

Parent Handbook 2009 - 2010

Country Club Elementary School
7534 Blue Fox Way
San Ramon, California 94583-3721
(925) 803-7430
www.cces.srvusd.k12.ca.us

Country Club Elementary School

School Telephone - 803-7430
Attendance Telephone - 828-3097 or
Attendance email - jwool@srvusd.net
Mr. Michael Biondi, Principal
Mrs. Sherry McCarthy, Office Manager
Mrs. Jeanette Wool, Office Assistant

SCHOOL BOARD MEMBERS

San Ramon Valley Unified School District
Mr. Bill Clarkson
Mr. Paul Gardner
Mrs. Rachel Hurd
Mr. Greg Marvel
Mr. Ken Mintz

SUPERINTENDENT OF SCHOOLS

Mr. Steven Enoch
District Office - 552-5500
699 Old Orchard Drive
Danville, California 94526

Daily Schedule 2009-2010							
Lunch Schedule			1st grade	2nd-3rd grades	4th-5th grades		
			11:25-12:10	11:45-12:30	12:15-1:00		
<i>Campus Opens at 8:25 - no students on campus before this time</i>							
Regular Days	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Start Time - early	8:20		8:40	8:40	8:40	8:40	8:40
Start Time - late		11:45	9:25	9:25			
Recess Start			10:15	10:15	10:15	10:15	10:15
Recess End			10:30	10:30	10:30	10:30	10:30
Recess Start			2:10	2:10	2:10		
Recess End			2:20	2:20	2:20		
Dismissal Time - early	11:40		2:10	2:10			
Dismissal Time - late		3:05	3:05	3:05	3:03	3:05	3:05
<i>* Second grade early & late reading will be from 9/7- 12/18 only. Beginning 1/4/2010 all students in second grade will attend school from 8:40-3:05.</i>							
Slip Shortened Days	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
8/26-9/4							
Start Time			8:40	8:40			
Dismissal Time			1:55	1:55			
Adjusted Wednesdays	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Start Time	8:20	8:20	8:40	8:40	8:40	8:40	8:40
Dismissal Time	11:45	11:45	1:55	1:55	1:53	1:53	1:53
Conference Days	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
10/5-9 & 3/15-19							
Start Time	8:20	11:45	8:40	8:40	8:40	8:40	8:40
Dismissal Time	11:40	3:05	12:10	12:10	12:08	12:11	12:11
Minimum First Day	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
8/25/2009							
Start Time	8:20	10:10	8:40	8:40	8:40	8:40	8:40
Dismissal Time	9:50	11:40	12:10	12:10	12:08	12:11	12:11
Minimum Last Day	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
6/10/2010							
Start Time	8:20	8:20	8:40	8:40	8:40	8:40	8:40
Dismissal Time	11:40	11:40	12:10	12:10	12:08	12:11	12:11
Halloween 10/30/09	Kdgn AM	Kdgn PM	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Start Time	8:20	8:20	8:40	8:40	8:40	8:40	8:40
	11:40	11:40	1:55	1:55	1:53	1:53	1:53

Arrivals/Departures - Students may not arrive more than 10 minutes before the start of school. The school does not have supervision prior to this time and cannot take care of children before then. Students should be picked up promptly. Kindergarten students, should not arrive before their designated time.

Attendance -ATTENDANCE NUMBER - **828-3097** - To report an absence, please telephone the school each day of your child's absence before 8:45 AM if possible. Because the information will be taken by a recorder, you may call during times the school office is closed. You may also report your student's absence by email to: jwool@srvusd.net.

Students are expected to arrive at school on time. A late pass will be issued from the office for any tardy student. Parents will be notified when a student is repeatedly late to school.

Home teachers are available for children who will be absent due to illness for more than two weeks. Forms, which are available in the school office, must be completed by a physician.

Extended Absences From School

For the following reasons we discourage families from planning activities during the year that take their children away from classroom instruction:

- Classroom time is very important for all students. Although independent study contracts can give students the basic information that they have missed, students lose the direct instruction and interaction with the teacher and other classmates that cannot be made up simply through completion of independent study assignments. Also, independent study contracts cannot be used for absences of less than five days or more than ten, and they are a considerable inconvenience to the teacher.
- The second level of concern is legal. Parents have a legal obligation to send their children to school. Exceptions are made if the child is ill or if there is a death in the family, but for the most part, parents are held legally responsible for making sure that their children are in school. The school is responsible for enforcing these laws and is required to follow up on problems with attendance.
- The school loses approximately \$25 for each day a student is absent. Two years ago, the district lost \$95,000 in revenue due to student absences at one of our District's elementary schools. Taking your children out of school hurts your child's education, both in terms of learning and in terms of financial resources available to the school for your child's instruction.
- The loss of funding hurts not only the child who is absent, but also all of the other children at the school, which leads to the last level of concern-which is ethical. The ethical concern is perhaps the most troubling. Not only does the voluntary absence of a child hurt the whole community of the school financially, but it also sends the message to students that school is not important--that rules are made to be broken and that observance of the law is in name and not in spirit. This is probably not the lesson that we want our children to learn.

We want to educate the whole child, and we agree that students should spend time with their families-but there are lots of three and four-day weekends, a week each for Thanksgiving and Spring Break, two weeks for Winter Break, and a very long summer to nourish the whole child. Please keep your child in school during the regular school year.

Independent Study Contracts: If your child will be absent for a non-medical reason, please arrange with the office for an Independent Study Contract. We encourage parents to plan vacations on non-school days, as education is our number one priority. Requests for Independent Study Contracts must be given to the office with the following limitations:

- *From 5 to 10 days of planned absence
- *Need to give office 3 to 5 days prior notice

Contract and work needs to be returned upon return to school.

Cell Phones - Students may not use or have visible any cell phones, pagers, or other electronic devices during school hours or activities. If students refuse to follow this guideline, the device will be confiscated and consequences may be assigned.

Child Care - There is a private childcare facility located on the Country Club School grounds. You may contact Kid's Country directly at 552-4483. Hours of operation are 7:00 AM to 6:00 PM, Monday through Friday.

If you need babysitting or day care for your children other than through Kid's Country, The Contra Costa Children's Council at 925-676-8570 or www.cocokids.org., maintains a list of licensed centers in the area.

If you are interested in becoming a licensed childcare provider, Community Care Licensing, Department of Social Services' website is www.ccl.dcas.gov.

Child Development Project - Country Club School has had the pleasure of being a model school for the Child Development Project since 1981. A key aspect of the program consists of involving students, staff, and parents in creating a caring school community where all students feel themselves to be valued and contributing members.

The Child Development Project focuses on pro-social school goals and helps teachers and parents foster in children such characteristics as helpfulness, responsibility, and concern for others. The CDP coordinating team meets monthly and welcomes new members to assist with school wide family/community events.

Computers - The school technology lab includes equipment from which students learn simple programming and use computers to supplement classroom instruction. Students in grades K-5 are regularly scheduled to work with the computers.

Cougar Fund - The Cougar Fund is an organization whose focus is raising funds for Country Club School. Funds are raised through donations and various fundraisers. Examples of our fundraisers include: Entertainment book, gift wrap, spellabration, and the Country Club Affair dinner dance and auction. A board of directors comprised of the principal, teachers, parent representatives, and community representatives distribute the funds.

The Cougar Fund was established in 2002 and is an affiliate of The San Ramon Valley Education Foundation. Meetings are held 4-5 times per year and are open to our community. Our Executive Board (President, Vice President, Treasurer, Secretary, and Financial Secretary) is elected by the Board of Directors. Our fundraising chair people are recruited by the PTA nominating committee.

Deliveries for Students - Any deliveries for students need to be brought to the office for pick-up. This would include anything for class parties, birthdays, homework, lunch money, etc. Our staff has asked that birthdays and other celebrations be low key, therefore we do not allow deliveries of balloons, flowers or any other items that would be a distraction.

Dress Code - Both teachers and parent groups have come to an agreement as to what is appropriate attire for Country Club School. A common concern is that apparel should be age appropriate and suitable for school activities. Fashions vary. Some fashions are unsuitable for elementary school activities. We feel there should be a distinction between school clothes and what is worn for play or for dressing up. We ask parent support in sending your child to school in appropriate apparel.

When dressing remember:

1. School clothes should be neat and clean.
2. Students should not wear clothes that cannot be worn for P.E. activities. Appropriate shoes should be worn on P.E. days.
3. Recess Policy - We will have the students go outside for recess every day even if it is sprinkling. So please on rainy days, send your student to school with a rain jacket and make sure his/her name is on the jacket.
4. Minimum length of shorts and skirts is mid-thigh
5. **The following are not allowed:**
 - a. Sagging pants
 - b. Open backed sandals (must have a heel strap), or high heels.
 - c. Dangling earrings, miniskirts, long necklaces, wallet chains and multiple bracelets.
 - d. T-shirts displaying inappropriate logos.
 - e. Tank, halter, strapless or spaghetti strap tops, over sized armhole shirts, or shirts which expose the waist or midriff.
 - f. Heelys.
 - g. Caps or hats (except while outside).
 - g. Perfume or make up.

Parents will be notified of concerns regarding dress by telephone or a note from the classroom teacher or principal and/or given an appropriate shirt to wear for the remainder of the day.

Drills - Students participate in a fire, duck and cover, lock down, or other emergency drills each month.

Emergency Cards - The school maintains a file of names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in on your child's emergency card changes, be sure to notify the school so that our information is accurate. Emergency cards are your lifeline for care of your child. Update whenever there are any changes. You should include a neighbor or someone who lives close to school as an emergency contact.

At no time will a student be dismissed except to the care of a parent or other adult designated on the emergency card.

Emergency Procedures - The school district has an emergency plan which specifies action to be taken for the following emergency situations: explosion or threat of explosion, earthquake, severe windstorm, flood, fire, war, evacuation, bomb threats, and chemical accidents.

The school has an established phone tree that will be initiated by the administration in the case of an emergency which would require students to be sent home. This phone tree is generated from the emergency card contact information.

During an emergency, children will be dismissed to go home by the Superintendent ONLY if there is time to return students safely to their homes and parents can be notified. Students will be dismissed only after parents have been notified. Students of parents who are not contacted will remain the responsibility of school personnel.

If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by radio announcements and/or by a note on the front door of the school. *Evacuation of the school will not be attempted unless there is no alternative.*

In the event of an emergency, school personnel need to be involved in caring for the children and telephone lines need to be kept open for communications with proper authorities. If there is an emergency, please do not call the school for information. The telephone numbers and radio stations listed below can give you the emergency information you need.

Red Cross
925-603-7400
KSJO 92.1

Office of Emergency Services
925-228-5000
KCBS 740 AM

KNBR-680 AM
415-995-6800

Field Trip Drivers - In the event that private vehicles are used to transport students on a field trip or other school function:

1. The driver must sign a Personal Automobile Use Permission Form (form in the office) showing that:
 - The driver carries insurance with minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage. That the driver understands that his or her own insurance would be considered primary and that of the district, if any, would be considered secondary.
2. The driver must bring in his/her valid California Driver's License;
3. The driver must bring in his/her proof of insurance; AND
4. The parents or guardian of a student transported must sign a permission agreement stating that they understand the potential danger of the field trip and agreeing to hold the District harmless from liability arising from the trip including transportation or other causes.

Note: If you drive your personal automobile while on school business and you are involved in an accident, by law your own insurance policy is used first. The District liability policy will only be utilized if legally required. The District does not cover, nor is it liable for, comprehensive and collision coverage to your vehicle.

Gifted and Talented Education (GATE) - In grades 3-5, GATE students are grouped together by forming clusters within the heterogeneous class. The teacher has had training in working with the gifted and high achieving student. These students receive instruction in reading, math and other curricular areas in their regular classroom stressing higher level thinking skills. Enrichment classes will also be offered after school.

All second grade students are administered the CogAT (Cognitive Abilities Test) mid year. This test consists of three subtests which measure verbal, quantitative and non-verbal abilities. Students whose age-related composite score falls in the 98th percentile or above are considered for the San Ramon Valley Unified School District's GATE Program.

Students in grades three through eight whose age-related composite score on the CogAT falls below the 98th percentile may be referred by parent or teacher for retesting. Retests are given on a Saturday in October and again in January. Students may not re-take the CogAT more than once each school year and not more than a total of three times.

Homework - Homework is a regular part of the instructional program. Students are expected to complete homework assignments and to turn them in 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 an appropriate environment for completing homework assignments

and teach their children work skills that will make them successful with homework assignments. All students are expected to read 20-30 minutes per day.

Homework When Absent - Homework will be available upon request after two consecutive days of absence. Please call the school office 803-7430 on the student's third day of absence before 10:00 AM. Homework will be available in the office after 3:00. After 8:30 teachers are involved in the "normal" activities of the school day.

Insurance - Student accident insurance through a private carrier is available during the school year. A brochure explaining this program is included in the school packet at the beginning of each year. If you have not received this information, it is available from the school office.

Leaving School - Each student who leaves school for any reason, including lunch, must have PERMISSION FROM THE PARENT or signed out by a person listed on the student's emergency card. If the child is not picked up in person, written permission is required.

Any student, who leaves the campus during the regular school day, must sign out in the office. If your child goes home for lunch regularly, you may keep a single note on file in the office, but your child must sign out daily.

Lost and Found - Please **label clothing** such as jackets and sweaters. Lost items are placed in the lost and found closet in the breezeway; small items are kept in the office. Periodically, unclaimed items are given to a charitable institution. Please check on a regular basis for lost items.

Lunches:

To pay for school meals "MealTime On-line" you can 1) secure online payments into your student's school meal account (debit card) by going to www.mymealtime.com and follow the three step process on setting up your MealTime Online account; or 2) bring your check or cash to the office, put it in our special envelope and put in the "Lunch Money" box. The money brought in to the office before 10:30 will be available on your student's debit card in time for that day's lunch.

- **Forgotten lunches:** There is a table in the back of the Multi-Use Room where parents can put lunches that have been left behind.
- **No calls will be made for forgotten lunches.**
- Students are not permitted to borrow lunch money from other students or the teachers.
- No microwave is available - food cannot be heated.
- Please, do not send glass bottles or containers.

Medical Problems - The school does not have a full-time nurse. She is scheduled at our school on a part-time basis. The services include vision and hearing screening, consultation with children, teachers and parents on health problems, and consultation with staff and students in areas of health education.

School personnel, including the school nurse, may not administer medication without a form signed by both the parent and the doctor. Forms are available from the school office. If medication is to be administered at school it is to be brought to the school office. Medication must be in the original container. Students are not to have medication of any kind in their possession during school hours. This includes over the counter medication.

Students with allergies or other medical problems, must have a NOTE FROM THEIR PARENTS TO BE ABLE TO STAY IN THE SCHOOL BUILDING DURING RECESSES OR OUTDOOR CLASS ACTIVITIES.

In the event of a disaster, there is a possibility that students will need to stay at school longer than one day. If your child needs daily, life-sustaining medication, please contact the office for a Medication During School Hours form.

If your child becomes ill or is injured at school, you will be telephoned. If you cannot be reached, another adult authorized by you on the child's emergency card will be notified. Be sure the information on your emergency card is up-to-date. Consult your doctor on the need for supplying him or your emergency references with a written release authorizing them to approve medical treatment necessary in your absence. If emergency medical attention is needed, the school will call for emergency personnel.

Lice Policy - If head lice is found on your child, please keep him/her home to treat. It is very important for you to inform the office as soon as possible so we can notify the classroom, by letter, so other parents can be aware of what to look for. Children can return to school only after appropriate treatment of live lice has been started.

Messages - Parents are asked to limit messages to their students for emergencies only. Messages for students during school hours should be left at the school office for delivery to the classrooms. Students are allowed to use the school telephone only with their teacher's permission and for school business.

Noon Supervisors - The school district provides paid adults to supervise children in the multi-purpose room and on the playground during lunch recess.

PTA - Country Club is a member of the national organization of the Parent Teacher Association (PTA). The PTA promotes the welfare of our children by supporting legislative action on behalf of children, assisting parents in developing skills to raise and protect children, and by encouraging parent involvement in school.

Parent Conferences - Drop in conferences have limited possibilities of success. A teacher is usually busy with class preparation, in-service meetings, and other activities before and after class hours. A good conference requires preparation; therefore, parents are requested to make an appointment. Requests for additional conferences may be made by a note to the teacher or telephoning the school, 803-7430.

Each student's parent will receive a goal setting conference in October and a progress conference at the end of the second trimester. In addition, teachers at Country Club are encouraged to telephone parents whenever they have concerns about student progress or behavior.

Any questions regarding the student's program or progress should be brought up first to the teacher, and then if necessary, discussed with the principal.

Parent Information and Policies - Rights and Obligations of Parents - Parents have the right to expect that attention will be given to the individual academic, social, physical and emotional needs of the student in an atmosphere which treats children with dignity, fairness and consistency. Parents share responsibilities to support the school in *its* efforts to provide an exemplary program for students. Parents have the responsibilities to:

1. Send students to school in a positive frame of mind.
2. See that students have proper diet and rest.
3. Assist students by making sure each comes to school with all books, assignments, and a lunch.
4. Provide a quiet time and place for study.
5. Show an interest in the student's day.
6. Communicate with the teacher for progress reports about any concerns or questions.
7. Keep all conference appointments or notify the school to the contrary.
8. Work with the school. The student's education is a shared family/school responsibility.

Parking Lot - The school parking lot is for **staff parking** only.

Please use the white marked curb in front of school and the parking lot drive thru area to drop-off or pick-up students. This drive thru lane in the parking lot is for **ACTIVE** student drop-off or pick-up only. Do not wait or park in this area unless your student is in sight. After loading/unloading students, vehicles need to pull back into the traffic lane and leave the parking lot. Vehicles are only allowed to turn right when exiting the parking lot. If you feel you need to walk your child to class or to watch them walk onto campus, you will need to park your vehicle on Blue Fox Way, Brockton or Davona Drive. If cars move along in these areas, everything should flow smoothly.

- Parking lot drive thru: **Active** pick-up or delivery only.
- White curb: Stay in car and move forward until your child is picked up. (Passenger loading/unloading).

Proficiency Tests - The Board of Education has identified reading, writing and math skills essential for high school graduation from this school district. Students at grades 5, 7 and 10 are tested in these areas. Parents of each child will receive notification of their student's performance on these tests. The results of non-mastered tests will be reviewed with parents in individual conferences. Additional instruction will be provided if a student is not showing success with the content of the tests.

Rainbow Project - The Primary Intervention Program (Rainbow Project) provides direct service to at-risk students in grades kindergarten through third grade. Paraprofessionals meet individually with identified students and in small groups during weekly sessions. Supervision and training is provided by the School-Based Mental Health professional and the Mental Health Consultant. Project conferences will focus on the social, emotional and behavioral needs of the student, with parent, staff and project staff participation. This exceptional program is locally funded through fundraisers and grants.

Resource Specialist - This program provides additional help for students who are academically capable and have an identified learning disability. The Resource Specialist provides both individual remediation and support to students in the regular classroom.

School Psychologist - The services of a School Psychologist are available on a part-time basis. Services include individual and small group counseling for Special Education Students, testing of referred students, and consultation support for teachers and parents.

School Rules - All school rules are included in the front of your student's Planner.

Single Plan for Student Achievement - Country Club Elementary School participates in the School Based Coordinated Program. This program is designed to further individualize instruction and to supplement the basic program provided to children by the school district through a designated written plan.

- The School Site Council (SSC) writes the school plan and establishes a budget to implement it
- School plan modifications and budgets are recommended by the SSC and approved by the School Board
- This Council consists of three teachers, one individual representing "other" school personnel, the principal and five parents. The Council has four major responsibilities:
 - To develop and approve a school plan
 - To create a budget with funds provided
 - To monitor the implementation of the school plan
 - To evaluate the plan's success

Program components include:

- Understanding Standards and Assessments
- Collecting information, analyzing data, and reporting results
- Strategies to meet standards
 - Reading
 - Language Arts
 - Math
- School Climate/School Safety

The Council meets once a month on Friday. Voting members of the Council must be elected by their peers (teachers by teachers, parents by parents). All meetings are open to the public.

Site Council Members: See web site for details - www.cces.srvusd.k12.ca.us

Special Education - Students who are academically capable and suspected of having a specific learning disability are referred to the school Individual Educational Planning (IEP) Team. The team consists of the principal, resource specialist, health educator, speech therapist, teacher, parent and other support staff. A child found eligible for special education services may see any of the above-mentioned specialists for remediation and support. The goal of special education is to help students function in the regular classroom.

Speech and Hearing - Speech and hearing therapy is provided for children who have difficulty with language comprehension or verbal communication. Children are referred to the Speech Therapist for mis-articulation of sounds, stuttering, hearing difficulties, and physical abnormalities, such as cleft palate and inadequate voice production and language problems such as comprehension or memory. Students are enrolled in individual or small group therapy on a bi-weekly basis. The Speech Therapist is available for consultation with any parent during the school year. (Includes concerns regarding preschoolers.)

Student Success Team - The Student Success Team (SST) consists of parents, principal, classroom teacher, and support personnel as needed. The goal of the Student Success Team is to brainstorm solutions to student problems, try various program modifications, and evaluate their effectiveness. Parent participation contributes essential knowledge and is greatly encouraged.

Visitors - Visitors are welcome to the school; however, they are required to sign in at the office and wear a visitor's badge before going anywhere on campus. If parents are visiting to observe their child's classroom, they should arrange their visit with the teacher and principal and limit their stay so that it does not interfere with the classroom program.

Voice Mail and e-mail addresses - See our web page for these numbers for our staff.
www.cces.srvusd.k12.ca.us

Volunteers - Parent volunteers provide valuable services for the teachers and school. Teachers vary in their use of volunteers. Volunteers are needed in classrooms, school office and in the library. Contact your child's classroom teacher or the school office if you are interested in volunteering.