

# **Louise Van Meter Elementary Parent Information Policies, Procedures and Programs 2019-2020**

## **ART DOCENTS**

The Los Gatos Union School District is fortunate to have an Art Docent Program. Art docents are parent and community volunteers who teach a monthly art history lesson. Art docents also do hands-on art lessons at various times during the year. Interested parents may contact the Docent office at 335-2366.

## **ATTENDANCE**

If your child will be absent or late for **any** reason, please call the school attendance line (335-2285) to report the absence. An answering machine will be available for reporting absences when the school office is not open. You may also report absences via email to [lvattend@lgusd.org](mailto:lvattend@lgusd.org). Van Meter has an "operation safe call" system to ensure your child's safe arrival at school. If your child's absence has not been reported to the school office (either by note, phone call or email) prior to 9:15 A.M., the school will contact you. Please help us minimize the number of daily calls by notifying us as soon as possible.

School begins promptly at 8:10 A.M. Any child who arrives after that time needs to report to the school office first for a late slip. On going attendance concerns will be referred to the Principal and the Child Assistance Team for support in promoting on time daily attendance. Parents and children are encouraged to leave for school with time to spare as traffic problems, road conditions or inclement weather do not constitute a legally acceptable reason for late attendance.

Parents should plan vacations and time away from school for other purposes very carefully, taking advantage of the planned holidays and vacation days scheduled on the school calendar. It is important for parents to know that due to Compulsory School Attendance laws, the District is obligated to monitor student absences, both excused and unexcused, and to track all unexcused absences to check for possible student truancy. Student success depends greatly upon students being in school, on time, each day.

## **BULLDOG AWARDS**

Red Bulldog Award certificates are given to students who are: respectful, kind, industrious, responsible, participate in organized games at recess, and do helpful things "without being asked". Bulldogs may also be given out on Fridays for wearing Spirit Colors. Students may enter a monthly drawing using Bulldog awards. Winners receive a pizza party with the principal.

## **CELL PHONE AND SMART WATCH POLICY**

Students are permitted to bring cell phones to school provided the phone is turned off during school hours (8:10 - 2:23 or 8:10 - 2:38, Wed. 8:10 - 12:10). While cell phones and Smart Watches can be an important tool for communication, they may not be used during school hours. This includes texting. In addition, Smart Watches may not be worn at school. Consequences: first incident is a warning. Second incident: parents will receive call from teacher and phone or watch must be picked up in office. Van Meter students have been very respectful of this policy but with more and more students acquiring cell phones and Smart Watches, we wanted to make sure that they do not become a distraction to learning.

## **CLASSROOM ASSIGNMENTS**

Class lists will be posted after 5:00 P.M. on Wednesday, August 15<sup>th</sup>. Lists will remain up over the weekend. School begins on Thursday, August 16<sup>th</sup>, 2018. We will have guides to assist your child in finding his/her class during the first week of school.

## **COMMUNICATION**

**Wednesday Envelopes**--Every Wednesday our school newsletter, **The Bulldog Beat**, is sent home via email in an ePacket. It will keep you informed as to what is happening at school and contains current dates to put on your calendar. Also, a large **white envelope** goes home every **Wednesday** containing important school and community notices. It may also contain your child's corrected work. Please sign this folder and return it on Thursday. We want to keep you informed as to your child's progress and important school information.

To save the expense for copies and paper, please sign up to receive the Bulldog Beat and Wednesday flyers via **ePacket**. You can find all the details on our website at [https://lvm.lgusd.org/apps/pages/Wed\\_ePacket](https://lvm.lgusd.org/apps/pages/Wed_ePacket). While you're there, please sign up to receive a link to the Wednesday flyers via email each week. You will still receive classroom handouts and returned homework via the Wednesday envelope.

**Concerns or Suggestions**--Van Meter has an open door policy. Parents, students and community members are always welcome to share their ideas or concerns with school personnel and administration. Our door is always open and your input is appreciated. If the office is hectic, please leave your name and phone number and we will return your call promptly.

### **DAYCARE/CLUBHOUSE**

Day care is available on the Van Meter campus daily from 7:00 A.M. until 6:15 P.M. The program is provided by the Los Gatos/Saratoga Community Education and Recreation Department. You may contact them at **335-2244** with questions or enrollment information.

### **DRESS CODE/STUDENT APPEARANCE**

At times, children may need to be reminded to dress appropriately for attendance at school. Although the type and style of clothing and hair-do are individual and personal, we at Van Meter are concerned when clothes or hair are extreme and cause distraction, disruption or are unsafe.

Please note the following examples of inappropriate clothing which **will not be allowed**:

- Tank tops, tube tops, or halters where the torso is exposed
- Garments where the the entire thigh is exposed
- Thongs sandals (these make it difficult to run and play during both recess and P.E.)
- Sagging pants, pants that are oversized must be worn with a belt
- Hats may not be worn indoors
- Clothing with inappropriate language (i.e. profane) or gestures will not be allowed.

Parents will be contacted in the event that a change of clothing is needed.

**Spirit Days:** Van Meter School's spirit colors are **red and white**. Every child, parent and staff member is encouraged to wear spirit colors on Fridays. Another way to show your school spirit is to wear a Van Meter tee shirt or sweat shirt on Fridays. Once a month Student Council holds a special spirit day (i.e. stuffed animal day, crazy hat day, career day) and students are encouraged to participate.

### **FOOD SERVICE**

We will be using the EZSchool Pay and Etrition Food Service programs. Etrition is a web based computerized meal tracking system that allows parents to make deposits into student's accounts online. Deposits to a child's account may be made at any time. A \$4.00 convenience fee will be added to each deposit. To set up an account, parents will need the student's last name, student ID#, and school zip code (95032). Parents will be able to access their student's account balances, set payment reminders and view the last 30 transactions.

### **HOME AND SCHOOL CLUB**

The Van Meter Home and School Club is a non-profit organization which exists to provide programs that enrich your child's education. Participation in the Home & School Club meetings and events is a great way to meet other parents with similar interests and be more involved in your child's education. Meetings are held on the 3<sup>rd</sup> Wednesday of each month during the school year. Our first meeting will be held on Wed., September 20<sup>th</sup> at 8:15 AM. Parental support is a key component to student success in school. Please plan to play an active role this year in your child's classroom.

#### **How you can help:**

- Attend school functions and events. We're proud of the programs that we provide!
- Make sure your child has **on-time daily attendance**. Success starts with being in school.
- Look for homework and corrected work - if several days go by and you don't see any, contact your child's teacher
- Participate and encourage your child to participate in fundraisers which benefit their education.
- If you have concerns, let us know so we can help.

## **ILLNESS**

Any child with a fever (100.0) will be sent home. If your child has been absent due to an illness, s/he must be free of fever (without medication), episodes of vomiting, nausea, stomach cramps or diarrhea for at least 24 hours prior to returning to school. If your child has a rash, please do not send him or her to school until your health care provider has stated that he/she is not contagious. Do not send your child to school ill.

## **HEALTH OFFICE STAFF**

The district nurse travels to all school sites during the week. She can be reached by phone at 335-2074 for parent and staff questions and concerns. There is a health clerk on duty 4 days per week.

## **HEARING AND VISION SCREENING**

Students in grades K, 2, 5 and Special Education classes are given group-hearing screenings in September. If a student fails a retest, the parent will be contacted. Vision screening begins in January for grades 1, 3, 5 and Special Education Classes. Parents are notified of any deviations from normal. This screening does not replace the more extensive eye examination by your eye specialist.

## **MEDICATION**

Students with chronic or acute illnesses may require prescribed or over-the-counter medication during school hours in order to benefit from their educational program. The California Education Code, Section 49423 states that "any pupil required to take during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives:

1. A written statement from such physician detailing the method, amount and time schedules by which such medication is to be taken, and
2. A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement".

The Education Code regulations include over-the-counter products. Whether prescribed or over-the-counter, all medications must be administered through the health office. All medication needs to be in its original container, labeled with the name of the student, physician, and medication. Specific directions for use must be included. "Take as Directed" is not acceptable.

Compliance is important to the health and safety of all students. The appropriate Medication Authorization form or Allergy Action Plan form (available in the school office or on our website) allows for consultation between the school nurse and physician regarding medication side effects and possible adverse reactions. Parents are required to provide a sufficient supply of medication.

## **HEAD LICE POLICY**

Head lice are a nuisance. Early precautions may prevent outbreaks of head lice in the school and community. Following is some basic information about head lice. Infestations with head lice can happen to any one, of any age and either gender. It is not a sign of poor health habits or hygiene. Head lice are tiny insects that live on the human scalp. They lay eggs, also known as nits, on the hair close to the scalp. The eggs are glued to the hair and hatch in approximately seven to ten days, with new lice reaching maturity in 1-2 weeks. The mature lice then proceed to reproduce.

Signs of an infestation are: persistent scratching of the head and nape of neck, scratch marks or rash on the scalp, nits attached to the hair, live lice. Once lice have been identified, the condition needs to be addressed promptly to prevent the spread to others. The recommended preparations are permethrin (Nix) or pyrethrin based products. Products advertised to help remove nits from the hair have NOT been found to be effective.

Lice and nits must also be eliminated from the environment. All clothing, towels and linens the student has come in contact with during the past few days, must be washed in hot water and dried in a hot dryer. Those items that cannot be washed can be dry-cleaned or placed in a plastic bag for 2-3 weeks. Combs, brushes and hair adornments need to be soaked in boiling water for 10 minutes. Furniture, the car and mattresses need to be vacuumed thoroughly. The use of sprays to treat items that cannot be washed or vacuumed is NOT effective.

If school personnel see live lice or nits on your child's head, you will be notified immediately and your child will need to be picked up from school. After the initial treatment, removal of ALL nits from the hair and recheck by trained school staff, your child may return to school. There is a no-nit policy in the schools. A student must be lice and nit free before returning to school. If you discover head lice, it is important that you notify the parents of your child's friends, scout groups, coaches, and teams where a helmet or hat is used. Animals do not carry human head lice.

### **PARENT ORIENTATION**

A Welcome Back Coffee is held for all parents on the first day of school, beginning at 8:20 A.M. During the school year, new parent orientations are generally held in May.

### **PARKING AND TRAFFIC SAFETY INFORMATION**

We ask for your cooperation to ensure the safety of all children, and to eliminate as much frustration as possible given our limited parking situation and the many cars needing to drop-off and pick-up children. A detailed plan is sent to each family at the beginning of the school year designating parking and loading areas. This information is available in the office.

**\*\*PLEASE DO NOT LEAVE CARS UNATTENDED IN DROP-OFF ZONES\*\***

The traffic light on Los Gatos Boulevard at Nino Ave. has a crossing guard, before and after school, for the children to cross safely. Students and families should cross at the light, walk 1/2 block south and proceed to the front entrance of the school. This will allow the students to remain on the sidewalk and bypass automobile traffic. We appreciate your support of this pedestrian route. It is the safest way for your children to enter school.

### **STUDENT SUPPORT**

A licensed counselor is available to work with students and parents. They provide a range of support for students. Parents must sign a permission slip giving consent for their child to receive support services. Parents will also receive a progress report on how their child is responding. Families of students needing intensive or more long-term support will be given a list of appropriate referrals.

**CAT (Child Assistance Team)** meets regularly on Thursday afternoon to develop support plans for students who may be having social, emotional, behavioral or academic concerns. The team consists of teachers, principal, nurse, specialists (school psychologist, speech therapist, resource specialist--as needed), parents and student (as appropriate). The team creates a plan which builds on a child's strengths while offering other avenues of support. Parents or teachers may request a CAT meeting. The process prior to a CAT meeting is:

1. Parent and teacher discuss concerns and come up with a plan to support the child
2. If initial plan is not resolving the concern, the teacher and another school professional consult to see if other options are available and
3. If further support is needed, a CAT meeting is scheduled.

### **VOLUNTEERS**

Van Meter loves and appreciates its parent volunteers! Parents are invited to volunteer their time in a variety of areas: Home and School Club positions and committees (fundraising, community events, student and parent support), classroom tutors, art helpers, library or computer helper, noon-time supervision and many other areas of interest.

To increase school safety, all parents are asked to sign in in the office when helping in their child's classroom or with a school-wide function. Parents are also asked to wear a visitor's badge designating that they are a helper on campus. A volunteer form requesting your participation will be sent home during the first week of school. Classroom volunteer jobs are discussed during *Back to School Night*. We hope you will consider helping!

## **Van Meter Elementary School Rules And Procedures**

### **VAN METER SCHOOL STANDARDS:**

Please review the following school behavior and safety rules with your child:

### **Conduct Code:**

### ***Van Meter Students will:***

1. Follow rules and directions
2. Respect the rights, feelings, and property of others
3. Take care of their own responsibilities

### **SCHOOL STANDARDS**

#### **Respect**

- \*1. Students must understand that they are under the direct supervision of any adult while at Van Meter. Argumentative, threatening, disrespectful behavior will result in parent contact and/or suspension. (Ed.Code #48900)
- \*2. Students will respect the rights of other students. Any cause, attempt to cause or threaten to cause physical injury to another person is grounds for suspension or expulsion from Van Meter School (Ed. Code #48900)
- \*3. Obscene language (swearing), gestures or behavior on school grounds also falls under the education code section above.

#### **Safety**

- \*1. Fighting is never allowed.
- \*2. No tackle football, wrestling, rough play.
- \*3. The throwing of rocks, tan bark or any other substance deemed dangerous is not allowed.
- 4. No hard balls, or semi-hard balls may be used at school at any time.
- 5. **Students must not arrive at school earlier than 7:55 A.M.** unless they are enrolled in Club House or the literacy program. Upon dismissal, children are to depart school grounds unless they are going to Clubhouse.
- 6. Students must ask permission to get any ball leaving the play area. Do not climb a fence into any neighboring yard.
- 7. Climbing or swinging from trees is not allowed.
- 8. Music players, video games, electronic devices toys or dangerous implements that would be hazardous or inappropriate to the educational environment will not be brought to school unless prior approval is obtained.
- 9. Bicycles, razors, skate boards must be walked or carried while on school grounds. Students may ride them once they reach the public sidewalks.

#### **Territory**

1. Students must have a pass from a teacher to use the phone at any time. Students must have a pass to come to the office during class time. During recess and noon there is to be absolutely no loitering in the halls, office, bathrooms or other unsupervised areas. Move quickly to your destination.
2. Students must not play or loiter by the back wooden fence separating the playground from the neighbors or by the bike racks. Absolutely nothing should be thrown over the fence into neighboring yards!

#### **Lunch Time**

1. Children are to sit down and eat their lunch. When they are finished eating, they will raise their hands to be excused. When excused, students make one trip to dispose of trash and recycle. Students then walk out to the playground.
2. Students in grades 1<sup>st</sup> and 2<sup>nd</sup> must sit for 15 minutes (11:45-12:00 pm) in the lunch area to encourage them to eat their lunches prior to playing.

#### **Other**

1. **Dismissal**--Students dismissed at 2:23 P.M. must be in Clubhouse or on their way home by 2:30 P.M. unless waiting for an older sibling. Students dismissed at 2:38 P.M. must be in Clubhouse or on their way home by 2:50 P.M. Students waiting for their ride should do so quietly in the pick-up area.
2. Equipment taken out of the classroom by a student during recess must be shared. The person taking the equipment out is responsible for returning it.
3. No balls are to be bounced against the buildings or in the hallways at any time.
4. All playground activities need to stop when the bell rings. Students need to walk to their lines.
5. Gum chewing is not allowed.

6. **Students waiting for siblings should wait in the dismissal areas. Areas in front of upper grade classrooms should be kept quiet to allow upper grade students maximum time for learning.** Please be respectful of the quiet zone around all classrooms until after 2:38.

### **Cell Phone Policy**

1. Students are permitted to bring cell phones to school provided the phone is turned off and put in back packs during school hours (8:10 – 2:23, 8:10 – 2:38, Wed. 8:10 – 12:10). During school hours, students have access to phones in their classrooms and in the office. These may be used with permission of the teacher or office staff.
2. Texting during school hours follows the same guidelines as cell phones. No texting!
3. Consequences: first incident is a warning with parents picking up the phone in the office. Second incident: no cell phones for the remainder of the semester.
4. While on campus, cell phones must be used responsibly, no bullying will be tolerated.

An incident referred to the school office may result in a telephone call from the Principal's office to a parent or a disciplinary citation being issued. Additional consequences may be deemed necessary with the items listed in the conduct codes that are marked with an \*.

The discipline citation, tied closely to the rules, is a systematic procedure of parent notification. It is an attempt to enhance cooperation between home and school. The result, hopefully, will be that students will become more aware of how their actions affect others and will develop self-discipline and responsibility. If your child should receive a citation, please discuss the incident with them and encourage them to use good judgment in future situations.

### **SCHOOL SUPERVISION**

#### **Recess Supervision**

1. Before school coverage begins at 7:55 A.M. Students should not arrive prior to this time.
2. During recess time, teachers are on duty rotating coverage between areas of the playground, turf, bathrooms, and hallway areas.

#### **Noon Supervision**

1. Playground supervisors and Parents on Campus volunteers are on duty in the lunch and playground areas. They assist with excusing students from lunch and supervise the play areas.

#### **Rainy Day Supervision**

1. Recess-- teachers do "buddy duty" and check on each other's classrooms. Pairs of fifth grade students are assigned to each kinder, first and second grade classrooms to act as Rainy Day Monitors. They assist younger students with games and activities.
2. During the lunch recess children eat in the cafeteria and return to class. Yard supervisors are each assigned to a hallway and monitor the rooms on a rotating basis.
3. Our Parents on Campus Program asks parents to sign-up and assist with yard and rainy day supervision to provide more coverage. Our goal is to have every classroom covered by an adult on rainy days.

#### **Bathroom Supervision**

1. All students are encouraged to use the bathrooms during recess and lunch time when regular supervisors are on duty.
2. Students in first and second grade who need to use the restroom during class time must take a buddy with them. Students in the upper grades use a bathroom pass or sign out to use the restroom during class time to ensure their quick return. Any student who would feel more comfortable with a "bathroom buddy" may ask a classmate to go with them.

**We are always seeking more noon duty yard coverage.** If you are interested in becoming a yard supervisor, please contact our office at 335-2250. The "Parents on Campus" program is run by the Home & School Club. As part of this program, parents volunteer to assist students at lunch time: opening containers, excusing students from the lunch area, solving minor problems and covering the campus at noon. During rainy day recesses interested parents are welcome to supervise their child's class and facilitate rainy day activities and games. Also, if there are parents available with special interests--stitchery, painting, chess/checkers, etc.--you are invited to start a noon time mini-club. Children benefit from a

variety of activity choices during their noon time recess.

School Rules Revised: School Site Council January 26, 2010  
Updated June 14, 2018