2025– 2026
STUDENT HANDBOOK

Arroyo Seco Elementary School

Arroyo Seco Elementary School
5280 Irene Way
Livermore, CA 94550
(925) 606-4700

Arroyo Seco's Vision:

We will help all students excel in the foundational skills required to be productive, collaborative members of today's society.

Arroyo Seco's Mission:

Our mission is to foster curiosity, motivate and support our students in a positive and meaningful way, and to support the love of lifelong learning.

Arroyo Seco's Behavior Expectations:

Be Safe
Be Respectful
Be Responsible

WELCOME TO ARROYO SECO ELEMENTARY SCHOOL!

Principal's Message

Dear Families,

Welcome to the 2025-2026 school year at Arroyo Seco Elementary School. We are so excited that you have joined the Colt Community! Our experienced and highly talented staff members at Arroyo Seco are all committed to nurturing the social, emotional and academic growth for each child. It is our mission to provide a quality education program empowering all students with skills, knowledge, and values necessary to meet the challenges of a changing world. In order to accomplish this goal, we will continue to focus on the following aspects of a quality program:

- Best practices in teaching and learning are demonstrated daily
- High standards for academic success and student behavior are visible in every class
- Frequent common formative assessment data used in professional learning communities
- Professional development among staff is seen as a high priority

Research indicates that for children to reach their fullest social and academic potential they need:

- Close and caring relationships with peers and teachers
- Opportunities to practice and benefit from social norms
- Challenging and relevant curriculum
- Close cooperation and communication between families and school staff

We encourage you to learn more about our school programs and volunteer whenever you can. Your participation enhances our programs and strengthens your child's education experience. We know that teachers and families united is the key to success and provides the solid base for school achievement, joy and satisfaction for years to come.

This handbook will familiarize you with Arroyo Seco Elementary School, its programs and procedures. Teachers will spend the first few weeks of school reviewing the procedures and expectations. We ask that you also spend some time discussing this handbook with your child. Please keep this book handy so that you can refer to it throughout the year.

On behalf of the Arroyo Seco Staff, we are looking forward to working with you and your family as partners in your child's education. Your support is needed and greatly appreciated.

Sincerely,
Valerie Nebo
Principal

ARROYO SECO GENERAL INFORMATION

BELL SCHEDULE

Transitional Kindergarten & Kindergarten

1st Bell Rings	8:27
School Begins	8:30
Snack Recess	9:30-10:00 (varies by class)
Lunch	Transitional Kindergarten- 11:10-11:50 Kindergarten- 11:35-12:15
Dismissal	1:30

1st Grade

1st Bell Rings	8:27
School Begins	8:30
Snack Recess	9:55-10:10
Lunch	11:35-12:15
Dismissal: Monday, Tuesday, Thursday, Friday	2:50
Dismissal: Wednesday	1:30

2nd & 3rd Grade

1st Bell Rings	8:27
School Begins	8:30
Snack Recess	10:15-10:30
Lunch	12:00-12:40
Dismissal: Monday, Tuesday, Thursday, Friday	2:50
Dismissal: Wednesday	1:30

4th & 5th Grade

1st Bell Rings	8:27
School Begins	8:30
Snack Recess	10:35-10:50
Lunch	12:25-1:05
Dismissal: Monday, Tuesday, Thursday, Friday	2:50
Dismissal: Wednesday	1:30

ATTENDANCE

Good attendance is important for student success. State law requires that attendance be regular except for illness. It is important that students be prompt as tardiness disrupts learning. If your child misses school, please call the office at 606-4700 ext. 2 and let us know why he/she is absent. You may request homework from the teacher **after the second day** of an extended absence. If you request homework, please call the office before 9:00 a.m.

Tardies: Punctuality is a lifelong skill, which we as a staff value and want to instill in our students. Any student who arrives on campus after the 8:30 bell is tardy and must check in at the office and receive a pass before going to class. It is imperative that students arrive at school on time in order to maximize learning opportunities.

***Long-Term Absences*:** Home Hospital teaching can be set up for students out under a doctor's care for more than two weeks.

Independent Study: An Independent Study program is available for planned absences for travel, etc., for up to 14 days. You must contact your child's teacher and front office staff at least 10 days in advance of the planned absence so the Independent Study may be approved and developed. Work is to be completed during the planned absence and is due back the morning the student returns to school. **Please note: independent studies do require approval, past absences and number of independent studies and previous independent study completion will be taken into consideration. Independent study cannot be offered at the beginning or at the end of the school year.**

Checking In and Out of School: When it is necessary to check a student into school late or to check a student out for an early dismissal, please sign your child in/out at the office. Please **do not pick up your child directly from the classroom, lunchroom or playground.** Students leaving campus during the school day must have an adult sign the student out in the office. The office will call students to come out of class. **All adults picking up students must be listed on the emergency card.**

ASSEMBLIES

Weather permitting, we will have monthly spirit assemblies on the blacktop. Students may be recognized each month for various achievements, for following Colt expectations- show respect, make good decisions, solve problems- and other demonstrations of outstanding citizenship related to the Zones of Regulation and the *Strong Start* Social and Emotional Learning curriculum. In addition, our PTA sponsors assemblies throughout the year to enhance student learning.

BEFORE & AFTER SCHOOL

Arrival

Students may arrive on campus at **8:15 a.m, gates will open at 8:25 am**. In the case of inclement weather, students are to go to the MPR. Since we **do not have yard supervision before 8:15**, please drop students off after 8:15 am. Breakfast is served from 8:00-8:20, please drop students off at the MPR for breakfast. Again, since we do not have supervision, please avoid arriving before 8:00 for breakfast.

Dismissal

We kindly ask that all students and parents leave the campus quietly and promptly. Supervision after dismissal is not provided. Our play structure is shared by many: students in school, PE and ESS. Please remember that our play structure is only to be used by students still in attendance during the school day. Our play structure is closed before and after school, and is not available for use once a student has been dismissed from class. ESS uses our structure and it is difficult for them to monitor their students when others are present.

BICYCLE & SKATEBOARD POLICY

Students in grades TK-5 may ride bikes to school. We provide bike racks, but the school is not responsible for theft or damage. Parked bikes, skateboards and scooters must be **locked**. Riding bikes, skateboards or scooters are not permitted anywhere on campus, including the playground. Riders must walk bikes, skateboards and scooters once on campus, especially in congested areas, such as on the playground and on sidewalks. Riders must comply with directions from the School Staff or Volunteer. **All riders must wear helmets. No roller blades or any type of shoes with wheels are allowed at the school.**

CELL PHONES/ TECHNOLOGY

While California allows students to bring cell phones and smart watches to school, the phone or watch **must remain turned off** during school and in a backpack or a safe place designated by the teacher at all times. This includes during lunch and recess times. Student use of cell phones before and after school while on campus is limited to outside school gates. Students who use cell phones or have them on them during school hours will have their phones confiscated and held in the office for a parent or guardian to pick up. Students with multiple offenses may lose all privileges of bringing devices to school.

COMMUNICATION – PARENT/TEACHER

Open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss their students' needs etc. When phoning the teacher during the school day, please note that teachers are providing instruction and calls go directly to voicemail. Return calls will be made after the school day. All teachers can be reached by email at FirstNameinitialLastName@lvjusd.org. For example: Aseco@lvjusd.org

Since the delivering of messages causes disruptions to the classroom, the office cannot guarantee to deliver messages to students except in cases of emergency. A student MAY NOT receive a telephone call unless it is an emergency. Please, go to the office to deliver messages to students. Forgotten lunches, homework, supplies or instruments will be placed in the office for students to pick up.

Parent Conferences:

Parent involvement in a child's education is a key component of the child's success. School-wide parent goal setting conferences are scheduled for October and additional conferences in March. The law allows working parents to take time off to help in their children's schools in certain circumstances. Having conferences allows you, your child and his/her teacher to focus on achievement, work samples, and the development of yearlong goals to strengthen skills. Conferences typically last only 20 minutes, so it is important to use the time well. Upper grade teachers often require the student to attend. The following are a few suggestions that will help you get the most from your conference:

- **Be prepared.** Come with a list of questions or topics that you want to cover.
- **Consult your child.** Ask your child if there is anything bothering him/her about school in class or elsewhere.
- **Ask the teacher how you can help.** Find out what you can do at home to help your child do better in school.

Even when the conference is over, it is important to stay in touch with the teacher. As the year progresses, consider trying the following ways to stay involved:

- **Volunteer.** Sign up to work in your child's classroom on a regular basis. Offer to organize a classroom project at home. Spend a day assisting students and your child's teacher on a special in-class project. Share a special talent or interest with the students.
- **Write Notes.** Every so often, write a short note to the teacher to express a comment, concern or compliment. Should you need to talk to the teacher, please schedule a meeting in person or by telephone or e-mail. Your child's teacher will want to talk with you but will be unable to do so during class time, while preparing for the day's activities, or during a district or staff meeting. Please make arrangements in advance in order to have the teacher's full attention and preparation.

DRESS CODE

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Students should wear clothing that is conducive to schoolwork.

The Board of Education believe that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic or religious prejudice or discrimination or that promote sex, the use of tobacco, drugs, or alcohol, or any unlawful acts are prohibited.

To avoid foot injuries and torn toenails from playing on the playground and at PE, sandals are discouraged. Please do not wear flip flops to school. **For the safety of your child, PLEASE send him/her to school wearing athletic shoes on his/her PE day.** Dress shoes, sandals, boots, and shoes with heels are not conducive to PE class.

Please support our educational atmosphere by screening your child's dress with an eye for its appropriateness. If you attach importance to an education setting, your child will, too. **Please label all personal items with your child's name.** Lost and found is located in the MPR. Unclaimed clothing in our lost and found will be periodically donated to a local shelter.

EMERGENCY INFORMATION

Each child must have emergency information on file in the office. This identifies other adults, authorized by you, who may take your child from school. This includes normal pick-up days, illness, or any disaster situation. **Your child will not be allowed to leave school with anyone that is not on the emergency list.** Information is updated annually through InfoSnap each August. This information may be changed and updated by the parent or guardian at any time during the school year in the office. We must be able to contact you or a designated adult at any time of the day.

EMERGENCY PROCEDURES

In the event of an earthquake or another emergency, we follow specific procedures in caring for or releasing children. Should a disaster occur, please walk to school to pick up your children as the streets may be blocked. In the event that it would be necessary to put our Disaster Plan into action, children will be taken to the playground and kept there until the building is certified safe or until parents or guardians pick up their children. In the event of an emergency, we can contact parents through Blackboard Messenger. In the event of an emergency, please refer to our website and our messages/ alerts for up to date information.

HOMEWORK POLICY

Home Learning 20/20 is a homework practice that our District implemented starting in the 2023-24 school year. **Home Learning 20/20** asks elementary students and families to focus ***20 minutes on reading and 20 minutes on math per night***, Monday through Thursday, as research has shown that traditional homework has a limited impact on student achievement in elementary grades (Hattie, 2023; Good and Brophy, 2003; Cooper *et al,* 2006). The 20/20 reading and math homework is intended to be meaningful and reinforce the lessons that have already been taught in the classroom. Home Learning 20/20 will be beneficial for students and families and help to meet the needs of the 'whole child'. With this change, there will be a healthy balance between homework and time for play and family. Our students will benefit from a predictable and manageable homework routine, and with this common approach across all elementary grade levels within a school, it will provide families with consistent homework expectations for their students.

Grade levels	Homework time a day	Reading time a day
TK- 1st grade	10 minutes	15 minutes
2nd – 3rd grade	20 minutes	20 minutes
4th – 5th grade	40 minutes	20 minutes

Families who would like additional enrichment opportunities may visit our school district website, searching Home Learning 20/20, or use this link: https://www.livermoreschools.org/Page/9899 for enrichment suggestions by grade level.

INCENTIVE NECKLACES

Every student is provided with an incentive necklace. Throughout the year students will receive charms for the following programs:

- Running Club
- Caught Being a Colt
- Sportsmanship
- Meeting Classroom Learning Goals
- Social and Emotional Learning Goals

Necklaces remain in the classrooms and will be sent home at the end of the year. Please do not bring previous years charms back to put on new necklaces.

LIBRARY

Our library media specialist is Mrs. Richards. All classes visit the library weekly. All materials must be checked out at the library desk before they are taken from the library. Checking out materials properly and returning them promptly and in good condition is expected. Students/ families will be asked to pay for all books that are lost or damaged. Restrictions may be placed on checking out books for those who have outstanding balances or unreturned books.

LUNCH

Students are provided school lunches or students may bring one from home. School lunches are available daily, starting the first day of school. Students in grades TK-5 are issued a student lunch card to account for lunches and drinks. While universal free lunch is provided you and your family are encouraged to apply for state-provided free and reduced-price lunches online at www.livermoreschools.com on the campus catering page. Once approved, the application entitles your family to additional free or reduced fees. **Applications must be renewed yearly**.
Food/lunch for students cannot be delivered to the school by food delivery companies (DoorDash, Uber Eats, etc). A parent/guardian may drop off lunch to the school office for a student if it was forgotten in the morning or if it is a special treat. Students are expected to be responsible for lunch drop offs, picking up lunch in the office at the beginning of lunch. Please limit planned drop offs to a special occasion.

NURSE/ HEALTH

The Livermore Joint Unified School District Health Services Department is responsible for the health needs of the students in the district. School Nurses are uniquely qualified in preventive health, health assessments, and referral procedures for students within the school setting. They are in the position to strengthen and facilitate the educational process by improving and protecting the health status of children. Parents can help in the success of their child by communicating with the School Nurse and Health Clerk any health related barriers, which may affect their child's ability to learn. By identifying health-related barriers to learning and offering assistance in the removal or modification of these barriers, students can perform to the best of their abilities. This is often accomplished by working together with the student and his/her family, physician, teachers, and the school support staff to create a health plan. Our health clerk and district nurse also check on immunization compliance and communicable disease control.

Our health clerk and office staff provide care to the students who visit the School Health Office. Our office staff or health clerk can provide basic treatment such as first aid, and/or medication administration (prescription required, see below for more information).

Immunizations

California law requires that, before children under age 18 may be admitted to any California public school, an immunization record must be presented to school staff by the parent or guardian. An immunization record must include at least the month and year each dose was received and be in the form of a yellow immunization card, personal record with entries made by a physician or clinic, or a school immunization record. School children are required to be protected against diphtheria, tetanus, whooping cough, polio, measles, mumps, Rubella (German measles), varicella (Chickenpox), and Hepatitis B.

Students who are not fully immunized according to the California Department of Health Services Immunization Branch may be admitted only on the condition that they obtain any additional immunization(s) within specified time periods. Students may be exempted from the immunization requirement for medical reasons. Parents must sign a waiver to obtain this exemption. In the event of an outbreak of a disease for which the child has not been immunized, he or she will be excluded from school for the period of communicability. (CCR, Title 17, Div. 1, Ch. 4, Subch. 8, Article 5, Sec. 6000-6075)

Medication at School

Medicine can be administered in school if the following requirements are met:

- ❑ Students who require the administration of any prescription or nonprescription medication during the school day must have a signed consent form by both a parent and physician (if applicable) *Permission to Assist with Medication During School Hours Form*
- ❑ The consent Form must be completely filled out **annually** or whenever the prescription changes
- ❑ It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/her child.
- ❑ Parents/guardians are to provide the prescribed medication(s) and supplies and to replace expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.
- ❑ Medication **must be** in its original pharmacy labeled container or over-the-counter container and brought to the school office by the parent/guardian. At the end of the school year, parents/guardians must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.

Contagious or Infectious Disease

A child may be sent home if he/she is vomiting, has fever, or is believed to be suffering from a recognized contagious or infectious illness/disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) ***Students must be without fever or vomiting 24 hours before returning to school.***

PERSONALIZED ACADEMIC LEARNING (P.A.L.)

P.A.L is our student intervention and enrichment program that is offered to students in each grade level. During this time students will receive personalized instruction to meet their academic needs. Each grade level will have their own block of time designated for PAL time. Students may switch to various classrooms during this time based on their academic needs. Consistent, daily attendance will assure your child gets the most individualized instruction possible during P.A.L. time.

PARENT TEACHER ASSOCIATION (P.T.A)

The PTA is a Parent Teacher Association that supports many programs at our school. By joining the PTA you are supporting valuable programs and services at Arroyo Seco. Your dues and donations DIRECTLY support our school and students. We have supported programs such as Cultural Festival, STEAM Grants, Assemblies, Cruisin' Colts Running Club, Family Fun Nights, Teacher/Staff Grants, Campus Improvements, School Garden Activities, Stampede and many others. The PTA always wants and needs volunteers. If you choose to volunteer, you decide the time commitment and level of involvement. Please contact our PTA or Arroyo Seco's office if you can lend a hand.

SCHOOL PROPERTY

Students are responsible for the care of textbooks, library books, chromebooks, classroom PE equipment, and other school property. These materials must be returned at the end of the school year in the same condition that they were received. Our school district has partnered with an agency to offer school device insurance for your student's Chromebook. In the event that it is damaged or stolen, the insurance will help cover the cost to repair or replace it. Please visit the school district website for more information Students must have their fully charged Chromebooks in class daily to participate fully in activities. Our school district offers insurance coverage for Chromebooks at an annual price that is less than the cost to replace a lost or broken charger. **End-of-the-year activities will be withheld from students who have lost books, lost PE equipment, or damaged school/classroom materials and have not paid for them.**

SCHOOL SITE COUNCIL (SSC)

Parents are invited to serve on our School Site Council (SSC). The SSC is responsible for overseeing the School Plan for Student Achievement (SPSA), which is a plan to assist in the school's improvement process. We want to work together to continually improve our school. If you are interested in learning how you can participate please contact the office at 606-4700. Those interested will fill out a short application of interest and will be elected in.

TECHNOLOGY

We offer students access to a computer network and to Internet resources through their classrooms and the library. Parents are required to sign a User Agreement before students are given access to the District Network, Internet, and other telecommunications services via InfoSnap. Additional resources are listed on the Seco website. All students have Google accounts that will follow them through high school. Fourth and Fifth grade families can access class grades through Schoology after setting up an account.

VOLUNTEERS/ FIELD TRIPS/ VISITING

Visitors and Classroom Volunteers are welcome in our classrooms. To make your visit or volunteer experience go smoothly, bring your driver's license or government issued ID with you to the office. All volunteers must complete the district volunteer process online at https://www.livermoreschools.org/volunteer. You will also be asked to turn in a copy of a current TB test. Returning volunteers will be asked to **renew each year.** To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule the visit ahead of time with the teacher.
- The time and length of stay will be at the discretion of the teacher.
- **Check in and out** at the office, and wear a visitor sticker.
- Leave siblings at home

Parents are encouraged to share their time and talents with students as Classroom Volunteers. All volunteers must comply with the **observance of confidentiality** when working with children.

Field Trips

Parent chaperones are always needed on field trips. If a parent would like to assist in this activity, they must complete the online volunteer process. Please keep in mind that the **district does not allow a chaperone to bring other children from home or siblings enrolled** in our school on the field trip. While serving as a chaperone for our children, all of the adult's attention must be on those students being supervised. Please limit your technology use.

For most field trips we rely on parents to drive students to the destination. Drivers are to drive directly to the destination and school only with no additional stops**.** Chaperones are required to stay for the entire trip and not leave until the teacher has excused them. Those who arrive back at the school before the teacher must stay with the students from their group until the teacher arrives.

If a parent uses his/her own vehicle to transport Seco students, the following documentation is required prior to driving on a field trip:

- ❑ Completion of Livescan clearance (a one-time process)
- ❑ Insurance policy stating that the driver has 100/300 bodily injury coverage.
- ❑ Valid driver's license.
- ❑ Shoulder restraints for all students in the car.
- ❑ Car seats for children under eight years old and under 4'9"

COLT COMMUNITY EXPECTATIONS

Through the implementation of PBIS (Positive Behavioral Intervention & Supports) our staff has been emphasizing school wide systems of support. We are developing and using proactive strategies to define, teach and support appropriate student behaviors to create positive school environments. Through this school wide system our goals are:

- to provide and maintain an environment that promotes educational excellence and success.
- assist students in developing constructive problem solving skills and support them in taking ownership for their actions.
- encourage positive behaviors and discourage and/or eliminate unwanted inappropriate behaviors.
- establish a climate in which appropriate behavior is the norm.

Our parents and families can support us by reviewing the school's expectations within our learning and working community with students.

Students are Arroyo Seco learn about our Colt Community Expectations:

- **Be Safe**
  - Be mindful of your body; keep hands and feet to yourself
  - Use play equipment correctly, always share
  - Seek help
  - Follow the rules and directions from staff
- **Be Respectful**
  - Use kind words
  - Use appropriate voice for the setting
  - Clean up after yourself
  - Respect the feelings and property of others
  - Speak respectfully to and about others
  - Follow the rules and directions from staff
- **Be Responsible**
  - Clean up after yourself
  - Use equipment and tools appropriately and for intended purposes
  - Help others
  - Do your best
  - Be prepared

Stop, Walk, Talk

If one student has a problem with another student, the child being bothered should verbally inform the other person to discontinue the behavior that is bothersome or walk away and play with other children. Should the problem continue, the student should report the incident to the teacher or yard duty. Should the problem not be resolved satisfactorily, the parent needs to first contact the classroom teacher and, second, notify the principal. At no time is the parent to approach the other child to reprimand them.

PLAYGROUND & RECESS EXPECTATIONS

Playground and game rules are for the safety and fairness of all our students. These rules will be shared with students. **Personal equipment (balls, jump ropes, etc.) is not allowed at school.** Equipment

brought from home will be confiscated. The school will provide all the equipment that is needed for play. Playground equipment is not available before school since there is no supervision. In addition to the playground and game rules, we expect our students to abide by the following:

Arroyo Seco Recess Rules:

- Play safely and respectfully.
- Eat your snack at the snack area.
- Only use the multipurpose restrooms and drinking fountains during recess.
- If playing football, play touch football on the grass.
- Play all kicking games, except kickball and wall ball, on the grass.
- Play all tag or chasing games on the grass, walking only on the play structure.
- Go DOWN the slides on your bottom, feet first.
- Freeze when the bell rings, three point touch (two feet, one hand on the ground) then walk to your line when the whistle blows.
- Play with school equipment only, keep personal toys at home.
- Play with playground rubber balls on the ball wall.
- Resolve game conflicts using rock, paper, scissors

Please remember that our play structure is only to be used by students still in attendance during the school day. Our play structure is closed before and after school, and is not available for use once a student has been dismissed from class. ESS uses our structure after school.

Lunchroom Expectations:

1. All students will be walked to their lunch table
2. Students will sit inside, unless otherwise designated
3. Students will be dismissed after 20 minutes. Students who have not yet finished will be provided more time
4. Students will remain seated unless placing items on the share table, throwing away trash, or recycling
5. Students will use inside voices while eating
6. Students will raise their hand and wait to be dismissed to use the bathroom
7. Students will walk in the lunchroom.
8. Students will follow the school rules:
    a. be Safe
    b. be Respectful
    c. be Responsible

Classroom Expectations

Classroom expectations and behavioral guidelines will be created in individual classes with student and teacher feedback to meet the varying needs within that specific classroom. These rules, as well as the three school rules, will be visibly posted in each classroom and reviewed throughout the year

SECO RECOGNITION & AWARDS

Caught Being a Colt

Students are issued a "Caught Being A Colt" slip when a staff member catches them making positive choices around our Colt Expectations. Students submit their slips into the bin in the office, receive a sticker to share at home, and will be recognized weekly.

Monthly Recognition

Throughout the year students will be recognized and rewarded for following the Colt Community Expectations and practicing other good citizenship components.

ARROYO SECO WELLNESS CENTER

Our Wellness Center is staffed part time by a school counselor, a counseling intern, and our school district social worker. Students may self-refer by asking for a Wellness Center pass from their teacher(s) and may attend only when the Wellness Center is staffed. Students are expected to both check in and check out at the Wellness Center, noting what tools or strategies they used to be ready to return to the classroom.

Students may be referred to the Wellness Center for small group or individual counseling via our Coordination of Services (COST) team. Students are recommended for such support through student discipline and survey data, through teacher referral, or through parent referral. Parents must give consent prior to students receiving small group or individual counseling services.

CONSEQUENCES FOR INAPPROPRIATE CHOICES

Arroyo Seco Elementary School utilizes Positive Behavioral Interventions and Supports (PBIS) to develop students' positive and prosocial behaviors. In school, if a child cannot read, we *teach* them. If they cannot add, we *teach* them. We approach behavior from a teaching standpoint, based on decades of research in behavioral science. We explicitly teach, model, rehearse, reinforce, and review expected behaviors in all areas of our school that align with our three expectations/school rules:

- Be Safe
- Be Respectful
- Be Responsible

When students make behavioral mistakes, they are either managed in the classroom or on the playground, or managed by the office. Some of the means used to correct misbehavior in the classroom and on the playground include stating the mistake made, then saying what to do instead and modeling the correct behavior; apologizing to the person impacted by the mistake; talking through a problem to solve the problem; losing classroom privileges such as Fun Friday activities, going to Makerspace, or participating in Class Buddies activities. These are called minor infractions.

Sometimes student misbehavior rises to the level of being managed by the office. This may include when students are not responding to classroom attempts to correct behavior, when students are physically aggressive toward classmates or staff, when students threaten others, or when students plan to harm themselves or others. Means used to correct this behavior include referrals for conflict management; interviews with staff or students during recess; lessons designed to learn about the

meaning and impact of their behavior; meeting with the principal or counselor and the individual(s) harmed by the behavior to understand the impact and find resolution to move forward; completing a project designed for the student to learn about the harm of their behavior culminating in a presentation that could be used to instruct others in the future; completing a lesson to designed to educate them about their choices culminating in apology letters to those harmed by their choices; putting in place student behavior contracts that are monitored over a period of weeks; loss of privileges such as free choice during recess or attending field trips; referring the student for counseling services; putting in place behavior plans, providing outside support for the student's family, assigning campus beautification; and suspending the student. These are called major infractions.

BEHAVIOR SUPPORTS FOR STUDENTS

Seco Tier 2 Social/Emotional/Behavioral Intervention Plan

Tier 2 intervention is available to all students when the need presents itself. Students are referred through our COST process, teacher referral, school wide data on discipline referrals, and attendance. Tier 2 interventions are developed in partnership with the Coordination of Services Team (COST) with input from teachers and families to provide individualized support for the student receiving the intervention. Families may also reach out to the school directly if they have concerns for their student. Families may reach out to Sherlan Lord, our school psychologist, or Catherine Tjaja, our school counselor.

Tier 2 interventions at Arroyo Seco:

- Kid Connection
- Check In-Check out
- Small group counseling
- Parent education and outreach from the school social worker through the English Language Advisory Council

Seco Tier 3 Social/Emotional/Behavioral Intervention Plan

Tier 3 intervention is available to all students when the need presents itself. Tier 3 interventions are developed in partnership with the Coordination of Services Team (COST), teachers, and families to provide individualized support for the student receiving the intervention. Families who are interested in options for support outside of school may reach out to Irene Covarrubias, our school district social worker.

Tier 3 interventions at Arroyo Seco:

- Individual Counseling
- Behavior contract
- Behavior support plan for students without IEPs
- Behavior intervention plan for students with IEPs
- Individual case management with the school social worker
- Safety plan (when a student is at risk for self-harm)

STUDENT SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school related activity.

Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action. For students in grades K – 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 – 5, the disciplinary action may include suspension and/or expulsion.

The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

COMPLAINT PROCEDURE

It is always our goal to work with you in resolving any questions or concerns you may have about your child's educational program. The following lists the steps of our formal **Complaint Procedure**, as required by state and federal law. The first step in any concern you may have is open communication with your child's teacher. It is in these personal, informal conversations that we can best work together to address any concerns.

1. **Speak directly with the staff member(s) involved.** Discuss the problem openly, and make every attempt to work out a solution. No one can solve a problem better than the person(s) involved. Most problems are resolved at this step.
2. If, after meeting with the staff member directly involved, there is still no satisfaction**, the complainant must submit his/her concerns in writing to the Principal within five (5) days of the initial meeting with staff.** The complaint must include the name(s) of the employee(s) involved and state specific facts of the incident or problem, including any failed attempt(s) to discuss and resolve the incident with the employee. **Within five (5) days of receipt of the written complaint, the Principal will discuss the stated issue with the employee and decide if a meeting is to be held with the employee, principal, and complainant.** The Principal shall make every effort to satisfactorily resolve the issue.
3. If not satisfied with the decision of the Principal at Step Two, **the complainant, the employee, or the administrator may ask to address the Superintendent regarding the issue.** The complaint form can be found on the district's website at www.livermoreschools.org Contact will be made within 10 days of receiving the form. A written response will be sent within 20 days of receiving the complaint.