

Alisa



Elementary School

2011-2012

Student/Parent Handbook

1454 Santa Rita Road
Pleasanton, CA 94566
(925)426-4200

BUILDING A COMMUNITY OF *CHARACTER*

Responsibility

- Do what you are supposed to do
- Always do your best
- Be accountable for your choices

Compassion

- Be kind to self, others and the environment
- Help others in need
- Be forgiving

Self-Discipline

- Practice self-control
- Set goals and work toward them
- Strive for personal improvement

Honesty

- Tell the truth
- Don't cheat or steal
- Be trustworthy

Respect

- Use good manners, not bad language
- Be considerate; honor the feelings of others
- Deal peacefully with anger, insults and disagreements

Integrity

- Be reliable; do what you say you will do
- Have the courage to do the right thing
- Build a good reputation

Alisal Elementary School

National Blue Ribbon School 2003

California Distinguished School

1989, 1995, 2002 and 2006

PTA School of Excellence-Parent Involvement Award 2002-2006

Our School...

Alisal Elementary School
Amy Simone, Principal

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1454 Santa Rita Road
Pleasanton, CA 94566-5698
925-426-4200

www.pleasanton.k12.ca.us

Grade levels served: K-5

Our Mission...

Alisal School maintains the belief that all students can learn and succeed. We are committed to ensuring the individual development of the whole child by providing a quality, innovative, well articulated, student-centered program that will allow each child to reach their full potential. Children at Alisal will be lifelong learners and contributors to our diverse society as caring, responsible citizens.

Core Purpose

- ★ To prepare all students to be literate, ethical, innovative, productive members of society.

Core Values

- ★ Intellectual development and the ability to function independently by building literacy, critical thinking, problem-solving, and decision making skills
- ★ Instilling and modeling the "Community of character Traits": Responsibility, Compassion, Self-discipline, Honesty, Respect, and Integrity
- ★ Building tolerance for differences through communication and cooperation.
- ★ Continuous life-long learning and personal growth for staff and students.

Welcome to our School

As principal, I have the privilege of introducing you to Alisal Elementary School. In 2005-06, we were honored in being selected as a California Distinguished School, an award the school has also received in 2001-2002, 1994-95, and 1988-89. We are proud to also have been recognized as a National Blue Ribbon School in 2003.

At Alisal, we pride ourselves in holding high expectations and standards for all students. Alisal was the first elementary school to open its doors in Pleasanton in October of 1956. Since then, we have established and maintained a strong tradition of excellence.

The Alisal staff is highly trained and skilled in their profession, servicing approximately 660 students in kindergarten through fifth grade. Alisal is located in the heart of Pleasanton, just down the road from historical Main Street.

At Alisal school we provide a challenging educational program for all students in a positive and supportive environment. Our strong standards-based curriculum, coupled with innovative and research-based instructional strategies, allow us to provide students with the knowledge and skills they need to be successful in the future.

Staff members collaborate within and across grade levels to provide a differentiated educational program that meets the needs of all students. Character education and building the 40 Developmental Assets in our students are integral parts of our program.

The school-wide use of the TRIBES program provides students with the tools to communicate and problem- solve in a safe environment. We also tie in our Community of Character traits of responsibility, compassion, self discipline, honesty, respect, and integrity into our curriculum and activities. This year, we are proud to implement a new program called Heart, Head & Hands into all classrooms. This is a federally funded program that incorporates character education, social/emotional lessons, and service learning into our Language Arts program. This year, we have also formed a partnership with a local high school to provide some of our students with a one-on-one mentor or buddy. We encourage students to get involved with the community through service-learning opportunities such as The Bear Bulletin, poetry club, and student council. We are also proud to introduce our running club which encourages children to be active and healthy.

Parent and community involvement play an integral role in the success of Alisal. Our Parent Teacher Association (PTA) and School Site Council (SSC) work together to support and enrich our school programs. Strong community partnerships are also vital to Alisal as they offer students a link to real life experiences. At Alisal, we are proud that our families, children, staff, and community members work together to create a learning environment that gives all children an opportunity to succeed and develop a love of learning.

Amy Simone
Principal

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Pleasanton Unified School District Student Calendar 2011-2012

Please check the Pleasanton Unified School District website for further information regarding the school calendar, our strategic plan, district administration, educational services, and other school sites in our district:

<http://www.pleasanton.k12.ca.us>

2011 - 2012 School Year	
Tuesday, August 23	First Day of School for students
Monday, September 5	Labor Day HOLIDAY
Monday, October 31	Minimum Day Schedule (1-5 ONLY)
Thursday, November 10	Staff Development Day--Students DO NOT attend school
Friday, November 11	Veterans' Day HOLIDAY
Tuesday, November 15	Minimum Day Schedule (1-5 ONLY) (K-5 parent/teacher conferences)
Wednesday, November 16	Minimum Day Schedule (1-5 ONLY) (K-5 parent/teacher conferences)
Thursday, November 17	Minimum Day Schedule (1-5 ONLY) (K-5 parent/teacher conferences)
Friday, November 18	K-5 students DO NOT attend school (K-5 parent/teacher conferences)
November 21 - 25	Thanksgiving Break--NO SCHOOL
Friday, December 23	Minimum Day schedule (1-8 ONLY)
December 26 - January 6	Winter Break--NO SCHOOL
Monday, January 16	Martin Luther King, Jr. Day HOLIDAY
Monday, January 23	6-12 students DO NOT attend school (6-12 teacher work day)
Monday, February 13	HOLIDAY
Monday, February 20	Presidents' Day HOLIDAY
Thursday, March 8	Minimum Day schedule (1-5 ONLY) (1-5 at-risk conferences)
Friday, March 9	Minimum Day schedule (1-5 ONLY) (1-5 at-risk conferences)
April 6 - 13	Spring Break: NO SCHOOL
Monday, May 28	Memorial Day HOLIDAY
Friday, June 8	Last Day of School Minimum Day Schedule (1-8 ONLY)

ALISAL SCHOOL

2011-2012 bell schedule

KINDERGARTEN “Early Start”	
8:15 - 11:35 a.m.	Daily except Wednesdays
9:15 a.m. - 12:35 p.m.	Wednesdays

KINDERGARTEN “Late Start”	
9:45 a.m. – 1:05 p.m.	Daily except Wednesdays
9:15 a.m. – 12:35 p.m.	Wednesdays

Kindergarten observes the 8:15-11:35 schedule for all students (no staggered start) on minimum days unless otherwise notified

GRADES 1-3

GRADES 4-5

<u>DAILY EXCEPT WEDNESDAY</u> <i>School begins 8:15, dismisses 2:50</i>	
8:15 - 9:45	Instruction time
9:45 – 10:00	Recess
10:00 – 11:30	Instruction time
11:30 - 12:15	Lunch
12:15 - 1:45	Instruction time
1:45 - 1:55	Recess
1:55 - 2:50	Instruction time

<u>DAILY EXCEPT WEDNESDAY</u> <i>School begins 8:15, dismisses 2:50</i>	
8:15 – 10:30	Instruction time
10:30-10:45	Recess
10:45 - 12:00	Instruction time
12:00 - 12:55	Lunch
12:55 - 2:50	Instruction time

<u>WEDNESDAY</u> <i>School begins 9:15, dismisses 2:50</i>	
9:15 - 11:30	Instruction time
11:30 - 12:15	Lunch
12:15 - 1:45	Instruction time
1:45 - 1:55	Recess
1:55 - 2:50	Instruction time

<u>WEDNESDAY</u> <i>School begins 9:15, dismisses 2:50</i>	
9:15 – 12:00	Instruction time
12:00 - 12:55	Lunch
12:55 - 2:50	Instruction time

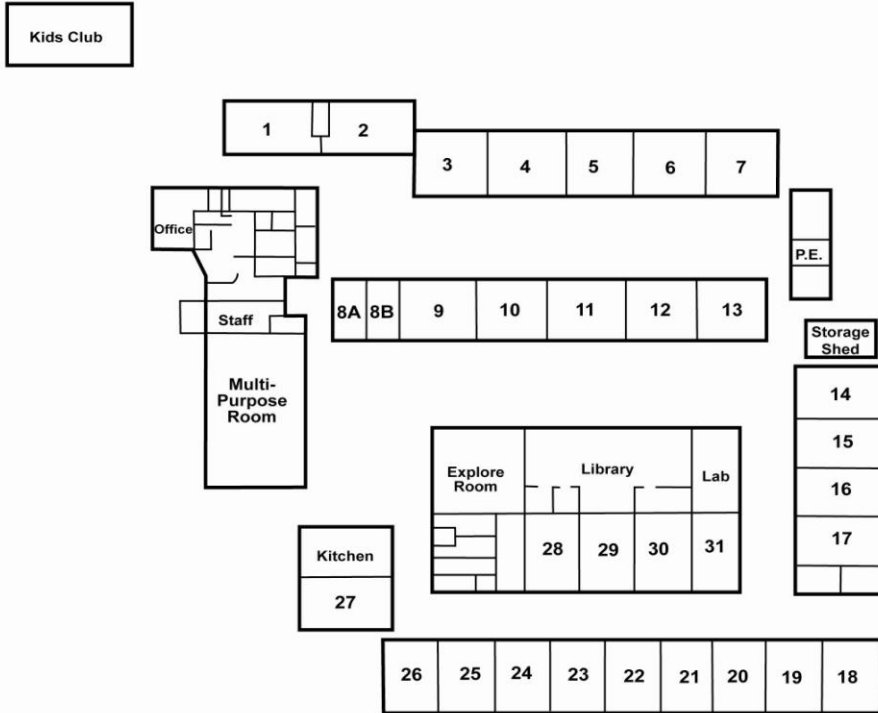
<u>MINIMUM DAY</u> <i>School begins 8:15, dismisses 12:30</i>	
8:15 - 9:45	Instruction time
9:45 – 10:00	Recess
10:00 – 11:25	Instruction time
11:25 – 11:55	Lunch
12:05-12:30	Instruction time

<u>MINIMUM DAY</u> <i>School begins 8:15 dismisses 12:30</i>	
8:15 – 10:30	Instruction time
10:30 - 11:00	Recess
11:00 - 11:55	Instruction time
11:55 - 12:25	Lunch
12:25 - 12:30	Instruction time



EMERGENCY LOCATION MAP

ALISAL ELEMENTARY SCHOOL



2011-2012 TEACHING STAFF	GRADE	ROOM	2011-2012 TEACHING STAFF	GRADE	ROOM
Robbe Benz	K	1	Teresa Hardy	3	20
Melinda Firpo	K	2	Jill Weaver	3	30
Kari Barwick	K	3	Susan Pesicka	3	31
Lisa Willis/Lisa O'Connor	1	5	Greg Breazeale	3-4 SDC	25
Iris Belenson	1	6	Jane Justus	4	18
Erin Salcido	1	7	Katie Grimes	4	19
Katie Crawford	1	13	Elizabeth Harris	4	21
Janet Reimer	2	4	Allison McCutcheon	4/5 combo	23
Jennifer Denoncourt	2	9	Beverly Taylor	5	22
Mary Jo Carreon	2	10	Angie Buttafoco	5	24
Carol Digirolamo	2	16	Alex Ondi	5	28
Christine Fitzsimmons	1-2 SDC	15	Teresa LeMay	4-5 SDC	26
Lindsey Templeman	3	14			

TRIBES

The TRIBES program assures the healthy development of every child so that each has the knowledge, skills and resiliency to be successful in our rapidly changing world.

TRIBES is a democratic group process, not just a curriculum or set of cooperative activities. A “process” is a sequence of events that leads to the achievement of an outcome. The outcome of the TRIBES process is to develop a positive environment that promotes learning and human growth. This requires learning how to build a community environment using five agreements between the students and adults with whom they are working:

Community Agreements

Attentive listening

Acknowledge the person who is speaking with full attention and eye contact.
Withholding one’s own comments, opinion and need to talk at the same time.
Paying attention not only to the words but also to the feelings behind the words.

Appreciation - no put downs

Foster a positive climate

The right to pass

Each person has the right to choose the extent to which they will share in a group activity.
The right to remain quiet and to be an observer for a short period of time.

Mutual respect

Everyone is assured of that their individual cultural values, beliefs
and needs will be considered and properly honored.

Use “I” messages when responding to others

Does not convey judgment nor is it a put down

Throughout the process, students learn to use specific collaborative skills and to reflect both on the interaction and the learning that is taking place. The TRIBES process facilitates cooperative learning and provides structure for positive interaction and continuity for working in groups in the classroom. This spirit of cooperation then affects overall student behavior. Due to the fact that the students have more tools with which to communicate properly, there are fewer conflicts in the classroom, during recess and at lunch time. Rules for student behavior are posted in the classroom as a way to reinforce safety and TRIBES community agreements.

ATTENDANCE AND SCHOOL POLICIES AND PROCEDURES

PUPIL ATTENDANCE (excerpts from Board Policies)

Any pupil who is absent from school without valid excuse three full days in one school year, tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, excessively tardy under 30 minutes, or any combination thereof, is a truant and shall be reported to Senior Director of Pupil Services of the school district (Education Code 48260).

Upon his/her second truancy within the same school year, a pupil may be referred to, and required to attend, a School Attendance Review Board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program.

Upon his/her third truancy within the same school year, the pupil shall be classified a habitual truant as defined in Education Code 48262. (Education Code 48264.5)

The fourth time truancy is reported within the same school year, the pupil shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court pursuant to Section 601 of the Welfare and Institutions Code.

EXCUSED ABSENCES

A pupil's absence shall be excused for the following reasons (Education Code 48205): personal illness; quarantine under the direction of a county or city health officer; medical, dental, optometric, or chiropractic appointments. Also excused is attendance at funeral services for a member of the immediate family which is defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the pupil's immediate household. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days of the service is conducted out of state. Participation in religious instruction or exercises is excused when in accordance with district policy. It is the policy of the Board of Trustees not to excuse pupils to attend regular classes for religious education conducted during the regular school day (District Policy 6113.2). In such instances, the pupil shall attend at least the minimum school day and shall be excused for this purpose on no more than four school days per month (Education Code 46014).

ADDITIONAL JUSTIFIABLE PERSONAL REASONS

Two weeks advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for appearance in court, attendance at a funeral service for a non-immediate family member (reasonable notice required), observation of a holiday or ceremony of his/her religion, attendance at religious retreats for no more than four hours during a semester, family necessity of less than 5 school days (this does not include family vacations) provided the pupil makes up all work missed during the absence.

ABSENCES OTHER THAN ILLNESS

Family-related leaves of absence of 5 or more school days require an Independent Study Contract. This absence will be excused if the appropriate paperwork has been completed and returned to the attendance office and the pupil's teacher has been notified of the planned absence at least 2 weeks prior to the absence. Teachers' and administrators' signatures on the contract do NOT constitute approval by the school for the absence but simply confirm proper notification of the reason for the possible excused absence. A list of assignments for the pupil to completed while absent will be prepared and are due on the day of the pupil's return to school. If all the requirements of the independent study contract are met, the absences for this period of time will be excused. The period of time for this absence may not exceed one calendar month. Any circumstances that require the absence to exceed one calendar month must be approved by the school principal. If the calendar month ends during a school holiday, the pupil must be present at school on the first day following the holiday with all the contracted Independent Study work completed. If the work is not handed in on the first day of return, then the absence would be considered an unexcused, and the pupil would have to reapply to the school for readmission (based on space and program availability).

PUPIL ATTENDANCE – ADMINISTRATIVE REGULATIONS

Please see the complete pupil attendance district policy and regulations at <http://www.pleasanton.k12.ca.us/pub/BoardPolicies/5000/5101-REG.pdf>

ARRIVAL/DEPARTURE TIMES

Students are to arrive NO EARLIER than 15 minutes before the start of class. There is no adult supervision prior to this time. Students are to leave the school grounds immediately after dismissal. If students are not picked up by 3:15 p.m., we will contact individuals on the emergency card.

ABSENCE PROCEDURES

If your student is not going to be at school, please contact the office at 426-4200. If you are calling before or after office hours (7:30 a.m. – 4 p.m.), leave a message. Please state the child's name, the teacher's name, and the reason for absence. Children should be free of a fever for 24 hours (without medication) prior to returning to school. To request homework, contact your student's teachers' voice mail or email. Prolonged illness or communicable diseases should be reported to the school office as soon as they are diagnosed.

TARDY PROCEDURES

Any student who arrives at school after the start of the school day, should report to the office and receive admittance to class. A note or phone call is required when a student is tardy. Acceptable reasons for tardiness include student illness, injury, and medical appointments.

EARLY DISMISSAL OF STUDENTS PROCEDURE

Although students are allowed to leave during the school hours for medical or dental appointments, this is not encouraged. In order to protect each child who needs to leave the school before dismissal time, the parent must personally come to the office and sign the student out. Students will only be released to adults listed on their emergency card. Students will not be released to bike or walk home for these appointments.

EMERGENCY CARDS

An emergency card must be on file in the school office for every student. Students are not considered enrolled until their card is on file. **Students will only be released to adults listed on the Emergency Card.** We ask that you list only local adults. Written notes and phone calls are not accepted for the release of any child. **For your child's welfare, please keep the emergency information current.**

MEDICATION POLICY AND PROCEDURES

School personnel may assist any student who is required to take medication prescribed for him/her by a physician if the following procedures are followed:

- **Rule for over the counter or prescription medication:** Parents of students who require the administration of medication during the school day need to have a consent form on file in the school office for the current school year. This form must be completely fill out annually and signed by the parent/guardian and the child's physician before the school personnel can give him/her medication. Medication must be in the original container and brought to school by the parent/guardian.

Students are not allowed to bring any kind of medication to school on their person (including over the counter or prescription). It will be taken away from them and a call will be made to the Parent/Guardian. For major injuries 911 is called and the parents are notified immediately.

We have had several issues with skin rashes and various infections. We do not diagnose rashes or unexplained rashes. All students need a medical doctor's note to return to school. It is district policy that it must state that they are cleared to attend school. If they come to school or are sent up to the office after a staff member has a concern they need to go home. If a parent can not come to pick their student up, they need to have someone from their emergency card pick up the student. This is for the safety of all students and staff whose health may be compromised by being exposed. Our policy is also on our district web site under pupil services: www.pleasanton.k12.ca.us

CALLING YOUR STUDENT/FORGOTTEN ITEMS

To encourage student responsibility, the office telephone will be available for student use in **emergencies only**. Students will not be allowed to phone home for forgotten lunches, assignments, or to ask permission to go to a friend's house after school. All transportation arrangements need to be made at home before coming to school. Interruptions and distractions must be controlled to ensure that teachers can dedicate classroom time to the instruction of students. Students are expected to check for and to pick up forgotten items in the school office of their own volition during recess or lunch time. To avoid instructional disruption, the office staff cannot deliver or call into classrooms to remind students of lunches, lunch money, musical instruments, projects, forgotten homework, messages from home, etc.

MOVING TO A NEW SCHOOL

If you find it necessary to leave our school during the school year, we request that you inform us as soon as you are able. The office, teacher, cafeteria, and library appreciate knowing in advance if a student is planning to transfer from Alisal. Valuable information regarding the student's progress can be gathered and included, which will make the transition to the new school easier for the student and new teacher. Cumulative records will be forwarded to the new school of attendance upon their written request.

LOST AND FOUND

Each year large amounts of clothing and other articles are accumulated in the Lost and Found (found outside the cafeteria). These articles are kept for a reasonable length of time and then are donated to local charities. To help prevent loss, it is recommended that all articles be marked with identification.

STUDENT BIRTHDAY POLICIES

In an effort to support students with food allergies, promote overall student health, and protect instructional time, students are no longer able to bring birthday food treats to share with other students. We realize that birthdays are special to students and our teachers provide acknowledgment of these days in class. If you would like your child to share something with his/her class in honor of their birthday, here are some suggestions: a book or rainy day game for the classroom collection, pencils and/or erasers for classmates, etc. Please do not send toys for classmates as they can be distracting. We cannot allow deliveries of balloons, flowers, etc., to students in their classrooms. Any deliveries will be held in the office until the end of the school day.

LUNCH PROGRAM

Hot lunches are available to all students. Checks or cash for lunches may be dropped off in the school office or payment can be made online at MyNutrikids.com. Please make checks payable to Child Nutrition Services or CNS. Money should not be carried into the lunch line for payment at lunch time. The following information needs to be on the envelope: student, teacher and student ID number. Students who bring their lunch from home should have their name on their bag or lunch box. Milk or juice may be purchased at lunch time. It is the students' responsibility to pick up a forgotten lunch from the office during recess or lunch time. We will not interrupt a classroom to deliver lunches. Please remind your student that they may not call home for a forgotten lunch and are to check in the office to see if one has been dropped off for them. Applications for free and reduced lunches are available in the school office. These need to be completed each school year.

CLASSROOM AND ACADEMIC INFORMATION

CLASSROOM ASSIGNMENTS

Our teachers offer a quality program. The assignment of students to a classroom is the responsibility of the administration and professional staff. Before students are assigned to a classroom and teacher, careful consideration is given to creating balanced classes by gender, ethnicity, personality types, learning styles, social needs, and cognitive/academic skills. We do not accept requests for specific teachers. Your respect for this policy is appreciated and your input is important to us. In the spring, parents are given the opportunity to write a short note to the principal to share any information that the school does not already have regarding their child that may be pertinent to their classroom placement.

PROCEDURES FOR CHANGING A CLASSROOM

1. A three-week waiting period will be observed. During this time, parents are asked to conference with the current teacher about their concerns regarding the classroom program and attempt to work out any issues which may exist.
2. If after three weeks parents continue to feel that a change is necessary, a request in writing should be made to the principal for a meeting to discuss the concerns. A meeting of the principal, parent, and teacher will be required. Following the meeting, parents will be informed of the principal's decision.

If there is a concern regarding the classroom and you would like to observe, please contact the office to schedule a time. Parents need to be accompanied by an administrator. To avoid a disruption with the educational program, the visit will be limited to 10 minutes. Please do not ask to speak to the teachers during instructional time. This is disruptive to their teaching and the learning process for their students. If you feel a need to discuss things at length with your child's teacher, please make an appointment to call or visit the teacher at a later time.

HOME AND SCHOOL COMMUNICATION

Answering questions, resolving concerns and solving problems are all part of our home/school partnership. Cooperation between home and school is very important at any stage of your child's development. An unanswered question can often lead to a serious concern. To avoid this please be sure to ask the question as soon as it arises. The place to start is with your child's teacher.

PARENT/TEACHER CONFERENCES

In a "Community of Learners" parents and teachers work together to help children succeed. Communication through conferences is one important way to reach that goal. A parent/teacher conference, at a mutually agreeable time may be scheduled at any time during the school year at the request of either the parent or the teacher.

HOMEWORK AND EVALUATION OF STUDENT ACHIEVEMENT

RESPONSIBILITIES OF PARENTS/STUDENTS

The student is responsible for the completion of homework. To successfully complete assignments, the student is expected to listen carefully to all directions in class, ask questions if the assignment is not clear, budget time wisely, maintain a schedule of study time, and turn in assignments when due. The parent is responsible for teaching the student skills related to planning and time use around the issue of homework. The parent should establish an appropriate environment for completion of homework activities.

RESPONSIBILITIES OF TEACHERS/ADMINISTRATION

The principal and teaching staff are responsible for establishing homework requirements consistent with these guidelines. They are expected to provide information which describes homework expectations, how homework relates to the student's grades, how parents/guardians can best help their children, and the importance of planning and organizing to meet deadlines.

The teacher has the responsibility to communicate and explain expectations for homework to students and parents and to monitor homework. As part of their responsibilities, teachers shall do the following:

- Assign homework in a timely manner to allow for student questions and planning
- Evaluate assignments
- Make available to parents information regarding student's performance in completing homework responsibilities in a timely manner

At the beginning of each course and at Back to School Night, teachers shall make available to students, parents/guardians, and administrative staff course policies, expectations, and procedures. The principal will monitor compliance with the homework policy.

GUIDELINES FOR TIME SPENT ON HOMEWORK

The following parameters are established as general guidelines (rather than as limits or requirements) in terms of on-task time spent by students on homework. Reading is an integral part of learning. These guidelines include a minimum of 20 minutes of reading:

- K-1: approximately 20 - 30 minutes per day
- 2-3: approximately 30 - 50 minutes per day
- 4-5: approximately 45 - 90 minutes per day.

Should parents feel that their child's nightly homework assignments are excessive or insufficient, a conference with the teacher should be requested.

ABSENCES

Students who miss school work because of an excused absence will be given the opportunity to complete assignments and tests, which can be reasonably provided. As determined by the teacher, the assignments and tests will be reasonably equivalent to but not necessarily identical to the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed within a reasonable period of time. Teachers *may*, but are not required to provide make-up work or allow students to take tests missed because of absences which have been designated unexcused or suspensions.

EVALUATION OF STUDENT ACHIEVEMENT

The Board believes that grades help students and parents/guardians monitor their student's progress toward meeting the State and District's Academic Standards. It is recognized that grades reflect students' demonstrated achievement and that teachers exercise their professional judgment in assigning grades. Students are expected to work toward the expectations established in the District course of study and to meet clearly established standards.

Teachers will use a variety of student achievement evidence to determine whether a student is meeting grade level standards. Methods of demonstrating this proficiency may include classroom participation, homework, projects, tests and portfolios. It is recognized that teachers exercise their professional judgment in establishing grading practices. When a student is absent, you may contact the teacher to request homework.

HOMEWORK POLICIES; EVALUATION OF STUDENT ACHIEVEMENT & GRADING

Please see the district policy and regulations at

<http://www.pleasanton.k12.ca.us/boardoftrustees/boardpolicies.html#students>

Regulation 6154 and Policy 5100

RULES AND DISCIPLINE PROCEDURES

DISCIPLINE

Our community of students, teachers, administrators and parents work to provide both a positive, safe and productive school climate. Our goal is to develop students who are self-disciplined and show respect for others as well as themselves. Discipline is a responsibility of students, parents, teachers, and administrators.

The rules for behavior are outlined on the following pages. In addition each classroom teacher will develop rules and procedures with the students in the classroom. These rules are intended to ensure we all work

together to build a positive and safe learning environment for students and staff. Our school community is committed to the TRIBES program. The TRIBES Agreements are posted in each classroom:

1. Attentive listening: Paying close attention to one another's expression of ideas and feelings; letting others know that they have been heard and checking for understanding.
2. Appreciation/ no put-downs: Treating each other kindly and stating appreciation for unique qualities and helpful contributions; at the same time avoiding negative remarks, name-calling, hurtful gestures, and behaviors.
3. The right to pass: Having the right to choose when and to what extent you will participate in group activities; knowing that voluntary participation enhances learning.
4. Mutual respect: Recognizing the value and uniqueness of each person; resolving conflicts that naturally emerge due to the differences among us; and offering feedback that encourages growth.
5. Use "I" messages when responding to others: a statement of the speaker's feelings in response to the behavior of others; does not convey judgment. "I feel _____(name the feeling) when _____ (describe the situation or behavior). I would like _____(explain what you need from the other person(s))."

TRIBES ensures the healthy development of every child so that each has the knowledge, skills, and resiliency to be successful in our rapidly changing world. It is a democratic group process, not just a curriculum. The outcome of the TRIBES process is to develop a positive environment that promotes learning and human growth.

Consistency in using consequences is crucial to the effectiveness. Children are taught that the way they choose to behave leads to certain consequences. All behavior, good or bad, is maintained by its consequences. Positive consequences are awarded for appropriate behavior and negative consequences are enforced for inappropriate behavior. Negative consequences are progressive, having steps or increments ranging from verbal warnings at first to suspension from school as a last resort.

CONSEQUENCES FOR BREAKING THE SCHOOL RULES

- ❖ Students will receive a Behavior Notice. A copy goes to the parents (via the student), the teacher, and administration.
- ❖ Students spend the next recess completing the "I Choose to be Responsible" form. Other consequences may be given based on the severity and/or frequency of the inappropriate behavior.
- ❖ Students take the "I Choose to be Responsible" form along with the Behavior Notice home. Parents sign and return the "I Choose to be Responsible" form and return it to the classroom teacher.

POSITIVE INCENTIVES

We recognize students for their positive choices and decisions. Some of the ways this is accomplished is through the following:

- ❖ **Display of student work** - Student work and projects are displayed in the school office and in the library as well as the classrooms.
- ❖ **Community of Character Notice:** Students are given this notice when an adult on campus observed them demonstrating one of the Community of Character traits: responsibility, compassion, self-discipline, honesty, respect, integrity. Students are randomly chosen monthly to enjoy Pizza with the Principal.
- ❖ **Student/Star of the Week:** Students are recognized weekly in their individual classrooms and are given time to share their lives with one another.

SUSPENSIONS

Suspension is imposed for serious discipline infractions or repeated acts of misconduct when other means of correction have failed to bring about proper behavior. It is not meant as a form of behavior modification,

but as a method to remove students for serious infractions, restore a proper educational environment, address law, and ensures official documentation of events. The student will be informed of the reason for the suspension and shall be given the opportunity to present his/her explanation of the incident.

At the time of the student's suspension, a staff member will make a reasonable effort to contact the student's parent/guardian in person or over the telephone and mail the "Official Notice of Suspension" to the parent/guardian. A staff member will also send a copy of this notice to the pupil services department. This notice will contain each of the following:

- a. An explanation of the incident leading to the suspension.
- b. The date and time when the student will be allowed to return to school.
- c. A statement of the right of the student or parent/guardian to due process.
- d. A statement of the right to have access to the student's records.

Education Code 48900

A student shall not be suspended from school nor recommended for expulsion unless it is determined that he/she has committed any of the violations listed under this code. The principal can make a RECOMMENDATION FOR EXPLUSION for any student that poses a continued threat to the safety and well-being of another student or staff member.

A pupil may be suspended or expelled for education code violations that are related to school activity and attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch or recess period
- During, or while going to or coming from a school sponsored activity

EDUCATION CODE 48900 (q)

- A. Caused, attempted to cause or threatened to cause physical injury to another person.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects.
- C. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, alcohol beverage or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damages to private property or school property, including graffiti.
- G. Stole or attempted to steal school or private property.
- H. Possessed or used any products containing tobacco or nicotine products, except by prescription.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.

- N. Committed or attempted to commit sexual assault or sexual battery.
- O. Harassed, threatened, intimidated, or retaliated against a pupil who is a witness in a school disciplinary proceeding.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Aids or abets the infliction or attempted infliction of physical injury to another person.

Education Code 48900.2- committed sexual harassment to another pupil or employee.

Education Code 48900.3 – Acted, or attempted an act, to cause physical, emotional, or property damage based on race, religion, gender, age, disability, political affiliation, immigrant status, or sexual orientation or any other form of hate violence.

Education Code 48900.4 – Engaged in harassment’s, threats, or intimidation that created an intimidating or hostile environment.

Education Code 48900.7 – Making terrorist threats against school officials and or school property.

Education Code 48901.5 – Possession or use of any electronic signal device.

CLASSROOM SUSPENSION

A teacher may suspend a student from his/her class for any of the acts specified in the Education Code 48900 for the day and the day following. The student will be informed of the violation and given the opportunity to present his/her version of the facts. The teacher will immediately report the suspension to the principal and must attempt to notify the parent/guardian, in the absence of the principal or designee, prior to imposing the suspension.

If prior notification is not feasible, the principal or designee will contact the parent/guardian no later than the end of the day that the suspension occurred. The teacher shall request a parent-teacher conference regarding the suspension. If possible, a school counselor will attend the conference. The principal will attend the conference if requested by the teacher or parent/guardian. The student shall not return to class during the period of the suspension without the concurrence of the teacher and the principal or designee. The teacher will also complete the “Official Notice of Suspension” within one school day and submit it to the principal or designee.

EXPULSION

EDUCATION CODE 48915(a)- MANDATED EXPULSION RECOMMENDATION

The principal shall recommend expulsion for any of the following acts unless the principal reports in writing to the Pupil Services Department that suspension is appropriate:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object with no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.
5. Assault or battery on any school employee.

EDUCATION CODE 48915(c) – MANDATED EXPULSION

The principal must immediately suspend and recommend expulsion for any of the following acts:

1. Possessing, selling, and otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance
4. Committing to attempting to commit a sexual assault or committing sexual battery.
5. Possession of an explosive.

ITEMS NOT ALLOWED AT SCHOOL

Dangerous items or any item that distracts students from the intended purpose of learning are not allowed at school. Items that are judged to be inappropriate will be confiscated until the end of the school day or retained by the principal until a parent/guardian can reclaim the item.

- Electronics, games, toys, trading cards (unless prior permission is given by teacher for sharing in the classroom) should not be brought to school.
- Shoes with wheels are not allowed on campus for the safety of our students.
- Baseball/softball bats and balls (hard/soft, small bouncy) and tennis balls are not allowed on campus.
- Students are not allowed to chew gum while on campus, unless the school has prearranged it.
- Birthday balloons, flowers, gifts etc. cannot be delivered to classrooms as it causes a distraction.

SAFETY ISSUES

The school administration strongly recommends that parents abide by the general rules concerning visitors and arrival/departure times for your children. We want to emphasize that these are not just rules, but safety issues. All visitors are required to sign in and wear a visitor tag. Anyone not signed in at the office would not be searched for in the event of a natural disaster. Staff members will be advised to question any visitor without the proper identification. Repeated failure to abide by this rule will result in written notification to the parent/visitor by the principal.

SCHOOL RULES

The following rules are in place for your student's safety and the safety of others:

1. General Rules

- ★ Bikes, scooters, skateboards, roller shoes and/or roller blades should not be ridden on campus
- ★ Walk in the hallways, corridors, courtyards and all blacktop areas
- ★ Running is only allowed on the field
- ★ No inappropriate language, screaming or yelling

2. Recess Rules

- ★ All food and drink must be eaten in designated areas.
- ★ Students are only to use the bathroom on the playground during recess and lunch
- ★ Students must be on the supervised playground at all times
- ★ Students must be where they can see a yard duty at all times
- ★ Students should not play with or throw tan bark, rocks, dirt, etc.
- ★ All games are open, meaning that anyone is allowed to join a game and/or use the equipment with each other
- ★ No games are allowed which involve body contact (i.e., tag, wrestling, tackle football, slide tackling in soccer, tug of war, play fighting, etc.)

3. Ball Use

- ★ All balls are supplied by the school
- ★ Balls can only be kicked on the field
- ★ Balls are to be returned to the ball bins when students are done using them or at the end of recess
- ★ Balls should not be bounced or thrown against buildings, people or fences
- ★ Soccer balls and red rubber balls are the only balls that are allowed to be kicked on the field

4. Ball Wall

- ★ Handball only (no kicking of balls against the wall)
- ★ Only red rubber balls provided by the school may be used against the wall
- ★ Only one ball at a time on each side

5. Play Structure

- ★ Use apparatus appropriately
- ★ Go across the bars in one direction
- ★ Go down the slides one at a time, feet first
- ★ Running, chasing and tag are not allowed in this area

6. After the Bell

- ★ Students are to freeze at the ring of the bell
- ★ Once the whistle is blown, students are to walk to their assigned area (designated by numbers), line up, and wait for their teacher to pick them up

7. Designated Areas

- ★ Students are not to play in the halls during recess and lunch
- ★ Upon arrival on a rainy day, students are expected to go to the multipurpose room before the bell rings
- ★ Primary and upper grade students are not allowed in the kindergarten area without specific permission of the teacher
- ★ Except in an emergency, students are not to go to the office without a pass and permission from the teacher or noon supervisor

8. Restrooms

- ★ The facilities will be used as designed.
- ★ Yelling, running/playing in restrooms is not allowed.
- ★ Students will put used towels in the garbage can.
- ★ Students will respect another person's right to privacy.

SEXUAL HARRASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone in the educational setting. The District considers sexual harassment to be a major offense which may result in disciplinary action for an offending employee or student. Complaints of sexual harassment by staff or students should be directed immediately to the principal. Any matter involving sexual harassment shall be treated confidentially.

SEXUAL HARRASSMENT

Please see the district policy and regulations at

<http://www.pleasanton.k12.ca.us/pub/BoardPolicies/4000/4031-POL.pdf>

LIBRARY USE AND RULES

Our library, staffed by a Media Specialist, is maintained as an aid to the students and teachers. Our multimedia library contains books, computers, recordings, and other learning materials. The library is used by classes (students may check out books at this time) and is open for students' use during the school day. Library skills are taught by the classroom teacher and reinforced by the library staff. Extra reading is encouraged and students may check out books at other times throughout the day. Materials are circulated for one or two weeks. No fines are charged for overdue materials; however, students are expected to pay the replacement costs for lost or damaged items and will not be able to check out additional books until resolved. The California Education Code, Sections 60411 and 408904, establishes students' liability for damage and replacement of materials loaned to them by the Pleasanton Unified School District. **Report cards will be held until replacement costs for lost or damaged library items have been paid.**

Students using the library are expected to:

- ★ Treat the library as a quiet place. Students who cause disruptions will be asked to leave.
- ★ Use the library for its intended purpose, not just to visit or hang out.
- ★ Use the library only when there is a teacher, parent volunteer, or Media Specialist present.
- ★ There is no eating in the library.

USE OF SCHOOL COMPUTERS

Excerpt taken from PUSD Board Policy #6160

Users of the telecommunications network are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Use the telecommunications network as specified in the policies and regulations of the district. Be professional and careful about what you say about others.
- Keep messages short and to the point.
- Be polite.
- Use appropriate language.
- Do not use the network in any way that would disrupt the use of the network by other users.

The Internet, a global "network of networks" is not governed by any entity. This leaves no limits or checks on the kinds of information that is maintained by and accessible to Internet users. The district will make every effort to block those Internet sites that contain information inappropriate to the educational setting. However, the district cannot guarantee that access to inappropriate materials will not occur. Individual users of the telecommunications network must observe guidelines of network safety. Users should not:

- Assume that e-mail messages are private.
- Post personal information, e.g. home street address, phone number, or age to someone unknown.
- Use last name on any message.
- Respond to messages that are harassing, demeaning, or belligerent.
- Arrange any face-to-face meeting with an unknown network user.

The district makes no warranties of any kind, whether expressed or implied, for the services it is providing. The district will not be responsible for any damages, non-deliveries, mis-deliveries, or service interruptions caused by the system or user errors or admissions. Use of any information obtained via the telecommunications network is at the users own risk. The district specifically disclaims any responsibility for the accuracy of the information obtained through its services.

The Pleasanton Unified School District has provided a network to connect schools of the district and the Pleasanton Unified School District Media Center. This network connection provides students and teachers with access to a telecommunications network and to the resources which are available through the Internet. These resources are to be used only in conjunction with teacher-directed and teacher-approved educational projects.

The guidelines below identify your responsibilities as a user of these resources. If any user violates these provisions, his/her access will be cancelled and appropriate disciplinary action will be taken. Parent and student signatures indicating acceptance of these responsibilities are collected annually at registration.

ACCEPTABLE USE

The purpose of providing access to the Internet is to support classroom instruction and educational research. The use of the Internet must be in support of teacher-directed and teacher-approved activities which are consistent with the adopted curriculum and educational objectives of the Pleasanton Unified School District. Transmission of, or access to, materials which are in violation of federal or state laws is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or materials restricted through a password or other access codes. Use for commercial or personal advertising is also prohibited.

PRIVILEGES

The access to resources contained on the Internet is a PRIVILEGE, not a right, and inappropriate use will result in the cancellation of those privileges. The site administrator will determine when a student has violated these provisions based upon recommendations from the instructor. Renewal of the PRIVILEGE is at the sole discretion of the site administrator.

RULES AND DISCIPLINE PROCEDURES

Please see the district policy and regulations at

<http://www.pleasanton.k12.ca.us/boardoftrustees/boardpolicies.html#students> *reg. #5150*

DRESS CODE

Our schools standards for appropriate dress promote a safe and positive learning environment conducive to high academic and behavior standards.

Excerpt taken from PUSD Board regulation 5155:

II. The following district and school dress codes shall be enforced during the school day:

1. Any apparel, jewelry, grooming, or accessories, even if not specifically mentioned below, which creates a safety or health concern, or causes or threatens to cause a disruption to the educational process is prohibited.
2. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others.
3. Footwear is required at all times and must be safe and appropriate for indoor and outdoor activity.
Note: The wearing of open-toed or backless sandals and high wedged shoes have resulted in numerous injuries and should not be worn. Students should appear at school in attire that is conducive to school work rather than to the beach or park.
4. Clothing, grooming, 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, grooming, accessories, or jewelry that degrades any sexual orientation, males or females, nationalities or cultural, religious or ethnic values are prohibited. Clothing, grooming, accessories, or jewelry that advocate racial, ethnic, sexual orientation or religious prejudice or discrimination, or promote sex, the use of tobacco, drugs, alcohol or any unlawful acts, are prohibited.
5. Hats, caps, and other head coverings shall not be worn in classrooms, except for valid religious or medical reasons authorized by the administration and verified in writing by a physician.
6. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
7. All articles must be of sufficient length and looseness for appropriate body coverage in positions of standing, walking, running, sitting, leaning, and "arms up", so as not to be revealing. Clothes, apparel or attire must be sufficient to conceal undergarments, the breasts, midriffs, buttocks, and torso at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to, see-through or fishnet fabrics, clothes that reveal any part of the midriff or torso, tube tops, backless or strapless tops, halter tops, off-the-shoulder or low-cut tops or dresses, tops that have shoulder straps that are less than one and one half inches wide, skirts shorter than or with slits higher than the length of a person's finger tips when the arms are extended naturally at the side and shorts shorter than thumbs length when the arms are extended naturally at the side, sagging pants (pants must be worn above the buttocks), and tattered or torn clothing that may cause a safety issue or do not meet the standards of decency, are prohibited.

8. Any clothing, apparel or attire which could be used as a weapon, or could be damaging to school property, included, but not limited to, steel-toed boots, chains, items with spikes or studs, etc., is prohibited.

9. Gang-related apparel is prohibited, including, but not limited to, bandannas, or other symbols, emblems, or insignia.

10. Pupils shall not display any material which so incites others as to create a danger of the commission of unlawful acts on school grounds and at any school-sponsored activity, disrupts the school process or violates district or school site policies or rules.

11. Clothing, grooming, accessories, or jewelry which have been altered by the addition of lettering or symbols and fall within the definition of part 8 above, are prohibited. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display or promote 1) racial, ethnic, or sexual orientation slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive words or images; or (4) products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.

III. Exceptions for Special Activities

Exceptions may be made by the principal particularly for special days, special events, or student activities outside the school day. Students will be expected to uphold the standards of safety and decency at all school events.

IV. Enforcement of the District Dress Code Regulation

1. Any violation of the district or school dress code(s) will be considered a violation of Education Code section 48900 (k)--disruption of school activities and/or willful defiance of valid school personnel authority.

2. Administrators will notify all students of the dress code regulation expectations at the start of every school year.

3. The following possible consequences will follow any infraction of the district dress code regulation: change of clothing with parent notification; change of clothing with detention assigned & parent notification; change of clothing with Saturday school assigned and parent notification (middle and high school); student suspension

4. Final determination of what constitutes appropriate dress will be made by the school administration.

DRESS CODE

Please see the district policy and regulations at

<http://www.pleasanton.k12.ca.us/boardoftrustees/boardpolicies.html#students> reg. #5155

PARENT VOLUNTEERS & FIELD TRIP GUIDELINES

VOLUNTEERS

One of the basic goals of our school is to provide an educational program which will meet the needs and interests of each student. We strongly encourage parents to participate by volunteering to assist us in meeting this goal. It is with your assistance that we can improve the instructional program for the students and provide experiences that will assist in making the student's year a successful one. It is required that you sign in at the office and get a volunteer badge. ***In order to minimize distractions, siblings are not to be in the classroom while parent is volunteering.***

All visitors and volunteers must sign in at the office and wear a Volunteer or Visitor nametag.

Parent volunteers must have a cleared volunteer form on file with the school. These must be done each school year and they take 4-6 weeks to be cleared through the police department.

Visitors are welcome at Alisal School. All parents, visitors, and classroom volunteers must sign in at the Alisal office before entering the classroom/school grounds and wear the “visitor” tag issued to them in the office so they can be recognized as such by staff members and students.

FIELD TRIP STUDENT GUIDELINES

Trips will be related to current courses of study and pre-announced by teachers. Students must have a signed Field Trip Permission Form on file in the office before they will be allowed to go on a trip. No siblings will be allowed on field trips. Field trip drivers must be at least 21 years of age and have completed an Insurance Form at least one week in advance of any field trip, have a valid California Driver’s license and a current, cleared volunteer form on file in our office. A copy of your insurance policy face sheet or declaration page must be attached to your completed Insurance Form to verify that your coverage meets the District requirements. These forms must be renewed each school year.

Students are fortunate to be able to participate in off-site learning experiences. In order to ensure the safety of all, these guidelines must be adhered to at all times. Any student who deliberately endangers the safety of himself or others will have consequences and may be prohibited from going along on future field trips.

- The discipline program that guides students to appropriate behavior at our school is applicable on field trip excursions.
- Students will respect a chaperone as they would respect their teacher.
- Students will stay within sight of their chaperone and follow group members at all times.
- Student traveling in cars need to use seat belts, face forward, and use soft voices.
- Students need to be in a car booster seat if they are not more than 60 pounds or not more than 6 years of age. Vehicle code section 27360-27368
- In buses, students need to remain seated at all times and use low voices so as not to distract the bus driver.

FIELD TRIP RESPONSIBILITIES OF THE CHAPERONE

- To provide transportation that is reliable and safe - seat belts are used, kids face forward, no air bags in front of small children.
- To bring NO siblings.
- To arrive on time - earlier if possible - to assist the classroom teacher.
- To review group assignments, directions and emergency packet prior to leaving to be sure all information is clear and understood.
- To familiarize yourself with the student group members - memorize names, faces, and clothing.
- If at any point during the field trip you are separated from the group or lost please call the school office.
- Upon arrival at the destination, discuss with the group members the procedures to follow in the event a member becomes separated.
- To remind students that they must stay with you at all times and that they must abide by rules of behavior.
- Chaperones should consider themselves extensions of the teacher in enforcing proper conduct and should seek assistance from the teacher if a student refuses to cooperate.
- Do not, under any circumstances, leave a student in your group unattended. Individual students must be accompanied to the bathroom (with the rest of the group being chaperoned by another adult).
- Chaperones must agree to limit socializing with other adults because it will interfere with their ability

- to keep a close watch on the students in their assigned group. Remember the safety of all students is a vital responsibility.
- Provide the school with a current driver insurance coverage form with a copy of the current declaration sheet attached. These must be done each school year.

FIELD TRIP GUIDELINES & PARENT VOLUNTEERS

Please see the district policy and regulations at [http](http://www.pleasanton.k12.ca.us/boardoftrustees/boardpolicies.html#students)

<http://www.pleasanton.k12.ca.us/boardoftrustees/boardpolicies.html#students> reg. # 6153

FOODS PROVIDED FOR SCHOOL FUNCTIONS

FOODS PROVIDED FOR SCHOOL FUNCTIONS (ADMINISTRATIVE REGULATION 5537)

The Board of Trustees will permit the serving of foods from home for school activities given the following criteria: All foods served at school functions shall be prepared or purchased according to the California Uniform Retail Food Facilities Law and Health and Safety Code 113700 et eq. Food Items may be distributed by individuals or organizations during the school day if:

- It is a prepackaged item, or
- It is prepared by a licensed outside vendor, or
- It was prepared in a district kitchen facility under the supervision of an authorized Child Nutrition Services representative, or
- It is food prepared in the home following safe food handling guidelines

It is the responsibility of the pupil's parent/guardian to notify the teacher and site principal of any food allergies their child may have and what precautions are required to address their needs.

In order to support traditional school events such as Thanksgiving Feasts and International Celebrations (of which ethnic foods are sometimes the highlight of the event), a parent or guardian must provide explicit permission to participate in the event.

FOODS PROVIDED BY PARENTS, ETC. FOR SCHOOL FUNCTIONS

For the complete district policy and regulations, please see

<http://www.pleasanton.k12.ca.us/boardoftrustees/boardpolicies.html#students> reg. # 5537

EMERGENCY PROCEDURES

Fire, earthquake and other emergency drills are conducted on a monthly basis. When the fire alarm sounds, all students are to stay with their teacher and proceed to the back of the school on the grass area. At that time, the teachers check to be sure all of their students are accounted for. Any student who is with a specialist or in the office at this time will be returned to their classroom teacher for accountability.

The following information has been compiled in order to prepare both you and your children in the event of a natural disaster. A disaster plan has been devised to better prepare staff, students and parents for their role should a disaster occur.

SCHOOL PROCEDURES FOR STUDENT PICK-UP AFTER MAJOR EMERGENCY

If student pick-up is necessary after a major disaster please follow the following procedures:

Parents or guardians proceed to the Check-Out Area located on the first grade playground, under the overhang. You will need to present identification at that time, as students will be released only to adults listed on their emergency card. Your student can then be released to you. We ask that you do not come

onto campus and begin searching buildings for your student. Students will be in designated areas, supervised by staff members. Children not picked up will be cared for by school personnel on the school grounds or at a safe environment which will be posted.

SCHOOL SUPPORT SERVICES

Resource Specialist

Individualized Education Programs for learning disabled students identified by the Student Success Team are available from our Resource Specialist.

Reading Specialist

The services of a reading specialist are available to our faculty and to a small group of students who require additional reading skills. The Reading Specialist oversees our reading program and recommends curricular materials for teachers, students and parents. She frequently works with whole classes enhancing the literature-based program. Our Reading Specialist also works with English Learners.

Speech

Speech and language services are offered to students meeting state requirements for therapy. This program assists students in the process of improving articulation and communication.

GATE (Gifted and Talented Education)

Gifted and Talented students are clustered in grades four and five. The students work on the development of higher levels of cognitive skills. Through differentiated instruction, GATE students, parents and classroom teachers develop an IDP (Individual Differentiation Plan). Second grade students are tested in the spring with parental permission.

Special Day Classes

Self-contained classrooms are available for students who need a smaller class in which to learn. Students must qualify for this program by meeting the specified criteria.

Counselor

A part-time counselor provides small group and whole class lessons for students based on needs.

SCHOOL/PARENT ORGANIZATIONS

Parent Teacher Association (PTA)

PTA would like to welcome you and invite you to become an active member. Our parent-teacher group is affiliated with the National PTA. As you are probably aware, the purpose of the PTA is to promote the welfare of our children and to encourage a closer relationship between home, school, parent and teacher. Parents working with a shared goal can make a significant difference in the quality of education their children receive.

The PTA is involved in a variety of activities and fundraisers that support our staff and students. PTA has a vital, influential voice at the school and within the district. The continued success of our PTA hinges on parent's involvement. All parents are urged to participate in the PTA's meetings and events. General meetings are scheduled each month. Please refer to the school calendar for the scheduled meeting dates and activities.

School Site Council

The School Site Council is an elected body of members with even parity between parent/community members and teacher/school personnel. The Council meets throughout the school year, reviews and approves school policies, and provides advice on other school projects as requested. The Site Council directs funding to support the growing need for technology, to purchase materials for the various curriculum areas, and to provide valuable staff development. The Council recommends, evaluates and manages the School Library Improvement Plan, which provides for the special needs of all students. There is an election process each year and those elected serve a two-year term. Dates and times of the School Site Council meetings will be announced. The first council meeting of the year is in September. All interested persons are welcome to attend the SSC meetings.

English Language Advisory Committee

Parents of English Learners meet four times per year to discuss issues related to the needs of students and families that speak English as a second language. The committee gives input on the School Improvement Plan and on the use of funds designated for English Learner instruction.

Safety Committee

Our Safety Committee meets four times per year. This committee supports safety initiatives at our school such as the emergency preparedness, sun-safety and traffic calming. Interested parents are invited to join.

TRAFFIC PROCEDURES

We have been working with the City of Pleasanton to improve safety associated with the drop-off and pick-up of students at Alisal Elementary School. Our joint efforts are part of “Rides to School,” Pleasanton’s School Traffic Calming Program. We all need to work together to make the process as efficient as possible to avoid significant delays and frustration. In order to save you time and maintain a safe environment for your child, we request all parents and drivers follow these procedures. **These procedures will go into effect the first day of school.**

The primary unloading/loading area is within the parking lot; refer to circulation map located on page 27. All vehicles must enter the loop from the southern driveway located at the intersection of Black Avenue and Santa Rita Road/ Santa Rita Frontage Road.

The drop off area consists of three lanes at the entrance, which merge to two and then to a single lane just as you reach the first curve. The curb lane is the only lane that should be used for loading and unloading. There is no parking along the curbs during the drop off and pick up periods.

After entering the driveway, vehicles will merge to the curb lane to access an available curbside loading spot. School personnel and/or parent volunteers will direct vehicles to pull up as far as possible to efficiently utilize the curbside loading area. The Safety Valet Patrol will assist with the loading and unloading of students to expedite the process only on the curb lane in front of the school. Parents dropping off or picking up their child should stay in the vehicle to reduce the time occupying the loading area. After unloading or loading of passengers, vehicles must wait for the vehicle in front of them to move forward to exit the loop. Two lanes exist at the egress of the loop. The left lane is for left turn exit traffic only, and the right lane is for right turn exit traffic only.

A secondary loading/ unloading area exists at the back of the school on Kolln Street. This street can be accessed by using Nevis Street to the south of the school or Francisco or Alvarado Streets to the north of the school. The curb located in the back area is painted white and is a loading zone for the morning and afternoon bell times. This area provides enough curb space for over 15 vehicles at a time to unload or load

passengers and experiences little congestion. All buses from day care centers and elsewhere will be directed to use the loading zone at the back entrance to the school on Kolln Street.

Parking

The central parking area is for those who are parking only. Please do not use this area to drop-off and/or pick-up students. This reduces the number of places students need to look for their parent and increases safety and efficiency of the loading and unloading operations by eliminating the need to cross a large volume of students through the parking lot. The side lot located next to the multi-purpose room is designated as staff parking and is not available during these periods. If parents wish to walk their student to or from class and wish to park in the center lot, they need to arrive early and leave after the drop-off and pick-up periods. Parents may also park along the street where designated parking is available. **We ask that you refrain from parking in the medical office parking lot located next to Alisal School. This is a private lot for patients only and your car can be towed at your expense. We also ask that you refrain from parking at the Post Office parking lot located across the street.** In the school parking lot, green visitor spots are provided for your convenience. Please refrain from parking in the numbered spots as those are for teachers. Parents are encouraged to park in the visitor spaces located in the center parking lot.

Visitors may also park along the white curb area on Mondays, Tuesdays, Thursdays and Fridays between 8:30 – 9:30a.m.; 10:00-11:15 a.m.; 11:45 a.m. – 12:45 p.m.; and 1:15 - 2:30 p.m. and on Wednesdays between 9:30 a.m. – 12:15 p.m. and 1:00 – 2:30 p.m. At all other times, the white curb is for drop off and pick up only. Kids Club parents may park along the white curb located in front of Kids Club prior to 7:55 a.m. After that time, you must park in a visitor's parking spot in the parking lot or along the street. There is no parking on the red curbs at anytime

If your child is picked up at the curb: Remain in your car at the white curb and a teacher will escort your child to your vehicle. Please do not move into the red curb area to wait as it blocks the exit lane of the parking lot.

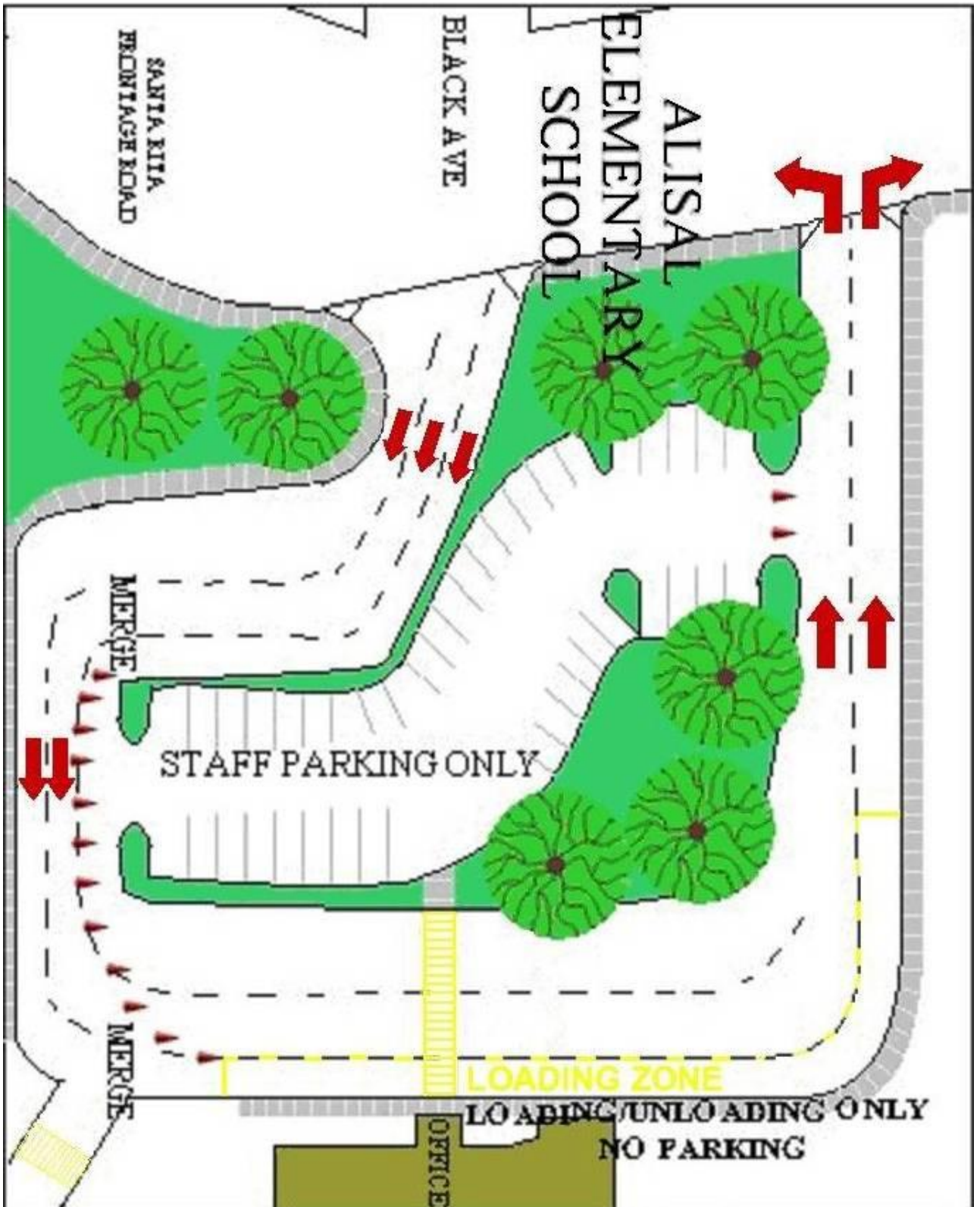
All drivers:

There is NO parking in the loop around the school during drop-off and pick-up time. Vehicles in the loop must have a driver in them at all times.

Please remember that although your child is safely inside the school or in the vehicle, many other students are still walking around and cautious driving is needed at all times. During the first few weeks of school, we will be monitoring these procedures to evaluate their effectiveness in reducing traffic congestion while ensuring optimum safety for our students. Please respect the parents/teachers/students on traffic duty. They are there to protect all the students of Alisal School.

Thank you for your cooperation and please drive safely!

DROP-OFF / PICK-UP PROCEDURES MAP



PLEASANTON UNIFIED SCHOOL DISTRICT

ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

This notice informing you of the Uniform Complaint procedures is available in Spanish from any school or the District office upon request.

Este aviso, que resume el procedimiento de quejas uniforme está a su disposición en Español de su escuela o a la oficina de su distrito escolar.

The Pleasanton Unified School District Board of Trustees recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP), as set forth in Board Policy and Administrative Regulation 1330, when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, sex, race, ancestry, natural origin, physical or mental disability.

Failure to comply with state and/or federal laws and regulations in adult education, consolidated categorical aid programs, vocational education, child care and development, child nutrition, and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Therefore, discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis. The District prohibits retaliation against any participant in the complaint process.

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent will ensure that the mediation results are consistent with state and federal laws and regulations.

Complaint Process:

1. **Informal Resolution:** Before initiating a formal complaint, an attempt shall be made to informally resolve the issues through a discussion with the complainant and relevant parties. The complainant will be provided an opportunity to present relevant information.

2. **Filing Complaint:** Obtain a copy of the Complaint Form from the school or district office. Submit form to the assistant superintendent of human resources.

PLEASANTON UNIFIED SCHOOL DISTRICT Annual Notice of Uniform Complaint Procedures

3. **Investigation:** The supervisor will investigate the complaint and provide a written report of the investigation and decision. The decision will contain the findings and disposition of the complaint, corrective actions (if any), rationale for such disposition, and procedures for initiating an appeal, within 15 days of receiving the local agency written decision, to the California Department of Education.

4. **Appeals:** If any party disagrees with the supervisor's written decision, he or she may appeal the decision to a compliance officer of the District. Following the decision of the compliance officer, either party may appeal the decision to the District's Board of Trustees.

5. **Timeline:** The formal complaint process, including appeals to the Board of Trustees, shall be concluded within 60 calendar days from the District's receipt of the complaint, unless the complainant agrees in writing

to an extension of time. Any complaint may be appealed to the California Department of Education within 15 calendar days of receiving the Board's decision.

6. Discrimination Claims: A complaint alleging discrimination must be initiated no later than six (6) months from the date when the alleged discrimination or violation of law occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination or violation of law.

7. Civil Law Remedies: A complainant may also pursue civil law remedies, such as injunctions or restraining orders through local, state or federal legal aid agencies, offices, local mediation centers, or public or private interest attorneys. Local agencies that may be able to assist you include the Alameda County Bar Association and the Legal Aid Society of Alameda County. Complainant has a right to seek civil law remedies no sooner than sixty days have elapsed since filing an appeal with the California Department of Education, with the exception of injunctive relief, for which the moratorium does not apply.

Complaints shall be directed to:

Assistant Superintendent,
Human Resources
Pleasanton Unified School District
4665 Bernal Avenue
Pleasanton, California 94566
(925) 426-4321

Human Resources will direct Title IX complaints to
Coordinator, Special Projects
Pleasanton Unified School District
4665 Bernal Avenue
Pleasanton, California 94566
(925) 426-4325

This notice shall be distributed annually to parents in the District's annual notice to parents. This notice shall also be distributed to all school sites, Public Information Office, Human Resources, Educational Services, and Pupil Services for distribution to students, employees, advisory committees, and other interested parties.