

Vintage Hills  
Elementary School  
**2019-2020**

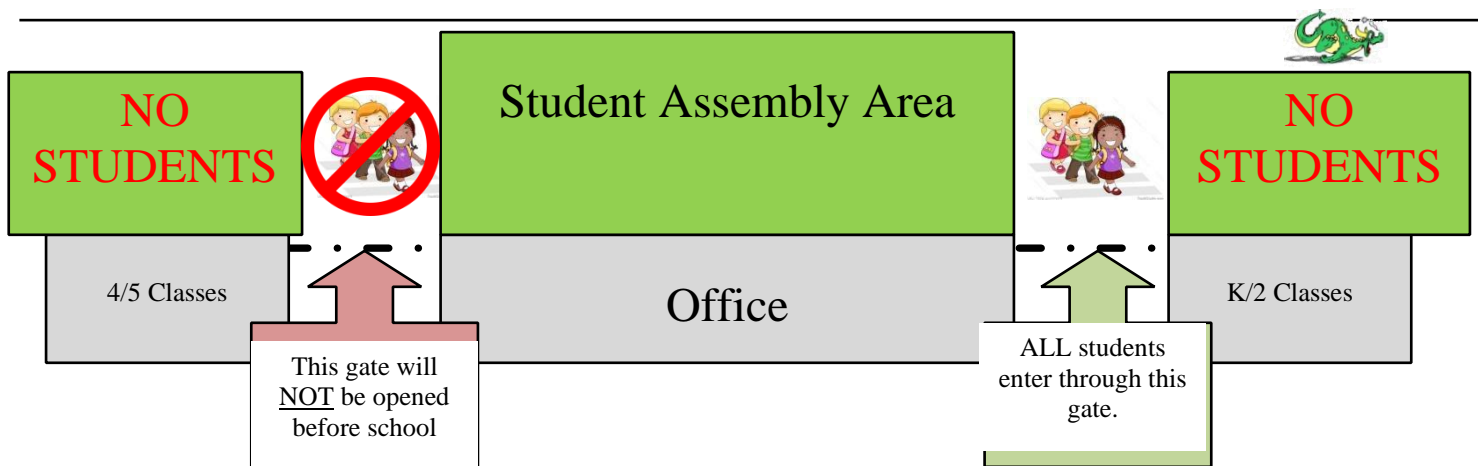
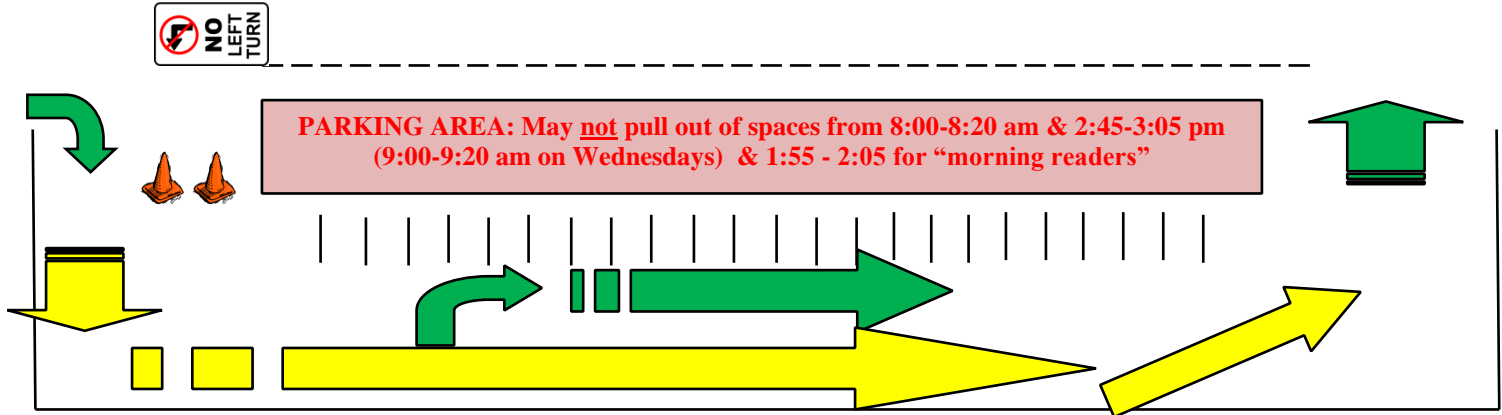
**Parent/Student Handbook**

1125 Concord Street  
Pleasanton, CA 94566  
(925) 426-4240

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# Vintage Hills Parking Lot Procedures

***\*Please pull ALL the way forward.***



- \* All drivers enter and exit through one lane
- \* Please pull forward as far as possible to load/unload your student(s). **Loading and unloading at curbside only.**  
**DO NOT GET OUT OF YOUR VEHICLE!!!**
- \* Once you have loaded/unloaded your student, pull into the left lane to exit the parking lot. Please be aware of the stop sign at the crosswalk. Drivers are to alternate proceeding through the crosswalk one at a time to re-merge into one lane, once they have assured that there are no pedestrians.
- \* Please remember to cross the parking lot using the designated crosswalk

## ***THINGS TO REMEMBER:***

- \* ***Load/unload at curbside only***
- \* ***STOP at the crosswalk to look for pedestrians***
- \* ***DO NOT use the staff parking lot area as a pick-up/drop-off area or pedestrian route.***
- \* ***NO pulling out of parking spaces from 8–8:20 am (9–9:20 am on Wednesdays) and 2:45–3:05 pm (1:55 pm–2:05 pm for morning readers) If you choose to park in these spaces, you must wait to pull out after the times mentioned.***
- \* ***No left turn into parking lot from Concord***
- \* ***Gate near grades 4 & 5 WILL NOT be opened. All students are to enter near kindergarten/2<sup>nd</sup> grade classrooms***
- \* ***Children may not wait in the area in front of kinder or the 4<sup>th</sup>/5<sup>th</sup> grade buildings (marked as "NO STUDENTS" on map.)***

### **Pedestrian Safety**

Talk with your child about the simple rules of safety to observe when walking to and from school. Do impress your child with the importance of never accepting a ride from a stranger. All students and parents are expected to comply with pedestrian safety rules of using crosswalks.

If we truly expect our children to make safe choices when we're not looking, we need to model safe choices for them, when they are looking at us.

### **Bicycle, Skate and Scooter Safety**

Bicycle riders should observe traffic safety rules. Bicycle helmets are required. Students are to walk beside their bicycles once they leave the sidewalk and enter the driveway on the way to the bike racks. If you do choose to allow your children to ride a scooter or skates to school, please require that they wear a helmet and appropriate safety padding. Students cannot ride scooters or skates inside the school driveway.

## **Attendance**

A child's success in school is highly dependent on regular attendance. For this reason, it is expected that students will attend school, unless they are ill. Parents are requested to make an effort to schedule medical and dental appointments outside school hours. The following are excerpts from the California Education Code with which every parent should be familiar:

1. Students shall attend school punctually and regularly.  
(Ed. Code Title V, Section 2)
2. Students shall be required to provide satisfactory explanation for absences.
3. Students shall remain on the school grounds during the entire school day unless permission to leave has been granted by authorized personnel. (Ed. Code Title V, Section 63.)\*

### **Absences ~**

Our responsibility is to record and track attendance of every student to monitor truancy. All absences result in a loss of valuable instruction for the child and state revenues for the school. However, please don't send children to school with the early signs of a cold, a fever, sore throat, or with a persistent cough.

IMPORTANT: Our school confirms student absences by phone on a daily basis through our "Child Safe" program. This system of verification assures that all students are accounted for and helps to provide a safe and worry-free day for parents.

Your cooperation is very important. For any absence, please call the school office each day of the absence to let us know your child will not be attending. If a student is absent for religious holidays, please send a note prior to the day of absence and we will record the absence as "excused". It is not enough to notify the classroom teacher. **You can leave a message 24 hours a day on our attendance line: 417-8097.** If a student is marked absent and we have not received a call, we will phone you to confirm the reason for the absence. Your call ahead of time will save us time in the morning. We log the phone calls and this will take the place of a written excuse for the absence. "Independent Study" forms are available in the office for absences of five days or longer.

### **Tardy Policy ~**

The following policy regarding tardiness at the beginning of the school day is meant to assist students and parents in developing a consistent habit of punctuality. We really need parent support with this goal of teaching students the habit of punctuality and good time management.

### School Schedule

School begins at 8:15 am. Students are expected to walk to their line-up areas and wait until their teacher admits them to their classroom. Students who arrive in the classroom after 8:15 am are considered tardy.

Students should not arrive at school before adequate supervision is available. Students should arrive no sooner than 8 am. On rainy days, there will be supervision in the multi-purpose room beginning at 8 am.

### Tardiness Accounting

If a student reports tardy to his/her classroom first, he/she will be sent to the office. A pattern of late arrivals is a concern to us. This results initially in letters expressing our concern, and progresses to a referral to our district's attendance officer and a possible review by the Student Attendance Review Board.

## **Appointments and Checking Students out during the school day ~**

Your child's SAFETY AND SECURITY come first:

1. Students will be released only to adults listed on the school emergency card. If there are other individuals who will be checking out the student off campus, parents must be sure to stop by the office and add the name to the card. Changes to the emergency card must be done in person or in writing, not over the telephone.
2. If a student has an appointment during the school day, they will not be allowed to walk to the appointment unattended.
3. If a student is ill and must go home, he/she must be picked up by an individual on the emergency card. If the parent works and cannot come to pick up the child, the parent must be sure to have a name on the emergency card of someone who can transport the child.
4. If a student is occasionally taken off campus for lunch, they must be signed out in the office.
5. For the student's safety, we ask parents, on a regular basis, to update information on the emergency card, as it becomes necessary. The school needs to be able to locate a responsible party if the child becomes ill or injured.
6. Any exceptions to the above must be authorized by the principal or designee.

## **Illness or Accident ~**

If a child becomes ill or is seriously injured at school, his parents or another adult authorized by the parent or guardian on the child's emergency card will be immediately notified.

If medical attention is needed and the parent or authorized adult cannot be reached, the child will be taken to the physician listed on his/her emergency card, or 911 may be called.

All medication given at school is regulated by Board Policy 5532. This policy states that any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, must be assisted by school personnel. A medical form must be filled out and signed by the parent and physician and be on file in the school office. This form is available in the school office. All drugs are to be brought to the office by adults - not students - in original containers labeled with child's name and recommended dosage.

Children who are ill should remain home until they are well enough to return to school. *The school cannot allow children to remain in the building during recess and lunch periods because they are not well enough to be outside.* There are some unique instances (broken legs, allergies, etc) where a child is healthy enough to be in school, but really can't participate outside at recess. Give our office a call, and we'll work with you and your child to make arrangements for indoor supervision.

## **Independent Study ~**

Independent Study Contracts must be:

- Voluntary
- For absences of 5 days or more
- Pre-arranged – with our office and your child's teacher **at least one week before departure**  
Counted as non-apportionment days until assigned student work is handed in and evaluated by your child's teacher
- Considered equivalent to regular classroom activities, in line with the course of study
- Validated with signatures by the parent, student, and teachers
- Assigned value in time by the certificated (teacher) employee

1. Independent Study may start at the onset of an extended absence of five days or more. Independent Study Contracts are a great way for your child to keep up with schoolwork during an unavoidable absence and for our school to retain access to state funds provided for children "in attendance" each day.

2. Independent Study requires that predetermined work assignments designated in the Independent Student Contract be collected from the student on the first day the student returns to school.

3. Care is taken in using Independent Study for students who are out sick. Independent Study is in lieu of classroom work. We assume that ill students often can't do school work when absent. Also, most students who become ill do so suddenly and therefore cannot qualify for Independent Study because it must be set up in advance of the absence. Independent Study is best used in cases where a student knows in advance that he will be out of school - let's say - for an operation, and can collect assignments ahead of time and do a lot of the work during the recovery period at home. In the cases where a child is not feeling terribly ill, but must stay home for an extended period due to a contagious illness, Independent Study is available. Independent Study could also be used to help your child keep up with classmates in the event of an unavoidable family trip.

## **Back to School Night**

Back to School Night is for parents/guardians only, and it is designed to provide parents with much of what they need to know in order to be an effective partner with the classroom teacher in meeting the educational needs of our children. Handouts are given for future reference, but they build only a small part of the bridge between home and school.

At Vintage Hills, we have a staggered schedule for Back to School Night in our effort to accommodate parents with more than one child spread through our K-5 school.

Traditionally, Back to School Night begins in the multipurpose room with an introduction of grade level staff and information from the principal regarding our annual growth and improvement goals. Parents

then go to their child's classroom for a forty-five minute presentation by the teacher. As a parent, you come away with a real sense of the teacher's personality, instructional style, and how the classroom will operate. The essential bond between home and school begins to be built here. We encourage both parents to attend whenever possible.

## **Books & Supplies**

We are grateful for any support from parents/guardians to help us supplement our classroom programs by providing materials and supplies. Please be assured that if you are not able to provide school supplies, they will be provided for your child's educational program.

Students will be provided with all necessary textbooks. Each child is responsible to give proper care to books in his/her charge. In the case of lost or damaged books, the child is responsible and charges will be made.

From time to time, books turn up at home. If you have any school books from previous grades that are not discards, please send them back to school.

All school books are to be covered in some manner to help protect them. Be sure not to tape covers directly to the inside facing of the book as this causes damage when covers are removed. Please do not use any type of adhesive or contact-type book cover.

## **Cafeteria & Food Policy**

Additional information regarding the CNS program may be found on Facebook @ <http://www.facebook.com/PUSDCNS> and Twitter - @PUSDCHS or through the PUSD web site.

### **ALLERGY WARNING!**

We caution you to be very careful in using our cafeteria services if your child has a severe peanut allergy. Children concerned with eating what their friends are eating may forget to monitor their diet. Many commercial foods that are prepared using peanut oils may not be obvious to your allergic child. Please be very selective and strive to provide your child with all the knowledge he/she needs to stay healthy. Ingredient lists and nutritional information are available in the school office as well as on the CNS website. See Board Policy/Regulation 5536 and 5537.

## **Classroom Observations**

Classroom observations should be organized with the classroom teacher first, and then coordinated with the site administration (Vice Principals or Principal) for a mutually agreed upon time. Site Administrator will accompany parents on observations. The length of the observation will not exceed thirty (30) minutes so as not to disrupt student learning and cause a major disruption to the education of all students.

Per AR 5020, we are to provide teachers a reasonable amount of notice prior to observing their classrooms. We use the general rule of 24 hour notice. Please help us plan accordingly.

## **Classroom Placement**

In mid to late May of each year, teachers work with the principal as an entire grade level to form well-balanced classes for the following school year in grades Kindergarten through fourth grade. Teachers have input in the process, but ultimately, placement is the responsibility of the principal. The placement of each student is given equal consideration. Specialists and support staff also take active roles in this process.

Specific teacher requests by parents cannot be fairly honored by staff, and are therefore inappropriate. Many variables such as gender, academic and behavioral needs, social/emotional needs, GATE, special education, ELL and other special needs populations are all factored into the decision making process as balanced classes are formed. Classroom placement, after given very careful consideration, will not be changed once the school-year begins.

In accord with district-wide policy and practice, individual placement decisions are revealed to parents and students at our Walk-Through Registration, the week before school begins.

## **Classroom Visitors/Visitation & Volunteers**

Parent volunteers are a great resource to our school and are encouraged at all grades. Teachers will solicit assistance for a wide variety of tasks on a regular or “as needed” basis. Volunteers are used in classrooms, on field trip and for many other purposes. **Regular, on-campus volunteers must submit personal information on a district volunteer form so the Pleasanton Police Department can complete a background check.** Teachers will orient all volunteers regarding proper protocols and confidentiality requirements to maximize benefits to all students. If you wish to become involved, please contact your child’s teacher or the PTA President, Jessica Sbragia, here at school.

Here are some guidelines so that classroom visitation will be beneficial and not interrupt the educational program for your child, and for others. Respect of the following guidelines for visitations will be appreciated.

***ALL ADULTS on campus must make the office their first stop.*** Sign in on our visitors log and wear a badge at all times. We insist upon this practice on our closed campus to ensure that your child is always safe and well protected. Please arrange visits through your child’s teacher prior to your visit. 24 hours notice is needed for visiting that is not a regularly scheduled volunteering situation. In addition, we limit classroom observations to 30 and the observer is accompanied by an administrator.

When your visitation is over, if you feel a need to speak with the teacher, make an appointment to call or visit the teacher later. Discussions with the teacher during class time obviously cause a disruption to the planned instructional flow.

- Siblings (infants and/or pre-schoolers) should not be in attendance on campus. Please find other supervision for them as you work on the school site, or in the classroom.

## **Communication**

Answering questions, resolving concerns and solving problems are all part of our home/school partnership. Cooperation between home and school is very important at any stage of your child's development. An unanswered question can often lead to a serious concern. If still not addressed, it can become a major problem. To avoid the problem areas, be sure to ask the question as soon as it



arises. The place to start is with your child's teacher, and if the issue is not resolved, please talk to our principal.

### **Teacher-Parent Communication**

We want teachers and parents to have open, frequent, efficient communication, with a minimum of hassles or delays. We encourage you to:

1) **Send the Teacher a Note or Email.**

You can do this through your child or through the office. In most cases, the teacher will respond the same day, but this is not always possible. A response the following day should be expected.

2) **Leave a Message on Voice Mail or E-Mail**

Check with your teacher at Back-to-School Night... you should expect a response within 24 hours.

### **Home-School Communications**

As a school, we have a primary method of communicating with you through the *FYI*. The *FYI* is sent to families electronically every other Wednesday via Constant Contact. In the left hand column is a running calendar of events and dates of importance.

How can you get in touch with the office or administration? Office hours are 7:30 am to 4pm. We can be reached at 925.426.4240.

We are partners in the education of our children. With a staff of over sixty and a parent/guardian population of nearly twelve hundred -- issues, questions, concerns, and misunderstandings are going to come up. When they do, please, talk to us.

### **Messages**

If you have an urgent message for your child, please contact the school office and we will be happy to see that he/she receives the information.

Please know that messages arriving to us the last 30 minutes of the school day may not be able to be delivered. Help us to keep your children safe, happy, and feeling comfortable and secure. We appreciate efforts being made to plan ahead.

### **Student Telephone Use**

To encourage student responsibility, the school office phone will be available for student use in emergencies only. Emergencies do not include forgotten assignments or permission to go to a friend's house after school.

Students are permitted to use the phone to call home for a forgotten lunch.

### **Student Cell Phone Use**

Other than teacher directed cell phone usage in the classroom, as it relates to academics, students are asked to silence their cell phones, and place them securely in their backpacks. Cell phone usage, of any kind, is not permitted during the school day. Smartphones, Smart watches, and similar devices should be silenced and not used during the academic school day.

## **Counseling**

We are fortunate to have the services of a counselor visit our school each week. Our counselor is available to provide services for a wide range of social and emotional student needs. Individuals as well as groups of students work with the counselor to work through topics such as a divorce, loss, self-esteem, social skills, study skills and friendship. Parent education opportunities are also provided. Our counselor maintains a terrific parent resource library. If you have any questions, please call the school office.

## **Differentiation/School-wide Enrichment**

Students are eligible for assessment for GATE in the spring of their third grade year and every other year after that. GATE students are clustered in balanced classes, usually in groups of three to eight. Although we do not offer specific GATE classes, we do offer daily enrichment and differentiated instruction in every classroom.

### **Music ~**

Each child, Grades 1-5 will receive formal vocal music instruction from our Music specialist 45 minutes per week. Every grade has the opportunity to participate in a musical production each year. In addition, instrumental and strings instruction is offered weekly to fifth grade students.

### **Science ~**

Students in grades 1-3 work with our Science specialist once a week for 45 minutes. Students in grades 4-5 attend twice weekly. Our Science specialist works in conjunction with our classroom teachers to provide hands-on opportunities and further science exploration activities.

### **Physical Education ~**

Each child, grades 1-5 will receive physical education instruction from our P.E. specialist for 45 minutes twice a week, totaling 90 minutes. Please dress your child appropriately for physical exercise on these designated days. Your classroom teacher will inform you of your student's PE days during Back to School Night. Mrs. Terri Drain is our full time teacher.

## **Disasters, Drills and Earthquake Plans**

A detailed plan has been established for the procedures to be followed in the event of a major emergency. Your child has regular opportunities at school to practice what to do in case of fire, earthquake, or other disaster that would involve school evacuation.

All school staff will be ensuring the safety and well being of everyone on campus during an emergency. In the event of an emergency a student release center will be established near the front of the school. Here parents will be given the location of his/her child's class. Students will be released only to adults listed on the emergency card.

If our school site and its immediate environs have been deemed to be unsafe, our students will be evacuated. The alternate location is Kottinger Park, to be used if a school evacuation is necessary. Again, it is critical that our children have on file a current listing of adults authorized to pick them up in an emergency.

The school's safety plan is updated each year, and a copy is made public in the school's office.

## **Dress Code**

Students will be asked to comply with the Board Policy #5132, that states 'appropriate dress and grooming contribute to a productive learning environment. The board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

## **Field Trips**

Your attention is directed to Education Code Section 1081.5. This law states in part: "All persons making the field trip . . . shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness or death occurring during or by reason of the field trip . . ." This law is applicable to all field trips.

A student must have a signed permission slip for each field trip on file 24 hours before the scheduled trip or he/she will not be able to participate. Students not participating in the field trip will be assigned to another class for the duration of the trip.

Use of Private Cars for Field Trips – Parents who are requested to use their privately owned automobiles for pupil transportation to school-related activities should be aware it is the individual driver's own auto liability insurance that must provide the coverage in case of an accident. Parent field trip drivers must submit to a background check, and must provide CURRENT proof of insurance, which meets district-established requirements.

Children who are not students of Vintage Hills are not allowed to go on field trips. We need you to be able to devote your full attention to the help and safety of the school children on the field trip. Students, who are not in attendance during the school day, will not be allowed to participate in field trips on that same day. Other illness policies also apply.

## **Forgotten Items (by student)**

Instructional time is a precious resource for all of our students. Each classroom interruption takes away learning time. *Parents are asked to always come to the office to deliver forgotten lunches, materials, urgent messages, etc.* We will see that these things get to students at the appropriate times.

## **Health Services**

Our health clerk is on site from 10:15 am to 1:15 pm daily. Other health services are not available at Vintage Hills School, with the exception of vision and hearing screening.

## **Home Teacher**

A parent may request a home teacher for a child if it appears that an extended absence beyond ten days is expected and that the child is capable of receiving instruction at such time. Please notify the school immediately upon knowledge of this information so that we can arrange for the home teacher to meet with the child's regular teacher. This will ensure a positive connection between the home instruction with what the child is doing at school. One-hour home instruction for each day of absence is permitted by law. Approval of home teaching requires a written statement from a medical doctor.

## **Library**

An integral part of our school is our library. Our library clerk manages our library.

Children will be bringing home many of the materials from our library. We hope you will take time to share and review these materials with your children. Supervisory support you provide in the care and return of checked out materials and books will be greatly appreciated. The library should become the "heart" of the school with much classroom extension of learning, research, independent study and extra special interest activities. The library is available to students every other week during a class visit, and every day during recess times and at lunch.

## **Lost and Found**

Each year large amounts of clothing and other articles are accumulated in the "Lost and Found". These articles are kept for a period of time and then given to needy organizations at winter break, spring break, and at the end of the school year

Mark all clothing with the student's name and room number with permanent marker. Lost and found articles are located in front breezeway near the office. Note that small lost and found items, including jewelry, are kept in the office.

## **Medication Administration**

A student, no matter how capable, cannot hold and administer his/her own medication. If a child must receive medication at school, a trained member of our staff must administer it. In those instances where it is necessary for the administration of medication to a student at school, by school personnel, the following procedure must be observed:

1. If the medication is regular/ongoing/consistent, we must still have written request and authorization annually from both the physician and the parents for prescription and over the counter medication. (Forms are available in the school office).
2. Parents are requested to obtain a separate prescription of the medication for use at school, or the medication must be in the original prescription container. We are not allowed to accept medication in envelopes, baggies, bottles, etc. The medication label must include:
  - a. Student's name
  - b. Date of prescription
  - c. Name of medication
  - d. Name and telephone number of the pharmacy
  - f. Dosage instructions

3. All controlled substances (i.e. prescription medications) are to be hand delivered by an adult to the school office for disbursement. It is against the Educational Code and school policy for students to possess controlled substances on campus.

The school principal will designate the person in the school office to be responsible for administering the medication. Records of all medication issued are kept in the office. It is currently District Policy that students are responsible for coming to the office for their medication. If problems arise, please contact the office immediately. If you have any questions, please contact the health clerk in the school office.

## **Parent/Teacher Association (PTA)**

We are extremely fortunate to work with such an active PTA. We encourage all parents to be actively involved. The day-to-day operations of the PTA are run through an Executive Board of elected parent and staff representatives. The Executive Board meets once a month. Dates and times of PTA meetings are always announced in the *FYI*.

The PTA hosts a number of community events that promote school spirit. Our PTA contributes nearly \$70,000 of supplemental resources to enrich the education of our students. Without the PTA, this school would be a very different place.

This year's president is Ms. Jessica Sbragia. We also have a PTA listing available in the school office. If you want to become involved in making your child's school a better place.

## **Pictures/Taking Photos**

Class and individual pictures are taken of our children each year under the sponsorship of the PTA.

Photography of students must be cleared with the office, and the teacher. Not all students are allowed to be photographed, and we honor those requests. Posting photos on classroom web pages, and on the internet, must be cleared with the teacher and office.

## **Reporting to Parents**

The entire school district, K-5, uses the trimester standards based report card system. First report cards will be issued early in November. Friday, November 16<sup>th</sup>, will be a non-student day reserved for parent teacher conferences. Parents interested in a conference should contact their child's teacher.

Our second trimester will end the first week in March. We have scheduled one minimum day this year, on March 15<sup>h</sup>, for Parent-Teacher conferences in support of students who are "At Risk" of not fully achieving all grade level standards.

Teachers have their individual web pages and methods of communication; as does the school.  
<https://vintagehills.pleasantonusd.net/>

## **School Site Council**

The School Site Council (SSC) is an important decision-making body consisting of parents, school staff and school administration. The responsibilities of the SSC are to assist in the development of a yearly Single Plan for Student Achievement (SPSA plan) and to review the implementation of the plan. The SSC meets once a month. We are always interested in new members or alternates. If you are interested in becoming a member or have any questions about the SSC, please contact the school office at 925.426.4240. Members are voted in by their peers, and traditionally serve a two year commitment.

## **Special Education**

### **Student Study Team (SST)**

This is a panel of staff and specialists who meet weekly to support students with emotional, behavioral and/or academic needs. When regular classroom interventions don't seem to help students, referrals to the SST can be made for additional ideas. Referrals are made by the classroom teacher. Sometimes, SST meetings are held informally to provide feedback to the classroom teacher. At other times, parents of referred students are invited to attend these meetings and formal action plans are drafted.

### **Resource Specialist Program**

The school Resource specialist offers instruction to students who have been diagnosed with a learning disability which cannot be fully addressed within the regular classroom program by the classroom teacher, alone. The Resource specialist also serves as a valuable resource for our entire staff in meeting diverse instructional needs of students.

### **Speech and Hearing Services**

Speech therapy is provided for students who have difficulty with verbal communication. The speech therapist screens students for difficulties when the classroom teacher refers students. If you suspect your student may be having a speech-related problem, contact your child's teacher or the speech therapist through the school office.

## **Transferring Policy to Another School**

Parents should request a student "transfer" from the office at least a week before the last day of attendance. Valuable information regarding the student's progress can be gathered and included, which will make the transition to the new school easier for the student and the receiving teacher.

Cumulative records will be forwarded to the new school upon their request. As legal state documents, these records cannot be hand carried, even by the most trustworthy parent.

## **Expected Behavior Support (for additional information see the PBIS Handbook)**

Our children's behavior, good or bad, is maintained by expectations. A consistent discipline policy using consequences is essential to give our children the correct message. Vintage Hills' children are taught the expectations for kind and empathetic behavior in all areas of our campus. Behaviors have consequences. Should they choose to behave unfavorably, their behavior will result in certain consequences. School rules and agreements are discussed, reviewed and posted in the classrooms.

The children are made aware of the acceptable way to behave through mutual respect for others and are introduced to the school rules in the beginning of the year. With this in mind, the following consequences are published so that every student, staff member and parent will know the consequences for misbehavior.

The school administration also expects all parents to set the correct example for children, including following the rules established in the Parent Handbook. These rules were conceived by a team of staff and parents to ensure that every child is given opportunities to learn, grow and respond with appropriate responses. Continued failure to follow these rules will result in notification to the parent/guardian by the principal.

## R. O. A. R. S.

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher.

If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.

Responsibility  
Ownership  
Attitude  
Respect  
Safety

### **Beliefs Related to Discipline at Vintage Hills Elementary School:**

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning

objectives.

- Every discipline is an opportunity to teach expected behavior.
- Expected behavior must be communicated, taught and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

## **REWARDS**

Students will be recognized, regularly, for their positive efforts at following the Dragon R.O.A.R.S. guidelines. We are working diligently to form a systemically effective way to reward and recognize students for doing the positive thing, and making positive efforts!

### **What is a School-wide Discipline Plan?**

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

### **What are the benefits of a School-wide Discipline Plan?**

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

## **STUDENT DISCIPLINE CONSEQUENCES**

For minor incidents of misconduct, a warning to the student may be sufficient. For more serious or repeated misconduct, a Notice will be issued and discipline consequences will result. Typical discipline consequences may include one or more of the following:

- Student sent to office to speak with an administrator
- Phone call to parent
- Lunchtime
- Recess timeout
- Written or verbal apology
- Suspension from school

## **SUSPENSION**

Suspension is imposed for serious discipline infractions or repeated acts of misconduct when other means of correction have failed to bring about proper behavior. It is not meant as a form of behavior modification, but as a method to remove students for serious infractions, restore a proper educational environment, address law, and ensures official documentation of events. The student will be informed of the reason for the suspension and shall be given the opportunity to present his/her explanation of the incident.

At the time of the student's suspension, a staff member will make a reasonable effort to contact the student's parent/guardian in person over the telephone and mail the "Official Notice of Suspension" to the parent/guardian. A staff member will also send a copy of this notice to the pupil services department. This notice will contain each of the following:



- a. An explanation of the incident leading to the suspension.
- b. The date and time when the student will be allowed to return to school.
- c. A statement of the right of the student or parent/guardian to due process.
- d. A statement of the right to have access to the student's records.

**SCHOOL /CLASS SUSPENSIONS  
Education Code 48900**

**A student shall not be suspended from school nor recommended for expulsion unless it is determined that he/she has committed any of the violations listed under this code. The principal can make a RECOMMENDATION FOR EXPULSION for any student that poses a continued threat to the safety and well-being of another student or staff member.**

**A pupil may be suspended or expelled for education code violations that are related to school activity and attendance that occur at any time, including, but not limited to, any of the following:**

- While on school grounds
- While going to or coming from school
- During the lunch or recess period
- During, or while going to or coming from a school sponsored activity

**EDUCATION CODE 48900 (q)**

- A. Caused, attempted to cause or threatened to cause physical injury to another person.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects.
- C. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, alcohol beverage or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damages to private property or school property, including graffiti.
- G. Stolen or attempted to steal school or private property.
- H. Possessed or used any products containing tobacco or nicotine products, except by prescription.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed or attempted to commit sexual assault or sexual battery.
- O. Harassed, threatened, intimidated, or retaliated against a pupil who is a witness in a school

disciplinary proceeding.

- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

Education Code 48900.2- committed sexual harassment to another pupil or employee.

Education Code 48900.3 – Acted, or attempted an act, to cause physical, emotional, or property damage based on race, religion, gender, age, disability, political affiliation, immigrant status, or sexual orientation or any other form of hate violence.

Education Code 48900.4 – Engaged in harassment, threats, or intimidation that created an intimidating or hostile environment.

Education Code 48900.7 – Making terrorist threats against school officials and or school property.

Education Code 48901.5 – Possession or use of any electronic signal device.

## **Expulsion Policy ~**

### **EDUCATION CODE 84915 – MANDATED EXPULSION RECOMMENDATION**

The principal shall recommend expulsion for any of the following acts unless the principal reports in writing to the Pupil Services Department that suspension is appropriate:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, firearm or any other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

# Pleasanton Unified School District

## Board Policies/Regulations

- 1, Dress Code - Reg. 5132
2. Foods Provided for School Functions – 5141.27
3. [Management of Life-Threatening Allergies – 5141.27](#)
4. [Homework and Assignments - Reg. 6154](#)
5. Telecommunications Network Use Guidelines - Reg. 61603.4
6. [Annual Notice of Uniform Complaint Procedures](#)

**PLEASANTON UNIFIED SCHOOL DISTRICT**

# ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

This notice informing you of the Uniform Complaint procedures is available in Spanish from any school or the District office upon request.

Este aviso, que resume el procedimiento de quejas uniforme está a su disposición en Español de su escuela o a la oficina de su distrito escolar.

The Pleasanton Unified School District Board of Trustees recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP), as set forth in Board Policy and Administrative Regulation 1330, when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, sex, race, ancestry, natural origin, physical or mental disability.

Failure to comply with state and/or federal laws and regulations in adult education, consolidated categorical aid programs, vocational education, child care and development, child nutrition, and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Therefore, discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee

3. **Investigation:** The supervisor will investigate the complaint and provide a written report of the investigation and decision. The decision will contain the findings and disposition of the complaint, corrective actions (if any), rationale for such disposition, and procedures for initiating an appeal, within 15 days of receiving the local agency written decision, to the California Department of Education.

on a case-by-case basis. The District prohibits retaliation against any participant in the complaint process.

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent will ensure that the mediation results are consistent with state and federal laws and regulations.

## Complaint Process:

1. **Informal Resolution:** Before initiating a formal complaint, an attempt shall be made to informally resolve the issues through a discussion with the complainant and relevant parties. The complainant will be provided an opportunity to present relevant information.
2. **Filing Complaint:** Obtain a copy of the Complaint Form from the school or district office. Submit form to the assistant superintendent of human resources.
4. **Appeals:** If any party disagrees with the supervisor's written decision, he or she may appeal the decision to a compliance officer of the District. Following the decision of the compliance officer, either party may appeal the decision to the District's Board of Trustees.
5. **Timeline:** The formal complaint process, including appeals to the Board of

Trustees, shall be concluded within 60 calendar days from the District's receipt of the complaint, unless the complainant agrees in writing to an extension of time. Any complaint may be appealed to the California Department of Education within 15 calendar days of receiving the Board's decision.

6. **Discrimination Claims:** A complaint alleging discrimination must be initiated no later than six (6) months from the date when the alleged discrimination or violation of law occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination or violation of law.

7. **Civil Law Remedies:** A complainant may also pursue civil law remedies, such as injunctions or restraining orders through local, state or federal legal aid agencies, offices, local mediation centers, or public or private interest attorneys. Local agencies that may be able to assist you include the Alameda County Bar Association and the Legal Aid Society of Alameda County. Complainant has a right to seek civil law remedies no sooner than sixty days have elapsed since filing an appeal with the California Department of Education, with

the exception of injunctive relief, for which the moratorium does not apply.

**Complaints shall be directed to:**

Assistant Superintendent,  
Human Resources  
Pleasanton Unified School District  
4665 Bernal Avenue  
Pleasanton, California 94566  
(925) 426-4321

Human Resources will direct Title IX complaints to

Coordinator, Special Projects  
Pleasanton Unified School District  
4665 Bernal Avenue  
Pleasanton, California 94566  
(925) 426-4325

This notice shall be distributed annually to parents in the District's annual notice to parents. This notice shall also be distributed to all school sites, Public Information Office, Human Resources, Educational Services, and Pupil Services for distribution to students, employees, advisory committees, and other interested parties.

# Pleasanton Unified School District



## **BOARD OF TRUSTEES**

Mark Miller, President  
Valerie Arkin, Vice President  
Jamie Hintzke, Trustee  
Joan Laursen, Trustee  
Steve Maher, Trustee

**Student safety comes first at Vintage Hills.  
All visitors must sign in at the office, be prepared to  
show ID and wear a visitor's badge while on  
campus.**

I, \_\_\_\_\_, hereby recognize  
the receipt of the 2018-2019 Vintage Hills Parent  
Handbook.

**This handbook includes campus safety information;  
as well as, dress code, behavior, and educational  
information.**

\_\_\_\_\_ Date

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Child's Teacher/Grade

\_\_\_\_\_ Signature

*\*Please return to your child's teacher by August 16th, 2018*