

Diamond Valley Elementary School Student Handbook



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**Diamond Valley Elementary School
Information**

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Website: <http://www.alpinecoe.k12.ca.us/schools/diamond-valley-elementary/>

School Hours:

M, T, TH, F: 8:15am-2:35pm

W: 8:15am-1:35pm

Minimum Day: 8:15am-1:05pm

Students shall not arrive before 7:45am as there is no student supervision prior to that time. Students are expected to go directly to the gym/cafeteria and sit quietly or eat breakfast until the morning recess begins. Students shall not remain after 2:35pm unless they are enrolled in the Expanded Learning Program.



Expanded Learning Program

The Expanded Learning Program, formerly know as the After School Safety and Education Program, is open to all DVE students every day that school is in session until 6:00pm, even on minimum days. Students are expected to follow school and ELP rules and participate in tutoring, home-work completion and independent reading. A 5:00pm bus is provided daily. If parents will be providing transportation, they need to sign their child out with an ELP staff member.

Registration is ongoing and forms are available in the DVE office. Parents needing to change the ELP routine for a child must notify the school **AT LEAST 30 MINUTES PRIOR TO THE END OF THE SCHOOL DAY** to allow staff the time needed to deliver all messages.

Bus Transportation

Transportation to and from school and the Extended Learning Program is provided as a privilege. All school rules apply to students while riding the bus. Bus drivers have authority to enforce rules and may revoke a student's transportation privilege for a period of time.

Bus Rules:

- Sit facing forward.
- Do not touch or harass other students.
- No yelling or screaming.
- If asked to do so, sit in assigned seat.



Cancellation/Snow-Days

When weather conditions will not permit the safe operation of the school, either because of loss of power or school bus safety, school will be closed. Students may also be sent home early because of safety issues. Families will be informed by telephone in either case. This is one of several reasons why it is necessary to have "back-up" telephone numbers on a student's emergency card.

Emergency "Blue Card" Information

We cannot stress enough the importance of keeping addresses and phone numbers up to date at all times. This is our information source in case of illness or emergency. Please complete the blue card with **ANY** people you authorize to remove your child from school or who can be contacted in your absence. **Additionally, students will not be allowed to participate in P.E. until his/her blue card is completed and turned in to the front office.**

Diamond Digest

The Diamond Digest is mailed at the first of the month and is a great place to locate school information. If parents have any questions the school office may be contacted.

Medication and First Aid

No medication may be administered to any student during school hours without the written request of the parent and the written order or prescription of the prescribing physician. Over-the-counter (non-prescription) medication can only be administered upon written parent approval and must be in **original package**.

The parent/guardian must deliver both over the counter and /or prescribed medication to the school office.

School medication forms for any prescribed medications must be properly filled out. These are available at the front office.

School Counselor

The Diamond Valley school counselor is available to meet with parents to discuss any concerns or needs that arise regarding a student's progress and development. Students are encouraged to visit with the school counselor for personal and academic guidance. The counselor is available to discuss any school or social concerns.

Parent /Teacher Conferences

Parent/Teacher conferences are scheduled at the end of the first and third quarters for face-to-face meetings between teachers and parents concerning the academic achievement and behavior of their children. Students are encouraged to attend the conference with their parents. Parents may request a conference with any staff member at the school at anytime during the school year.

Distribution of Advertisements

Diamond Valley will not distribute flyers or advertisements for community events, sporting teams, or businesses.

School Supplies

All students will need a backpack. Lists of any supplies needed in the grade your student is in will be provided by the teacher. School books and equipment that are abused in anyway will be charged to the parents for replacement. Students are encouraged to cover their books and treat all borrowed school equipment with care.

PBIS:

Positive Behavior Interventions & Support

Students should follow behavior expectations for every area of school, the playground and the bus. These expectations are posted for students in all areas and are taught and retaught during the school year. Parents are urged to learn about positive behavior interventions and support and reinforce

Diamond Valley HAWKs Are :

- * Honest
- * Accountable
- * Wise
- * Kind



those expectations with their children.

It is important that all students have a safe opportunity to learn and excel. Any activity that is counter-productive to this goal is considered unacceptable. Every staff member has the right and responsibility to enforce school rules and procedures to ensure student and staff safety.

Each teacher will establish his/her own classroom expectations. These classroom rules will be reviewed with students, discussed with parents, and enforced by teachers as necessary to create the best learning environment for all students. Teachers will contact parents to inform them of unacceptable patterns of behavior and a conference may be scheduled to develop a plan for improvement.

School Visitors and Volunteers-Getting Involved

All visitors, including parents, must first sign in at the school office. Parents are encouraged to visit the campus and the classrooms. It is best to coordinate these visits with the teacher when possible. Students are not allowed to bring visitors to school without prior approval of the teacher and administrator. Such approval will be given only under very special circumstances and with prior notice.

Anyone wishing to volunteer on a regular basis is encouraged to seek out the teacher for the class in which you'd like to volunteer. Additionally, you will need to complete a volunteer packet and short training with the administrator.

If you are interested in becoming more involved, please consider calling the office to find out more about:

- Alpine County Parents Group
- Site Council Meetings
- Field Trip & Classroom Volunteers
- Bus Chaperones

Basic Rules

Electronic Devices: Students shall **not** have cell phones or electronic devices turned on or visible during the instructional day. Cell phones and electronics are not allowed at lunch or recess.

Halls: Students should walk quietly when inside the building. A pass must be used in the hallway by students when not accompanied by a staff member.

Cafeteria/ Meal Line: Students need to use a normal voice for conversations, clean their area before leaving, and wait to be dismissed.

Playground: No tackling or tripping in any game. Students must stay within designated playground area and use equipment in appropriate ways as identified by staff.

Gum: No chewing gum allowed on campus.

Trading items: No trading at school.

Toys: No toys shall be brought to school.

Dangerous Objects of No Reasonable Use: Bringing such objects to school may result in expulsion or suspension from school per Ed. Code 48915.

Student Personal Property

Students are not allowed to bring electronic games, toys, stuffed animals, personal sports equipment, or other personal items to school because there is a risk that these items may be lost, stolen, damaged, or disruptive to the learning environment. Instructional minutes will not be used to investigate lost or missing items. Prohibited items will be confiscated, stored in a safe place, and returned only to parents/guardians. Parents/guardians may recover confiscated items within 30 days. Items not recovered will be donated to charity.

Diamond Valley Elementary School and the Alpine County Unified School District are not responsible for lost or stolen items.

Homework

Homework is part of the Diamond Valley Elementary program and is intended to provide extended practice and application of classroom lessons. Completing homework is important to the academic success of the student. Because of this, students who habitually do not complete homework may be required to stay in the classroom during lunch, recess, or after school to avoid falling behind in their studies. The National Education Association along with the national PTA suggests adding 10 minutes of homework per night incrementally with each grade level, as a general rule of thumb. Thus, a first-grader gets a total of 10 minutes, a second-grader 20 minutes, a third-grader 30 minutes, and so on, not to exceed two hours per night total in high school.

In general, the homework time will be as follows, with changes at the teacher's discretion:

Kindergarten - 2nd: Reading only

3rd - 5th: Up to 30 minutes plus reading

6th - 8th: Up to 60 minutes plus reading

Helping your Child with Homework

Here are some tips you can do to help your student:

- Be a willing listener when your child talks about school activities.
- Provide a place to study that is well lighted.
- See that your child is distracted as little as possible. Turn off the radio or television if it is in the room where the child studies.
- Spend time each night listening to your child read.
- Ask the teacher or the librarian to suggest books to read at home.
- Two shorter study periods are usually better than one lengthy one, help your child divide the time.
- Go over the homework with your child when they have finished.
- If your child is in the ASES, send Aubrey an e-mail letting her know the classes your child needs help with: atrevett@alpinecoe.k12.ca.us

Make-Up Work

If a student is absent, parents may request work through the office. It is helpful if these requests are made early in the day, since the teacher will require time to organize the necessary materials. Students will be held accountable for completing missed work. Students will be given the same number of days they have been absent plus one additional day to complete their missed work. A student that misses two days of school, will be given two days plus one, for a total of three, to complete their missing assignments.

Attendance

Student achievement improves when students attend school on a regular basis. All students are expected to be in school on time each day. If your child is out for a reason other than illness (such as an appointment), send him/her for a partial day, rather than missing the entire day.

Excused Absence – are those that the California Education Code considers legal. These include illness, serious illness or death in the immediate family, medical or dental appointments, verified religious observances, and family emergencies. Parents must call the office or send a note to the school for an absence to be marked as excused. If the office is not contacted, the absence will be marked unexcused (these may accumulate and be reported as trancies).

Unexcused/Truant Absences – are absences not listed above. Any student missing more than 30 minutes on 3 days within a school year without a valid excuse is classified as truant (3 total – full day or 30 minute period).

Truant report #1 – Parent notification that a student is truant.

Truant report #2 – Parent notification and intervention meeting scheduled.

Truant report #3 – Parent notification that the student is classified as a habitual truant and student may be placed on school probation.

Truant report #4 – Parent notification and meeting with School Attendance Review Team (SART).

Truant report #5 - Student and parent required to meet with the School Attendance Review Board (SARB) and may be issued a citation to appear in court.

Truant report #6 - Student and parent will be required to appear in court. Fines and community service may be imposed.

Independent Study

Independent Study Contracts may be granted for students who will be absent for 5 or more consecutive days. It is preferable for the office to receive notice **at least 10 days in advance of the absence to allow for the Independent Study contract to be prepared. We will try to accommodate situations with less than 10 days notice before the absence, but cannot guarantee that an Independent Study Contract will be completed.** The student's independent study work must be submitted to the classroom teacher on the day of the student's return to school. If the work is not completed or not passing, the absences become unexcused and will follow the truancy regulations.

Dress Code

The students are expected to dress for school in appropriate and safe clothing. The following guidelines apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable. Shoes must not be unsafe for any school activity in which the student will be participating.
2. Clothing, jewelry, and personal items shall be free of writing, pictures, or insignia which are crude, vulgar, profane or sexually suggestive, which bear alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Items such as bandanas, gang colors, or any gang-related clothing are prohibited.
4. Hats, caps, and other head coverings shall not be worn indoors.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
6. Clothing that prohibits movement in Physical Education, such as large, baggy pants, is not acceptable.
7. Gym shorts may not be worn in classes other than physical education.
8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
9. Sun-protective clothing, including but not limited to hats, shall be allowed for outdoor use during the school day.

Teachers or administrators may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Lost and Found

Items not claimed by students are kept in a designated bin at the front entry of the school. We strongly urge parents to label all articles of clothing and lunch boxes. Clothing that is not picked up before any weeklong or longer break will be donated to charity.

Diamond Valley Elementary School Expectations for Parents

As a partner in your child's education these are our expectations for you!

- Read nightly with your child
- Check homework nightly
- Attend conferences requested by the teacher either in person or by phone
- Support our school wide testing by:
 1. Making sure your child has a nutritious breakfast
 2. Making sure your child gets enough sleep
 3. Making sure your child has excellent attendance
- Have a conversation with your child about appropriate behavior and no tolerance for bullying or violence at our school
- Plan vacations and appointments during off-track times whenever possible
- Pick your child up if he/she is sick or have an alternative plan in place
- Volunteer whenever possible
- Attend our family school events
- Contact the school if there are changes in your phone numbers (home or work) or address
- If you have a question or concern, call the classroom teacher

**WE LOOK FORWARD TO A
WONDERFUL YEAR TOGETHER!**



**Diamond Valley
Student – Parent Handbook**

We have read the hand book and understand that as questions arise we may contact the school for assistance.

Student: (print) _____

Student: (signature) _____

Parent/Guardian: (print) _____

Parent/Guardian: (signature) _____

Date: _____

Grade: _____

**Please sign and return this page to the front office
within the first week of school.
Thank you!**