

Family Handbook



5151 Sherwood Way
San Ramon, CA 94582
Office Hours: 7:30 -4:00
Phone: (925) 803-3100
Fax: (925) 803-3197

Attendance Line: (925) 803-3199

Dear Live Oak Families,

Welcome back to all of our new and returning families to Live Oak. We hope you had a wonderful and restful summer. Live Oak continue to be a large elementary school with a close-knit community. This has been evident to me all summer, as I saw our Ed Fund and PTA parent volunteers working behind the scenes to support our school.

While most of our teaching staff will be returning to Live Oak, we are excited to welcome teachers to different grade levels as well as some new additions to our team. Our staff is highly qualified and committed to preparing your students for the world that awaits them and becoming digital citizens as well as meeting their social and emotional needs. We encourage parents to get involved at school.

Many of our staff taught summer school, while others continued their own professional development in a variety of core content areas. Several teachers taught at our district's Summer Institute and received rave reviews for sharing their expertise in math and English knowledge. I am very proud to work with our staff and families, as we all get ready for the new school year.

Please remember that the first days of school are busy ones and we ask you to plan to arrive at school in plenty of time. Safety of our students is of prime concern. Please follow traffic safety rules as you enter our upper and lower parking lots. There is carpool drop off only on the upper campus. Our kindergarten families need to park and walk students to the designated drop off location. Students riding bikes and scooters need to wear helmets and follow the bike safety rules and walk their bikes to the bike rack. Please be courteous and use our crosswalks to walk your students on the campus.

Welcome to the new school year and we look forward to meeting all of you and seeing you at school this year.

Sincerely,

Carolyn Dobel
Principal

Live Oak Elementary Family Handbook

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ATTENDANCE

Procedures

Each time your child is absent or will be late to school (even if you have informed the teacher) you MUST call our 24 hour attendance number (925) 803-3199.

Please provide the following information:

1. Child's name (please spell out), grade and teacher.
2. Reason for absence
3. How many days of absence are expected
4. Name of person calling (adults only, students may not call in their own absences.)

Tardy

Please recall that we have a 7:57 a.m. warning bell to go to class and an 8:00 a.m. tardy bell. Any student not in class by 8:00 a.m. (Kindergarten 8:00 a.m. or 9:00 a.m. depending on class assignment) must go to the office to get a tardy slip. Parents need to help reduce tardiness, which can affect a student's academic achievement. Chronic tardiness is regarded as a serious problem that impacts the educational process. The office will notify parents after three or more unexcused tardies. If the problem is not resolved, the child may be referred to the Student Success Team or the district's School Attendance Review Board (SARB) for action.

AR5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).

Unexcused Absences and Tardies

One of the keys to your child's academic success is the time your child spends in the classroom. If your child misses three or more days of school due to an unexcused absence or is tardy for unexcused reasons for more than 30 mins on three occasions, a letter from school may be sent home addressing truancy. Family vacations, attending sporting events, oversleeping, are examples of unexcused absences. If your child is going to be absent due to illness or injury for two or more weeks contact the office staff or the classroom teacher to arrange for a home teacher.

Leaving School During the Day

For safety reasons, it is imperative the school knows the whereabouts of your child. Children may not leave the school grounds at any time during the school day unless a parent or guardian comes to the office to sign them out. Children will be released through the office only; teachers will not release children from the classrooms. We encourage parents to make appointments (ex. Doctor) for after school hours whenever possible. Unexcused early dismissals are also counted toward truancy.

Independent Study Contract

If a student will be absent for five through fourteen consecutive school days parents may request an Independent Study Contract (ISC). Please submit your request for an ISC as early as possible (must be at least 5-7 days before your trip) so that the teacher has adequate time to prepare work for your student. *Submit a request using the Independent Study request form on the Live Oak website. The teacher will provide the child with appropriate activities to keep current with curriculum and school activities. Although work is provided, classroom activities cannot be duplicated outside of school. Some activities may need to be made up upon the student's return to class. The Independent Study Contract must be signed by the parent and teacher prior to the absence. The completed contract and all work are due back to the Attendance Secretary in charge of Attendance the first day the student returns to school. Absences not verified by ISC work will be considered unexcused and truant.

Missing the First Three Days of School and Missing the Last Ten Days of School

As you plan your summer vacation, please be aware of our school calendar. Some schools are very full and many continue to have wait lists. If a child does not attend the first three days of school, your student may lose their space at your resident school and be diverted to another school. If there is not space at your resident school when you return, your child will be placed at the closest school based on space availability. If you know your student will be missing the first three days, or more, of school please send an email to the Office Manager, [Melanie Jensen](#)

If your child must leave school earlier than 10 days before the last day of school and does not return before the end of the school year, your child may be subject to the following consequences:

- Incomplete or lowered final grades
- Review by school/district attendance review board
- Unenrolled and placed on the waitlist upon re-enrollment, if space is not available.

If your student is unenrolled, there may not be a space at the current school for your student to return in the fall. In this case your student may have to be diverted to another elementary school in the district.

Please note:

In accordance with California Education Codes 48205 and 48260, and District Board Policy and Administrative Regulation 5113, any student who misses 3 or more school days without a valid excuse, as defined by AR 5113, shall be reported as Truant to the District attendance supervisor.

The Mission Statement Live Oak Elementary School

As a result of the power of collaboration of a dedicated team of parents, students, teachers, and administrators representative of the broader community, Live Oak has created a foundation of an exemplary school. We look forward to your participation and commitment as we begin to make our mission, vision and values come to life and achieve the goals that we have developed.

~OUR MISSION~

The Body of Live Oak Elementary provides a safe, innovative environment for its diverse community. It speaks with a confident voice and has a nurturing heart that is happy and loves learning. It develops a mind that thinks creatively and critically through teaching strategies that challenge all students. This enables the hands to grasp the tools to succeed in an evolving society, which provides steady feet to balance academic and social responsibilities.

~OUR VISION~

Live Oak Elementary is universally recognized as an exemplary school characterized by:

- Academic excellence
- Innovative teaching techniques
- Participation from every family
- Productive use of technology
- Celebration of diversity
- Community service
- A balance of academic and life skills
- Collaborative problem solving

~OUR SHARED VALUES~

RESPONSIBILITY: We are responsible for ourselves and our community **COOPERATION:** We work together

RESPECT: We are unique and valued **COMMITMENT:** We keep the promises we make **CARING:** Our choices affect others

Behavior Expectations

Be Respectful. Be Safe. Do Your Personal Best.

Live Oak Students C.A.R.E.

Caring † Accountability † Respect † Empathy

- Respect yourself and others. Respect personal and school property. Use appropriate, respectful language at all times. No foul language or profanity. Students shall comply with the request of any adult in upholding school rules.
- Play so that you and your classmates will be safe. Use conflict resolution techniques to resolve conflicts.
- Always do your personal best.
- General School Rules

1. Children shall arrive on time for school but not before 7:45 a.m.
2. Students are not permitted in rooms, corridors or courtyards during recesses or at lunchtime unless an adult or the teacher is present, unless there is inclement weather or recess is denied for misconduct.
3. During the school day, students remain inside the gated areas unless they are under the supervision of school personnel.

4. Children shall line up quietly on the playground before entering the room. There is no playing basketball, wall ball or on play structure during morning line ups.
5. No student may leave school grounds without office permission.
6. Prompt action shall be observed for all bells and whistles.
7. The Multi-Purpose Room may only be used by students under direct adult supervision.
8. Bicycles must be walked on school grounds at all times between 7:45 a.m. and 2:45 p.m. No loitering around bike racks. All bicycles must be in bike racks and locked. Obey the law. Wear a helmet if you ride your bike to school.
9. Skateboards, scooters, roller blades and roller shoes will not be allowed at school.
10. Students shall not be allowed in the faculty room, workrooms or supply rooms at any time.
11. Be respectful of landscaping. Only use the landscaped areas when necessary to retrieve a ball or other objects. Only sitting is allowed on the planter walls. Use walkways for moving about the school. Interior lawns are not to be used as paths.
12. Gum chewing is not allowed on school grounds.
13. Students' visits to the office shall be kept to a minimum. In case of first aid, send only injured student. In grades K-2 a friend may accompany a wounded classmate.
14. Students' use of the office telephone must be limited to emergencies.
15. Students shall go directly home after school unless arrangements have been made with parents and teachers for a different course of action. The school does not provide such supervision.
16. Students may not bring any toys to school unless instructed by the teacher for special circumstances. Radios, technology devices, and athletic equipment should be left at home to avoid loss or breakage. Items such as knives, matches, toy guns, and sharp instruments are NEVER permitted on campus.
17. Cell phones are not allowed to be on during school hours and should be kept safely in backpacks.

Discipline

Be Respectful. Be Safe. Do Your Personal Best.

Student Consequences

Respect for one another is emphasized. Classroom and school rules will guide the student's choices for good behavior. In the event of misbehavior the following will occur:

1. The student's teacher will address the misbehavior through his/her classroom behavior management system. This will include in class consequences and/or parent contact.
2. If misbehavior persists, teacher will document behaviors and a student may be sent to the assistant principal or principal's office. This may result in consequences that range from student conference and parent contact to further class consequences, behavior contract, parent conference up to suspension and expulsion.
3. Some incidents, if very severe in nature, may be referred directly to the assistant principal/principal's office.

Dress Code

We have been able to operate with a minimal dress code, however, if clothing is questioned or deemed inappropriate, it will be on the basis of:

1. Safety OR 2. Potential for disruption

1. Shoes should cover the entire foot (i.e. no thongs) and should provide protection from rough playground surfaces.
2. T-shirts should have straps that are at least “3 fingers” wide, without exposure of the stomach or back. They should not display any profanity or vulgarity, nor promote alcohol or drugs.
3. Shorts should be at least the length of the student’s “fingertips” when the student holds his/her hands to the side.
4. Take off your hats before going into the classroom.
5. Hats and other protective sunwear are encouraged on the playground.
6. Students wearing clothing more suitable for a non-school environment will be notified that their attire is inappropriate. The student may be asked to arrange for change of clothing to be delivered.
7. Hairstyles and colors should be appropriate and not detract from the classroom environment of study.

Conflict Resolution

The staff encourages all students to utilize conflict resolution and stress reduction strategies to resolve conflicts. Students will receive instruction on empathy and problem solving strategies in all classrooms, including Second Step Violence Prevention. All school personnel are trained in conflict resolution strategies and will assist students in resolving concerns in a non-threatening and effective manner.

“Talk it Out” Strategies

- Stop. Cool off.
- Talk and listen to each other.
- Find out what you both need.
- Brainstorm solutions.
- Choose the idea you both like best.

All students participate in monthly assemblies through Soul Shoppe. Soul Shoppe focuses on the Life Skills of respect, responsibility, cooperation, caring, positive attitude, honesty, wise choices, and “do your best”. They train our conflict managers, the Peacemakers. Students are encouraged to use “I” Messages to resolve conflicts.

The “I” Message is:

I feel

When I

I need.....

Will you.....?

The Clean-Up is:

I know thatI...

I apologize

What can I do to make it right?

Next time I will..... Will you forgive me?

Students who cannot resolve a conflict with the “I Message” should seek a Peacemaker for assistance in going through the Peace Path. More serious issues should be brought to the attention of adult supervisors.

Suspension

- A. A student may be suspended from school when other means of correction have failed, or when the student's presence in school would be detrimental to the general welfare of the school.
- B. The following conduct shall constitute good cause for suspension from school where such conduct is related to a school activity or school attendance.
1. Fighting: Assault or battery upon a student on school premises or while under the authority of school personnel.
 2. Possession or use of alcohol or tobacco on school premises.
 3. Willfully damaging, cutting, defacing or otherwise injuring any property, real or personal, belonging to the District or others.
 4. Continued use of profanity or vulgarity.
 5. Openly and persistently defying school authority.
 6. Continued willful disobedience.
 7. Continued abuse of other students or school personnel.
 8. Assault, battery, or any threat of force or violence directed toward school personnel at any time or place.
 9. Gambling on school premises.
 10. Using or possessing dangerous instruments capable of bodily harm
 11. Sexual Harassment

LIVE OAK DROP-OFF/PICK UP PROCEDURE

Live Oak Elementary is located at 5151 Sherwood Way, in San Ramon. **U-turns are not allowed anywhere along Sherwood Way, this is designated with double solid yellow lines along this stretch of road.** Cars should enter the main parking lot nearest the Administrative building. The right lane of the driveway is reserved for vehicles that will drop off and pick up students without parents having to exit the vehicle. The left lane is for parents that will park their vehicle in a designated parking spot.

For parents using the lower parking lot (near the Kindergarten and Growing Room areas) dropping off students without parking in a designated spot is not allowed.

DROP OFF: Parents will enter the only designated drop off lane located at the front of the school, pull all the way forward, drop off their children, then carefully pull away from the curb and exit back onto Sherwood Way. Students should walk to the blacktop using the fire access road located at the end of the parking lot. Parents who prefer to accompany their children to the blacktop gates must park their vehicle in a designated parking spot located in the main parking lot or the Tiffany Roberts Field area. ***Being mindful that double parking to drop off your child is dangerous for the entire community. Additionally, respecting the posted reserved spots for Staff Members, Handicap and Auction Winners. Please use the sidewalk and follow the guidance of our crossing guard and school staff.***

PICKUP: After school, if you are parking or walking please meet your child on the playground near their lineup number. Any children who are not picked up within 15 minutes of the end of the school day will be escorted to the office. Selecting a meeting place off the blacktop such as Tiffany Roberts Field or in front of the Growing Room is unsafe due to the lack of supervision. The area in front of the Growing Room is reserved for students that will be picked up by a Private after school program, and our Preschool & CEIA student only. If you are driving, please go through the carpool lane on the upper campus.



Thanks in advance for following these procedures and keeping our students safe.



School Zone Driving Safety Tips

- Be on the lookout for school zone signals and ALWAYS obey the speed limits.
- When entering a school zone, be sure to slow down and obey all traffic laws.
- Always stop for school busses and Vanpool vehicles that are loading or unloading children.
- Watch out for school crossing guards and obey their signals.
- Be aware of and watch out for children near schools, bus stops, sidewalks, in the streets, in school parking lots, etc.
- Never pass other vehicles while driving in a school zone.
- Never change lanes while driving in a school zone.
- Never make U-Turns while driving in a school zone.
- Never text while driving in a school zone.
- Avoid using a cell phone, unless it is completely hands-free, while driving in a school zone.
- Unless licensed to do so, never use handicap or emergency vehicle lanes or spaces to drop off or pick up children at school.

Clothing and School Supplies

- To prevent injury, backpacks should have wide straps, padding in the back and shoulders, and should not weigh more than 10 to 15 percent of a child's body weight.
- When placing items in a backpack, place the heavier items in first. The closer the heavier items are to a child's back, the less strain it will cause.
- Children should use both backpack straps and all compartments for even distribution of weight.
- Remove drawstrings from jackets, sweatshirts, and hooded shirts to reduce the risk of strangulation injuries.

Playground Rules and Procedures

General Play Structure Rules

- Take turns. Be respectful and include other students in team play. Games may not be closed or locked.
- Use the play structure for the climbing equipment, not for tag or ball games.
- No food on the play structure. No food elsewhere on the playground.

Slides

- Use this guideline if unsure: Up the ladders and down the slides.
- Go down slides feet first, one at a time.

Rings

- Go across rings using arms. Do not sit on the rings or climb on top of the bars. Students may not hang upside down or swing and jump from the rings.

Swings

- Students must swing independently. No pushing from a friend.
- Students must not jump over swing seats, twist swings or stand on swings.
- Students sit on swings facing the ball wall poles.
- Students can swing to a count of 50 (1 swing consists of a forward and backward motion)
- Students wait on the blacktop facing the tetherball poles to take turns on the swing.

Parallel Bars

- Bars are for going across with arms, not for sitting. Only one student can swing across the center bar at a time.

Safety Precautions

- For safety reasons students should not run in the play apparatus area and chasing games are not allowed.
- No balls, jump ropes, etc. are allowed in the play apparatus area.
- If a ball goes over the fence and onto the sidewalk or street area outside the fence, the student must tell a yard supervisor. Students are not to go over the fence without permission.
- Students may not jump off any equipment.
- Balls are not to be thrown against school walls.

Supervision

- Adults provide supervision at all recesses. They will be wearing identifying vests when on duty. Seek their help if you cannot settle your difficulties.

- Students who choose not to follow school rules may be given a warning, a time-out, a citation form or a referral to the administrator, depending upon the infraction.
- Behaviors that result in referrals to the administration may result in a behavior slip, which requires signatures from teachers, parents and students. These must be returned the next day.
- Inappropriate behavior may result in suspension or expulsion.

Lunch and Food Policies

Child Nutrition Program

A balanced hot lunch is available daily in our school cafeteria. To view your child's menu, please follow the link to the San Ramon Valley Unified School District: [Child Nutrition](#)

Lunch Procedures

- Students obtaining a hot lunch will line up around the perimeter of the MPR.
- Students bringing their lunch will walk to their class' table. Lunches from home should be healthy and nutritious. Soft drinks are not appropriate for lunch at school.
- Students are to sit down when eating. If they need to get up from their seat, they need to return to the same seat until the end of the lunch period.
- Students will request permission from an adult by raising their hand to use the restrooms and water fountains.
- Students ready to be dismissed from the lunch area are to wait quietly until dismissed.
- Classes will be excused as a group when their area is clean.
- Students will be escorted to the playground by an adult noon supervisor. They will walk quietly in line behind the supervisor to the playground.
- Students will be mindful of classes in session as they walk to the blacktop.

Cafeteria Rules

Our students are asked to do the following:

1. Walk with their teacher/noon supervisor as a class to the cafeteria.
2. Enter/leave cafeteria in a quiet line.
3. Sit at assigned tables.
4. Refrain from loud talking, pushing or throwing.
5. Remain seated until dismissed by the cafeteria supervisor.
6. Assist in the clean-up of their table/floor area.
7. Avoid taking food onto the playground.
8. Place all waste in a proper receptacle, (eg. compost, trash).
9. **Sharing of food is not permitted.** There are many students with a wide range of severe, life threatening

allergies to various nuts, milk products, wheat, soy, strawberries, kiwi, and much more. Children have had **life threatening allergic reactions at school** to food products that have been brought to school to share.

10. An allergy free table is available for students who need this.

When you select your lunch or snack foods for the week, please avoid items that are high in sugar, high fructose corn syrup or artificial coloring. In an effort to help you with putting together lunch or snack, here is a list of some suggested choices:

- Fresh fruit – apples, oranges, berries, grapes, pears, bananas, pineapple etc. – in small pieces
- Applesauce (no sugar added)
- Celery, carrot sticks, snap peas, cucumber slices
- Raisins
- Cheese sticks
- Goldfish crackers, pretzels, wheat thins, soda crackers, cheese crackers
- Bagels w/ cream cheese
- Popcorn
- Yogurt (low sugar)

Lunchroom Incentive Program

Students/classrooms who exhibit excellent lunchroom behavior may be given the opportunity to leave the lunchroom early for an extra minute or two of recess.

Consequences

Individual students who continue to break rules in the lunchroom will receive a verbal warning. After a warning, following steps will be taken for their misbehavior.

- a. A student may be asked to go to an alternate seat in the lunchroom.
- b. A student may be given a citation form, which will result in a consequence at recess or with the classroom teacher.

General Information and Policies

(Listed alphabetically)

Bicycles

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

Books

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

Cell Phones

Students that have cell phones on campus must keep them turned off during school hours and in their backpacks.

Clubs

Occasionally students informally organize clubs among themselves. Clubs that have membership rules that are meant to keep others out are strictly prohibited.

Communication

The school uses various forums to relay information to families.

- We send home a weekly school newsletter of information in the Thursday Folder.
- Families also receive newsletters from teachers, the PTA's monthly newsletter and a variety of informational flyers from community groups.
- We use a global email system (School Messenger) to distribute information through email to all email addresses on record with the school. The Live Oak website is www.loes.schoolloop.com.
- All staff members use email and voicemail to communicate with families.

Cumulative Records

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

Day Care

The Growing Room provides before and after school day care from 6:30 AM to 6:30 PM. Although they are located on the Live Oak campus, they are a separate, organization. Please visit their website at www.thegrowingroom.org, see their link on our school's website, or call 837-4392 for more information. Registration for The Growing Room is done separately from registering for enrollment at Live Oak.

Dogs on campus

California state law prohibits dogs on campus during the instructional day. Service dogs are allowed to be in all public and private areas of a campus when the staff member or student has a verified medical condition warranting the need of a service dog, the dog is a trained service dog appropriately tagged and identified, and the dog is under control of the owner.

Emergency Card Information

If your child becomes ill or there is an emergency and the school is unable to reach you, the people listed on the emergency card will be called to pick up your child. Your child will only be released to the people you have designated on the emergency card. Emergency contacts may be relatives, friends, or neighbors that you would entrust with the care of your child. They should live locally. It is imperative that families keep the school informed of changes made to any of the relevant emergency telephone numbers. You may also login to the Infinite Campus Parent Portal to update contact information as needed during the school year.

Emergency and Disaster Procedures

There will be regular fire, disaster, and lockdown drills to familiarize students with proper drill procedures. Live Oak has a detailed evacuation plan, which is reviewed annually. Please visit our school's website at www.loes@schoolloop.com for more detailed emergency procedures. The district hotline for campus safety is 925-820-5632.

Emergency backpacks and first aid kits are in every classroom. Disaster supplies are stored on the school grounds in case the school needs to become a community shelter. These supplies are supplemented with district supplies of food, water, and other essentials.

In case of an actual emergency, children will remain at school unless it must be evacuated, which is only attempted when there is no alternative. Phone trees will be used to notify parents and to explain arrangements for your child's safe pick up.

1. DO NOT call the school office. Remain calm.
2. Pull up school website at: www.loes@schoolloop.com for the most current information.
3. Tune in to any of the following radio stations:
KKIS – 990AM/FM (925-825-9000) KNBR – 680AM (925-951-7014)
KKIQ – 102FM (925-445-4500) KNEW – 1480AM (925-291-0202)

Depending on the type of disaster, these procedures will be followed:

1. Temporary evacuation of buildings to assess damage.
2. If the school site is found SAFE, the students REMAIN AT SCHOOL until arrangements are made for their safe return home by parents or another designee.

3. If school site is found UNSAFE, students will be transported by bus/carpool, as available, to another school or public facility.

(a) District communications will be used to contact families.

(b) School will make use of emergency, short-wave to radio communication for help/direction if phone service is out.

STUDENTS WILL NOT BE ALLOWED TO WALK HOME.

ALL STUDENTS MUST BE SIGNED OUT WITH THEIR CHILD'S TEACHER OR SCHOOL DESIGNEE BY AN ADULT (SOMEONE LISTED ON THE SCHOOL'S EMERGENCY CARD). PARENTS MUST KEEP EMERGENCY PHONE NUMBERS CURRENT AND ACCURATE IN THE SCHOOL OFFICE!

Important emergency numbers:

Fire or Ambulance	911
Sheriff	911
Crisis Center	925-827-2735
Red Cross	925-603-7400
Office of Emergency Services	925-228-5000
San Ramon Police Department Non Emerg.	925-973-2779

**Field Trip
Information**

Classroom teachers work together to select field trips that enhance the grade level's instructional programs. Every effort is made to use buses for transportation, but frequently parents are requested to drive. Parents are encouraged to volunteer to accompany the students on field trips to provide additional supervision and assistance to students to maximize their learning. A field trip donation may be requested by the grade level to cover the costs of admission and transportation to various field trips.

Volunteering

- All volunteers/drivers/chaperones will be cleared using the on-line volunteer management system.
 - Volunteer Management System – The SRVUSD had developed a more robust and navigable process for becoming a volunteer, driver and/or overnight chaperone as outlined in our new Administrative regulations governing school sponsored trips. As a part of this process, adult chaperones will be asked to register by using our new Volunteer Management System. This online system will ensure that our process for clearing chaperones is more effective and more efficient. More information regarding the system is available to parents on the [district website](#).

Private vehicles are sometimes used to transport students on a field trip or other school function. Volunteer drivers must complete our volunteer process which includes

The driver holds a valid California Driver's License

- The driver carries insurance with the minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage

- The driver understands that his or her own insurance is primary and the District insurance is considered secondary.

The site administrator must approve the signed permission form.

Volunteer drivers should have their current information on file at least two weeks in advance of a trip. Please keep Be A Mentor updated of any changes to your policies or driving status.

Field Trip Guidelines

The purpose of a field trip is to enhance the attainment of grade level standards through a hands-on, interactive learning experience. Please follow these guidelines for a successful and safe field trip:

- Teachers will determine the number of chaperones required for each field trip.
- Students should use the bathroom before leaving in the car.
- Please do not bring special treats in your car. Remind students not to chew gum.
- Please do not bring along youngersiblings.
- Please drive only to destination and back. – Please follow the mapped route given by the classroom teacher.
- Please keep your assigned group together, (do not exchange students with another parent without notifying the teacher.)
- Please take care of your entire group of students.
- Please do not purchase special items for your child or any other child on the trip.
- Please make sure you have a full tank of gas before you depart.
- Please dress appropriately.
- If you plan on showing movies in your vehicle, please make sure they are G-rated, and check with the classroom teacher beforehand.

Remember, this should be an educational learning experience for our students. Please phrase questions to further enhance the students' learning. Encourage students to participate in discussions. Stay with your group of students at all times.

Gates

Live Oak is a gated campus. Once the school day begins, the campus gates are closed. Students will use the rear door of the administration building to reach the office. Everyone is encouraged to close a gate that might have inadvertently been left open.

Hazing

Hazing is strictly prohibited and is considered to “include any method of initiation or pre-initiation into a student organization or student body or activity associated with these organizations which causes, or is likely to cause, bodily danger, physical harm or personal degradation or disgrace”. Hazing is an offense that is grounds for student suspension or recommended expulsion.

Health Information

If a child becomes ill or is injured at school, his/her family or another adult authorized on his/her emergency card will be notified. It is vital that the information on this card be kept current. If medical attention is needed and the parent or authorized adult cannot be reached, we will call 911, and the child will be taken to a medical care center determined by the emergency medical personnel. If you have a child with a medical problem who could be endangered by communicable diseases (such as chicken pox, streptococcus infections, etc.) please alert the classroom teacher and/or the health educator so we can notify you when such diseases occur. Throughout the district, we notify the affected classroom when a student has head lice or a communicable disease such as conjunctivitis, slap cheek, or chicken pox. This allows families to be proactive and alert to the possibility of contracting these conditions.

Illness

Do not send your children to school if they have a fever or have vomited in the 24 hours preceding the start of school. Children should be feeling well and free of fever for 24 hours before returning to school. Please help us to make sure that everyone stays healthy.

Immunizations and Physical Exams

Children can only start school when complete immunization and physical examination requirements have been met. This is a California state law.

Lice Policy

San Ramon Valley Unified School District & Live Oak Elementary School has a lice policy. If your child has lice, you will be notified. If your child complains of an itchy scalp, check for head lice. If you detect lice, please contact the school immediately. If you need help identifying the problem, contact the school's office for assistance. Throughout the district, we notify the affected classroom when a student has head lice. This allows families to be proactive and alert to the possibility of contracting head lice from contact with his/her classmates.

Live Oak Education Fund

The purpose of the Live Oak Education Fund is to provide quality educational programs and services for children. Donations to the Ed Fund are tax deductible and will be used for many purposes. Some examples include doubling the hours of the library media coordinator, paying salaries for specialists in technology, art, PE, music, and curriculum support and paying salaries of some Para educators who support classroom instruction.

Long Term Illness

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

Lost and Found

Parents are urged to mark all personal articles with the child's name and phone number. Lost and found items are stored in a lost and found bin located in the MPR. Items not claimed will be donated to charity at regular intervals, generally at the vacation periods. Every effort is made by volunteers to return marked items to families.

Medication at School

Education code 11753.1 "Any student who is required to take during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district has received:

1. a written statement from such physician detailing the method and
2. A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement If possible, medicines should be administered at home before or after school. Aspirin, allergy pills, cough medicine, etc. may not come to school with a student until the following occurs:
 - A. The parent fills out a Medication Request form, signed by the parent and the doctor (to be kept on file in the office.)
 - B. The medicine is then stored and dispensed from the office. Students may not keep medicine in their possession.

Messages

To eliminate classroom interruptions, messages for students will be limited to those that are urgent.

Moving

If you move within the school district while enrolled at Live Oak School, provide your new residency information to the office within 10 days. Generally, students who move out of our attendance area during the school year but remain within the boundaries of the school district may elect to complete the remainder of the year at Live Oak. Please update your address in the Parent portal, and bring proof of residency to the Live Oak School Office.

Parent Teacher Association (PTA)

PTA membership is open to parents, guardians, relatives, teachers and friends of Live Oak students. A membership drive will be conducted early in the school year; however families may join at any time by contacting the [PTA](#). Families are encouraged to join PTA and take an active part in this supportive organization. If active participation is not possible, parents are still encouraged to join and help provide a financial base to support the PTA's activities.

Parking

Use designated parking places only. To avoid problems in the parking area it is important to follow the traffic flow pattern. Do not park in front of the school or in the driveway, in disabled, staff or auction winner spaces. Please do not park in emergency areas.

Parties

Seasonal Parties

Three classroom parties are to be permitted each year: Halloween, Valentine's Day and the end of the school year. The parties shall be held at school, at the end of a day and shall not exceed one hour. Room parents are the primary coordinators of the parties. Gifts exchanged between children and/or teachers are discouraged. **Class refreshments and edible treats are not permitted due to possible risks of food allergies. No Balloons are allowed on campus due to possible allergies.** No parties except those stipulated are to be held without prior permission from the principal.

The purpose for parties should be:

1. To offer opportunities for children to practice acceptable social behavior.
2. To observe traditions and give opportunity for children to enjoy the relationship of each other in a nonacademic atmosphere.
3. To offer opportunities for children to plan, carry out and assume responsibility for cleaning up.

Birthday Parties

Please refrain from distributing personal party invitations at school unless all students in the class are invited. This can be hurtful to students who are not being invited. The safety of our children is of utmost importance and unfortunately food treats will not be an option for birthday parties in the classroom. Students should not receive flowers, balloons, or other special occasion gifts at school.

Teachers honor children in the classroom on their special day in a variety of ways. We have provided a list below as suggestions for honoring your children on their special day:

- Donate a book to the school library or classroom in honor of our child's birthday with his/her name inside.
- Have your child bring their favorite book to share and the teacher or child will read it to the class.
- Donate a ball or jump rope (new or used) to the classroom for recess.
- Provide each student in class with a colorful pencil, stickers, or eraser.
- Choose a favorite song or musical piece to sing or play for the class.
- Bring simple goodie bags for the class with safe items (no balloons, pop rocks, food treats, etc.)

Playground

The playground and play structure are open to the public after 3:00 on school days. There is no playground supervision after school.

Report Cards and Conferences

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

School Improvement Plan (SIP)

Live Oak School is included in the state and district's School Plan for Student Achievement (SPSA). Through this program, special funding is provided to enhance our total school curriculum. A school Site

Council composed of staff and parents helps to plan, implement, and evaluate our School Plan for Student Achievement. Parents receive SIP updates in the school publications throughout the year.

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code section 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) requires each school to consolidate all school plans for programs funded through the ConApp and the ESEA Program Improvement into the SPSA.

For additional information on the school programs and how you may become involved locally, please contact the following person:

Contact Person:	Carolyn Dobel	Address:	5151 Sherwood Way ,
Position:	Principal		San Ramon, CA 94582
Phone #:	(925) 803-3100	E-mail:	cdobel@srvusd.net

Telephones

School telephones are available for student use for illness or emergencies only.

Trading Cards

Baseball cards, Pokémon cards and other trading cards are not allowed at school.

Visitors

Live Oak Elementary offers parents opportunities throughout the year to participate in their child's education (ex. Open House, Back to School Night, conferences, field trips, etc.). Families are welcome to visit our school while it is in session if arrangements have been made in advance with the teacher and administration. To ensure the safety of our students and staff and to prevent undue interruption of instruction or school activities, all visitors to the campus must follow the procedures below:

(Ed. Code: 32210-32212, 44810, 44811, 49091.10, 51101, 51512)

(Penal Code: 626.6, 626.7, 627-627.2, 415.5)

School/Classroom Visits

- IT IS REQUIRED THAT ALL VISITORS REGISTER IN THE OFFICE AND RECEIVE APPROVAL TO BE PRESENT ON THE CAMPUS
- Approval of a site administrator or designee must be obtained at least 36 hours before observing a site/class.
- Frequency of visitations will be reasonable so as not to disrupt classroom or school campus supervision. Frequency may be limited at the principal's discretion.
- All visitors must check in at the office and wear a visitor's badge before proceeding to the classroom. Visitors may be required to show photo identification.
- Visitations are limited to no more than 30 minutes. (Exceptions may be made at the principal's discretion).
- While visiting the classroom or school campus:
 - Observe quietly...avoid talking to students.
 - Do not move about the classroom, as this is distracting to the students and teacher.
 - Interact with the students only if the teacher has agreed to such contact before the visitation.
 - If more than one person is observing at a time, please avoid conversation until outside the classroom.
 - The visitation is not to be used as an opportunity to conference with the teacher. If the visitor desires discussion with the teacher on the day of the visitation, a conference appointment must be prearranged with the teacher before the visitation date.
 - Students' rights of confidentiality must be observed.
- If visitation becomes a disruption to classroom instruction or school campus supervision, the visitor will be asked to leave. Visitation rights may be limited if the visitation becomes a disruption to the students and/or the teachers.

SUPPORT PROGRAMS

Health

The services of a health educator/school nurse are available at Live Oak School. S/he is scheduled at our school on a part-time basis. Services provided include vision and hearing screening as well as consultation with students, teachers, and parents on health problems. The health educator also supports the staff and students in all areas of classroom health education.

Psychology and Counseling

Live Oak School has a part-time school psychologist who works with students, parents, and non-school agencies to provide services to students in our school. Psychological testing is provided for students who are eligible following the Student Success Team process. Short-term counseling is available for individual students by teacher or parent referral by a SCIP (School Counseling Intern Program) employee provided through a partnership with the Discovery Center. The program focuses on assisting students with problem solving and social skills in individual or small group meetings on a short-term basis.

Resource

A Resource Specialist is available to assist students identified with special needs in academic, social, physical or emotional areas. This specialist will observe students, diagnose difficulties and coordinate referrals for special student assistance. This person also assists the classroom teacher in modifying the classroom curriculum to meet the needs of special needs students. The resource specialist and the resource Para educator will work with students on a one-to-one and/or small group basis when such instruction seems advisable. This instruction may take place either in the Resource room or the general education classroom.

Special Education

Students who may have specific learning disabilities are referred to the school's Individual Education Planning (IEP) Team. The team members vary but may include the principal, assistant principal, resource specialist, health educator, speech therapist, classroom teacher(s), specialists, parent(s), and when appropriate, the student. A student found eligible for special education services may receive services for remediation and support.

Speech

Speech and language therapy is provided for children, who need assistance with language acquisition, comprehension, or verbal communication. Children are referred to the speech therapist for mis-articulation of sounds, non-fluency, hearing difficulties, physical anomalies, (such as cleft palate), insufficient voice production, and language problems. Students are enrolled in individual or small group therapy on a weekly basis. Our speech therapist is available for consultation with any parent during the school year. Speech services are available to identified students in school age children at Live Oak and to preschool students at other locations in the district.

Student Success Team (SST)

The Student Success Team consists of an administrator, classroom teachers, parents, and support personnel as needed. The goal of the SST is to review a referred student's progress, gather pertinent information concerning the student's health and school history, and make appropriate recommendations. Staff or families may request a meeting of the Student Success Team to review a student's progress.

SUPPLEMENTAL PROGRAMS

Art

All students will receive art instruction during the year through classroom instruction. Lessons during the school year will focus on teaching students sequential art skills based on the state standards. There will also be a focus on learning about the art and cultures of the world and building an appreciation for the diversity around us.

Computer Instruction

Live Oak has a strong commitment to 21st Century learning. Teachers are trained in the latest applications and tools and how to implement these into their daily classroom curriculum. Students receive computer instruction from classroom teachers, both in the lab and in the classroom. Teachers collaborate with our school's technology instructional assistant as well as our Teacher on Special Assignment who help deliver instruction in the computer lab and classrooms. Instruction focuses on the use of technology as a learning tool to enhance acquisition of curriculum standards.

English Language Development (ELD)

Children whose primary language is not English are designated as English Language Learners (ELL) and will receive English Language Development (ELD) from their classroom teachers. They will receive ELD until they are fluent in listening, speaking, reading, and writing and can perform at grade level. In some cases, students may work individually or in a small group with classroom teachers and/or other adults both in the classroom and under the supervision of the teacher.

Gifted and Talented Education (GATE)

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

Teachers at Live Oak School differentiate assignments to address the individual needs of all students. Appropriate activities for the high achieving and the GATE-identified students are provided in the regular classroom. Each year we review our GATE plan to specifically address the needs of the GATE identified

students our GATE parent advisory committee works to provide activities and communication for parents of GATE and other high achieving students. A staff member and a parent representative also serve on the District committee. For additional information you may contact the District GATE coordinator or visit or the Live Oak GATE website at: <http://loes.schoolloop.com/loGATE>

Instrumental Music

The instrumental music teacher provides weekly group lessons to 4th and 5th grade students who are interested in learning to play an instrument. Beginning and advanced instrumental programs are offered in brass (trumpet, trombone), woodwinds (clarinet, flute, saxophone), strings (violin), and percussion. Students must provide their own instruments and method books. Instruction is primarily offered during the school day.

Library Media Center

The Library/Media Center (LMC) is an integral part of our school. A Library/Media Coordinator staffs the LMC. Students visit the library weekly and have an opportunity to make a selection from a wide variety of fiction and nonfiction books and magazines available for checkout. Students are encouraged to take their selections home for sharing. Volunteers are encouraged and very welcome. Computers equipped with CD-ROM and reference software are available for use during class library visits. The library collection is automated; students use a bar coded library card to track circulation. The library catalog is available online in the library, from the classrooms, and from home.

Physical Education (PE)

Students in grades 1 through 5 are provided with physical education classes each week. During these periods, a credentialed PE specialist instructs students. The children receive a balanced grade appropriate PE curriculum, which provides warm-up exercises, skill instruction, health awareness, game instruction, and cooperative learning. In order for your child to fully benefit from the class, we ask they dress appropriately on days they will be participating in PE. Students should wear athletic shoes and girls who opt to wear a dress or skirt should wear shorts underneath.

Science

Students in all grades receive science instruction as part of the regular curriculum implemented by the classroom teachers. Students in grades 1 receive science lab instruction weekly as a teacher preparation period. Students in grades 2, 3, 4 and 5 receive science lab instruction twice weekly as teacher preparation periods. Certificated science specialists teach Science labs.

Vocal Music

Students in all grades receive music instruction as part of the regular curriculum implemented by the Music Instructional Assistant. The Live Oak Education Fund supports weekly music instruction by your donations to the Live Oak Education Fund.

Board Policies

(Complete list of all Board Policies and Regulations located at:

http://www.srvusd.net/District/Policies_and_Regulations/

Behavior Guidelines

PHILOSOPHY

The San Ramon Valley Unified School District strives to maintain an atmosphere in school and at school activities that enhances the potential for success of every member of the school community. The district's commitment to learning includes the concept that, in order to learn, students must be guaranteed an environment that is safe, classrooms where mutual respect is the underlying principle, and rules that are publicized, explained, and enforced. The schools' rules derive from the goals of respect for self, for property, and for others. In enforcing the rules of the schools, the district, and the state, the staffs of the schools believe that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed for good citizenship.

To ensure the success of students in a school environment, teachers, counselors, administrators, and parents must work cooperatively. Teachers, counselors, and administrators will be responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parent support is essential to school staffs' efforts to assure that students respect and follow the rules and regulations of the schools. Students must be responsible for appropriate behavior, regular school attendance, and continued striving for academic excellence.

Student Rights and Responsibilities

Additional information regarding students' rights may be obtained from the administrator of each school or the Educational Services Department at the District Office.

STUDENT RIGHT

1. Receive appropriate educational programs.
2. Be informed about school and district rules and regulations pertaining to students.
3. Attend school and classes unless removed under due process as specified in the Education Code and district procedures.
4. Attend school in an academic and social climate that is free from fear and violence.

5. Receive fair and reasonable treatment from those who are responsible for enforcing standards of student conduct.
6. Examine, with the assistance of a certificated staff member, personal records upon reaching the age of 16.
7. Be free from harassment, threats, or intimidation (includes but not limited to ethnic racial, religious, sexual, sexual orientation) which are pervasive and create an intimidating, hostile, or offensive learning atmosphere,

STUDENT RESPONSIBILITIES

1. Be on time to each class; be prepared to work; bring required materials and assignments to class.
2. Explain any illegal absences from class or school activity to his/her parents.
3. Know and obey school rules and follow directions and requests of school personnel.
4. Be courteous and respectful to the school staff, other students, and the public in general.
5. Behave in such a way that it does not disrupt the learning of others.
6. Respect public and personal property.
7. Report to a school official behavior from another person that is not welcome, that is personally offensive, that lowers morale, and that therefore interferes with academic effectiveness.
8. Read school handbook regarding rules and regulations.

Parent Rights and Responsibilities

PARENT RIGHTS

1. Be informed of district policy and school rules and regulations related to your son or daughter.
2. Visit school periodically. Participate in conferences with teachers or counselors regarding the academic and behavioral status of your son or daughter
3. Inspect your son or daughter's records with the assistance of a certificated staff member.
4. Be informed of significant facts and school action related to your son or daughter's behavior and academic progress.

PARENT RESPONSIBILITIES

1. Be available to school staff during the day by maintaining current phone numbers at the school (home, work, emergency).
2. Cooperate with school staff in helping your son or daughter when discipline, attendance, or progress in school becomes a problem.
3. Assure that your son or daughter is in school and on time every day. Notify the school within 48 hours of the days and times of and reasons for your son or daughter's legitimate absences or when he/she must leave campus during the schoolday.
4. Assist your son or daughter in being prepared for school by providing proper nutrition, adequate sleep, and a quiet place to study.

Teacher Rights and Responsibilities

TEACHER RIGHTS

1. Expect students to behave in a manner that will not interfere with education for themselves and for other students.
2. Teach with interruptions held to a minimum.
3. Receive parental support related to academic and social progress of students.
4. Suspend a student from a class within the limits of the law.
5. Be notified of students who have engaged in, or are reasonably suspected to have engaged in, any of the acts for which students may be suspended or expelled. The information provided must encompass the previous three school years.
6. Receive administrative support when enforcing rules designed to provide an appropriate classroom climate.

TEACHER RESPONSIBILITIES

1. Provide appropriate instruction and educational programs that are designed to meet the individual needs of all students.
2. Develop and implement instructional plans to meet the academic standards adopted by the Board of Education.
3. Communicate regularly with parents concerning student progress. Notify student and parents as soon as possible if the student is in danger of failing the course.
4. Be aware of district and school rules and procedures and take appropriate action if student's behavior is unacceptable.
5. Inform administrators and parents when student's behavior is unacceptable.
6. Maintain a safe, well-organized classroom/school climate that is conducive to learning.
7. Be a positive role model for students.

Administrator Rights and Responsibilities

ADMINISTRATOR RIGHTS

1. Expect students to behave in a manner that will not interfere with the educational programs and related student activities offered by the school.
2. Receive parental support related to academic and social progress of students.
3. Receive support from all school employees and parents in maintaining campus control.
4. Assign, when appropriate, detention and suspension, and recommend expulsion within the limits of the law.

ADMINISTRATOR RESPONSIBILITIES

1. Inform staff, students, and parents about school and district discipline standards and procedures.
2. Counsel with students and parents regarding disciplinary matters.
3. Inform parents of any illegal absences.
4. Supervise efforts to maintain the academic standards adopted by the Board of Education.

5. Provide leadership that will establish, encourage, and promote good teaching and learning.
6. Provide for prompt and equitable handling of grievances and ensure due process for all parties.
7. Be a positive role model for school community.

HOMEWORK/MAKEUP WORK (Board Policy 6154 AR)

Homework is an integral component of education that deepens student learning and understanding. K-12 students will participate in homework that is meaningful, purposeful, and appropriate.

Homework should prepare students for, and reinforce classroom learning. Homework is an integral component of education that deepens student learning and understanding. When assigned, homework will contribute to the healthy development of the whole student. Homework will be meaningful, purposeful, and appropriate.

Homework for All Grade Levels

1. Homework is defined as any work assigned to be completed outside of class.
2. The amount of homework assigned to students is different in elementary, middle, and high school. The amount of time a student spends on assigned homework depends on factors such as the student's needs, learning ability, subject, school schedule, testing schedule and assigned homework due dates. Time spent on homework shall be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.
3. Parents and teachers shall make students aware that learning occurs at home, school, and in the world around them.
4. Homework shall be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
5. Homework shall be purposeful and meaningful to students. Legitimate purposes for homework include practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
6. Reading is an integral part of learning and is a consistent part of homework.
7. Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or 504 plan.
8. There shall be no homework assigned during school recesses. (Thanksgiving Break, Winter Break and Spring Break). Projects assigned before recesses must not require any work to be completed over the break.

Grade Level Guidelines

Elementary School

1. Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
2. Except for reading, homework at the elementary level shall not be assigned over weekends, or holidays.
3. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
4. Below are the time limits for elementary homework:

K-1 no more than 30 minutes of homework per night (reading included)

2-3 no more than 45 minutes of homework per night (reading included)

4-5 no more than 60 minutes of homework per night (reading included)

5. Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of

Instruction HOMEWORK/MAKEUP WORK AR 6154(b)

Projects may be assigned as homework; however, these tasks should not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.

* Please refer to the **Homework for All Grade Levels**

Middle School

1. Total homework assignments shall be no more than 1 hour, 20 minutes per course per week and no more than 20 minutes per night per course. All work, including long-term assignments and projects that require work outside of the classroom shall be included in this timeframe. Advanced courses may require additional time. Weekend homework, if assigned, shall not exceed 20 minutes per course.
2. In order to coordinate due dates and balance the workload, departments will collaborate with each other and be aware of long-term projects/assignments, and major tests in all curricular areas.
3. Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Teachers will provide in-class collaboration time for group projects with specific tasks to be completed independently. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks shall not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Long-term assignments and projects that require work outside of the classroom shall not require meeting in person.

* Please refer to the **Homework for All Grade Levels**

High School

1. Total homework assignments shall be no more than 2 hours per course per week and no more than 30 minutes per night per course. All work including weekend assignments, long-term assignments and projects that require work outside of the classroom shall be included in this time frame. Weekend homework, if assigned, shall not exceed 30 minutes per course.
2. In order to coordinate due dates and balance the workload, departments will collaborate with each other and be aware of long-term projects/assignments and major tests in all curricular areas.
3. Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks shall not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion.

Instruction HOMEWORK/MAKEUP WORK AR 6154(c)

4. Some elective classes such as, but not limited to, drama, speech and debate, and music, will require additional time.
5. Advanced Placement, Honors, and Advanced courses may require more extensive homework. These courses are exempt from other time and break restrictions as prescribed in this policy.
6. The homework needs of Del Amigo and Venture will be site-based due to the unique nature of their respective programs.

* Please refer to the **Homework for All Grade Levels** section

Responsibilities**Students are responsible for:**

1. ensuring understanding of the homework and asking for clarification or help when needed
2. regularly completing assigned homework in a timely manner
3. managing time by staying focused, on task, and planning effectively for long-term projects
4. bringing home all necessary materials
5. putting forth their best effort to produce quality work
6. communicating to parents and teachers when homework assignments become overwhelming or if s/he is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise
7. completing or making up assignments and tests when absent from school
8. Completing or making up assignments and tests when suspended from school if required by the teacher. (Ed Code 48913) (cf.5144.1 – Suspension and Expulsion/Due Process)

Parents/Guardians are responsible for:

1. being an advocate for their child, while encouraging the child to advocate for herself/himself
2. encouraging reading at all grade levels
3. providing an appropriate environment for homework to be done
4. providing a healthy balance between homework, extra and co-curricular activities, and family commitments
5. contacting the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise

Teachers are responsible for:

1. referencing this policy in all course syllabi and reviewing the policy with students and parents within the first month of school and no later than Back to School Night
2. encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
3. designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning
4. providing timely feedback to students
5. ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and engaging activities
6. assigning homework that is appropriate and differentiated as needed

Instruction HOMEWORK/MAKEUP WORK AR 6154(d)

7. teaching the skills necessary for the students to complete the homework and become successful independent learners
8. articulation and planning with all curricular areas
9. providing makeup work for suspended students

Principals are responsible for:

1. implementing district policy
2. supporting professional dialogue
3. promoting teacher collaboration
4. monitoring homework quality and quantity
5. introducing parents to the homework policy within the first month of school, (i.e. Back to School Night)
6. facilitating interventions and support programs
7. reviewing the homework plan at least twice per year, in person, with all site faculty, at the beginning of each semester
8. posting the policy on the school's website homepage

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)

Responsibilities

Students are responsible for:

1. ensuring understanding of the homework and asking for clarification or help when needed
2. regularly completing assigned homework in a timely manner
3. managing time by staying focused, on task, and planning effectively for long term projects
4. bringing home all necessary materials
5. putting forth their best effort to produce quality work
6. completing or making up assignments and tests when suspended from school if required by the teacher. (Ed Code 48913) (cf.5144.1 – Suspension and Expulsion/Due Process)

Parents/Guardians are responsible for:

1. being an advocate for their child, while encouraging the child to advocate for himself/herself
2. encouraging reading at all grade levels.
3. providing an appropriate environment for homework to be done
4. providing a healthy balance between homework, extra and co-curricular activities, and family commitments
5. contacting the teacher if their child is not consistently able to do the homework by himself/herself within the time guidelines, or if challenges or questions arise

Teachers are responsible for:

1. sharing expectations for homework with students and parents early in the school year

2. encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
3. designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning
4. providing timely feedback to students
5. ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and engaging activities
6. assigning homework that is appropriate and differentiated as needed
7. teaching the skills necessary for the students to complete the homework and become successful independent learners
8. articulation and planning with all curricular areas
9. providing makeup work for suspended students

Principals are responsible for:

1. implementing district policy
2. developing and implementing a school site homework plan
3. supporting professional dialogue
4. promoting teacher collaboration
5. monitoring homework quality and quantity
6. communicating homework expectations with parents
7. facilitating interventions and support programs
8. ensuring that all students have the opportunity to complete quality homework

Regulation Approved: June 24, 2008

Promotion and Retention of Students (BP 6730)

The principal shall place students at the grade level or in the learning groups best suited to them academically, socially and emotionally, and best suited to their developmental level. Students shall be promoted annually from grade to grade, except when promotion is not in the best educational interest of the pupil. Every effort shall be made to involve parents, teachers and other appropriate District personnel in decisions regarding student placement. However, the final decision to promote, retain or reassign a student shall be made by the Principal. In the case of non-promotion, written notification of the decision shall be given to the student's parents or legal guardian and they shall be informed of their legal right to appeal the decision to the Superintendent.

Tobacco-Free Schools/Smoking (BP 3513.3)

The Board of Education prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all staff, students, visitors and other persons at any school or school sponsored activity or athletic event. It applies to any meeting or program on any property owned, leased or rented by or from the district.

Sexual Harassment (BP 5145.7)

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

Verbal or written conduct: making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district.

In-service regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

Complaint Procedure:

Step I -Informal Resolution: It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

Step II -Verbal or Written Complaint: Students should follow complaint procedures designated in

Administrative Regulation 5145.7, Sexual Harassment, Students. A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school administrator or the Superintendent.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the Superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, Complaints Against School Personnel. Complaints alleging that a specific action, procedure or practice sexually discriminates, can be filed in accordance with AR 4031, Complaints Concerning Discrimination in Employment.

Any supervisor who receives a sexual harassment complaint shall notify the Superintendent or designee, ensure uniform application of this policy and that the complaint is appropriately investigated.

Board Policy Adopted September 22, 1998

Attendance

Students and their parents are responsible for individual attendance. Parents should be aware of the revenue loss to the district due to prolonged or frequent illegal absences or both. Parents and students should be aware that a student is considered truant if he/she is absent without valid excuse three days in one school year or tardy without valid excuse in excess of 30 minutes on each of more than three days in one school year. A truant student may be subject to prosecution and may be subject to suspension or revocation of his/her driving privilege.

Students shall attend and shall be punctual to all classes and activities to which they are assigned. If a student does not attend his/her assigned class or activity and has not obtained teacher approval to be elsewhere, the absence shall be presumed illegal and reported to the attendance office. When a student's illegal absence from school and/or class is verified, the parents will be notified. A student may be dropped from class for three illegal absences. Each school shall establish an early warning system so that students and parents are aware that loss of credit will occur after a specific sequence of warnings and conferences. If a student's schedule is reduced below a minimum day requirement due to habitual truancy, he/she may be transferred to an alternative program in the district.

The students and parents have a right to a hearing before the superintendent or designee for actions taken as a result of this procedure.

Students shall be given the opportunity to complete an independent study contract during a planned absence (such as family emergencies, trips, and religious holidays). Independent study contracts are granted for no fewer than five days and up to 14 consecutive school days as approved by the principal. Parents and students must request an independent study contract from the teacher at least three to five days prior to the planned absence. Other legal absences include illness, medical, dental, or optometric appointments, funerals, court appearances, and participation in approved school activities.

Conduct (BP 5131)

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach strategies that foster positive interactions among students from diverse backgrounds. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals.

Conduct

1. Students are expected to act respectfully towards all other students and toward adults. They are not permitted to demean, tease, ridicule, or intimidate others by word, action, or sexual harassment.
2. Dress and grooming standards shall be established at each school.
 - a.) Students shall be prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libelous, or slanderous according to current legal definition; or that express or advocate prejudice towards another based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration.
 - b.) Students shall be restricted from wearing clothing or other adornment that promote alcoholic beverages, illegal substances, or which detract from the learning environment.
 - c.) Appropriate footwear is required of all students.
 - d.) Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation
3. School regulation shall prohibit activity which is illegal or which creates a clear and present danger or the commission of unlawful acts on school premises. Students and parents shall be given written notification of all rules pertaining to student behavior at the beginning of each year and upon initial enrollment.

Discipline and Behavior

In order to help students understand what is expected of them and what consequences follow from violation of the rules, all schools have developed codes of behavior. When a student is involved in some form of misbehavior the school staff will be responsible for a careful review of the incident. The student's record is extremely important for school authorities to consider in dispensing discipline as a consequence of an incident of misbehavior. There are some offenses, which are so severe, however, that a penalty is assigned, the student's past record notwithstanding. Generally speaking, when a student repeats a given misbehavior, the penalty increases; it should be noted that any offense or combination of offenses may lead to expulsion or transfer to another school if other means of correction

fail to bring about a change in behavior or if the student's presence on campus constitutes a danger to others. Standards for student behavior apply to school hours, to school sponsored events on or off campus, and to incidents which may occur on the way to or from school.

Grounds for Suspension and Expulsion

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

OFFENSE

Ed Code 48900

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) *Willfully used force or violence upon the person of another, except in self-defense.
- *B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- *C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- *D. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person 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 damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as 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. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating

against that pupil for being a witness, or both.

P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

T. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Additional Grounds:

* Sexual harassment. (Ed Code 48900.2)

* Committed an act of hate violence. (Ed Code 48900.3)

* Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)

* Terrorist threat against school official or school property. (Ed Code 48900.7)

* Hazing (Ed Code 32050-51) any of the above may be referred to a law enforcement agency.

*The principal or designee must notify law enforcement personnel of these offenses.

DETENTION-Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian. (E.C. 37223)

SUSPENSION-Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:

1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) at the discretion of the school administration, a student may receive "in-house" suspension, serving the term of suspension on campus under the supervision of school staff

(E.C. 48911.1)

EXPULSION-Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

(Revised 4/9/08)

NOTICE OF COMPLIANCE WITH FEDERAL REGULATIONS NONDISCRIMINATION
UNIFORM COMPLAINT PROCEDURES -BP 1312.3

The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, ancestry, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability or any other unlawful consideration. The District promotes programs, which ensure that discriminatory practices are eliminated in all District activities. The Governing Board recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District follows uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs. Any complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The District investigates and seeks to resolve complaints at the local level. If the complaint cannot be resolved at the school level, the following compliance officer and Title IX Coordinator has been designated to receive and investigate complaints to ensure District compliance with the law:

San Ramon Valley Unified School District

699 Old Orchard Drive

Danville, CA 94526

Ph: (925)552-2923 Fax: (925) 820-8106

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES – BP 0410 (a)

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics or any other unlawful consideration. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities. The Superintendent or designee shall notify students, parents/guardians, employees and employee organizations about the district's policy on nondiscrimination and related uniform complaint procedures.

BOARD OF EDUCATION

Laura Bratt
925-824-1870
lbratt@srvusd.net

Ken Mintz
925-824-1866
kmintz@srvusd.net

Rachel Hurd
925-824-1867
rhurd@srvusd.net

Susanna Ordway
925-824-1868
sordway@srvusd.net

Shelly Clark
925-824-1869
sclark@srvusd.net

Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that San Ramon Valley Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, San Ramon Valley Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the San Ramon Valley Unified School District to include this type of information from your child's education records in certain school publications.

Examples include:

A playbill, showing your student's role in a drama production;

the annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C § 503©.

Revised August 2016