

**WALT DISNEY ELEMENTARY SCHOOL**

**3250 Pine Valley Road**

**San Ramon, CA 94583**

**Telephone: 479-3900 Fax: 829-8957**

Dear Parents and Students:

Welcome to Walt Disney Elementary returning and new students. I hope you are as excited as I am about the upcoming school year and the learning and growth that will come with it.

This handbook has been developed to familiarize you with the policies and procedures of our school. Please keep this book handy for future reference. Additionally, throughout the school year, you will receive updates from our email systems on activities and events occurring at Walt Disney. If you have any questions, please call the office at **479-3900**.

Your child's teacher will review this handbook with students. Please take the time to review the handbook. Thank you for your active participation in working together with our staff and community in making Walt Disney Elementary a great place for students to learn and grow.

Sincerely,

Curtis Haar  
Principal

# **VISION FOR WALT DISNEY ELEMENTARY SCHOOL**

## **2018-2019**

*“A community where everyone – students, parents, teachers, staff, surrounding community – supports and encourages each child in maximizing their abilities.”*

This means:

- We support each child in meeting or exceeding standards. There are appropriate resources to support students who need extra assistance. There are also resources for those who excel and need additional challenges. There are art, music, science, technology, and library resources for all.
- All people at Walt Disney are treated with respect. Diversity and differences are welcomed and encouraged. Everyone – students, parents, teachers and staff – is provided tools to deal with differences and disagreements so that everyone feels safe and valued. Walt Disney is recognized as an example of a “No Bullying Zone”.
- Teachers and staff are valued and given appropriate tools and training to teach and lead the students.
- The school and its facilities reflect the care and respect that is shown to all who enter.
- We are a community that supports all by doing our best to be inclusive and encouraging to everyone: students, parents, teachers, staff and our surrounding community.

## SCHOOL ATTENDANCE

### ABSENCE

Each time your child is *absent* or will be *late* to school, (*even if you have informed the teacher*) you **MUST**

- CALL our **24-hour attendance number** – (925) 828-3144

(OR)

- E-MAIL our attendance e-mail address - [WDattend@srvusd.net](mailto:WDattend@srvusd.net)



Please give the following information.

1. Child's name (first & last – spell it out loud), \_\_\_\_\_ grade, and teacher
2. Reason for being late OR absent
3. How many days of absence are expected
4. Name of person calling (adults only, student may not call in their own absence).

***Please notify the attendance clerk before 9:00 a.m. as the district sends out a safety message at 10:00 a.m. for any unverified absences. The reason for this is to protect your child - so we both know that each child is accounted for - either at home or at school. Please make sure your emergency information is updated using the Parent Portal throughout the year if any changes are made regarding names and/or contact numbers.***

### CHANGE OF ADDRESS

Please notify the Disney office (479-3900) IMMEDIATELY if you have moved or will be changing your address. The school district requires *two proofs of residency* for a change of address.

### END OF SCHOOL YEAR

With overcrowding in the district, not to mention missed classroom time that can't be made up, **we will not hold a student's space if they leave earlier than 10 days prior to the end of the school year.** Independent Study Contracts **will not** be issued for any of the time during this final 10-day period of the school year.

## **INDEPENDENT STUDY CONTRACT**

- Notify the teacher/office at **least a week prior** to the absence. The contract can **ONLY** be used for an absence period of **five (5) days or more**. Unless prior approval is received from Principal, only one independent study contract is allowed during the course of the school year.
- A parent or guardian must sign the contract.
- 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.
- No student is entitled to independent study for more than ten (10) consecutive instructional school days without approval by the principal.
- District policy states that schools **WILL NOT** hold a space for a student missing school longer than (20) twenty consecutive days.

*\*\*\*Absences not verified by Independent Student Contract will be considered unexcused and truant.*



## **TARDIES**

Any student in grades TK-5 **not in class** by the scheduled start time as posted on the bell schedule must go to the office to get a tardy slip (we have an **8:35 a.m. warning bell** to initiate students to line up on the blacktop for grades 1-5). Students are supervised on the playground from 8:25 a.m. - 8:40 a.m. **Do not drop off students before 8:25 a.m.** We need your help in reducing our number of tardies, as even a minute late is disruptive to the learning environment.

## **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 sheet in the binder. **PARENTS MAY NOT PICK UP A CHILD FROM THE CLASSROOM OR FROM THE PLAYGROUND.**

## **CLASSROOM OBSERVATIONS**

Individuals wishing to observe a classroom must schedule an appointment for the visit with the teacher or principal at least 36 hours in advance. Such observations will be for **30 minutes maximum**. Interruption of instruction with questions of students or teacher is not allowed. For further information, schedule an appointment with the teacher and office.

## **CELL PHONES**



Having a cell phone on campus is a privilege. We ask parents to consider whether or not their child is mature enough to handle the responsibility that goes along with ownership. The school policy is that the phones must be **TURNED OFF AND KEPT IN BACKPACKS DURING SCHOOL HOURS**. If a staff member discovers that students are using the phones inappropriately, the phone will be taken from the student and it will be stored in the office until the parent has a chance to come and collect it.

## **BIRTHDAY TREATS**

While we understand that birthdays are a special day for all, please consider that there are certain things that can become a distraction to the learning environment of the school. When celebrating birthdays at school we ask that you follow the below guidelines:

- Consider healthier alternatives or non-food items such as donating a book to your child's classroom library in honor of your child's name.
- Absolutely NO nuts (due to allergies) or Trans Fats.
- Notify your teacher at least 24 hours in advance.
- Treats are only allowed to be distributed to students **after** lunch period and cannot be taken into the MPR. Please plan accordingly.
- Balloons, birthday hats, or other items that may be disruptive to the classroom are not allowed.
- Refrain from birthday party lunches where students are "invited" to have lunch outside with the birthday student. If a parent wishes to bring a special lunch to school, he/she must sign in at the office and can eat with their child outside the MPR.

## **VOLUNTEERS**

All volunteers must complete the requirements to be cleared as listed on the SRVUSD website. Volunteers and visitors must "sign in" in the office before going to any room and **must** wear a Volunteer or Visitor badge while on campus. To minimize disruption of instruction, younger siblings are not allowed in classrooms while you volunteer.

## **FIELD TRIPS**

### **Field Trip Rules**

- Because parent chaperones must supervise small groups of students, siblings **may not** accompany parents on school field trips.
- Drivers **will not** deviate from the field trip destination/school route. Please take care of gas fill-ups and other car maintenance before picking up students at school.
- **Do not** stop for “special snacks/drinks” along the way. (This is unfair to other students and creates a liability issue for the school.)
- **Please check in at the front desk in the office** upon your return.



### **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** be cleared through the Volunteer Management System (see SRVUSD website for Volunteers).

- The driver must hold a valid California Driver’s License.
- The driver carries insurance with minimum coverage of **\$100,000/\$300,000 and \$25,000 property damage.**
- The driver understands that his/her own insurance is primary and district insurance is considered secondary.
- Insurance coverage must be submitted through the Volunteer Management System (VMS) each year ***at time of insurance renewal.*** A reminder email will be sent out from the VMS system.
- Parents with **incomplete** or **out of date** insurance info **may not drive** on school field trips.
- All drivers must have also completed the **Volunteer Clearance** requirements and have that on file in the office prior to the day of the field trip

***All insurance forms must be accompanied by a copy of the insurance statement showing liability limits and a copy of the driver’s license.***



## GENERAL SCHOOL RULES



**We expect all students to adhere to the following school rules:**

### BE RESPECTFUL

### BE RESPONSIBLE

### BE SAFE

1. Children shall arrive on time for school but **not before** 8:25 a.m.
2. Students are not permitted in buildings, corridors or courtyards during recesses or at lunchtime unless an adult or teacher is present.
3. Children shall sit quietly at the designated spot on the playground until teacher arrives to return to the classroom.
4. No student may leave school grounds without office permission.
5. Students shall respect school property, including all planted areas.
6. Prompt action shall be observed for all bells and whistles (including kneeling when the bell rings and walking to line after the whistle is blown).
7. Bicycles and scooters must be **walked** on school grounds at all times between 8:25 a.m. and 3:20 p.m. All bicycles must be in bike racks and locked. You must WEAR YOUR HELMETS.
8. Shoes with wheels are **not allowed** at school.
9. Students shall comply with the requests of any adult in upholding school rules.
10. 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 supervision beyond 15 minutes following dismissal. If students are not picked up prior to the 15 minutes after dismissal, they will be escorted to the school office.
11. Students may not bring any toys to school unless instructed by the teacher for special circumstances.
12. Any inappropriate or disruptive use of electronic devices (Phones, iPods, iPads, etc.) may result in confiscation of the device and/or disciplinary action.

### CHARACTER EDUCATION PROGRAM

Cooperation, Respect, Caring, Fairness, Organization,  
Trustworthiness, Responsibility, Friendship, Citizenship

When students are “caught being good” or demonstrate “The Dragon Way”, the student may receive a Dragon Scale. Dragon Scales are displayed on a bulletin board near the front office.

## **PETS AND ANIMALS ON CAMPUS**

While our pets are beloved members of our family, they are not allowed on school campus during school hours. SRVUSD Board Policy (BP) 6163.2 (a), Vehicle Code 21113, as well as local San Ramon ordinances, prohibit any animal, except trained human-assistance or appropriately caged animals, from being brought onto public school grounds without prior written approval from the Principal. We appreciate your assistance.

## **STUDENT LEADERSHIP OPPORTUNITIES**

### **STUDENT COUNCIL (2<sup>nd</sup>-5<sup>th</sup> Grades)**

The school has an elected Student Council, represented by students from each 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade classroom. Students participate in various ways to assist the operation of the school. Students are encouraged to take on helpful activities around the school and other appropriate involvement that may be presented to the council.

### **SAFETY PATROL (5<sup>th</sup> Grade)**

This is a great opportunity for 5<sup>th</sup> grade students to serve others, enhance safety at our school, gain self-esteem, and promote community spirit. They are trained to learn patrol rules, be punctual, and be a responsible team member and role model for others. Teachers dismiss safety patrol members 5 minutes before the end of school to obtain their Safety Patrol vest and cone and report for duty.

### **GREEN TEAM (4<sup>th</sup> Grade)**

Our “Green Team” is comprised of 4<sup>th</sup> grade students who will work with a designated staff member to encourage the practice of recycling at Walt Disney. They will be trained in communicating the recycling message to our students as well as prepping the recyclables for delivery to a local distribution site.

## **DISCIPLINE**

Respect for others is emphasized. School rules will guide the student's choices for good behavior. Our goal is to provide consequences that change inappropriate behavior. In the event of misbehavior the following may occur:

- Level 1 - A warning, restatement of school rules, or a time out/work detail is assigned. Parents are not typically notified at this level.
- Level 2 - Parents are notified by a **written discipline notice** describing the behavior and any consequences, which the parents sign and return to school with the student. This notice will be placed in a temporary file with the principal.
- Level 3 - If a student receives **multiple discipline notices** indicating a more serious, on-going problem with the student's behavior, we use progressive discipline.
- Level 4 - Suspension is a disciplinary action, which 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.

\*\*A student may be suspended from school for violations of Ed. Code 48900 or 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.

### **Harassment**

Insulting comments based upon a person's gender, race, religion, disability, sexual orientation or other personal characteristics are hurtful and are not permitted at Walt Disney School.

Any student who engages in the harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion (4<sup>th</sup> & 5<sup>th</sup> grade). Sexual harassment includes, but is not limited to unwelcome sexual advances, spreading sexual rumors and touching an individual's body or clothes inappropriately. The Board expects students to immediately report incidents of sexual harassment to a staff member.

## **BULLYING & CYBER BULLYING**

Bullying behaviors are not acceptable on our campus. We ask that our students and parent community play a role in sending this same message. In order to work together, it is critical to have a common definition of what “bullying” is, and perhaps just as importantly, what bullying is not.

### **Definition of Bullying:**

*Physical, verbal, nonverbal or written conduct that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.*

Note that bullying is repeated over time. An isolated incident can be very hurtful and against school rules, but is not considered bullying under this definition. It is very important to note that our teachers explicitly teach anti-bullying lessons as a part of our “Second Step” curriculum in grades TK through 5<sup>th</sup> grade. Strategies such as using “I messages” and expressing ourselves through our words help lessen the presence of bullying at Walt Disney. Additionally, students are recognized for demonstrating positive character traits while at school.

If your child does encounter bullying please support us in modeling the following behavior to your child:

- Encourage your child to communicate to the bully “Stop or I will report.”
- If the behavior persists, please report (or have your child report) bullying to a staff member. There is a “Suspected Bullying Form” on the SRVUSD website which can be submitted to the site principal. Staff will follow up on incidents of suspected bullying with appropriate measures.

### **Definition of Cyber Bullying**

*Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm a person or persons through the medium of electronic text, photos, and/or video.*

Examples of this behavior include, but are not limited to:

- Sending false, cruel, vicious messages through email, texting, or social media.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Hacking into an email account and sending hurtful or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. 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.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones, personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

### **Consequences for Harassment and/or Bullying**

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:

- Minimum: 1 day suspension
- Maximum penalty: Expulsion

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

***\*\*\* 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"***

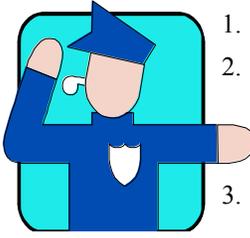
If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

### **Action Steps to Respond to Cyber Bullying or Harassment**

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- Contact the Cyber Bully's parents.
- Contact the school administration.
- Contact the local police department.

## **TRAFFIC SAFETY**

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



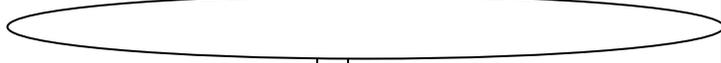
1. Observe and obey the curb color markings and traffic signs.
2. Pull forward as far as possible in the front of the school driveways. Observe and wait to be assisted by our “Safety Patrol” helpers.
3. **Avoid any double-parking** or situations where the students might walk between vehicles to get to or from the sidewalk.
4. **Avoid walking between cars.** Please use sidewalks and crosswalks.
5. When exiting the school driveway onto Pine Valley Road, only right turns are acceptable. **“No Left Turn”** signs are posted.
6. Pedestrians should cross Pine Valley Road and school parking lot in **designated crosswalks.**

The flow through parking lot is designed for student drop-off and pick-up only. **We ask that parents not park in this designated free-flow lane.** The curbs on the south side of Pine Valley Road and in our “turn-around” area in front of the multi-use room are also painted RED. The San Ramon Police Department has reminded us that these curbs designate **“No Parking.”**

\*\*\*Please note that Pebble Place on the south side of campus is not designed to be a drop-off/pick-up spot for vehicles and is not supervised by staff. We encourage all parents who drop off/pick up with vehicles to use the front of the school.\*\*\*

## **DROP OFF AND PICK UP GUIDELINES**

Walt Disney Elementary students and siblings need to be safe while coming to and from school. A Student Safety Patrol and Student Drop-off/Pick-up Guidelines were established to ensure the safety of all students. The areas on the map show the different parking areas.

PINE (#6)	Crosswalk (#5)	VALLEY ROAD (#4)	
(#1) Kid’s Country	 (#2) Multi-Purpose Room		STAFF PARKING LOT (#3) <b>STAFF ONLY</b>

**Area #1 and 2** – Student drop-off and pick-up loop. There are trained Student Safety Patrol members to help your student(s) exit your vehicle in the mornings. You just continue through and you're on your way. Remember to turn **RIGHT** when exiting the loop. Please do not leave your car unattended in this area as it backs up traffic. Also, the red zone areas are for bus pick up only. Please leave this area clear at all times.

**Area #3** – **STAFF PARKING ONLY. PLEASE DO NOT USE AS A STUDENT DROP OFF OR PICK UP AREA. THIS IS A VERY DANGEROUS AREA.** Please remind your children that they should not walk through this area as well.

**Area #4** – Street Parking. If you park on the street, use the sidewalks and crosswalks. Do not walk across the school parking lot. With vehicles pulling in and out, children may not be seen as they cross between vehicles.

**Area #5** – Pedestrian crosswalk. The school district has provided a school crossing guard. Please follow the crossing guard's directions and use the crosswalk.

**Area #6** – A 50 foot "loading and unloading" zone for passengers. When the Traffic buses are in the lots, Area 6 is the best place to load/unload students. There is no unattended parking of cars during drop-off and pick-up times.

\*\*\*The curb along Pine Valley Road (eastbound) adjacent to the field is a no parking zone between 7:00am and 4:00pm.

### **DISASTER AND EMERGENCY PROCEDURES**

If we are unable to evacuate the building, children will remain at school.  
PROCEDURES WILL BE POSTED ON THE DOOR.

- DO NOT call the school office. Remain calm. Messaging will be sent out to the community in the case of any emergency.

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

1. Temporary evacuation of buildings to assess damage.
2. If the school site is deemed **SAFE**, students will **REMAIN AT SCHOOL** until parents or a designee make arrangements for their safe return home.
3. If the school site is found **UNSAFE**, students will be evacuated to Pine Valley Middle School or another nearby public facility.

**\*\*STUDENTS WILL NOT BE ALLOWED TO WALK HOME AFTER ANY EMERGENCY.**

**\*\*\*ALL STUDENTS MUST BE SIGNED OUT WITH THEIR CHILD'S TEACHER OR SCHOOL DESIGNEE BY AN ADULT. (*Students will be released only to people listed on the Student Emergency List through the Parent Portal.*)**

**PARENTS MUST KEEP EMERGENCY PHONE NUMBERS CURRENT AND ACCURATE USING THE PARENT PORTAL.**

If you have any questions regarding Walt Disney School's Emergency Plan, it is available for viewing in the front office.



**MEDICATION**

**California Education Code Section 49423** “Any student who is required to take medication prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the school district has received:

1. A written statement from such physician detailing the method, amount and time scheduled to give the medication.
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. But, if medication is needed at school “**Medication at School**” forms **MUST be obtained in the office.**

1. The parent fills out a Medication Request form, **signed by the parent and the doctor** to be kept on file in the office.
2. Prescription medications must be sent to the school office in the original prescription container that includes the child's name and dosage.
3. The medicine is then stored and dispensed from the office.
4. **Students should not keep medicine in their possession.** This includes over-the-counter medication (i.e. Tylenol, Advil, cough medicine).

## **HOMEWORK POLICY**

### **Walt Disney Homework Philosophy**

Walt Disney staff will strive to assign homework which is:

**Meaningful, Relevant, Student focused**

### **Homework For All Grades Levels**

1. Time spent on homework should be balanced with the importance of personal and family well-being and family obligations experienced in our society today.
2. Homework should be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
3. 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.
4. Homework will reflect the accommodations and modifications of curriculum that is stated in a student's IEP or 504 plan.
5. Homework is defined as any work assigned to be completed outside of class.

### **Grade Level Guidelines Elementary School**

#### 1. SRVUSD Homework Policy Guidelines

K-1 : 30 minutes of homework per night (reading included)

2-3 : 45 minutes of homework per night (reading included)

4-5 : 60 minutes of homework per night (reading included)

***\*\*If, at any time, your child is struggling to complete homework in a timely manner, please contact the classroom teacher.***

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. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending academic skills, designed to build independent study habits.
4. Except for reading, homework at the elementary level should not be assigned over weekends, holidays, or extended school breaks.
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 checkpoints to monitor progress toward completion.

## DRESS CODE



Students should dress appropriately for school. They are active during recess and P.E., therefore, should wear comfortable and properly fitting clothes and shoes that are suitable for jumping, running and climbing. The law requires that they wear safe footwear at all times. Clothes should be neat and clean. **Some fashions are unsuitable for school activities. Dangling earrings and long necklaces can be unsafe and are not recommended at school.**

## HOODS AND HATS MAY ONLY BE WORN OUTSIDE OF THE SCHOOL BUILDING.

The following **may not** be worn:

1. T-shirts displaying inappropriate logos or language
2. Strapless tops or tops that expose undergarments
3. Excessively short shorts or shorts/pants that expose the waist and/or undergarments
4. Shoes without a back or strap or shoes with elevated heels or wheels
5. Perfume, cologne, or body spray

If a student dresses inappropriately, they will be required to change clothing in order to stay in school or be sent home.

## ITEMS DROPPED OFF AT SCHOOL

Occasionally, students will forget something at home, which they will need at school (i.e. lunch, band instrument, etc). Please bring these items to the office. Typically, we do not call down to the classroom to notify the student, as this is disruptive to the learning environment. Let your child know to check at recess in the main office to see if these items have been dropped off for them.