



School Handbook

Important Reminders

The first day of school is **Monday, August 14, 2017**. The school day begins at **8:30 A.M.** It is a **minimum day** and all students are **released at 12:25 P.M.** Upon arrival to the campus students will find their classroom lines per attached map. Teachers will be waiting for their students and escort them to their classrooms.

Kinder and New Family Welcome Coffee on Monday, August 14th at 8:45 A.M. In the school library.

Return all school paperwork to your classroom teacher by **Friday, August 18th**.

Back to School Night is Wednesday, August 23rd – 5:30 P.M. to 7:30 P.M. It is a minimum day and all students are released at 12:25 P.M.

First Day Procedures

The first week of school is always a busy and exciting time! Here are a few tips to keep in mind:

Please send children with a healthy snack for the first week of school. The amount of energy kids need when they return to school is astonishing.

Please refer to the school website for [bell schedules](#), dates, lunch menus, [school rules and policies](#), etc. before calling the office. We are working hard to make our website as user friendly and informative as possible so that our office staff and administration can attend to our students' needs and focus on them! Thank you for checking the website before calling the school with questions.

Please be sure to complete and return your child's first day packet right away. There will be important information that both the teachers and school office will want to have on hand.

Please be sure you label all items belonging to your child. If something goes missing, please check our Lost and Found in the hallway across from the main entrance.

Please be sure to discuss with your child where you plan to meet them at the end of each school day. It is also advised to let your child's teacher know about your pick-up plan, especially if your child is in Kinder through 3rd grade.

Kinder students will be dismissed from front circle (see map).

No student or parent should enter campus through the Mariano Castro Elementary main office doors facing Escuela Avenue. Campus gates facing Escuela Ave. will be locked once class begins and reopened a little prior to dismissal. Mistral’s main entrance remains unlocked for most of the day. Both schools are taking measures to discourage people from lingering on campus.

Students and parents should not be in the buildings or classrooms before or after school unless you have a previously arranged meeting with the teacher and/or the administration. This time is reserved for staff to prepare for students and is part of the teacher’s workday.

Cell phone use

Parents, please DO NOT use your cell phones while driving in our school parking lots. If you are walking in our hallways or volunteering in classrooms, cell phone use is highly discouraged as it is disruptive to the learning environment. Thank you for your cooperation.

Weekly School Day Schedule

*Note: Parents, it is important to not drop off your child too early before school starts. (School starts at 8:30 A.M). Please do not pick up your child for early dismissal before the end of the instructional day.

Student’s Day begins (Everyday) Kinder to 5th 8:30 A.M.

End of School Day/Regular Dismissal Time (Except Thursday)

Kinder 2:00 P.M.

1st to 3rd 3:05 P.M.

4th & 5th 3:10 P.M.

Minimum School Day/Dismissal Time

Kinder to 5th12:25 P.M.

Thursday’s are Early Release days for all K-5 students. This allows our staff to have weekly time to collaborate in PLCs (Professional Learning Communities) to analyze data, plan effective lessons, and share best practices.

Minimum Day Thursdays and Professional Development Days:

Every Thursday is an early release day at Mistral. Students are released at 12:25 p.m. Early out Thursdays are set aside to provide collaboration in in PLCs (Professional Learning Communities) to analyze data, plan effective lessons, and share best practices. The Mountain View Whisman School District has also provided teachers and staff professional development days during the year called, “Professional Development Days (P.D. day)”. On a P.D. day, your child will not

come to school, but teachers will be at school receiving professional development. Please mark the following two P.D. days on your calendar: January 2nd and March 19th.

NEW Daily Lineup and Pick Up Routines

There are changes to our procedures due to the different start and end times between Castro and Mistral.

Upon arrival to the campus students will find their classroom lines per attached map. Teachers will meet and escort their students back to the classroom by 8:30AM. Parents should not enter the classroom wing hallway. Please help by following these procedures to avoid confusion, unnecessary distractions, and interruption to learning.

Parents or guardians that drive to Mistral may only park in designated parking spots and **NOT along the curb in front of the school**. These areas are designated as drop off only. There is very limited parking available on campus and in the neighborhood. Parents should try to commute, bike or walk to school.

Kindergarten teachers have been instructed to walk their class down the sidewalk under the magnolia tree for dismissal. Children will line up by classroom and dismissed to their parent or guardian. Kinder dismissal procedures are the same everyday, except on Thursdays when they will be dismissed from their kindergarten classroom doors at 12:25 PM.

Students will enter and exit campus from either our park gate on the west side of campus on Latham or through the main Mistral gate near the library building that faces Escuela Avenue. All other gates will be locked once Castro school is in session. Students are not permitted on campus until 8:20 AM each day when our supervision begins, unless they are supervised by a parent or guardian, or eat breakfast at school in our cafeteria.

Students are not allowed to play in the redwood garden, field or blacktop in the morning. Castro school will be in session and we must do everything possible to avoid confusion, unnecessary distractions, and interruption to learning.

If students enter through our main gate facing Escuela, they will be directed to walk to their line by a hall monitor. Please make sure you discuss this procedure and expectation with your child before the start of the school year. Students will not be allowed to hang their backpacks up outside the classrooms prior to lining up on the blacktop (see map).

Both Castro and Mistral schools require students to always walk onto and off campus in a quiet and respectful manner. To avoid confusion, unnecessary distractions, and interruption to

learning, we respectfully ask that Mistral students and parents to refrain from walking through the Mariano Castro Elementary School Office and the lingering in school hallways.

Breakfast/Snack/Lunch and Child Nutrition Services

We hope to be as thoughtful about how we feed our students bodies, as much as their minds. Mistral supports healthy choices for lunch and snacks. Whenever possible, families are encouraged to provide students with fruits and nutritious foods as opposed to processed snacks. Students may bring their lunch from home or purchase hot lunch through the district's food service program. For more information see <https://mvwsd.org/parent-page/child-nutrition>

Breakfast

Breakfast will be served daily from 8:00-8:25 A.M. Students must be finished eating breakfast by 8:25 A.M.

Recess Snack

Students may bring snacks to eat during morning recess time. Students who participate in the breakfast and lunch program may eat breakfast during the "Second Chance" breakfast, served during morning recesses.

Student Nutrition: Households must submit an application for the Free or Reduced Price Meal each year. We do not use applications from previous years and there is not a free period of meals. For more detailed information see attachments.

We are especially encouraging all Mistral Elementary families to submit a confidential application for free and reduced price meals for the 2017 – 2018 school year. If enough families are eligible to receive free or reduced lunch, Mistral Elementary may receive additional Federal funding to help support student achievement. This additional funding may be available whether or not your child chooses to use the free or reduced price meal benefits, but in order for us to receive the funding, your completed form must be returned.

This year the district is asking that parents go online and fill out the Free and Reduced Meal application. To access all of the forms, please go online to EZmealApp.com.

The online application is a paperless option that allows parents to complete the form and submit online. Parents can even print a copy of the application for their records. Remember, submitting an application is strictly confidential. If you need assistance, please come to the school's office and ask for a paper copy. Thank you for your help.

Note: Your eligibility determination will not be immediate. Nutrition services may take up to 10 days to process your application once they receive all of the needed information. You are responsible for your child's meals at full price until your application is processed or otherwise advised. Please apply early to avoid unnecessary charges.

Payment: Full or reduced price meals can be paid online at www.EZschoolPay.com. Full price meals cost \$3.50 for lunch and \$2.50 for breakfast (reduced price is \$0.40 for lunch and \$0.30 for breakfast). You must pay in advance (online, check, or cash) or at the time of purchase. No credit will be extended. You can also add money to your lunch account anytime by using the following website: www.EZschoolPay.com (There is a 3% fee for this service.) If you have any questions, call Sophia Zalot at: 650.903.6965

Child Nutrition Services is looking for parents who may want to work during lunchtime, for pay. It will be a two-hour shift to help during meal service. Please email Debbie Austin at daustin@mvwsd.org

Traffic and Transportation Safety

Parking/Pick-Up/Drop-Off

Honor and respect the directions of school personnel at all times.

We encourage ALL students who live in the neighborhood to walk to school. It is great exercise!

Vehicle drop-off and pick-up areas are limited. They include the front circle off Escuela and the park gate on Latham. The curved curb outside main office is a drop-off zone only. Cars must **NOT** be left unattended for any reason at this curb. There is no waiting at any red curb.

Student safety is a high priority at Mistral Elementary. The lane closest to the school will be used for a student pick up and drop off lane all the way down the parking lot. Please pull all the way forward in this lane before stopping to drop off or pick up your child. By pulling forward, you help the flow of traffic and allow other parents from the street to be able to pull in for the picking up or dropping off of students. When dropping off, pull as far forward as possible even if you see no one behind you.

Students will not be allowed to go to cars that are in a driving area. Students may load only at a curb or designated parking spot.

Please keep traffic flowing smoothly and alleviating the possibility of students becoming hurt or injured. If you need to speak with a teacher or have other school business, please park in the parking stalls, if available, and come into the school. **Please drive slow and proceed with caution through the school parking lot at all times. Thank you.

There is a crosswalk at the corner of Escuela and Latham and another in front of school. The crosswalk in front of school has a crossing guard. Students and parents should use the crosswalks and not cross in any other area. Drivers must yield to pedestrians using these crosswalks. It's the law. Blocking crosswalks is illegal and violators are reported and ticketed.

The traffic before and after school is very heavy. Therefore, we need your help with the following:

- Never allow our students to walk alone through parked cars or across traffic lanes.
- Keep the parking lot and traffic lanes safe for all children.
- Do not leave your car unattended in traffic lanes, it ties up traffic and poses a safety risk for other children as well as adults.
- Please do not park in marked or reserved parking spaces.
- No parking is allowed along red painted curbs.
- Please do not use the staff parking lot in front of the multipurpose room. This is staff permit parking only.

Honor and respect all school staff monitoring traffic.

They are in charge of keeping traffic moving and the parking lot safe for everyone.

Student safety is our first priority! Your continued cooperation in this matter is greatly appreciated.

Bicycles, Scooters, Skateboards, Skates, etc.

- Bicycle racks are provided near the front entrance to campus. (see map.)
- Bicycles must be locked securely to the racks and should not be left overnight. The school cannot be responsible for loss or damage to bicycles on campus.
- We discourage skateboards and scooters unless they can be locked to a bike rack. There is no room for storage in our classrooms.
- Children are required by law to wear helmets while using bicycles, scooters, skateboards, and skates.
- **No one may ride a scooter or skateboard on campus during school days until 4:15 (or 2:30 pm on Thursdays).**

Communication

Mistral will be using a tool called Konstella for all of our communications between the school, PTA and parents. Refer to the Konstella packet in this flyer for instructions on how to sign up for an account.

In addition we will continue to use our [school website](#), that will link to the weekly newsletter, "Qué", and our phone calling system to stay in touch with our families.

Please see the [Google Calendar](#) on the Mistral website and in this packet for dates of important events.

Note our school office phone number (650) 526-3575.

School Safety

Your child's safety is our highest priority. Please note the following safety guidelines:

- All volunteers must register in the main office at the beginning of each visit and must consistently wear an identification badge or tag issued by the school.
- All classroom volunteers must complete and sign a School Volunteer Guidelines, Parameters, and Expectations application prior to assisting in any capacity with children (applications available in office).

School Values, Norms and Behavior Expectations

At Gabriela Mistral School, we all believe:

- Every child and adult expects to be treated with respect and fairness at all times.
- We expect children to feel safe, comfortable, relaxed and happy, as they work, play, and learn.
- We expect all of the children at Mistral to take care of our school, and to take an active part in making it better.

Mistral has a common set of expectations no matter the grade level. Our school norms are always positively phrased and linked to scholarly and community behaviors. All staff members at Mistral use a common language with students that communicates what learning looks like and sounds like in the classroom and around the campus. Mistral students who demonstrate productive behavior, positive attitudes, enthusiastic participation and academic achievement are encouraged and recognized. As parents you can support our work at school by talking to your children about what it looks like and sounds like when they demonstrate:

- Being Safe

- Showing Respect
- Making Good Decisions
- Being Community-minded

Students who are observed living our school values may be given a Quetzal Award. Any school staff member may give this award. Students will place the Quetzal Award in a box located in the office. Every month students will be chosen at random from the box to be recognized as a model Quetzales.

Dress Code

Student dress should reflect a climate that fosters learning and safety. The general rule of thumb: If it's disruptive/distracting to learning or unsafe, it's not acceptable. Bathing suits, half shirts, short shorts/skirts (finger tips should not touch skin), muscle-man tee shirts, cutoffs, spaghetti straps, and halter-tops without a cover-up are not allowed. Shirts with sexual innuendoes, images condoning violence or gangs, drug or alcohol messages, or ethnic/racial put-downs are absolutely not allowed. We ask that students wear shoes with some kind of strap on the heel and protection for the toes. It is difficult to participate in PE with clogs or sandals, which can be dangerous and/or unsafe on the playground.

Recess Playground Safety Rules and Expectations

Field:

Students may be on the grass field if they are participating in an organized game. Games of tag are allowed in the grass area only. Students may not go into the Tot Lot park or far side of the field by Latham Gate near the Preschool.

Equipment:

Any equipment checked out from the ballroom is to be returned by the student who checked it out. All equipment is to be used in a safe and cooperative manner. Unsafe or disruptive use will result in loss of privileges in using equipment or participating in organized play situations.

Blacktop:

Some organized games such as foursquare, and use of jump ropes, hula hoops, etc., are used on the blacktop.

Please review all of the playground safety expectations with your child.

Playworks TeamUp Program

Playworks: Play and Recess to Support Social-Emotional Learning:

As many of you know we've had many changes related to play space with the launch of our construction project at Mistral. We are happy to report that we have re-established our

partnership with Playworks this year. Playworks is a non-profit whose vision is to “Create a place for every kid on the playground, a place where every kid belongs, has fun and is part of the game”. Our partnership with Playworks is their “Team-Up” program where we share our coach with other schools, one of which is our sister school Castro Elementary. This means that our on-site coach will be working with Mistral for one week and at Castro another week, and off site for two weeks.

One of the main goals for the Playworks program is to create a safe and fun environment where more kids feel invested and subsequently participate in games. This entails we create a more structured recess. Many of the conflicts that occur at recess are due specifically with differences in rules and game expectations. The Playworks program creates the structures for shared game rules and expectations. For example, during four square games depending on students have had different sets of rules. You can imagine the issues that arise as students move from game to game and yard duty monitors try to mediate conflicts! Our Coach will spend a great deal of time teaching students “Old School” rules that are now universally understood and applied to specific games. The idea here is that we are building shared expectations that students and yard duty monitors alike can rely on to support positive game play.

Lastly, one of the most exciting aspects of Playworks is that we will be starting a Junior Coaches program. Each of our 4th and 5th grade classrooms will have several Junior Coaches. They are trained by our site Coach and will help monitor equipment and games at all our recesses. This is a wonderful opportunity for our kids to take on leadership roles and be a part of the solution to making recess more successful than ever!

For more information about Playworks TeamUp [click here](#)

P.T.A.:

We have a very dedicated and enthusiastic Parent Teacher Association that goes above and beyond to support our educational programs and enhance student education. Mr. Joey Mercer is the PTA president for this school year and will be encouraging your participation as a P.T.A member. There will be information available at Class Posting and “Back To School” night on ways you can help serve the students at Mistral Elementary.

Gabriela Mistral Elementary Schools / Escuela Primarias Gabriela Mistral

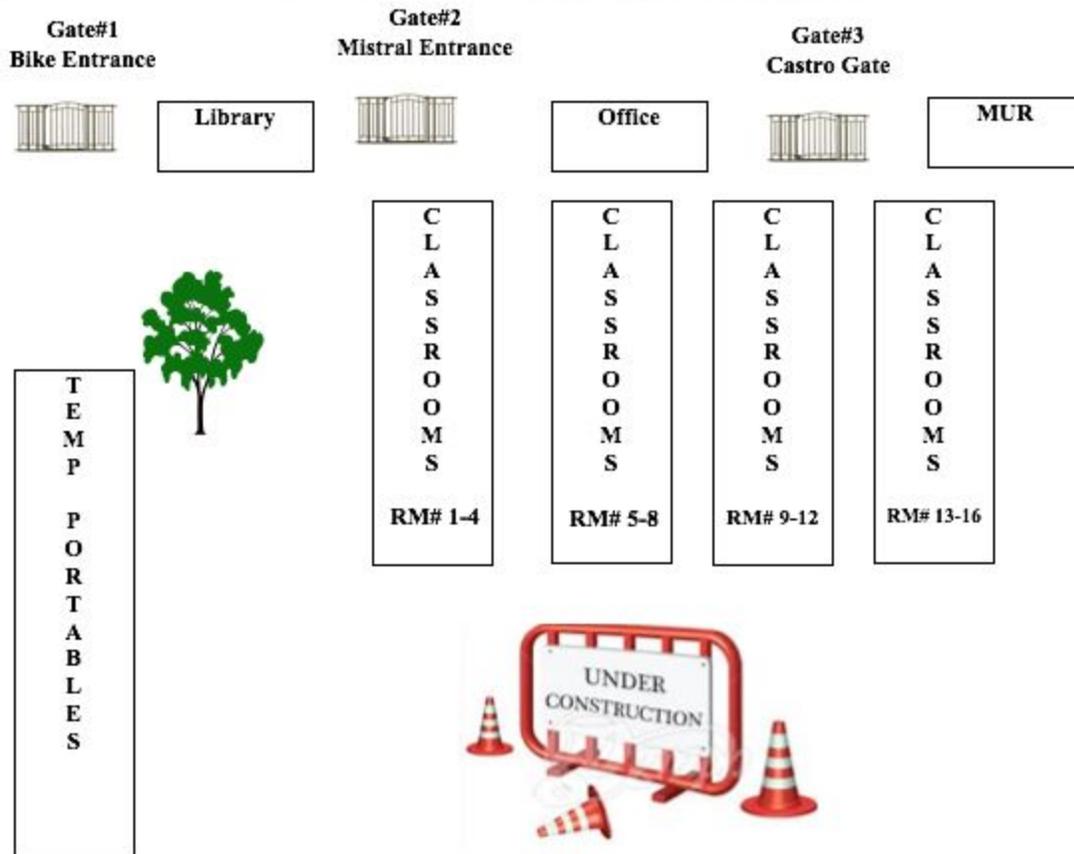
2017 – 2018 Pick up Procedures for grades 1st-5th / Procedimiento de salida de 1ro – 5to

In order to maintain a safe and quiet learning environment for all students on our campus please follow the dismissal procedures. Parents may wait outside of gates # 1-3 until dismissal time. Parents may NOT enter campus and go to the classroom doors before dismissal time. For Grades 1st – 3rd, please proceed to classrooms at dismissal time to pick up your student. Grades 4th – 5th may walk to exit gates to meet parents/guardians.

NO WAITING ON CAMPUS.

Para mantener un ambiente tranquilo y aumentar la seguridad de cada estudiante en la escuela se debe seguir el siguiente procedimiento de salida. Padres pueden esperar afuera de los portones # 1-3. Los padres **NO** podrán entrar al campus a esperar a su hijo/a en la puerta del salón. Para los grados 1^o -3er, por favor pase al salón a la hora de salida para recoger a su hijo/a. Grados 4to – 5to pueden caminar hacia los portones a la hora de salida para reunirse con sus padres.

NO SE PERMITE ESPERAR DENTRO DE LA ESCUELA.



Revised 8/10/17

Gabriela Mistral Elementary Schools / Escuela Primarias Gabriela Mistral

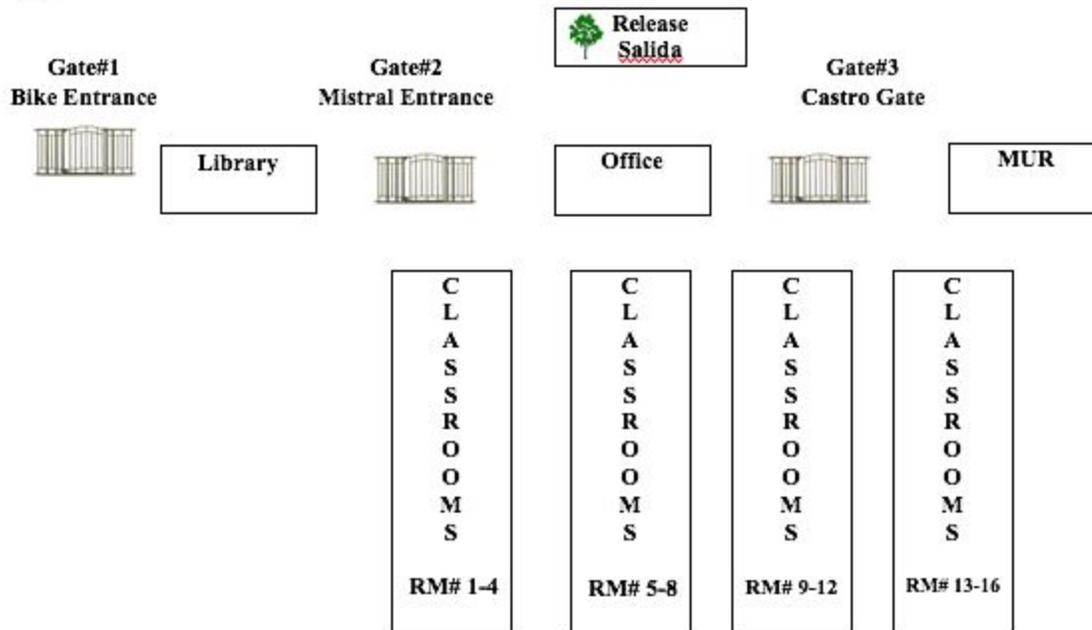
2017 – 2018 Kindergarten Pick up Procedures / Procedimiento de salida de Kinder

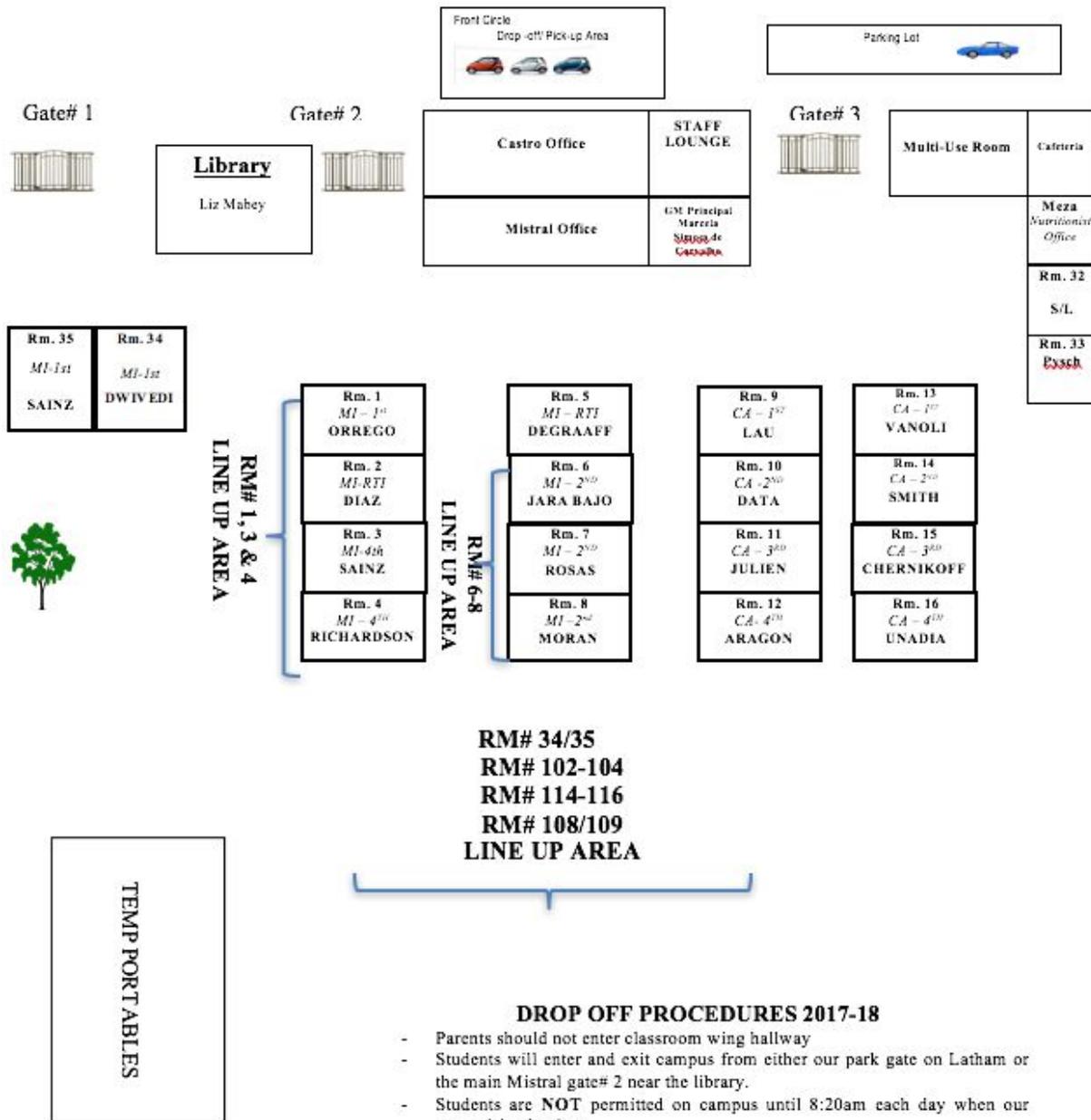
In order to maintain a safe and quiet learning environment for all students on our campus please follow the Kindergarten dismissal procedures. Teachers will walk their class in a line through gate# 3 to the dismissal area in front of the parking circle and dismiss students to their parent, guardian or childcare. Parents **may not enter campus** and go to the classroom doors at anytime before dismissal time.

If you need to wait for another child in an upper grade, please do so in the waiting area outside the gates. **NO WAITING ON CAMPUS.**

Para mantener un ambiente tranquilo y aumentar la seguridad de cada estudiante en la escuela se debe seguir el siguiente procedimiento de salida de kinder. Los maestros de kinder caminarán a los estudiantes en una línea por el portón# 3 a el área de salida en frente del estacionamiento, donde los padres estarán esperando. Los padres **no podrán entrar al campus** a esperar a su hijo/a en la puerta del salón.

Si necesita esperar por otro estudiante de grado primero – quinto, favor de esperar afuera de los portones. **NO SE PERMITE ESPERAR DENTRO DE LA ESCUELA.**





DROP OFF PROCEDURES 2017-18

- Parents should not enter classroom wing hallway
- Students will enter and exit campus from either our park gate on Latham or the main Mistral gate# 2 near the library.
- Students are **NOT** permitted on campus until 8:20am each day when our supervision begins.
- All other gates (#1 & 3) will be locked once Castro school begins at 8:00am

PROCEDIMIENTOS DE ENTRADA 2017-18

- Los padres no deben entrar por los pasillos de la escuela
- Los estudiantes entrarán y saldrán del campus por el parque en Latham o por el portan principal de Mistral# 2, cerca de la biblioteca.
- Los estudiantes **NO** se permiten en el campus hasta las 8:20am cada día, cuando nuestra supervisión comienza.
- Todas las demás puertas/portones (#1&3) serán cerradas una vez que la escuela de Castro Comience a las 8:00am.

Revised 8/10/17

Mountain View Whisman School District
Mountain View, California
School Year 2017-2018



2017

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2018

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H	Holidays/Breaks Schools not Open	**	Elementary Conferences Minimum Day for Students	*	Middle School Conferences Minimum Day for Students
F or L	First/Last Day of School Minimum Day for Students	★	B-C = Back to School Night CASTRO B-E = Back to School Night all other Elementary (MINIMUM DAY) B-MS = Back to School Night Middle Schools (MINIMUM DAY FOR CRITTENDEN)		
SDD WD	Staff Development Days Work Day for Teachers No School for Students	▲	O-C = Open House Castro (MINIMUM DAY) O-E = Open House All other Elementary O-MS = Open House - Middle School (MINIMUM DAY FOR GRAHAM)		
●	End of Trimester - Minimum Day for Students				

Gabriela Mistral & Mariano Castro Elementary School

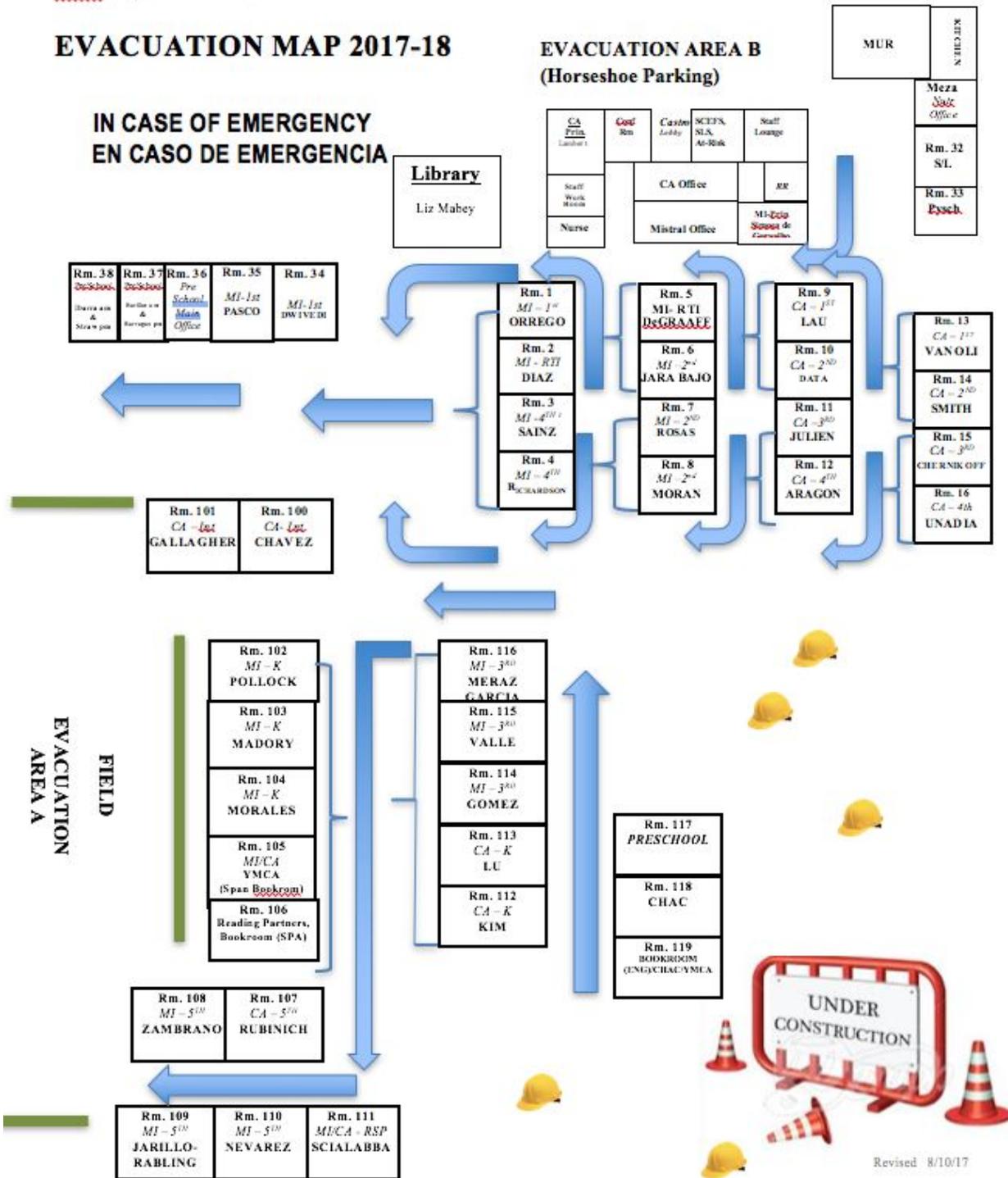
Phone MI: (650) 526-3575 * CA: (650) 526-3590
 505 Escuela Ave., Mountain View 94040

Escuela Ave.

School Parking Lot

EVACUATION MAP 2017-18

**IN CASE OF EMERGENCY
 EN CASO DE EMERGENCIA**



Revised 8/10/17