

QUAIL RUN ELEMENTARY SCHOOL INFORMATION HANDBOOK

2009 / 2010



Carol Loflin, Principal

*4000 Goldenbay Avenue
San Ramon, CA 94582*

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Dear Parents,

Welcome to Quail Run Elementary School. We look forward to many memorable experiences together as an educational community. Our talented and dedicated staff has been working hard, planning meaningful and engaging learning opportunities for your children.

As we continue to build our school community together, I would like to encourage you to get involved, however possible. Throughout the year we will have a variety of activities and opportunities for parent/guardian involvement. We hope you will take advantage of these opportunities to participate here at Quail Run.

We are enthusiastic about our work with the Reading & Writing Project, our Apple technology infusion into the classrooms, as well as our partnership with the Silicon Valley Math Initiative. Your support of our educational programs through nightly reading, supervision of homework completion, and discussions about the work your child is doing at school is extremely important. Throughout the year we will work together to enhance further the good work of our students.

I look forward to a wonderful year working with you and your child. Please know that I welcome your ideas and comments. Welcome to Quail Run.

Sincerely,

Carol Loflin, Principal

PTA Board (Parent Members)

President: Jonathan Lui Kwan
jlk@boldfocus.com

Quail Run Learning Fund Board (Parent Members)

President: Dorothy Reyes
Dorothy_reyes@gap.com

General School Rules

1. Children shall arrive on time for school but not before 7:45 a.m.
2. Students are not permitted in rooms, corridors or courtyards during recesses or at lunch time unless an adult or the teacher is present, unless there is inclement weather or recess is denied for misconduct.
3. Children shall line up quietly on the playground before school and after recess. They will then walk with their teacher to the classroom in a calm, orderly manner.
4. No student may leave school grounds without office permission.
5. Children shall respect school property, including all planted areas.
6. Prompt action shall be observed for all bells and whistles.
7. The Multi-Purpose Room may only be used by students under direct adult supervision.
8. Bicycles must be walked on school grounds at all times between 7:45 a.m. and 2:45 p.m. No loitering around bike racks. All bicycles must be in bike racks and locked.
9. Skateboards, scooters, roller blades and roller shoes will not be allowed at school.
10. Students shall not be allowed in the faculty room, workrooms or supply rooms at any time.
11. Students shall comply with the requests of any adult in upholding school rules.
12. Students' visits to the office shall be kept to a minimum. In case of first aid, send only an injured student to the office. In grades K-2 a friend may accompany a wounded classmate.
13. Students' use of the office telephone must be limited to emergencies.
14. Students shall go directly home after school unless arrangements have been made with parents and teachers for a different course of action. The school does not provide such supervision.
15. Students may not bring any toys to school unless instructed by the teacher for special circumstances.
16. Pagers and cell phones are not allowed at school.
17. All students and adults will be treated with respect.

PLAYGROUND RULES AND PROCEDURES

Swings:

- * Students sit on swings facing the field area
- * Students can swing to a count of 50
(1 swing consists of a forward and backward motion)
- * Students wait behind the green pole to take turns on the swing
- * Students should never be allowed to jump over the swing seats, twist swings, or stand on swings
- * Students must swing independently. No pushing from a friend!

Monkey Rings:

- * Students begin on the south platform and can go through the bars one time
- * They may not hang upside down or swing and jump from the rings
- * Students may not climb on top of the bars

Parallel Bars:

- * Only one student can swing across the center bar at a time
- * Students may not sit on top of the bars
- * Students need to always have their hands on the bar while they are sitting on the side bars. If they choose to hang upside-down they need to continue holding on with both hands!

Slides:

- * Students may only go down the slides seated on their bottom and facing forward
- * They may not climb up the slides nor climb on top of the tube covering one of the slides and may use the slides one at a time only.

Safety Precautions:

- * For safety reasons students should not run in the play apparatus area.
- * No balls, jump ropes, etc. are allowed in the play apparatus area.
- * Tag and other chasing games are not allowed.
- * If a ball goes over the fence and onto the sidewalk or street area outside the fence, the student must tell a yard supervisor. Our students are not to go over the fence without permission.
- * Students may not jump off any equipment.
- * Balls are not to be thrown against school walls.
- * Quail Run students are respectful and include other students in team play. Games may not be closed or locked.

PLAYGROUND - RULES OF THE GAME

Four-Square Rules

Play: One player starts the game standing inside the server's square (1) by bounding the ball once and hitting it into the square. The ball must be hit with both hands at the same time, fingers down and palms up. The ball must bounce only once, in a square before it is returned. A player, who misses the ball or fouls, must move to the end of the waiting line and allow another student to take their place. All other players move up in rotation—CLOCKWISE. If there are no students waiting, the person may stay in play. The object of the game is to get another player out and move up to server's square.

Fouls:

1. Hitting the ball more than once prior to its return.
2. Failing to hit the ball with both hands at the same time.
3. Failing to hit the ball with open hands, fingers pointed down, with palms up.
4. Catching or blocking the ball.
5. Bouncing the ball on a line or out of the court.
6. Failing to return the ball to another square.
7. Being hit by the ball.

Penalty:

A player who commits any foul, moves out of the square to the end of the waiting line.

Other Rules:

The first person waiting is the judge and decides on close plays, active play.

Maximum - - 2 games in a row; no exceptions.

Tetherball Rules

Play: One player, who serves first, is selected. After the first game, the winner serves first. One player stands in each court. The server starts the game by hitting the ball out of his hand. His/her opponent may strike the ball at any time it passes they must try to hit the ball. As the ball travels, each player tries to hit it in an effort to wind the ball around the pole. The player who first winds the ball completely around the pole wins the game. During the game each player must remain in his/her own playing zone.

1. Hitting the ball with any part of the body other than the hands or forearms.
2. Stopping continuous play by holding or catching the ball.
3. Touching the pole with any part of the ball.
4. Interfering with progress of the game by hitting the rope with rope.
5. Playing the ball while standing outside of the playing zone.
6. Stepping on the neutral zone lines.
7. Throwing the ball.

Scoring - The game is won by the player who first winds the rope completely around the pole or by forfeit because of a foul committed by his/her opponent.

Penalty - A player who commits any of the fouls listed above forfeits the game to his/her opponent.

Play stops immediately after a foul has been committed.

Other rules - The next person waiting is the "judge" and decides all close plays. Maximum - 2 games in a row; no exceptions.

Wall Ball Rules

The goal of the game is to strike (hit or sock) the ball in a downward motion so it bounces on the ground then hits the wall.

Basic Rules:

- 2 people on the court
- The remaining players gets to serve (winner from previous game)
- The received must return the ball (no outs on a serve)
- The ball must bounce before the player hits it.
- After the player hits the ball it must bounce before it hits the wall
- The first person in line is the judge if there is a question about a call.
- A player is out if.....
- Ball doesn't bounce before hitting the wall
- Ball doesn't bounce before the player hits the ball
- The ball bounces more than once
- The ball hits the very corner of the wall and ground
- The ball does bounce inside the lines after it hits the wall
- The ball is stopped or caught

Basketball Rules

Everyone playing basket ball should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. No Score is kept.

Half-court: Only 12 students, divided evenly, can play at one time. If at anytime more than 12 students wish to play basketball the teams will need to divide and play half court. If 12 or less are playing, then you may play full court.

You can't say, "You can't play." If you don't wish to play ball with a person who chooses to play, then go find something else to do. Even if you were there first. It's not a private court.

Man to Man Defense ONLY

3 second shot 5 second throw in

NO:

- Double teaming
- Zone defense
- Jewelry or open toe shoes on court

You will be off the court for no less than a week for the following offenses:

- Unsportsmanlike conduct
- Taunting
- Throwing elbows
- Fighting, throwing a punch will result in suspension from school
- Swearing
- Arguing with the duty teacher
- Pushing

When the whistle blows, the game ENDS.

Kickball Rules

Kickball is played with a rubber ball on a field with 4 bases arranged on the corners of a diamond shaped "infield". The rules and player positions for kickball are closely related to those of baseball/softball. There is an "infield" and an "outfield". The infield contains the positions that involve the bases, while the outfield is mainly designated to catching or retrieving the ball when it is kicked out of the infield. Actual playing positions vary depending on the number of children that are actually playing. If there are only a few children playing, the positions are usually spread out. If there are a good number of players, ideally children position themselves to cover the infield and the remaining students play the outfield.

The pitcher rolls a kickable ball (maximum of four times including foul balls) **(foul ball is kicked outside of the line through home plate and either first or third base)** towards their catcher, the "kicker" kicks the ball with their foot, then runs to first base, becoming a runner. A runner is out if any of the following conditions are met:

- The ball is caught on the fly from the kick, without hitting the ground first, the kicker is out (*a fly out*).

- In the case of a fly out, any runner already on base who attempts to advance before the ball is caught may themselves be counted out if the ball is returned to the base they were on before the ball was kicked.
- A fielding player with the ball touches the base ahead of a runner who is forced to go to that base, because of an advancing runner behind him (*a force out*).
- A fielding player touches the runner directly with the ball while holding it (*a tag out*). **"NO THROWING BALL AT RUNNER"**.

Once a team gets 3 outs, the teams switch sides. A team gets one point for having a runner make it all the way around the bases and back to home base. The game is over when the whistle blows.

Behavior Report

Respect for one another is emphasized at Quail Run. School rules will guide each student's choices for good behavior. In the event of misbehavior the following will occur:

A written notice will be filled out and sent home with student.

1. The parent will sign and return the notice which indicated the nature of the action taken.
2. The notice will be returned and go on temporary file with the principal unless there have been repeated incidents indicating a more serious, on-going problem with the student's behavior.

Dress Code

We have been able to operate with a minimal dress code, however, if clothing is questioned or deemed inappropriate, it will be on the basis of:

1. Safety OR 2. Potential for disruption

Shoes should cover the entire foot (i.e. no sandals or flip flops) and should provide protection from rough playground surfaces. T-shirts should have straps that are at least "3 fingers" wide, without exposure of the stomach or back. Shorts should be at least the length of the student's "fingertips" when the student holds his/her hands to the side. T-shirts should not display any profanity or vulgarity, nor promote alcohol or drugs.

A student may be suspended from school when other means of correction have failed, or when the student's presence in school would be detrimental to the general welfare of the school.

The following conduct shall constitute good cause for suspension from school where such conduct is related to a school activity or school attendance.

1. Fighting: Assault or battery upon a student on school premises or while under the authority of school personnel.

2. Possession or use of alcohol or tobacco on school premises.
3. Willfully damaging, cutting, defacing or otherwise injuring any property, real or personal, belonging to the District or others.
4. Continued use of profanity or vulgarity.
5. Openly and persistently defying school authority.
6. Continued willful disobedience.
7. Continued abuse of other students or school personnel.
8. Assault or battery or any threat of force or violence directed toward school personnel at any time or place.
9. Using or possessing dangerous instruments capable of bodily harm.
10. Gambling on school premises.
11. Sexual Harassment.

Conflict Resolution

All students participate in monthly assemblies through Soul Shoppe. Soul Shoppe focuses on the LifeSkills of respect, responsibility, cooperation, caring, positive attitude, honesty, wise choices, and "doing your best". They train our conflict managers, the Peace Makers. Students are encouraged to use "I" Messages and "The Clean Up" to resolve conflicts.

The "I" Message is:

I feel.....

When I.....

I need.....

Will you.....?

The Clean-up is:

I know that I.....

I apologize.

What can I do to make it right?

Next time I will.....

Will you forgive me?

Students who cannot resolve a conflict with the "I Message" should seek a Peace Maker for assistance in going through the Peace Path. More serious issues should be brought to the attention of adult supervisors.

Character Kid Coupons

In the event any staff member observes a student demonstrating exceptional citizenship, one of the school's "LifeSkills", or an action deserving special recognition, the following will occur:

1. A Character Kid Coupon will be filled out and given to the student to be placed in the office fish bowl.
2. Every other month, the principal will draw students' names and they will be taken

to lunch.

Suspension

- A. A student may be suspended from school when other means of correction have failed, or when the student's presence in school would be detrimental to the general welfare of the school.
- B. The following conduct shall constitute good cause for suspension from school where such conduct is related to a school activity or school attendance.
 - 1. Fighting: Assault or battery upon a student on school premises or while under the authority of school personnel.
 - 2. Possession or use of alcohol or tobacco on school premises.
 - 3. Willfully damaging, cutting, defacing or otherwise injuring any property, real or personal, belonging to the District or others.
 - 4. Continued use of profanity or vulgarity.
 - 5. Openly and persistently defying school authority.
 - 6. Continued willful disobedience.
 - 7. Continued abuse of other students or school personnel.
 - 8. Assault or battery or any threat of force or violence directed toward school personnel at any time or place.
 - 9. Using or possessing dangerous instruments capable of bodily harm.
 - 10. Gambling on school premises.
 - 11. Sexual Harassment.

SCHOOL LUNCH PROGRAM

Note: Lunch is not provided on the first and last day of school. Also, Kindergarten lunch is not available until Tuesday, September 8th, 2009.

A balanced hot lunch is available daily in our school cafeteria. All students are issued a debit card which remains in the lunchroom. Parents are responsible for placing money on the card. Cash or checks (made payable to SRVUSD) may be brought to the office and placed in the locked box on the counter. If the money is turned in to the school office by 9:30 am it will be applied for that days use. You may go on-line through our district web page to deposit money to the debit card. We urge the use of the debit card rather than sending money each day as this reduces losses and forgetting. If a student forgets his lunch a cheese sandwich and milk is provided. Phone calls will not be made home for forgotten lunches and money is not available in the school office.

CAFETERIA RULES

Our students are asked to do the following:

- 1. Walk with their teacher/noon supervisor as a class to the cafeteria.
- 2. Enter/leave cafeteria in a quiet line.
- 3. Sit at assigned tables.

4. Refrain from loud talking, pushing or throwing.
5. Remain seated until dismissed the by cafeteria supervisor.
6. Assist in the clean-up of their table/floor area.
7. Avoid taking food onto the playground.
8. Place all waste in a proper receptacle, recycling appropriate items.
9. Assist in cleaning up any spills.

LUNCHEON INCENTIVE PROGRAM

Our students will be rewarded for their positive behavior with the **Golden Lunchbox** for their class when they obey the cafeteria rules. **The Golden Lunchbox** will be given to the class that exhibits in the following ways:

1. The way they enter the cafeteria/multi-purpose room.
2. How they eat during the lunch period.
3. The way they exit the cafeteria/multi-purpose room.

Consequences

Individual students who continue to exhibit problems will receive a verbal warning. After a warning, the following steps will be taken for their misbehavior.

- a. Through the use of a Misconduct Notice, the teacher and principal will be informed and parents will be asked to sign the notice.
- b. A further infraction will necessitate excluding the student from school during the lunch time and will require the parent(s) to make arrangements for picking the student up for lunch.

Board Policies

CONDUCT - BP 5131 -

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach strategies that foster positive interactions among students from diverse backgrounds. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals.

Conduct

1. Students are expected to act respectfully towards all other students and toward adults. They are not permitted to demean, tease, ridicule, or intimidate others by word, action, or sexual harassment.
2. Dress and grooming standards shall be established at each school.

- a.) Students shall be prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libelous, or slanderous according to current legal definition; or that express or advocate prejudice towards another based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration.
 - b.) Students shall be restricted from wearing clothing or other adornment that promote alcoholic beverages, illegal substances, or which detract from the learning environment.
 - c.) Appropriate footwear is required of all students.
 - d.) Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation.
3. School regulation shall prohibit activity which is illegal or which creates a clear and present danger or the commission of unlawful acts on school premises.

Students and parents shall be given written notification of all rules pertaining to student behavior at the beginning of each year and upon initial enrollment.

CONDUCT

Effort

1. Students shall comply with class requirements for the completion of assignments and for reporting to class with required materials.
2. Each school will establish procedures for addressing student tardiness.
3. Student participation in classroom activities may be included in the teacher's grading criteria.

Students are expected to respect the rights of others, including personal and property rights, so as to permit all students to benefit from the educational program. Parents shall reinforce our goals of creating a positive, safe campus for all students.

HOMEWORK POLICY

Instruction BP 6154

Homework/Makeup Work

Homework is defined as the time students spend outside the classroom in assigned learning activities. The Board believes the purpose of homework is to practice and to extend knowledge and skill. The Board also believes, as research supports, that student learning is positively affected when homework assignments are purposeful and engaging, and are appropriate in quality and quantity. The Board further believes completing homework is the responsibility of the student. As students mature, they are more able to work independently.

The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site.

Makeup Work

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (cf. 5113 - Absences and Excuses)

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

When students miss school work because of suspensions, the Board of Education expects that teachers shall give students the opportunity to makeup missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Legal References:

EDUCATION CODE

48205 Absences for personal reasons

48913 Completion of work by suspended student

48980 Parent notifications

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

BOARD POLICY BP & AR 5113 - Absences and excuses

Policy Adopted: January 17, 1995

Policy Revised: June 24, 2008

Homework is an integral component of education that deepens student learning and understanding. K-12 students will participate in homework that is meaningful, purposeful, and appropriate.

Homework For All Grades Levels

1. The *Grade Level Guidelines* of this policy are based on the needs of the average student. The amount of homework assigned to students should be 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 should be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.
2. Parents and teachers should make students aware that learning occurs at home, school, and in the world around them.

3. Homework should be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
4. Homework should 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.
5. Reading is an integral part of learning and is a consistent part of homework.
6. Homework will reflect the accommodations and modifications of curriculum that is stated in a student's IEP or 504 plan.
7. Assigning homework over holidays is highly discouraged.

Grade Level Guidelines

Elementary School

1. Reading is an integral part of learning. These guidelines include 15-20 minutes of reading per night:
 - K-1 15-30 minutes of homework per night (reading included)
 - 2-3 30-45 minutes of homework per night (reading included)
 - 4-5 45-60 minutes of homework per night (reading included)
2. In the primary grades (K-3), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
3. Except for reading, homework at the elementary level should not be assigned over weekends, holidays, or extended school breaks.
4. 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.
5. Long term assignments should be limited in number and duration. Project based assignments should primarily be undertaken and completed in the classroom. Some portions of projects may be assigned as homework; however, these tasks should not require group participation, significant assistance from parents or costly materials. These assignments should include clear check points to monitor progress toward completion.

School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

1. For each grade level, the amount of time that students shall be expected to spend on homework
2. For each grade level, the extent to which homework assignments shall systematically involve participation by parents/guardians

3. The means by which parents/guardians shall be informed about:
 - a. Homework expectations
 - b. How homework relates to the student's grades
 - c. How best to help their children
4. Techniques that will be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits
5. The access that students shall have to obtain:
 - a. Resource materials from the library media center
 - b. Assistance and/or tutoring through telephone help lines and/or after-school centers
6. The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next
7. For each grade level, the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

Responsibilities

Students are responsible for:

1. ensuring understanding of the homework and asking for clarification or help when needed
2. regularly completing assigned homework in a timely manner
3. managing time by staying focused, on task, and planning effectively for long term projects
4. bringing home all necessary materials
5. putting forth their best effort to produce quality work
6. completing or making up assignments and tests when suspended from school if required by the teacher. (Ed Code 48913) (cf.5144.1 - Suspension and Expulsion/Due Process)

Parents/Guardians are responsible for:

1. being an advocate for their child, while encouraging the child to advocate for himself/herself
2. encouraging reading at all grade levels
3. providing an appropriate environment for homework to be done

4. providing a healthy balance between homework, extra and co-curricular activities, and family commitments
5. contacting the teacher if their child is not consistently able to do the homework by himself/herself within the time guidelines, or if challenges or questions arise

Teachers are responsible for:

1. sharing expectations for homework with students and parents early in the school year
2. encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
3. designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning
4. providing timely feedback to students
5. ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and engaging activities
6. assigning homework that is appropriate and differentiated as needed
7. teaching the skills necessary for the students to complete the homework and become successful independent learners
8. articulation and planning with all curricular areas
9. providing makeup work for suspended students

Principals are responsible for:

1. implementing district policy
2. developing and implementing a school site homework plan
3. supporting professional dialogue
4. promoting teacher collaboration
5. monitoring homework quality and quantity
6. communicating homework expectations with parents
7. facilitating interventions and support programs
8. ensuring that all students have the opportunity to complete quality homework

Regulation Approved: June 24, 2008

Report Cards and Progress Reports (BP 6710)

In the elementary school, the basic reporting to parents program for K-5 will provide the following:

1. A conference regarding each child's progress will be made at the end of the first and second trimester periods.
2. A written report will be sent home at the end of the first, second and third trimester.
3. Additional written reports or conferences will be held as needed.

Promotion and Retention of Students (BP 6730)

The principal shall place students at the grade level or in the learning groups best suited to them academically, socially and emotionally, and best suited to their developmental level. Students shall be promoted annually from grade to grade, except when promotion is not in the best educational interest of the pupil. Every effort shall be made to involve parents, teachers and other appropriate District personnel in decisions regarding student placement. However, the final decision to promote, retain or reassign a student shall be made by the Principal. In the case of non-promotion, written notification of the decision shall be given to the student's parents or legal guardian and they shall be informed of their legal right to appeal the decision to the Superintendent.

Tobacco-Free Schools/Smoking (BP 3513.3)

The Board of Education prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all staff, students, visitors and other persons at any school or school sponsored activity or athletic event. It applies to any meeting or program on any property owned, leased or rented by or from the district.

FIELD TRIP INFORMATION

Volunteer drivers - In the event that private vehicles are used to transport students on a field trip or other school functions, the adult driver must do the following:

1. Complete and sign the permission form. Turn into the teacher or school office prior to the day of the field trip for approval by the site administrator.
2. The driver must present a valid driver's license to be copied.
3. The driver must present the declaration page as proof of insurance with minimum coverage of \$100,000/\$300,000 BI and \$25,000 P.D.
4. The driver understands that his or her own insurance is primary and district insurance is considered secondary.
5. Board Policy 6153 / AR 6153 -
Parent chaperones providing supervision on school trips are not permitted to bring along siblings of trip attendees or any other children.

FIELD TRIP GUIDELINES

The purpose of a field trip is to enhance the attainment of grade level standards through a hands-on, interactive learning experience.

Please follow these guidelines for a successful and safe field trip:

- Students should use the bathroom before leaving in the car.
- Remind students not to chew gum.
- Please do not bring special treats in your car.

- Please do not bring along younger siblings.
- Please drive only to destination and back (avoid unnecessary pit-stops.)
- Please keep your assigned group together, (do not exchange students with another parent without notifying the teacher.)
- Please take care of your entire group of students.
- Please do not purchase special items for your child.
- Please make sure you have a full tank of gas before you depart.
- Please dress appropriately, (i.e., it's okay to be casual for the beach, but be sure to wear appropriate shoes.)

Most importantly:

- Remember, this should be an educational learning experience for our students.
- Please phrase questions to further enhance the students' learning.
- Please encourage students to participate in discussions.
- Please stay with your groups of students, even during learning.
- Please model appropriate behavior.

Recommended adult supervision ratio:

Grades K, 1:	Approximately 1 adult per 3-5 students Note: Ratio will determined by grade level and by type of field trip.
Grades 3 - 5:	Approximately 1 adult per 4 - 5 students

Chaperone Guidelines for Grades K & 1:	Between 4 - 6 parents per class
Chaperone Guidelines for Grades 2 - 5:	Approximately 1 parent per 4 - 5 students

MAXIMUM OF 6 PARENT CHAPERONES PER FIELD TRIP

No movies will be shown in the vehicle while on the field trip.

CROSSWALK RULES

Goldenbay Avenue

1. Children and adults are to stay on the sidewalk until the Crossing Guard feels it is safe for them to cross.
2. All children riding bikes/scooters should ride with traffic, not against it.
3. Children in the crosswalk must keep their hands to themselves and refrain from any pushing, shoving or hitting.
4. Children should be courteous at all times. Loud, rude or disrespectful behavior towards the Crossing Guard or other children will not be tolerated and may result in a notice home.

TRAFFIC SAFETY

Parents driving their child to school are reminded to do the following:

1. Never leave your car unattended and parked in the drive through.
1. Observe and obey the curb color markings and traffic cone signs.
2. Pull forward as far as possible in the front school driveway.
3. Avoid any double-parking or situations where the students might walk between vehicles to get to or from the sidewalk.
4. Follow the directions of the staff members doing crosswalk duty.
5. Do not drive on the wrong side of the street
6. Drive SLOWLY, remember students are present.
7. Do not park or drop off students in the crosswalk area.
8. Parents dropping off at Kid's Country should not park in the drop off area. Please park your car in a designated parking spot and walk your child into Kid's Country.

TARDY/Admittance Slips

Any student in Grade 1 - 5 not in class by 8:00 a.m. must go to the office to get an admittance slip. Any Kindergarten student not in class by 8:10 a.m. must go to the office to get an admittance slip. Please note that we have a 7:55 a.m. warning bell to go to class. Parents need to help reduce tardiness, which can affect a student's academic achievement. Reminder: Students may not be dropped off earlier than 7:45 a.m.

EARLY RELEASE FROM SCHOOL

If a student needs to leave school early, the parent or guardian **must** pick up the child from the office and sign the register. **Parents may not pick up a child from the classroom**

STUDENT ABSENCE

Each time your child is absent from school, please call our special **ATTENDANCE NUMBER - 560-4058**

Please tell us:

1. Child's name, grade and teacher.
2. Reason for absence.
3. How many days of absence are expected.
4. Name of person calling (adults only, students may not call in their own absences.)

Please remember to inform the office of any absence even if you informed the teacher. Please make sure your emergency card is updated with any new phone numbers.

INDEPENDENT STUDY CONTRACT

With anticipated absences, **other than illness**, that is at least five days in length, please do the following:

1. An "Independent Study Contract" may be requested in the office **no less than 5 days** prior to the absence. The contract may be requested as early as 2 weeks before the dates of the absence.
2. A parent/guardian and student must sign the contract and the teacher will write out the appropriate assignments to be completed. The contract and work will be given to the student on the last day of attendance prior to the start of the contract.
3. The parent or guardian must agree to help the student assume responsibility for completing and returning the schoolwork to the teacher for credit upon his/her return to class. **Schoolwork must be returned the FIRST day of the student's return to school.**
4. The teacher will return the Independent Study contract to the office, along with the completed work.
5. Absences not verified by Independent Study Contract work will be considered unexcused and truant.

CLASSROOM PARTIES

Three classroom parties are permitted each year: Halloween, Valentine's Day and the end of the school year. The parties shall be held at school, at the end of a day and shall not exceed one hour. Room mothers may assist with the refreshments if needed. Gifts exchanged between children and/or teachers are discouraged.

The purpose for parties should be:

1. To offer opportunities for children to conform to acceptable social behavior.
2. To observe traditions and give opportunity for children to enjoy the relationship of each other in a non-academic atmosphere.
3. To offer opportunities for children to plan, carry out and assume responsibility for cleaning up.

STUDENT BIRTHDAYS - Class refreshments on a child's birthday are not allowed due to our many students with various food allergies. Explorer Kid's Birthday Books is a great way to celebrate your child's birthday. Contact Michelle Shaw, our Quail Run Librarian, to find out more about this birthday celebration. mshaw@srvusd.net Classroom teachers find special ways to celebrate each student's birthday on their special day. Each student also receives a book from the principal during their birthday month. (Books purchased by the Quail Run PTA.)

MEDICATION AT SCHOOL

Education code 11753.1 "Any student who is required to take during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district has received:

1. a written statement (Medication Request Form) from such physician detailing the method and

2. a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement

If possible, medicines should be administered at home before or after school. **Aspirin, allergy pills, cough medicine, eye drops, etc. may not come to school with a student until the following occurs:**

- A. The parent fills out a Medication Request form, signed by the parent **and** the doctor (to be kept on file in the office.)
- B. The medicine is then stored and dispensed from the office. Students may not keep medicine in their possession.

REMINDER: No over the counter or prescribed medications may be at school unless the school has received the Medication Request Form completed and signed by the doctor and parent.

SPECIAL SERVICES

GIFTED AND TALENTED (G.A.T.E.)

The Gifted and Talented Program is integrated into the regular classroom. Appropriate enrichment and higher critical thinking activities are provided within the classroom. Leadership roles are encouraged when appropriate in the classroom and in Student Leadership activities. A school/parent G.A.T.E. advisory committee assists in organizing additional enrichment activities.

HEALTH

We will have the service of a health educator for one half-day each week. The duties of the health educator include the following:

1. Handle emergency cases where seriousness warrants.
2. Assist in improving health education at all grade levels.
3. Work with teachers to discuss health problems and to assist teachers to help children with health problems.
4. Make home contacts when situation warrants.
5. Provide hearing and vision screening for designated students.

GUIDANCE

We have guidance services provided by a counselor from the Discovery Center and our school psychologist. The duties of the guidance staff are:

1. To handle referral cases. The proper form is available from the office.
2. To assist with the screening and testing of students with special needs.
3. Meet with parents and the teachers to assist with strategies to help the child.
4. To serve as a resource for community counseling services when the need is apparent.

SPEECH AND LANGUAGE

We have the services of a speech and language therapist. This service shall be offered to any child who qualifies for speech and language therapy. The schedule for this service will be established after school opens.

PARENT VOLUNTEERS New District Policy is now in effect for 2009/2010 school year. The San Ramon Valley Unified School District has instituted new guidelines for all who wish to volunteer their time at our schools. This includes field trips, classroom and office support, library support and any other volunteer support that may involve direct contact with students at a school. The 2009-10 Volunteer Clearance Form must be completed prior to volunteers being on campus. This form is available on our web page. Parent volunteers are always welcome at Quail Run Elementary, as parents are an integral part of the school community. Parents help in various ways in the classrooms and the library. Parents also help on field trips and with special activities. After completing the form and providing a picture ID, remember anytime you are on campus you must come to the office, sign in, and get a volunteer tag to wear before going to a volunteer assignment on the school site. This enables us to reach parents in case of an emergency and assists in monitoring visitors on campus. The Helping Hands program is a weekly opportunity for parents to assist teachers with copying, laminating, and other clerical duties. Please check the Explorer Treks for details.

VISITORS

Specialists/Parents who need to observe students must come by the office to receive a copy of our guidelines and then need to contact the principal to schedule a day and time for the visitation and to receive a copy. At the time of the visitation, visitors must come to the office to sign in and get a name tag to wear on campus before visiting the classroom. Drop in visitations are disruptive to teachers and students and are not permitted.

RESOURCE SPECIALIST

A Resource Specialist is available to assist students in academic, social, physical or emotional areas. This specialist will observe students, diagnose difficulties and coordinate referrals for special student assistance. This person also assists the classroom teacher in modifying the classroom curriculum to meet the needs of special needs students. The Resource Specialist will work with students on a one-to-one and/or small group basis, when such instruction seems advisable.

LIBRARY/MEDIA COORDINATOR

The Library/Media Coordinator assists the classroom teachers in the selection of software and use of the computer in their classrooms. The service of a media coordinator is available to work with students, staff and parents. This person will provide library assistance to children on a scheduled basis, assist in student research, provide resource

service to parents and teachers and assume leadership and control in developing the library into a media center.

FORGOTTEN ITEMS - Books, homework, projects, etc. that were forgotten at home should be dropped off in the school office and not taken directly to the classroom. An email will be sent to the teacher that the item has been dropped off. To keep classroom interruptions to a minimum, calls will not be made into the classroom.

Forgotten lunches may be dropped off in the office. Please tell your child to look for the lunch in the lunchroom.

CELL PHONES/PAGERS - Cell phones are not allowed at school. Students who are observed with a cell phone during school hours will have to pick it up from the office after school. Cell phone cameras are never to be used at school.

BOARD OF DIRECTORS

Bill Clarkson

President

2966 Ascot Drive
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925-829-5554

bill@billclarkson.com

Term expires in 2010

Rachel Hurd

Vice-President

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Paul Gardner

Clerk

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pgardner@srvusd.net

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gmarvel@pacbell.net

Term expires in 2012

Ken Mintz,

Member

2900 Ascot Drive
San Ramon 94583
Home: 833-8428

kmintz@pacbell.net

Term expires in 2010

DISASTER AND EMERGENCY PROCEDURES

Children will remain at school unless it must be evacuated, which will not be attempted unless there is no alternative. Emergency supplies will be kept at the school site. Phone trees will be used to notify parents and to explain arrangements for your child's safe pick up.

1. DO NOT call the school office. Remain calm
2. Pull up school website at: www.gres@srvusd.net for the most current information.
3. Tune in to any of the following radio stations:
KKIS - 990AM/FM (825-9000) KNBR - 680AM (951-7014)
KКИQ - 102FM (445-4500) KNEW - 1480AM (291-0202)

Depending on the type of disaster, these procedures will be followed:

1. Temporary evacuation of buildings to assess damage.
2. Found **SAFE**, the students **REMAIN AT SCHOOL** until arrangements can be made for their safe return home by parents or a designee.
3. School site **UNSAFE**, students will be transported by bus/carpool, as available, to another school or public facility.
 - (a) Room mother's telephone tree will be used to inform parents.
 - (b) School will make use of emergency short-wave to radio communication for help/direction if phone service is out.

STUDENTS WILL NOT BE ALLOWED TO WALK HOME.

ALL STUDENTS MUST BE SIGNED OUT WITH THEIR CHILD'S TEACHER OR SCHOOL DESIGNEE BY AN ADULT (SOMEONE LISTED ON THE SCHOOL'S EMERGENCY CARD).

PARENTS MUST KEEP EMERGENCY PHONE NUMBERS CURRENT AND ACCURATE IN THE SCHOOL OFFICE!

Important emergency numbers:

FIRE OR AMBULANCE	911	CRISIS CENTER	827-2735
SHERIFF	911	SCHOOL INFORMATION LINE	
RED CROSS	603-7400	OFFICE OF EMERGENCY SERVICES	228-5000

**NOTICE OF COMPLIANCE WITH FEDERAL REGULATIONS NON-DISCRIMINATION UNIFORM
COMPLAINT PROCEDURES
Board Policy and Administrative Regulation 1312.3**

The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, ancestry, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability or any other unlawful consideration. The District promotes programs which ensure that discriminatory practices are eliminated in all District activities. The Governing Board recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs.

The District follows uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs. Any complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The District investigates and seeks to resolve complaints at the local level. If the complaint cannot be resolved at the school level, the following compliance officer and Title IX Coordinator has been designated to receive and investigate complaints to ensure District compliance with the law:

Roberta Silverstein, Assistant Superintendent
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, CA 94526
Ph: (925)552-2923 Fax: (925) 820-8106

SEXUAL HARASSMENT

**All Personnel
Students**

**BP:4119.11,4219.11,4319.11(a)
BP: 5145.7(a)**

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of the conduct by the individual is used as the basis of employment of academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

Verbal or written conduct: making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body, sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

Physical conduct: inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES – BP 0410 (a)

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

The Superintendent or designee shall notify students, parents/guardians, employees and employee organizations about the district's policy on nondiscrimination and related uniform complaint procedures.

Grounds for Suspension and Expulsion

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

OFFENSE	
Ed Code 48900	
A.	1. Caused, attempted to cause, or threatened to cause physical injury to another person. 2. *Willfully used force or violence upon the person of another, except in self-defense.
*B.	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
*C.	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
*D.	*Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and presented same as a controlled substance, alcoholic beverage, or intoxicant.
E.	Committed or attempted to commit robbery or extortion.
F.	Caused or attempted to cause damage to school property or private property.
G.	Stole or attempted to steal school property or private property.
H.	Possessed or used tobacco, or any product containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that requires ingestion during school hours) including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
I.	Committed an obscene act or engaged in habitual profanity or vulgarity.
J.	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
K.	Disrupted 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.
L.	Knowingly received stolen school property or private property.
M.	Possessed an imitation firearm.
N.	Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the Penal Code.
O.	Harassed, threatened, or intimidated a student witness.
Additional Grounds:	
* Sexual harassment. (Ed Code 48900.2)	
* Committed an act of hate violence. (Ed Code 48900.3)	
* Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)	
* Terrorist threat against school official or school property. (Ed Code 48900.7)	
* Hazing (Ed Code 32050-51)	
Any of the above may be referred to a law enforcement agency.	
*The principal or designee <i>must</i> notify law enforcement personnel of these offenses.	

DETENTION-Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian. (E.C. 37223)

SUSPENSION-Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive "inhouse" suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

EXPULSION-Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1) (Revised 4/9/08)