Alamo Elementary
100 Wilson Drive
Alamo, CA 94507
Stan Hitomi, Principal
www.aessrvusd.net

Office: 925-855-4800
Attendance: 925-855-7598
FAX: 925-938-0454
YMCA: 925-933-9994

California Gold Ribbon School 2016
Dear Alamo Students and Parents,

Welcome! The staff and I are looking forward to working with each of you throughout the school year. We are committed to providing a safe and educationally rich learning environment that meets the needs of all our students, and provides opportunities for every student to reach their greatest potential.

Our highly qualified, dedicated staff, involved parents, and motivated, hardworking students have provided the foundation for our award-winning school. This collaborative partnership is essential to the success of our students. I encourage you to continue this tradition of excellence through your support of Alamo School. Whether you join the PTA, participate on one of our committees, and/or volunteer in your child’s classroom, your time and support is very much appreciated and greatly needed by our students and staff.

This handbook has been prepared to provide parents and students with general information regarding various policies and procedures, programs, events, and activities at Alamo School. Please review this handbook together with your student (s) and keep it for future reference. I look forward to working together to provide a rewarding and outstanding educational experience for your child.

Your partner in education,

Stan Hitomi
Principal
2019-2020 SCHOOL RULES

General Rules
• Be respectful. Be responsible. Be safe.
• Play so that you and your classmates will be safe.
• Appropriate language is expected at all times. No foul language or profanity is allowed.
• All games are open to whoever would like to play and observe the rules as outlined in P.E. If there are variations in the rules they must be agreed upon by the players at the beginning of the game.
• Stay out of courtyards and hallways at recess unless a teacher or other adult is supervising schoolwork.
• Walk in all hallways.
• Return balls and other equipment to the ball room at the end of recess.
• Use the paths for walking. Stay out of the landscaped areas.

Arrival
• If arriving before 8:15 am, students must wait in the front courtyard. No students should be inside the gated area prior to 8:15 am. There is no supervision prior to 8:15 am.
• At 8:15am the front gates are unlocked and students may enter and lineup by grade (colored cones) with the area marked by a red border. Kindergarten students may go directly to their classrooms.
• At 8:30am, a bell will ring and supervising staff will dismiss students. Once dismissed students can put backpacks on their classroom hooks and walk to the playground.
• Kindergarten students line up in the kindergarten play yard to wait for their teacher.
• At the start of the school day, and following all recesses, students stop playing the sound of the bell and “take-a-knee”. Once yard duty dismisses students, they may walk to put play equipment away and then walk to their classroom number, line up, and wait for the teacher.
• Teachers will meet and escort students to the classrooms.
• Students arriving after 8:35am (or 9:25am for “late” readers) must be signed in by their parent in the office prior to going to class.

Dismissal
• All students who carpool are expected to come to the courtyard by the MPR immediately for dismissal.
• Students who walk, ride bikes, or meet rides at Dapplegray are expected to use walkways until they reach Dapplegray.
• Students going to the YMCA after school should use the walkway near room 200.
• Use the crosswalks when leaving the school.
• No students are allowed in the parking lot without an adult accompanying them.

Clothing
• Hats may only be worn in the classroom according to teacher discretion.
• Hats and other protective sun wear are encouraged on the playground.
• Appropriate footwear is required. Open-toed and backless shoes are inappropriate for active play.
• Clothing should be appropriate and not detract from the classroom environment of study. No short shorts, halter or midriff tops, spaghetti straps, low-riding pants, underwear showing, chain wallets,
or clothing with inappropriate words/messages are examples of unsuitable apparel for school. Shorts should be at least the length of the student's "fingertips" when the student holds his/her hands to the side.

• Students wearing clothing more suitable for a non-school environment will be notified that their attire is inappropriate. Alternative clothing will be provided from the school, or the student may arrange for change of clothing to be delivered.
• Hairstyles and colors should be appropriate and not detract from the classroom environment of study.

**Transportation**
• Students who ride bicycles or scooters to school must lock them to one of the bike racks.
• The law requires that students wear helmets.
• Roller blades, skateboards, and wheelies may be ridden to school, but must not be ridden on the school grounds. These are to be left in the classroom during the school day.

**Items from home**
• Items such as knives, matches, toy guns, or other sharp instruments are not permitted on campus. Toys and athletic equipment should be left at home.
• Electronic devices (iPads, cell phones, smart watches, etc.) are not allowed at school. If students have these out of their backpacks while at school, they will be confiscated and returned at the end of the day or the following day.

**Boundaries**
• Stay inside the dirt track and inside the baseball backstop except when running laps for PE.
• Stay out of baseball dugouts.
• Walk down the stairs when going to the lower playground. Balls should not be bounced while going up or down the stairs.
• Only sitting is allowed on the planter wall. No walking or running on the planter's edge.
• Be respectful of the landscaping. Only enter the landscaped areas when necessary to retrieve a ball or other objects.

**PLAYGROUND RULES**
• Children are to behave in such a manner that will prevent injury to others and to themselves.
• Fighting or fighting back is not allowed.
• Students are to stay in play areas unless a school staff member gives them permission to leave and go to the office.
• Students are to use all equipment safely and appropriately.
• Only appropriate language permitted.
• No items should be thrown that might cause injury.
• Only walking is allowed in the courtyard and/or corridors.
• No tackle football or rough play that endangers others.
• Students should take care of personal needs (drinks, bathroom, etc.) during recess.

**Big Toy**
• Go down slides feet in front of you, eyes forward, one at a time.
• Go across rings using both hands. No sitting on the rings. Take turns.
• Use Big Toy for climbing, not for tag or ball games.
• Two hands on the bars at all times (No Cherry Drops or Lemon Drops).
• Walk in tanbark play area.

Food
• No gum is allowed on the school grounds, either inside or outside the classroom.
• Students may bring a snack to eat at the morning recess.
• All snacks are to be eaten while seated at a table, bench or on the playground retaining wall.

Lunch Area
Generally, students eat outside in the amphitheater, weather permitting. Those buying lunch enter through the double doors, lining up to the right. Those bringing their lunch will enter on the left. Students exit out the backdoor behind the amphitheater. Lunch buckets are lined up by the MPR.
• Remain seated during lunch period.
• Finish lunch before leaving the MPR. NO FOOD on the playground.
• No throwing food or taking someone else’s food.
• All students will raise their hands to be dismissed by the lunch duty supervisor or parent volunteer.
• Students clean up their own area and deposit their own trash in trash containers or recycle containers once they have been dismissed.
• Students are asked to clean their hands with hand sanitizer before going out to play or returning to classroom from lunch.
• Forgotten lunches may be brought to the bin that is placed outside the office door. It is the responsibility of the student to check there at the beginning of the lunch period.
• Students raise their hands to be excused to use the restrooms. Fourth and fifth graders have recess while grades 1-3 eat their lunch. Grades 1-3 eat lunch from 12:10-12:30. The bell rings at 12:30 for fourth and fifth graders to come to the MPR for lunch (12:35-12:55). Students are not to line up at the MPR until this bell rings. Fourth and fifth graders use the main hallway next to the big toy (not the amphitheater paths) when going to the MPR.

Supervision
Adults provide supervision at all recesses. Seek their help if you cannot settle your dispute or if “Second Step” conflict resolution tools do not work.

Conflict Resolution
The staff encourages all students to utilize conflict resolution strategies to manage conflicts. School personnel are trained in “Second Step” strategies and will assist students to learn techniques to resolve concerns in a non-threatening and effective manner.

Second Step Strategies
Stop. Cool off.
Talk and listen to each other.
Find out what you both need.
Brainstorm solutions.  
Choose the idea you both like best.  
Make a plan. Go for it!

**ADDITIONAL INFORMATION**

**CONFERENCES**  
Parent-teacher conferences are scheduled for October. During conference week, all students will attend school on a minimum day schedule so that parents can meet with the teachers.

**BACK-TO-SCHOOL NIGHT**  
This is a very important night. Please make every effort to attend. The teacher will present his/her program for the year, discuss curriculum, homework policy and classroom procedures. This is not, however, the time for individual conferences. This activity is designed for adults only.

**CUMULATIVE RECORD - STUDENTS**  
When your child is enrolled in kindergarten, a permanent file is begun for him/her and follows him/her through high school. It is cumulative in that information is added each year. The file contains biographical information, date and place of birth, report cards, health information, standardized test scores, end-of-the-year comments on academic and social progress, and any other information that may be useful to teachers. This cumulative record may be reviewed by contacting the principal for an appointment.

**BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, WHEELIES, Etc.**  
Children are encouraged to ride bicycles to school. Bicycles are to be walked when on school grounds and must be parked in the bicycle racks. All bicycles should be locked. Bicycle riders must wear helmets, observe traffic safety laws and be considerate of children walking to school. At no time during the school day are bicycles to be ridden on school grounds or in the hallways. Lack of cooperation will lead to loss of the privileges. Skateboards, scooters, roller blades, and other wheeled transportation may be ridden to school but are not allowed on campus.

**CONDUCT**  
A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring, and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements.

To achieve this goal, staff is expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior which threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that area respectful of all individuals. Board Policy 5131
Typically minor behavioral issues are handled in the classroom or on the playground with each classroom using a system of card charts, warnings and timeouts. However, when an issue of significant concern or if minor issues continue over extended periods of time, teachers or other staff will refer a student(s) to the principal. Visits to the principal’s office follow the progressive discipline policy below:

- **Level 1**: A warning, restatement of school rules. Parents are not notified at this level.
- **Level 2**: For more serious offenses, or for persistent Level-1 infractions, an “Uh-Oh, Let’s Think About It” form is issued. This is a tool for self-reflection. One copy (white) is sent home with the student to be signed by a parent/guardian and returned to the classroom teacher. One copy (yellow) is kept on file with our Positive Behavior Interventions & Support (PBIS) Coordinator, who keeps track of the number of forms each student is issued.
- **Level 3**: Upon receiving a 3rd “Uh-Oh, Let’s Think About It” Form. Parents are sent an E-mail from the PBIS Coordinator indicating that this is the student’s 3rd incidence of inappropriate behavior. Student may lose recess time at this level, perform campus clean up or write a statement reflecting on their behavior and how they can use life skills to alter their behavior. Parents are notified by an E-mail or phone. A student will receive a detention or community service if they reach three incidents.
- **Level 4**: Upon receiving an additional a 5th “Uh-Oh, Let’s Think About It” Form parents/guardians will be contacted and required to meet with the Principal. At this level, students may be assigned an in-school or out-of-school suspension. Students may lose the privilege of participating in extracurricular activities at this level.
- **Level 5**: Expulsion or transfer to an alternative program will occur in the most serious cases.

*note that in cases where infractions are serious in nature, consequences may go directly to Level-4 and a student may be suspended from school without any prior documentation. This would include possession of a weapon, drugs, alcohol, tobacco, theft, sexual harassment or physical aggression.*

**EMERGENCY CARDS**

Each year you are asked to complete a new emergency card. The information on this card is essential to the office when your child becomes ill or if there is an emergency and we might need to contact you. Please look over this pre-printed card carefully and fill in any of the information that has changed. Your child will only be released to individuals you have designated on your emergency card. Please make sure that there are several people listed. You may update your emergency card at anytime by coming in or calling the office.

**FIELD TRIPS**

The Alamo School staff uses many available community resources to schedule meaningful field trips. Teachers carefully select the sites for these trips and such trips are coordinated with the District’s course of study. Transportation may be by bus, private car, or walking. A permission slip signed by a parent or guardian is required. Parent volunteers help drive and/or supervise students.
on field trips.

Drivers should know that their insurance is considered primary coverage. Drivers must have a minimum coverage of $100,000/300,000 bodily injury and $25,000 property damage and verify this by having a Parent Insurance Field Trip form on file in the school office prior to transporting any student on a field trip. This form must be updated regularly and completed each year to provide current insurance coverage information.

GIFTED AND TALENTED EDUCATION (GATE)
The District participates in the state-funded Gifted and Talented Education Program (GATE) for identified students in grades 3-5. Students qualify to participate by scoring at the 98th percentile or above on the CogAT test. This test is administered each spring to all second grade students in the district. Parents and/or teachers may request testing for GATE identification for students that are new to the SRVUSD and/or re-testing for students in third through fifth grade.

Teachers at Alamo School differentiate assignments to address the individual needs of all students. Appropriate activities for the high achieving and the GATE identified student are provided in the regular classroom. Each year, we review our GATE plan to specifically address the needs of the GATE identified student. Our GATE parent advisory committee works to provide activities and communication for parents of GATE and other high achieving students. A staff member and a parent representative also serve on a District committee. For additional information you may visit the district web site at www.srvusd.net/GATE

HOMEWORK
Homework is assigned according to district policy and is meant to deepen student learning and understanding. K-5 students will participate in homework that is meaningful, purposeful, and appropriate. Grade Level Guidelines:
- K-1 15-30 minutes of homework per night (reading included)
- 2-3 30-45 minutes of homework per night (reading included)
- 4-5 45-60 minutes of homework per night (reading included)
(Board Policy and Administrative Regulation 6154)
Students are expected to complete homework assignments on time. Parents should set aside a specific time each night for students to complete homework in an appropriate study area. Homework concerns should be directed to the classroom teacher.

IMMUNIZATIONS
California law requires (with some exceptions for religious beliefs or medical reasons) that at the time of first enrollment in California schools, school children must have doctor verification of all current immunizations against polio, DPT, measles, mumps, hepatitis B, chicken pox, and rubella. According to state law, a student will be denied access to school without proof of immunization.

MEDICATIONS
A statement from the physician and parent, along with a completed district form, must be at the school before any medication can be administered to a child. The medication must be sent to
school in a container properly labeled by the dispensing pharmacist. Children are not allowed to have medication in their possession (cough drops, etc.) while on campus.

**INSURANCE**
Student accident insurance is available during the school year. Insurance forms will be available at fall registration through a private carrier. Applicants will receive a policy from the company.

**LEAVING SCHOOL**
All students leaving the school grounds (except for dismissal time) must be signed out by the parent/guardian in the office. Adults must come to the office and the student will be sent up from the classroom. Parents may not go to the classroom directly to retrieve a student.

**DISASTER PREPAREDNESS**
As a part of the Safety Plan for Alamo School, our staff has designated emergency teams, which will go into action in the event of an earthquake, fire, dangerous person on campus, or any other emergency. Each team has specific duties to fulfill in order to guarantee the safety of our students.

**ATTENDANCE**
Please call the school attendance number (855-7598) in the morning by 9:00 A.M. each day your child will be absent from school. Please be specific in stating the reason for the absence. If we have not heard from you by 9:00 A.M., we will call your home to verify the absence. If we do not hear from you, your child will be marked “unexcused” from school.

Alamo School participates in the county "Every School Day Counts" program. Attendance matters as early as kindergarten. Studies show children who miss too many days in kindergarten and first grade can struggle academically in later years. Students can suffer academically if they miss ten percent of school days. This can be just one day every two weeks and can happen before you know it. Good attendance will help children do well in high school, college, and at work.

How can you help?
- Plan vacations during non-school days
- Schedule your child’s medical and dental appointments at the end of the school day
- Make sure they go to school every day unless they are ill

**INDEPENDENT STUDY CONTRACTS**
If it is necessary for a student to be absent for reasons other than illness for a period of five days or more, you may contact the teacher one week in advance of the absence to arrange for an Independent Study Contract for up to ten school days. This enables the student to keep up with his/her classroom work and also allows the school district to receive funding for the absent days. If you child is gone from school for more than 20 consecutive days, s/he will be “dropped” and you will need to reenroll upon your return. Only ONE Independent Study Contract may be approved per student per year. Additional absences in excess of five days will be unexcused.
TARDIES
If your child is late to school, s/he must stop by the office for a tardy slip before going to the classroom. If your child is to be dismissed before the end of the school day, please notify the teacher in advance. You must sign your student out in the office if they are leaving before the end of the school day.

BOOKS AND SUPPLIES
Students will be provided with necessary textbooks and materials. Some additional school supplies may be requested from home. Each child is responsible for the proper care of books and for replacement costs of lost or damaged books. From time to time, books turn up at home. If you have schoolbooks from previous grades, please return them to Alamo School.

ADOPT-A-SCHOOL
Is a program comprised of business people, community leaders, and educators interested in developing and expanding mutually beneficial relationships between businesses and individual schools in the San Ramon Valley Unified School District.

VOLUNTEERS
The SRVUSD Volunteer Management System features a web-based software application that allows the District and all schools to better track and provide the appropriate level of clearance for school volunteers.

SRVUSD has partnered with Be A Mentor, Inc., to support the registration and screening process of school volunteers. Volunteers will now be able to register on-line through this system, which is hosted by Be A Mentor, Inc.

Please know that the District will NOT be asking parents to incur any of the costs associated with these clearance processes, and if you have already been fingerprinted for the purposes of volunteering in our schools, we will not ask you to do that again!

The new SRVUSD Volunteer Management System includes three (3) levels of volunteer clearance and tracking. During the online application process, you will be asked to choose the level or levels of clearance you will need based on your anticipated involvement. You may choose to select one, two or all three levels of clearance:

- **Level 1. Classroom Aides and other on-campus school volunteers:** This is the most basic level, and includes completion of the Volunteer Online Application, and a search of the Sex Offender Registry.
  *This level of clearance will allow you to act as a volunteer in classrooms, support campus activities and chaperone day field trips (as a non-driver).*

- **Level 2. Field Trip Drivers:** At this level, the District will obtain a 10-year driving history and DMV “Pull Notification” (*Pull Notification* allows the District to be notified any time there is a reportable traffic violation or incident that is registered with the Department of
Motor Vehicles). Also includes completion of the Volunteer Online Application, and a search of the Sex Offender Registry.

*This level of clearance will allow you to transport students as a driver for field trips, extra-curricular activities and athletic events. **Clearance for this level could take up to 14 days.

- **Level 3. Overnight Chaperones:** We will be conducting background clearances on all Overnight Field Trip volunteer applicants. This is the most stringent level of clearance, and all volunteers who wish to chaperone on an overnight trip will be required to go through this process. It includes criminal background clearance through the FBI and Department of Justice. For additional requirements for chaperones who are also driving on a trip, see Level 2 above.

*This level of clearance will allow you to act as a chaperone for overnight field trips and activities. **Clearance for this level could take approximately 30 days.

**VISITORS**

Visitors need to be cleared as through “Be A Mentor”, an online Volunteer Management System (VMS). Visitors are people who are visiting the school to watch a school play, assembly or to view a performance in the library. They are observers and do not have direct interaction with children.

The VMS is a web-based software application that allows the District and all schools to better track and provide the appropriate level of clearance for school visitors and volunteers. Visitors should plan to register on Be A Mentor a few days before their visit. Just use the “volunteer” link on the Alamo School homepage at www.aessrvusd.net

Upon arrival at school, visitors must sign-in at the main office. You will need either your driver’s license or state ID card to swipe in our scanner for an instant background check & approval. The scanner will print a badge/sticker which the visitor must wear so the school site is aware of who is on campus.