



# **GREEN VALLEY ELEMENTARY SCHOOL**

# **STUDENT HANDBOOK 2016-2017**

REVISED 1/1/17

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## **SCHOOL CONTACT INFORMATION:**

**Green Valley Elementary  
1001 Diablo Road  
Danville, CA 94526**

<b>Office</b>	<b>925-855-5400</b>
<b>24-Hour Attendance Line</b>	<b>925-855-5498</b>
<b>Fax</b>	<b>925-837-3807</b>
<b>Website</b>	<b><a href="http://www.gvcolts.org">www.gvcolts.org</a></b>
<b>Kids Country Care Center</b>	<b>925-820-3646</b>
<b>San Ramon Valley Unified School District</b>	<b>925-552-5500</b>

**Donna Grim, Principal**

**Debbie Bell-Tozzi, Office Manager**

**Debbie McCabe, Office Assistant**

## **MISSION STATEMENT**

The Green Valley Community believes in teaching the whole child through balanced, relevant curriculum in a collaborative and respectful environment.

## **VISION STATEMENT**

**C-O-L-T-S: *Community of Learners Together Succeed***

## Arrival Policy/Procedures

Grade 1-5 students should arrive at school no earlier than 8:25 am unless accompanied by an adult. **There will be no supervision prior to 8:25 am.** Upon arrival, students should place backpacks at their classroom and immediately proceed to the playground.

TK and Kindergarten students should not arrive any earlier than 8:25 am as this is when the teachers will open the TK/Kindergarten yard. There will be no adult supervision until 8:25 am.

When it is raining, students will proceed directly to their classroom at the times outlined above rather than proceeding to the playground.

### Making Dismissal Arrangements:

- Please make arrangements/plan for how you will reunite with your child **BEFORE** the school day begins. Phone calls to change plans during the day are not easy to communicate to students as it interrupts the learning of all children in the classroom.
- Students that have specific “one-day” instructions for dismissal need to give a **signed note to their teacher** explaining the instructions at the beginning of the day or have this arranged in advance with the teacher.
- Students that will be frequently picked up by other families (ex. carpools or walking groups), need to have that family’s contact information included in their parent portal. Failure to provide proper information may result in students remaining at school to verify proper dismissal instructions with parents.

### Regular Dismissal Procedures:

- Students being picked up by “foot” (or who walk/bike home) exit at either the back lot of the school, facing McCauley Road, or via the front entrance of the school facing Diablo Road. All students using Diablo Road side of school, must use the crosswalk at the corner of Diablo and McCauley Road.
- Students being picked up by car are **ONLY** picked up in the back lot off McCauley Road. There will be **NO** exceptions.
- Students taking the bus home will walk to the front of the campus (facing Diablo Road) and immediately enter their bus. Bus drivers will be waiting for students in front of the busses.
- **Students must be picked up or walk home immediately after dismissal.**
- Kid’s Country students walk to the Kid’s Country building using the back entrance of the school, by room 20 (or follow instructions from Kid’s Country Staff).
- Teachers escort your younger students to their respective pick-up place during dismissal. Use a buddy system to help this happen as some students use the buses, some are picked up, and some walk.

### Rainy Day Dismissal Procedures are the Same as Sunny Day Procedures.

Map of Dismissal Areas:

(insert)





### Leaving School During Class Time:

Students who leave school for any reason other than at dismissal time, must have permission from the parent or a person designated on the student's emergency information in the parent portal. **Students must be signed out in the office prior to leaving campus.**

## Parent Information and Policies

### Parent Rights and Responsibilities

Parents have the right to expect that attention will be given to the academic, social, physical, and emotional needs of the students in an atmosphere which treats children with dignity and respect. Parents share the responsibility to support the school in its efforts to provide an excellent program for students. Parents also have the responsibility to:

- Send students to school on time each day
- See that the students receive a proper diet and ample rest
- Make sure their child comes to school with needed materials, books, assignments, and a lunch
- Provide a quiet time and place for study at home
- Communicate with teachers regarding student progress reports and questions
- Keep conference appointments or let the school/teacher know otherwise
- Work cooperatively with the school as student education is a shared responsibility
- Refrain from taking their children out of school for vacations throughout the year

## Acceptable Use of Electronic Communication:

As the use of digital technology becomes more prevalent throughout our school, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful with respect to themselves or others as well as the school environment. The following information has been developed with the safety of all students and staff in mind.

### Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing material to others
- Posting of a student picture without permission

Bullying of this nature creates a hostile environment on the school campus and is a violation of the students and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

## Inappropriate Use of Technology

The fundamental principles behind these policies are that students should never do anything that harms another or prevents them from learning. Any use of technological media that interrupts another student's right to learn will not be tolerated. As new technologies emerge, they may/will be included with the following devices which are not acceptable; social networking, chat rooms, cell phones, cell phone cameras, web, cams and personal devices. Examples of behavior not tolerated will be:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device.
- If this conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the Police

**Education Codes 48900.4 and 48900 (r)** strictly prohibits harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

\*\*\* Education **Codes 48900.4** "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

\*\*\* Education **Code 48900 (k)** "Disruptive school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties"

\*\*\* **Education Code 48900 (l)** "Committed an obscene act or engaged in habitual profanity or vulgarity"

\*\*\* Education **Code 48900 (r)** "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined

in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”

## GENERAL INFORMATION

### Visitors:

Visitors are always welcome at Green Valley Elementary School. However, there must be purpose in the visit. State law requires all visitors to sign in at the office. **PLEASE COME TO THE OFFICE TO SIGN IN AND GET A NAME TAG TO WEAR BEFORE VISITING A CLASSROOM. VISITORS MUST HAVE A VALID GOVERNMENT ISSUED ID.** Administration reserves the right to refuse visitor access to campus by following the SRVUSD’s classroom policy (available upon request). Visitations need to be arranged 36 hours in advance of the proposed visit.

Parents are requested to contact students through the school office. Items such as forgotten books, homework, etc. should be left **in the office and the student will be sent to retrieve them when the teacher feels appropriate.** However, please understand that each interruption is an interruption to the learning of all students and should occur infrequently.

### Classroom Visitations:

Parents must contact the teacher to schedule a day and time for a visitation and 36 hours notice is required. Drop in visitations are disruptive to teachers and students and are not permitted. School administration must approve all classroom visits by parents. Administration reserves the right to refuse visitor access to campus following the SRVUSD Classroom Visitor

Policy (available upon request). Visitations need to be arranged 36 hours in advance of the proposed visit.

## Medication During School Hours:

Medications **cannot** be dispensed to students unless a Medication During School Hours form is signed by his/her physician and is on file in the office. This applies to prescription and over-the-counter medication. These forms are available in the school office. Students should not be given medications of any kind to bring to school.

- Medication must be brought to school by the parent and adult or adult representative
- Medication must be brought to school in the original container
- Over-the-counter drugs must also have a completed form on file
- **All medications must be kept in the office**
- This form must be renewed whenever the prescription and/or dosage changes and at the beginning of each school year.

A parent or adult representative must pick up unused medication at the end of the school year or when the medication order expires. Medication that is not picked up will be discarded.

## Life Threatening Medical Problems:

If your child has a medical problem that might result in a life-threatening emergency situation at school (i.e. Cardiac disorders, diabetes, severe

asthma, severe allergic reactions to insects or food, etc.), a separate form needs to be completed by the parent and returned to the school. If it is a condition that may require medication, a form will need to be signed by the student's doctor. These forms are available on line.

### Report Cards/Conferences:

Report cards will be sent home to parents three times during the school year. Parent conferences will be held in the fall and upon request over the last remaining course of the year. The new school calendar provides several days (but not an entire week) where teaching staff can hold conferences. Please see the school calendar for exact dates. Also, a parent conference can be held as requested. The purpose of conference time is to ensure your child has a successful school experience, and to encourage strong communication between the school and home.

### School Property:

Students are expected to take proper care of all school property, including books, equipment (inside and outside). The school may request that parents pay for lost or damaged items.

Students who willfully deface, destroy or steal school property (texts, library books, etc.) or property of others may be expected to clean up, repair, replace and/or be requested to pay for damaged items(s).

## Emergency Cards/ Online Emergency Information:

Students who become ill at school and/or have medical appointments and must leave during school hours, **MAY BE RELEASED ONLY TO INDIVIDUAL LISTED ON THE EMERGENCY CARD (as identified online through the parent portal).**

**IT IS IMPORTANT FOR PARENTS TO TAKE THE RESPONSIBILITY OF KEEPING EMERGENCY INFORMATION UPDATED by logging online to the parent portal.** Please inform the office and teacher of any changes in address, phone numbers (work and home), baby-sitters, emergency numbers. Etc.  
**Safety Drills:**

Safety drills are scheduled monthly to familiarize students with proper safety procedures. Each class has an emergency bag that contains emergency first aid items and student emergency information. During an emergency, students will **only be released to individuals listed on the emergency card.** Parents are responsible for informing the school regarding any changes in information (address, phone numbers, etc.).

## Lost and Found:

Parents are urged to mark all personal articles with your child's name and phone number. The lost and found is located outside our library. There you will find any and all items we find that do not have names. Three times a year we let parents know to come go through the items before we make a donation to local charity.

## Cell Phone Use:



We ask that visitors/volunteers refrain from using their cell phones inside the building and silence your phone while inside the school. If you need to make a call, please step outside so as not to disrupt instruction. Students are permitted to bring cell phones to school **only for use before and after the school day**. They should not be used during the day and should not cause any disruption to the school environment. If a cell phone does cause disruption, it will be confiscated and brought to the office. Parents may be required to claim them.

## Parent Volunteers:

Green Valley parents are an integral part of the school community. Parents help in various ways in classrooms, the office, library, and on the playground. Parents also help on field trips, and with special activities. Each classroom has a Room Parent who coordinates volunteers for many classroom and PTA activities. **All volunteers must sign in at the office and get a volunteer name badge/sticker to wear before going to a volunteer assignment on the school site.** This enables us to reach you in case of an emergency and to monitor visitors on our campus. To volunteer on the Green Valley campus, you must **FIRST** be cleared through SRVUSD volunteer process. Please visit the website linked below to complete:

<http://www.srvusd.k12.ca.us/parents/volunteers>

## Field Trips:

The classroom teacher, with the help of the room parents, organizes field trips. Field trips are paid for by parent donation. They may be canceled if not enough drivers are available or if the paperwork is not filed in the office

at least 48 hours prior to the trip. **Students must have a signed permission slip for each trip returned to the teacher by the due date. Permission by phone is NOT acceptable.** Parent drivers must have the proper insurance coverage, and have completed the SRVUSD volunteer clearance process online. Each person in the car must use a seat belt. Students are not permitted to ride in the front seat of the vehicle. (NO EXCEPTIONS). **Siblings are not allowed on field trips.**

### Volunteer Drivers:

When private vehicles are used to transport students on field trips or to other school functions, the driver MUST:

- Hold a valid CA Driver's License. Carry insurance with a minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage. The driver understands that his/her own insurance is primary and the District's insurance is considered secondary.
- Report all disciplinary/medical concerns to the teacher immediately.
- Be responsible for the safety and well-being of students in your care.
- Children MUST ride in a Child Restraint Device (car seat) and in the backseat per CA law.
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat
- Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat
- Children who are 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt

**To be cleared to drive on a field trip you must complete the online SRVUSD clearance process.** To complete this process, please visit the website linked below. It can take a number of weeks to be cleared so do it now.

## Homework Policy

Homework should prepare students for, and reinforce classroom learning. Homework is an integral component of education that deepens student learning and understanding. When assigned, homework will contribute to the healthy development of the whole student. Homework will be meaningful, purposeful, and appropriate.

### Homework for All Grade Levels

1. Homework is defined as any work assigned to be completed outside of class.
2. The amount of homework assigned to students is different in elementary, middle, and high school. The amount of time a student spends on assigned homework depends on factors such as the student's needs, learning ability, subject, school schedule, testing schedule and assigned homework due dates. Time spent on homework shall be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.
3. Parents/guardians and teachers shall make students aware that learning occurs at home, school, and in the world around them.
4. Homework shall be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
5. Homework shall be purposeful and meaningful to students. Legitimate purposes for homework include practicing a skill or process that students can do independently but not fluently, elaborating on information that has

been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.

6. Reading is an integral part of learning and is a consistent part of homework.

7. Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or 504 plan.

8. There shall be no homework assigned during school recesses. (Thanksgiving Break, Winter Break and Spring Break). Projects assigned before recesses must not require any work to be completed over the break.

## Elementary School

1. Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.

2. Except for reading, homework at the elementary level shall not be assigned over weekends, or holidays.

3. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.

4. Below are the time limits for elementary homework:

K-1 no more than 30 minutes of homework per night (reading included)

2-3 no more than 45 minutes of homework per night (reading included)

4-5 no more than 60 minutes of homework per night (reading included)

5. Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks should not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.

## Animals on Campus Approval Process

- I. **Certified Guide Dogs, Signal Dogs, and Service Animals**
  - a. Individuals with a disability requiring need for the above Service Animal must notify the school administration of the need for the Service Animal.
  - b. School Administration will notify the Student Services Director that the Service Animal will be on campus.
  - c. School Administration must provide written notification to all parents/guardians of students who attend classes in which the service animal is expected to be regularly present, or who are reasonably expected to come in regular close proximity to the service animal while on campus.
    - i. This notification may be sent electronically and as soon as you know there is or will be a Service Animal on campus.
    - ii. Should you receive feedback regarding an allergy to a service animal, arrangements must be made to accommodate both the Service Animal and the person with the allergy.\*
  - d. For more detail, please see [AR 6136.2\(c, d, & e\)](#)
- II. **Service Animals in Training or Non-Service Animals for Educational Purposes**
  - a. Requester downloads and completes fillable PDF form. Form and instructions can be found here <http://www.srvusd.k12.ca.us/student-services>.
  - b. Requester makes an appointment with Student Services Director to review any required documentation, meet the animal and handler.
  - c. If permission is granted, Student Services notifies the school site of the impending presence of the animal on campus. This notification will include the first date the animal(s) is/are expected to be present on campus.

- d. School Administration must provide written notification to staff and all parents/guardians of students who attend classes in which the animal(s) is/are expected to be present, or who are reasonably expected to come in regular close proximity to the animal(s) while on campus.
  - i. This notification may be sent electronically and as soon as you know there will be an animal coming on campus to allow time for concerns to be raised prior to the start date. Notification letter templates are included in this package.
  - ii. Should you receive feedback regarding an issue with the approved animal coming on campus, these must be addressed and resolved prior to the animal's appearance on campus, which may include permission being revoked. \*
- e. For more detail, please see [AR6136\(a, b, e, f, g, & h\)](#)

NOTE: An inventory of animals currently on school campuses was completed on 11/1/13. This inventory is currently under review. You will be notified if issues arise from the inventory. ALL NEW animals after this date must be approved and the above process followed prior to the animal being brought on campus. School Administrators and personnel with current and future animals are required to read and follow the guidelines outlined in [AR6136 \(a, b, &c\)](#) regarding the handling, care and treatment of animals on campus.

\*Questions and request for assistance in the event of issues arising may be directed to Lisa Ward, Director of Student Services.

## Attendance and Truancy

Pursuant to EC 48200 and California compulsory education laws, every child from the age of 6 to 18 in the District is required to attend school regularly, except 16 and 17 year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave. All enrolled students, regardless of age, will be held to the same District school attendance rules. The Governing Board recognizes that vigilant supervision of attendance, to improve attendance rates and graduation rates and to reduce truancy and dropout rates, is vital to the learning and achievement of all children.

Students and their parents are responsible for individual attendance. Parents should be aware that there is a revenue loss to the District for any absence (excused or unexcused). California State Education mandates that schools/districts notify parents/guardians if their child is deemed “truant” - accumulates three or more days of unexcused absences and/or unexcused class periods during the school year. In addition to the State Education Code, the San Ramon Valley Unified School District notifies parents/guardians if a student has had irregular attendance (high numbers of tardies or excused absences) during the school year. In both “truancy” and “irregular attendance” cases, a student may be referred to the District’s School Attendance Review Board (SARB).

California Education Code 48205 defines school absences as either excused or non-excused. According to the education code, excused absences are generally unavoidable and include the following:

- Illness
- Funeral services for immediate family
- Quarantine
- Medical/dental/eye appointments

The parent/guardian of the student must send a note and/or phone the school to clear any of these excusable absences. Failure to clear excused absences will result in a recorded “unexcused” absence.



The State defines non-excused absences to include such events as:

- Vacations
- Parent requiring student to perform childcare
- Student's birthday
- Family changing residence within school district
- Visiting relatives
- Car trouble
- Shopping
- Oversleeping

Short-term Independent Study may be arranged for students that will be absent from regular instruction for a minimum of five (5) consecutive instructional days (Board Policy 6158). A request for Independent Study should be submitted five school days prior to the absence, and the Principal has the right to deny a short-term Independent Study agreement. If approved, the work must be completed and turned in on the assigned due date or when the student returns to school, whichever is first.

Students who are deemed "truant", based on their attendance pattern, may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code Section 13202.7. In addition, students may lose credit for courses being taken, may be required to attend makeup classes conducted on the weekend (E.C. 37223), and/or may be transferred to an alternative program in the District.

## Reporting Absences

Elementary - Parents of elementary students should call their school's attendance telephone the morning of a student's absence.

## Forgotten Lunches

If your child forgets his/her lunch, please drop it off in the forgotten lunch bin in the office and it will be taken to the MPR before lunch. Items may not be taken directly to the classroom as this is very disruptive to students and their learning.

## Parking at School

Parents/visitors may park in the Parking Lot located in front of the Administration Building. **Please be courteous to our staff before parking in a designated space. Cars should never be left unattended in the bus zone in the front driveway.** Students may not walk in between parked cars to meet parents. There is absolutely NO double-parking during arrival and dismissal times. Police officers monitor the school and will issue tickets to individuals who violate safety laws.

## Items Not Permitted at School

Students are not allowed to bring personal items such as toys, game cards, radios, roller blades, shoes with wheels, sports equipment, make-up, etc. to school. If these type of items are brought to school, they will be confiscated and brought to the school office. Parents may be required to come to the office to claim them and students may be assigned disciplinary consequences. **The school will accept NO responsibility for lost or damaged items.**

## Disruptive/Dangerous Objects

Toy/real knives, toy/real guns, water balloons, gunpowder, caps, drugs, alcohol, tobacco products, or any other items that are dangerous/illegal are prohibited at Green Valley Elementary School.

## Bicycles/Scooters

Children may ride their bicycles/scooters to school. These items must be locked up in the racks between the Kindergarten yard and First Grade wing. Bicycle/Scooter riders should observe traffic safety laws and be considerate of children walking to school. At no time during the school hours are bicycles/scooters to be ridden on the school grounds. **California state law requires all students to wear helmets while riding a bicycle/scooter.** The school is not responsible for theft or vandalism. The student is responsible for providing an individual lock to ensure the security of his/her bike/scooter.

## Pets at School

Pets are not to be brought to school for sharing without prior permission of your child's teacher. The pet must then be brought in by a parent, shown, and taken home. **Dogs on leashes are allowed on campus during non-school hours-after all students leave or before all students arrive.** Dog owners must pick up after their dog when using school grounds during non-school hours.

## Dress Code Policy

We encourage parents to help their children select clothing that is appropriate for school, that is not unsafe for the student or for the students around said student, and that is not disruptive to the learning of said student or other students. Parent support is appreciated in observing the guidelines for appropriate attire at school. Administration has final discretion in appropriateness of dress.

Please assist your child in following these dress guidelines:

Shirts are to be worn at all times

Tops must meet bottoms (NO MIDRIFFS)

Shorts and skirts are to reach mid-thigh

Imprinted clothing must be in good taste. Any clothing with words or pictures that are deemed to be a distraction to learning will need to be turned inside out and/or the student will need to call home for a replacement item

Shorts and pants are to be fitted so not to “sag”

Sandals are not safe attire for participation in PE and are discouraged. On PE days, students must wear shoes (e.g. Athletic shoes) with socks

No flip flops or shoes without a back strap/support

Hats may not be worn in the building. Hats that are in good taste and follow the general dress code guidelines may be worn outside for PE and recess

## Lunch Program

Our school cafeteria serves a hot lunch daily that includes various main entrée choices. Lunch, including milk, costs \$4.25 per day. Milk is available separately for \$.50 per carton. The cafeteria may also offer different ala carte items daily. Please note costs are subject to change prior to the start of a school year.

Free and reduced lunches are available for those who qualify. A form needs to be completed by the parents and can be obtained in the office, online, or by calling Child Nutrition at 925-824-1808. This information is kept confidential.

Green Valley has a computerized system for purchasing meals. Each student will access their meal account by way of their student ID number that is issued by the school district.

**If your child forgets his/her lunch, please drop it off in the office and it will be taken to the forgotten lunch bin in the MPR before lunch.**

## Noon Supervisors

The school district provides staff to supervise children in the lunch area and on the playground during lunch recess. The school expects all students to demonstrate respect for all school personnel.

If you are interested in applying for a permanent supervisor position, volunteering, or signing up as a substitute noon supervisor, please call the school office.

## Code of Conduct Philosophy

Green Valley's discipline policy provides for a systematic approach to discipline, which enables teachers to set firm, fair, and consistent limits while remaining aware of individual needs for warmth, understanding and the development of a positive self-concept. Second Step is an adopted District curriculum and is implemented in our classrooms.

Students are expected to make responsible decisions and to behave in a manner consistent with all school rules. Students will be held accountable for their own behavior and will conduct themselves in a manner conducive to their own learning as well as that of others. Students are expected to talk-it-out or seek a Peacemaker or an adult to resolve problems and refrain from physically aggressive acts that may endanger the safety of others.

Maintaining a positive school climate requires the communication of clear behavioral expectations that are consistently enforced. Cooperation between home and school represents a strong force in ensuring that each student benefits from a safe, orderly learning environment.

## Comprehensive Discipline Information

Please also see the Comprehensive Safety Plan for all policies, guidelines, rules and CA Education Code regulations regarding student safety and student discipline procedures.

### **General Rules**

1. Students are to act in a respectful manner to other students and adults. Students need to follow three basic rules, BE SAFE, BE RESPONSIBLE, BE RESPECTFUL at all times.
  - A. Students will use appropriate language at all times.
  - B. Students will refrain from activities that physically or verbally hurt others.
  - C. Students are to follow the directions of adults in the school.
  - D. Defiance of authority and/or disruptive classroom behavior is not permitted, and are suspendable offenses.
2. Students will respect all school property and the property of others.
3. Students are to remain under the supervision of an adult at all times and stay in designated play areas.
4. Students will walk quietly in the hallways at all times and in all areas of the school.
5. Students must have a pass to leave the classroom or to be admitted to the office.
6. Students will walk to the right of lines in the school hallways at all times.
7. Students are not allowed to climb or hang off any railings. **This is strictly prohibited.**

## Practice Good Sportsmanship

- Smile
- Be Positive
- Be Honest
- Play Fairly
- Play by Agreed Upon Rules
- Cooperate with others
- Try your Best
- Use words to resolve conflict
- Be a Gracious Winner
- Be Gracious when/if You Lose
- Remember, IT IS ONLY A GAME, everyone has the right to be included and it should be fun for all!

## Ground Rules for Disciplinary Action

### Hallway Rules

1. Students must walk at all times
2. Students should always stay to the right in the hallway
3. No eating in the hallways



## Cafeteria and Eating Area Rules

1. Students are to walk quietly to the lunch room/area. They must sit in an orderly manner and at assigned tables.
2. Students are responsible for cleaning their own area after eating.
3. Students are expected to talk in quiet, respectful voices.
4. Students are not to leave tables/area without adult permission.
5. Food must stay in lunchroom or eating area. It may not go to the playground.
6. Students are NOT to use other student's lunch account cards.
7. Students may not throw food.
8. Students may not share food, ever.

## Most Common Discipline Steps:

Level 1: A verbal warning, including a restatement of the school rule with questions, Is it safe? Is it responsible? Is it respectful? Parents not notified at this level.

Level 2: Notification to parent via a white slip/or phone call. Loss of a privilege.

Level 3: Notification to parent via white slip and phone call/parent conference. Increase loss of privilege.

Level 4: Parent conference, possible behavior contract, referral to principal.

## Consequences:

Students are expected to follow all school rules to ensure a safe, responsible, and respectful environment in which to learn. Various strategies will be used by teachers, supervisors, and administration to remediate inappropriate behavior. Example consequences that may be used when school rules have been violated include:

- A. **Denial of a Privilege:** Lost privileges may include loss of playtime during recess, time out, exclusion from classroom activities, assemblies etc.
- B. **Individual Assignment:** Students can be asked to complete a written assignment related to the infraction.
- C. **Community Service:** Students may be asked to pick up trash around the school ( gloves provided ) and/or any other community service assigned by the administrator.
- D. **Parent Contact:** Phone calls, letters and/or conferences will be utilized to inform parents of concerns and possible solutions. It is expected that parents will discuss the problem with his/her child and institute a consequence at home when appropriate.  
**White slips are to be signed by the parent and returned the following day in order to avoid an additional consequence.**
- E. **Bench time:** Students will be assigned bench time during recess or lunch time.
- F. **Suspension:** Removal from class or school.
- G. **Restitution:** Students who lose or willfully deface, destroy, or steal school property (texts, library books, etc.) or property of others, may be expected to clean up, repair, replace, and/or pay for the item(s) involved.

## Behavior Notification Forms

1. **White Slip:** issued by teachers and/or administrator to notify parents of chronic and/or serious violations of school rules. **Parents must sign this form and return it to school the following day.**

**2. Suspension Notice:** issued by the principal to notify parents of the reason for and length of the suspension.

**\*\*\*ALL SERIOUS VIOLATIONS RESULT IN AN IMMEDIATE REFERRAL TO ADMINISTRATION.**

## **Programs and Organizations**

### **GATE (Gifted and Talented Education)**

Students are identified on the basis of a test given to all 2<sup>nd</sup> graders. After selection, children may participate in any GATE activities provided by parent advisory committee and the School District beginning in 3<sup>rd</sup> grade.

### **Library**

The library is staffed by a part-time library assistant. Students will visit the library and have an opportunity to select from a wide variety of books. Students are encouraged to bring home and share selections with parents. Students are responsible for the proper care and return of materials. Lost or damaged books need to be paid for. Students can also visit the library during recess/lunch when open.

### **PTA (Parent Teacher Association)**

PTA membership is open to all parents, guardians, relatives, teachers, and friends of Green Valley Elementary School. Parents are encouraged to join

PTA and become actively involved in the support of this organization. Please contact Green Valley's PTA president: Mary Peart on [MarykPeart@yahoo.com](mailto:MarykPeart@yahoo.com).

## **Green Valley Learning Fund**

The GV Learning Fund is made up of dedicated parents whose goal is to generate funds through optional donations to support important enrichments for all students at Green Valley. These programs/enrichments include salaries for Instructional Assistants, music, Lunch Time Sports, additional library support time, computer education assistant, computer hardware and software enhancements, social and emotional programs for student. Please contact our Learning Fund president: Claudia Hughes on [cruzhughes@outlook.com](mailto:cruzhughes@outlook.com).

## **Rainbow Program**

The Rainbow Program is designed to provide referred students with a "Special Friend" on campus. Its goal is to help children achieve a smooth adjustment to the school setting. This is done by providing weekly one-on-one or small group sessions between a child/children and a Rainbow paraprofessional. The paraprofessional receives pertinent training from project staff and on-going direct supervision with the Program Coordinator. Parents are always encouraged to attend meetings regarding their child's educational needs.

## **Resource Program**

The resource program is available to assist students with exceptional learning needs who qualify for Special Education under education code. The resource teacher coordinates meetings from parent referrals when final results from the SST recommend further investigation. The resource specialist works with teachers to modify curriculum to meet students' learning needs in acquiring the core content material. She/He consults with teachers about troubleshooting issues around student needs. In addition, co-teaching is frequently done to maximize student learning within the general education setting. The resource specialist works with students in the general education setting as well as in small groups or on a one-on-one basis to address objectives/goals in each student's Individual Education Plan (IEP).

## **Speech and Language Specialist**

Speech and language therapy is provided at Green Valley for children who have difficulty with verbal communication skills and language processing who qualify for special education services under education code. Students who meet criteria for speech and language services are enrolled in individual or small groups to work on specific goals listed in the student's Individual Educational Plan (IEP). Students may receive support through Response to Intervention (RtI).

## **Psychologist**

The school psychologist works with students, teachers, parents, and various community agencies. Individual counseling and psychological testing are provided to students in need of such services as identified by education code. The psychologist oversees the intern from the Discovery Center (SCIP).

## Health Educator

Green Valley has a health educator to provide services to our school one day each week. The health educator coordinates hearing and vision screening for designated students, assists teachers with health education at all grade levels, and makes home contacts as needed.