



# **GREEN VALLEY ELEMENTARY SCHOOL**

# **STUDENT HANDBOOK 2024/2025**

REVISED 07/15/24

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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="https://gves.srvusd.net/">https://gves.srvusd.net/</a></b>
<b>Kids Country Care Center</b>	<b>925-820-3646</b>
<b>Right At School</b>	
<b>San Ramon Valley Unified School District</b>	<b>925-552-5500</b>

**Donna Grim, Principal**

**Roya Kazem, Office Manager**

**Lindsay Crean, Office Assistant**

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

C-O-L-T-S: *Community of Learning Through Strengths*

**Welcome to Green Valley, home of the COLTS. We are excited to begin this school year. We are committed to creating an environment where our children feel safe, respected, and nurtured. We believe that at Green Valley we are a community of learners.**

**We care...that students reach their highest potential. By providing a safe and nurturing environment, our students are willing and able to take risks.**

**We share...our love for learning and our commitment to excellence with all of the Green Valley Community – students, staff and parents. We know that by collaborating we work better and accomplish more.**

**We dare...to dream big and celebrate our successes and our growing diversity.**

**Be a part of something GREAT! We are always looking for volunteers! Please consider an opportunity to help out in the classroom, library, PTA, Learning Fund, or Site Council. Your involvement enriches us all. With so many working together towards a common goal, we can make a difference in the educational experience of each and every child. Please check out our Green Valley website for updated events as well as your teacher's classroom information. It is a great source of information. Bookmark it and check it out! Go to: <https://gves.srvusd.net/> I look forward to a wonderful year working with you and your child. Please know that I welcome your ideas and comments. Feel free to email me at [dgrim@srvusd.net](mailto:dgrim@srvusd.net).**

**Warm regards,  
Donna Grim, Principal**

## Arrival/Dismissal Policy/Procedures

**ALL ADULTS ON THE GREEN VALLEY CAMPUS MUST BE CHECKED IN THROUGH OUR FRONT OFFICE.**

FAMILIES PLEASE READ AND BE AWARE OF ALL ARRIVAL AND DROP OFF PROCEDURES. MAKE SURE TO SHARE WITH OTHERS WHO MAY BE DROPPING OFF OR PICKING UP YOUR CHILD. THIS IS CRITICAL TO THE SAFETY OF ALL STUDENTS AND SOMETHING OUR COMMUNITY NEEDS TO WORK ON TOGETHER. IF WE ALL FOLLOW THE RULES WE WILL MODEL PROCEDURES FOR OUR STUDENTS AND HELP THEM UNDERSTAND SCHOOL IS A SPECIAL PLACE WITH SOME SPECIAL RULES.

1. **AM TK/Kindergarten/Early Bird 1st and 2nd-5th Grades:**  
Students arrive at school no earlier than **7:45 AM**. All AM students (TK-5th) are to enter through the appropriate gate (either through the back parking lot gate off McCauley Rd, front gates, or side/back gates). All TK/K walk to the TK/Kinder gate after coming in through the appropriate gate. All other students 1st-5th grade report to the large playground after having dropped off their backpacks outside of the classroom.
2. **FAMILIES, THERE IS ABSOLUTELY NO PARENT PARKING/DROP OFF IN THE FRONT OF THE SCHOOL DURING THE 8:00 AM ARRIVAL TIME. THE BUS LANES ARE FOR BUSES ONLY!! WE ENCOURAGE YOU TO TO PARK IN THE BACK LOT OR PERHAPS PARK AT THE GREEN VALLEY POOL AND WALK/BIKE TO SCHOOL. WE UNDERSTAND THAT PARKING/TRAFFIC IS CHALLENGING BUT WE REQUEST YOUR DILIGENCE IN FOLLOWING RULES SO THAT ALL STUDENTS ARE SAFE AND BUSES CAN GET STUDENTS TO SCHOOL. THIS IS TRUE EVERYDAY RAIN OR SHINE WITH NO EXCEPTIONS.** All gates will close at 8:00 AM when school begins.

3. **LATE BIRD 1ST GRADERS** will arrive at the front gate of the school which is located directly next to the office. Arrival time is no earlier than **8:35 AM**. Families of late birds are allowed to drop off in the front parking lot as this is the gate students will use to enter the building.
4. **PM TK:** Students are to arrive in the front of the school at the TK gate no earlier than **11:25 AM**.
5. ALL STUDENTS AND PARENTS NEED TO BE AWARE THAT LATER ARRIVING STUDENTS NEED TO REMAIN RESPECTFUL OF THE LEARNING THAT IS ALREADY IN SESSION.
6. ALL LATE STUDENTS MUST SIGN IN THROUGH THE OFFICE.

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 backlot of the school, facing McCauley Road, or via the front/back entrances of the school. **All students using the Diablo Road side of school, must use the crosswalk at the corner of Diablo and McCauley Road. All students entering the Matadera neighborhood need to use the crosswalk at the Diablo/Matadera Road.**
- **Kindergarten and AM TK students** are to be picked up outside of their classrooms ( for Kindergarten that means specifically the inner courtyard and **NOT** the fenced play area. **PM** TK students have recess at the beginning of their school day and Kindergarten students should not be hanging around with parents interrupting that play time. Kindergarten families need to dismiss quickly and not hang out to socialize with one another in the inner courtyard as other classes are in session).
- **1st grade early bird** students must be picked up in the front parking lot of the school.
- **1st grade late bird and 2nd-5th grade** 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 buses.
- **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).
- Right at School students walk directly to the Right at School classroom.
- 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.

### 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 and picked up in the office prior to leaving campus.**

## Parent Information

### 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
- Ensure your child knows what they are doing for lunch ( from home or school)
- 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.

## Personal Electronic Device Policy

All Personal Electronic Devices (PEDs), inclusive of cell phones and wireless headphones, must be turned off and stored in backpacks, and smartwatches must be set to a watch only function during the school day (the first to the last bell). PEDs may only be used after school hours or with explicit teacher permission. Any violation of this policy will result in confiscation of the device: a first offense leads to confiscation and an email to parents, with the device returned at the end of the day; a second offense requires parent/guardian pickup from the front office; further offenses may result in the loss of the privilege to bring devices to school. Emergency use phones are available in classrooms, and students needing to contact parents should use these or the office phone with permission. All device use is subject to the [SRVUSD Student Device Handbook](#) and Responsible Use Agreements ([Grades TK-2](#) and [Grades 3-5](#)), and unauthorized use, including taking or sharing photos/videos, will result in disciplinary action. The school is not liable for lost or damaged devices. Headphones and earbuds must be stored away and not used as accessories on campus.

## 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

## School and Classroom Visitations:

Visitors must contact the teacher to schedule a day and time for a visitation and 36 hours notice is required. **ALL CLASSROOM VISITORS MUST BE CLEARED THROUGH THE “BE A MENTOR” SYSTEM.** Anyone **NOT** approved within the “Be A Mentor” system will not be permitted on campus during school hours. Drop in visitations are disruptive to teachers and students and are not permitted. Administration reserves the right to refuse visitor access to campus in alignment with SRVUSD policies.

## Student Birthdays:

Student birthdays **may** be celebrated in a wide variety of ways and at the discretion of the grade level or individual teacher. It is important that families understand **we do not allow food in classrooms for this purpose. It is also important that families understand passing out gifts at the end of the day is not the teacher’s responsibility and may inadvertently create a less inclusive feeling for our students with birthdays that do not fall within the school year.** Two potential ways of celebrating your student’s special day without impacting the learning environment are to:

1. Work with our PTA to have a happy message placed on our Marquee
2. Donate/purchase a book in your child’s name for our school library.

## Parent Volunteers:

Green Valley parents are an integral part of the school community. Parents help in various ways in classrooms, the 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 the classroom and PTA activities. **All volunteers must sign in at the office and get a volunteer name badge/sticker and a colored vest 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 the SRVUSD volunteer process called “Be a Mentor”. Please visit the website linked below to complete:



## 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 twice during the school year. Parent conferences will be held in October. They are held again in March per teacher or parent request. Teachers will also make themselves available throughout the year at parent request. Please see the school calendar for exact dates.

## 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 INDIVIDUALS 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 CONTACTS (from Parent Portal)**. 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 the MPR. There you will find any and all items we find that do not have names. Multiple times a year we advise parents to check for their student's items before we make a donation to a local charity.

### **Cell Phone/Smart Watch Use:**

We REQUIRE that visitors/volunteers respectfully refrain from using their cell phones/smart watches 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/cell phone watches to school **only for use before and after the school day. They are not to be used during the day and should not cause any disruption to the school environment.** If a cell phone/cell phone watch

does cause disruption, it will be confiscated and brought to the office. Parents may be required to claim them.

### 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. 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** (NO EXCEPTIONS).

**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.

### 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
- Have completed all aspects of the Be A Mentor System
- 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.

## STUDENT EXPECTATIONS

Be Safe...

Be Respectful...

Be Responsible

- Follow the COLT CREED

## COLT CREED

	<p><b>C</b> <i>Colts Are:</i> <b>Considerate</b></p>	<p><b>O</b> <i>Colts Are:</i> <b>Organized</b></p>	<p><b>L</b> <i>Colts Are:</i> <b>Leaders</b></p>	<p><b>T</b> <i>Colts Can Show:</i> <b>Teamwork</b></p>
<p><b>Courtyard</b></p>	<ul style="list-style-type: none"> <li>● Walk</li> </ul>	<ul style="list-style-type: none"> <li>● Place</li> </ul>	<ul style="list-style-type: none"> <li>● Go Only Where</li> </ul>	<ul style="list-style-type: none"> <li>● Pay Attention</li> </ul>

<b><i>And Hallways</i></b>	<ul style="list-style-type: none"> <li>• Hands and Feet to Self</li> </ul>	Backpack on Hooks	<ul style="list-style-type: none"> <li>• You Need to Go Pick Up Trash When You See It</li> </ul>	to Others and Yourself
<b><i>Blacktop Field Playground</i></b>	<ul style="list-style-type: none"> <li>• Stay in Safe Zones</li> <li>• Go Down Slide on Bottom</li> <li>• Take Knee When Whistle Blows or Bell Rings</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and Follow Adult Directions</li> <li>• Dress for the Weather</li> </ul>	<ul style="list-style-type: none"> <li>• Always Return Equipment to the Proper Place</li> </ul>	<ul style="list-style-type: none"> <li>• Be Kind</li> <li>• Help Solve Problems</li> <li>• Always Include Others</li> </ul>
<b><i>Bathrooms</i></b>	<ul style="list-style-type: none"> <li>• Walk When Entering/Exiting</li> <li>• Use Inside Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Wait Your Turn</li> <li>• Keep Area Clean</li> </ul>	<ul style="list-style-type: none"> <li>• Go, Flush, Wash and Dry Hands</li> <li>• Throw Towels in Trash</li> </ul>	<ul style="list-style-type: none"> <li>• Respect Privacy of Others</li> </ul>
<b><i>Cafeteria MPR</i></b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Face Forward at Table</li> <li>• Keep Hands and Feet To Self</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in Designated Location</li> <li>• Wait to be Excused</li> </ul>	<ul style="list-style-type: none"> <li>• Eat Only Your Food</li> <li>• Throw Away Your Trash</li> <li>• Clean up After Yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be Kind</li> <li>• Use Manners</li> <li>• Include Others</li> <li>• Follow Adult Directions</li> </ul>
<b><i>Classroom</i></b>				

- Use appropriate, respectful language at all times. No foul language or profanity.
- Walk in the courtyards and walkways.
- Invite everyone to play in games. Take turns and be fair.
- Play so that you and your classmates will be safe and have fun.
- At the end of recess when staff blows the whistle:
  - 1st whistle: stop play and take a knee.
  - 2nd whistle: students with playground equipment should put away equipment
  - 3rd whistle: all students walk to their classroom line and wait quietly for teacher

## Conflict Resolution

Our staff encourages all students to utilize conflict resolution and stress reduction strategies to resolve conflicts. Students will receive instruction on empathy and problem-solving strategies in all classrooms. All school personnel are trained in the strategies and will assist students in resolving concerns in a nonthreatening and effective manner.

### Strategies Include

- Stop and Breathe
- Talk and listen to each other
- Find out what you both need
- Brainstorm solutions
- Choose the idea you both like
- Make a plan. Go for it!

#### **Use an “I” message**

• I feel \_\_\_\_\_ when people \_\_\_\_\_. I need \_\_\_\_\_. Will you please \_\_\_\_\_? Use

#### **“Clean up” message**

• I know that I \_\_\_\_\_. I apologize. What can I do to make it right? Next time I will \_\_\_\_\_. Will you forgive me?

[Green Valley Elementary School - Fundraising & Volunteering](#)

## 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\(a, b, e, f, g, & h\)](#)

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

## Attendance and Truancy

For your child's safety, we must verify all absences. If you know your child will be absent for any reason, please call the school attendance line as soon as possible, and no later than **8:10AM** on the day of the absence. Telling your teacher is **NOT** the same as calling the office. Please do not rely on your teacher to communicate attendance needs.

The 24-hour attendance number, 925-855-5498, goes to an answering machine. You will be asked to state the following:

- The child's name – please spell the last name
- Child's grade and teacher
- Your name and relationship to the student
- Estimated length of absence
- Reason for absence

Please help us eliminate unnecessary phone calls home by using our attendance number. This helps everyone ensure your child's safety. You may also leave a message via email: [gv-attendance@srvusd.net](mailto:gv-attendance@srvusd.net).

The State of California funds schools based on Average Daily Attendance. Schools do not receive funding if a child is absent, even for excused absences such as illness and bereavement. State law (Ed. Code. 48260) defines three unexcused absences as truancy. Families of children with more than three unexcused absences will receive a letter from the district. Students who have 10 absences must provide a doctor's note. Excessive illnesses, tardies, or continued unexcused absences will result in a hearing with the School Attendance Review Board (SARB). Please visit the state's website about attendance here: <https://www.cde.ca.gov/ls/ai/sb>

- AR 5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).

### Leaving School During the Day

- All students are required to check out through the front office. 8
- Parents taking a student out during the school day must sign the child out in the office.

- Students must be signed back in if they return before dismissal.

## Tardies

One of the keys to your child's academic success is the time that your child spends in the classroom.

Emotional Consequences:

Students who are chronically late suffer emotional consequences such as feeling rushed, feeling left out, and feelings of embarrassment. These students also fall behind and their grades tend to lower. Students who arrive on time are ready to learn and prepared to start their day along with their peers. ***Families must ask themselves an important question: How do you want your child to feel every morning?***

Procedure:

- Families who are late must park their car and walk their students to the office attendance window for a Tardy Pass.
- Chronic tardies will result in letters from the district and will require family meetings regarding the importance of being on time and in school.

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 ten 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**.

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.

### 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. This should not happen during drop off and pick up times during the day unless you have a specific reason to come into the front office. **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 types 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 found in the school courtyard and by the 4th and 5th 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, who must follow all district and site protocols with enough advance notice.** 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 should 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

## Breakfast/Lunch Program

Our school cafeteria serves a snack breakfast and hot lunch daily that includes various main entrée choices. Families should be aware that this is provided free of charge and that students may not come to school with lunch from home and change their mind about eating at school. We will always provide lunch if a student does not have one. At the same time, we are mindful and expect students to eat the lunch sent by home. Parents with children younger than school age are not allowed to come in with their TK or Kinder students and gather food for children at home. TK and Kinder families need to be cognizant of the time of day they may come and get food such that our 1st-5th grade students are able to get through lunch lines to eat. Please see the bell schedule for those times.

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.

Students are expected to make responsible decisions and to behave in a manner consistent with all school rules. Any time a teacher can ask the question, **IS IT SAFE, IS IT RESPONSIBLE, IS IT RESPECTFUL**, and the answer is no, there will be redirection or discipline. We recommend that all families work on these statements with their students.

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 actionable 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/ eating area. They must sit in an orderly manner and at assigned tables or together with friends when eating outside.
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/areas without adult permission.
5. Food must stay in the 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.
- 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 administrators 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)**

Student identification takes place ( per our school district) via the CogAT exam in 2nd grade. The philosophy of meeting the needs of GATE identified students is predicated on Deep Learning/Project Based Learning. At Green Valley we feel this meets the needs of all students whether they be GATE designated or not. This style of learning is employed to extend/create solutions to real world questions for all students. In addition, our school district does provide ATP (Academic Talent Programs) for grades 4 and 5. Qualification for admission into the ATP program is based not only on specific CogAT scores, but also teacher recommendation. At this time ATP programs are not housed at Green Valley.

### **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.

### **Buddy Benches**

Green Valley has several Buddy Benches within our campus. Buddy Benches represent a place to meet up with friends, and an opportunity to invite another student to join in activities. They are an essential part of bringing our students together and creating a warm and inviting environment for all. Please make sure to explain this to your student so the concept is well understood and used by all.

## **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: Maryam Mercado and Lindsay Penkower if you are interested. The office staff is more than happy to provide their contact information upon request.

## **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, Lunch Time Sports, additional library support time, computer hardware and software enhancements, social and emotional programs for students, and direct money to support classroom programming. Please contact our Learning Fund president: Lily Lia if you have questions about the service our Learning Fund provides to students. The office staff is more than happy to provide her contact information upon request.



## 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.