



September 2017

Castro Valley Elementary

Bear Facts

20185 San Miguel Ave, Castro Valley, CA 94546
Phone: 510-537-1919 office • 510-537-9892 fax



Affie Sklut, Principal
Natalie Hung, Secretary

Principal's Message

On behalf of the CVE staff, welcome to the 2017-2018 school year!

We, the learning community of Castro Valley Elementary School, support, foster and reinforce CVUSD's Core Values:

- *Student Success is the responsibility of all.*
- *We nurture the gifts and talents of all students.*
- *Our schools are safe spaces for all.*
- *Our commitment to equity ensures that our educational system is responsive to all students regardless of personal and social circumstances*
- *All students, families, and staff are valued and treated with respect and dignity.*
- **ALL means ALL**

I feel very honored and privileged to be serving as the Principal for Castro Valley Elementary School. At CVE, teachers and staff cultivate an environment where students achieve and believe in themselves and their school. I am excited to be a part of a school community where family members are visible and actively engaged, and are an integral component of our school dynamic. Your input and support will be critical to my leadership, the teaching and learning environment and above all to the success of your child in our school. Working together as a community to support our children sets the foundation for developing our students into life-long learners.

A special thank you to parents/guardians, staff, friends of CVE, and District personnel for the extra efforts given to CVE for the opening of school. You are truly appreciated. Please introduce yourself if we have not had the pleasure of meeting this year. Students are off to a great start and here are some simple things that you can do at home to ensure their continued success:

- Send your student to school on time every day.
- Make sure your child gets ample sleep every night.
- Establish a routine for studying. Give your child a quiet space to read and regularly do homework.
- Attend school wide events, classroom events, and conferences.
- Celebrate your child's successes! This will keep your child enthusiastic about learning and proud of their work.

On behalf of the CVE Staff, we look forward to working together as partners in learning.

Let's make it a great year,

Mrs. Sklut
CVE Principal





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Mensaje de la Directora

En nombre del personal de CVE, ¡bienvenidos al año escolar 2017-2018!

Nosotros, la comunidad escolar de Castro Valley Elementary School, apoyamos, fomentamos y reforzamos los Valores Principales de CVUSD:

- *El éxito de los estudiantes es responsabilidad de todos.*
- *Alimentamos los dones y los talentos de todos los estudiantes.*
- *Nuestras escuelas son espacios seguros para todos.*
- *Nuestro compromiso con la equidad garantiza que nuestro sistema educativo sea receptivo a todos los estudiantes, independientemente de las circunstancias personales y sociales.*
- *Se valora a todos los estudiantes, las familias y el personal, y se les trata con respeto y dignidad*
- **TODOS significa TODOS**

Me siento muy honrada y privilegiada de ser la Directora de Castro Valley Elementary School. En CVE, los profesores y el personal cultivan un ambiente donde los estudiantes tienen éxito y tienen fe en sí mismos y su escuela. Estoy muy emocionada de ser parte de una comunidad escolar donde los miembros de la familia están presentes y participan activamente, y son un componente integral de nuestra escuela. Su aporte y el apoyo será fundamental para mi liderazgo, para el clima de enseñanza y aprendizaje y, sobre todo, para el éxito de su hijo en nuestra escuela. Trabajando juntos como una

comunidad para apoyar a nuestros hijos establece la base para el desarrollo de nuestros estudiantes como aprendices de por vida.

Un agradecimiento especial a los padres /tutores, el personal, los amigos de CVE, y personal del distrito por toda su ayuda para la apertura de la escuela. Estamos realmente agradecidos. Por favor pasen a saludar si no hemos tenido el placer de conocernos este año. Los estudiantes han tenido un gran comienzo y aquí hay algunas cosas sencillas que pueden hacer en casa para continuar su éxito:

- Envíe a su hijo a la escuela a tiempo todos los días.
- Asegúrese que su hijo duerma suficiente cada noche.
- Establezca una rutina para el estudio. Dele a su hijo un espacio tranquilo para leer y hacer la tarea con regularidad.
- Asista a eventos de escolares, eventos de clase, y conferencias.
- ¡Celebre los éxitos de su hijo! Esto mantendrá a su hijo interesado en aprender y orgulloso de su trabajo.

En nombre del personal CVE, esperamos poder trabajar juntos como compañeros en la educación.

Hagamos juntos un gran año escolar,

Mrs. Sklut
Directora de CVE



Castro Valley Elementary aprecia la dedicación de los miembros de la Junta de Directores:
Jo Loss, Gary Howard, Monica Lee, Lavender Lee Whitaker, Dot Theodore y Parvin Ahmadi, Superintendente
Los padres/guardianes están bienvenidos a asistir a las reuniones de la Junta. Busque en www.cv.k12.ca.us la fecha de la próxima reunión.

Parking in the CVE Neighborhood

Please be courteous to our neighbors when you are parking in front of their houses. It has been brought to our attention that many cars are blocking driveways and moving garbage cans. As a reminder, the traffic enforcement will be citing cars violating parking rules and restrictions. Residents have told our office that they will call CHP if you park in their driveway. Thank you for your cooperation

Campus Hours

Our campus opens at 7:30 a.m. for breakfast and playground supervision begins at 7:50 a.m. The school office hours are 7:30 a.m. – 4:00 p.m. daily. Fridays the office will close for lunch. You may leave a telephone message during non-office hours. ***There is no after-school student supervision. All students must be picked up promptly at 2:50 p.m. or 12 noon on Fridays. Students are not allowed to stay and play on the playground after-school without an adult present.***

Important Dates



- September 4 – Holiday, No School
- September 13 – Picture Day
- September 13 – 6:30pm-7:30pm; School Smarts Parent Engagement Night @ Stanton Elementary. 2644 Somerset Ave.
- September 21 – 5:00pm-7:00pm; PATA Welcome Back Potluck. Flier will be sent home soon.
- September 18-22 – Scholastic Book Fair in Room 11
- Every Friday is Early Release. Please refer to the calendar for release times

STUDENT DROP OFF – PICK UP

- If you will be walking your child(ren) to their classroom, please make sure to arrive early and if you will be driving, park on San Miguel Ave. or at the Adobe Center.
- There is no student supervision before 7:30- Please do **not** drop off your child to the school before 7:30am.
- On Friday early release, all children not picked up on time will be sent to the cafeteria for lunch until 12:30pm. There is no student supervision after 12:30pm so all students must be picked up before 12:30pm.
- There is a designated drop off area at the south end of the school. Please no parking in the red zone, and leaving cars unattended in the drop off areas.
- Please be aware of "NO PARKING" areas and other posted traffic signs.
- Do not double-park when a parent/guardian is dropping his/her child off, this is extremely dangerous.
- Please do not arrive earlier than 10 minutes prior to dismissal. Please keep children from playing on the playground and play structures while school is still in session
- The west gate (Anita Ave.) will be open only during arrival and dismissal times for all grades
- The Sherriff's office will be called for any students that have not been picked up 45 minutes after dismissal.



ATTENDANCE

Please notify the office every day your child is absent. Absences should be cleared within 48 hours.



Call CVE at
510-537-1919
- press 0 to speak to the office
- press 1 to leave attendance message
(24hrs/day, 7 days a week)



Let us know your student's name, room #, date of absence, your relationship to student, the reason for the absence and your phone number.





CVE SCHOOL SITE COUNCIL

Looking for a way to get involved with CVE and interact with other parents, staff and the principal once a month?

School Site Council is for You!

We are in need of **four** new parents to run for office for a two year term.

Details:

We will meet in the library from 5:00-6:00 (before the PATA meetings).

We will discuss important issues that impact our students, teachers and site.

We will discuss the best way to focus our spending for student success.

Please let Mrs. Hung know by Wednesday, September 13th if you would like to run to become a member of our School Site Council

The election will be the week of September September 18-22, so please be sure to stop in the office and cast your vote.

The first meeting will be in October 4, 2017 from 5:00-6:00 pm.

Castro Valley Elementary School

Emergency Plan

Each year our school reviews and updates its Emergency Plan. The purpose of the plan is "to protect the safety and welfare of the students, employees and visitors at our schools." Castro Valley Elementary's Emergency Plan meets the requirements of the Castro Valley Unified School District's policies on Emergency Response and Planning and the Standardized Emergency Management System (SEMS) Operational Area (county-wide) response.

We prepare for the following Emergency Actions:

1. **Evacuation** - When it is unsafe to stay inside, students are evacuated from the buildings. This may be due to fire or an earthquake or other dangerous situations.
2. **Lockdown** - When it is dangerous to have students outside of the classroom, teachers will lock the classroom doors and keep the students inside. This may be due to a swarm of bees on campus or other dangerous situations.
3. **Shelter In Place** - When there is a threat of an airborne chemical threat, it may be necessary to shelter students from exposure. Students remain inside, windows and doors are closed, and the ventilation systems (air conditioning/heating) are turned off.
4. **Go Home** - It may become necessary to release students from school because of utility failure (water etc.), flooding or other unforeseen circumstances. Following is the procedure we will follow in the event we would need to release students.

Student Release Procedure

- ❑ School Personnel would begin to **contact parents/guardians** to notify you that students are being sent home from school. (If your phone numbers change during the year, be sure to contact the office so we can update the emergency card information.)
- ❑ Adults who are picking up students, **must check student out through the office** (or student release center set up outside if the office has been evacuated.)
 - The adult must bring a picture ID to the school office.
 - The adult must be listed on the student's Emergency Card or Disaster Information Card. (If the adult is NOT listed or does not have valid identification, the child cannot be released to him/her.)
- ❑ Office will radio our runners who will then bring your child to you. **Teachers will not release students to parents or adults directly.**
- ❑ All gates, except the front one, will be locked.

Our release procedure includes a sign-out procedure and verification of the authorized persons picking up students.

Off Campus Assembly Area - In the event we should need to leave our school campus, our OFF CAMPUS ASSEMBLY AREA is the HARD Park adjacent to our school.

Radio Stations - In the event of a major emergency, the following radio stations would be broadcasting information:

KCBS – 740 AM (415) 765-4112
KGO – 810 AM (415) 982-4664

Our staff and students will be practicing these procedures during the year so we will be prepared for any emergency we might have. PATA is always accepting donations and we thank you for your donation(s) at registration to help us replenish our emergency supplies. The complete plan is available in our School Office. If you should have any questions, please contact our school office at (510) 537-1919.

2017-2018 CVE Bell Schedule

Cafeteria supervision and breakfast begins daily at 7:30 a.m. Playground supervision is provided between 7:50 a.m. and 8:10 a.m. daily. Students are expected to come to the cafeteria if they arrive before 7:50. All students should be picked up promptly after 2:50 p.m. dismissal. Friday's lunch is served from 12:00-12:30. There is no supervision after school. **Students are not allowed to play on the playground without an adult.**

Daily Schedule

Transitional Kinder am
Transitional Kinder pm
Kindergarten
Grades 1 – 5

Monday, Tuesday, Wednesday, Thursday

8:20 - 11:40
11:45 - 3:05
8:10 - 1:35
8:10 - 2:50

Friday

8:20 - 11:40
8:20 - 11:40
8:10 - 11:45
8:10 - 12:00

Kindergarten- Extended Day

Warning Bell 8:07
School Starts 8:10
Recess 9:20 - 9:40
Lunch 11:20 - 12:00
Dismissal 1:35

Full Day – Grades 1-5

Grades 1-5--Warning Bell 8:07
Grades 1-5--School Starts 8:10
Grades 1 and 2 Recess 9:40 - 10:00
Grades 3, 4, and 5 Recess 10:05 - 10:25
Grade 3 Recess 1:30 - 1:40
Grades 1-2 Recess 1:45 - 2:00
Grades 1-5 Dismissal 2:50

Lunch Periods

Grades K and 1 11:20 - 12:00
Grade 2 11:50 - 12:30
Grade 3 11:45 - 12:30
4 and 5 12:20 - 1:00

Fridays:

Grades K 11:45-12:30
Grades 1-5 12:00-12:30

CVE's Bear Code

	Learning Areas (classroom, library, computer lab, science lab, office)	Cafeteria/ Eating area	Restrooms	Hallways	Assembly/ Special Events	Outside Areas
Be Safe	Walk Keep your hands, feet, and objects to self Use quiet voices	Walk Sit at your assigned table Hands, feet, and objects to self	Walk Keep hands, feet, objects, and eyes to self Report problems in the restroom	Keep hands, feet, and objects to self Eyes and body forward	Walk in a single line Keep hands, feet, and objects to self	Follow game rules Keep hands, feet, and objects to self Eat in snack zone Play and stay in supervised areas Freeze and walk to line
Engage in Learning	Be on task and focused Eyes watching, ears listening, quiet voices, and body quiet	Use table manners Learn cafeteria expectations Learn how to recycle	Use restroom manners Learn restroom expectations	Respect others' learning by using quiet voices and quiet feet Line up and walk in a silent, single line	Listen attentively Eyes watching, ears listening, mouth and body quiet	Include others in play Make new friends Embrace others' differences
Act Responsibly	Be ready to learn Do your best Remove hats and hoods in class Be on time	Leave your space clean Throw away garbage and recycle Eat your own food	Go Flush Wash Exit Use restroom during recess break	Walk with a purpose Must have a pass	Sit criss-cross in designated area Quiet voices Leave head wear in class	Play fairly Share equipment and share space Keep playground litter-free Hands off rubber bark Wear ball caps forward
Respect Yourself and others	Allow others to learn Raise your hand to talk and wait to be called on Respect others' properties	Follow adult directions Use quiet voices Wait to be dismissed	Respect others' privacy Use quiet voices Keep walls and stalls clean	Respect property Honor others' personal space Use quiet voices	Respectful applause Keep eyes and ears on speaker	Follow adult directions Use kind words Honor others' personal space Share and take turns



Dear Family,

We want your child to be as successful as possible at school. Success in school is not just about reading and math. It is also about knowing how to learn and how to get along with others. We will be using the *Second Step* program in your child's classroom to teach these critical skills.

The *Second Step* program teaches skills in the following four areas:

- 1. Skills for Learning:** Students gain skills to help themselves learn, including how to focus their attention, listen carefully, use self-talk to stay on task, and be assertive when asking for help with schoolwork.
- 2. Empathy:** Students learn to identify and understand their own and others' feelings. Students also learn how to take another's perspective and how to show compassion.
- 3. Emotion Management:** Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.
- 4. Problem Solving:** Students learn a process for solving problems with others in a positive way.

Your child will be learning a lot this year—and he or she will need your help! Throughout the year, your child will be bringing home Home Links that go with several of the *Second Step* lessons. Home Links are simple, fun activities for you and your child to complete together. They are a great way for you to understand what your child is learning and for your child to show you what he or she knows.

Codes are grade specific so please make sure you use the correct one for your child(ren). The site to join is www.secondstep.org and activation key is listed below.

Kindergarten – SSPK FAMI LY70

1st Grade – SSP1 FAMI LY71

2nd Grade – SSP2 FAMI LY72

3rd Grade – SSP3 FAMI LY73

4th Grade – SSP4 FAMI LY74

5th Grade – SSP5 FAMI LY75

If you have any questions about the *Second Step* program, please do not hesitate to contact your child's teacher for more information. Thank you for supporting your child in learning the skills that lead to success in school and in life.



CASTRO VALLEY UNIFIED SCHOOL DISTRICT

CHILD NUTRITION



Free and Reduced-Price Applications

Applications are available online at www.cv.k12.ca.us under Parents/Child Nutrition/Meal Applications or at your school office or at the Child Nutrition Office located adjacent to Creekside Middle School at 19722 Center Street. A new application must be submitted every school year. Applications are available throughout the year. For questions call 510-340-9117.

Meal Service

Breakfast and lunch are available at every school on every school day, including conference days, minimum days and collaborative days. Kindergarten students are welcome to participate before or after their school day or during recess for "Second Chance" breakfast. Check with your school for meal time schedules. Lunches are also available for order for field trips - just check the box requesting a meal when completing the field trip permission slip. Request menus emailed to you at www.cv.k12.ca.us under Parents/Child Nutrition/Menus/Going Green. For information on accommodation for special diets, see www.cv.k12.ca.us under Parents/Child Nutrition/Special Meal Accommodations.

Prices

Meal price for lunch is \$3.25 which includes the Garden Bar. The department will continue to offer local and organic produce (when practical). Breakfast is \$1.75 and is available at beginning at 7:30am.

At elementary schools, no cash is accepted in the line in order to shorten serving times and protect students from peer pressure. To pay online, go to www.cv.k12.ca.us under Parents/Child Nutrition/My School Bucks. To pay in person, look for the meal payment box in the school office.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Monday

Tuesday

Wednesday

Thursday

Friday

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to: USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, DC 20250-9410. Or call 1-866-632 (voice). Individuals who are hearing-impaired or have speech disabilities may contact USDA through the Federal Relay Service at 1-800-877-8339, or 1-800-845-6196 (Spanish).

September 2017

Elementary Breakfast

4	5	6	7	8	15	22	29
11 Turkey Canadian Bacon & Cheddar Cheese Bagel Pancakes, Mini Maple Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk String Cheese	12 French Toast Sticks Sausage Patty Maple Syrup Cocoa Oat Chewie Bar Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk String Cheese	13 Creamy Cinnamon Oatmeal Warm Cherry Compote Cinnamon Coffee Cake Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Cheddar Cheese Chunks	14 Beef Sausage & Belgian Waffles Yogurt & Scooby Graham's Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Hard Cooked Egg	15 Breakfast Sausage & Gravy Pizza Bagel & Cream Cheese Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Yogurt	20 Turkey Sausage & Cheese on a Biscuit Cherry Muffin Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Yogurt	21 Colby Cheese Omelet Hash Browns Biscuit, Bridgeford Oatmeal Raisin Bar Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Yogurt	28 Beef Sausage & Belgian Waffles Yogurt & Scooby Graham's Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Hard Cooked Egg
18 Cheese Quesadilla Yogurt & Scooby Graham's Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Hard Cooked Egg	19 French Toast Sticks Sausage Patty Maple Syrup Bagel & Cream Cheese Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk String Cheese	27 Creamy Cinnamon Oatmeal Warm Cherry Compote Cinnamon Coffee Cake Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Cheddar Cheese Chunks	28 Beef Sausage & Belgian Waffles Yogurt & Scooby Graham's Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Hard Cooked Egg	29 Breakfast Sausage & Gravy Pizza Bagel & Cream Cheese Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Yogurt	22 Hearty Egg, Cheese & Potato Burrito Bagel & Cream Cheese Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk String Cheese	29 Breakfast Sausage & Gravy Pizza Bagel & Cream Cheese Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Yogurt	29 Breakfast Sausage & Gravy Pizza Bagel & Cream Cheese Cold Cereal Fruit Variety Choice of 100% Juices Nonfat or 1% White Milk Yogurt

CVE Bear Code... September 2017

Be Safe, Engage in Learning, Act Responsibly, Respect Yourself and Others

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Early Release TK-8:20-11:40 Kinder-8:10-11:45 Grades 1-5-8:10-12:00	2
3	4 HOLIDAY NO SCHOOL	5	6 PATA Meeting 6:30-7:30pm	7	8 Early Release TK-8:20-11:40 Kinder-8:10-11:50 Grades 1-5-8:10-12:00	9
10	11	12	13 Picture Day 6:30pm-7:30pm; School Smarts Parent Engage- ment Night @ Stanton	14	15 Early Release TK-8:20-11:40 Kinder-8:10-11:50 Grades 1-5-8:10-12:00	16
17	18 Scholastic Book Fair In Room 11	19 Scholastic Book Fair In Room 11	20 Scholastic Book Fair In Room 11	21 Scholastic Book Fair In Room 11 PATA Welcome Back Pot Luck; 5:00-7:00 Flier will be sent home soon.	22 Scholastic Book Fair In Room 11	23
24	25	26	27	28	29 Early Release TK-8:20-11:40 Kinder-8:10-11:50 Grades 1-5-8:10-12:00	30

Septiembre 2017

Dom	Lun	Mar	Mier	Jue	Vie	Sab
					1 Horario: TK-8:20-11:40 Kinder-8:10-11:45 Grados 1-5-8:10-12:00	2
3	4 Dia de Fiesta NO HAY ESCUELA	5	6 Reunion de PATA 6:30-7:30pm	7	8 Horario: TK-8:20-11:40 Kinder-8:10-11:45 Grados 1-5-8:10-12:00	9
10	11	12	13 Dia de fotos escolares 6:30pm-7:30pm; Noche de Participacion de los Padres - School Smarts @Stanton	14	15 Horario: TK-8:20-11:40 Kinder-8:10-11:45 Grados 1-5-8:10-12:00	16
17	18 Feria de Libros en el salon 11	19 Feria de Libros en el salon 11	20 Feria de Libros en el salon 11	21 Feria de Libros en el salon 11 Cena Pollock de Bien- venida de PATA 5:00-7:00 Se mandara volante a las casas pronto.	22 Feria de Libros En el salon 11 Horario: TK-8:20-11:40 Kinder-8:10-11:45 Grados 1-5-8:10-12:00	23
24	25	26	27	28	29 Horario: TK-8:20-11:40 Kinder-8:10-11:45 Grados 1-5-8:10-12:00	30