
Country Club Elementary

7434 Blue Fox Way - San Ramon - CA - 94583



Student/Family Handbook

2025 / 2026

Dear Country Club Families,

A warm welcome to the 2025/26 school year! Our staff and I welcome you to Country Club Elementary. We look forward to meeting and partnering with you this school year. If you are a new family to our school, welcome to an incredible community! If you are a returning family - Welcome back!

We take great pride in our school, the daily efforts of our students, and the commitment of our entire community to nurturing the "whole child." This would not be possible without our dedicated and talented staff, as well as the support of our parents and community. We aim to be a welcoming and supportive environment for our diverse student body and encourage you to actively participate in our school community.

This handbook is your one stop shop for everything Country Club Elementary. Please review it and keep it for reference throughout the school year. If you have any questions that are not answered in this handbook please feel free to reach out.

**Here's to a wonderful year!
Kind regards,**

**Jyoti Dave
Principal**

Contact Information

- ☐ School website: cces.srvusd.net
- ☐ Main Office: 925.479.6000 - Fax 925.803.9827
- ☐ Office Hours: 7:30 am - 4:00 pm
- ☐ Attendance: ccattend@srvusd.net or leave a voicemail at 925.479.6098

Principal: Jyoti Dave - jdave@srvusd.net

Assistant Principal: Stephanie Stathatos - sstathatos@srvusd.net

Office Manager: Kathileen Carl - kcarl@srvusd.net

Office Secretary/Attendance: Jen Pfotenhauer - jpfotenhauer@srvusd.net

- ☐ **Kids Country:** 925-552-4483: kidscountry.org
Site Director: Marife Ponferrada - mponferrada@kidscountry.org
 - ☐ **Right At School:** (925) 819-3968: www.rightatschool.com
Area Manager: Skyelar Cribbs - skyelar.cribbs@rightatschool.com
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Country Club Elementary Mission Statement

At Country Club Elementary School, we are committed to nurturing an inclusive, and dynamic educational environment for all TK-5 students.

Our mission is to empower each child to reach their fullest potential through:

Holistic Development:

We prioritize the social, emotional, and physical well-being of our students.

Through a variety of extracurricular activities and supportive programs, we encourage students to explore their interests and develop their unique talents.

Academic Excellence:

We strive to provide a rigorous and engaging curriculum that stimulates curiosity and fosters a love for learning.

Our goal is to equip students with critical thinking skills and a solid foundation in literacy, numeracy, and the sciences.

Innovative Learning:

We are committed to integrating the latest educational technologies and methodologies to enhance learning experiences and prepare our students for the challenges of the future.

Diversity and Inclusion:

We celebrate and embrace the diversity of our student body and are dedicated to creating an environment where every student feels valued, respected, and empowered to succeed.

Community Engagement:

By fostering strong partnerships with families and the local community, we aim to create a collaborative environment where everyone is invested in the success and well-being of our students.

Together, we aim to inspire lifelong learners who are compassionate responsible citizens ready to make a positive impact in the world.



Staff

Principal: Jyoti Dave

Assistant Principal: Stephanie Stathatos

Office Manager: Kathileen Carl

Office Assistant: Jen Pfotenhauer

Custodial Staff: Nathan Gillespie (Head Custodian) and Alejandro Wence (PM Custodian)

Transitional Kindergarten (TK): Janet Ellman, Genesis Ordaz, Jenny Tran

Kindergarten: Kathleen Burdine & Allison Jensen

1st Grade: Erika Ica, Nancy Johnson & Rebecca Griffin

2nd Grade: Andrea Attebery, Mimi Canceran, Jessica Shen, Alan Tahrán & Brandi Torres

3rd Grade: Kimberly Briggs, Mimi Canceran, Kazan Gee, Janis Stivers & Alan Tahrán

4th Grade: Courtney Anderson, Shannon Denton & Lauren Graham

5th Grade: Courtney Anderson, Shannon Denton, Rhonda Gaeta & Libby Yeung

School Nurse: Theresa Fernandez

Physical Education: Colleen Mayes

Science: Michelle Hexemer

Music: Rebecca Jaffee - Instrumental/Band

Library: Elaine Harmon

San Ramon Valley Unified School District

<u>School Board Members</u>	<u>Superintendent of Schools</u>
Laura Bratt Rachel Hurd	CJ Cammock District Office 925.552.5500
Shelley Clark Susanna Ordway Jesse vanZee	699 Old Orchard Drive Danville, CA 94526

GENERAL INFORMATION

Attendance

For your child's safety, we must verify all absences. If you know your child will be absent for any reason, please call the school attendance line before 8:00 am **each day** your child is absent.

Email absences to: ccattend@srvusd.net or leave a message at 925-479-6098.

Please provide the following:

- The child's name - please spell the last name
- Child's grade and teacher
- Your name and relationship to the child
- Estimated length of absence
- Reason for absence

Please help us eliminate unnecessary phone calls home by using our attendance email and voicemail number. This helps everyone ensure your child's safety.

Tardy Policy

- Students who are late to school need to report to the office for a Welcome Slip before going to their classroom so their attendance can be updated.
- TK & Kinders **must** be accompanied by their parent/guardian and signed in at the office.
- Chronic tardiness will result in letters from the district and require family meetings regarding the importance of being on time and in school.
- Families and students who are regularly tardy and/or absent will meet with the principal/school counselor to develop strategies for being at school on time, ready to learn.

Chronic Absenteeism

State law (Ed. Code. 48260) defines three unexcused absences as truancy. Families of children with more than three unexcused absences will receive a letter from the district. Students who have 10 absences must provide a doctor's note. Excessive absences and tardies will result in conversations with school administration with the potential for a hearing with the School Attendance and Review Board (SARB). Please visit our district's attendance site [here](#).

- AR 5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).

Arrival

- Students should arrive **no earlier than 7:45 AM** as there is no supervision before then.
 - Students may play on the blacktop from 7:45 AM until the first bell rings at 7:58 AM.
 - Upon the bell, line up at your classroom and wait quietly for your teacher.
 - Use the crosswalks when coming to school. Do not walk through the parking lot.
 - Students arriving at or after 8:00 AM need to go to the office for a Welcome Slip.
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Dismissal

- Be sure your student knows who they are going home with each day, and whether they are walking or being picked up by car.
- Students going to *Kids Country/Right at School* go to the program location to check-in with staff.
- Students attending an after-school enrichment class should meet their instructors in the designated location.
- Use the sidewalks and crosswalks when leaving school. Do not walk through the parking lot.
- It is our expectation that students will be picked up promptly. Notify the office for emergency situations when you will be unexpectedly late for pick up.
- Classrooms will not be opened after the teacher has left the school at the end of the day.
- There is no supervision on the playground after school as all students are expected to leave as soon as the bell rings.

Leaving School During the Day

- Students may only leave the school grounds during the school day if a parent, caregiver, guardian or someone listed on their emergency contact comes to the office to sign them out.
- Students will be released from the office only and not directly from the classroom or playground. (TK & K students will need to be picked up from their classroom after they are signed out in the office.)
- Students must be signed back in if they return before dismissal.
- If you know of the absence in advance, please notify the office and your child's teacher of your plans.

Independent Study Contracts

- If a student will be absent consecutive school days, parents may request an Independent Study Contract (ISC).
- The contract must be requested 3-5 in advance of the absence. Please request the ISC from the school attendance office assistant via the form on the [district website](#).
- Assignments must be turned in to the teacher on the due date noted on the contract. NO EXCEPTIONS.
- 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.

Clothing

- Hats and other protective sun wear are encouraged on the playground.
 - Appropriate footwear is required. Open-toed and backless shoes are discouraged in order to support students safety at recess and during PE.
 - On days students have their PE class, if they are not wearing active footwear, the office will contact parents/caregivers to bring some shoes if possible.
 - Clothing should be appropriate and not detract from the classroom environment. (clothing with inappropriate words/messages are examples of unsuitable apparel for school.)
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- Students wearing clothing more suitable for a non-school environment will be offered alternative clothing, if available, or the teacher/office may arrange for change of clothing to be delivered.

Forgotten Items

- To lessen classroom disruptions, if your student forgot an item (water bottle, snack, lunch, homework, backpack, jacket, etc.), we will **email** the teacher that the item is in the office for pick up. The teacher will send your student to the office based on their class schedule. *Please note that teachers might not be able to check their email frequently during the day.*
- Snack and lunch are available free of charge at morning recess & lunchtime in the MPR. Please check the breakfast & lunch menu available on our school website under "Spotlight".

Lost and Found

- Parents are urged to mark all personal articles with your child's first and last name.
- Lost and found items are maintained on a rack outside the school gate.
- Items not claimed will be donated to charity throughout the year.

Items from Home

- Dangerous items such as knives, matches, toy guns, or other sharp instruments (including 'Swiss Army' knife types) are not permitted on campus.
 - Toys, games, and athletic equipment should be left at home to avoid loss and/or breakage. This includes trading cards. If these are brought to school for after-school use, they are to remain in student backpacks at all times during the school day.
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Cell phones

Effective August 2025, the SRVUSD Mobile Communication Devices policy will be implemented for all students.*

	Before the Morning Bell**	During Instructional / Class Time	During Lunch, Recess, Breaks, and Passing Periods	After the School Day**
Preschool through Grade 5	🚫	🚫	🚫	✅
Devices must be turned off or silenced, and stored in backpacks or other designated storage				
Grades 6 - 8	🚫	🚫 <small>MAY BE PERMITTED by teacher for instructional purposes</small>	🚫	✅
Devices must be turned off or silenced, and stored in backpacks or other designated storage				
Grades 9 - 12	✅	🚫 <small>MAY BE PERMITTED by teacher for instructional purposes</small>	✅	✅
Devices must be turned off or silenced, and stored in backpacks or other designated storage				

* SRVUSD 5131.8 BP permits exceptions for emergency situations.
** SRVUSD 5131.8 AB defines the school day as ...the period from the time a student arrives on campus until the time of their dismissal, including class time, passing periods, breaks, and lunch periods...

Student Use of Mobile Communications Devices
EFFECTIVE 2025-26
SRVUSD Board Policy 5131.8



- Students do not need cell phones during school hours.
- During the school day they must remain in the student's backpack in the off or silent mode.
- Watches that have texting and calling capabilities can be worn during the day, however, they should also not be used during the school day. If the watch becomes an issue, students will be asked to put them in their backpacks or kept in the office until the end of the day.
- Parents, please refrain from trying to contact your student via their device during the day. Please call the office if you need to get a message to your student or check on a student

Food

- Students may bring a healthy snack to eat at the morning/afternoon recess.
 - Due to many allergies on campus, no sharing.
 - Students are responsible for disposing of any trash.
 - Students are not to be eating while engaged in physical activity.
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Breakfast & Lunch

- Breakfast and lunch will be provided to all students at no charge. Menu: [district website](#).
- Breakfast will be available in the MPR during morning recess.
- Once you have chosen your eating spot, stay there until dismissed to the playground.
- Put all trash in the trash cans. Blue: trays. Green: food waste. Gray: all other waste
- Walk to the playground when dismissed. Students will be excused to recess when their area is clean.
- Students need to notify a yard duty when using the restroom.
- Students are always welcome to stay in the eating area if they need more time to finish eating.
- There is a forgotten lunch cart right outside of the office door. Please put your student's name on their lunch and our yard duty supervisors will bring it into the MPR and place it on the back table in the MPR. Let your student know that is where they need to look if they forgot their lunch. Please do not take lunch to the classroom.

Bathrooms

- Students are encouraged to use the restrooms at recess and before and after school to maximize class time; however they will always be allowed to use the restroom when needed.
- Bathrooms are not to be used as a play area or an opportunity to visit with friends. No standing on the toilets or sinks. No writing on the walls.

Assessment Day Schedule

- Students in 1st through 5th grade will participate in classroom assessments the first two weeks of school.
 - During this assessment window, August 14, 15, 18, 19, 21 & 22 students will be dismissed at 1:25 pm.
 - Wednesday, 8/20 is a regular Wednesday schedule - check the bell schedule for your students grade level dismissal time.
 - **TK & K do not have special assessment days. Please follow a regular schedule.**
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Adjusted Reading Schedule - 1st Grade only

- First grade students will begin an adjusted (slip) reading (early and late arrival) schedule on Monday, August 25.
- During the slip-reading period, students will receive instruction in reading and reading-related activities at a lower student/teacher ratio.
- Each teacher will assign students to AM or PM readers for the benefit of the learners in the classroom. Several assessments are used to identify student needs, and placements are made thoughtfully in the best interest of each child.
- Check the [bell schedule](#) on the school website for specific times.

Adjusted Wednesday Schedule

- There will be no slip reading on Wednesdays.
- Grades 1-5 will attend school from 8:00 AM to 12:50 PM.
- All kindergarten students (including PM students) will attend the AM schedule, 8:00-11:30 AM.

Bicycles

- Bicycles are to be parked and locked in the bicycle racks during the school day.
- Bicycle riders should observe traffic safety laws and be considerate of others walking to school.
- **Bicycles must be walked on school grounds.**
- California State law requires that all students wear helmets while riding a bicycle.

The San Ramon Valley Unified School District assumes no liability for loss or damage in parking lots or bicycle racks or other storage areas provided solely for the convenience of the students, staff or the public.

Books and Materials

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

Before and After School Care

Kids Country provides before and after school daycare. Although they are located on the Country Club campus, they are a separate organization. Please visit their website www.kidscountry.org for more information. Registration for Kids Country is done separately from registering for enrollment at Country Club. Right at School also offers an extended day program for students. The TK/K program is offered at a different school site and the 1st-5th grade program is offered onsite at Country Club. Click [here](#) for more information.

Right at School provides after school daycare. Students will be stationed in the MPR. Right at School is a separate organization. Please visit their website <https://www.rightatschool.com/> for more information.

Emergency Contact Information

- Emergency information must be on file in the office. This information is updated online via the [Parent Portal](#).
- If your child becomes ill, or there is an emergency and the school is unable to reach you, the people you designate in your Parent Portal account will be called to pick up your child.
- Your child will only be released to the people you have designated.
- Emergency Contacts may be relatives, friends, or neighbors that you would entrust with the care of your child. They should live locally.

Field Trips

- Classroom teachers work together to select field trips that enhance the grade level's instructional program.
- Every effort is made to use buses for transportation, but frequently parents are requested to drive.
- A field trip donation is often requested to cover the costs of admission and transportation to various field trips; none are school funded. No student shall be denied participation if unable to pay.
- Trips may be canceled if funding or drivers are not available.
- Please note that all volunteers must be cleared through [Be A Mentor](#) before they are permitted to attend and/or drive on any field trips.

Homework Policy

- Kindergarten-1st grade: no more than 30 minutes per night
- 2nd – 3rd Grade: no more than 45 minutes per night
- 4th – 5th Grade: no more than 60 minutes per night
- We prioritize reading as a school.

Parent Groups

Cougar Education Fund

- Many of the programs and support we are able to offer your children here at Country Club would not be possible without the generous donations from our families.
 - The sole purpose of the Cougar Education Fund is to raise funds to provide quality educational programs and services for your children.
 - Donations to the Cougar Ed Fund are tax deductible and directly benefit our school. Our additional librarian time and additional instructional assistant support are all paid for with Ed Fund dollars.
 - We would love to see you at our monthly meetings that take place on the 3rd Wednesday of the month at 7pm in the Science room and we can Zoom you in if you can't make it in person!
 - Click [here](#) for more information.
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Parent Teacher Association (PTA)

- The purpose of our PTA is to provide events and activities to bring the community together.
- PTA membership is open to parents, guardians, relatives, teachers and friends of Country Club's students.
- A membership drive will be conducted early in the school year; however, families may join at any time. 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.
- We would love to have you join our monthly meetings on the 4th Wednesday of the month, and we can Zoom you in if you can't make it in person! Click [here](#) for more information.

School Site Council

- Our School Site Council (SSC) is composed of staff and parents to inform school decisions based on studying data and setting goals for improvement in areas such as student achievement, school climate, and attendance.
- Members meet several times throughout the year, and provide valuable feedback.
- We always need more parents to join SSC.
- The meetings are held virtually on Fridays at 12 noon several times a year.
- Please click on [this](#) link to the Site Council website.

Health Related

Health Information

- When a student has head lice or a communicable disease such as conjunctivitis, slap cheek, or chicken pox, the school will notify parents in the classroom that their children may have been exposed. This allows families to be proactive and alert to the possibility of contracting these conditions.
 - Just a reminder that specific health details will always be kept confidential.
 - If your child complains of an itchy scalp, check for head lice. If you detect lice, please contact the school immediately so we may check other children in the classroom. The school's responsibility is to help prevent the spread of head lice, and the parent's responsibility is to treat the child's condition.
 - Please send your child back to school lice-free, and treat the home completely to prevent a recurrence. Please continue to check your child daily for the following two weeks. If live lice are found at school, parents will be notified and the student will be sent home for immediate treatment.
 - Please do not send your child 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 be fever-free for 24 hours before returning to school. Please help us to make sure that everyone stays healthy.
 - If your child is absent from class because of fever or vomiting, they will not be permitted to attend any extra-curricular activities that same day.
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- Children can start school when complete immunization, physical examination, and dental examination requirements have been met. This is a California state law.

Medication During School Hours

- California Education Code Section 49423 regulates medications at school.
- Medication cannot be given at school unless the physician and parent have completed the Medication During School Hours form. The **Medication During School Hours Form** is available [here](#).
- This form is available in the office and must be updated each year.
- Please do not send any medication to school with your child. All medications (even those that do not require a prescription such as cough drops and aspirin) require a physician's approval before being used at school.
- If you have a child with a medical problem who could be endangered by common communicable diseases, (such as chicken pox, streptococcus infections, etc.), please alert the classroom teacher and/or the health educator so we can notify you if such diseases occur.

Classroom Celebrations

- Teachers will work with room parents to determine when class celebrations will take place.
- Please refrain from distributing personal party invitations at school. This can be hurtful to students who are not being invited.
- If you wish to acknowledge your child's birthday here at school, you must obtain prior approval from your child's teacher.
- Students may not receive flowers, balloons, or other special occasion gifts at school. We encourage you to provide non-food items to avoid allergy issues.

Pets at School

- Please keep pets at home when coming onto the school grounds. There are many children who are afraid of pets or have serious allergies. California state law prohibits pets on campus.

Report Cards and Conferences

- Report cards will be provided to families two times 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.

Safety Drills and Supplies

- There will be regular fire, disaster, and lockdown drills to familiarize students with proper drill procedures.
 - Country Club has a detailed evacuation plan, which is reviewed annually.
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- Emergency backpacks and first aid kits are provided for every classroom.
 - Additional disaster supplies, such as food, water and other essentials are stored on the school grounds.

Visitors

- Please sign in at the front office before visiting campus in any capacity.
- Please know that family members interested in volunteering on campus must be cleared through our [Be A Mentor](#) to do so.
- Visitors are required to sign in at the office and wear a visitor badge when visiting the school. Visitors may be required to show photo identification.

Volunteers and Classroom Visitors

- Country Club families/caregivers are an integral part of our school community. Adults help in various capacities at school - in the classrooms, on field trips, in the library, and on the playground. Each classroom teacher will ask for a Room Parent to help coordinate parent involvement in classroom activities and programs.
- Before a volunteer is permitted to help on campus, they must be cleared through the volunteer management system. To start the process, go to our [district website](#) and click on the page that says "To begin the application process, click here." Once you are cleared, you do not need to reapply the next school year, unless you are applying to obtain a higher level of clearance.
- Level 1- General School Volunteer, Day & Overnight Field Trip Chaperone (no driving).
- Level 2- General School Volunteer, Day & Overnight Field Trip Chaperone, Driver & Athletic Team Driver
- Each time you plan to help on campus, you must present your drivers' license, sign-in, and obtain a visitor sticker.

Volunteer Drivers

- Private vehicles are sometimes used to transport students on a field trip or other school function.
- Potential drivers must be cleared through the [Be A Mentor](#) before they will be permitted to volunteer. Be a Mentor requires all drivers to upload:
 - a copy of their valid California Driver's License
 - proof of insurance with the minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage (the driver assumes that his/ her own insurance is considered primary and District insurance is considered secondary).

Volunteer drivers should have their current information on file at least two weeks in advance of a trip. Please keep your records up to date and pay attention to expiration dates. You will not be cleared to drive if your insurance and/or driver's license information on file has expired.

SPECIAL PROGRAMS

Student Study Team (SST)

- Our Student Study Team consists of the SST coordinator, classroom teacher, parents, and support personnel as needed. The goal of the Student Study Team is to determine additional supports, and monitor their effectiveness, when a student is struggling. Students can be referred by both staff and/or parents.
- During each meeting, we will look at student strengths/ areas of challenge, review progress and information concerning the student's health and school history, and make appropriate recommendations.
- After monitoring student progress and additional support in the areas of social-emotional, academics, or speech are needed, the SST team will meet again.

Social Emotional Counseling

- The Rainbow Program helps students with minor social and emotional needs such as overcoming shyness and learning to share. Rainbow is available for students in grades K-3 who are referred by teachers or parents. Our [SCIP \(School Counseling Intern Program\)](#)

Gifted and Talented Education (GATE)

- The Gifted and Talented Education Program in the SRVUSD is purposefully integrated into the regular classroom program. These students are challenged through appropriate enrichment and critical thinking skills activities. Please see more information [here](#).

Library

- Our library is an integral part of our school. It is staffed by our Library Coordinator (partially funded by Cougar Ed Fund). Our library serves all classes and provides enrichment materials in all subject areas of curriculum, stimulates recreational reading, and is a vital part of our school program.

Resource Program

- Our resource program offers support to students with qualifying exceptional learning needs as outlined in the education code. When parents express concerns about a student's learning, a Student Support Team (SST) is convened. If the SST recommends further evaluation, the resource teacher coordinates the process.
 - The Resource Specialist collaborates with general education teachers to adapt curriculum and address individual student needs within the core subjects. They provide guidance on effective strategies for supporting students and may co-teach to enhance learning in the general education classroom.
 - Resource Specialists offer direct instruction to students in small groups or individually, focusing on goals outlined in their Individual Education Plans (IEPs). They also work with students within the general education setting to provide ongoing support.
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Speech & Language Pathologist

- Speech and language therapy services are available at [location] for students who qualify for special education under education code and experience challenges with verbal communication or language comprehension. Students receiving speech and language therapy participate in individual or small group sessions to address specific goals outlined in their Individual Education Plan.

Rainbow Program

- The Rainbow Room and Discovery Center provide small group and individual support to help children develop empathy, problem-solving skills, and emotional regulation. These programs foster positive school adjustment by building essential social skills, boosting self-esteem, and increasing confidence. Children may benefit from these services for various reasons, including challenges with school transitions, academic pressure, peer relationships, shyness, or family circumstances.

School Psychologist

- The school psychologist collaborates with students, teachers, parents, and community partners to support student well-being. Individual counseling and psychological assessments are provided to students as needed, in accordance with state education guidelines.

Health Educator

- Our school health educator visits campus weekly to provide comprehensive health support. The health educator oversees hearing and vision screenings for designated students, collaborates with teachers to integrate health education across all grade levels, and maintains communication with families as needed.

School Counselor

- The school counselor is committed to fostering equity and success for all students. The school counselor collaborates closely with teachers, administrators, psychologists, social workers, parents, and community partners to create a comprehensive school counseling program. Our focus is on students' social, emotional, and academic growth, as well as preparing them for college and career pathways. Counseling services are offered through individual sessions, small group activities, and classroom instruction.
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SAFETY & DISCIPLINE

Social Emotional Safety

- Our school has adopted a Positive Behavior Support program which is the RULER program. RULER helps our students use their emotions wisely, opening up opportunities for students to succeed not only in school but also at work and in life.
- We believe that mistakes are valuable learning opportunities. Our RULER reflection sheets provide students with a chance to understand the impact of their actions on others. We also utilize restorative practices to help repair any harm caused and rebuild relationships.
- We value the importance of working closely with families to guide our students in developing positive behaviors. By partnering together, we can equip our students with the tools to make good choices and understand the natural consequences of their actions. We appreciate your support in creating a safe and nurturing school community.
- If you believe your child is under a repeated threat at school, it is important you let your teacher know immediately. If you believe the issue has not been resolved, you should contact the principal. You can also fill out a formal report [here](#).

Physical Safety

- We are a **"hands to yourself"** school. Pushing, kicking and other forms of physical interaction will not be tolerated.

Playground Rules

(please review with your child)

- Any adult with a vest is here to keep you safe and should be treated respectfully.
 - Walking in all of the hallways and courtyards
 - When walking to the playground, carry all equipment until you reach the yard.
 - Using language for school that does not include harmful or offensive words
 - Stay on the playground during all recesses.
 - When you hear the first bell/whistle...freeze, then walk to class after the second whistle.
 - Let everyone play games. Take turns and be fair.
 - Eat snacks at the bench or table areas and put all trash in trash cans.
 - Play structure safety:
 - o Slides are used to go down only and feet first, one at a time, all the way to the ground
 - o Wait until the person in front is off the slide before going down
 - o Avoid blocking students from using the slide
 - o Avoid jumping off the slide or standing on the slide
 - o Tanbark stays on the ground in the play structure area
 - o Avoid sitting on top of the bars.
 - Play tag in an open area and avoid the play structure and other students.
 - Use the grass area behind the school and not next to the houses.
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- If someone is waiting for a swing, count 30 forward swings, and then the next person goes
 - Only two people on the spinner at a time.
 - Cartwheels are allowed on the grass area, and others need to give each other space
 - Non-school-sponsored clubs are not allowed as they can exclude students, and we want to create a place where everyone feels like they belong.
 - Avoid the portable classroom with balls; the noise up against the building distracts those learning inside.
 - Lunch safety:
 - Once you have chosen your eating spot, stay there until dismissed to the playground
 - Put all trash in the trash cans. The blue recycle cans are for trays. Green cans are for food waste only. All other waste goes in the gray trash cans. If you see trash on the ground, pick it up even if it is not yours.
 - Walk to the playground when dismissed.
 - Do not share food.
 - If in the courtyard, keep the noise level down as class is happening in the classrooms

Important Drop Off/Pick Up Procedures

Please read in its entirety

- Just as teachers go over classroom expectations for the year, we would like to review our drop off and pick up procedures. We are proud that Country Club is small and quaint; with that comes limited parking which makes traffic at drop off and pick up a bit challenging.
- Our staff is out in the street and in the staff parking loop everyday to help by directing traffic and making sure students and families are safely crossing the driveway, street and entering/exiting vehicles on the curbside safely and quickly.
- ***Please plan to have your student and all of their belongings ready to exit your vehicle when you pull up to the curb. When parents/caregivers exit their vehicle, it causes delays, congestion and safety hazards.***
- When we have staff stationed in the street, please wait for them to direct you into the drop off/pick up loop. The staff member in the street is in radio contact with another staff member at the top of the loop that will signal when there is space for vehicles to pull in. Expect staff to ask you to circle around the block until space becomes available if a line of cars begins to form in the street. We understand that this may cause frustration, yet we cannot have a line of cars blocking the street or our neighbors driveways in case emergency vehicles need access.

Jumping in & out of the lanes only causes more of a traffic jam & putseveryone in danger.

TK & Kinder :Drop off "Do's":	TK & Kinder: Drop off "Don't's":
Enjoy a morning walk to school! It will reduce traffic congestion	Do not drop your student off from the parking lot, double park or leave your vehicle unattended in the loop,
If driving, please find <u>street parking</u> - you must walk your student to the kinder yard	Do not park in the bus zone in front of Kindergarten or in the staff parking lot, unless instructed by a staff member
Grades 1 - 5: Drop off "Do's":	TK & Kinder: Drop off "Don't's":
Enjoy a morning walk to school! It will reduce traffic congestion	Do not park on the yellow curb reserved for Traffix buses in front of school, Kindergarten or in the staff parking lot, unless instructed by a staff member
Leave 5 minutes earlier so you are not in a rush	Do not jump lanes in the traffic loop, this only causes more congestion, please follow staff's direction
Expect delays & be patient	Do not make illegal U turns on Blue Fox <u>at any time</u>
RIGHT TURN only when exiting loop onto Blue Fox	There is NO LEFT TURN when exiting loop onto Blue Fox
Have your student ready to exit the vehicle when you arrive	Never leave your vehicle unattended <u>at any time</u> in the loop
Another option is to have your student arrive from the May Way entrance rather than Blue Fox Way. We will have staff stationed at that gate	Do not drop your student off in the middle of the street
Grades 1 - 5: Pick Up "Do's":	Grades Pick up "Don't's":
Enjoy a walk to school! It will reduce traffic congestion	Never leave your vehicle unattended <u>at any time</u> in the loop

If driving, please find street parking if you plan to exit your vehicle	Do not park on the yellow curb reserved for Traffix buses in front of school, Kindergarten or in the staff parking lot, unless instructed by a staff member
Arrive 5 minutes AFTER school is out	Your student should not be entering your vehicle until you are in the loop. Do not pick your student up in the middle of the street
Another option is to meet your student at the May Way entrance rather than Blue Fox Way. We will have staff stationed at that gate	Do not make illegal U turns on Blue Fox <u>at any time</u>
Call the school office if you are running late	There is NO LEFT TURN when exiting loop onto Blue Fox
Kids Country Drop off "Do's"	Kids Country Drop off "Don't's"
Enjoy a walk to school. It will reduce traffic congestion	Do not leave your vehicle unattended in the loop if you arrive after 8:30
If you arrive AFTER 8:30am, please find street parking and walk your student to Kids Country	Do not park in the staff parking lot
Kids Country Pick up "Do's"	Kids Country Pick up "Don't's"
Enjoy a walk to school. It will reduce traffic congestion	Do not leave your vehicle unattended in the loop if you arrive between 3-3:30pm
If you arrive between 3-3:30pm, please find street parking and walk to Kids Country	Do not park in the staff parking lot
