

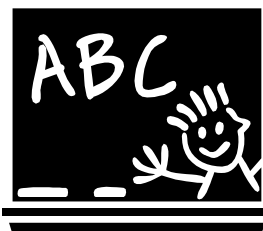
# WALNUT GROVE ELEMENTARY STUDENT AND PARENT HANDBOOK FALL 2007



Walnut Grove School

Bill Radulovich, Principal

Office (925) 426-4250  
Attendance (925) 484-3031



**Pleasanton Unified School District**

**Dr. John Casey, Superintendent**

**Board of Trustees**

**Chris Grant**

**Jim Ott**

**Pat Kernan**

**Kris Weaver**

**Pleasanton Unified School District  
2007-2008 Elementary School Calendar**

**Walnut Grove's Walk –Thru Registration August 21**

<b>Aug. 28</b>	<b>First Day</b>	<b>Dec. 24-Jan 4</b>	<b>Winter Break</b>
<b>Sept. 3</b>	<b>No School Labor Day</b>	<b>Jan 21</b>	<b>No School MLK Birthday</b>
<b>Nov.1</b>	<b>Minimum Day Teacher Workday</b>	<b>Feb 11</b>	<b>No School Lincoln's Birthday</b>
<b>Nov. 2</b>	<b>No School Staff Development</b>	<b>Feb 18</b>	<b>No School President's Day</b>
<b>Nov 12</b>	<b>No School Veterans' Day</b>	<b>Mar. 13-14</b>	<b>Minimum Days Conferences</b>
<b>Nov 13-15</b>	<b>Minimum Days Conferences</b>	<b>Apr 21-28</b>	<b>Spring Break</b>
<b>Nov 16</b>	<b>No School Conferences</b>	<b>May 26</b>	<b>No School Memorial Day</b>
<b>Nov 19-23</b>	<b>Thanksgiving Break</b>	<b>Jun 13</b>	<b>Minimum Day Last Day</b>
<b>Dec 22</b>	<b>Minimum Day</b>		



## Walnut Grove Bell Schedule

Mon. Tues. Thurs. Fri.

**A.M. Kindergarten 8:15-11:35**  
 Split Kindergarten 8:15-11:35  
     2<sup>nd</sup> group 9:15-12:35  
 P.M. Kindergarten 11:45-3:05  
 1<sup>st</sup>-5<sup>th</sup> grade 8:15-2:50



### Lunch Schedule

1 <sup>st</sup> , Disc. 1 <sup>st</sup> , & 2 <sup>nd</sup> grade	11:35-12:15
3 <sup>rd</sup> & Disc. 2/3	12:00-12:40
4 <sup>th</sup> grade	12:30-1:15
5 <sup>th</sup> & Disc. 4/5	12:30-1:15

### Wednesday Schedule

A.M. Kindergarten 9:15-12:35  
 Split Kindergarten 9:15-12:35  
     2<sup>nd</sup> group 9:15-12:35  
 P.M. Kindergarten 11:45-3:05  
 Disc K 9:15-1:15  
 All 1<sup>st</sup>-5<sup>th</sup> graders 9:15-2:50

*There are no morning recesses on Wednesdays.*



### Minimum Day Schedule

A.M. and Split K 8:15-11:35  
 P.M. Kindergarten 9:10-12:30  
 1<sup>st</sup>-5<sup>th</sup> grades 8:15-12:30

*Conference days are not minimum days for kindergarteners. Check with teacher for schedules.*



### Recess Schedule

1 <sup>st</sup> , Disc. 1 <sup>st</sup> , & 2 <sup>nd</sup> grade	9:45-10:00
	1:35-1:50
3 <sup>rd</sup> & Disc. 2/3	10:05-10:20
	1:55-2:05
4 <sup>th</sup> grade	10:30-10:50
5 <sup>th</sup> grade & Disc. 4/5	10:30-10:50

### Minimum Day Recess/Lunch

1 <sup>st</sup> , 2 <sup>nd</sup> , K/1 Disc.	Recess	9:45-10:00
	Lunch	11:00-11:30
3 <sup>rd</sup> , 2/3 Disc.	Recess	10:05-10:20
	Lunch	11:30-12:00
4 <sup>th</sup> , 5 <sup>th</sup> , 4/5 Disc.	Recess	10:30-10:50
	Lunch	11:55-12:25

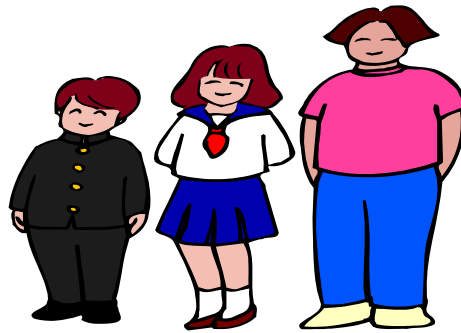
## Walnut Grove Staff 2007-2008

Colleen Kinney	506	AM Kindergarten
Linda Bury/Stacy Homes	512	PM Kindergarten
Kathy Mercer	512	AM Kindergarten
Mame Wisniewski	505	Kindergarten
Marbry Verga	409	First Grade
Jen Whatley/Katie Schneider	410	First Grade
Renee Vernon	407	First Grade
Sara Walsh	408	First Grade
Candy Aderman	405	Second Grade
LeeLee Cusenza	208	Second Grade
Paula Richter	204	Second Grade
Carlota Lim	209	Second Grade
Kelli Bergren	404	Third Grade
Jill Kirkwood	401	Third Grade
Mary Ellen Rodda	403	Third Grade
Karen Swift	402	Third Grade
Natalie Triebwasser	205	2/3 Multi-age
Karen Angel	102	Fourth Grade
Pam Black	106	Fourth Grade
Tara Martin/Smith	101	Fifth Grade
Michelle Coldani	103	Fifth Grade
Teri Quesinberry	104	Fifth Grade
Laura Ditto	210	Discovery K/1
Kat Peters	212	Discovery K/1
Michelle Williams	211	Discovery K/1
Johnnie Borris/Debbie Sweeney	201	Discovery 2/3
Chris Bourg	202	Discovery 2/3
Erin Sharps	203	Discovery 2/3
Becky Konitzer	107	Discovery 4/5
Joanne Nix	108	Discovery 4/5
Carol Kato/Nimalini Thananjeyan	114	Science
Sharolyn Borris	105	Music
Jason Borris	407	Instrumental Music
Mardie Muldoon	407	Strings
John Taylor	216	PE
C'Anna Bergman-Hill	207	Resource Specialist
Sue Tardif	411	Reading Specialist
Judy Vargas	206	Speech Specialist
Theresa Johnstone	112	Psychologist
Sharon Tangney (Mosher)	413	Counselor
Linda Trombadore	406	Computer Tech.
Joyce Sanborn		Library Assistant
Mike Payne		Day Custodian
Ruth Highsmith		Health Clerk
Kathy Billings		Attendance Clerk
Ann O'Neal		Principal's Secretary
Esmeralda Moseley		Assistant Principal
Bill Radulovich		Principal



## Lunches

We encourage our students to eat a well balanced lunch each day. Milk and juice are available for purchase during lunch for 30 cents. Hot lunches are available for purchase on a monthly basis for \$2.50 per day. Forgotten lunches may be left in the office for student pick up during recess or in the cafeteria during lunch. Please remind your child to check in the office for forgotten lunches. A student may only charge up to \$10. After that they will be offered fruit, yogurt, milk and/or juice.



## SPECIAL PROGRAMS FOR STUDENTS

### Student Activities:

- Birthdays: All students will have the opportunity to be recognized at our monthly birthday table. August birthdays will be included in the September celebration and July birthdays will be celebrated in June.
- Spirit Days: Walnut Grove spirit days will be celebrated by the wearing of special clothing and special class activities.
- Assemblies: Students will meet periodically through the school year as a student body to experience special programs which will enhance their educational needs. These gathering may offer enrichment opportunities to students, or they may be held to celebrate or Character Education program.
- Class Parties: This is an activity that takes place outside of the normal academic routine. Each class is allowed a maximum of three parties per year at the discretion of the teacher. This policy does not preclude positive incentive programs which teachers might have for their

students who display outstanding academic achievement and/or behavior. Food must follow District guidelines.

- **Field Trips:** Class or grade level trips off the school grounds will apply learning from the classroom to the real world. All trips will be explained fully to parents and must show relevance to the curriculum. All trips will be cleared in advance with the school administration.
- **Fundraising:** These activities have become necessary to provide extra materials and equipment. Fundraising is kept to a minimum and is coordinated through the PTA.

## **Birthdays**

We celebrate birthdays two ways at Walnut Grove. Once a month there is a birthday table during lunches where birthday people may sit and eat ice cream. If a student wishes to celebrate his/her individual birthday, we have the birthday book program. The student may bring a book to be donated to the classroom library. Students may paste a photograph and inscription in the front cover.

## **Counselor Program**

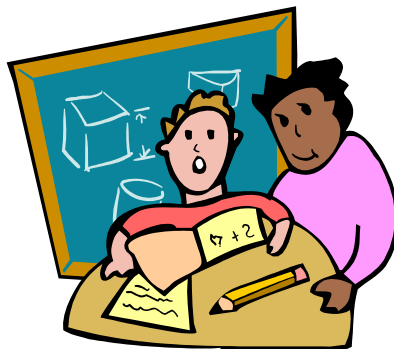
The counseling program offers support for students through small group instruction on various topics, such as social skills, study skills, and self-esteem. A second aspect of the program is parent support in the form of parenting workshops, support groups and newsletters.

## **Gifted and Talented Education Program (GATE)**

Our GATE program offers identified students an opportunity of classes to meet their special needs and interests. Special testing for identification is done in spring for students in grades two through five only. Parents and teachers can recommend students for testing. Special interest courses are offered for all GATE students after school throughout the district. A “GATE Club” meets bi-monthly. Please contact Mrs. Moseley, Vice Principal, with questions.

## **Resource Specialist Program**

Walnut Grove offers the advantage of small group instruction by resource specialists for students who, after testing, qualify for the program. Teachers recommend students for testing based on their academic achievement in the classroom. Prior to testing, a formal meeting is held to discuss the student’s needs.



## **WE EXPECT STUDENTS TO:**

- **Play Safely!**
- **Show Respect!**

### **On the Playground**

1. Students are to refrain from fighting and/or play fighting.
2. No pushing or playing roughly on the playground.
3. Follow game rules fairly.
4. Students check out their own playground equipment.
5. Follow all Noon Supervisors' directions.
6. Wait turn on the play equipment and bars.
7. Stay on the playground side of the red lines.
8. Teasing, name-calling or bullying is forbidden.
9. No climbing on the fence, baseball backstop or kickball walls at any time.
10. Toys, radios, walkman, cameras are not allowed at school.
11. No rock or bark throwing, tackling or carrying of other students.
12. No running on "big toy" area

### **At Lunch Time**

1. Stand in line quietly.
2. Use inside voices
3. Walk only.
4. Stay seated.
5. Be courteous.
6. Eat with good manners.
7. Wait politely to be dismissed.
8. Clean up your table.



## PUPIL DRESS CODE - ADMINISTRATIVE REGULATION 5155

- I. These regulations specify standards of student dress that promote a positive and safe learning environment conducive to high academic and behavior standards. Each school site council or other school committee shall regularly review the following regulations and may establish additional school rules governing student dress, so long as such rules are not contrary to this regulation. The district and school dress codes shall be enforced during the school day. ~~on the school campus and at any school-sponsored activity.~~

Alternative programs may implement differentiated standards for # 4.

- II. Any apparel, jewelry, grooming, or accessories, even if not specifically mentioned below, which creates a safety or health concern, or causes or threatens to cause a disruption to the educational process is prohibited.
1. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others.
  2. ~~Shoes must be worn at all times.~~ Footwear is required at all times and must be safe and appropriate for indoor and outdoor activity.
  3. Clothing, grooming, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, grooming, accessories, or jewelry that degrade any cultural, religious or ethnic values or which advocate racial, ethnic, or religious prejudice or discrimination, or which promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts, are prohibited.
  4. Hats, caps, and other head coverings shall not be worn in classrooms, except for valid medical reasons authorized by the administration and verified in writing by a physician.
  5. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
  6. Clothes, apparel or attire must be sufficient to conceal undergarments, the breasts, midriffs, buttocks, and torso at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to, see-through or fishnet fabrics, ~~bare midriffs~~ or revealing any part of the midriff or torso, tank tops, tube tops, halter tops, off-the-shoulder or low-cut tops or dresses, tops that have shoulder straps that are less than one and one half inches wide, skirts shorter than the length of a person's finger tips when the arms are extended naturally at the side and shorts shorter than the length of a person's fist when the arms are extended naturally at the side, which are shorter than mid-thigh in length, sagging pants (Pants must be worn above the buttocks), and tattered or torn clothing that may cause a safety issue or do not meet the standards of decency, are prohibited.
  7. Any clothing, apparel or attire which could be used as a weapon, or could be damaging to school property, included, but not limited to, steel-toed boots, chains, items with spikes or studs, etc., is prohibited.

8. Gang-related apparel is prohibited, including, but not limited to, bandannas, or other symbols, emblems, or insignia.
9. Pupils shall not display any material which so incites others as to create a danger of the commission of unlawful acts on school grounds, disrupts the school process or violates district or school site policies or rules.
10. Clothing, grooming, accessories, or jewelry which have been altered by the addition of lettering or symbols and fall within the definition of part 8 above, are prohibited. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display or promote 1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive language or images; or (4) products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.
11. Exceptions may be made by the principal particularly for special days, special events, or student activities outside the school day. Students will be expected to uphold the standards of safety and decency at all school events.

### III. Enforcement of the District Dress Code Regulation

- 1 Any violation of the district or school dress code(s) will be considered a violation of Education Code section 48900 (k)--disruption of school activities and/or willful defiance of valid school personnel authority.
- 2 Administrators will notify all students of the dress code regulation expectations at the start of every school year.
- 3 The following possible consequences will follow any infraction of the district dress code regulation
  - a.) Change of clothing with parent notification
  - b.) Change of clothing with detention assigned & parent notification
  - c.) Change of clothing with Saturday school assigned and parent notification
  - d.) Student suspension

- IV. ~~Consequences will be specified in each school discipline plan but may include suspension or recommendation for expulsion.~~ Final determination of what constitutes appropriate dress will be made by the school administration.

Legal Reference: EC 35183, 35291.5, 35294.1, 48900, 48907, 48950, 51264, 51265, Cal. Code of Regulations, title 5, section 302, Penal Code 186.22 and 13826-13826.7

ADOPTED: 5-31-94

AMENDED: 6-13-95

DISTRICT SUPERINTENDENT  
 PLEASANTON UNIFIED SCHOOL DISTRICT  
 PLEASANTON, CALIFORNIA

## **Substance Abuse Policy**

1. The purpose of the intervention policy is:
  - a. To help students become aware of the destructive nature of the substance abuse.
  - b. To aid them to discontinue use of illegal substances, tobacco, and alcohol.
  - c. To offer families and staff information regarding resources, referrals and assistance to effectively deal with the problem of illegal substances, tobacco and alcohol.
2. Enforcement:

Walnut grove has a responsibility to provide a safe, tobacco, alcohol and drug free environment for all students. Therefore, a student is subject to suspension or expulsion whenever it is established that the student has used sold or been in possession of tobacco, alcohol or an illegal substance on/or about school property.

  - a. First and second offense:
    1. Three day suspension.
    2. Student and parent shall be given the option of continued suspension or acceptance of referral to designated intervention program.
    3. If the student and parent are unwilling to participate in the intervention program, a 4-5 day suspension shall be assigned.
  - b. Third Offense:
    1. Recommendation to the Board of Trustees for expulsion.
    2. Student shall remain on suspension until the Board of Trustees renders a decision.

## **Transportation**

### **Cars**

The students walk, ride bikes or arrive in cars. There is excessive pedestrian traffic and all drivers must use extreme caution when driving near the school. When dropping off students, please use the main parking lot in front of the school office or the north parking lot. **DO NOT PARK IN DRIVEWAYS.** Our goal is to ensure safety for children and decrease traffic congestion. Your cooperation is appreciated. Drive slowly. Do not park in the red zones. If you are leaving your vehicle, please park in designated parking spaces.

You may want to arrange an alternate meeting place to pick up your child. You could wait for him/her along the curb of Harvest Road or Northway.

### **Bikes and Scooters**

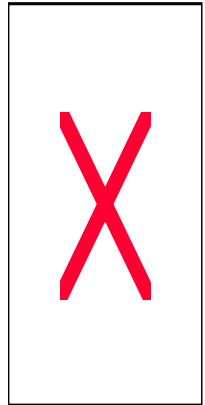
The bike rack is located behind the multipurpose room. If you ride your bike to school, please lock your bike in the bike rack. All students in grades 2 through 5 may ride their bikes to school. First grade students need to bring a note from their parent. Please remember when you ride your bike:

1. Follow all bike safety rules including wearing helmets (this goes for scooters also)
2. Walk your bike inside the bike rack. No riding on any area of the campus.

3. Bring a lock for your bike. You must lock your bike and you cannot lock up with a friend. You may not lock up on the outside of the bike rack.
4. If you vandalize or take a bike without permission, you may lose bike privileges for the remainder of the school year.
5. Please be extremely careful when you leave school to go home. Walk your bike off campus, then ride home carefully.
6. The school has no legal responsibility for bikes. Damaged or stolen bikes are the financial responsibility of the owner.
7. We encourage you to register your bike with the Pleasanton Police Department or city hall.

### **Crossing Guards**

There are crossing guards at Valley Avenue and Northway, Harvest Road and Northway, Black Avenue and Harvest Road, and also, Hopyard Avenue and Black.



Walnut Grove School  
GUIDELINES FOR FIELD TRIPS

In accordance with Pleasanton Unified School District policy and in the interest of educational excellence, we ask those participating in school sanctioned field trips abide by the following guidelines.

**Role/Responsibility of Teacher**

- Align and connect field trip experiences with school goals and curriculum;
- Inform parents of all trips, their purpose, destinations, mode of transportation, costs (if any) and secure positive written permission from parent/guardian;
- Inform students of behavioral expectations and take appropriate action where needed;
- Provide the administration with a list of chaperones as well as each chaperone's assigned students;
- Provide clear driving directions (parent drivers) as well as parking instructions as needed;
- Provide the office with one or more cell phone numbers for emergency contact;
- Take attendance/headcount before embarking (to and from destination)
- Bring the following and distribute to chaperones as needed;
  - Student Emergency Cards (copy)
  - Emergency backpack
  - Class list

**Role/Responsibility of Chaperone**

- Receive clearance from school administration for participation (Volunteer Form);
  - All forms are subject to background check
- Complete vehicle insurance requirement form (if driving);
  - Valid only once signed by principal (documentation required)
- Follow safety guidelines;
  - Seatbelts and appropriate restraints (car seat for less than 60 lbs. & under 6 years of age
  - No small children in front passenger seat if auto has passenger airbag
  - Obey all driving laws and regulations
- Find alternative childcare for siblings;
- Be punctual;
- Be aware of behavioral expectations for students and report any questionable behaviors to teacher;
- Become familiar with your assigned student group;
- Have a great time!!!
- 

**Role/Responsibility of Students**

- Unless otherwise directed by teacher, follow all routine Walnut Grove behavioral expectations;
  - All behavior should reflect *respect* and *safety*
- Obey chaperone at all times;

**Role of Principal**

- Oversee and approve all field trip activities in accordance with policy, safety, instructional compliance and common sense.

# FOODS PROVIDED FOR SCHOOL FUNCTIONS

The Board of Trustees values community involvement in support of classroom and other school activities. One of the traditional ways this happens is the contribution of foods from home for classroom parties, picnics, staff appreciation and other related events.

While this is often a highlight to a school activity, and may even be incorporated into an instructional program as an educational tool, there is potential exposure to pupils and staff from chemical and biological food hazards that may be present in foods prepared in the home. While food and drink products will never be absolutely risk free, with proper preparation, storage, and food handling the risk can be minimized.

In order to continue the tradition of community sharing in the classroom and school activities experience, in balance with the District's requirement to ensure the safety of pupils, the Board of Trustees will permit the serving of foods provided for school functions in accordance with Administrative Regulation 5537.

Principals, in cooperation with staff and school community, may adopt local procedures more restrictive than Board Policy 5537.

*Legal Reference*

## ***HEALTH AND SAFETY***

*Code 113700 et seq. California Uniform Retail Food Facilities Law*

ADOPTED: 11/18/03

PLEASANTON UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES

PLEASANTON, CALIFORNIA