a birth certificate, proof of residence, previous school records, or immunizations/medical records
- The right to remain at their school of origin, or attend the local school in the area of residence as long as it is in the best interest of the student (the school of origin is the school the child attended when they were permanently housed or the school in which the child was last enrolled)
- Receive transportation to and the from school if getting to school is a hardship
- Receive free lunch program
- Receive free school supplies

- Support to fully participate in school events and extracurricular activities

Our district McKinney Vento Liaison can provide support to you and your student to ensure your students rights are being met, offer resources and information outside of education, assistance with student clothing, food and housing resources. Please contact Diana Castellanos, Child Welfare, Homeless, Foster Youth Coordinator at (831) 633-5975 or diana_castellanos@nmcusd.org.

PARENT INVOLVEMENT

Parent Teacher Group (PTG): The Parent Teacher Group of Echo Valley Elementary welcomes all parents to become involved in our school. Check with the office staff for the current registration information and activities.

School Site Council (SSC): School Site Council is a monthly advisory group that monitors and reviews the School Level Plan. The SSC is composed of the school principal, school staff, and parents.

English Learner Advisory Committee (ELAC): This is a monthly advisory group that informs parents of our English Learners (ELs) about available programs. In addition, the committee reviews curriculum and data and gives input regarding the needs of our EL students.

ENRICHMENT PROGRAMS AT ECHO VALLEY ELEMENTARY SCHOOL

Youth Cinema Project: We are excited to be the first group (grade 5/6 combination class) to begin the film path for NMCUSD. Students and staff participated in a summer workshop, learning how to write scripts, audition characters, film, and edit their work. This program will take place all year and will provide a jumping point to middle school and then high school. More info soon!

Arts Integration: We integrate the Arts across the curriculum. At this time, many teachers use art, poetry, song, and dance to engage students and help them learn new skills and concepts. We will participate in professional development and have support as we use our artistic skills to become even stronger students and teachers.

Student Council: Students have the opportunity to be campus leaders and to participate in school-wide projects.

Dolphin of the Month Assemblies: At the end of each month we recognize positive student behavior and attendance. This is an exciting way for the community to gather and we will continue to gather virtually.

Flipper Fest: Join us as we hold our first ever Flipper Fest during the month of May. This event will include student and staff performances, as well as student art integration projects

Dolphin TV: What started as a way to bring students together during COVID has become a popular 15 minute variety show that celebrates student and staff birthdays, student academic achievements, and important school information. The show is hosted by the school administration and guest student reporters. The show will be broadcasted into each classroom each Wednesday during the morning Social Emotional Learning portion of the day.

Spelling Bee: This event has various levels. First we have a school-wide Spelling Bee. Winners are then sent on to a District Spelling Bee. Students who are successful in that Spelling Bee go on the County level and then, finally, a national level.

Winter Celebration/Posada: *If COVID safety procedures allow. Around the winter holidays, we have a large event that involves a winter concert and a “posada”. Families bring food to share at a large potluck. Hundreds of people come and there are definitely lots of yummy things to eat! Everyone helps – staff, parents and students – to make this big event a reality. It’s magical!

Just Run: *If COVID safety procedures allow. This is an all-day community activity that takes place in spring. Students, families and staff go to Pacific Grove and walk or run on a beachside 5K trail. During the year, students build up their stamina and receive prizes for advancing. This work during the year allows them to feel more prepared. At the event, there are motivational activities. A bus is provided from school to help with movement to and from the event.

Panetta Institute Readers: *If COVID safety procedures allow. A small group of volunteers come out to our school to read with children who need that extra boost. They sit individually with them and encourage them to continue developing skills and enjoying the gift of reading. Students are assessed to measure growth. At the end of the year, each student gets a book from the program.

Concerts: *If COVID safety procedures allow. During our Back to School Night and again during our Open House, we provide our Echo Valley Community with the opportunity to listen to our talented student musicians! Students in upper grades learn how to play percussion and wind instruments from a music teacher that comes to our site each Friday. We encourage students to continue with instrumental music once they move on to Middle School.

Revised August 1st, 2021