

# THE MUSTANG HANDBOOK 2022-2023



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*California Gold Ribbon School 2016*  
*California Distinguished School 1985, 1991, 2004*  
*U.S. Department of Education Blue Ribbon School 1986, 1991, 2004*

Dear Alamo Students and Parents,

Welcome! The staff and I are looking forward to working with each of you throughout the school year. We are committed to providing a safe and educationally rich learning environment that meets the needs of all our students and provides opportunities for every student to reach their greatest potential.

Our highly qualified, dedicated staff, involved parents, and motivated, hardworking students have provided the foundation for our award-winning school. This collaborative partnership is essential to the success of our students. I encourage you to continue this tradition of excellence through your support of Alamo School. Whether you join the PTA, participate on one of our committees, and/or volunteer in your child's classroom, your time and support are very much appreciated and greatly needed by our students and staff.

This handbook has been prepared to provide parents and students with general information regarding various policies and procedures, programs, events, and activities at Alamo School. Please review this handbook together with your student (s) and keep it for future reference.

I look forward to working together to provide a rewarding and outstanding educational experience for your child.

Go Mustangs!

Bjorn Remmers  
Principal

## **2022-2023 SCHOOL RULES**

### **General Rules**

- Be respectful. Be responsible. Be safe.
- Play so that you and your classmates will be safe.
- Appropriate language is expected at all times. No foul language or profanity is allowed.
- All games are open to whoever would like to play and observe the rules as outlined in P.E. If there are variations in the rules they must be agreed upon by the players at the beginning of the game.
- Stay out of courtyards and hallways at recess unless a teacher or other adult is supervising schoolwork.
- Walk in all hallways.
- Return balls and other equipment to the ballroom at the end of recess.
- Use the paths for walking. Stay out of the landscaped areas.

### Arrival

- Students should not be left on campus more than 15 minutes prior to the start of school. There is no supervision available before then.
- Students must wait in the front courtyard. They will not be allowed inside the gated area before the supervisor arrives.
- When the gates are unlocked students may enter and **line up** within the area marked by a red border.
- Supervising staff will dismiss students. Once dismissed, students can put backpacks on their classroom hooks and **walk** to the playground.
- Kindergarten students may go directly to the kindergarten play yard to line up and wait for their teacher.
- At the start of the school day and following all recesses, students will stop playing at the sound of the bell and “take a knee”. Once yard duty dismisses students, they may **walk** to put play equipment away and then **walk** to their classroom number on the upper playground, line up, and wait for the teacher.
- Teachers will meet and escort students to the classrooms.
- Students arriving late must be signed in at the office and obtain a late slip for attendance prior to going to class.

### Dismissal

- All students who carpool are expected to come to the courtyard by the MPR immediately for dismissal and sit by grade level. Do not pick up students in front of the office. There is no supervision there at that time.
- Students who walk, ride bikes, or meet rides at Dapplegray are expected to use walkways until they reach Dapplegray.
- Students going to the YMCA after school should use the walkway near room 200.
- Use the crosswalks when leaving the school.
- No students are allowed in the parking lot without an adult accompanying them.

### Clothing

- Hats may only be worn in the classroom according to teacher discretion.
- Hats and other protective sun wear are encouraged on the playground.
- Appropriate footwear is required. Open-toed and backless shoes are inappropriate for active play.
- Clothing should be appropriate and not detract from the classroom environment of study. Examples include, but are not limited to clothing with inappropriate words/messages and other apparel unsuitable for school.
- Appropriate clothing and shoes are especially important on PE days
- Students wearing clothing more suitable for a non-school environment will be notified that their attire is inappropriate. Alternative clothing will be provided from the school or the student may arrange for a change of clothing to be delivered.
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### Transportation

- Students who ride bicycles or scooters to school must walk them while on school property and lock them to one of the bike racks. They should not be stored anywhere else on

campus.

- The law requires that students wear helmets, observe traffic safety laws and be considerate of others around them.
- Roller blades, skateboards, and wheelies may be ridden to school, but must not be ridden on the school grounds.
- At no time during the school day are bicycles, roller blades, scooters, skateboards, etc. to be ridden on school grounds or in the hallways. Lack of cooperation will lead to loss of privileges.

### **Items from home**

- Items such as knives, matches, toy guns, or other sharp instruments are not permitted on campus. Toys and athletic equipment should be left at home. Even on Halloween.
- Electronic devices (tablets, cell phones, smart watches, etc.) are to be off and in backpacks during the school day. If students have these out of their backpacks while at school, they will be confiscated and returned at the end of the day or the following day.

### **Boundaries**

- Stay **inside** the dirt track and inside the baseball backstop except when running laps for PE.
- Stay out of baseball dugouts.
- Walk down the stairs when going to the lower playground. Balls should not be bounced while going up or down the stairs.
- Only sitting is allowed on the planter wall. No walking or running on the planter's edge.
- Be respectful of the landscaping. Only enter the landscaped areas when necessary to retrieve a ball or other objects.

## **PLAYGROUND RULES**

- Children are to behave in such a manner that will prevent injury to others and to themselves.
- Fighting or fighting back is not allowed.
- Students are to stay in play areas unless a school staff member gives them permission to leave and go to the office.
- Students are to use all equipment safely and appropriately.
- Only appropriate language is permitted.
- No items should be thrown that might cause injury.
- Only walking is allowed in the courtyard and/or corridors.
- No tackle football or rough play that endangers others.
- Students should take care of personal needs (drinks, bathroom, etc.) during recess.

### **Big Toy**

- Go down slides feet in front of you, eyes forward, one at a time.
- Go across rings using both hands. No sitting on the rings. Take turns.
- Use Big Toy for climbing, not for tag or ball games.
- Two hands on the bars at all times (No Cherry Drops or Lemon Drops).
- Walk in tanbark play area.

### **Food**

- No gum is allowed on the school grounds, inside or outside the classroom.
- No sharing food.
- Students may bring a snack to eat at the morning recess.
- All snacks are to be eaten while seated at the tables.

### **Lunch Area**

- Students eat outside in the amphitheater, weather permitting. Those buying lunches enter through the double doors, lining up to the right. Those bringing their lunch will enter on the left. Students exit out the backdoor behind the amphitheater. Lunch buckets are lined up by the MPR.
- Remain seated during lunch period. Students will raise their hands to be dismissed by the lunch duty supervisor or parent volunteer
- Finish lunch before leaving the MPR. NO FOOD on the playground.
- No throwing food, taking someone else's food, or sharing food.
- Students clean up their own area and deposit trash in trash/recycle containers once they have been dismissed.
- Students are asked to clean their hands with hand sanitizer before going out to play or returning to the classroom from lunch.
- Parents may bring forgotten lunches to the bin located outside the office door. The bin will be brought to the MPR at the beginning of the first lunch period. Please do not bring lunches or snacks directly to the classroom as it disrupts instruction.
- Students raise their hands to be excused to use the restrooms.
- Grades 4 & 5 have recess while grades 1-3 eat their lunch. Grades 1-3 eat lunch first, then the bell rings for fourth and fifth graders to come to the MPR for lunch while Grades 1-3 enjoy recess. Students are not to line up at the MPR until this bell rings. Fourth and fifth graders use the main hallway next to the big toy (not the amphitheater paths) when going to the MPR.

### **Supervision**

Adults provide supervision at all recesses. Seek their help if you cannot settle your dispute or if "Peacemakers" conflict resolution tools and student helpers do not work. Please talk with a staff member if the conflict continues.

### **Conflict Resolution**

The staff encourages all students to utilize conflict resolution strategies to manage conflicts. School personnel are trained in "Sanford Harmony" strategies and will assist students to learn techniques to resolve concerns in a non-threatening and effective manner. There are also peer "Peacemakers" available to help students resolve conflicts.

## **ADDITIONAL INFORMATION**

### **BACK-TO-SCHOOL NIGHT**

This is a very important night. Please make every effort to attend. The teacher will present his/her program for the year, and discuss curriculum, homework policy, and classroom procedures. This is not, however, the time for individual conferences. This activity is designed for adults only.

### **ANNUAL UPDATE**

Each year parents are asked to complete the Annual Update via the Parent Portal. The Annual Update confirms all emergency contact information as well as various permission releases. This information is essential to the office when your child becomes ill or if there is an emergency and we might need to contact you. Students will only be released to individuals designated as emergency contacts. Please make sure that there are several people listed, at least one of whom is local in the event that your student must be picked up from school. You may update your contact information at any time via the Parent Portal under Demographics.

### **CONFERENCES**

Parent-teacher conferences are scheduled throughout the school year per the [Instructional Calendar](#). During conference week, all students will attend school on a minimum day schedule so that parents can meet with the teachers.

### **ATTENDANCE**

If a student will be absent or tardy, a parent must either email [alamoattendance@srvusd.net](mailto:alamoattendance@srvusd.net) or call the school attendance number (855-7598) by 9:00AM. Please be specific in stating the reason for the absence, including the first and last name of the student and the duration of the absence. If we have not heard from you by 9:00AM, we will call your home to verify the absence. If we do not hear from you, your child will be marked "unexcused" from school.

Alamo School participates in the county "Every School Day Counts" program. Attendance matters as early as kindergarten. Studies show children who miss too many days in kindergarten and first grade can struggle academically in later years. Students can suffer academically if they miss ten percent of school days. This can be just one day every two weeks and can happen before you know it. Good attendance will help children do well in high school, college, and at work.

How can you help?

- ✓ Plan vacations during non-school days
- ✓ Schedule your child's medical and dental appointments after school or at the end of the school day
- ✓ Make sure they go to school every day unless they are ill

### **TARDIES**

If a student is late to school, s/he must obtain a tardy slip from the office before going to the classroom. This procedure ensures the student's attendance is changed from absent to tardy.

### **EARLY DISMISSALS**

All students leaving the school grounds (except at dismissal time) must be signed out by the parent/guardian in the office. Adults must come to the office and the student will be sent up from

the classroom. Parents may not go to the classroom directly to retrieve a student. Students leaving school prior to the end of the school day should notify the teacher in advance.

### **INDEPENDENT STUDY CONTRACTS**

If it is necessary for a student to be absent for reasons other than illness for a period of five days or more, parents may contact the teacher at least one week in advance of the absence to arrange for an Independent Study Contract. This enables the student to keep up with his/her classroom work and also allows the school district to receive funding for the absent days. In order to receive credit, independent study work must be returned to the teacher on the specified due date even if the student is not in school due to illness or any other reason. If your child is gone from school for more than 20 consecutive days, s/he will be “dropped” and you will need to reenroll upon your return. Only ONE Independent Study Contract may be approved per student per year.

### **HOMEWORK**

Homework is assigned according to district policy and is meant to deepen student learning and understanding. K-5 students will participate in homework that is meaningful, purposeful, and appropriate. Grade Level Guidelines:

Grades K-1 30 minutes of homework per night (reading included)

Grades 2-3 45 minutes of homework per night (reading included)

Grades 4-5 60 minutes of homework per night (reading included)

Students are expected to complete homework assignments on time. Parents should set aside a specific time each night for students to complete homework in an appropriate study area.

Homework concerns should be directed to the classroom teacher. [Board Policy](#)

### **VOLUNTEERS**

The SRVUSD Volunteer Management System features a web-based software application that allows the District and all schools to better track and provide the appropriate level of clearance for school volunteers. SRVUSD has partnered with *Be A Mentor, Inc.*, to support the registration and screening process of school volunteers. Volunteers will now be able to register online through this system, which is hosted by *Be A Mentor, Inc.* To apply for clearance, see [Volunteer Requirements](#)

There are three (3) levels of volunteer clearance and tracking. During the online application process, you will be asked to choose the level or levels of clearance you will need based on your anticipated involvement. You may choose to select one, two, or all three levels of clearance:

- **Level 1. Classroom Aides and other on-campus school volunteers:** This is the most basic level, and includes completion of the Volunteer Online Application, and a search of the Sex Offender Registry.  
*\*This level of clearance will allow you to act as a volunteer in classrooms, support campus activities, and chaperone day field trips (as a non-driver).*
- **Level 2. Field Trip Drivers:** At this level, the District will obtain a 10-year driving history, and DMV “Pull Notification” (“Pull Notification” allows the District to be notified any time there is a reportable traffic violation or incident that is registered with the Department of Motor Vehicles). Also includes completion of the Volunteer Online Application and a search of the Sex Offender Registry.  
*\*This level of clearance will allow you to transport students as a driver for field trips,*

*extra-curricular activities, and athletic events. \*\*Clearance for this level could take up to 14 days.*

- **Level 3. Overnight Chaperones:** We will be conducting background clearances on all Overnight Field Trip volunteer applicants. This is the most stringent level of clearance, and all volunteers who wish to chaperone on an overnight trip will be required to go through this process. It includes criminal background clearance through the FBI and Department of Justice. For additional requirements for chaperones who are also driving on a trip, see Level 2 above.

*\*This level of clearance will allow you to act as a chaperone for overnight field trips and activities. \*\*Clearance for this level could take approximately 30 days.*

### **VISITORS**

Visitors to campus also need to be cleared through “Be A Mentor”, see above regarding [Volunteer Requirements](#). Visitors are people who are visiting the school to watch a school play, or assembly or to view a performance in the library. They are observers and do not have direct interaction with children. They will only need Level 1 clearance.

Upon arrival at school, visitors must sign in at the main office. You will need either your driver’s license or state ID card to swipe in our scanner for a Be a Mentor approved badge to be printed. All visitors must wear a badge at all times so the school site is aware of who is on campus.

### **FIELD TRIPS**

The Alamo School staff uses many available community resources to schedule meaningful field trips. Teachers carefully select the sites for these trips and such trips are coordinated with the District's course of study. Transportation may be by bus, private car, or walking. A permission slip signed by a parent or guardian is required. Parent volunteers help drive and/or supervise students on field trips.

All field trip drivers (level 1 & 2) and chaperones (level 1) must be cleared through Be A Mentor and have all required documents on file at least one week prior to the trip. Drivers should know that their insurance is considered primary coverage. Drivers must have a minimum coverage of \$100,000/300,000 bodily injury and \$25,000 property damage and verify this by having a current, unexpired declaration page from their insurance policy on file with the Be A Mentor site.

### **CONDUCT**

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, the staff is expected to teach students the meaning of equality, human dignity, and mutual respect and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior that threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals.

Board Policy 5131



Typically minor behavioral issues are handled in the classroom or on the playground with each classroom using a system of card charts, warnings, and timeouts. However, when an issue of significant concern or if minor issues continue over extended periods of time, teachers or other staff will refer a student(s) to the principal. Visits to the principal's office follow the progressive discipline policy below:

- **Level 1** - A warning, and restatement of school rules. Parents are not notified at this level.
- **Level 2** - For more serious offenses, or for persistent Level-1 infractions, an ***“Uh-Oh, Let’s Think About It”*** form is issued. This is a tool for self-reflection. One copy (white) is sent home with the student to be signed by a parent/guardian and returned to the classroom teacher. One copy (yellow) is kept on file with our Positive Behavior Interventions & Support (PBIS) Coordinator, who keeps track of the number of forms each student is issued.
- **Level 3** - Upon receiving a 3<sup>rd</sup> ***“Uh-Oh, Let’s Think About It”*** Form. Parents are sent an E-mail from the PBIS Coordinator indicating that this is the student’s 3<sup>rd</sup> incidence of inappropriate behavior. A student may lose recess time at this level, perform campus clean up or write a statement reflecting on their behavior and how they can use life skills to alter their behavior.
- **Level 4** - Upon receiving an additional ***“Uh-Oh, Let’s Think About It”*** Form, parents/guardians will be contacted and required to meet with the Principal. At this level, students may be assigned an in-school or out-of-school suspension. Students may lose the privilege of participating in extracurricular activities at this level.
- **Level 5** - Expulsion or transfer to an alternative program will occur in the most serious cases.

**Note: In cases where infractions are serious in nature, consequences may go directly to Level-4 and a student may be suspended from school without any prior documentation. This would include possession of a weapon, drugs, alcohol, tobacco, theft, sexual harassment, or physical aggression.**

### **IMMUNIZATIONS**

California law requires that at the time of first enrollment in California schools, students must have doctor verification of all required immunizations. According to state law, a student will be denied access to school without proof of immunization or appropriate documentation of exemption from a physician. See [Physical & Immunization Requirements](#) and/or consult with the School Nurse.

### **MEDICATIONS**

A statement from the physician and parent, along with a completed district form, must be at the school before any medication can be administered to a child. The medication must be sent to school in a container properly labeled by the dispensing pharmacist. While on campus, children are not allowed to have medication in their possession, even over-the-counter products such as cough drops, etc.

### **GIFTED AND TALENTED EDUCATION (GATE)**

The District participates in the state-funded Gifted and Talented Education Program (GATE) for identified students in grades 3-5. Students qualify to participate by scoring at the 98th percentile or above on the CogAT test. 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 the SRVUSD and/or re-testing for students in third through fifth grade.

Teachers at Alamo 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 student. 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 a District committee. For additional information, you may visit the district website at [SRVUSD Gate](#)

### **INSURANCE**

Student accident insurance is available during the school year. Insurance forms are available in the school office. The insurance is provided by a private carrier. Applicants will receive a policy directly from the company.

### **DISASTER PREPAREDNESS**

As a part of the Safety Plan for Alamo School, our staff has designated emergency teams, which will go into action in the event of an earthquake, fire, dangerous person on campus, or any other emergency. Each team has specific duties to fulfill in order to assure the safety of our students.

### **CUMULATIVE RECORD - STUDENTS**

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, 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 teachers. This cumulative record may be reviewed by contacting the principal for an appointment.

### **BOOKS AND SUPPLIES**

Students will be provided with the necessary textbooks and materials. Some additional school supplies may be requested from home. Each child is responsible for the proper care of books and for replacement costs of lost or damaged books. From time to time, books turn up at home. If you have schoolbooks from previous grades, please return them to Alamo School.