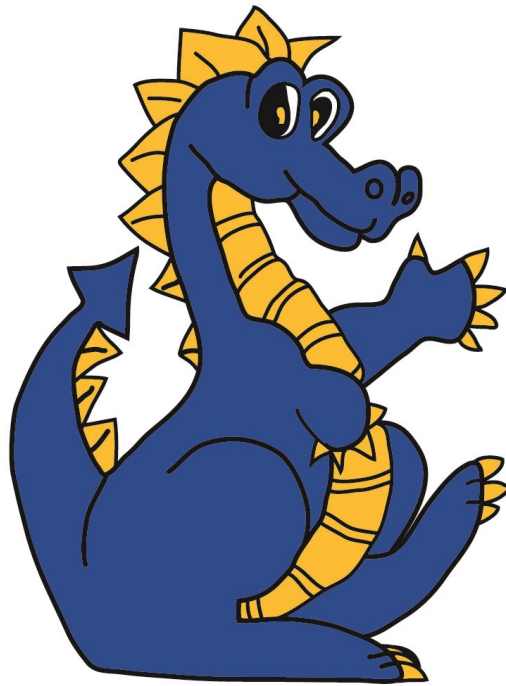




# Walt Disney Elementary



A California Distinguished School

3250 Pine Valley Road  
San Ramon, CA 94583  
Telephone: 479-3900 Fax: 829-8957

Dear Walt Disney students and families:

Welcome to Walt Disney Elementary, returning and new students and families! I hope you are as excited as I am about the upcoming school year and the learning and growth that will come with it.

This handbook has been developed to familiarize you with the policies and procedures of our school. Please keep this book handy for future reference. Additionally, throughout the school year, you will receive updates from our email systems on activities and events occurring at Walt Disney. If you have any questions, please call the front office at **925-479-3900**.

Your child's teacher will review this handbook with students. Please take the time to review the handbook as well. Thank you for your active participation in working together with our staff and community in making Walt Disney Elementary a great place for students to learn and grow.

Sincerely,

*Kelly Walton*



Principal - Walt Disney Elementary

Pronouns- she/ her  
Kwalton2@srvusd.net

Home of the Dragons  
925-479-3900

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# **VISION FOR WALT DISNEY**

## **ELEMENTARY SCHOOL**

### **2026-2027**

*"A community where everyone – students, parents, teachers, staff, surrounding community – supports and encourages each child in maximizing their abilities."*

This means:

- We all work together to promote academic success for all students. There are appropriate resources to support students who need extra assistance. There are also resources for those who excel and need additional challenges. There are art, music, science, technology, and library resources for all.
- All people at Walt Disney are treated with respect. Diversity and differences are welcomed and encouraged. Everyone – students, parents, teachers and staff – is provided tools to deal with differences and disagreements so that everyone feels safe and valued.
- Teachers and staff are valued and given appropriate tools and training to teach and lead the students.
- We are a community that supports all by doing our best to be inclusive and encouraging to everyone: students, parents, teachers, staff and our surrounding community.

# THE DRAGON WAY



**We expect all students to adhere to the following school rules:**

## **BE RESPECTFUL BE RESPONSIBLE BE SAFE**

### ★ Students will be respectful, responsible, and safe before school.

- Students shall arrive on time for school. **School begins promptly at 8:00 am.**
  - Preschool, TK and Kindergarten- an adult must stay with the student until a staff member walks them to the classroom.
  - Grades 1-5: Supervision begins at **7:45 am**. An adult must be with the student until supervision begins.
    - Grade 1: Late Readers must stay with an adult until a staff member walks them to the classroom.
- Bicycles and scooters must be **walked** on school grounds at all times between 7:45 a.m. and 2:45 p.m. All bicycles must be in bike racks and locked. You must WEAR YOUR HELMETS.

### ★ Students will be respectful, responsible, and safe during the school day.

- Students shall respect school property, including all planted areas.
- Students shall comply with the requests of any staff member in upholding school rules.
- Students may not bring any toys to school unless instructed by the teacher for special circumstances.
- Students will not engage in the sale of any item or service, regardless of the monetary sum.
- Students will stay on the school grounds unless given permission from the office.
- Students will use school and personal tech devices appropriately.

- Students will use school devices (ipads/ chromebooks) for learning purposes, as directed by their teacher.
- Personal devices (smart watches/ cell phones) are a privilege. During the instructional day, cellphones and smartwatches must be out of sight, in silent mode, and remain in the student's backpack (see policy on devices in Campus Procedures below).
- Any inappropriate or disruptive use of school or home electronic devices will result in confiscation of the device and/or disciplinary action.
- Students will wear appropriate shoes for playing outside and participating in PE.
  - Shoes with wheels are **not allowed** at school.

★ Students will be respectful, responsible, and safe at recess.

- Students will stay outside, under staff supervision, during all recesses.
  - For safety, students are not permitted in buildings, corridors or courtyards during recesses or at lunchtime unless an adult or teacher is present.
- Students will respond promptly to bells and whistles (including kneeling when the bell rings and walking to their class line after the whistle is blown).
- Students shall stand/sit quietly at the designated spot on the playground until the teacher arrives to return to the classroom.

★ Students will be respectful, responsible, and safe after school.

- Students shall go directly home after school unless arrangements have been made with parents and teachers for a different course of action. The school **does not** provide outside supervision beyond 15 minutes following dismissal. If students are not picked up prior to the 15 minutes after dismissal, they will be escorted to the school office.
- Bicycles and scooters must be **walked** on school grounds at all times between 7:45 a.m. and 2:45 p.m. All bicycles must be in bike racks and locked. You must WEAR YOUR HELMETS.

# SCHOOL ATTENDANCE

## ABSENCES

Each time your child is **absent** or will be **late** to school, (even if you have informed the teacher) you **MUST**



- CALL our **24-hour attendance number – (925) 828-3144**  
(OR)
- E-MAIL our **attendance e-mail address – WDattend@srvusd.net**

Please give the following information.

1. Child's name (first & last – spell it out loud), grade, and teacher
2. Reason for being late OR absent
3. How many days of absence are expected
4. Name of person calling (adults only, students may not call in their own absence).

Please notify the attendance clerk before 8:30 a.m. as **the district sends out a safety message 30 minutes after the start of your student's school day** for any unverified absences. The reason for this is to protect your child – so we both know that each child is accounted for – either at home or at school. Please make sure your emergency information is updated using the Parent Portal throughout the year if any changes are made regarding names and/or contact numbers.

## TARDIES

Any student in grades TK-5 **not in class** by the scheduled start time as posted on the bell schedule must go to the office to get a tardy slip (we have an **7:55 a.m. warning bell** (train sound) to initiate students to line up on the blacktop for grades 1-5). Students are supervised on the playground from 7:45 a.m. – 8:00 a.m. **Do not drop off 1st through 5th grade students before 7:45 a.m.** We need your help in reducing our number of tardies, as even a minute late is disruptive to the learning environment.

## **EARLY RELEASE FROM SCHOOL**

If a student needs to leave school early, the parent or guardian must pick up the child from the office and sign out the student in the office. PARENTS **MAY NOT PICK UP A CHILD FROM THE CLASSROOM OR FROM THE PLAYGROUND.**

## **INDEPENDENT STUDY CONTRACT**

- Notify the teacher/office at **least 10 days prior** to the absence. The contract can be used for an absence period of **ONE (1) day or more but cannot exceed FOURTEEN (14) days**. Unless prior approval is received from the Principal, only one independent study contract is allowed during the course of the school year.
- A parent or guardian must sign the contract.
- The parent or guardian must agree to help the student assume responsibility for completing and returning the schoolwork to the teacher for credit upon his/her return to class.
- The maximum number of days for any Independent Student Contract is 14 school days. There are no exceptions.
- District policy states that schools MAY NOT hold a space for a student missing school longer than (15) fifteen consecutive days.



*\*\*\*Absences not verified by Independent Student Contract will be considered unexcused and truant.*

## **END OF SCHOOL YEAR**

With overcrowding in the district, not to mention missed classroom time that can't be made up, **we will not hold a student's space if they leave earlier than 10 days prior to the end of the school year.** Independent Study Contracts **will not** be issued for any of the time during this final 10-day period of the school year.

## **CHANGE OF ADDRESS**

Please notify the Disney office (925-479-3900) IMMEDIATELY if you have moved or will be changing your address. The school district requires two *proofs of residency* for a change of address.

# DROP OFF AND PICK UP

## TRAFFIC SAFETY



Parents driving their child to school are reminded to do the following:

- **Pull forward as far as possible** in the front of the school driveway. Leaving large gaps creates traffic build up.
- **Stay in your car** if you are using the drive-thru. If you need to assist your child out of the car, please park in the front parking lot or on the street.
- **Students must exit drive-thru cars on the curbside.** Do not let your student out on the driver's side of the car.
- **Avoid any double-parking** or situations where the students might walk between vehicles to get to or from the sidewalk.
- **Use the yellow crosswalk to avoid walking between cars.** The white stripes indicate a speed bump and are not to be used as a crosswalk.
- **Right turns only when exiting the school driveway** onto Pine Valley Road. "No Left Turn" signs are posted.
- Pedestrians should cross Pine Valley Road and the school parking lot in **designated crosswalks.**
- **Avoid parking in the bus space** along Pine Valley Road, located near the street crosswalk. The bus must be able to reach the space before and after school.
- Families dropping off or picking up from Kids' Country between 7:40-8:00 am, or 2:00-2:45 pm, will need to park in the front parking lot or along the street to avoid blocking the drive-thru lane.

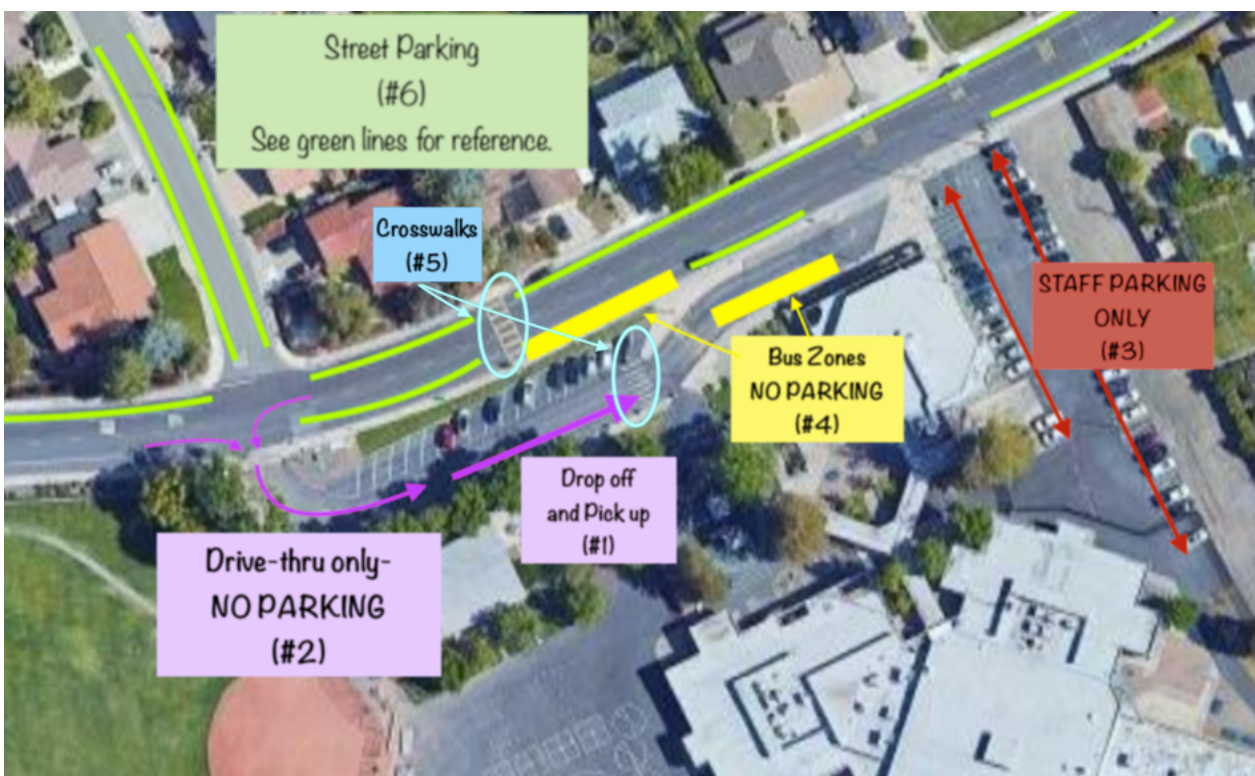
The drive-thru lane is for student drop off and pick up only. **We ask that parents not park in this designated drive-thru lane.** The curbs on the south side of Pine Valley Road and in our "turn-around" area in front of the

multi-purpose room are also painted RED. The San Ramon Police Department has reminded us that these curbs designate **"No Parking."**

\*\*\*Please note that Pebble Place on the south side of campus is not designed to be a drop-off/pick-up spot for vehicles and is not supervised by staff. We encourage all parents who drop off/pick up with vehicles to use the front of the school.\*\*\*

### **DROP OFF AND PICK UP GUIDELINES**

Walt Disney Elementary students and siblings need to be safe while coming to and from school. A Student Safety Patrol and Student Drop-off/Pick-up Guidelines were established to ensure the safety of all students. The areas on the map show the different parking areas.



**Area #1 and #2** – Student drop-off and pick-up loop. Staff will help the flow of the traffic continue to move. Please stay in your car and have your child(ren) exit from the passenger side only. Remember to turn **RIGHT** when exiting the loop. Please do not leave your car unattended in this area as it backs up traffic. Also, the red zone areas are for bus pick up only. Please leave this area clear at all times.

*\*\*Please do not leave your car in Area #2 to drop your child off at Kid's Country during the following times:*

*7:40-8:00 am (morning drop-off times for grades Pre-K through 5th)*

*2:00-2:45 pm (afternoon pick-up times for Pre-K and grades 1-5)*

*If you plan to walk your child to Kids' Country during these times, please park in the front parking lot and use the appropriate crosswalk. Do not cross in the middle of the parking lot for safety reasons.*

**Area #3 – STAFF PARKING ONLY. PLEASE DO NOT USE AS A STUDENT DROP OFF/ PICK UP AREA. THIS IS A VERY DANGEROUS AREA.** Please remind your children that they should not walk through this area as well.

**Area #4** – Bus Zones. This area must be clear in the morning and the afternoon to allow for the school and Traffic buses to park and unload/ load students. Please see our school website for more information on the Traffic program or to purchase passes for your child(ren).

**Area #5** – Pedestrian crosswalks. The school district has provided a school crossing guard. Please follow the crossing guard's directions and use the crosswalk. Your child, as well as other students, are watching, so please model safe decisions when crossing busy parking lots and streets.

**Area #6** – Street Parking. If you park on the street, use the sidewalks and crosswalks. Do not walk across the school parking lot. With vehicles pulling in and out, children may not be seen as they cross between vehicles.

\*\*\*The curb along Pine Valley Road (eastbound) adjacent to the field is a no parking zone between 7:00am and 4:00pm.

# **CAMPUS PROCEDURES**

## **ADULTS ON CAMPUS/ VOLUNTEERS**

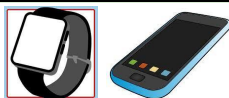
We welcome volunteers on our campus! All volunteers must complete the requirements to be cleared through Be A Mentor, as listed on the SRVUSD website. Volunteers and visitors must "sign in" in the office before going to any room. **Be A Mentor will require a clear TB test and fingerprinting before clearing an adult as a volunteer. THERE ARE NO EXCEPTIONS.**

Younger siblings are not allowed in classrooms while you volunteer. Please have phones on silent and stored while volunteering in the classroom. Please do not take photos of any students, including your own, while volunteering.

## **CLASSROOM OBSERVATIONS**

Individuals wishing to observe a classroom must schedule an appointment for the visit with the teacher or principal at least 36 hours in advance. Such observations will be for **30 minutes maximum**. Interruption of instruction with questions of students or teachers is not allowed. For further information, schedule an appointment with the principal or assistant principal by calling the front office.

## **CELL PHONES/ SMART WATCHES/ MOBILE COMMUNICATION DEVICES (MCDs)**



Mobile Communication Devices (MCDs), including phones, smartwatches, and other wearable communication tools, must be turned off or silenced and stored during the school day for all students in preschool through grade 8. Devices should remain out of sight in backpacks or other designated storage and may not be used during class time, passing periods, recess, or lunch.

Middle school students may only use their MCDs during the school day when a teacher gives permission for instructional purposes, and with approval from the principal or their designee.

High school students may use their devices only during non-instructional time (e.g., breaks, lunch, passing periods). During classroom instructional time, MCDs must be turned off and put away, unless a teacher gives permission for academic use.

MCDs may not be used in a way that disrupts learning or violates others' privacy. If a student uses a device in an unauthorized way, it may be confiscated and disciplinary action may be taken, especially in cases of repeated misuse.

Exceptions may be made for health needs, emergencies, or when required by a student's IEP or 504 Plan, with appropriate documentation.

The district is not responsible for lost, stolen, or damaged devices brought to school.

Please use devices responsibly and follow all school rules to support a safe and focused learning environment.

- [BP 5131.8: Mobile Communication Devices](#)
- [AR 5131.8: Mobile Communication Devices](#)

### **BIRTHDAY TREATS**

While we understand that birthdays are a special day for all, please consider that there are certain things that can become a distraction to the learning environment of the school. When celebrating birthdays at school we ask that you follow the below guidelines:

- Consider healthier alternatives or non-food items such as donating a book to your child's classroom library in honor of your child's name.
  - Treats should be small and singular in nature, such as a wrapped food treat or a pencil.
  - Large goodie bags are discouraged.
- Absolutely NO nuts (due to allergies).
- Notify your teacher at least 24 hours in advance.
- Treats are only allowed to be distributed to students **after** lunch period and cannot be taken into the MPR. Please plan accordingly.
- NO Balloons, birthday hats, or other items that may be disruptive to the classroom.

- Refrain from birthday party lunches where students are “invited” to have lunch outside with the birthday student. If a parent wishes to bring a special lunch to school, he/she must sign in at the office and can eat with their child outside the MPR while friends will remain in the MPR.

## **FIELD TRIPS**

### **Field Trip Rules**

- Because parent chaperones must supervise small groups of students, siblings **may not** accompany parents on school field trips.
- Drivers **will not** deviate from the field trip destination/school route. Please take care of gas fill-ups and other car maintenance before picking up students at school.
- **Do not** stop for “special snacks/drinks” along the way. (This is unfair to other students and creates a liability issue for the school.)
- **Please check in at the front desk in the office** upon your return.



### **Volunteer Drivers**

In the event that private vehicles are used to transport students on a field trip or other school functions, the adult driver **MUST** be cleared through the Volunteer Management System (see SRVUSD website for Volunteers).

- The driver must hold a valid California Driver’s License.
- The driver carries insurance with minimum coverage of **\$100,000/\$300,000 and \$25,000 property damage.**
- The driver understands that his/her own insurance is primary and district insurance is considered secondary.
- Insurance coverage must be submitted through the Volunteer Management System (VMS) each year ***at time of insurance renewal.*** A reminder email will be sent out from the VMS system.
- Parents with **incomplete** or **out of date** insurance info **may not drive** on school field trips.
- All drivers must have also completed the **Volunteer Clearance** requirements and have that on file in the office prior to the day of the field trip

***All insurance forms must be accompanied by a copy of the insurance statement showing liability limits and a copy of the driver's license.***

### **PETS AND ANIMALS ON CAMPUS**

While our pets are beloved members of our family, they are not allowed on school campuses during school hours. This includes drop off and pick up times. SRVUSD Board Policy (BP) 6163.2 (a), Vehicle Code 21113, as well as local San Ramon ordinances, prohibit any animal, except trained human-assistance or appropriately caged animals, from being brought onto public school grounds without prior written approval from the Principal. We appreciate your assistance.

### **STUDENT COUNCIL (2<sup>nd</sup> - 5<sup>th</sup> Grades)**

The school has an elected Student Council, represented by students from each 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade classroom. Students participate in various ways to assist the operation of the school. Students are encouraged to take on helpful activities around the school and other appropriate involvement that may be presented to the council.

### **DISASTER AND EMERGENCY PROCEDURES**

In case of an emergency or natural disaster, Walt Disney staff will implement our Safety Plan, which is revisited each year and adopted by our School Site Council. A copy of our school safety plan can be found on our website.

On-Campus Emergency:

- Should the emergency require students to stay indoors, staff and students will receive information throughout the emergency. Staff will work with first responders and district personnel. The reunification process will begin as soon as deemed safe.
- Should the school building need to be evacuated during an emergency, students will be directed to the grass field. Students will remain inside the school gates and the staff will work with first responders and district personnel. The reunification process will begin as soon as deemed safe.
- Information to families will be sent out. DO NOT call the school office. Remain calm. Messaging will be sent out to the community in the case of any emergency.

Depending on the type of disaster, there will be a temporary evacuation of buildings to assess damage. These procedures will be followed:

- If the school site is deemed **SAFE**, students will **REMAIN AT SCHOOL** until parents or a designee make arrangements for their safe return home.
- If the school site is found **UNSAFE**, students will be evacuated to Pine Valley Middle School or another nearby public facility.

**\*\*STUDENTS WILL NOT BE ALLOWED TO WALK HOME AFTER ANY EMERGENCY.**

**\*\*\*ALL STUDENTS MUST BE SIGNED OUT FROM A STAFF MEMBER BY AN ADULT. (*Students will be released only to people listed on the Student Emergency List through the Parent Portal.*)**

**PARENTS MUST KEEP EMERGENCY PHONE NUMBERS CURRENT AND ACCURATE USING THE PARENT PORTAL.**

If you have any questions regarding Walt Disney School's Emergency Plan, it is available for viewing in the front office.

#### **MEDICATION**



**California Education Code Section 49423** "Any student who is required to take medication prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the school district has received:

1. A written statement from such physician detailing the method, amount and time scheduled to give the medication.
2. A written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

If possible, medicines should be administered at home before or after school. But, if medication is needed at school **"Medication at School" forms MUST be obtained in the office.**

1. The parent fills out a Medication Request form, **signed by the parent and the doctor** to be kept on file in the office.
2. Prescription medications must be sent to the school office in the original prescription container that includes the child's name and dosage.
3. The medicine is then stored and dispensed from the office.
4. **Students should not keep medicine in their possession. This includes over-the-counter medication (i.e. Tylenol, Advil, cough medicine).**

## **HOMEWORK POLICY**

### **Walt Disney Homework Philosophy**

Walt Disney staff will strive to assign homework which is **meaningful, relevant, and student focused**. We follow the district guidelines for homework, which are stated below.

### **Homework For All Grades Levels**

1. Time spent on homework should be balanced with the importance of personal and family well-being and family obligations experienced in our society today.
2. Homework should be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
3. Purposes for homework include practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
4. Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or 504 plan.
5. Homework is defined as any work assigned to be completed outside of class.

### **Grade Level Guidelines Elementary School**

#### **1. SRVUSD Homework Policy Guidelines**

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

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

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

***\*\*If, at any time, your child is struggling to complete homework in a timely manner, please contact the classroom teacher.***

2. In the primary grades (K-3), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.

3. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending academic skills, designed to build independent study habits.

4. Except for reading, homework at the elementary level should not be assigned over weekends, holidays, or extended school breaks.

5. Long term assignments should be limited in number and duration. Project based assignments should primarily be undertaken and completed in the classroom. Some portions of projects may be assigned as homework; however, these tasks should not require group participation, significant assistance from parents, or costly materials. These assignments should include clear checkpoints to monitor progress toward completion.

### DRESS CODE



Students should dress appropriately for school. They are active during recess and P.E., therefore, should wear comfortable and properly fitting clothes and shoes that are suitable for jumping, running and climbing. The law requires that they wear safe footwear at all times. Clothes should be neat and clean.

**Some fashions are unsuitable for school activities. Dangling earrings and long necklaces can be unsafe and are not recommended at school.**

**HOODS AND HATS MAY ONLY BE WORN OUTSIDE OF THE SCHOOL BUILDING.**

The following **may not** be worn:

1. Clothing displaying inappropriate logos or language
2. Clothing that exposes undergarments or excessive amounts of the stomach area
3. Shoes with wheels, shoes that make the PE or recess unsafe (may include open-toed shoes or flip-flop type shoes)

4. Perfume, cologne, or body spray
5. Accessories that could be dangerous.

If a student dresses inappropriately, they will be required to change clothing in order to stay in school or be sent home.

### **ITEMS DROPPED OFF AT SCHOOL**

Occasionally, students will forget something at home, which they will need at school (i.e. lunch, band instrument, etc). Please bring these items to the office or leave the item on the black cart in front of the office. Typically, we do not call down to the classroom to notify the student, as this is disruptive to the learning environment. Let your child know to check at recess in the main office to see if these items have been dropped off for them.

# **DISCIPLINE**

## **LEVELS OF DISCIPLINE**

Respect for others is emphasized. The Dragon Way (be respectful, be responsible, be safe) serves as a guide for student's choices for good behavior. Our goal is to promote positive behavior, while providing meaningful consequences that change inappropriate behavior when it occurs. Our staff works with students on restorative practices and conflict resolution strategies throughout the tiers of discipline. In the event of misbehavior the following may occur:

### **Tier 1: Mild Behaviors / First-Time Incidents**

Tier 1 behavior is handled in the classroom during instructional time, on the playground at recess, or may be handled in the office during transitions or lunch time. Consequences will include at least one of the following:

- **Restorative Conversation** with staff member and/or admin
- **Written Reflection Sheet** (what happened, what should've happened, what will I do next time?)
- **Loss of Privilege** (e.g., part of recess, choice time, classroom job)
- **Apology (verbal or written)** to person(s) affected.
- **Parent Communication** (email or phone call from admin)

### **Tier 2: Moderate Behaviors / Repeated Tier 1 Behaviors**

Most Tier 2 behaviors will be handled with admin support, either in the classroom or the office. Parents will be contacted by phone by administration. Consequences will include at least one of the following:

- **Restorative Circle or Mediation** with peers and/or staff
- **Campus Service** (e.g., help clean up an area they disrupted)
- **Think Time in Another Classroom** (brief time-out with reflection form)
- **Behavior Contract or Daily Parent Communication** (focusing on success)
- **Increased Supervision** (temporary seating change, structured playtime)
- **Parent Meeting** (with student, teacher, admin)

### **Tier 3: Serious or Repeated Tier 2 Behaviors**

Tier 3 behaviors will be handled in the office by administration. Parents will be contacted by phone by administration. Consequences will include at least two of the following:

- **Office Time-Out or Reflection Time** (short-term removal from class)
- **Loss of School-Wide Privilege** (e.g., bathroom in office, assigned lunch spot, assigned line spot, loss of Fun Friday – with path to restoration)
- **Restitution Plan** (replace/fix damaged property, assist affected party)
- **Daily Behavior Report or Check-In/Check-Out System** sent home.
- **Student Success Team Meeting** (with parents, teacher, admin, applicable staff members)

### **Tier 4: Significant Behaviors / Safety Concerns**

Tier 4 behaviors will be handled in the office by administration. Parents will be contacted by phone by administration. Consequences will include at least two of the following:

- **Daily Behavior Report or Check-In/Check-Out System** sent home.
- **Student Success Team Meeting** (with parents, teacher, admin, applicable staff members)
- **In-School Suspension**
- **Home Suspension**
- **Re-entry Meeting with Admin & Family** after suspension or major incident

**\*\*A student may be suspended from school for violations of Ed. Code 48900 or when other means of correction have failed, or when the student's presence in school would be detrimental to the general welfare of the school.**

### **HARASSMENT**

Insulting comments based upon a person's gender, race, religion, disability, sexual orientation or other personal characteristics are hurtful and are not permitted at Walt Disney School.

Any student who engages in the harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion (4<sup>th</sup> & 5<sup>th</sup>

grade). Sexual harassment includes, but is not limited to unwelcome sexual advances, spreading sexual rumors and touching an individual's body or clothes inappropriately. The Board expects students to immediately report incidents of sexual harassment to a staff member.

## **BULLYING & CYBER BULLYING**

Bullying behaviors are not acceptable on our campus. We ask that our students and parent community play a role in sending this same message. In order to work together, it is critical to have a common definition of what "bullying" is, and perhaps just as importantly, what bullying is not.

### **Definition of Bullying:**

*Physical, verbal, nonverbal or written conduct that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.*

Note that bullying is repeated over time. An isolated incident can be very hurtful and against school rules, but is not considered bullying under this definition. It is very important to note that our teachers explicitly teach anti-bullying lessons as a part of our Sandford Harmony' curriculum in grades TK through 5<sup>th</sup> grade. Strategies such as using "I messages", expressing ourselves through our words, and growing a sense of empathy and compassion help lessen the presence of bullying at Walt Disney. Additionally, students are recognized for demonstrating positive character traits while at school.

If your child does encounter bullying please support us in modeling the following behavior to your child:

- Encourage your child to communicate to the bully "Stop or I will report."
- Talk with your child's teacher or the Principal, so that adults can support your child and take action to stop the bullying behavior.
- If the behavior persists, please report (or have your child report) bullying to a staff member. There is a "Suspected Bullying Form" on the SRVUSD website which can be submitted to the site principal. Staff will follow up on incidents of suspected bullying with appropriate measures.

### **Definition of Cyberbullying:**

*Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm a person or persons through the medium of electronic text, photos, and/or video.*

Examples of this behavior include, but are not limited to:

- Sending false, cruel, vicious messages through email, texting, or social media.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Hacking into an email account and sending hurtful or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure.

Cyberbullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals; placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones, personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

### **Consequences for Harassment and/or Bullying**

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior may be subject to the following consequences:

- Minimum: 1 day suspension
- Maximum penalty: Expulsion

**\*\*\* Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"**

**\*\*\* Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”**

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report cyberbullying or harassment to the police.

### **Action Steps to Respond to Cyber Bullying or Harassment**

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore by leaving the online environment and/or blocking communications.
- File a complaint with the online app/ network if applicable.
- Contact the Cyber Bully’s parents.
- Contact the school administration.
- Contact the local police department.