

Gabriela Mistral Elementary School
Student and Family Handbook 2023-24



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I. School Information

Contact

Gabriela Mistral Elementary School

505 Escuela Avenue

Mountain View, CA 94040

<http://www.mistral.mvwsd.org>

(650) 526-3575

Principal: Ms. Olaciregui (colaciregui@mvwsd.org)

Secretary: Ms. Coco Ayala (mayala@mvwsd.org)

Office Clerk: Ms. Michelle Olague (molague@mvwsd.org)

Instructional Coach: Ms. Charlotte Christensen (cchristensen@mvwsd.org)

School and Community Engagement Facilitator: Ms. Yesica Lepe (ylepe@mvwsd.org)

Gabriela Mistral is a choice elementary school in the Mountain View Whisman School District.

District information can be found at: <http://www.mvwsd.org> and by calling (650) 526-3500.

Attendance at Mistral is by lottery. Contact the district for more information on this process.

Mission

We educate students to become bilingual and bi-literate in order to maximize their potential in a multicultural, diverse global society.

Vision

We are committed to ensuring that all students develop fluency and literacy in both Spanish and English, thrive in a culture of intellectual achievement and academic success, develop high self-esteem and confidence, and cultivate an understanding and appreciation of other cultures, preparing them for a multicultural world.

Purpose

We strive to offer every student the best education, working with every family to support our students, promoting bilingualism, biliteracy, and cultural awareness, while ensuring that every opportunity for success is available at Mistral.

MVWSD Mission & Vision

Our **Mission** is: "We inspire, prepare and empower every student."

Our **Vision** is: “Every student, family, staff and community member is engaged and committed to learning in a collaborative, diverse and innovative partnership.”

*The pronouns ‘he’ and ‘him’ are used throughout for ease of messaging.

II. Daily Schedule and Procedures

Daily Bell Schedule

	<u>M,T,W,F</u>
Kindergarten	8:15 am – 1:50pm
Grades 1 – 3	8:15 am –2:50 pm
Grades 4 – 5	8:15 am –2:55 pm

Supervision of students begins at 8:20 am and ends at dismissal. **Students should not arrive before 7:45 am or remain on campus after dismissal.**

Students **line up each morning on the blacktop** from 8:05 until teachers collect their students at 8:15. These 10 minutes are a time to get ready for the day’s lessons and activities. There should be **no horseplay, running, or playground use** during this time. Family members are encouraged to accompany their children and should promote a calm, safe, and thoughtful start to the day.

Minimum Days are scheduled for specific purposes, such as Back to School Night and end of trimester. Please review the [District calendar](#) at https://www.mvwsd.org/calendar/school_calendar_at_a_glance for dates. Minimum day starts at 8:30am and ends at 11:50am.

School Holidays and Professional Development Days

Please review the [District calendar](#) for holidays and PD days for staff.

Back to School Night -- TBD

Walk-a-thon --TBD

Open House -- TBD

III. Student and Family Expectations

General

All Quetzales are expected to demonstrate Gabriela Mistral school values:

- Quetzales are **respectful** and empathetic.
- Quetzales are **responsible** and make good choices.
- Quetzales **safe** problem solvers.

Our interactions with one another should be solution-oriented, compassionate, patient, and kind. All adults and students are expected to interact in respectful ways. Conflicts must be resolved calmly and without physical contact. If students cannot peacefully resolve their conflicts independently, they are expected to seek assistance from a yard supervisor, teacher, staff member, or principal. In student disagreements or disciplinary situations, each student is allowed to give his point of view. Fair resolutions are always the goal.

Toys, small collectible items, stuffed animals and other objects from home may not be brought to school unless there is a special classroom event and the teacher has given permission. This prevents toys and items from being broken, damaged or lost.

Positive Behaviors

Model Quetzales exhibit respect, responsibility, safety, perseverance, being an upstander, and filling a person's bucket. Being an upstander means pointing out injustice or unacceptable behavior. To fill a person's bucket is doing something kind for someone, giving a heartfelt compliment, or making an extra effort to raise another person's spirits. Students learn about this concept from our Project Cornerstone volunteer readers.

Positive interactions between adults are essential for the success of our students. Through our interactions, we teach our students our values. Watching us, they learn how to interact in healthy, positive ways with their peers and other adults in their lives.



Gabriela Mistral Elementary School

Positive Behavior Expectations



Quetzales are..



Respectful
and empathetic.

- Lines and Walkways**
 - Walk quietly.
 - Stay on the walkway.
 - Stay in line.
- Classroom**
 - Follow instructions.
 - Take care of materials.
 - Be kind to classmates.
- Playground**
 - Include everyone.
 - Wait your turn.
 - Take care of equipment.
- Restrooms**
 - Give privacy.
 - Use inside voice.
- Assemblies**
 - Eyes and ears on the speaker.
 - Use appropriate applause.
- Library**
 - Use inside voice.
 - Take care of books.
 - Follow directions.
- Dismissal**
 - Follow directions.
 - Wait quietly.



Responsible
and make smart
choices.

- Lines and Walkways**
 - Stay to the right.
 - Keep belongings in your space.
- Classroom**
 - Turn in work on time.
 - Use resources to find information.
- Playground**
 - Be fair.
 - Follow game rules.
 - Follow directions of adults and junior coaches.
- Restrooms**
 - Clean up after yourself.
 - Be quick!
 - Report a mess to an adult.
- Assemblies**
 - Sit on your bottom.
 - Stay in your space.
- Library**
 - Keep the library clean.
 - Always use library markers.
- Dismissal**
 - Pay attention.
 - Look for your ride.



Safe
problem solvers.

- Lines and Walkways**
 - Face forward.
 - Stay in your spot.
- Classroom**
 - Stay seated while eating.
 - Throw trash away at the end of lunch.
 - Keep hands and feet to yourself.
- Playground**
 - Avoid classrooms.
 - At the whistle, take a knee/freeze.
 - Play where adults can see you.
 - Ask an adult or junior coach to help you solve problems.
- Restrooms**
 - Wash your hands.
 - Walk in and out.
- Assemblies**
 - Keep aisles clear.
- Library**
 - Sit in a chair to read.
- Dismissal**
 - Cross only at crosswalks.
 - Walk at all times.
 - Pay attention to your surroundings.

Prohibited Behaviors

The state Education Code lists certain offenses as not tolerable at school. These offenses can result in immediate suspension or expulsion of the student. These include but are not limited to:

- Unlawfully possessing, using, selling or furnishing or being under the influence of any controlled substance, alcohol, or intoxicant of any kind
- Smoking or possession of tobacco
- Any willful destruction of school or personal property
- Any threat or use of force or violence to persons
- Profanity or other vocal abuse directed towards another person

- Possession of dangerous or deadly weapons
- Theft
- Harassment

Discipline

Students are encouraged to learn from their behaviors and mistakes. Staff members may impose logical consequences upon a student to encourage the development of positive behaviors. At Mistral, teachers and yard supervisors are encouraged to handle minor infractions and notify the family and the principal. If the same or similar behavior continues despite logical consequences, the principal will issue a consequence. The principal will issue consequences and notify families in the event of a serious infraction.

In general, discipline for minor infractions follows this sequence:

1. Teacher or yard duty supervisor discusses behavior with students. Consequence if needed.
2. Teacher or yard duty supervisor sends home an **Action Alert** to communicate the behavior and consequence with the family. This incident is **not added** to the PowerSchool record.
3. Teacher or yard duty supervisor issues another Action Alert. Principal may call the student in for an informal conference.
4. Teacher or yard duty supervisor refers the student to the principal via **Incident Report** (also called Referral). Principal conferences with students (and family if needed) and issues consequences. This incident is added to the student’s PowerSchool record.

No staff member may share any information regarding the discipline of another student, even if your child was involved.

Possible consequences

Time out	Sit out at recess	Conference with principal
Phone call home	Loss of privilege or activity	Reflection
Conference with teacher	Apology letter	Giving back task

IV. Dress Code

Appropriate Attire

Research has found a high correlation between the way children dress and their behavior in school. Students are to dress appropriately for participation and safety in a variety of school activities. Personal cleanliness and neatness are expected. If you have difficulty with dress code requirements or hygiene, please contact our SCEF (Yesica Lepe, ylepe@mvwsd.org) for assistance.

- Above all, consider comfort and the ability to run and play.
- Students need a sweater, sweatshirt or jacket for cooler weather.
- **Make sure that first/last name and room number are somewhere on the label of outerwear.**

Student Dress Code

The MVWSD Board of Trustees believes that the responsibility for a student's attire primarily rests with the student and the student's parents/guardians. The school district and individual schools are responsible for ensuring that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Gang-Related Apparel

Each school has a reasonable dress code that prohibits students from wearing gang-related apparel for the health and safety of the school's students. This portion of the dress code may be included as part of the school safety plan. "Gang-related apparel" is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus (Education Code 32282). Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. The Mountain View Police Department is a good source for this information.

Minimum Attire Standards

Student attire must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- a. Students must wear clothing including a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes, including open-toed shoes and sandals
- b. Hats and other head coverings other than headwraps are not permitted in classrooms except when prescribed by the student's physician or as an expression of religious beliefs
- c. Clothing must cover the chest and lower torso
(see diagram)



- d. Clothing must cover undergarments. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- e. Clothing covering the chest and lower torso must not be see-through
- f. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards or specialized attire or safety gear is required
- g. Gang-related apparel (see reference above) is prohibited
- h. Clothing must not have offensive images or language, including profanity, hate speech, pornography, or depicting or advocating violence or the use of alcohol or drugs.
-

- A student who violates these standards shall be subject to appropriate disciplinary action.

Prohibited Items

The following items should not be in a student's possession at school:

- Handheld computer games, music players, or other portable electronic devices.
- Chewing gum.
- Cash. There is nothing to buy at school except breakfast and lunch.
- Hazardous items, such as matches, cap guns, air guns, and any type of play weapon. Anything that could be harmful or used as a weapon should not be brought to school.
- Any item that interferes with instruction time or creates conflict during recess or lunch as determined by the teachers, yard supervisors, staff, and the principal.
- Cell phones and watch phones are to remain in students' backpacks at all times during school hours (8:15-2:50pm).

V. Attendance Policies and Procedures

General Guidelines

- Students should attend school regularly and arrive **on time**.
- **Family trips** should be scheduled outside of school days.
- When an extended absence cannot be avoided, **Independent Study Contracts** may be available for a minimum of 5 and a maximum of 15 days. **Advanced notice** (at least one week) to the office and teacher is required to allow the teacher sufficient time to prepare work. Contact the office staff for additional details. Independent study contracts are considered on a case-by-case basis.
- Three or more unexcused absences (and/or unexcused tardies in excess of 30 minutes) will result in **truancy procedures** and possible review by the State Attendance Review Board.
- Whenever possible, medical and dental appointments should be scheduled before or after school.
- Students arriving late must obtain a tardy slip from the office prior to entering class. **Students are late if they are not in the line by the 8:30 bell.**

Absence Procedures

To report an absence, call the office at (650) 526-3575 and press 2 or email: molague@mvwsd.org and mayala@mvwsd.org. You may also fill out the **online form**.

Provide the following information: date of absence, student's name, room number, reason for absence, and name and relationship of the person reporting the absence.

- Continue to call **each day** the student is absent.
- For planned absences and partial day absences, provide advance notice to the office staff. Office staff will notify the teacher.
- An **authorized individual** must sign out all students leaving school prior to dismissal in the office.
- Students are only allowed to leave campus in the middle of the day with a person who is listed on the **emergency card**.

Family Vacations During the School Year/Independent Study Contracts

All students are expected to be at school unless they are legitimately ill, have a medical appointment, or have a death in the immediate family. This is California state law that is monitored on a daily basis by

district staff. All other absences are considered **unexcused**. After 3 unexcused absences, district staff sends out a notification letter. After the 4th and 5th unexcused absence, the student is declared a **truant**. Again, this is state law.

Family vacations during the school year are considered to be **unexcused absences**. Parents may request an Independent Study Contract, which must be approved by the principal and teacher. This allows the time away from school to be counted as attendance IF the student completes the assigned homework. If a student is below grade level, it is quite likely that the contract will **NOT** be approved. The minimum number of days for Independent Study is 5 (five) and the maximum is 15 (fifteen). To apply for this process you must request the contract from the **school secretary**, NOT the classroom teacher. Requests must be made a minimum of one week before the absence and are not approved or in effect until you receive notice from the office staff.

Procedures for Picking Up and Dropping Off

Please drop your child off in front of the school or walk him to the blacktop by 8:25. It is essential that students arrive on time or early so that they have a calm routine to start the day. Tardiness to school can have negative effects on learning. *This year, Mistral and Castro will share the same schedule.

Please allow more time for dropping off and picking up.

Please see the included map for routes and procedures for traffic. Following our traffic rules helps us keep everyone safe and get students to class and back to you on time. Thank you for your patience. **If you must leave your car for any reason, please park.** Do not leave your car unattended. Do not park in faculty spaces. Do not block the drop-off/pick-up lane at any time.

Essential traffic reminders:

- Pull forward as far as you can, even if no one is behind you.
- Never leave your car unattended for any reason.
- Limited parking spaces are available in front of the school. Respect our staff by leaving their parking spaces open. **We increased available spaces to 16 for your convenience.**
- Always use crosswalks. Never walk in front of traffic.
- Drivers must **yield to pedestrians**. This is state law. Blocking crosswalks is not permitted and violators are reported and can be ticketed.
- **Families may not drive through or park in the fire lane/beside 4th/5th grade.**
- **Families may not drive through campus or park behind the schools.**

Consistent violators of safety procedures will be reported to our school resource officer.

Before and After School

Morning yard supervision begins at 8:00. **It is the family's responsibility to make arrangements for childcare before 8:00.**

- Students must be accompanied by an adult before 8:00.
- Students should wait in line on the blacktop.
- Parents must leave campus as soon as the bell rings at 8:15am
- Teachers supervise recess. Lunch is supervised by yard duty supervisors. During inclement weather, students play and exercise inside.
- No outside recess supervision is provided on Minimum Days after school. Students are expected to go home after lunch on Minimum Days.
- Students may remain on campus after dismissal if they have an after-school class, are enrolled in

the YMCA or Right at School, or are attending another event with an **authorized adult**. The District must certify all volunteers who supervise children's activities. Please see the District or our secretary for more information. All after-school activities **must be approved by the principal**.

- Students involved in before- or after-school tutoring, activities, or events, may be dismissed from the program if they are unable to follow the rules or behave in an appropriate manner. This includes classes that have a fee.

Picking Up: Grades 1-5

Please refer to Return to Learn Plan.

Picking Up: Grade K

Please refer to Return to Learn Plan

Early Pick-up

If a student leaves campus early, he may only leave with an **authorized adult** who is listed in PowerSchool. Please keep this information updated. Students must be signed out in the office by the authorized adult. The office will call the classroom to have the child come to the office. Students are **only released to individuals on the emergency card/PowerSchool list**. Kindergarten families must send a note to the teacher if there is a change in the pickup person.

Late Pick-up

There is no after-school supervision at Mistral. Students using the playground after school **must be actively supervised by an adult - no exceptions**. Students whose families are late will wait in the office, where staff will contact families. Office staff will call listed adults and/or emergency contacts. **Law enforcement may be contacted if there is a pattern of late pick-up or if the time is excessive.**

In the event that you have trouble picking up your child or bringing him to school on time, there are a few possible solutions:

- Contact our office staff if a late pick-up is unexpected.
- Contact our SCEF (ylepe@mvwsd.org) for assistance and resources.
- Visit the YMCA or Right at School programs to enroll your child for after-school care.
- Respect our office staff and understand that their work cannot be done if they are supervising children in the office each day.
- Meet with the principal to problem-solve.
- Partner with another parent who may be able to pick your child up in case of an unforeseen event or emergency.

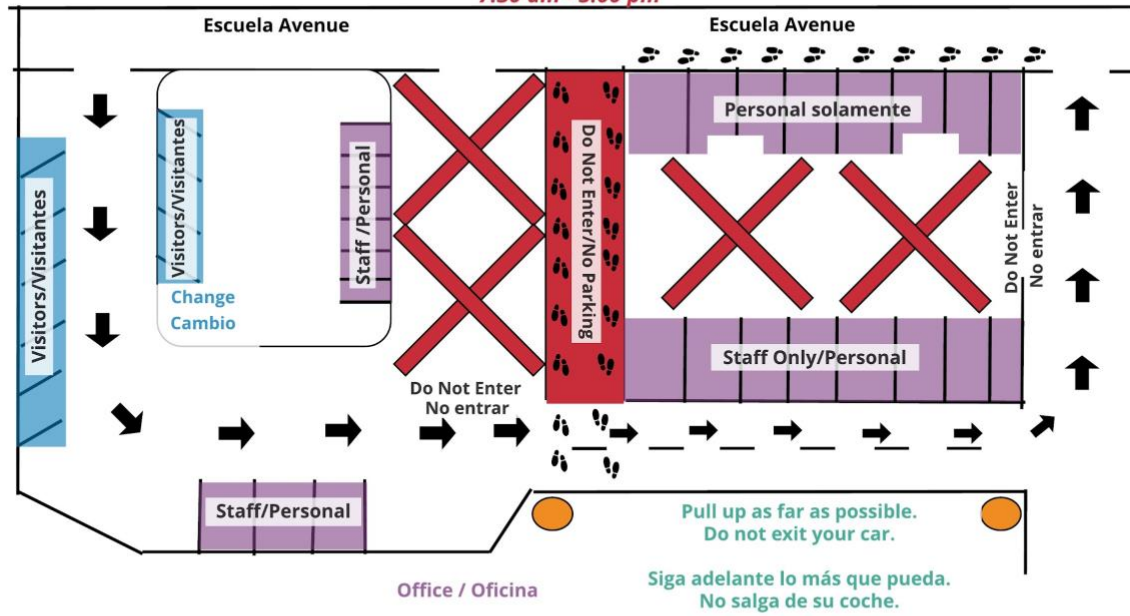
Bicycles, Scooters, Skateboards, Rolling Backpacks, Skating Shoes, Etc.

- Bicycle racks are provided.
- Lock bicycles securely to the racks. Do not leave them overnight. The school is not responsible for damage or loss of bicycles on campus.
- Scooters and skateboards that cannot be locked to a bike rack cannot be stored in classrooms.
- The law requires children to wear helmets when using bicycles, scooters, skateboards, and skates.
- No one may ride bicycles, scooters, skateboards, **rolling backpacks**, or skating shoes on campus during school hours. **Always walk your bike while on campus.**

Castro & Mistral Parking & Flow of Traffic

Estacionamiento de Castro y Mistral & dirección del tráfico

7:30 am - 5:00 pm



Visitors Parking/Estacionamiento de visitantes	●	Notes/Notas
No Parking/No estacionarse	●	-There is only one entrance and one exit/Solo hay una entrada y una salidas
Staffers Directing Traffic/Personal dirigiendo el tráfico	●	-There are 16 visitor spots/Hay 16 lugares para visitantes
Staff Only Parking/Estacionamiento del personal	●	-There will be 1-3 staffers helping direct traffic/Habrà 1-3 personas dirigiendo el tráfico
Pedestrian/Zona peatonal	👣	-Parents should only be dropping off child in the designated drop-off area/Los padres solo deben dejar al niño en el àrea designada para dejarlo

VI. Communication

Quetzal Weekly Newsletter

The *Qué* is a weekly newsletter that is emailed home every Wednesday. Please read it every week to obtain important information about our school, events, after-school classes, district news, and PTA announcements, meetings, and events. Archives will be available on the **Mistral website**: <http://mistral.mvwsd.org>.

Contacting Students

Class interruptions are discouraged. Students should not be contacted or visited during class time except for emergencies. In this case, please contact the main office and we will relay the message to your child. Forgotten items like lunch, homework, and musical instruments may be left in the office for the student to pick up during breaks. Please mark items clearly with room number and student name. **Plans for after-school transportation and activities should be made before school.**

Student **cell phones** must be turned off and kept in backpacks during the school day. Students who use their phones during class may have them confiscated and the parent will be asked to pick the phone up. Violation of this policy may result in a consequence. Students have access to appropriate technology and devices to perform their work at school and **should not bring tablets** or other devices to school.

Contacting Teachers

Teachers will inform families of their preferred method(s) of communication during the first weeks of school and on Back to School night. All teachers have a district email address that they will provide at the beginning of the year. Most are their first initial followed by their last name, then @mvwsd.org [example: colaciregui@mvwsd.org]. In order to respect teaching, learning, and planning times, please make an appointment with the teacher. Please avoid discussing issues before school as students are entering the classroom and after school as students are leaving, since teachers are still supervising children at that time. **Thursdays should not be used for family conferences since this time is protected for teacher planning.**

Family/Teacher Conferences

Conferences of 15-20 minutes are scheduled during Conference week to review each child's progress. Conference days are minimum days for students. Teachers and families may request additional conferences throughout the year as needed.

Concerns

Most concerns can be resolved by talking directly with the teacher involved. If concerns are not addressed or resolved after this step, please contact the principal for assistance and/or make an appointment with her. The principal may not be able to share some information with you if it is related to employment, protected by law, or is not germane to the issue at hand. All issues discussed with Trustees or District leaders come back to the principal, so it is often more efficient to start with the principal if you have an issue to discuss. We can work together to find a solution. Students and adults should be mindful of their interactions in our increasingly digital and globalized society. Harmful words cannot be erased and can have a lasting impact on individuals and communities. Students observe our interactions and learn from us.

PowerSchool

This resource is essential for school operations. Through it, you can share information with the District and we can share information with you. Please keep your contact information (email address, physical address, phone number(s), and emergency contacts up to date so that we may contact you in an emergency and ensure your child's safety at all times. Visit PowerSchool at <https://ps.mvwsd.org/public/> and advise our office staff if you have trouble logging in or registering.

VII. School Facilities

Community Use

Mistral's fields and playground are for public use **after 4:15 pm**. Please ensure that children are supervised when they are on our campus and that they clean up after themselves. Fields are maintained by Mountain View Parks and Recreation and Mistral is responsible for their scheduling.

Kindergarten Playground

The Kindergarten playground will close each day at 2:15. Please use the larger playground after school and supervise your children actively. Kindergarten playground equipment is not designed for older children.

Main Playground

Safety is our highest priority at all times. Students should exercise appropriate judgment even in the absence of specific rules. Adhering to our values of *showing respect, making good decisions, and solving problems* is a great way to ensure that everyone is safe.

General Playground Rules-Return to Learn guidelines must be followed during this school year

- Keep hands and feet to yourself. No hitting, kicking, grabbing, pushing, tripping, spitting, fighting, or roughhousing.
- Including others. Never exclude another student. All students have a right to play except for meaningful age differences.
- Remain in view of an adult at all times.
- Respect the boundaries set forth so that an adult can see you and monitor your activity.
- Food is not allowed on the playground.
- No tag on the play structure.
- Ask for help in the event of a conflict that you cannot solve on your own.
- No equipment or supplies from home.
- Do not block access to slides, stairs, climbing boards, etc., on the play structures.
- Feet first down a slide. One student at a time. Make sure the slide has cleared before sliding down.
- Use the grass area for games where you are kicking the ball so the ball does not end up on the roof.
- No contact sports. Touch football and tag can be played under adult supervision with their permission only. The field is off-limits when it is wet. Office staff will announce when the field is off-limits.
- Our Playworks coaches and junior coaches designated areas for certain games and put out equipment. Put away equipment quickly and neatly. Take care of equipment.

- Take a knee when you hear the whistle. Then, come back to the blacktop to line up. **Listen to adults for instructions.**

Walkways

- Students are not to be in the walkways during recess or lunchtime, unless with a pass.
- No running in the walkways at any time.

No Smoking or Alcohol on Campus

According to California state law and city ordinances, smoking and alcohol are **strictly prohibited** on public school campuses at all times. This includes the field area up to the city sidewalks.

Animals

Pets are not permitted at school or on fields during school hours (8:00 am - 4:15 pm) Monday through Friday. Dogs must be kept on a leash at all times per city ordinance and you must clean up after your dog. Due to heightened potential for injury, families are not allowed to bring dogs or other pets to school at drop-off and pick-up times. **If you have a service animal, it must have a vest and students are not to touch it, approach it, or play with it.**

VIII. General safety

Please refer to Return to Learn plan for this year

Campus Security and Visitors

All visitors **must check in at the office and wear a badge.** In order to check in, you must have a photo ID or your full name and date of birth. Families may not arrive unannounced in classrooms during the school day. All messages should go through the office.

Campus Cameras

To improve the safety of students and staff members, and to deter vandalism and damage to school campuses, the District has installed security cameras at all school sites and offices. Cameras are not placed in areas where students, staff, or visitors have a reasonable expectation of privacy, such as restrooms or locker rooms. Cameras may be used to monitor buildings, exterior campus areas, including but not limited to; parking lots, perimeters, walkways, stairwells, ent

Visiting Before and After school

During a normal year:

Please **do not enter campus** until the dismissal bell rings. Your presence can be a distraction to students. We also like to know who is on campus, when, and why. Those who are walking around without a badge could be anyone and it is our duty to ensure your child's safety by asking about their status and requiring them to sign in or leave. Please have patience with us as we enforce these important rules.

If you arrive early to pick up your child, please join us in the office, wait outside the front gates, or wait quietly at a picnic table close to the field. **Please do not sit on picnic tables between hallways or wander the halls.** No one should be using the playground equipment while students are in class. If you have children with you, please sit quietly with them while you wait. Keep in mind that **the preschool and Castro Elementary School also need space and quiet.**

After dropping your child off in the morning, if you wish to chat, please do so outside of the gates or

past the field. You may also reserve our staff lounge in advance.

Disasters and emergency preparedness

We practice drills monthly. We have food, water, sanitary and medical supplies stored in sheds accessible to us in the event of a disaster.

In the event of a fire, students are trained to leave the building and assemble on the field at their classroom's designated spot. In the event of an earthquake, students are taught to duck, cover, and hold until it is safe to evacuate to the field. School staff members stress the importance of remaining calm and quiet, while immediately following adult directives, since rehearsed procedures may need to change in the event of an emergency.

In an Actual Emergency, Families Should:

- Stay calm and cooperative to ensure the protection of students and staff.
- Report to the **sign-out area (blacktop or field)**.
- Have your **photo identification ready** so that we can reunite you with your child as quickly, efficiently, and safely as possible.
- Complete and sign the student release form.
- **Be patient.** Runners will bring children to the waiting area to meet their parents.
- Once your child is with you, **leave campus immediately.** The campus will not be secure to enter after a disaster. Students should not expect to collect their backpack or belongings until after the site is declared safe.
- Allow emergency responders to do their jobs.
- **Do not block the fire lane or pick-up drop-off lane.** Emergency responders need these spaces to get to us.
- Do not send someone not on the emergency contact list to pick up your child. Plan ahead to know whom to contact.
- **Do not remove your child from school grounds without signing a release form.** We must be sure that students are reunited with the right person safely.
- **Do not call the district or school offices.** All staff will have evacuated the building. For more information, turn on the Emergency Broadcast System stations (KBAY-94.5, KCBS-740AM, KNTV-Channel 11) or call the city's 24-hour emergency number at (650) 966-6396.
- Adults entering campus may be asked to assist with emergency procedures. Designated staff will remain on campus until the last child is picked up.

IX. Health

Nurse and Emergencies

MVWSD employs a registered nurse who is available for emergencies during school hours. The office staff is trained to provide basic first aid at all other times. Serious injuries or illnesses will be referred to 911 services. **Emergency cards must be up to date so that families can be contacted quickly in the event of an emergency, illness, or injury requiring attention.**

Vision and Hearing

Periodic vision and hearing screenings are provided at school in grades TK, K, 2, 5, and 8. District health staff will notify parents if there are any problems noted in the screenings. Health staff and the School and Community Engagement Facilitator (SCEF: ylepe@mvwsd.org) can direct families to medical providers and low-cost insurance as needed.

Illness Policy

Please keep sick students home from school so that they do not cause others to become ill. General guidelines for keeping students at home include fever, vomiting, diarrhea, continual coughing and sneezing. If a child is too sick to focus on schoolwork, please keep him home. **Students may return to school when they have been fever-free for 24 hours without fever-reducing medicine like Tylenol.** Inform the office staff of communicable diseases/conditions like chickenpox, measles, or strep throat. Exposure notices are sent home with students who are exposed.

District Lice Policy

MVWSD has a “no nits” policy, meaning that students must be sent home immediately if any nits (eggs) are discovered. An exposure notice will be sent home to families of students who may have been exposed. Following such a notice, parents should check their child’s scalp daily for nits and lice for at least **two weeks**.

Medication

All students taking medication at school must submit a Medication Authorization Form signed by the student’s doctor. Forms are available by contacting office staff. Without authorization, office staff cannot administer any medication, including Tylenol, Advil, allergy medicines, cough drops, or asthma inhalers. **Students are never allowed to have any medication on their person or in their backpack at school.** All medicines and Medication Authorization Forms are kept in the office and brought by the teacher in charge for off-campus field trips.

Medical Information

Each student’s emergency information must be kept up to date at all times, including medical conditions and the names and phone numbers of individuals who are authorized to pick the student up in the event of an emergency. This information is essential for student safety.

X. Food Service

Lunch

Students may bring lunch from home or receive free hot lunch and breakfast. Please visit <https://www.mvwsd.org/parents/nutrition> to view the school menus for each month and instructions for how to pay for hot lunch. Students pay in advance (online, with check, or with cash) or they pay in cash at the time of purchase. There is a 3% fee for the online option at <http://www.ezschoolpay.com>.

Students should not bring soda to school. **Sharing of food is not allowed at any time due to heightened concerns about allergies and cultural/religious restrictions.**

Free or Reduced Lunch

For assistance with applying for free or reduced-price lunch, please contact our SCEF, Yesica Lepe at ylepe@mvwsd.org or Jose Carrillo at jcarrillo@mvwsd.org. Students may bring snacks to eat during morning recess time. Students who participate in the free and reduced lunch program may eat breakfast during **Second Chance Breakfast**, served during morning recess. Students may also purchase breakfast at this time.

Lunch/Recess Periods

Students have a **40-minute lunch/recess period**. Students play for approximately 20 minutes and eat for the remainder. A separate schedule for rainy days allows students to eat inside. On these days, teachers have a **30-minute lunch period** and supervise recreation for their students in the classroom for the remaining time.

Because of space and time limitations, families are not permitted to join students for lunch.

XI. Family Involvement and Leadership

Please refer to the Return to Learn plan this year

Family involvement is an essential component of the Mistral community. There are many ways to be involved in your child's education:

Parents as First Teachers

Behind every successful student, there is a parent or family member at home who supports him. Please read to your child every night **in any language you choose**. If you have time for only one activity, make it **reading**. Answer your child's questions of curiosity and/or help him find the answer. Spark your child's thinking by asking him how he thinks the world works (*Why do you think the sky is blue?*). Practice math facts with your child. Provide a consistent and quiet space and time for homework and reading. Routines are effective! Teachers cannot do their great work without you!

Family Members as Classroom and School Volunteers-Not applicable this year. Please refer to Return to Learn Plan

Every teacher can use some help. It may be monitoring students, providing small-group or individual support, or even making copies. Teachers will communicate their needs to you at Back to School Night and throughout the year. To become a classroom volunteer, you will need to:

- Provide evidence of a negative TB test within the previous three years.
- Maintain confidentiality of all students and staff.
- Obey all emergency procedures.
- Never be alone with students in isolated areas.

- Honor the students' and teachers' time and keep your commitments. Contact the teacher or office if you will be late or absent.
- Sign in at the school office and wear your sticker.

Copy Room Guidelines-Not applicable this school year. Please refer to Return to Learn Plan

Thank you for helping us in the copy room! A few guidelines will help us maintain this essential -- and expensive! -- equipment and conserve materials:

- The following times are reserved for **teachers only**:
 - **7:30-8:30**
 - **9:50-10:40**
 - **11:00-1:10**
 - **3:00-4:00**
- No children should be in the copy room at any time.
- Leave the room tidy.
- If a machine breaks or jams, tell an office staff member right away. Please do not try to fix it yourself.
- Please be patient with our office staff if you need assistance in the copy room.
- Please do not use any equipment you are not familiar with. We'll be glad to show you how.

Room Parents-Not applicable this school year. Please refer to Return to Learn Plan

This volunteer system supports teachers at the grade levels and helps organize our volunteer efforts and execution of events. Room parents are responsible for organizing volunteer efforts, family communication, teacher appreciation, organizing class celebrations, and other activities. Those interested should sign up at Class Posting or through the teacher. Other volunteers work in our library, beautify our gardens, teach Math and technology lessons, read and tutor students, make copies, and provide yard supervision.

Project Cornerstone

This volunteer program is an amazing way to share your love of reading with students, while teaching them valuable skills and making them socially and emotionally aware. Families read to students in English and Spanish through this partnership with the YMCA. Find more information here:

<https://www.ymcasv.org/projectcornerstone/> or contact Mrs. Sarah McPhie to volunteer: shmcphe@gmail.com.

Parents Sharing in School Leadership

Parents and guardians may share in school leadership in a variety of ways:

- Parent Teacher Association (PTA) -- The Gabriela Mistral PTA plays an essential role in ensuring that all our students have access to a top-notch education. Its focus on academic achievement, community, family involvement, and family education makes our PTA the cornerstone of a positive, inclusive community where everyone is valued. The PTA financially supports field trips, classroom materials, professional development for teachers, equipment, assemblies, tutoring, after-school programs, and enrichment activities for students. The PTA welcomes all members

of the Mistral community! Please contact PTA President Mrs. Sara Kopit-Olson at sarakopit1@gmail.com if you have questions about how to become involved. The Executive Board meets monthly.

- School Site Council (SSC) has 10 members, consisting of parents and staff, including the principal. The SSC meets monthly to monitor the budget, review academic progress, and discuss the school's curriculum. SSC parents bring questions to the group, where responses are provided, issues are studied, and action can be taken. Members are elected for two-year terms. All members of the community may attend the meetings.
- English Learner Advisory Committee (ELAC) is led by an Executive Board. It is open to parents whose children are learning English. Parents may bring questions, concerns, and ideas to meetings regarding the progress of English learners.

XII. General School Information

Supplies and Textbooks

Basic school supplies and textbooks are furnished for all students. There is no supply list for the beginning of the year. We use generous donations from the PTA, along with site funds, to ensure that teachers and students have what they need.

School Picture Day

Individual student pictures and class pictures are taken in the Fall. Information regarding pictures is sent home with the newsletter. A makeup day is offered for students who are absent on picture day. All students have their picture taken for school records. Parents may purchase pictures, but there is no obligation to purchase.

Fee-Based Childcare

YMCA -- Kids' Place program offers after-school care for students. Space is limited and partial scholarships are sometimes available. For additional information regarding their program and fees, please call Kids' Place at (650) 965-2008 or visit https://www.ymcasv.org/elcamino/html/programs_cc_schoolage.php and enter "Castro" as the school.

Right at School -- Right at School is a fee-based, nationally-recognized before- and after-school program held on each day that school is in session, from 6:30 am until school starts and after school until 6:00 pm, with options for drop-in and school holiday care. The program incorporates physical movement, outdoor time, and homework completion. Discounts and flexible options help families with differing needs. Find more information here: <https://rightatschool-gabriela-mistral-elementary.jumbula.com/#/before-after-school>

Field Trips

Each grade level will have several field trips or on-site presentations each year, thanks to the generous fundraising efforts of the PTA. Field trips are an extension of the classroom. All school and classroom rules apply on field trips. Permission slips must be signed and returned to school by the noted date. If a student fails to return the permission slip on time, the student will not be allowed to participate in the field trip and will be assigned to another classroom while the class is away. If a student's behavior at Mistral has not demonstrated that the student can be expected to behave appropriately on the field trip, the student may not be allowed to attend. Various modes of transportation are used for field trips, depending upon distance from school, cost, and weather. These include district, chartered or city buses, and walking. Family members can sign up for field trip chaperones for most field trips.

Lost and Found

All parents are encouraged to label their child's clothing with the student's initials and room. Lost and found items are placed on the lost and found rack located in or outside the office. Students and parents should check the rack frequently for lost articles of clothing and/or lunchboxes. All unclaimed items are donated to charity at the end of the trimester or once the collection of items is too large.

Computers and Technology

Classroom use of technology is intended to support and integrate current subject matter curriculum. All Mistral classrooms are wired for Internet access and each class has a Chromebook or iPad cart. Students are expected to follow district guidelines for responsible and safe technology use. Students who damage these devices may be asked to replace them.

Enrichment and Extracurricular Opportunities-Not happening during Return to Learn

In addition to the core curriculum, the academic program at Mistral is enhanced by a variety of after-school activities each year. This is made possible by the PTA and parent volunteers. If you have an idea for a class or activity, please contact or email the principal. Extracurricular opportunities are privileges and students may be dismissed if they are unable to consistently model responsible, respectful, and safe Quetzal behaviors.

Library

The school library is open daily during school hours. All students are eligible to check out books for a one- or two-week period, depending on the grade level. The library serves all classes, provides enrichment material in all subject areas of the curriculum and promotes recreational reading. Families may be responsible for charges of lost or damaged books. **Please teach good habits for taking care of books.** Keep them out of reach of pets and younger siblings. Please do not allow your child to write in a library book. If the book is damaged, please return it to the library right away rather than attempting to mend it at home. Students can check out books once they have completed the online agreement form.

XIII. Music, Art, and Physical Education

Our district contracts with the Community School of Music and Arts (CSMA) for music and art classes. These incredible programs are provided through family contributions to the Mountain View Educational Foundation (MVEF).

Art and Music Schedule

Grades K-2 have **Art class** every other week and grades 3-4 meet every week.
Grades K-5 have **Music class** every week.

Physical Education

Our district contracts with Rhythm and Moves for physical education classes for all students in grades 1-5. Classes meet twice weekly for fifty minutes. Rhythm and Moves provides credentialed teachers so

that classroom teachers have planning time. Kindergarten students receive P.E. instruction from their homeroom teachers. **Students should wear athletic shoes on P.E. days.**

XIV. Student Records

Transfer

District staff requests records of all students transferring into the district. When a student leaves Mistral, records will be forwarded upon request by the new school. Per state procedures, parents are not permitted to take the original records. These are transferred from school to school. This is the procedure throughout the United States for public schools.

Review

A parent or guardian may review his child's records with advance notice. By law, records must be viewed in the presence of a teacher or the principal (per State Education Code) and may not be taken off campus. Parents may request copies of the contents of the files with a copying fee.

XV. Events and Celebrations

Fifth-Grade Promotion

Students in fifth grade in MVWSD are promoted to sixth grade in our middle schools. "Graduation" is a term used for passage from 8th grade to high school. Fourth-grade families at Mistral prepare the celebration for fifth graders. A student who exhibits unwanted behaviors in the fifth-grade year may be prohibited from participating in the ceremony. Fifth-grade promotion is for **families only** due to space, parking, and other considerations. Please invite only **family members** to this event. If a non-family member wishes to attend, please seek permission from the principal at least one week prior.

Field Trips

Each grade level has several field trips and on-site presentations each year. Permission slips will be sent home in advance of the trip. If a student does not return the signed slip on time, he will be assigned to another classroom while his class is on the trip. Various modes of transportation are used, depending on the distance, cost, availability of buses, and weather. These may include district, charter, or city buses, trains, walking, or parent driving. On those rare occasions when parents drive, they must provide proof of adequate insurance and a recent DMV record. This protects our drivers and students. Parents are encouraged to sign up for chaperone field trips.

Dates

Most dates for events, field trips, celebrations, and deadlines are announced each week in the *Qué* newsletter. If we miss an event, please let us know in the office. If you would like to announce an event,

look out for a notice on Konstella when those announcements are collected or email mayala@mvwsd.org.

Parties

Families are welcome to attend events and celebrations. Class parties are limited to major holidays. Organization of these events are at the direction of the classroom teacher and room parent. Healthy snacks are encouraged. **Please communicate with your child's teacher if your child may not participate in a party or celebration or may not partake of certain snacks or foods.**

Religious Observances

The County Office of Education (Santa Clara) has clarified the purpose of seasonal celebrations:

California schools have students with diverse religious points of view and family religious traditions. It is essential that school staff do not appear to endorse one particular religious belief system over another. When designing our school programs, we keep this in mind. We teach about particular holidays but do not endorse them. Religious symbols are not appropriate seasonal decorations in public schools. The classroom and school premises are the place where children spend the majority of their day. It is important that all students feel comfortable and accepted in their school.

Even with our efforts, any parent who has a religious objection about his or her child's participation in holiday events should notify the teacher so other arrangements can be made for the student during those times.

Birthdays

With 25-30 students in each class, students would be eating cupcakes or birthday cake once or twice per week! With this in mind, please consider bringing a healthy treat for your child's birthday. Those treats are consumed during the **last ten minutes** of the school day in order to protect learning time. Please visit the office before heading to your child's classroom. We are not allowed to give treats to students before lunch. Be sure the teacher knows of and approves your visit. Please do not bring full-scale meal items like pizza. Students may distribute personal party invitations at school **only if all students are invited.**

XVI. Academic programming

Gabriela Mistral Elementary is a choice school where students learn English and Spanish. Families voluntarily sign their children up for our school so that they will become biliterate, bilingual, culturally aware, and well-rounded academically.

Curriculum

- We use Benchmark Advance and Benchmark Adelante to teach literacy in Spanish and English. See the guides here:
https://www.mvwsd.org/academics/teaching_the_standards/benchmark_advance
- We use Eureka Math to delve profoundly into mathematical concepts and teach mathematical thinking. This curriculum goes well beyond math facts and algorithms. See tip sheets here:
https://www.mvwsd.org/academics/teaching_the_standards/eureka_math

- Our STEAM program is based on Foss. Use the visitor option to view curriculum here: <https://www.fossweb.com/>

50-50 Language Model

At Mistral, students will spend half their academic time in Spanish and half in English. All students will have equal access to both languages from Kindergarten. To support the transfer of concepts between two languages, along with vocabulary and grammar development, we will incorporate strategies like:

- **translanguaging** -- purposefully comparing and contrasting the two languages, while identifying patterns and anomalies, and answering students' questions of curiosity about language. Translanguaging is **not** translation, but translation can be a part of the process. Translanguaging looks much more deeply into how language works and how two languages are different and similar.
- **Sheltered Instruction Observation Protocol (SIOP)** -- a teaching methodology for addressing the needs of language learners through a variety of interactions and strategies.
- **Metacognition** -- thinking about thinking! This is where we notice how we are learning and using language and pose theories as to why we use language in certain ways.

Find out which subjects your child will study in each language here:

Our School Leadership Team (SLT) will use the Guiding Principles of Dual Language Education (3rd edition) to monitor areas of program growth. View that document here: <http://mvw.sd/jztpw>.

XVII. Special Education and Academic/Social-emotional Support

Response to Instruction

At Mistral, students will receive **STEAM instruction and RTI twice weekly**. When a portion of the class goes to the STEAM class, the remainder will be with the teacher for targeted instruction based on the needs of the students. The two groups will switch so that all students will receive STEAM and RTI instruction equally. **STEAM in grades K-2 will be taught in Spanish and in grades 3-5 in English**. RTI teachers will bridge both languages at the end of each unit to amplify our students' linguistic repertoires.

Our RTI focus will be in Language Arts and Language Development. RTI will be taught in either language, based on the needs of students. Centers during RTI will allow teachers to target specific standards and reteach or extend learning for a variety of student needs. Grade-level teams will informally assess student progress daily and dive into data with their instructional coach (Literably, DRA, Benchmark tests, exit tickets, iReady assessments, and teacher observations) every 4-6 weeks to regroup and revise the

standards they will target. A select group of teachers will be part of a **Guided Coalition**, a leadership group that will dive into data for all grade levels, liaise with the School Intervention Team, Teacher Team, and principal to address issues of academic challenges, advanced abilities, and equity.

Strategies for RTI will include SIOP, iReady lessons, small group work, Learning A-Z, and technology. Students will be grouped **heterogeneously** for STEAM (students from two different classes go at the same time) and **homogeneously** for RTI.

Students in grades K-2 grade who are reading significantly below grade, will be receiving reading intervention support in small groups 4 times a week.

See more information on the District RTI implementation plan here:

https://www.mvwsd.org/academics/supporting_learning/RTI

Guided Coalition

This teacher-led team will work to address academic challenges, enrichment for advanced learners, and equity/access for all students. The team will liaise with Special Education professionals, the principal, and teacher colleagues.

CHAC

CHAC provides individual and group counseling on campus for students in need at Mistral. Students can be referred by either a teacher or parent. Parental permission is required before a child can meet with the CHAC personnel. CHAC also offers the lunchtime “Just for Kids” program for some students, which helps children develop decision-making and interpersonal skills. For more information about Community Health Awareness Council (CHAC), an organization dedicated to helping families with children at risk, please contact their offices at 650-965-2020 or at www.chacmv.org. At Mistral, there is a waiting list for CHAC services. Students are prioritized based on need and access to services to ensure equity. Families who have access to private mental health care are encouraged to seek that help to open up spaces for students without access.

Special Education

Please find District/State/County Special Education information and policies here:

https://www.mvwsd.org/academics/supporting_learning/special_education_section_504. A **typical** sequence for identifying students with special education needs follows:

1. Family alerts teacher to problem or teacher alerts family.
2. Meeting between family and teacher to discuss **Student Support Plan (SSP)**.
3. Teacher schedules KidTalk with the principal if little or no progress.
4. After 4-6 weeks, revisit together. Continue with current support (if working) or schedule **Student Study Team (SST)** meeting.

5. SST meetings are held to discuss additional/different interventions for home and school. Team reviews student data, academic history, and progress. Team decides together how to proceed. Typically, **intervention plans are** created for home and school.
6. Revisit during the second **SST** after 4-6 weeks. Continue with current support or decide if **special education evaluation** is necessary.
7. If a child is evaluated and needs an IEP or 504, the team will agree upon goals and/or accommodations. If a child is not in need of special services, he will still be supported in the classroom.

Not all cases follow this sequence; however, a student's educational providers and specialists need time to learn about each child's needs. Even as we are in the process, the student still **receives help** through interventions. Even if a child is **not identified** as being in need of special education, he will still be supported through interventions and/or differentiation in his classroom.