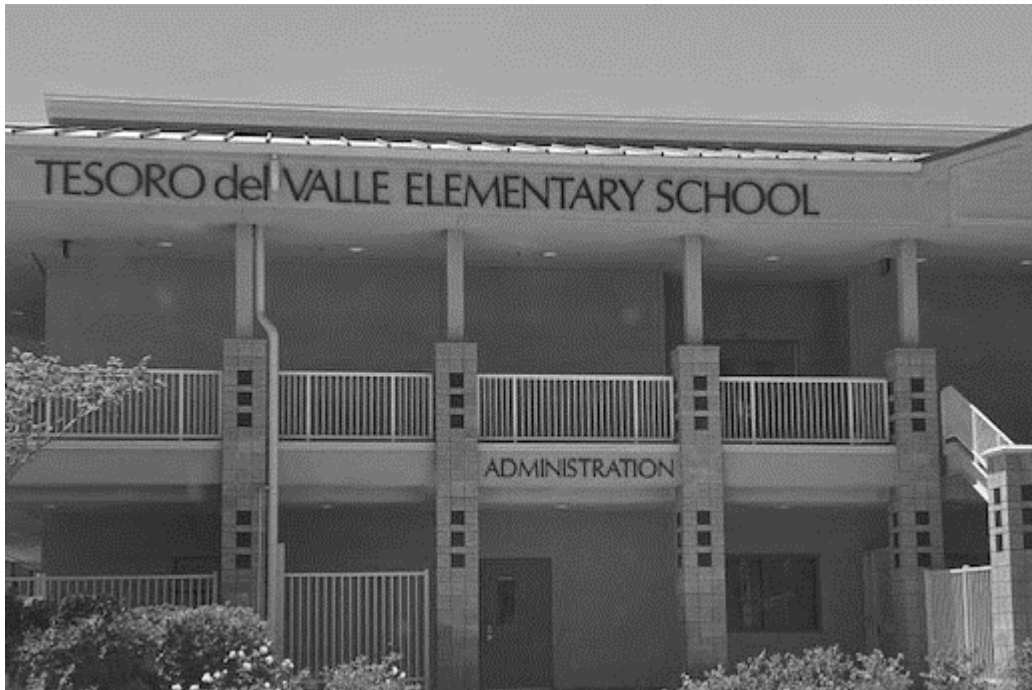


Tesoro del Valle

Parent & Student Handbook
2025 - 2026



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Completion of your child's online registration acknowledges that you have received this notice.



Saugus Union School District

Excellence in Elementary Education

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Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Dear Parents/Guardians of Tesoro del Valle Students,

Welcome to the 2025-2026 school year! This Parent & Student Handbook contains information about the school that I hope you will find useful and informative. You will find policy and procedures of both Tesoro del Valle Elementary School and the Saugus Union School District. Please read the handbook and keep it for future reference.

Tesoro del Valle translates to **“Treasure of the Valley,”** and our community knows this describes our school well. Our mission is that Tesoro staff will ensure that all students will learn at high levels. We are committed to ensuring that our students, families, and staff know that they belong at Tesoro, and our theme this year is **“Every Story Matters.”** We look forward to sharing our stories with each other.

A strong sense of community and pride is vital. We hope you will join the PTA, attend school events and activities, volunteer in the classroom and support your child in every way you can. Parents/Guardians and Tesoro del Valle School are a team, working together to provide the best for each student. Close communication between home and school is essential. Please contact your child’s teacher or me if you have a question, concern, or other reason you’d like to get in touch.

We value your partnership, and we’re so glad you are part of our community.

Sincerely,



Ms. Cheryl Cameron
Principal

Administrator Contact

Ms. Cameron can be contacted during office hours (8:00 a.m. to 4:00 p.m.) via ParentSquare message, a note, phone call, or appointment. Administration will make every effort to respond to

communication and return telephone calls within 24 to 48 hours.

Teacher Contact

Teachers are available for conferences before or after school. These can be arranged by contacting the teacher via ParentSquare. Teachers are not available for conferences during regular school instructional hours, as this time is designated for classroom teaching.

ParentSquare

Parents and guardians, please be sure to download the ParentSquare app on your phone. Most district and school written communication is conducted via ParentSquare, including caregiver-staff private messaging, informational posts, conference and volunteer sign-ups, and dissemination of emergency information.

Weekly School Newsletter

A school bulletin, *Tesoro Times*, is sent home weekly via ParentSquare. The bulletin includes a message from the principal, dates to remember, and information about school and PTA activities and events. All notices require principal approval prior to distribution.

Drop-Off and Dismissal

Morning Drop-Off/Arrival Procedures:

- School Gates open at 7:50 am daily. Students may not arrive unattended or be left or be dropped off prior to that time, as there is no school supervision. Instruction BEGINS at 8:10am. Students should be on campus and in line by 8:05am in order to get to their classroom on time.
- TK & kindergarten caregivers, please park and walk students to the kinder playground located to the right of the parking lot by the childcare building.
- 1st - 6th grade students may be dropped off using our valet line. If you are using the valet line, students MUST be seated on the passenger side and MUST be able to unbuckle and open the door.
- Caregivers MAY NOT get out of the car and students MUST exit on the curbside for safety reasons. If this is not possible for your family, park along the street and walk your child to the gate.
- Please note signage when entering and exiting our valet. Please pull all the way

forward. ENTER by turning RIGHT into the parking lot and EXIT by turning RIGHT out of the parking lot. If everyone follows the traffic pattern, our line moves efficiently, and more importantly, safely.

Afternoon Dismissal:

- TK & Kindergarten caregivers must park and walk to the kindergarten playground gate located to the right of the parking lot. Follow the teacher's dismissal instructions.
- 1st - 6th-grade students will have designated exit gates. First and 2nd grade between the library and the MPR, 3rd & 4th through the main entrance, and 5th and 6th through the gate close to the eating area (outdoor stage). In order to alleviate traffic and encourage independence, upper grade students are encouraged to cross streets safely and walk to meet their caregiver at a designated location.

Bicycles, Scooters, Skateboards

Students riding bicycles to and from school must have a bicycle permit on file. Permits are issued to students in 3rd - 6th grades. Permits may be picked up in the office. Students must wear a helmet as mandated by California state law. Bicycles must be walked into the bicycle rack and are not to be ridden on campus at any time. **Skateboards, roller blades, wheeled shoes, and scooters are not allowed on campus.**

Campus Supervision

Campus supervision is provided between 7:50 a.m. and dismissal time. **Students may begin arriving at 7:50 a.m. and must be picked up immediately upon dismissal at 12:35 p.m. for TK-Kindergarten or 2:35 p.m. for 1st-6th grades. (12:35pm for all students on Wednesdays).**

Prime Time Instruction

Uninterrupted instructional time is critical in the educational process. To help promote best learning practices we will not make phone calls or disrupt the classrooms before lunch recess. Children's textbooks and homework brought to the office will be placed in the teacher's mailbox. We will only interrupt the classrooms during Prime Time for emergencies.

Office Procedures & Communications

In case of an emergency, parents wishing to leave messages for their children may do so by contacting

the school office. Any articles to be delivered to children should be left in the office.

We try very hard to avoid unnecessary interruptions to the instructional program. There are several ways that parents can be of assistance.

1. Check with your child prior to leaving for school to see that he/she has a lunch or lunch money and all necessary materials for class.
2. Make sure your child is aware before leaving for school that there will be a change in the regular routine. Please send a note to the teacher.
3. Avoid calling the school to leave a message for your child **during the last hour of his or her school day. Many classes are at P.E. at this time of the day and cannot be reached easily.**
4. Students cannot be released to anyone not listed on the emergency contacts list without prior written authorization.

Breakfast/Lunch

Breakfast is available to Tesoro students during recess, and lunch is served during the student lunch period. Menus are available on the SCV Food Services Agency School Day Cafe Website at <https://www.scvschoolnutrition.org>. Students are encouraged to bring a healthy snack and a nutritious lunch when not eating hot school lunches, and milk is available for students who bring meals from home. As part of California State's Universal Meals Program, ALL Tesoro students may receive free breakfast and lunch from our cafeteria, and no paperwork is required. All food must be consumed in the lunch area.

Lost and Found

In order to ensure that lost articles are returned to their proper owners, it is suggested that your **child's name be printed on articles such as sweaters, coats, lunch pails, backpacks, etc.** Articles that are found will be turned into the school office or placed in the multipurpose room and may be claimed at recess or after school. Items left in the Lost and Found are donated to a charitable organization at the end of each month.

Attendance

Regular and prompt attendance is vital to your

child's success in school. Instruction begins at 8:10 a.m. each day. Students should enter the gates by 8:05 in order to be on time.

If for any reason your student will be absent from school, please contact your child's teacher or the office to arrange for an independent study contract. Preparation of work and contracts does take time, so please make this contact as soon as you are aware of the absence.

Parent Engagement

Tesoro encourages active family involvement in the educational decisions and processes of our school.

Volunteers: Classroom teachers generally arrange for classroom volunteers at Back-To-School Night. In addition, the PTA will recruit volunteers to assist with special needs, projects, and activities. Volunteers must complete an application and attend volunteer training. Please contact the office and/or watch ParentSquare messages for further information.

Organizations and Committees: We encourage parents/guardians to become involved by volunteering with PTA, running for School Site Council (SSC) and/or the English Learner Advisory Committee (ELAC), and volunteering for other committees and groups. Please watch ParentSquare for opportunities.

Behavior Expectations

We are proud to be Capturing Kids' Hearts school. Social contracts are developed in each classroom at the beginning of the school year, emphasizing how we treat others and how we wish to be treated.

Tesoro del Valle's school-wide ROAR expectations of being **R**espectful, being **O**n-task, **A**cting safely, and being **R**esponsible are explicitly taught to students both in and out of the classroom. Positive reinforcement, including ROAR tickets, is provided for students who demonstrate behavior aligned with these school-wide expectations.

Discipline for inappropriate behavior is progressive, utilizes restorative practices, and is aligned with California Education Code. Specific consequences are confidential by federal law, and are only shared with the student and their parents or guardian. Detailed district policies regarding student discipline can be found in the district portion of this handbook.



R.O.A.R. School Matrix

| R.O.A.R. In all locations We are... | Lunch Tables | Hallway/ Stairway | Restroom | Playground | MPR/Cafeteria | ALL AREAS |
|--|---|---|--|---|---|---|
| R Respectful | Respect ALL staff Use table manners Use hand signals Use kind words | Quiet voices Be mindful of others | Respect privacy Use restroom appropriately | Listen to campus supervisors Show good sportsmanship Invite others to play Tell the truth | Enter quietly Listen and follow directions Eyes and ears on the speaker | Respect ALL differences Show empathy Apologize |
| O On Task | Follow routines & directions Use your time wisely | Walk quietly to your area Be mindful of others | Flush and turn off water Return to class promptly | Follow game rules Take turns and wait in line Line up when the whistle blows | Sit quietly Eat politely Whole body listening | Take responsibility for your choices Encourage others |
| A Act Safely | Only eat your food Stay seated | Walk in line Keep hands and feet to self Use handrail | Use sink/stalls/and doors properly Use the restroom appropriately | Keep hands and feet to self Use calming strategies/walk away properly Use equipment properly | Keep hands and feet to yourself Stay seated | Respect the personal space of others Resolve conflict with WORDS |
| R Responsible | Listen to ALL adults Pick up after yourself Listen for dismissal instructions | Walk safely Watch out for others | Wash your hands Keep restroom clean Report problems | Rock, paper, scissors to resolve conflict Put equipment away Apologize Report problems to an adult | Clap politely Exit quietly | Include others Seek to understand Be KIND |