

**SUNOL GLEN  
UNIFIED SCHOOL DISTRICT**

**Family Handbook  
2019 - 2020**



*Knowledge is aplenty  
Eagles Rock in Twenty-Twenty!*



Excellence  
Commitment  
Pride

Dear Sunol Families:

Here's wishing a warm welcome to all of our returning and new families!

As you know, Sunol Glen is unique for the Bay Area because we provide a small school setting (290 students, grades K-8) where students are supported in a safe, secure, and "extended family" atmosphere. The Sunol Glen Unified School Board is committed to educating the whole child by maintaining lower class sizes and creating a nurturing family environment where parents and staff are true partners in the educational process. Because of district and parent commitment, the level of academic, social, and emotional success that our students have been able to achieve is superior.

We have an excellent school program and staff. Your interest, concern, and devotion to our school is truly appreciated. We exist to provide the best possible education for all students in a safe, caring, and nurturing environment.

Open, honest, two-way communication between school and home is essential. We value your suggestions, assistance, and support to our program.

Sincerely,  
Molleen Barnes

## **SUNOL GLEN SCHOOL MISSION STATEMENT**

**The Sunol Glen Staff is a professional learning community who value collaboration, communication, critical and creative thinking, and citizenship for the betterment of our students as they are our highest priority**

### **Sunol Glen School Philosophy**

The administration, faculty, and staff of Sunol Glen believe that each child is a unique individual of great worth and dignity. Sunol Glen is dedicated to this concept of having each student reach full academic and emotional potential in an atmosphere of support, encouragement, and stimulation. Each student is encouraged to be responsible and cooperative in all aspects of life and to treat others with the same dignity and respect they themselves deserve.

## A Program of Academic Excellence

Sunol Glen Elementary School's purpose is to provide a program of academic excellence tailored to meet the educational, social, and developmental needs of individual students. We accomplish this objective by offering your child and family:

- A comprehensive curriculum aligned to Common Core Standards in an environment that encourages responsibility and cooperation
- Class sizes that ensure individual attention
- A highly trained teaching staff dedicated to fostering each child's worth, dignity, and full academic potential
- Student activities in both academic and social areas
- Opportunities for total involvement in the school through School Board, Community Club, School Site Council, and volunteer programs
- A positive school culture including:
  - Strong leadership
  - Safe, orderly environment
  - Enriching academic instruction
  - High expectations for student achievement and behavior
  - Character Education promoting respect and kindness
  - Physical Education & Wellness
  - Procedures for monitoring student performance
  - Student enrichment and challenging curriculum
  - Encouragement of life-long learning
  - Priority on students' emotional and social well-being

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The academic program is structured to meet state frameworks in all subject areas. Our students are evaluated by academic standards in all curricular areas, **Common Core Standards**, testing, teacher observation, and evaluation.

Sunol Glen encourages responsibility, maturity, and cooperation in each student. The school takes an active part in helping every pupil develop a sense of respect and understanding for themselves and others, along with responsibility for one's own actions. The discipline policy at Sunol Glen emphasizes a positive approach based on logical consequences and helping a student permanently change misbehavior through interactive communications and feedback.

The school believes in working closely with the parents of our students in order to better meet their individual needs. With home and school cooperatively working together, we believe we can attain our goal of providing a strong, rigorous educational program for your children.

## **Sunol Glen's Basic Educational Traditions**

The strength of Sunol Glen's educational program lies in our balanced class sizes, small school environment, and our dedication to teaching. Emphasis is placed on developing and strengthening the foundation and understanding of the four major academic areas of math, language arts, social studies, and science.

Our classrooms are configured into heterogeneous student groups. Equal access to core curriculum is emphasized; opportunities for enrichment activities and learning above and beyond grade level standards is encouraged for all.

Language arts, math, social studies, science, art, and music are taught at all grade levels. We are a 1:1 device campus meeting grade level technology benchmarks with all students receiving instruction via technology. Students receive classroom music instruction in grades 1-5; grades k-8 receive weekly art instruction. Instrumental music and art are available as electives for students in grades 6 - 8.

## **For Our Students**

### **CLASS SCHEDULE**

Pre-School: 8:30 a.m. – 12:00 p.m.

Kindergarten: 8:30 a.m. - 11:50 a.m.

Grades 1-8 8:30 a.m. - 2:50 p.m.

M,T,Th,F

8:30 a.m. - 2:00 p.m.

W

### **LUNCH AND LUNCH RECESS**

Grades 1-4 11:50 - 12:30 p.m.

Grades 5-8 12:35 - 1:15 p.m.

## **SUNOL GLEN HONOR ROLL**

Sunol Glen's Superintendent's List, "A" Honor Roll, and "B" Honor Roll, is open to all students in grades 6 - 8. No student may receive a D and be on the Honor Roll or the Superintendent's List.

A student achieves the Superintendent's List by maintaining a 3.75 to 4.0 grade point average; "A" Honor Roll by maintaining a 3.4 to 3.75 GPA; and "B" Honor Roll by maintaining a 3.0 to 3.3 GPA in all academic areas: Language Arts, Math, Social Studies, Science, Electives, and Physical Education.

## **Eighth Grade Graduation Requirements**

Promotion from the eighth grade will be authorized and a certificate issued to students when they have fulfilled these requirements:

### **REQUIRED**

- 3 years Language Arts
- 3 years Social Studies
- 3 years Mathematics or equivalent
- 3 years Science

### **STATE REQUIRED**

- 3 years Physical Education

### **ENRICHMENT**

- 3 years Elective courses

## **Positive Climate and Behavior Policy**

### **CHAMP Cards**

Sunol Glen is dedicated to supporting students in being good citizens. To recognize students when they are making good choices, students may be given CHAMP cards. CHAMP stands for 'Children Helping Achieve a More Proud Sunol.' Students may turn in their CHAMP cards for rewards.

### **Sunol Glen Principal Kindness Program (KaAT)**

The Sunol Glen Kindness Campaign, called "K.a.A.T.," stands for Kindness at ALL Times! Staff are committed to providing a caring and kind environment for our students, and promote goodwill, empathy, and kindness among students. KaAT cards are given to students for treating others with respect and kindness - KaAT cards may be kept or turned into the office for monthly drawings.

### **Behavior Policy**

The basic foundation for Sunol Glen's behavior expectation policy includes the following:

- Be respectful of others (adults and peers)
- Be respectful of school environment and property
- Be respectful to yourself
- Be in class on time
- Follow class rules and directions
- Follow school rules and directions
- Complete all assignments
- Keep hands, feet, objects to self
- Bring books, pens, pencils to class
- No skateboards or roller blades

Sunol Glen expects the best from its students and gives them encouragement and respect to achieve the goal of a positive school culture. Our environment is carefully planned by the Board of Trustees, superintendent, faculty, classified personnel, and parents.

## **Discipline Policy for Sunol Glen School**

The philosophy at Sunol Glen is to change misbehavior through conflict management and a logical consequence approach. Each student with a discipline problem is worked with individually, and given alternatives for future situations. A **range of options** is considered to determine the most appropriate way to respond to each situation to help students learn from their choices. The form of discipline chosen aligns with progressive discipline and is solely within the discretion of the school district.

Support and Consequences **may** include:

- a conversation with the student
- a review of expectations for the student's behavior
- a referral to the school counselor
- an assignment
- a time out
- a detention
- a suspension or an expulsion

Each situation is considered after looking at individual circumstances and mitigating factors such as; student's age, stage of social development, special education needs, history, and circumstances surrounding the behavior. Each decision on discipline is unique for each student.

Parents will be notified when major problems occur or when a pattern of misbehavior seems to be developing. Parents are always called when detention or suspension is required.

## **Detentions**

The following list of unacceptable behaviors has been provided to inform students of circumstances under which detentions will be issued.

- Disrespectful or unacceptable behavior
- Defiance
- Profanity
- Littering
- Being in an out-of-bounds area
- Disorderly or destructive behavior
- Disturbing classes in session
- Unsafe activities
- Disobeying school rules

Note: Sunol Glen utilizes “progressive discipline” whereby students are provided with ongoing consequences when discipline is recurring. For example, additional detentions could result in suspension.

## **Rights and Responsibilities**

Sunol Glen School believes that every child has the right to make as much academic progress as possible, and have a working and play environment that ensures safety. To realize this kind of environment, certain rights and responsibilities are recognized.

### **STUDENT RIGHTS**

- To be taught the required curriculum
- To be treated with courtesy and respect by adults and fellow students
- To attend school free of harassment
- To have a learning environment maintained in the classroom
- To discuss grades, assignments, or discipline with teachers in a mutual climate of respect and courtesy

### **STUDENT RESPONSIBILITIES**

- Follow the school rules
- Respect all adults
- Follow authority
- Be on time

- Come prepared and with the tools of learning
- Respect for the rights of others
- Do your very best at all times
- Take responsibility for your own choices and decisions

### SUNOL GLEN SCHOOL RESPONSIBILITIES / RIGHTS

- Enforce and teach the course of study
- Follow District rules and regulations
- Hold students accountable for their conduct
- Provide a learning environment that is safe and interesting
- Provide opportunities for individuals to grow and expand their interests
- Establish classroom rules and procedures
- Organize the classroom according to teacher judgment

### BASIC PRINCIPLES FOR CLASSROOM, STUDENTS, AND SCHOOL

- Come to school prepared to learn
- Respect the rights of others
- Respect others' property
- Follow directions
- Keep hands, feet, objects to self
- Don't hurt anyone
- Take responsibility for your own actions

## Homework Policy

Homework is assigned to students on an individual basis by teachers. Assignments may be nightly, weekly, or for an extended time. Nightly homework will never be new work but will reinforce work presented in the classroom. **HOMEWORK IS INTENDED TO BE COMPLETED AT HOME.** Home and school work together for the ultimate good of students; homework must be a shared effort - our homework policy reflects the following understanding:

- Homework is to be accomplished at a convenient time for the family.
- Homework is to be checked and signed by a parent. Any mistakes are to be corrected by students before the assignment is turned in at school.
- Homework is the responsibility of the student. Students who experience difficulties with homework should not be kept at the task until frustrated, but should be encouraged to **stop**. A note from parent to teacher asking for further clarification should be sent.
- Students failing to complete homework assignments will be assigned study hall or in-class work time.

## Appropriate Dress

Sunol Glen encourages high standards both academically and socially. These standards are better maintained when students are appropriately dressed. The following attire is considered detrimental to efficient learning and should not be worn to school:

- Short shorts and miniskirts
- No bare midriffs; "see-through" blouses; tube tops or halter tops;- recommend 2-inch straps (not spaghetti straps for shirts)
- Football half-shirts, mesh tops, sleeveless muscle shirts
- T-shirts and hats with suggestive words or obscene pictures or gestures
- Gang attire
- Saggy pants
- Hats (in class)
- Open-toed shoes

We suggest students wear shorts under their regular clothes for P.E. and a T-shirt and tennis shoes for comfort.

## School Bus Rules For Field Trips

Riding the school bus is a privilege. Children using our buses should be made aware of this and reminded that misbehavior on the bus may result in loss of this privilege. These guidelines aid the bus driver in safe driving:

- Students must be seated facing the driver at all times
- Gum chewing is not allowed at school and not allowed on the bus
- **Food/drink may not be eaten on the bus**
- Nothing may be thrown on the floor or stuffed behind seats
- Head and arms must be kept inside the bus at all times
- Nothing may be thrown out the windows
- Avoid loud talking and rough play--it can distract the driver
- Glass bottles, animals, firearms, and tobacco are prohibited on the school bus according to state law

# **Student Activities and Opportunities**

## **STUDENT COUNCIL**

Student Council is the legislative branch of student government. Each year, students from upper grades are elected to positions of President, Vice-President, Treasurer, and Secretary. Grades 4-8 elect two representatives to represent them in Student Council. The Council organizes student activities for the school including dances, assemblies, and fundraising for new materials.

## **INSTRUMENTAL MUSIC**

Students in grades 5-8 are offered instruction in instrumental music four days a week. 4th grade students are offered instruction in recorders, composition, and ensemble two days a week. Grades 1-3 are taught a special introductory music course two days per week. Students are expected to participate in programs during the year such as Winter and Spring Concerts.

## **ART**

All students, K through 8th, receive art instruction once a week. Grades 6-8 may also choose art for their elective. Our art program is primarily hands-on with at least six art history based projects per year. Every student creates a yearly ceramic project and maintains a portfolio for 2D artwork. The art room functions as a studio for young artists to foster independence and cooperation while creating.

## **COMPUTER**

Classes are scheduled to visit the computer center. Smaller groups may come in to work on assignments and special projects.

## **CONSERVATION AND ECOLOGY PROGRAM**

Science Camp for sixth grade students develops personal responsibility for helping preserve and enhance our environment. Pupils are placed in a new social setting at camp with guidance and understanding as they adjust to living with friends.

Classes are held outdoors. Pupils investigate the interrelationships that exist between man and nature and study conservation. Each student is guided toward developing appreciation for all living things and the beauty of our environment.

## **WASHINGTON D.C. TRIP**

It is traditional for seventh and eighth grade classes to make a trip to Washington D.C. This trip is strictly a class project. Fundraising and planning is done by parents and students. All students are encouraged to participate. You will be contacted during your child's sixth grade year to start fundraising.

## Special Opportunities For Parents

**Pre-School is available for 3 & 4-year-olds onsite.**

### ONSITE CHILD CARE

Our district offers onsite childcare to our K-8 families. Only school-age children are accepted. Details are in a brochure obtained by calling 925-580-9306.

### SCHOOL BOARD

The Board of Education is a deliberative body acting under the authority of the California State Constitution, the California Education Code, and the rules and regulations of the California State Board of Education. The Sunol Glen School District Governing Board meets the second Tuesday of the month in general session at 6:00 p.m. at Sunol Glen School. At these sessions, District policies are set and direction is given to the superintendent for operation of the district. Special sessions are held periodically to conduct special business that cannot wait until the next regular meeting. We invite you to attend these meetings and become knowledgeable and involved in the operation of Sunol Glen School.

### SCHOOL SITE COUNCIL

Sunol Glen's School Site Council is an advisory board to administration and is responsible for establishing educational goals and objectives for our school, and for monitoring the Local Control Accountability Plan (LCAP). School Site Council consists of two parents or community members, two students, two teachers, one staff person, and the superintendent. Members are elected for a two-year term and meetings are held once a month (time determined by Site Council). Meetings are open and we invite you to participate.

## Parent Volunteer Opportunity

### COMMUNITY CLUB

Community Club is the social and fundraising organization of our school district. Through Community Club, parents and community members can become involved in our volunteer program, our fundraising program, and our general support activities. Community Club is *your* organization. We encourage you to become involved in club activities. Meetings are held on the third Tuesday of each month.

## **VOLUNTEERS**

Our community members are encouraged to become volunteers in our classrooms, office, extracurricular activities, and general school program after we have received a volunteer confidentiality form and a TB-free verification.

## **FUNDRAISING**

Through Community Club, the district raises money to support the activities and programs that make up the basic academic and enrichment program of Sunol Glen School.

## **GENERAL SUPPORT**

From time to time, special needs arise that are coordinated through Community Club such as STEAM night, Trashion Show, Garden Days.

## **Sunol Glen School Communication**

### **EAGLE FLYER NEWSLETTER**

Each Thursday, we email a weekly communication. This newsletter informs you of school happenings, dates to remember, and information from the educational field. This is an important newsletter and we encourage you and students to read it. Please look for it in your email box each Thursday.

### **NEW FAMILY ORIENTATION**

New families to Sunol Glen School are invited to an orientation of the school, our programs, and our policies prior to the first day of school. This orientation allows new families to join our community before the start of school, as well as providing the administration with the opportunity to officially welcome new family members to Sunol Glen.

### **STAFF DEVELOPMENT DAYS**

Staff Development days are designated for teacher training. These dates are used for professional development, curriculum and assessment development, and other pedagogical endeavors connected to district and classroom goals. Students do not attend school on these days - dates are marked on the school calendar.

## **Reporting To Parents**

Sunol Glen believes in ongoing communication between teachers and parents to best meet student needs. In grades K-5, interim reports developed by each teacher are sent to parents each trimester. In grades 6-8, teachers use a "Progress Report" form.

Written progress reports are used during each trimester for students in grades 6-8 to keep parents informed of areas that need improvement. After reviewing the report, parents sign and return it with any questions or comments to the teacher. In addition, we recommend that parents of students in grades 6-8 monitor student progress using our Aeries Parent Portal which is updated weekly. Conferences for parents of all students are scheduled at the end of the first report period. Each teacher can meet with parents (and students, optional) for 20 minutes to discuss student progress and goals for the remainder of the year. Please feel free to ask for a conference with the classroom teacher whenever you feel such a conference seems desirable.

## Parent Opinions, Comments, and Concerns

Communication between home and school is essential to maintain the best educational program for your child. Parents are welcome to provide suggestions, express ideas, or voice concerns. The school board policy for the process is as follows:

**Step 1: CONTACT YOUR CHILD'S TEACHER** to request a conference, to ask questions and/or express concerns. If no satisfaction takes place,

**Step 2: CONTACT THE DISTRICT SUPERINTENDENT.** You may do this either in writing or by calling to arrange a conference. Specific complaints about teachers must be in writing if the parent is lodging a formal complaint.

**Step 3: SCHOOL BOARD** - Put your concerns in writing. Be specific. State the area of concern and your suggestion for a solution of the problem. Additionally, you may orally address the board.

## Sunol Glen Policies and Information

### GRADING POLICY

At Sunol Glen we grade our students according to their individual ability as determined by their progress or achievement. All students and their parents receive communication regarding their work and study habits, progress, and ability levels regarding grade placement.

### Marks given for Grades K-5:

- 3 - Meeting or Exceeding Standards
- 2 - Developing Toward Standards
- 1 - Area of Concern

NA - Not Assessed This Grading Period

IP - In Progress/Not Ready to Assess

### **Marks given for Grades 6-8:**

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

P = Passing

I = Incomplete

NC = No Credit

CR = Credit

## **Promotion / Retention Policy**

The Governing Board of Sunol Glen Unified School District expects students to progress through each grade level within one school year. Students progress through each grade by demonstrating growth in learning and meeting District grade-level standards. If a student is identified as performing below minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher(s) determines, in writing, the reason(s) that retention is not an appropriate intervention for the student's academic deficiencies.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, before school/after school programs, summer school programs with our neighboring districts, and intersession programs.

## **General Information**

### **ABSENCES**

Please email Cindy Grant, attendance clerk, at [cgrant@sunol.k12.ca.us](mailto:cgrant@sunol.k12.ca.us) **the day** you know your child will be absent.

### **TARDY POLICY**

All students are expected to be in class on time (8:30 a.m.) at the beginning of each day and at the end of all recesses. Tardies will result in time made up at recess, lunch, or after school. Teachers and office personnel work cooperatively in

monitoring tardies. **Excessive tardies may result in detention and the possibility of lower grades.**

### **CHECKING STUDENTS IN & OUT**

When it becomes necessary to check a student into school following an appointment or delay, or when checking a student out of school before the dismissal time, please do so in the office. Please do not take or pick the student up directly from the classroom.

### **MOVING**

When a pupil is moving from Sunol Glen School, we prefer that parents notify the school office a few days before the last day of attendance. This provides time to collect all records and allow the student to return materials and be cleared by the library

### **CLASSROOM VISIT POLICY**

Parents and interested community members are invited to visit our classrooms throughout the year to observe our programs. We do require a 24-hour prior notice as a courtesy to the classroom teacher and to minimize instructional disruptions. **Please call for an appointment and register at the office before going to the classrooms.**

### **CAMPUS VISITORS & GUESTS**

Should you need to come on campus for any reason (drop off forgotten items, lunches, projects, library books, etc.), please check in at the office. Please do not go directly to the classroom. Interruptions to the program are costly in terms of wasted student time. Instructional time is golden, we ask for your complete cooperation of this guideline.

We do not encourage bringing guests to school. In rare circumstances, exceptions have been made; however, prior permission from the superintendent is always required.

### **PETS**

As a general guideline, we do not permit bringing pets to school. On special occasions, with **prior teacher approval** and parental supervision of the animal, it may be possible. Please consult the classroom teacher prior to bringing any animal to school.

### **CELL PHONES**

Students are allowed to bring their cell phones to school. However, they are **NOT** allowed to be used during school hours - inclusive of lunch and recess. Students in grades 5-8 are expected to turn in cell phones each day to their homeroom teacher

for safekeeping to comply with this rule. Please note this includes other devices such as smart watches or any communication device. We value 'face-to-face' communications and want to encourage our students to be engaged with learning and peers during school hours.

## **EMERGENCIES**

In case of an emergency, we always call your home. Many times we cannot reach parents; therefore, it is **important** that you keep an **up-to-date emergency number on file in the school office**. Please notify the school when this changes. The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. If you or the person designated as your emergency contact cannot be reached, our only recourse is to use our judgment in getting medical attention for a sick or injured child.

## **PHONE MESSAGES**

Delivering personal messages to students disrupts instructional time and involves many people. If a call is an absolute emergency please call 862-2026 as early as possible and leave a message.

Students are **not allowed** to make personal telephone calls from the office telephone - only emergency calls will be allowed. Overnight trips, after school visits, and childcare must be arranged prior to the school day.

## **LUNCHESES & SNACKS**

We encourage students to eat a healthy, well-balanced lunch each day. Milk, water, and apple juice are available to purchase during lunch. Students may pre-order lunches through Lunch is Served <https://www.lunchisserved.com/> All lunches are pre-order and pre-paid through the website.

We also encourage eating healthy snacks at recess times and discourage eating sugary snacks. We prefer our students to eat a healthy breakfast and a healthy lunch to maximize energy and academic working levels.

If your child has forgotten his/her lunch at home, you may bring it to the office. PLEASE advise your student to check in the office whenever he/she has forgotten his/her lunch. Classroom interruptions must be kept to a minimum.

## **LOST & FOUND**

**Please see that your child's name is plainly written on his/her lunch box, jackets, sweaters, and other personal belongings.** Even upper grade students should have items marked. There is a container next to the car pick-up line where you and your child may check for lost articles. Items left on the school bus are placed in the lost and found. Unclaimed clothing is donated to a charitable organization each quarter.

# Sunol Glen Special Services

## SPECIAL EDUCATION

Sunol Glen participates in the Tri-Valley Special Education Local Plan Area (Tri-valley SELPA). This region includes Sunol Glen, Livermore Valley Joint, Mountain House, and Pleasanton Districts. The Tri-Valley SELPA provides and coordinates all special education services for students. The Pleasanton District serves as the administrative unit. Questions about programs offered may be directed to the Superintendent of Sunol Glen School.

## STUDENT MEDICATION

All prescribed medication should be given at home. If it is necessary for a child to take medication during school hours, the following steps **MUST** be followed.

- Written statement from the physician detailing the method, amount, and time when such medication is to be taken.
- Note signed by parent giving permission for the school to administer and/or assist with such medication.
- **No medication can be taken at school, including aspirin, unless the above steps have been followed.**

## Health Services and Insurance

There is no onsite school nurse. If your child has any unusual health problems, the school must be notified immediately. Sunol Glen does not purchase insurance to cover medical or hospitalization payments in case of injury or accident while your child is at school. Private insurance should be purchased.

# SUNOL GLEN UNIFIED SCHOOL DISTRICT

**Molleen Barnes**  
Superintendent/Principal

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