

2023 / 2024

## Family Handbook

# Country Club Elementary

7434 Blue Fox Way - San Ramon - CA - 94583

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## Welcome Cougars!



Main Office: 925.479.6000 - Fax: 925.803.9827

Attendance: 925.479.6098 or email: [ccattend@srvusd.net](mailto:ccattend@srvusd.net)

Principal: Christy Glaser | Assistant Principal: Jyoti Dave

Office Manager: Kathileen Carl | Secretary: Jen Pfothenauer

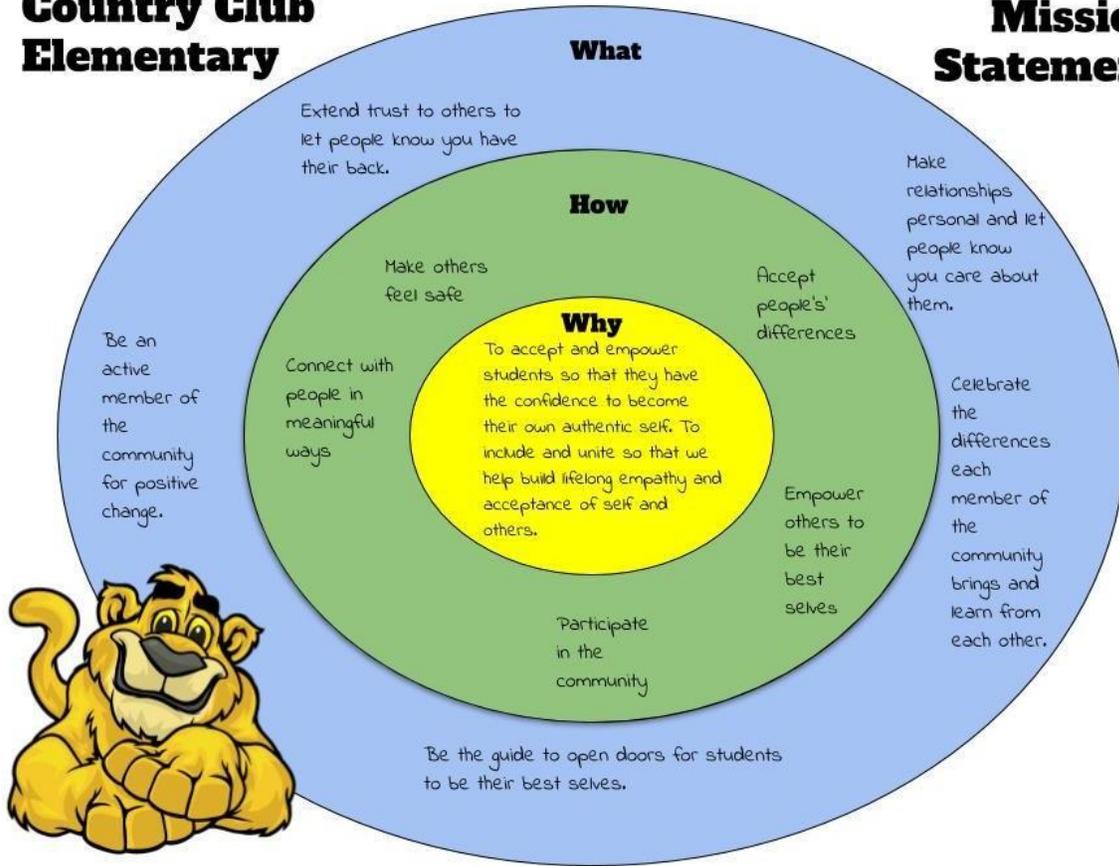
### San Ramon Valley Unified School District

<u>School Board Members</u>	<u>Superintendent of Schools</u>
Laura Bratt Rachel Hurd Shelley Clark Susanna Ordway Jesse vanZee	Dr. John Malloy District Office 925.552.5500 699 Old Orchard Drive Danville, CA 94526

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# Country Club Elementary

# Mission Statement



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# Country Club Elementary School - Handbook 2023-2024

## In the Classroom

- Be safe. Be kind. Work hard.
- Face masks are optional and recommended for staying healthy.

## On the Playground

- Any adult with a vest is here to keep you safe and should be treated respectfully.
  - Walking in all of the hallways and courtyards
  - When walking to the playground, carry all equipment until you reach the yard.
  - Using language for school that does not include harmful or offensive words
  - Stay on the playground during all recesses.
  - When you hear the first bell/whistle/freeze, then walk to class after the second whistle.
  - Let everyone play games. Take turns and be fair.
  - Eat snacks at the bench or table areas and put all trash in trash cans.
  - Play structure safety:
    - Slides are used to go down only and feet first, one at a time, all the way to the ground
    - Wait until the person in front is off the slide before going down
    - Avoid blocking students from using the slide
    - Avoid jumping off the slide or standing on the slide
    - Tanbark stays on the ground in the play structure area
    - Avoid sitting on top of the bars.
  - Play tag in an open area and avoid the play structure and other students.
  - Use the grass area behind the school and not next to the houses.
  - If someone is waiting for a swing, count 30 forward swings, and then the next person goes
  - Only two people on the spinner at a time.
  - Cartwheels are allowed on the grass area, and others need to give each other space
  - Non-school-sponsored clubs are not allowed as they can exclude students, and we want to create a place where everyone feels like they belong.
  - Avoid the portable classroom with balls; the noise up against the building distracts those learning inside.
  - Lunch safety:
    - Once you have chosen your eating spot, stay there until dismissed to the playground
    - Put all trash in the trash cans. The blue recycle cans are for trays. Green cans are for food waste only. All other waste goes in the gray trash cans. If you see trash on the ground, pick it up even if it is not yours.
    - Walk to the playground when dismissed.
    - Do not share food.
    - If in the courtyard, keep the noise level down as class is happening in the classrooms
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- Four square guidelines:
  - The person with the ball is in “A” square. The idea is to work your way up to “A” square
  - Ball must hit in server square before it goes to another square
  - If the ball lands in your square you must hit it to another square in the “air”
  - Ball hits in your square and you don’t return it – you are out; You hit the ball on a line - you are out
    - You hit the ball, and it does not hit in a square – you are out
  - Ball must be hit in underhand motion with open hands. No throwing the ball or catching the ball
  - First 3 people waiting in line are the judges. Those waiting in line, step 2 paces back from the 4-square court
    1. If all people playing the game agree on an additional rule, that is allowed. If there is a disagreement about the rule, the game should only include the rules printed here.
    2. Student should not be targeted to get out or favored by friend.
    3. If student are not following these rules, consult a yard duty and they will determine if someone needs to sit out the game for the recess period.

## Arrival

- Students should arrive no earlier than 7:45 AM as there is no supervision before then. Students will be asked to wait in the office if they arrive earlier than 7:45 AM.
- Students may play on the blacktop from 7:45 AM until the first bell rings at 7:58 AM.
- Upon the bell, line up at your classroom and wait quietly for your teacher.
- Use the crosswalks when coming to school. Do not walk through the parking lot.
- Students arriving after 8:00 AM need to go to the office for a welcome slip before going to class to be counted as present for the day.

## Dismissal

- Be sure your child knows who they are going home with each day, and whether they are walking or being picked up by car.
- Students going to *Kids Country/Right at School* go to the program location to check-in with staff.
- Students attending an after-school enrichment class should meet their instructors in the designated location.
- Use the sidewalks and crosswalks when leaving school. Do not walk through the parking lot.
- It is our expectation that students will be picked up promptly. Notify the office for emergency situations when you will be unexpectedly late for pick up.
- Classrooms will not be opened after the teacher has left the school at the end of the day.

## Clothing

- Hats and other protective sun wear are encouraged on the playground.
  - Appropriate footwear is required. Open-toed and backless shoes are discouraged for active play.
  - On days students have their PE class, if they are not wearing active footwear, the office will contact parents/caregivers to bring some shoes if possible.
  - Clothing should be appropriate and not detract from the classroom environment. (clothing with inappropriate words/messages are examples of unsuitable apparel for school.)
  - Students wearing clothing more suitable for a non-school environment will be offered alternative clothing, if available, or the teacher/office may arrange for change of clothing to be delivered.
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## Items from Home

- Dangerous items such as knives, matches, toy guns, or other sharp instruments (including 'Swiss Army' knife types) are not permitted on campus.
- Toys, games, and athletic equipment should be left at home to avoid loss and/or breakage. This includes trading cards. If these are brought to school for after-school use, they are to remain in student backpacks at all times during the school day.
- Cell phones are permissible at school. During the school day they must remain in the student's backpack in the off or silent mode. Cell phones are not to be used during the school day without staff permission. Watches that have texting and calling capabilities can be worn during the day, however, they should also not be used during the school day. If the watch becomes an issue, students will be asked to put them in their backpacks or kept in the office until the end of the day. Parents call the office to contact students.
- Parents, please refrain from trying to contact your student via their device during the day. Please call the office if you need to get a message to your student or check on a student.

## Forgotten Items

- To lessen classroom disruptions, if your student forgot an item (water bottle, snack, lunch, homework, backpack, jacket, etc.), we will email the teacher that the item is in the office for pick up. The teacher will send your student to the office based on their class schedule. Please note that teachers might not be able to check their email frequently during the day.

## Supervision

- Staff will provide supervision at all recesses and for 15 minutes before and after school and during recess times. Adults on duty will wear an identifying vest when on supervision.

## Food

- Students may bring a healthy snack to eat at the morning/afternoon recess. No sharing.
- Students are responsible for disposing of any trash.
- Students are not to be eating while engaged in physical activity.

## Breakfast & Lunch

- Breakfast and lunch will be provided to all students at no charge. Menu: [district website](#).
  - Breakfast will be available in the MPR during morning recess.
  - At lunch, MPR seating is available for students, and occasionally in the courtyards.
  - Once you have chosen your eating spot, stay there until dismissed to the playground.
  - Put all trash in the trash cans. Blue: trays. Green: food waste. Gray: all other waste
  - Walk to the playground when dismissed. Students excused to recess when their area is clean.
  - If in the courtyard, keep noise level down as class is happening in the classrooms.
  - Students need to notify a yard duty when using the restroom.
  - Students are always welcome to stay in the eating area if they need more time to finish eating.
  - There is a forgotten lunch cart right outside of the office door. Please put your student's name on their lunch. Please do not take lunch to the classroom.
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## Bathrooms

- Students are encouraged to use the restrooms at recess and before and after school to maximize class time, however they will always be allowed to use the restroom when needed.
- Toilets and urinals must be flushed. After using the facilities, students are required to wash hands with soap and water, and throw paper towels away in the trash cans.
- Bathrooms are not to be used as a play area or an opportunity to visit with friends. No standing on the toilets or sinks. No writing on the walls.

## Assessment Day Schedule

Students in 1st through 5th grade will participate in classroom assessments the first two weeks of school. During this assessment window, August 11, 14, 15, 17, 18, students will be dismissed early (see [bell schedule](#)) so teachers can set one-on-one appointments with each child.

## Adjusted Reading Schedule

First grade students will begin an adjusted (slip) reading (early and late arrival) schedule on Monday, August 21, 2023. During the slip-reading period, students will receive instruction in reading and reading-related activities at a lower student/teacher ratio. Each teacher will assign students to AM or PM readers for the benefit of the learners in the classroom. Several assessments are used to identify student needs, and placements are made thoughtfully in the best interest of each child. Check the [bell schedule](#) on the school website for specific times.

## Adjusted Wednesday Schedule

There will be no slip reading on Wednesdays. All students in grades 1-5 will attend school from 8:00 AM to 12:50 PM on Wednesdays. All kindergarten students (including PM students) will attend the AM schedule, 8:00-11:30 AM. This provides time for the staff to collaborate, discuss curriculum goals and articulate within and across grade levels. Teachers share different instructional strategies and analyze student work, working together to best meet the needs of all students across the curriculum.

## Attendance Procedures

For your child's safety, we must verify all absences. If you know your child will be absent for any reason, please call the school attendance line as soon as possible, and no later than 15 minutes after your child's start time on the day of the absence. The 24-hour attendance number, 925-479-6098 goes to an answering machine. You will be asked to state the following:

- The child's name - please spell the last name
- Child's grade and teacher
- Your name and relationship to the child
- Estimated length of absence
- Reason for absence

Please help us eliminate unnecessary phone calls home by using our attendance number. This helps everyone ensure your child's safety. You can also email our office staff to notify them about attendance. Please email [ccattend@srvusd.net](mailto:ccattend@srvusd.net).

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## Bicycles

Children may ride their bicycles to school. They are to be parked and locked in the bicycle racks during the school day. Bicycle riders should observe traffic safety laws and be considerate of others walking to school. Bicycles must be walked on school grounds. California State law requires that all students wear helmets while riding a bicycle.

## Books and Materials

Students will be provided with all necessary textbooks, curricular materials, and supplies. Each child is responsible for the proper care of the books in their charge. In the case of lost or damaged books, the child is responsible for replacement fees.

## Before and After School Care

Kids Country provides before and after school daycare. Although they are located on the Country Club campus, they are a separate organization. Please visit their website at [www.kidscountry.org](http://www.kidscountry.org) for more information. Registration for Kids Country is done separately from registering for enrollment at Country Club. Right at School also offers an extended day program for students. The TK/K program is offered at a different school site and the 1st-5th grade program is offered onsite at Country Club. Click [here](#) for more information.

## Emergency Contact Information

If your child becomes ill, or there is an emergency and the school is unable to reach you, the people you designate in your Parent Portal account will be called to pick up your child. Your child will only be released to the people you have designated. Emergency Contacts may be relatives, friends, or neighbors that you would entrust with the care of your child. They should live locally.

## Field Trips

Classroom teachers work together to select field trips that enhance the grade level's instructional program. Every effort is made to use buses for transportation, but frequently parents are requested to drive. Parents are encouraged to volunteer to accompany the students on field trips to provide additional supervision and assistance to maximize student learning. A field trip donation is often requested to cover the costs of admission and transportation to various field trips. Please note that all volunteers must be cleared through the district [volunteer management system](#) before they are permitted to attend and/or drive on any field trips.

## Gifted and Talented Education (GATE)

In grades 3-5, Gifted and Talented Education (GATE) students are grouped together in classroom clusters within the heterogeneous class. Identification of GATE students begins with all 2<sup>nd</sup> grade students taking the CogAT (Cognitive Abilities Test) in the spring. Students who are new, or students who missed the identification criteria can retake the test by having their parent/caregiver register them through the district. Testing dates will be shared via your Parent Portal account and school and district newsletters

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## Homework Policy

Kindergarten-1st grade: no more than 30 minutes per night

2nd – 3rd Grade: no more than 45 minutes per night

4th – 5th Grade: no more than 60 minutes per night

We prioritize reading as a school.

## Cougar Education Fund

Many of the programs and support we are able to offer your children here at Country Club would just not be possible without the generous donations from our families. The sole purpose of the Cougar Education Fund is to raise funds to provide quality educational programs and services for your children. Donations to the Cougars Ed Fund are tax deductible and directly benefit our school. Our additional librarian time and additional instructional assistant support are all paid for with Ed Fund dollars. We would love to see you at our monthly meetings that take place on the 3<sup>rd</sup> Wednesday of the month at 7pm in the Science room and we can Zoom you in if you can't make it in person! Click [here](#) for more information.

## Parent Teacher Association (PTA)

The purpose of our PTA is to provide events and activities to bring the community together. PTA membership is open to parents, guardians, relatives, teachers and friends of Country Club's students. A membership drive will be conducted early in the school year; however, families may join at any time. Families are encouraged to join PTA and take an active part in this supportive organization. If active participation is not possible, parents are still encouraged to join and help provide a financial base to support the PTA's activities. We would love to have you join our monthly meetings on the 4th Wednesday of the month, and we can Zoom you in if you can't make it in person! Click [here](#) for more information.

## Health Information

When a student has head lice or a communicable disease such as conjunctivitis, slap cheek, or chicken pox, the school will notify parents in the classroom that their children may have been exposed. This allows families to be proactive and alert to the possibility of contracting these conditions. Just a reminder that specific health details will always be kept confidential.

If your child complains of an itchy scalp, check for head lice. If you detect lice, please contact the school immediately so we may check other children in the classroom. The school's responsibility is to help prevent the spread of head lice, and the parent's responsibility is to treat the child's condition. Please send your child back to school lice-free, and treat the home completely to prevent a recurrence. Please continue to check your child daily for the following two weeks. If live lice are found at school, parents will be notified and the student will be sent home for immediate treatment. Please do not send your child to school if they have a fever or have vomited in the 24 hours preceding the start of school. Children should be feeling well and be fever-free for 24 hours before returning to school. Please help us to make sure that everyone stays healthy. If your child is absent from class because of fever or vomiting, they will not be permitted to attend any extra-curricular activities that same day. Children can start school when complete immunization, physical examination, and dental examination requirements have been met. This is a California state law.

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## Independent Study Contracts

If a student will be absent for five or more consecutive school days, parents may request an Independent Study Contract (ISC). The contract must be requested 3-5 in advance of the absence. Please request the ISC from the school attendance office assistant via the form on the [district website](#). The teacher will provide the child with appropriate activities to keep current with curriculum and school activities. Although work is provided, classroom activities cannot be duplicated outside of school. Some activities may need to be made up upon the student's return to class.

If you are planning to be absent for fewer than 5 days, you do not qualify for an Independent Study Contract (per state guidelines). Even so, it is still in your child's best interests to obtain any missing work from the teacher. This will help him or her stay on track in class.

## Leaving School During the Day

For safety reasons, it is imperative the school knows the whereabouts of your child. Children may only leave the school grounds during the school day if a parent, caregiver, guardian or someone listed on their emergency card comes to the office to sign them out. Children will be released from the office only and not directly from the classroom or playground. If you know of the absence in advance, please notify the office and your child's teacher of your plans.

## Long Term Illness

If your child is going to be absent due to illness or injury for two or more weeks, contact the office staff and the classroom teacher to arrange for a home teacher.

## Lost and Found

Parents are urged to mark all personal articles with your child's first and last name. Lost and found items are stored in the bins just inside the MPR. Items not claimed will be donated to charity at regular intervals, generally at the start of vacation periods.

## Medication During School Hours

California Education Code Section 49423 regulates medications at school. Medication cannot be given at school unless the physician and parent have completed the Medication During School Hours form. This form is available in the office and must be updated each year. Please do not send any medication to school with your child. All medications (even those that do not require a prescription such as cough drops and aspirin) require a physician's approval before being used at school.

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## Moving

If you move within the school district while enrolled at Country Club School, provide your new residency information to the office immediately. Generally, students who move out of our attendance area during the school year, but remain within the boundaries of the school district, may be granted permission to complete the remainder of the current year at Country Club.

## Classroom Celebrations

Teachers will work with room parents to determine when class celebrations will take place. Please refrain from distributing personal party invitations at school. This can be hurtful to students who are not being invited. If you wish to acknowledge your child's birthday here at school, you must obtain prior approval from your child's teacher. Students may not receive flowers, balloons, or other special occasion gifts at school. We encourage you to provide non-food items to avoid allergy issues.

## Pets at School

Please keep pets at home when coming onto the school grounds. There are many children who are afraid of pets or have serious allergies. California state law prohibits pets on campus.

## Report Cards and Conferences

Report cards will be provided to families two times during the school year. Conferences will be held in the fall and spring. Additional conferences may be held during the year at the teacher's or the family's request. In order for your child to have a successful school experience, communication between the school and home is essential.

## Safety Drills and Supplies

There will be regular fire, disaster, and lockdown drills to familiarize students with proper drill procedures. Country Club has a detailed evacuation plan, which is reviewed annually. Emergency backpacks and first aid kits are provided for every classroom. Additional disaster supplies, such as food, water and other essentials are stored on the school grounds.

## School Site Council

Our School Site Council (SSC) is composed of staff and parents to help plan, implement, and evaluate the effectiveness of our annual school-wide goals. Members meet several times throughout the year, and provide valuable feedback. We always need more parents to join SSC. The meetings are held virtually on Fridays at 12 noon several times a year. Please email Dr. Glaser at [dglaser@srvusd.net](mailto:dglaser@srvusd.net) if you would like to help!

## Tardy Policy

Students who are late to school need to report to the office and sign in before going to their classroom to get updated attendance information. Kindergarteners must be accompanied by their parent/guardian and signed in at the office.

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Families and students who are regularly tardy and/or absent will meet with the principal/school counselor to develop strategies for being at school on time, ready to learn.

## Visitors

Families are welcome to visit the school while it is in session if arrangements have been made in advance with the teacher and/or administration. Classroom visits are limited to a maximum of 30 minutes and are scheduled with the site administrator. Visitors are required to sign in at the office and wear a visitor badge when visiting the school. Visitors may be required to show photo identification.

## Volunteers and Classroom Visitors

Country Club families/caregivers are an integral part of our school community. Adults help in various capacities at school - in the classrooms, on field trips, in the library, and on the playground. Each classroom teacher will ask for a Room Parent to help coordinate parent involvement in classroom activities and programs. Before a volunteer is permitted to help on campus, they must be cleared through the volunteer management system. To start the process, go to our [district website](#) and click on the page that says "To begin the application process, click here." Once you are cleared, you do not need to reapply the next school year, unless you are applying to obtain a higher level of clearance.

Level 1- Classroom, on-campus school volunteers, and non-driver chaperones for field trips  
Level 2- Field trip drivers (requires updating on insurance and drivers license when they expire)  
Level 3- Overnight Chaperones

Each time you plan to help on campus, you must present your drivers' license, sign-in, and obtain a visitor sticker.

## Volunteer Drivers

Private vehicles are sometimes used to transport students on a field trip or other school function. Potential drivers must be cleared through the volunteer management system before they will be permitted to volunteer. Be a Mentor requires all drivers to upload:

- a copy of their valid California Driver's License
- proof of insurance with the minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage (the driver assumes that his/ her own insurance is considered primary and District insurance is considered secondary).

Volunteer drivers should have their current information on file at least two weeks in advance of a trip. Please keep your records up to date and pay attention to expiration dates. You will not be cleared to drive if your insurance and/or driver's license information on file has expired.

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# SUPPORT PROGRAMS

## Student Study Team (SST)

Our Student Study Team consists of the SST coordinator, classroom teacher, parents, and support personnel as needed. The goal of the Student Study Team is to determine additional supports, and monitor their effectiveness, when a student is struggling. Students can be referred by both staff and/or parents. During each meeting, we will look at student strengths/ areas of challenge, review progress and information concerning the student's health and school history, and make appropriate recommendations. After monitoring student progress and additional support in the areas of social-emotional, academics, or speech are needed, the SST team will meet again. This may result in a referral to our Special Education Program for further assessment.

## Social Emotional Counseling

Country Club School is fortunate to have a school counselor, Soraya Cortes ([scortes@srvusd.net](mailto:scortes@srvusd.net)), [Rainbow Program](#) and SCIP counseling services on our campus. Our school counselor is available to support students and families. The Rainbow Program helps students with minor social and emotional needs such as overcoming shyness and learning to share. Rainbow is available for students in grades K-3 who are referred by teachers or parents. Our [SCIP \(School Counseling Intern Program\)](#) counselor from the Discovery Counseling Center is able to assist students with problem-solving and social skills in individual or small group meetings on a short term basis. This service is provided through a partnership with the Discovery Center.

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## IMPORTANT DROP OFF/PICK UP INFORMATION

Please read in its entirety

Just as teachers go over classroom expectations for the year, we would like to review our drop off and pick up procedures. We are proud that Country Club is small and quaint; with that comes limited parking which makes traffic at drop off and pick up a bit challenging.

Our staff is out in the street and in the staff parking loop everyday to help by directing traffic and making sure students and families are safely crossing the driveway, street and entering/exiting vehicles on the curbside safely and quickly.

*Please plan to have your student and all of their belongings ready to exit your vehicle when you pull up to the curb. When parents/caregivers exit their vehicle, it causes delays, congestion and safety hazards.*

When we have staff stationed in the street, please wait for them to direct you into the drop off/pick up loop. The staff member in the street is in radio contact with another staff member at the top of the loop that will signal when there is space for vehicles to pull in. Expect staff to ask you to circle around the block until space becomes available if a line of cars begins to form in the street. We understand that this may cause frustration, yet we cannot have a line of cars blocking the street or our neighbors driveways in case emergency vehicles need access.

**Jumping in & out of the lanes only causes more of a traffic jam & puts everyone in danger.**

TK & Kinder :Drop off "Do's":	TK & Kinder: Drop off "Don't's":
Enjoy a morning walk to school! It will reduce traffic congestion	Do not drop your student off from the parking lot, double park or leave your vehicle unattended in the loop,
If driving, please find <u>street parking</u> - you must walk your student to the kinder yard	Do not park in the bus zone in front of Kindergarten or in the staff parking lot, unless instructed by a staff member
Grades 1 - 5: Drop off "Do's":	TK & Kinder: Drop off "Don't's":
Enjoy a morning walk to school! It will reduce traffic congestion	Do not park on the yellow curb reserved for Traffic buses in front of school, Kindergarten or in the staff parking lot, unless instructed by a staff member
Leave 5 minutes earlier so you are not in a rush	Do not jump lanes in the traffic loop, this only causes more congestion, please follow staff's direction
Expect delays & be patient	Do not make illegal U turns on Blue Fox <u>at any time</u>
RIGHT TURN only when exiting loop onto Blue Fox	There is NO LEFT TURN when exiting loop onto Blue Fox
Have your student ready to exit the vehicle when you arrive	Never leave your vehicle unattended <u>at any time</u> in the loop
Another option is to have your student arrive from the May Way entrance rather than Blue Fox Way. We will have staff stationed at that gate	Do not drop your student off in the middle of the street
Grades 1 - 5: Pick Up "Do's":	Grades Pick up "Don't's":
Enjoy a walk to school! It will reduce traffic congestion	Never leave your vehicle unattended <u>at any time</u> in the loop

If driving, please find street parking if you plan to exit your vehicle	Do not park on the yellow curb reserved for Traffix buses in front of school, Kindergarten or in the staff parking lot, unless instructed by a staff member
Arrive 5 minutes AFTER school is out	Your student should not be entering your vehicle until you are in the loop. Do not pick your student up in the middle of the street
Another option is to meet your student at the May Way entrance rather than Blue Fox Way. We will have staff stationed at that gate	Do not make illegal U turns on Blue Fox <u>at any time</u>
Call the school office if you are running late	There is NO LEFT TURN when exiting loop onto Blue Fox
<b>Kids Country Drop off "Do's"</b>	<b>Kids Country Drop off "Don't's"</b>
Enjoy a walk to school. It will reduce traffic congestion	Do not leave your vehicle unattended in the loop if you arrive after 8:30
If you arrive AFTER 8:30am, please find street parking and walk your student to Kids Country	Do not park in the staff parking lot
<b>Kids Country Pick up "Do's"</b>	<b>Kids Country Pick up "Don't's"</b>
Enjoy a walk to school. It will reduce traffic congestion	Do not leave your vehicle unattended in the loop if you arrive between 3-3:30pm
If you arrive between 3-3:30pm, please find street parking and walk to Kids Country	Do not park in the staff parking lot