

# DUVENECK ELEMENTARY SCHOOL

# HANDBOOK



*"Home of the Dragons"*

## 2023/2024

705 Alester Avenue  
Palo Alto, California, 94303  
<https://duveneck.pausd.org/>  
Phone: (650) 322-5946

[Duveneck Site Map](#)

### **Office Hours**

Monday - Friday: 7:30 AM - 4:00 PM

## **PRINCIPAL'S LETTER**

Dear Parents/Families and Students,

I am so excited to welcome you to the 2023/2024 school year! It is my hope that you and your child will have a rewarding experience as a Dragon.

In order for school to be a place for children to learn and grow, it is essential to create an environment of mutual respect and support. We want school to be a place where all students can experience the excitement of learning, a place where our students, parents/family members, and school staff form a strong and caring partnership with each other. Working together, there is no limit to what we and our students can achieve!

This handbook is only an introduction to your child's school program. After reviewing it for general information, I encourage you to become actively involved in the Duveneck experience. Best wishes for an exciting and rewarding school year.

Sincerely,

Brittany Gardner

Principal

[bgardner@pausd.org](mailto:bgardner@pausd.org)

## **DAILY SCHEDULE**

<u><b>Transitional Kindergarten</b></u>	<u><b>Kindergarten</b></u>	<u><b>Grades 1-3</b></u>	<u><b>Grades 4-5</b></u>
<p><b>8:05 AM: Start Time</b> <b>11:15 AM: End Time</b></p>	<p><b>Beginning of Year Early Release (ends October 6):</b> 8:05 AM: Start Time 11:50 AM: End Time</p> <p><b>Full Day (M, T, TH, F) Starts October 10:</b> 8:05 AM: Start Time 2:10 PM: End Time</p> <p><b>Minimum Day Wednesdays:</b> 8:05 AM: Start Time 1:15 AM: End Time</p>	<p><b>Full Day (M, T, TH, F):</b> 8:05 AM: Start Time 2:10 PM: End Time</p> <p><b>Minimum Day Wednesdays:</b> 8:05 AM: Start Time 1:15 AM: End Time</p>	<p><b>Full Day (M, T, TH, F):</b> 8:05 AM: Start Time 2:35 PM: End Time</p> <p><b>Minimum Day Wednesdays:</b> 8:05 AM: Start Time 1:15 AM: End Time</p>







# **THE PALO ALTO PROMISE**

<https://www.pausd.org/promise>

In 2019–2020, the PAUSD Promise replaced typical strategic plans to balance organizational goals, student outcomes, and innovative practices. An essential aspect of the PAUSD Promise is the prioritization of goals to maximize impacts. The five priority areas for 2022–2023 are:

- Serve and Celebrate Others
- Mental Health and Wellness
- Early Literacy
- Equity and Excellence
- Healthy Attendance

Our students are challenged to reach high standards and are provided an experience capable of accelerating learning through pedagogical academic supports, unobstructed access to rigorous courses, and an unwavering belief that our schools can positively impact the trajectory of each child.

While competitive in every aspect, PAUSD also values the importance of inclusion and success for all students. We strive to create an environment characterized by acceptance, respect, and support to invest in the pursuit of learning and excellence without fear of threat, humiliation, danger, or disregard.

We are able to make progress on our vision and goals and do special things because of the talent, dedication and professionalism of our educators and staff. Our work is further supported by strong partnerships with our amazing parent community, including our partners from PTA and Partners in Education (PiE) who contributed over 50,000 volunteer hours and \$5 million to our operational budget in support of high-priority areas.

PAUSD respects the journey as much as the destination. Please enjoy the summary of our progress this year and our plans to embrace a culture of continuous improvement together!

# **SAFETY POLICIES & PROCEDURES**

## **STAIR ETIQUETTE FOR TWO-STORY BUILDING**

Please use caution while walking up and down the stairs of the two-story building that houses 4th and 5th grade classrooms. Always walk in a forward direction, and keep to the right side of the stairway to allow people to pass safely. 5th grade students are allowed upstairs on the balcony, along with staff members. Students from other grade levels can visit the balcony before and after school, or with their buddy classes. Please note: The balcony and stair areas will be closed during recess and lunch times. Throwing or dropping any items from the balcony to areas below is prohibited. **Students may only use the elevator with the assistance and/or permission of a school staff member.**

## **TRANSPORTATION/SAFETY**

Our goal is to provide safe pedestrian and bicycle access while striving to maintain convenient automobile drop-off and pick-up access. When age appropriate, we encourage biking and walking to school to reduce vehicle drop-off and pick-up congestion.

### **PEDESTRIAN, BICYCLE, SCOOTER, SKATE & SKATEBOARD INFORMATION:**

- **Review safety practices** with children and practice traveling the route to school with the children.
- Use your best judgment if a child is ready to ride to school. **It is recommended that K-2 not ride bikes, scooters or skateboards by themselves to school.**
- Bicycles, skateboards, scooters, and rollerblades **are not to be ridden** on the school grounds. Please observe the “Walk Your Wheels” signs around our school. The **RED TOP** areas near classroom doors are always walk zones.
- All bicycles must be locked up everyday. Bike racks are now located behind the 3rd grade classrooms, near the two story building by the Channing Ave. entrance gate and behind Room 1 in the Kindergarten area. **In case of an emergency,** a lock may be borrowed from the school office.

### **CROSSING GUARDS:**

- An adult Crossing Guard will be on duty approximately one-half hour before and after school at **Newell and Dana** and at **Alester and Channing** intersections.

### **PEDESTRIAN SAFETY FLAGS:**

- When using the crosswalks at Alester and Dana and Heather and Channing, please use the bright orange flags in buckets to be extra visible for drivers.

### **SAFETY PROCEDURES DURING SCHOOL HOURS FOR VOLUNTEERS, VISITOR**

#### **SIGN-IN/OUT WITH NAMETAGS:**

- Between 8:05 AM–2:10 PM (K–3), 8:05 AM–2:35 PM (4–5) and 8:05 AM–1:15 PM on Wednesdays, all school volunteers and visitors must sign in at the office when they arrive and wear a Duveneck name tag while on campus. When they leave, they return to the office to sign out. Parents and caregivers who are dropping off and picking up students do not need to follow this procedure during the 10 minutes before and after drop-off/pick-up.

### **GATES:**

- Gates to our school playground will be locked at 8:15 AM each morning. They will be unlocked at 2:00 PM on Monday, Tuesday, Thursday and Fridays and at 1:05 PM on Wednesdays.

### **DISMISSAL PROCEDURES:**

- **Parents and caregivers are not to enter the campus more than 10 minutes prior to dismissal time.**
- **In accordance with PAUSD guidelines, “once school is dismissed, all students not accompanied by an adult are to leave campus for home and/or childcare.”** *In other words, all students must proceed home or be picked up at dismissal time. Students who are not picked up must go to the office and parents will be contacted.*



- According to PAUSD guidelines, parents with children waiting for the dismissal of students may be on campus if they:
  - Remain (with their children) on the blacktop or the picnic tables until school is dismissed.
  - Must supervise their children at all times.
  - Do not disrupt teaching and learning programs.
  - Parents/Guardians of Kindergarten students, please use the Alester Gate for pick up August 10 through October 6. Starting October 10, (Full Day Schedule) all gates will be unlocked at 2:00 PM.

#### **SUPERVISION DURING LUNCH RECESS:**

- Yard Duty Supervisors will be assigned to watch over the picnic tables, playground, blacktop and field areas while students are out for their lunch time recess. Our Yard Duty Supervisors wear bright orange vests so they can be easily identified by staff and students.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **AT DUVENECK**

*Duveneck is a Learning Community*

***Where We Work Together to Create a Safe, Respectful and Caring Environment***

If you have any questions about our school's efforts to create and maintain a safe and welcoming learning environment for our students, please contact the Duveneck Principal, Ms. Brittany Gardner at [bgardner@pausd.org](mailto:bgardner@pausd.org).

The following expectations are to help us maintain an orderly environment where students and adults all feel safe and valued.

Duveneck Staff will:

- Act and speak respectfully toward all adults and all students.
- Find solutions to problems by "talking it out" and using "I Messages."

- Walk quietly in the hallways (**Red Top**) and be considerate of other classes in session.
- Be responsible for eating lunch and snacks neatly at a picnic table or allowed area and cleaning up and sorting their garbage when finished into our school's 3-sort system.
- Abide by the rules of a game on the playground and welcome others to join.
- Respect other people's games by not walking/running through or disrupting them.
- Stay on the school grounds at all times and respect the off limits areas at recess/lunch times.
- Students are never allowed to climb fences, trees, or be on the school roof.
- Respect others at assemblies by sitting quietly and listening.
- Use restrooms, elevator, and all common areas in a safe and appropriate manner.



# Duveneck Playground Rules

## 1. **General Conduct**

- o Students play safely, exercise, and promote Safety, Responsibility, Kindness, Respect, and Good Sportsmanship across our campus.
- o *We are an inclusive school. Everyone* at Duveneck is expected to work towards building consensus and participate in problem solving.
- o Fighting (using any part of your body aggressively against another), pushing, kicking, scratching, biting, and spitting are not allowed.
- o Swearing, put-downs, insults, and name-calling are not allowed.
- o Rough play is not allowed.

## 2. **Snacks**

- o Snacks (including bagels) during recess are eaten only while sitting at the picnic tables. Every classroom has two picnic tables to use.
- o Duveneck is “Nut Free” in grades Kinder and First, please help us prevent allergic reactions by not sending nut products as snacks for students in these grade levels. In grades 2-5, Duveneck provides nut-free tables for students who have food allergies to use, if they choose to.
- o Students must pick up and clear away trash, recyclables, and compostible items as well as their snack materials when they’re finished eating.

## 3. **Joining Games**

- o The Duveneck Community is an inclusive place, therefore, we strive to allow all students who want to join a game—there are no “Lock-outs.” Participation may be limited for safety reasons from time-to-time. When this is the case, we facilitate turn-taking and sharing of playground equipment.

## 4. **Belongings**

- o Students may not bring belongings (electronics, Legos, toys – such as fidget spinners – cards, etc.) to school unless requested to do so by the teacher. Any such belongings that are needed for after school must remain in the child’s backpack during the school day.
- o Students may not bring their own athletic equipment to school.



- o Showing disrespect to school personnel
- o Causing bodily harm to another
- o Ethnic/racial/gender or cruel name-calling
- o Recurring behaviors where previous interventions have not been sufficient.

Communication between school and home is key when supporting students who have behavioral challenges. Duveneck is fortunate to have an array of staff members that have a wide range of expertise, so if parents have any questions around how to best support their child, please contact the Main Office to make an appointment.

## **Dogs On Campus**

***NO DOGS on campus during school hours (7:30 a.m. - 4:00 p.m).*** This policy, approved by the PAUSD School Board, is now part of our School Safety Plan. The policy is in effect all year, beginning August 11, 2022 through June 2, 2022. We realize that there are many friendly pets that join the family for the morning or afternoon walk to/from school. Unfortunately, there were several instances in the recent past of just such "friendly pets" biting Palo Alto School District students or staff. These were animals that had not previously exhibited hostile behavior. Veterinarians tell us that the most socialized dogs can become aggressive when stressed by crowds, such as 300+ students before or after school. We ask for your understanding and full cooperation from day one. Again, this is for the safety of all our children! **Please DO NOT bring your dog on campus during school hours.** If your family is one that enjoys walking to or from school with your pet, we would like to suggest that you pick a spot outside of campus, perhaps a nearby corner, where parent and dog bid children goodbye and the children enter the campus without the dog. Please do not tether your pet on the school borders.

## **Emergency/Disaster Procedures**

In case of emergency, such as an earthquake, parents follow these procedures:

### **CHECK-OUT PROCEDURE**

- a. Do not phone the school. Park away from school.

- b. Report to the Command Center and complete a Release Request slip for your student and for other children for whom you are responsible. Do not go to the classroom or to the classroom's evacuation location.
- c. Wait for the student(s) to be brought to the Command Center.
- d. Check out the student(s) with the personnel at the Command Center.
- e. Leave the campus with the student(s).
- f. Should children be moved to another site, information will be posted near the office.

**RELEASE PRIORITY**

School will retain children until the first to arrive of the following:

- a. Parent/Guardian
- b. Person designated on Emergency/Health Card and yellow Emergency ID tag.

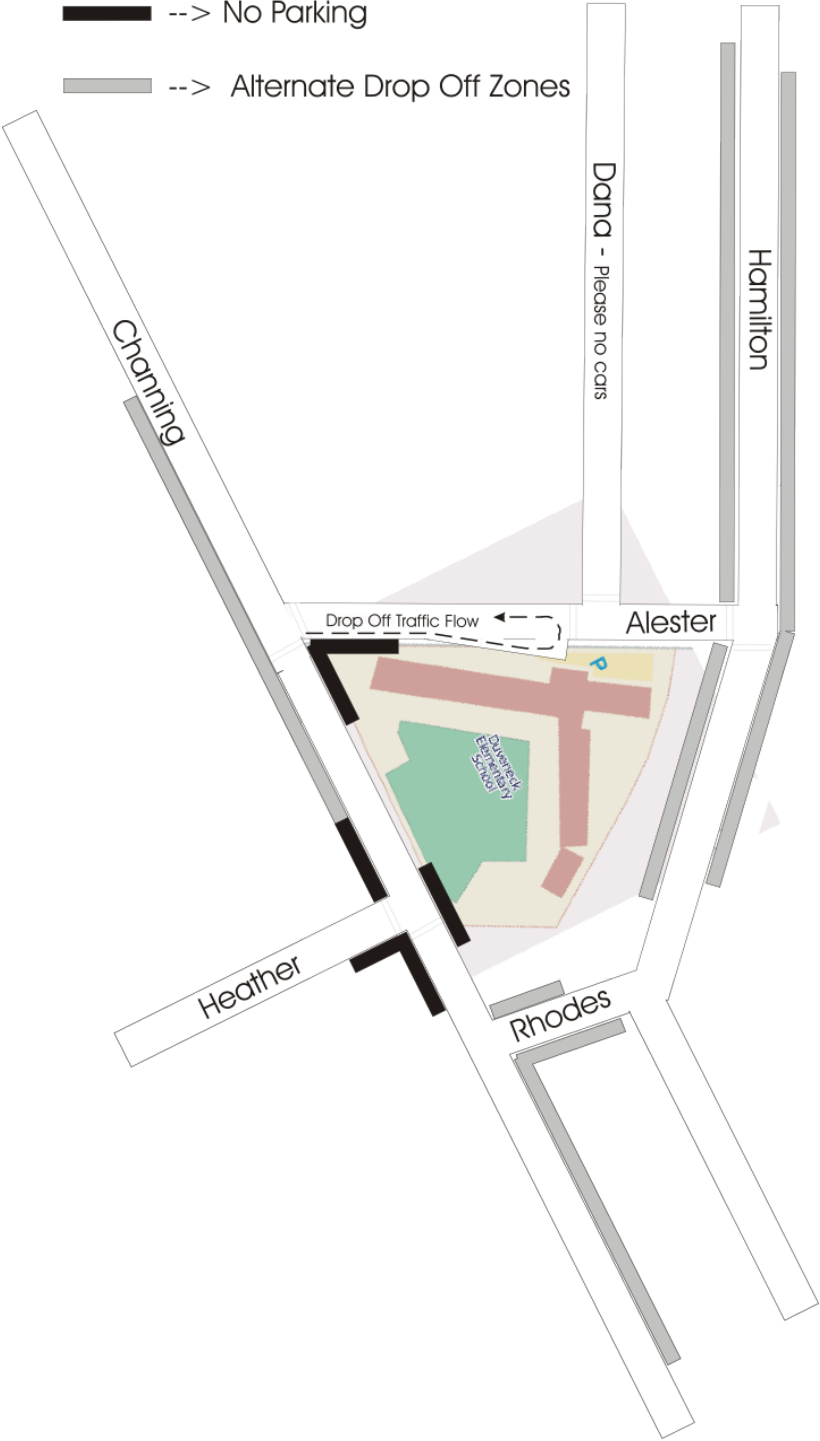
NOTE: Make sure your child's Emergency/Health Card and yellow Emergency ID tag are kept up-to-date.

# DROP OFF MAP OF THE SCHOOL

## KEY

**█** --> No Parking

**▬** --> Alternate Drop Off Zones



# ATTENDANCE POLICY

Every Student is expected to attend school daily, unless there is a valid justification for the absence (Education Code 48200)

## **Types of Absences:**

### ● **Excused Absences**

- Illness or injury verified by parent, guardian or medical professional
- Funeral of immediate family member (includes anyone residing with the student): 1 day in state or 3 days for outside the state or country
- Medical, dental, COVID-19 related, optometric or chiropractic appointment verified by written note from medical professional
- Quarantine: Directed by a county or city health official
- Exclusions by school nurse: immunizations or lice (should take one day to clean up and only one day is excused)
- Approved participation in a school co-curricular activity in which the student represents the school or district

### ● **Unexcused Absences**

- Running errands for family
- Vacations or trips
- Unverified illness
- Transportation problems
- Inclement weather
- Babysitting
- Any absence without documentation or note from parent, guardian or medical professional

## **Truancy:**

All absences must be verified within three (3) school days. Verification of student absences will only be accepted from doctors, other medical professionals, and parents/guardians, either by note, email, phone, or other electronic means. If verification has not been received within the three-day period, the absence(s) will be unexcused, and the student will be at risk of becoming truant.



# **SCHOOL LUNCH PROGRAM**

California has become the first state to pass a universal free school meals program for all public school students. Palo Alto Unified School District will provide two free meals (breakfast and lunch) during each school day to students requesting a meal, regardless of students' free or reduced-price meal eligibility starting in the 2022-23 school year.

Although all students may receive free meals without applying, **we strongly encourage parents to apply as completion of these forms may bring significant additional funds to our schools, as well as, qualify students for individual benefits such as discounts and/or waivers of the college application fees, AP testing fees, internet services, summer programs, access to higher education scholarships, after-school club scholarships, holiday gifts, and many other learning and enrichment opportunities.** You or your children do not have to be United States citizens to qualify.

Apply online at [paloalto.familyportal.cloud](https://paloalto.familyportal.cloud) or return a completed application form (available at all school sites and at the district office, or download here: [English](#) and [Spanish](#)). Return completed forms to Food Services, 25 Churchill Ave., Palo Alto CA 94306.

PAUSD has been offering free meals to all students for the past two years regardless of their free or reduced-price meal eligibility because, due to COVID-19, in March 2020, the USDA established a waiver to allow school districts to offer free meals. Universal free meals will not start until the first day of the school year 2023-24.

**Applications for the 2023-24 school year will be accepted starting July 1, 2023.**

Due to the increase in meal participation, some changes are necessary:

**Second lunches will not be served.**

Under the guidelines for free meals for all students, only one lunch per student is allowed. If you feel that your child will need additional food throughout the day, please send additional snacks with them at the time of drop off.

Elementary students must sign up for specific entrees in the classroom. PAUSD offers vegetarian entrees daily. Students need to utilize their lunch card (provided by school) so that meals can be accurately counted.

### **Food Services will assess the menu monthly**

The [menu selections](#) and meal participation will be assessed monthly. There are entrees that were served pre-pandemic that are not feasible with FREE meals for ALL STUDENTS. Pizza Day will not be on our menus weekly. There will be limited choices available to accommodate the increased meal participation. Please refer to the menu for daily selections.

For more information please call Food Services at 650-329-3720. This institution is an equal opportunity provider.

## **MEDICATION AT SCHOOL**

Students needing to take **ANY MEDICATION** (including prescription and non-prescription) during school hours must have the parent bring the medication, in the original container, to the School Office. It will be kept in a locked cupboard and dispensed as ordered. The parent or guardian must provide the Physician/Parent Authorization to Dispense Medication form available in the School Office. A NEW FORM NEEDS TO BE FILLED OUT EVERY YEAR. No medications, including aspirin, or

antibiotic cream or spray are provided by the school. No medications of any kind, including inhalers, may be kept in the classroom, backpack, lunchbox, etc., by a student. Medications must be kept in the school office.

## **Student Illness**

Please **do not** send your child to school if he/she is displaying any of the following symptoms:

- a. Common Cold: Keep child home during period of productive cough, and yellow or green nasal discharge, especially during the first three days of his/her cold. Rest and care during the early stages often prevent complications.
- b. Nasal drainage that appears thick (pus-like).
- c. Cough.
- d. Fever (over 100 degrees orally, 101 degrees rectally, or 99 degrees axillary, under the arm). In some children, lower temperatures represent a fever. (Child must be “fever-free” without medication for 24 hours before returning to school.)
- e. Eyes that are red, swollen, crusting or draining.
- f. Draining ears and earache.
- g. Diarrhea—loose watery bowel movement.
- h. Severe headache or pain.
- i. Skin rash, unless diagnosed by doctor as non-infectious (obtain note from doctor).
- j. Childhood communicable disease—call district nurse.
- k. Nausea or vomiting.
- l. Head lice (please inspect hair carefully).
- m. Sore throat.

## **NUT FREE TABLES**

Elementary schools in PAUSD all have nut-free tables available, which are clearly marked. These tables are OPTIONAL for students with nut allergies. All students shall be reminded not to share food or accept food from other students, as students and staff may not be aware of ingredients in foods they bring to school. Additionally, to protect students with allergies and promote good hygiene, students should be

encouraged to wash their hands before and after eating. (Please note, at Duveneck, Kindergarten and First Grade are “Nut-Free” and students in older grades – Second, Third, Fourth and Fifth – have optional tables to use.)

## **CELEBRATION GUIDELINES**

In an effort to be more thoughtful about our students’ health, the PTA and our school teachers ask you to please consider alternatives to foods you bring to school for your children’s birthdays and classroom holiday parties.

We have included some of the ideas from those school communities and those from our own parents and teachers, as well. Your child’s teacher and your classroom Parent will communicate more on this subject, but here are some ideas:

- o As a class, consider beginning a practice of having multiple birthday celebrations by month - all on one day.
- o Consider alternatives to food. Try to not make food the focus - plan activities such as dancing, games, crafts, or singing.
- o Talk to students about the reasons for healthy makeovers and involve them in the planning of the party.
- o Bring age appropriate “food-less goodies,” such as pencils, bookmarks, or stickers.
- o Make a small gift to the classroom, such as art supplies, posters, or books. Be sure to check with the teacher for anything that might be especially needed.
- o For Holiday Celebrations, make efforts to create games, activities and crafts rather than have the party centered around food and sweets.
- o Bring a basket of gently used books and have each child in the class get to choose a book (birthday child chooses first)
- o If food is involved in this celebration, we strongly encourage the following:
  - If you bring a birthday snack to share, be sure to alert the teacher and Room Parent ahead of time of your plans. And bring in a snack that has no added sugar (natural foods such as fresh fruit, bananas, berries, melons, and vegetables, popcorn, cheese, fresh squeezed juices). Please consider the

possibility of food allergies in our children and remember to be gluten and nut free and consider foods without artificial additives and preservatives.

- If you have time, make treats from scratch to eliminate artificial ingredients, like high fructose corn syrup, partially hydrogenated oils, artificial flavors and colors and preservatives. Again, please consider the possibility of food allergies in our children and remember to be gluten and nut free, and consider foods without artificial additives and preservatives.

Your child's teacher and classroom parents will discuss in more detail their own classroom practice, but the PTA and the teachers thank you in advance for helping to create a healthier culture for our kids.

## **IMPORTANT BOARD POLICY**

1. Conduct: Board Policy 5131
2. Grounds for Suspension: *California Education Code Section 48900*
3. Bullying Prevention: Students-Board Policy 5131.5
4. Bullying Complaint Procedures: Administrative Regulations 5131.2
5. Uniform Complaint Procedures: Board Policy 1312.3
6. Uniform Complaint Procedures: Administrative Regulations 1312.3
7. Non-Discrimination/Harassment: Board Policy 5145.3
8. Non-Discrimination/Harassment: Administrative Regulations 5145.3
9. Non-Discrimination in District Programs & Activities: Board Policy 0410
10. Sexual Harassment: Board Policy 5145.7
11. Williams Uniform Complaint: Administrative Regulation 1312.4
12. Homework Policy: Board Policy 6154
13. Homework Policy: Administrative Regulations: 6154
14. [Browse Board Policies & Administrative Regulations](#)

