

- **Respect Each Other And Property**
- **Act Safely & Responsibly**
- **Do Your Best**

**Sharky
Says**



HANDBOOK

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SCHOOL CONTACT INFORMATION

Sycamore Valley Elementary School

2200 Holbrook Dr

Danville, CA 94506

Office	925-855-2800
24-Hour Attendance Line	925-855-2898
Fax	925-736-0224
Website	https://syc-srvusd-ca.schoolloop.com/
Kids Country Childcare at Sycamore	925-736-3638
San Ramon Valley Unified School District	925-552-5500

Sylvie Bullard - Principal

Barbara Jones - Office Manager

Heidi Barker - Office Assistant

Katy Power - Office Assist

Nicole Rogers – Teacher on Special Assignment (TSA)

VISION STATEMENT

Sycamore Valley Elementary Schools vision is committed to developing a community of learners where staff, parents, and students achieve academic excellence through high expectations and rigorous curriculum. We strive to create a safe environment which fosters the development of responsible, caring students who are lifelong learners prepared for the 21st century.

MISSION STATEMENT

The goal of Sycamore Valley Elementary School is to promote life-long learning. In order to achieve this goal the staff, parents, and community will facilitate and encourage the following:

- Academic performance
- Individual growth
- Independent and cooperative work
- Critical thinking
- Responsibility
- Creativity
- Leadership
- Citizenship
- Sportsmanship-

ARRIVAL / DISMISSAL POLICIES AND PROCEDURES

Arrivals

Grade 1-5 students should arrive at school no earlier than 8:15am unless accompanied by an adult. **There will be no supervision prior to 8:15 am.** Upon arrival, students should proceed directly to the playground.

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

Dismissal

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 electronic "emergency card" via Parent Portal that you update on the 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 a car or by carpool are picked up at the flagpole. Please pull up as far as possible at the curb.
- Do not park and leave your car.
- Please obey all posted traffic signs.
- **Students must be picked up or walk home immediately after dismissal.**
- Kids Country students walk to the Kids Country building to meet Kids Country staff (or follow instructions from Kids Country staff).
- Please be respectful and cautious for the safety of our child

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 card. Students must be signed out in the office prior to leaving campus

Drop Off and Pick Up Guidelines & Tips!

Please observe all posted signs and instructions

First Day of School:

The first day of school is really busy and many parents are on campus. Arriving early and spending a few moments on the playground or around the campus will help ease first day jitters or anxiety caused by getting stuck trying to get into the parking lot. Walk your child to their new classroom. Some teachers even invite parents into the room for a few minutes.

Drop Off:

The drop-off lanes in front of the school can be quite congested and it is important to go slow and watch for children and adults at all times. You must remain in your vehicle at all times. You may drop off your 1st-5th grader in the morning no earlier than 8:15am. There is adult supervision on the big kid playground starting at 8:15am. If you arrive earlier, please park in the parking lot and remain on the playground with your child until adult supervision arrives.

Drop off for Kindergarteners is on the Kindergarten playground in the designated area for each class. Please wait with your child until the bell rings for them to line up.

Pick Up:

The pick-up lanes in front of the school can be quite congested and it is important to go slow and watch for children and adults at all times. You may pull up into the two lanes closest to the curb and wait in your vehicle for your child. While it's okay to WAIT in the left lane, you must pull up to the RIGHT curb to pick up your child in the lane closest to the curb. Never have children cross in front of other cars to get picked up in the second lane.

If you need to get out of your vehicle, please park in the parking lot and walk up to the school. Arrive early and BACK into your spot. This will save you time getting out.

Please note: Waiting for your 1st-5th grade child outside their classroom is not permitted. If you choose to wait on campus, please plan to pick up your child at the **Front Gate** near the MPR, as classes may be in session adjacent to our courtyard. 1st-5th graders are released at the final bell. You will need to coordinate with your child on where you will be picking them up.

NOTE: 1st – 5th graders are NOT to wait in the Kindergarten Playground area to be picked up.

Kindergarten parents must wait in the designated area for their classroom and the students will be released to their parents one by one.

Alternate Drop-Off/Pick-Up area

Depending on the student's age, some parents choose to drop off or pick up their children at the end of the path that lets out on Alta Vista Way. Many parents park at this trail which leads directly into the big kid playground. Do Not park in areas not designated to do so, or block through traffic on Alta Vista Way.

CELL PHONE USAGE IS STRICTLY FORBIDDEN WHILE DRIVING. If you are seen on your cell phone during pick up/drop off, we will notify the Danville Police Department and give them your license plate number.

PARENT INFORMATION AND POLICIES

Parent Rights and Responsibilities

Parents have the right to expect that attention will be given to the academic, social, physical, and emotional needs of the students in an atmosphere which treats children with dignity, fairness, and consistency. Parents share the responsibility to support the school in its efforts to provide an exemplary 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 student comes to school with all materials, books, assignment and a lunch.
- Provide a quiet time and place for study.
- Show an interest in the student's day.
- Communicate with the teacher regarding progress reports and any concerns or questions.
- Keep all conference appointments or notify the school to the contrary.
- Work cooperatively with the school as a student's education is a share responsibility.
- Refrain from taking their children out of school for vacations throughout the year.

Acceptable Use of Electronic Communication

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 is a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all student 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 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 the students and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Inappropriate Use of Technology

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and 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. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- 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 or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

Consequences - Inappropriate Use of Technology

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California 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 subdivision(f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

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

Education Code 48900 (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"

Education Code 48900 (i) "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"

Action Steps to Respond to Bullying or Harassment

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
Save the evidence. Print the online harassing text if possible. Identify the Bully.
Clearly tell the Bully to stop.
Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
Contact the Bully's parents.
- Contact the police

SCHOOL POLICIES

Attendance Policy

It is the responsibility of the parent to notify the office of any attendance issues by calling the 24-hour attendance line at 925-855-2898 before 9 am.

The amount of state funding the district receives is based largely on student attendance. The district does not receive funds for illness or unexcused absences. A student must be present at school for a portion of the day to receive funding.

The district will send out letters to any student absent more than 3 days in a single month. These letters are sent regardless of whether the absence was excused or unexcused. The state mandates what are excused absences and what are not. The school does not determine these.

Independent Study Contract

If you know in advance that your child will be absent for 5 or more days for non-medical reasons, you may arrange with the teacher for an **Independent Study Contract**. Requests must be made **10 business days in advance for consecutive absences lasting 5-10 days, and 15 days in advance for consecutive absences lasting longer than 10 days** to provide the time to prepare assignments. Parents are responsible for verifying that assignments are complete. The assignments need to be returned to school the first day the student returns in order for the contract to be valid. Please come to the school office for a copy of the contract.

Tardy Policy

Students are expected to be in class on time. **Students must report to the office AND SIGN IN upon late arrival before going to class.** Students will be given a pass for late admittance to class and the absence will be cleared. Students may be required to make up lost time of repeated tardies. Remember, a tardy student interrupts everyone's learning time in class.

Homework Policy

Homework is a regular part of the instructional program. Students are expected to complete homework and assignments on time. If students do not understand a homework assignment, they should ask for clarification by the teacher before they take the work home. Parents should establish a specific time each night for completing homework and provide an appropriate study area. Students should establish a homework book in which daily assignments will be written. Please check every evening to make sure your child has his/her homework book, assignments are completed and checked off and are put in a place where they will be sure to be returned to school. The District Homework Policy is available online by going to our schools website at www.sycamoreelementary.org. Under the 'Our School' tab, click on 'Homework Policy' then click onto: [SRVUSD Homework Policy](#)

Custodians are not permitted to open classrooms after school hours to retrieve forgotten homework!

Home Work Policy Responsibilities

Students are responsible for:

- Ensuring understanding of the homework and asking for clarification or help when needed.
- Regularly completing assigned homework in a timely manner.
- Managing time by staying focused, on task, and planning effectively for long-term projects.
- Bringing home all necessary materials.
- Putting forth their best effort to produce quality work.
- Communicating to parents and teachers when homework assignments become overwhelming or if s/he is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.
- Completing or making up assignments and tests when absent from school.
- 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:

- Being an advocate for their child, while encouraging the child to advocate for herself/himself.
- Encouraging reading at all grade levels.
- Providing an appropriate environment for homework to be done.
- Providing a healthy balance between homework, extra and co-curricular activities, and family commitments.
- Contacting the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.

Teachers are responsible for:

- Referencing this policy in all course syllabi and reviewing the policy with students and parents within the first month of school and no later than Back to School Night.
- Encouraging a partnership between family and students that promotes timely communication and supports families in the homework process.
- Designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning.
- Providing timely feedback to students.
- Ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful and engaging activities.
- Assigning homework that is appropriate and differentiated as needed.
- Teaching the skills necessary for the students to complete the homework and become successful independent learners.
- Articulation and planning with all curricular areas.
- Providing makeup work for suspended students

Principals are responsible for:

- Implementing district policy.
- Supporting professional dialogue.
- Promoting teacher collaboration.
- Monitoring homework quality and quantity.
- Introducing parents to the homework policy within the first month of school, (i.e. Back to School Night).
- Facilitating interventions and support programs.
- Reviewing the homework plan at least twice per year, in person, with all site faculty, at the beginning of each semester.
- Posting the policy on the school's website homepage

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

GENERAL INFORMATION

Rainy Day Procedure

On rainy days, before school, children are to report directly to the MPR no earlier than 8:15 am until the bell rings at which time they will report to their classrooms.

The children remain in the classroom for recess and for lunch recess on rainy days. During lunch, the noon supervisors check the classrooms to ensure that students are following rainy day rules. Quiet and safe games are encouraged at this time.

If you would like to volunteer to help monitor your child's classroom during lunch recess on rainy days, please contact the office. Your help would be greatly appreciated.

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 for both prescribed 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 or adult representative.
- Medication must be brought to school in the original container.
- 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, or other miscellaneous life-threatening conditions), a separate form needs to be completed by the parent and returned to 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 in the school office and online.

Student Checkout

When a student moves or leaves the school, parents are responsible for contacting the office and teacher to verify that all books, musical instruments, library books, etc. have been returned.

Report Cards/Conferences

Report cards will be sent home to parents two times during the school year. Parent conferences will be held twice a year. Additional conferences may be held throughout the year at the teacher or parent's request. In order for your child to have a successful school experience, communication between the school and home is vital.

School Property

Students are expected to take proper care of the books and materials they receive from the school. **The school may request that parents pay for lost or damaged items.** 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 be requested to pay for damaged item(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 (home or work), baby-sitters, emergency numbers, etc.

Home/School Communication

While our goal is to reduce the amount of copies made at school and sent home, we will be sending home a weekly folder. Email will be used for the majority of communication. The messages will be sent to the email addresses you have provided on your emergency cards via the online parent portal. Should your email address change, notify the office or log on to the parent portal and update your account. Teachers will also have their own websites to refer to. **Optional Supply Donations**

Each year families can make an optional classroom supply donation. This optional donation will support classroom supplies. However, teachers may ask for additional optional donations depending on supply needs.

Safety Drills

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

Lost and Found

Parents are urged to mark all personal articles with your child's name and phone number. The lost and found located in the Multi-Purpose Room is where you will find lunch boxes, clothing, etc. Smaller items are brought to the office. Unclaimed items are donated to a local charity.

Use of the Telephone

The school telephones are used by students with permission and only for good reasons.

Calling home for permission to visit with friends is not permitted. Calling home for forgotten instruments, lunch money, homework, etc... will be allowed occasionally. However, our expectation is that students come to school prepared and totally focused on learning!

Cell Phone Usage

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

Visitors

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

Parents are requested to contact students through the school office. Items such as forgotten books, homework, etc. should be left in the office and the student will be sent to retrieve them when the teacher feels appropriate, such as during recess or lunch. However, *We will not call the classroom during instruction time to leave a message for your student. Please understand that each interruption is an interruption to the learning of all students and should occur infrequently.* The office will not be responsible for items brought in late or messages left that may not be delivered in time.

Classroom Visitations

Parents must contact the teacher to schedule a day and time for a visitation and 36 hour notice is required. Drop in visitations are disruptive to teachers and students and are not permitted. School administration must approve all classroom visits by parents. Administration reserves the right to refuse visitor access to campus by following the SRVUSD's Classroom Visitor Policy (available upon request). Visitations need to be arranged 36 hours in advance of the proposed visit.

Parent Volunteers

Sycamore parents are an integral part of the school community. Parents help in various ways in the classrooms, the library, lunch recess and rainy day recess. Parents also help on field trips and with special activities. Each classroom has a Room Parent who coordinates volunteers for classroom activities and programs.

All volunteers must sign in at the office and get a volunteer badge 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 Sycamore campus, you MUST first be cleared through the SRVUSD volunteer process, 'Be A Mentor' (BAM). Please visit the website linked to register.

<http://www.srvusd.net/parents/volunteers>

Field Trips

The classroom teacher, with the help of the room parents, organizes field trips. Field trips are paid for by parent donations. They may be canceled if not enough drivers / chaperones sign up to participate on the field trip. Students are required to have a signed permission slip for each trip, returned to the teacher by the due date. Students may not attend a field trip with another class.

Volunteer Drivers

- All drivers/chaperones must be previously cleared through BAM. Insurance documents must be updated every 6 months. You can update your insurance policy by logging back into your BAM account. <http://www.srvusd.net/parents/volunteers>
- Hold a valid California Driver's License. The driver carries 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. Please consider others when volunteering to drive if you are currently under the care of a physician or on medication that may impact your driving abilities.
- Be responsible for the safety and well-being of students in your care.
- 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 are permitted.)
- As a driver/chaperone you may not make any stops to or from the field trip (ie Starbucks). NO EXCEPTIONS!
- Children must ride in a Child Restraint Device (car seat) and backseat following the guidelines set forth by CA law:
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.
- Children who are 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt.

****Siblings are not allowed on field trips****

Forgotten Lunches

If your child forgets his/her bag lunch, please stop in the office to let them know you are dropping it off. Place the lunch on the "Forgotten Lunches" table in the MPR and fill out the sheet on the table so Francis, our cafeteria supervisor, knows who the lunch belongs to. Please make sure your child's name is on the 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 school or in the parking lot next to the kindergarten classes

Cars should never be left unattended in the drop-off/pick-up zone at the front of the school at the curb. If you need to get out of your car, please park your car in the parking lot and walk in. Students may not walk in between parked cars to meet parents. There is absolutely **no double-parking** during arrival or dismissal times. Police officers monitor the school and will issue tickets to individuals who violate safety laws.

Do not leave valuables in your car. The school is not responsible for any break-ins or stolen items.

Items Not Permitted at School

Students are not allowed to bring roller skates, roller blades, razors, shoes with wheels, baseball bats, hard balls, skateboards, tobacco products, alcohol, candy, gum, iPods, phones, cameras, toys, radios, cassette players, makeup, nail polish, balloons, fire crackers, stink bombs, or aerosol cans (shaving cream, hair spray, aerosol hair dye, perfume, etc.) as they pose a safety concern. If these 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 accepts NO responsibility for lost or damaged items.

Disruptive/Dangerous Objects

Tape recorders, portable radios, electric games, iPods, and cell phones are not allowed at school. Such articles provide distractions in the classroom and supervision problems on the playground. Toy/real knives, toy/real guns, water balloons, gunpowder, caps, drugs, alcohol, tobacco products, or any other item that are dangerous/illegal are prohibited at school.

Bicycles/ Scooters

Children may ride their bicycles/scooters to school. Bicycles/scooters are to be parked and locked in the rack within the bicycle enclosure. Bicycle/scooter riders should observe traffic safety laws and be considerate of children walking to school. At no time during the school day are bicycles/scooters to be ridden on school grounds. **California state law requires that all students must wear helmets while riding a bicycle/scooter.** The school provides a bike parking area to park bikes. **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 is safe

Pets at School

Pets are not to be brought to school for sharing without prior permission of your child's teacher. The pet must then be brought in by a parent, shown, and taken home. **Dogs are not permitted on school grounds at any time.**

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 bare midriffs).
- No tops with spaghetti straps should be worn (two-finger width rule). Shorts and skirts are to reach mid-thigh.
- Imprinted clothing should 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 physical education and are discouraged. On P.E. days, students must wear shoes (e.g. athletic shoes) with socks.
- No flip flops or shoes without a back strap/support
- Hats may never be worn inside school buildings. Hats that are in good taste and follow the general dress code guidelines may be worn outside for PE and recess.

LUNCH PROGRAM

Cafeteria

Our school cafeteria serves a hot lunch daily that includes various main entree choices. Lunch, including milk, costs **\$4.25 per day**. Milk is available separately for **\$.50** per carton. The cafeteria may also offers different ala carte items daily (such as orange juice, chips, cookies, etc.) for **\$.50** cents each. Please *note costs ore subject to change prior to the start of the school year*.

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

Sycamore 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.

There are several ways to put money into your student's account:

1. Visit the Web Site on line at schoolcafe.com. You will need your student's ID number in order to set up on account- this number can be found on your Parent Portal or by contacting our school office. It may toke 24-48 hours before your payment is applied to your child's lunch account.
2. You can also drop off a check in the office into the lunch drop box. Please make sure to put your student's full name on the check. Make the check payable to SRVUSD.

****Change will not be given. Any leftover amount will be put into your child's account.****

CODE OF CONDUCT PHILOSOPHY

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

Students are expected to make responsible decisions and to behave in a manner consistent with all school rules. Students will be held accountable for their own behavior and will conduct themselves in a manner conducive to their own learning, as well as, that of others. Students are expected to "Talk It Out" or seek 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

General Rules

Students are to act in a respectful manner to other students and adults.

1. Students need follow the "Be rules." They must Be Safe, Be Respectful and Be Responsible at all times.
 - a. Students will not use inappropriate language or gestures.
 - b. Students are to refrain from activities that physically or verbally hurt others (chasing, pushing, name calling, spitting, threatening, etc.).
 - c. Students are to follow the directions of **ALL** adults in the school.
 - d. Defiance of authority and/or disruptive classroom behavior is not permitted, and are suspendable offenses.
2. Rough play, play fighting, throwing rocks, and possession of dangerous or disruptive objects/weapons, and possession of alcohol/drugs are suspendable offenses and will not be tolerated.
3. Students will respect all school property and the property of others.
4. Graffiti may result in a financial obligation for parents.
5. Students are to remain under the supervision of an adult at all times and may not leave designated play areas or remain in classrooms alone.
6. Students are to walk quietly in all areas of the school.
7. Students are not to bring or chew gum, candy, or sunflower seeds at school.
8. Students are not to use toys, radios, mp3 players, skateboards, cell phones, makeup, nail polish, or other personal items at school during school hours unless specifically approved/requested by the school. **The school accepts NO responsibility for lost or damaged items.**
9. Students must have a pass to leave the classroom or to be admitted to the office.

Playground/Game Rules

Playground

1. Use game equipment carefully.
 - a. Use teacher approved equipment only.
 - b. PE rules must be observed.
2. A "turn" on the swings is 50 forward swings.
3. Wait in line for a turn without pushing or shoving or interfering with a game.
4. Play tag and football on the field only.
5. Kicking of balls is only allowed on the field. Kickball game allowed on blacktop.
6. Balls that go over the fence into the street or other yard areas are out of bounds. The Playground Supervisor will decide what to do.
7. Bicycles may not be ridden through school grounds before, during or after school hours. A student riding a bicycle to school must lock it in the bike cage with their own lock. The school does not assume responsibility for lost, stolen or damaged items. Bicycle riders are required by law to wear helmets.
8. Observe safe behavior near drinking fountains. Give person drinking, plenty of room.

9. Tackling, hard body contact games and fighting are not permitted at school. Pretend kicking or fighting is prohibited.
10. Use the MPR restrooms during recess and lunch. Do not enter the campus to use the restrooms by classes.
11. At the bell/whistle, first grades **only** immediately freeze. A second whistle will be blown to signal 1st grade students to walk to their line. Grades 2– 5 are to walk to their line immediately following the bell. Teachers will walk **all** students to their classrooms daily.
12. Games in which students are a target are prohibited.

These suggestions will help children learn the rules to common games played at recess during school. They will also help children understand the social skills of being a good sport. Knowing the rules and being a good sport are equally important for children during play. When children know the rules and play cooperatively, friendships can develop. Play skills improve with motivation and repeated practice (e.g. weekly play dates with classmates, friends or relatives; practicing these skills at home, in the park or community).

Sometimes children have trouble agreeing who should start the game first. This can be easily and fairly decided by chance. Some examples of chance are:

- Rock-paper-scissors or any game like it.
- Flipping a coin and guessing heads or tails.
- Writing a number from 1-10 on a piece of paper and having the children guess the number; the closest guessed number goes first.

The Social Sills of Sportsmanship:

- How to be a good sport Smile
- Be positive
- Be honest and avoid lying
- Play fair and avoid cheating
- Play by the agreed upon rules
- Cooperate with others
- Try your best
- Use words to resolve conflicts. Yelling, name-calling, put downs, shoving or hitting are hurtful actions. If you need more help, find an adult.
- Be a gracious winner (e.g., say "Thanks for playing with me.")
- Be a graceful loser (e.g., say "Good game.")
- If you are a good sport, you and the other children will have fun playing together.
- If you are a poor sport, other children won't want to play with you. They might think that you are trying to cheat to win or are mean or angry. Remember, it's only a game. The most important thing is that everyone has fun!

Game Rules

Each parent and student should adhere to these playground rules during recess and lunchtime. Although this is a great deal of information, please take the time to look it over. Each student is expected to know and follow all of these guidelines so that all students are safe and have fun on the playground.

- All playground activity is to take place in the view of Yard Supervisors.
- Use all large equipment safely.
- Do not jump from or between play equipment.
- Use rings and bars with hands only, no legs. Rings/bars are one-way to the end, no return.
- Only slide down the slide, feet first.
- Do not keep other students from climbing on an apparatus or going across the bars.
- No running or playing tag in the tan bark. Tag may be played on the field only.
- Use game equipment carefully.
- Use teacher approved equipment only.
- PE rules must be observed.
- A "turn" on the swings is 50 forward swings.
- Wait in line for a turn without pushing or shoving or interfering with a game.
- Play tag and football on the field only.
- Kicking of balls is only allowed on the field.
- Balls that go over the fence into the street or other yard areas are out of bounds.
- The Yard Supervisor will decide what to do.

Swing Set Rules

- One person on a swing at a time.
- The person waiting next in line counts slowly to 50 before having a turn on the swing.
- When waiting in line for a turn on the swing, wait away from the swing.
- Don't jump off of swings.
- Don't stand on swings.
- One child is not to push another child on the swings

Wall Ball Rules

- To children play wall ball at a time. The rest of the children wait in line next to and outside of the handball court.
- Wall ball is played with rubber playground ball on the wall ball court.
- The object of the game is to hit the ball more skillfully than the other player, so that the other child cannot get the ball or hits it out of bounds.
- One player serves the ball to start the game. The server has two chances to serve correctly.
- The ball can only bounce one time after each hit.
- Players may also hit the ball out of the air (no bounces).
- The ball is good ONLY if it bounces in the court and then hits the wall and then remains in

the court when it bounces back to the ground.

- If there is disagreement about whether the ball bounced in or out of the court, the majority of the students waiting in line will decide the call.
- If the ball hits the line between the wall and blacktop, it is considered out.
- Double or single fist hits are ok. Open hand hits are okay as long as the ball is not caught and then re-thrown.
- If a player cannot reach the ball due to interference by kids in line waiting their turn, you can re-do the play.
- If a player does the following, she/he is out:

Double hits on serve	Waterfalls	Ghosty
Bubbles/Tricky	Takes the ball	Body Blocks
Fency	Heady	Holdy/Sticky
Baby/Skimmie	Kicky/Shoe shine	Rainbow
Time outs (unless it is an emergency).		Elimination
Or any other made up rule!		

- When the game ends, the winner stays and the next person in line joins the game, and serves the ball.
- You become the Queen/King by beating everyone waiting in your line two times through. Whoever becomes the Queen/King gets to continue serving the ball until someone in line beats them.

Kickball Rules

- Two teams play with one wall ball within the Kickball Square.
- There are 4 bases (e.g., 1st, 2nd, 3rd, and home base).
- There is one pitcher for each team. The pitcher stands in the middle of the square and rolls the ball toward home base so that the player can kick the ball. Students should take turns being the pitcher.
- After the player kicks the ball, she/he runs to first base as fast as she/he can run.
- The kicker must kick the ball at home plate- not past it or they are out.
- If the 1st base person can catch the ball and tag the runner before she/he touches the base, then the runner is out. If the base person cannot tag the runner with the ball, then the kicker is safe. The player runs to the next base, when her/his teammate kicks the ball. If the ball is caught, the runner must go back to the base she/he came from (Tagging up).
- The object of the game is to get as many runs as possible. The winner of the game is the team that has the most runs.
- Play continues until there are 3 outs or five runs scored, whatever comes first, and then it is the next team's turn to kick.
- If the other team catches the ball after a ball is kicked, the player is out. More than 1 out can occur at a time (e.g., two people could be tagged running to two different bases).
- If a ball is kicked outside of the Kickball Square, the kick is considered a foul and the ball is pitched again.

Hopscotch Rules

- Two or more people can play hopscotch at one time.
- Each court must have a shooter to throw in the hopscotch squares. The shooter could be a beanbag, hair clip, rock, or wood chip.
- One player begins first by throwing her/his shooter into the 1st square. If the shooter falls within the square, the throw is good. The player proceeds to jump on one foot over the 1st square into the 2nd and 3rd squares. Then the player uses two feet in the 4th and 5th squares, one foot in the 6th square, two feet in the 7th and 8th squares and one foot in the 9th and 10th squares. After the 10th square, the player jumps out of the hopscotch squares. The player turns around and proceeds to jump back through the squares (e.g., 10th-1st square) to the other side. When the player reaches her/his shooter, she/he must pick up the shooter and jump to the end. The player then throws her/his shooter to the next square, ahead of the one she/he was in before.
- If the shooter lands within the 2nd square, the player repeats the jumping process, jumping over her/his shooter.
- If the shooter lands outside of the box or on the line, then it is the next person's turn and the first player must continue from where they left off the next time it is their turn.
- A player must hop correctly (e.g., no falling from one leg to two, no touching the ground while hopping or holding onto other players' bodies).
- The object of the game is to be the first person to successfully throw her/his shooter into the 10th square and jump through the squares.

Tether Ball Rules

- Two players play tetherball together on a tetherball court.
- The remainder of the children who want to play stand in line on the outer line of the circle on the tetherball court.
- Each player stands on one side of the pole, behind the line.
- The new player decides whether they want to serve or choose which direction they want to hit the ball.
- The server starts the game by tossing the ball up to themselves, hitting it with a closed fist.
- As the ball is hit back and forth with closed fists, each player tries to hit it so the rope winds completely around the pole in the agreed upon direction in which she/he is hitting the ball before the other player does. This is a tether.

- A player can also lose the game by making a foul. A foul is any of the following:
 - Hitting the ball with any part of the body other than the hands or forearms.
 - Catching or holding the ball during play.
 - Touching the pole.
 - Hitting the rope with the forearms or open hands/sloppy.
 - Grabbing the rope and throwing the ball/Ropey.
 - Crossing the line that divides the court in half/liney.
 - Hitting the ball twice in a row when it is on your side of the court.

- Doing bottle caps, where you take the rope between your pointer finger and thumb, and use it to swing the ball around the pole.
- When a game ends, the student who lost or committed a foul steps off of the tetherball court and goes to the end of the line. The new player on the court gets to decide whether they want to serve or choose which direction they want the ball to be hit.
- You become the Queen/King by winning three times in a row. After becoming the Queen/King, step off of the court and go to the end of the line to wait for your next turn.

GROUNDS FOR SUSPENSION AND EXPULSION

Please see the *Comprehensive Safety Plan* for **GROUNDS FOR SUSPENSION AND EXPULSION**.

Hallway Rules

1. Students must walk in the halls at all times- running is never allowed.
2. Students should always stay to the right in the hallway when passing- including going up and down on the stairs.
3. No eating of any kind in the hallways.
4. Students should always use their "inside" voices in the hallways.

Cafeteria and Eating Area Rules

1. Students are to walk quietly to the lunch area in an orderly manner and sit in assigned areas.
2. Students are responsible for cleaning their own area after eating.
3. Students are expected to talk in quiet, respectful voices.
4. Students are to walk in an orderly manner to the playground after being dismissed by a noon supervisor.
5. Students are to bring food and/or appropriate drink items in plastic or metal containers only. Glass containers are not allowed as they pose a safety hazard
6. Food must stay in the lunch area and may not be brought out on the playground.
7. Students are **not** to use other student's lunch accounts.
8. Students may not throw food.
9. Students raise their hand and wait to be excused by an adult.
10. Students are to not share food due to allergies. Students with allergies can sit in the designated area
11. Students must remain in the cafeteria and eat for a minimum of 15 minutes. Students can take as much as 15-30 minutes to eat their lunch. Students needing more time need to work with school staff to make special arrangements.

Discipline Steps for Most Cases

Level 1 -A warning, restatement of school rules, or a work detail is assigned at this level. Parents are not notified at this level.

Level 2 - Notification of parents; possible parent conference, referral to a Peacemaker, loss of privilege

Level 3 - Notification of parents, increase in loss of privilege or partial loss of recess, possible referral to Student Study Team, SCIP counselor or School Psychologist

Level 4 - Parent conference, possible behavior contract, and increase in Level 3 loss of privilege, referral to principal.

Consequences

Students are expected to follow all school rules to ensure a safe, respectful, and responsible environment in which to learn. Various strategies will be utilized by teachers, supervisors, and administrators 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, or field trips, 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 are provided) and/or any other community service assigned by an 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. **WRITTEN NOTICES 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 to bench time during recess, lunch recess, or remain after school for a specified amount of time.
- f. **Suspension:** Please see Comprehensive Safety Plan for suspension information. <http://www.ces.srvusd.net/studenthandbook>
- 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. **Misconduct Citation:** 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 on 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 an administrator.**

PROGRAMS AND ORGANIZATIONS

Gifted and Talented Education (GATE)

Students are identified on the basis of a the CoGAT test given to all students in 2nd grade. If a child qualifies, they may participate in any GATE activities provided by a Sycamore Valley 3rd grade GATE teacher and the SRVUSD beginning in 3rd grade.

Student Council

The school has an elected Student Council, represented by a student from each classroom, grades 3-5. Officers are elected from the upper grade students. Students participate in various service activities and sponsor events that promote school spirit.

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 their selections to share 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.

Technology Lab

The Technology Lab has been designed for 21st Century Learning. The Lab is designed for beginning typing, word processing, Google docs and student presentations and other technological instruction to enhance the classroom curriculum.

Parent Teacher Association (PTA)

PTA membership is open to all parents, guardians, relatives, teachers, and friends of Creekside students. A membership drive will be conducted early in the school year; however, parents may join at any time. Parents are encouraged to join PTA and take an active role in this supportive organization. Please visit our website for more information.

Sycamore Shark Education Fund

The Sycamore Shark Education Fund is made up of dedicated parents whose goal is to generate funds through optional donations to support important enrichment programs that impact all children in the school. These programs include salaries for art instruction, technology, music/vocal and reading specialists. SSEF also supports additional Library, hardware, and social / emotional programs for our students. Please visit our website for further information.

SUPPORT PERSONNEL

Resource Program

The resource program is available to assist students with exceptional learning needs who qualify for special education under Education Code. 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 students needs. In addition, co-teaching is sometimes 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 IEP or Individual Education Plan.

Speech and Language Specialist

Speech and language therapy is provided at Sycamore 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. Students may receive support through Response to Intervention.

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 our Education code. The Psychologist oversees our counselor intern from the Discovery Center.

Health Educator / School Nurse

Our Health Educator / School Nurse provides 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.

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-to-one or small group sessions between a child/children and a Rainbow Paraprofessional. The Para's receive pertinent training from project staff and ongoing direct supervision with the Program Coordinator. Parents are always encouraged to attend meetings regarding their child's educational needs.