

MT. DIABLO ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK



2007-2008

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INSTRUCTIONAL PROGRAMS

We are committed to providing a quality educational program for our students. We want every one of our students to be a successful learner. At Mt. Diablo, we expect high standards of achieve-



ment in all areas of the curriculum. Our goal is to develop a solid educational foundation in basic skills, thinking skills, study skills, and work habits. Attention to child development, learning styles and strengths are supported with varied instructional strategies and staff development.

Our curriculum is adopted by the Mt. Diablo Unified School District. Curriculum aligns with state guidelines and each area of the curriculum is revised and updated periodically, according to a specified cycle. We focus on different curriculum area(s) each year.

Our curriculum and instructional programs are guided by the district grade level standards. We have key focus standards that have been identified as critical to meeting grade level achievement.

At the beginning of each school year a “Back to School Night” is scheduled for parents only. The curriculum for each specific grade level is presented during these meetings so that parents will have a better understanding of the expectations for the year.

District classroom video policy acknowledges that videos can support the curriculum if it is related to the course of study and or related to grade-level standards. Videos must be appropriate to students’ ages and maturity levels.

Our school provides a comprehensive, balanced curriculum. In addition to language arts and mathematics, we provide instruction in the areas of science, history-social science, visual and performing arts, physical education, study skills, and technology.

Language Arts: Houghton-Mifflin Publishers K-5

In language arts, students learn through a balanced literacy curriculum that includes phonics, leveled and guided reading practices, and skills development. The processes of listening, speaking, independent reading and writing are integrated into the total program. At each grade level, students read core literary works selected specifically for the particular grade level. Textbooks also include literary selections of high quality. Students develop effective speaking and critical listening skills through applied oral language

activities related to the varied literary works. Writing is taught as a process, which includes prewriting, drafting, responding, revising, editing, and post writing. Students write daily for a variety of purposes across the curriculum. The six traits of writing: word choice, voice, ideas, conventions, organization and sentence fluency are taught. Grammar, spelling, punctuation, and correct usage are learned within the context of the writing process.



Mathematics: Houghton-Mifflin Publishers K-5

Problem solving is a major part of our mathematics program. Students formulate problems and use various approaches and strategies for solving problems.

The mathematics curriculum includes concepts and skills from the strands of number sense, measurement, geometry, patterns and functions,

statistics and probability, logic and algebra. Manipulative materials are used to introduce concepts so that students gain direct experience, which leads to an understanding of the underlying principles of each concept. The structure and logic of mathematics is emphasized, and lessons incorporate and build on skills and concepts previously learned.

OTHER AREAS OF INSTRUCTION

Instrumental Music

Each year students in the fifth grade have the opportunity of participating in the instrumental music program at Mt. Diablo. Only legitimate orchestra instruments are included in the program: clarinet, saxophone, flute, trumpet, trombone, baritone, French horn, tuba, violin, viola cello, string base, and drums.

Early in the school year an application form for this program will be sent home. Return the form to school if your child is interested in participating. Instrumental music is a pull-out program

from the regular classroom instruction. Students are expected to perform in scheduled concerts in the winter and spring.

A limited number of instruments can be borrowed from the school.

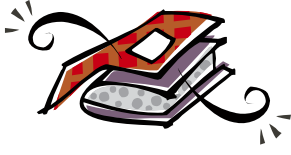
However, instruments are available from music stores in the area where there are rental/purchase plans. Students can begin by renting an instrument, and if they want to continue their study of the instrument, it can be purchased.



Vocal Music Program

All classes in grades 1-5 receive thirty minutes of vocal music each week. Our vocal music teacher is assigned to our school for four days a week. Students learn about the elements of music through a varied program of direct experiences.

Fourth and fifth graders are invited to join the after-school chorus program. Chorus students perform a yearly musical as well as several community events.



Library Media Center

Our fully automated library has an excellent collection of materials. A full-time librarian is assigned to the school 5 days per week. Parent volunteers help with the daily operation of the Library/Media Center. Each class is scheduled into the library for thirty minutes each week. Students receive instruction in locating and using library materials, using the internet for research and information, as well as direct experiences with good literature. Students using the internet

are supervised and must have an "Internet User Agreement" signed and on file each year.

Each year, if funds permit, visiting authors come to school. Students have the opportunity of meeting them and learning more about the exciting world of books from them.

The library is open for students at recess, before and after school and during some lunch periods. Parents may also check out books from our parent/teacher section.

Technology

A community-sponsored technology program, lab and instructional support are provided. Weekly instruction with the classroom teacher and computer assistant for all 3-5 grade level classes is scheduled. Instruction includes technology concepts provided through grade-level appropriate content.

In addition, all teachers in grades K-5 have support of a technician to keep the classroom computers and printer(s) up and running and to assist teachers with a technology center in the room. Teachers in K-2 may sign-up for lab time to provide their students with regular use of the lab.

These programs are provided through PFC fundraisers, Student Council fundraising, donations or school improvement money and other state funding. A technology team oversees the implementation and improvements of the technology plan.

Internet access is available in the Library/Media Center and the computer lab. Students, staff, and volunteers must sign a district user agreement in order to use the internet. Inappropriate sites are blocked and students are supervised when using the internet.

Family Life

Fifth grade students receive a Family Life program in the spring, as part of the science/health curriculum. The program is taught by the fifth grade teaching staff. Videos and

other curriculum materials are on display at Willow Creek Center each fall and items may be previewed by parents at that time.

Special Education

There are a variety of programs available to students with special learning needs. However, not all students who experience difficulties in school are eligible for special education and related services. Often students may be helped through modifications and or accommodations of the regular school program.

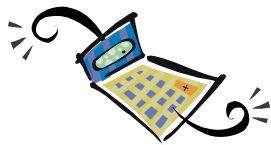
The law requires that students be assessed in all areas related to their disability, and at the elementary level, referral for assessment is made

through the Student Success Team (SST) process. This team is made up of the principal/vice principal, referring teacher, speech therapist, psychologist, resource specialist and the parents. At this meeting, each student's strengths and areas of concern are discussed and recommendations are made at that time for next steps. It is the goal of the SST and Mt. Diablo Elementary to give our students the opportunity for greater success.

Kaleidoscope:

We offer a pull-out reading program called Kaleidoscope to students in grades 1-3. Students who are identified as being at risk of not meeting grade level expectations are referred for remedial

help in small groups. Classroom teachers make the referral for this support. Parent permission is required.



Homework Club

An after school Homework Club may be offered for 4th and 5th graders three times each week. A credentialed staff member assists students with their home-

work and some study skills. This is a fee-based program, first come first served. Parents need to register their student each trimester and is limited to 20 students per class.

After School Intervention Program

An after-school intervention program may also be offered on site in the fall and/or spring and at

various district locations during the summer. 504 Plans are available to eligible students.



Gifted And Talented Education Program

Identification of GATE students relies on scores from the spring STAR test; the Naglieri test administered to all third grade students and eligible fourth and fifth grade students, and a Student Profile that classroom teachers complete in the fall.

The Gifted And Talented Education program is provided to GATE students in grades three through five within the regular classroom program, and parents receive a differentiation plan for their child each trimester.

Fourth and fifth grade GATE students attend the district Science Center Program each year.

P.E.P./CHAMPS:

Students in grades three, four and five participate in the P.E.P. (Parent Educator Program). Fifth graders also have the CHAMPS program. Two parent volunteers, who have had many hours of training, teach one lesson each week per classroom for a period of up to twelve weeks. The program is designed to reduce risk factors for adolescent drug use and has an explicit “no use”

message for children. Special emphasis is placed on positive self-esteem. Students learn basic drug facts, responsible decision-making, resistance skills, and positive peer interaction.

Parents who are interested are given training and lessons designed for each week. If you are interested in training, please call the PFC.

F.A.M.E. (Fine Arts Mini Experience):

Students in grades K-2 participate in the F.A.M.E. Program. This volunteer program trains docents to provide fine art and music les-

sons as part of the visual and performing arts curriculum.

School Improvement Program/ Single Plan for Student Achievement

The School Site Council comprised of parents and staff, meets monthly to coordinate the planning and implementation process. An annual budget approved by this council provides the funds necessary for putting the written plan into action at the school.

Any suggestions, concerns or questions regarding this program should be directed to the school principal or any member of the School Site Council. Efforts will be made to resolve and respond to issues raised.

SCHOOL COMMUNICATIONS

Report Cards

Standards-based report cards will be completed at the end of each trimester and will indicate stu-

dent growth towards each grade level key standard and life skills.

Conferences

One formal parent/teacher conference is scheduled after the first reporting period in December. The teacher will review the student's first trimester report card with parents. A minimum day schedule is provided for conferences in order to accommodate parent/teacher meetings. If you

have questions or concerns and want to meet with your child's teacher at any other time, please contact the teacher to schedule a meeting. Second and third trimesters, parents will receive the report cards via their student.

Newsletter

A newsletter is sent home with students monthly. It can also be found on-line at the school website. A monthly message from the principal is featured on the front page. Information on the life skill of the month is presented. There is also information about library programs, chorus and musical

instruction and calendar updates. Other important reminders from the vice principal or custodian may appear from time to time. It is important for parents to read this information to stay abreast of important school-wide issues.

E-News, Website, and Connect Ed

The PFC provides an e-mail reminder system to help parents stay abreast of important information from the school. Parents who allow their e-mail address to be published will automatically be added to the e-mail reminder system. Parents are given the opportunity to "opt-out" of the program at any time via the "opt-out" instructions at the bottom of any e-news message.

The PFC also maintains the school website at www.mdusd.k12.us.ca/mountdiabloelementary/. Information regarding the school calendar, staff/room assignments, these policies and procedures, as well as PFC-related materials can be found there.

The principal or designee may also send out important Connect Ed phone messages.

Student Directory and Phone Tree

A student directory is published and distributed by the PFC each year. Parents must sign a release form in order to be included in this directory. This directory is for our school community use only and is not to be used for any commercial purpose.

A phone tree may be activated in emergency situations in an effort to keep the community informed.

POLICIES FOR STUDENTS



Parents should review the rules and discipline procedures included in this packet with their children and reinforce their importance. A committee of teachers and parents has revised these procedures. We expect students to know the rules and to follow them. Appropriate behavior and self-discipline is essential for productive citizenship, and the school must provide a safe, orderly environment in which every student can learn.

A copy of the Mt. Diablo Unified School District's "Student Conduct and Discipline policy" will be sent home with your child on or near the first day of school. This describes the rights and responsibilities of administrators, teachers, parents and students.

Most of the students attending Mt. Diablo Elementary School conduct themselves appropriately at all times. We expect our students to behave in a manner that contributes to a safe, positive learning environment for everyone. That means that our students are expected to behave in ways that will contribute to a safe and orderly school.

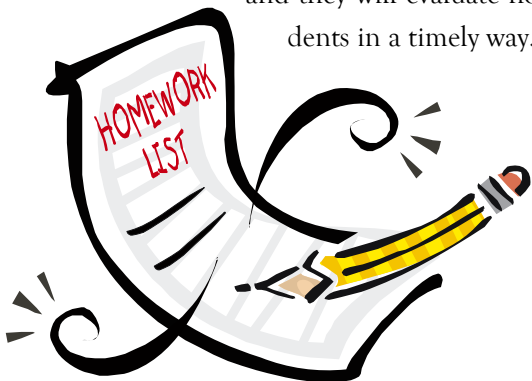
Homework Policy

Mt. Diablo Elementary believes that homework is necessary to provide extended learning experiences for students outside of the classroom, to reinforce previous learning, to enhance study skills, to encourage cognitive development, and to assist students in becoming self-directed.

Teachers will assign homework in areas of need and appropriate to the age and ability of students, and they will evaluate homework for students in a timely way.

Parents of students who are ill may request a homework packet at the time of calling in the child's absence. It will generally take until dismissal or the following day to make homework available for pick-up.

Students should check carefully to make sure all books, supplies, materials, etc. needed for home study are packed up for home. Forgotten materials are only available after school as long as the classroom teacher is available in the classroom.



School-wide Dress Code

The governing board sanctions the expression of a student's uniqueness and individuality by means of the student's dress as being consistent with stated purposes of the school. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

- Unsafe either for the student or those around the student
- Disruptive of school operations and the education process in general
- Contrary to law

The proper attire for students attending Mt. Diablo Elementary requires clothing that covers and protects students so they can participate fully in school activities. Students should not wear clothes that draw undue attention to them or disrupts the learning environment. Please consider the following as IMPROPER dress for school:

- Short-shorts/cut offs shorter than the finger tips with arm extended at side
- Halter tops
- Bare midriffs (even as little as an inch)
- Tube tops
- Spaghetti strap tops (tank tops with wide straps are okay)

Other items not appropriate for school

- Audio-visual equipment (i.e.: radios, tape players, CD players, etc.)
- Game equipment of any sort (Pokemon, Digimon or sports cards, etc, handheld electronic games such as iPod, Game Boy, etc)

- Shoes with high stacked soles/heels can be difficult to play and run in (shoes must be appropriate for running and playing on the yard)
- Open toed shoes, flip-flop sandals (sport-type shoes provide safe protection and coverage)
- Shoes with wheels
- Clothing displaying drug, alcohol, or tobacco logos or disrespectful sayings
- Pants worn so large that they cannot stay up above the hip line without a belt
- Belts that dangle below the waistline
- Hats worn indoors or turned backwards
- Loose, sleeveless jerseys (unless worn over another shirt)
- Unnatural hair colors (blue, green, pink, etc.), bleached and two-tone hair is discouraged
- Chains or items hanging from belt loops
- Jewelry must be minimal to avoid distractions and disruptions
- Large earrings - earrings should be posts or very small hoops or drops (1 inch maximum)
- Spiked accessories

We appreciate parents' help in setting a proper student attitude for school through proper dress

- Toys of any kind
- Any item not directly related to the learning environment
- Student cell phones are not to be turned on or used on campus

Pets at School

Pets are not allowed on campus at arrival, dismissal and during school hours. Students can have a parent bring a family pet for a special visit with the permission of his/her teacher. If it is pet sharing day, please come/leave when children are not outdoors.

Guide Dogs, Service Dogs and Companion Dogs for the disabled are exempt from this school policy and may be on campus at any time. This exception meets state and federal laws.



Field Trips

All school rules apply from school door to school door during all field trips.

Students will be reminded of rules before each trip.

Bicycles

Students should walk their bicycles on campus. Bicycle riders should park and lock their bicycles in the racks provided for this purpose. Bicycles should be parked so the front wheel is positioned in the rack and each bicycle should be locked individually. Helmets for bike riders

is a state law. Skateboards, roller blades, scooters and shoes with wheels are not to be used on campus. If students use these to travel between home/school, they are to be locked up at the bike racks as well and not used on campus.

Lost and Found

Please label all student belongings. This helps us to return lost items. Lost and found articles are kept in the Multi-Use Room. Unclaimed items

are given to charity at the beginning of each new trimester and again in June.

School Property, Materials and Equipment:

We expect students to be responsible for the careful use of materials and school property.

This includes restrooms, play equipment, textbooks, desks, library books, and other items. When school property is damaged, parents will be billed for the repair or replacement cost. If an

item isn't returned or the damage paid for, the parent or the student will need to see the Principal to discuss the situation. Any student with an outstanding library or book fee will go to the office of the Principal on the last day of school to obtain their report card.

THE SCHOOL DAY

Kindergarten Room 1, 2, 3 and 7

Monday, Tuesday, Thursday, Friday

A.M. Session 8:00-11:22

P.M. Session 11:40-3:02

Wednesday

A.M. Session 8:00-11:22

P.M. Session 9:00-12:22

Grades 1-5

Regular Schedule Monday, Tuesday, Thursday, Friday

Primary Grades 1-3 8:00-2:35

Recess 9:40-10:00

Lunch Grade One 11:15-11:55

Lunch Grade Two 11:45-12:25

Lunch Grade Three 12:00-12:40

Upper Grades (4&5) 8:00-2:35

Recess 10:05-10:25

Lunch Grade Four 12:15-12:50

Lunch Grade Five 12:30-1:05

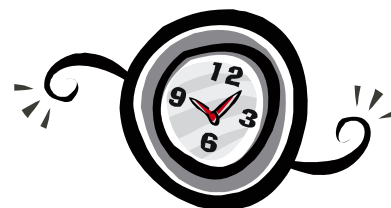
Wednesday Early Out 8:00-12:20

Brunch Grade One 9:30-9:50

Brunch Grade 4-5 10:05-10:25

Brunch Grade Two 10:20-10:40

Brunch Grade Three 10:30-10:50



Minimum Days –Parent/Teacher Conferences

Grade K-5 December 3, 4, 6, 7, 10, 11, 13, 14

The above dates reflect Mondays, Tuesdays, Thursdays and Fridays only.

Kindergarten

A.M. Session 8:00-11:02

P.M. Session 11:40-2:40

Grades 1-3

8:00-1:10 (with normal lunch periods)

9:40-10:00 recess

Grades 4-5

8:00-1:10 (with normal lunch periods)

10:05-10:25 recess

Please note: Wednesday schedule remains the same during the Parent Conference period. See previous page for schedule.



Arrival

Students should arrive at school no earlier than 7:45 a.m., 15 minutes before school starts. We arrange arrival time supervision for students riding the district bus only. Students coming to school by private car, bicycle or walking should expect to follow the 15-minute rule. Supervision begins at 7:45 a.m.

Students arriving at or leaving from school by car may be dropped off or picked up on Pine Hollow

along the curb that wraps around the corner onto Mt. Zion, at the bottom of the school trail on Oak Street, or parents may park in legally designated spots and walk their children onto or off campus.

Students should never be dropped off or picked up in the bus circle, in non-drop off zones on Mt. Zion, or in the back parking lot. Please see the map at the front of this handbook.

Departure

We respectfully request that parents wait for students away from all classroom doors, hallways, picnic tables and playgrounds until the dismissal bell rings, as teaching and learning are in progress. Parents may wait in the front of the school or in the MUR starting at 2:20, MTTHF and at 12:10 on Wednesday.

Students must leave the campus when they are dismissed unless there is an activity they need to

attend that starts immediately after school. They may return to school for activities which take place later in the day. Students who are not picked up 15 minutes after dismissal are unsupervised.

Parents should instruct their children to report to the school office in the event that they may be uncertain of anything at the dismissal time.

ATTENDANCE POLICIES

School Attendance – “Every Day Counts”:

You will find a school calendar in this packet. We hope that this will assist you in scheduling your family vacation times so that students will NOT have to miss school. The instruction a student misses with his/her classroom community can NEVER be made up. Even if the written

work is completed, student learning is compromised. We appreciate your support in this area since it demonstrates to your child that school is important – a positive attitude for students to develop.

Absence Verification



Whenever a child is absent, you must clear his/her absence in one of two ways: Either call the office at 672-4840 to report the absence to our office personnel OR send a written note to the teacher the day the youngster returns. Pre-printed absence verification forms are sent home the first week of school. These may be completed and used to clear absences. It is important to clear an absence within 72 hours. After three unexcused absences a child can be declared truant. Notes written by parents should include the following:

- Date of absence
- Teacher’s name
- Specific nature of the absence (illness, vacation, funeral)
- Parent/guardian signature

A total of 10 days absence per year is considered excessive. Our office will mail absence letters to remind parents if absences are excessive as part of our “Everyday Counts” program. The district School Attendance and Reporting Board is notified if a student is absent excessively.

Students with perfect attendance and no tardies are given “Perfect Attendance” awards at the end of each trimester.

Tardiness

Students who arrive at school after the bell has rung are considered tardy. A note from the parent is required for the tardy to be excused unless the bus was late.

Students who arrive up to 8:29 a.m. need to go directly to class. Beyond 8:29 a.m. students MUST report to the office for a permit to enter class. A tardy of thirty minutes or more is considered truant.

Promptness is very important since students miss valuable directions and instruction. They are then at a real disadvantage. Furthermore, when they enter the class late, it disturbs the learning environment for other students.

The district School Attendance and Reporting Board is notified if a student is tardy excessively.

Early Release from School

Students who must leave school during the regular day should have a note from the parent to the teacher indicating the time the child is to be excused and the reason. The parent or designee on the emergency card must pick the student up from the office where they will be asked to sign a register and to show identification if unknown.

Parents may not pick a child up from the classroom. It is our school policy to not release children to anyone other than the parent, guardian, or other previously authorized persons designated on the emergency card or via a note written on the particular day of release.

Independent Study during Absence

If a student must be absent for more than 5 consecutive days for a reason other than illness, you should obtain an Application and Contract for Independent Study from the office. After you have completed this form, return it to your child's teacher who will complete the form and specify assignments. Teachers need at least a week to prepare the appropriate materials. Time spent on the assignments must be the equivalent of the instructional time missed from school. The completed assignments must be submitted to the

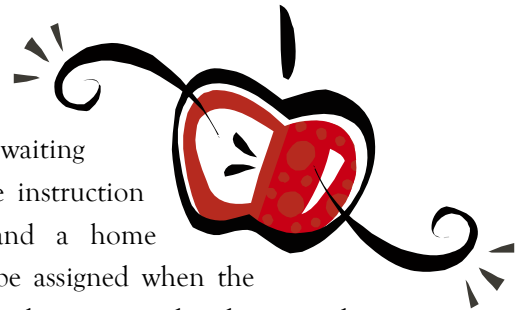
teacher ON THE DAY OF THE STUDENT'S RETURN. After work is corrected by the teacher, it will be sent to the office where it must be kept on file. A call to the school for an unforeseen delay in return (other than illness) must be made prior to the return date of the contract completion.

Please remember that missed instructional time cannot be fully made-up, even if the paper work is completed.

Home and Hospital:

Students that must be absent from school for more than three weeks because of a medical problem are eligible to receive home instruction. You should obtain a Home and Hospital application from the office. Parents must fill out Part 1, which is a request for Home Instruction. A physician/family medical advisor must complete part

II. There is usually no waiting period before instruction may start, and a home teacher will be assigned when the application has been received and approved.



PARENTAL CUSTODY

In most cases when parents are separated or divorced, both parents continue to have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring the original papers to the office. We will make a copy to keep on file. Unless your court order is on file at school, we must provide equal rights to both parents.

If parents are divorced and communication is an issue, staff can mail additional copies of report cards, progress reports or behavior contracts to the non-custodial parent. We do, however request that self-addressed stamped envelopes be provided to the office at the beginning of the year.

EMERGENCY INFORMATION:



Emergency Contact Information

Updated emergency contact information is required for each child enrolled at our school. This information is confidential and kept in the office. If your child is injured or becomes ill while at school, we need the names of two or three people we can contact locally if parents

can't be reached. **STUDENTS SHOULD BE PICKED UP AS SOON AS POSSIBLE IF ILL OR INJURED.**

*** Keep emergency information current by notifying the school of any changes in employment, addresses, telephone numbers, etc. Students will only be released to people listed on their emergency card. I.D. may be requested.

Disaster Information:

Our school has a comprehensive disaster plan to follow in case of an earthquake or other disaster. Emergency supplies, including water, are kept at school.

Each classroom is equipped with an emergency backpack with items needed for the first few

hours of a disaster, including Student Emergency Data cards. These emergency cards should be kept current. ***If any vital information should change during the course of the year, please notify the teacher and school office.

Dismissal Procedure in Case of Emergency Situation or Disaster

“Action Go Home” is only put into affect under the direction of the Superintendent of Schools. No student will be allowed to leave campus unless an authorized adult signs him or her out. It is very important that you keep emergency card information current with any moves, job changes or a change of sitters. School personnel will con-

duct notification of parents by telephone when an “Action Go Home” is declared. No student will be released except to the designated emergency contacts listed on the emergency card.

Please do not call the school office, as it will tie up lines needed for outgoing emergency services calls.

KINDERGARTEN REGISTRATION

Each spring a registration day is designated so that parents can come to school to register the children who are eligible for kindergarten the following fall. We encourage everyone to register at that time so that we can plan classes for the following year.

Children must be five years of age on or before December 2 to be eligible for admittance to kindergarten. Proof of birth verified by a birth certificate, baptismal certificate, passport or notarized affidavit, a P.G. & E. bill as proof of residence, and a current immunization record all must be shown when you register a child.



OFFICE PROCEDURES:

Telephone

The office phone is for school business use. Use is limited to emergencies or for situations that can't be planned for in advance. For example, we don't allow students to use the phone for permission to go to a friend's house and similar types of calls. These arrangements must be made before or after school.

District Policy discourages students from bringing cell phones and pagers to school. Absolutely no cell phones or pagers are to be used on campus by students.

School Visitors

District policy states that all visitors must check in at the school office and wear a Visitor Badge while on campus. All visitors, including parents,

and other district personnel may not go to the classrooms or other site locations without first checking in at the office.

Messages to Students

We request the cooperation of parents in limiting messages to students. Messages should be limited to emergency situations. Messages that must be delivered will be placed in the teacher's box so that we can keep classroom interruptions to a minimum. Teachers typically pick up materials from their boxes before/after school and during

mid-day breaks.

Please establish a routine for your children of where to meet you and who will be picking them up before school begins. If you have an emergency change of plans, please call before the bell rings at 2:35. It is very difficult to catch kids with a late change of instructions.



Delivering Items to Students

Occasionally students will forget a lunch, notebook, report, instrument or other important item. Bring these items to the office and not directly to the classroom. It disrupts instruction when things are delivered directly to the class-

rooms, and we want to maintain an appropriate learning environment for all students.

Please tell your children that if they forget an item that you will drop it off in the office for them. They can retrieve it from the office during the day.

FIELD TRIPS

Parent permission slips are required to attend a field trip. Transportation for field trips include walking, private cars, or school bus. Parents who transport children for a field trip must complete a Transportation of Students in Privately Owned Vehicles form and submit it to the office along with a copy of his/her driver's license, auto registration and insurance policy. This should be done before the day of the trip. When parents drive on field trips, they need to go directly to and from the destination without any stops along

the way. The transportation form is required prior to private car use and is included in this handbook.

Parents who wish to transport their children in a different manner to or from a field trip need to make special arrangements with the teacher prior to the field trip. A waiver form will need to be filled out prior to the day of the trip. The law requires children under 60 pounds or 6 years of age to be in car safety booster seat.



SPECIAL OCCASIONS

Classroom Performances and Sibling Attendance

Often classrooms/grade levels have special performances and parents may wish to have school-age brothers and sisters attend the performance. As a school, we discourage this practice as students miss class instruction first and foremost.

This time is never completely made up. The multi-use room allows only a certain number of individuals to attend at any one time, and it is often at the limit with just the parents of the performers.



Class Parties

Grade level activities and celebrations vary. Your child's classroom teacher

and room mothers will arrange events, dates and times. You will be notified of these dates.

Birthday Celebrations

Birthday parties are not permitted during school hours. Treats are welcome, as this is the perfect time for children to share with their classmates. Please refer to the school's Healthy Snack Policy and speak to the classroom teacher regarding his/her preferences for the treats you bring. If you have cleared the date and time with the teacher, you may sign in and go to the classroom at that time. Otherwise, treats may be dropped off in the office and we will notify the teacher.

***Please remember to inquire as to student allergies with the classroom teacher before selecting your birthday sharing treat and plan accordingly.

Students who have balloon or flower bouquets delivered to school for birthdays or special occasions will be notified and may come to see them in the school office, but these bouquets will remain in the office and may then be picked up at the end of the day. Delivery to the classrooms is not permitted as it causes a disruption to the learning environment.

Party invitations are not to be distributed at school, as this may cause hurt feelings among children who are not invited.

SCHOOL VOLUNTEERS

The parent volunteer program gives our parents an opportunity to assist the school in various ways. When you volunteer please remember to sign in and wear the Visitors Badge required by district policy. Please remember to use MDE's volunteer etiquette:

- Turn cell phones and pagers off, as ringing is disruptive to the learning environment.
- Talking among other volunteers should be kept to a minimum so children are not distracted.

- Always be conscious of student confidentiality and privacy.
- If you need to bring a sibling, prior permission is needed from the teacher

We do appreciate the assistance of our families as they volunteer here at school and know you will be cooperative in these requests.

Classroom

Each parent who participates in the classroom realizes a great satisfaction and is appreciated by teachers and students. Any parent who is inter-

ested in joining the volunteer team should contact the classroom teacher.

Other Volunteer Opportunities

Parents are needed to assist in our library, computer lab and the classrooms. They are also needed to help with Vocal Music Productions. Please contact the Librarian, Vocal Music Teacher or your child's teacher to volunteer to help in these areas. Volunteers are also needed to help with school security, traffic and recess

supervision. Information on those positions are included under those headings.

The Parent Faculty Club (PFC) regularly needs volunteers to help with programs and fundraising. Please contact the PFC via the school website.

PAID JOB AT SCHOOL

We need substitutes for our noon supervisors.

People who are able to give up a block of time between 11:15-1:05 four days a week or from 9:30-11:00 on Wednesdays should call us and fill out an application in the office- 672-4840.

These substitute positions may work into a full time assignment for duty.

HEALTH SERVICES:

School Health Services

Nursing services at our school are limited to vision and hearing screening of selected students.

A school nurse is on campus a maximum of one day per week.

First Grade Health Exam

The first grade health examination may be completed within 18 months before, but no later than 90 days after, entering first grade. We rec-

ommend that parents have this examination completed prior to kindergarten entrance. Forms are provided when students register for kindergarten.

First Aid

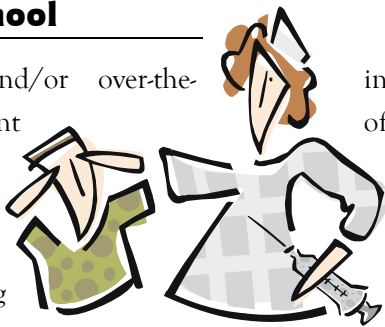
Nurses are not regularly assigned to the school to administer first aid. However, problems are referred to the office and staff members have received first aid training. Parents or those listed on the emergency card will be called, depending on the seriousness of the injury. Special information or medical conditions should be noted on

the Student Emergency Card (allergies, need for an Epi-Pen, etc.).

It is important that students report injuries to the person(s) on yard duty or to their teacher. Each classroom is equipped with a first aid kit and the classroom teacher can treat minor injuries.

Medicine at School

Any prescription and/or over-the-counter medicine sent to school must be accompanied by a release form signed by the doctor, along with dispensing directions. The bottle must also display the dispensing



instructions. All medicines are kept locked in the office.

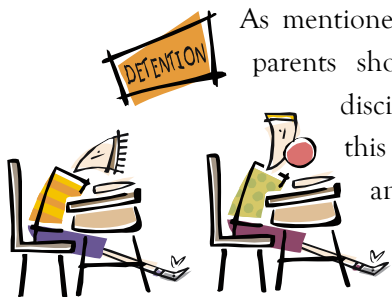
A release form is included in the back of this packet to use or copy for the doctor. You can make more copies if needed. Release forms can also be faxed to our office at 673-9723.

Home Injuries

The school cannot treat injuries received at home or change bandages on these injuries. We are limited to providing first aid, which is “immedi-

ate assistance to prevent further injury”. Parents are responsible for follow up and further treatment.

CONDUCT AND DISCIPLINE



As mentioned under “Student Policies,” parents should review the rules and discipline procedures included in this packet with their children and reinforce their importance. A committee of teachers and parents has revised these procedures. We expect students to know the rules and to follow them. Appropriate behavior and self-discipline is essential for productive citizenship, and the school must provide a safe, orderly environment in which every student can learn.

A copy of the Mt. Diablo Unified School District’s “Student Conduct and Discipline policy” will be sent home with your child on or near the first day of school. This describes the rights and responsibilities of administrators, teachers, parents and students.

Most of the students attending Mt. Diablo Elementary School conduct themselves appropriately at all times. We expect our students to behave in a manner that contributes to a safe, positive learning environment for everyone. That means that our students are expected to behave in ways that will contribute to a safe and orderly school.

Administrative Referral on First Offense

Certain serious types of offenses will be referred immediately to the administration and may result in suspension. These behaviors are:

- Fighting
- Threatening another student
- Bullying
- Possessing a weapon, illegal paraphernalia or other dangerous object
- Possessing or trying to sell a controlled substance
- Stealing or extortion
- Committing an obscene act
- Throwing or shooting a dangerous object
- Vandalism
- Receiving stolen property
- Acts of terrorism
- Sexual harassment

Discipline Program Steps

For problem behavior other than those listed above, students will be issued conduct/yard citations by school staff and begin on our Step Program... The Step Program may be separate from the types of serious misconduct listed above and provides students with numerous opportunities to correct their behavior prior to suspension.

- Step 1 First Conduct/Yard Citation - Parent Signature & Warning to Student
- Step 2 Second Conduct/Yard Citation - Student Referral to Principal/V.P., Loss of Recess, Behavior Plan Contract with follow up and monitoring and a parent phone conference

Step 3 Third Conduct/Yard Citation – Administrative Referral to Vice Principal/Principal who then refer to Behavior Plan Contract for consequences, which may include loss of field trips, assembly

or other special privileges or events. Contact parents.

Step 4 All other citations/referrals to Vice Principal/Principal – Possible Suspension, Contact Parents



Positive Consequences

Individual classroom teachers and grade levels establish incentives for good behavior.

“Pats on the Back” for students in grades K and 1 and Eagle Pride Coupons for grades 2 - 5 will include recognition for behavior.

Negative Consequences

Classroom teachers will teach students that poor choices and inappropriate behavior will result in difficult but logical consequences. Although they may not like this, it is, nevertheless, a result of their own choice. Students will be held responsible for their actions.

Communications will be delivered to classrooms at the end of lunch. Each teacher is responsible for following up on this using Steps 1 - 4.

An Administrative Referral will be used on a first offense for the behaviors listed on the form.

For inappropriate behavior on the playground a reminder is given. If it continues, the child will be benched for the rest of the recess. More serious behavior may result in the student being issued a citation by his/her teacher or the administration. Yard duty supervisors will complete a Classroom Communication Sheet (CCS) to inform teachers of noon yard problems.

Students may lose the privilege of attending assemblies, field trips, or special grade level activity if inappropriate or disruptive behavior continues.

A student involved in a fight will be suspended. For further fighting the number of days will be doubled for each offense.

If a student continues to earn suspensions for any reason, a Student Success Team and/or Behavior Support Plan will be initiated.

Conflict Resolution:

Students will be taught conflict resolution skills. Teachers may use classroom meetings to help

resolve conflicts and to discuss problem solving strategies.

Due Process

If there is a question regarding a disciplinary action, the parent should contact the person responsible for the action. If this attempt to clarify and to reach an understanding is not successful, the parent may contact the principal or vice prin-

incipal. Parents/guardians may seek administrative attention for classroom, student, or teacher concerns after first speaking with the classroom teacher.



FOOD SERVICE

A school lunch program is provided at our school for students in grades one through five. The



lunches are designed to provide well-balanced meals with students' tastes in mind.

A regular lunch is provided on Monday, Tuesday, Thursday and Friday. On Wednesdays, when the dismissal time is 12:20, a brunch period will be available during the morning recess.

Students should have a nutritious lunch from home or plan to purchase a lunch at school. Lunches are \$2.50 including milk. Milk can be

purchased separately for \$.50. It is suggested that student lunches be purchased in advance for five days at \$12.50 or twenty days for \$50.00. An annual lunch pass is also available. If purchasing lunch daily, the money must come to school in an envelope or plastic baggy. Menus are sent home monthly and can be found on the school website. The benefits of a prepaid lunch ticket are: increased speed of the lunch line when cafeteria manager does not have to count money, no lost money, and students can not spend lunch money on snacks for themselves or friends.

Applications for free or price reduced lunches are available in the office. A snack bar is also available to students in grades 3-5 during lunch, a 2-snacks limit per day policy is in practice at MDE.

TECHNOLOGY USE AT HOME:

As parents/guardians introduce various forms of technology and communication in the home to their family members, issues of safety and appropriate use will arise.



Please be advised that through our school district web site parents can find out about software and other resources that can help keep them informed in order to monitor and block activities and web sites that can pose a threat to children's well being.

Communications between students by e-mail, instant messaging or websites should be monitored for appropriateness.

Students may face disciplinary action if electronic communications at home result in a disruption of school safety and or activities. Engagement in harassment, threats, and intimidation against students or staff shall be subject to appropriate disciplinary action.

The Principal may determine that the electronic communications at home or school created substantial disorder, invaded rights of students or staff by creating an intimidating or hostile environment, and will apply disciplinary actions necessary to protect the health and safety of the staff, students, and parents/guardians.

TRANSPORTATION

Bus Transportation

Mt. Diablo Unified School District provides a fee-supported bus service for students who live more than 1¼ miles from the school. This service starts the first day of school. Teachers supervise students at the bus circle when school is dismissed and help them get on the correct bus. Please send a note with your child indicating the bus stop if this is a new experience for your child.

An application for a bus pass may be obtained from the office beginning in the middle of August. All students must have a pass to board the bus by the second week of school. Appropriate behavior is expected when riding the bus to ensure the safety of the students. Misconduct on

the bus will be referred to the principal or vice principal. Students may be suspended from riding the bus if behavior problems persist.

Students will not be allowed to ride on a bus, other than the one they are assigned, unless they have a bus pass and a written request signed by their parent. The school site has nothing to do with transportation schedules. Please call the transportation department with any questions or concerns. Parents can contact the Transportation Department at 825-7517 to obtain route and scheduling information.



Bicycles

Bicycle riders should park and lock their bicycles in the racks provided for this purpose. Bicycles should be parked so the front wheel is positioned in the rack and each bicycle should be locked individually. Students should walk their bicycles on campus. We recommend that bicycles be licensed with the Clayton Police Department. Helmets for bike riders is now a state law. Skateboards, roller blades, scooters and shoes with wheels are not to be used on campus. If students

use these to travel between home/school, they are to be locked up at the bike racks as well and not used on campus.

The school is not responsible for bicycles, scooters, skateboards, and roller skates.

With the high volume of traffic and concerns for safety, students in grades K-2 are discouraged from bike riding unless accompanied by an adult.

Traffic & Parking

Traffic continues to be a significant issue and concern at the school. The city and the school continue to work diligently to make the arrival and dismissal safe for ALL children. We also aim to get parents in and out of the drop-off/pick-up areas as quickly as possible while remembering safety is the first priority.

MDE will be using the life skills of Respect, Responsibility, Organization, Courage, Caring, Problem Solving, Friendship, Cooperation, Initiative, Sense of Humor, and Common Sense with the children this year. As partners in the education of children, we would encourage parents to also use these life skills in the driving,

parking and traffic situations that arise in the morning and afternoon.

Parking on Pine Hollow and Mt. Zion during non drop-off/pick-up times is allowed. Please note that if you are going on a school field trip and the car will be parked there during the drop-off and pick-up times, you will be ticketed. It would be best for you to park on Four Oaks, Tiffin, or car pool with other classroom families to park on other outlying streets.

During hours when parking is available on Pine Hollow and Mt. Zion, note that at the corner of Pine Hollow and Mt. Zion (on the east side of the street) in front of the MUR, only small cars are advisable. The bus drivers who drive the large

buses cannot make the turn to come into the bus circle at school.

We have had only a couple of parent volunteers helping us with traffic flow and crossing children safely by the MUR. These people are volunteers to help you and your children. Please do not use offensive language or shout at them. These people are neighbors, who are giving up time during their busy day to help support a safe school community. Traffic violations or issues with city streets need to be reported to Clayton Police Department or Clayton City Offices.

With cooperation we can all make this difficult situation run more smoothly.

SCHOOL SECURITY

Parent Safety Patrol:

A parent volunteer program has been established to assist in keeping our school campus as safe as possible. The parents, identified by a bright orange vest and I.D. badge, are stationed to patrol or supervise at key locations throughout the

school. Their presence provides a vital component to our Safe School Plan. Every parent is urged to sign up for at least one day a year to volunteer his or her time to this program.

School Visitors

District policy states that all visitors must check in at the school office and wear a Visitors Badge while on campus. All visitors, including parents, and other district personnel may not go to the classrooms, or other site locations without first

checking in at the office. Please follow the rules for where parents may wait for their children during pick-up. These are important security measures, as it helps us to quickly identify any adult who may not belong on campus.

Vehicle break-ins:

Unfortunately crime does affect Clayton on occasion. We have car break-ins every year. Usually it is because someone has left valuables (purses, phones, etc.), in plain view and the window is smashed and the valuables grabbed. Please be

sure you do not leave valuables in the car when coming to school. At the very least it is inconvenient and at most it leaves you vulnerable to the possibility of identity theft.

Volunteers Needed

To assist with car pool line on Pine Hollow and crossing guards at Pine Hollow and Mt. Zion.

We need you!!

The traffic safety committee is looking for more volunteers.

Your help and time is needed in this area.

672-4840