

FAIRLANDS ELEMENTARY SCHOOL HANDBOOK

2007 - 2008



Fairlands Flyers
Above and Beyond...
The Sky's the Limit at Fairlands Elementary

Fairlands School
4151 W. Las Positas Blvd.
Pleasanton, CA 94588
Kimberley Michels, Principal
(925) 426-4210

Note: This school handbook is intended to be a helpful resource for parents by providing general information on some current school guidelines, programs, and procedures. Information and examples in this handbook are not meant to be all-inclusive or to cover all situations or circumstances. Information or procedures may change or be implemented during the school year and therefore may not necessarily be included or reflected in this handbook. Please contact the school office if you have any questions or require any additional information. Thank you.

FAIRLANDS ELEMENTARY SCHOOL

Our School . . .

Fairlands Elementary School
Kimberley Michels, Principal
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4151 W. Las Positas Blvd.
Pleasanton, CA 94588-4199
(925) 426-4210

Fairlands Vision

Fairlands School is a community of students, parents, and staff dedicated to the development of every individual's desire to learn and achieve. Collectively, we provide a safe, supportive environment that fosters curiosity, inquiry and a life-long passion for learning.

We Believe...

- ❖ We believe collaboration and continuous dialogue promotes high achievement and academic success for all.
- ❖ We believe that each child has a unique pathway to learning. We begin where they are and facilitate their progress toward reaching their fullest potential.
- ❖ We believe open communication between staff, students and parents fosters connections critical to the success of all students.
- ❖ We believe modeling, teaching, and applying the six character traits, develops well-rounded, contributing citizens for the future.
- ❖ We believe a positive school culture and climate embraces humor and the joy of learning.
- ❖ We believe our diverse community enriches the tapestry of our school culture.

Welcome to Fairlands. . .

At Fairlands Elementary School we are committed to going "Above and Beyond" to meet the needs of all students of learners where parental involvement helps to substantially enrich and enhance our educational program. Our Parent Teacher Association (PTA), School Site Council (SSC), and Technology Committee, are three examples of the successful working partnerships between parents and staff. In the classroom, we create a community of learners through our ongoing participation in the TRIBES program. This program helps students to develop citizenship skills, helps the school to maintain a productive learning environment, and emphasizes in-depth learning through attentive listening, mutual respect and personal responsibility.

I look forward to your input and involvement in the school this year. Please feel free to contact me with your ideas, questions or concerns.

Above and Beyond...

The Sky's the Limit at Fairlands Elementary

Kimberley Michels
Principal

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FAIRLANDS SCHOOL STAFF
2007 – 2008

Principal	Kimberley Michels
Assistant Prin.	Robin Sehrt
Principal's Sec.	Ann Rodriguez
School Clerk	Nancy Clevenger
Kindergarten	Stacy Shelley (AM) Rm 1
Kindergarten	Janna Dean (PM) Rm 1
Kindergarten	Paula Rosa (AM) Rm 2
Kindergarten	Gayla Fracisco (PM) Rm 2
Kindergarten	Brenda Green (AM) Rm 3
Kindergarten	Cindy O'Sullivan(PM) Rm 3

First Grade	Brian Esse	Rm 4
First Grade	Michelle Linn	Rm 5
First Grade	Anita Sanchez	Rm 6
First Grade	Cathy Rainey	Rm 7
First Grade	Cheryl Atkins	Rm 8
First Grade	Ellen Talbot	Rm 16
First Grade	Shari Eastman	Rm 17

Second Grade	Eileen Albrigo	Rm 29
Second Grade	Wayne Hagstrom	Rm 27
Second Grade	Tina Gerstenberg	Rm 26
Second Grade	Betty Russell	Rm 25
Second Grade	Melissa Klopatek	Rm 24

Third Grade	Dolores Griffith	Rm 23
Third Grade	Carol Boster	Rm 22
Third Grade	Susan Cullison	Rm 21
Third Grade	Jill Racette/Nicole Dalesio	Rm 20
Third Grade	Pam Throne	Rm 19

Fourth Grade	Cherryl Crawley	Rm 13
Fourth Grade	Carol Norem	Rm 14
Fourth Grade	Judy Hansen	Rm 15

Fourth/Fifth Grade	Lisa Highfill	Rm 12
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Fifth Grade	Greg Dankwardt	Rm 9
Fifth Grade	Carlye Mecozzi	Rm 11
Fifth Grade	Joe Romagna	Rm 10

Support Staff

Resource Specialist	Martha Ritchie	Rm 18a
School Counselor	Lennie Olbrycht	(T & Th, Fri Pm)
School Psychologist	Rebecca Jordan	
Reading Specialist	Elaine Hilbelink	Rm 18b
Speech Therapist	Marcia Stimatz	
Music Teachers	Greg Davis	Rm 28
Instrumental Music	Jason Borris (F) , Martie Muldoon (M)	Rm 28
PE Teachers	Larry Cohn	
Health Aide	Deanna Cloonan	
Science Teacher	Stacey Holder	
Tech Specialist	Tina Davis	
Special Ed Aide	Madhvi Mehta	18a
Library Assistant	Kelly Peterson	
Cafeteria Assistant	Yvonne Giordano, Andrea Malave	
Day Custodian	Carmen Betancourt	
Night Custodian	Martha Montes, Francisco Flores	
Noon Supervisors	Susan Moody, Deanna Ciesielski, Mary McNamara, Ruth Dessouky, Wendy Pottgeiser	
Occupational Therapists	Susie Fisher	

BELL SCHEDULE

FAIRLANDS ELEMENTARY SCHOOL 2007 - 2008

KINDERGARTEN SCHEDULE

AM KINDERGARTEN

8:00 - 11:20

Miss. Shelley
Mrs. Rosa
Mrs. Green

Room 1
Room 2
Room 3

PM KINDERGARTEN

11:30 - 2:50

Mrs. Dean
Gayla Fracisco
Cindy O'Sullivan

Room 1
Room 2
Room 3

WEDNESDAY SCHEDULE:

AM Kindergarten starts at 9:00am dismissed at 12:20

GRADES 1-5 SCHEDULE

GRADES 1-3

Mon, Tues, Thurs. & Fri.

8:15 – 9:45 Instruction
9:45 – 10:00 Recess
10:00 – 11:40 Instruction
11:40 – 12:20 Lunch
12:20 – 1: Instruction
1:45 – 2:00 Recess
2:00 – 2:50 Instruction

GRADES 4-5

Mon, Tues, Thurs. & Fri.

8:15 – 10:00 Instruction
10:00 – 10:15 Recess
10:15 – 12:05 Instruction
12:05 – 1:00 Lunch
1:00 – 2:50 Instruction

WEDNESDAY SCHEDULE

**Students in grades 1-5 should not arrive to school prior to 9:00 AM on Wednesdays. Supervision on the blacktop begins at 9:00 AM. Parents will be called to pick up students who arrive too early.

Grades 1-3

Wednesdays

**Teacher Collaboration
time from 8:15 – 9:00**

9:15 – 11:40 Instruction
11:40 – 12:20 Lunch
12:20 – 1:45 Instruction
1:45 – 2:00 Recess
2:00 – 2:50 Instruction

Grades 4-5

Wednesdays

9:15 – 12:05 Instruction
12:05 – 1:00 Lunch
1:00 – 2:50 Instruction

Minimum Day Bell Schedule 8:15 – 12:30	
8:15	School Starts
9:45-10:00am	Recess Grades 1-3
10:00 – 10:15	Recess Grades 4-5
11:30 am - 12:00 (Noon)	Lunch Grades 1-3
11:55-12:25 PM	Lunch Grades 4-5
(12:25-12:30)	back to classrooms for belongings/dismissal)
12:30	Dismiss Bell

SCHOOL / PARENT ORGANIZATIONS

SCHOOL SITE COUNCIL

The Fairlands School Site Council (SSC) is an important decision-making body consisting of parents, school staff, and school administration. The responsibilities of the School Site Council are to assist in the development of a yearly School Library Improvement Plan (SLIP plan) and to review the implementation of the plan. The Fairlands School Site Council meets once a month. We are always interested in new members or alternates. If you are interested in becoming a member or have any questions about the SSC please contact the school office at 426-4210.

PARENT-TEACHER ASSOCIATION (PTA)

Fairlands PTA would like to welcome you and invite you to become an active member. Fairlands 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 coordinates parent volunteers and many of our school activities, including assemblies, the annual book fair, and various fund-raisers. Fund-raising activities are organized to support and enhance the educational environment. PTA has an important 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 meetings and PTA sponsored events. General meetings will be scheduled and announced throughout the year.

PARENT VOLUNTEERS

Fairlands School welcomes the volunteer help of our parents and community members. The time and support of volunteers is appreciated and helps to strengthen our school program. The purpose of the volunteer in the classroom is to assist the teacher and to help promote a positive learning environment for all students in the class. Volunteer assignments and duties are granted at the discretion of the teacher and the school administration.

In the interest of safety and student welfare, we expect that all volunteers follow the guidelines listed below:

- All volunteers have read and understand these guidelines.
- All volunteers working directly with students must have a completed and cleared "Volunteer Clearance Form" on file in the office before commencing responsibilities. Clearance may take 14 – 21 days.
- Volunteering duties may include working with students, but may also be doing tasks for the teacher outside of the classroom.
- Field trip drivers must have on file annually an approved driver form (correct name) with proof of adequate insurance coverage, as well as a volunteer clearance form.
- All cleared volunteers will check in at the office and wear a badge before going onto campus.
- All volunteers are expected to exhibit a positive demeanor, enthusiasm for the task, and smiles.
- Be aware that classrooms have children unique in their levels of achievement, behavior patterns, motivations, and often require individual attention and encouragement.
- When arriving for volunteer time, check in with teacher for special instructions and duties.
- Give mutual respect to children and expect it from children.
- Do not "put down" children with critical or negative statements.
- Cell phones should be "off."
- No pre-school children are allowed to be present. In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non-school age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangement for off-campus child care.
- Confidentiality of information obtained through your volunteer efforts **MUST** be maintained. Please keep all information between you and the teacher.

- If a child working with you needs discipline, please refer the problem immediately to the teacher for attention.
- Respect the privacy of everyone in the classroom. This includes materials and information you may see on the student's or teacher's desk (i.e. test scores, graded papers, notes, etc.)
- If the teacher or School administration determines that the volunteer's presence creates a distraction or disruption to the school learning environment, they may be asked to discontinue volunteering.

We thank you for your willingness to help us help all students succeed. Adherence to these guidelines will insure continuance of a successful program.

SCHOOL PROGRAMS AND PRESENTATIONS

At times there will be special performances scheduled during the school day. All family members are welcome to attend performances that are performed in the multipurpose room. If a classroom teacher has scheduled a performance within the classroom it is up to teacher discretion as to who may attend the performance in the classroom. Our goal is to ensure an optimal learning environment for all students while ensuring distractions are kept at a minimum. Please check with your child's teacher before bringing non-school aged children to the classroom to watch a performance.

SCHOOL SUPPORT SERVICES

Reading Specialist – The services of a reading specialist are available to teacher identified students who require additional assistance with reading skills. The reading specialist oversees our reading program and recommends curricular materials. Our reading specialist also works with our English Learner (EL) students.

At-Risk Aide – The services for students are available to teacher identified students who require additional assistance with reading skills in grades 3, 4, and 5. The at-risk aide also provides support to English Language Learners.

Resource Program – An Individualized Education Plan (IEP) for learning disabled students (identified using state and district criteria) is provided by the school resource teacher.

Speech – Speech and language services are available to students meeting state and district requirements. This program assists students in the process of improving articulation and communication.

School Counselor –

The elementary school counseling program is designed to promote positive attitudes and social skills as well as to reinforce our school wide TRIBES goals of mutual respect and attentive listening. Through a program that includes classroom visits as well as small group and individual sessions, students will gain the skills needed to achieve academic and personal success. Please call the school office at 426-4210 if you would like to schedule an appointment with the school counselor.

Library –

Library skills are taught by the classroom teachers and reinforced by our library staff. All students visit the library with their classes regularly to check out books. No fines are charged for late books, but students are expected to pay for the replacement cost of lost or damaged materials.

The Fairlands library is staffed by our Library Assistant. Parent volunteers are welcomed to help reshelv books

Computer Lab –Students visit the computer lab with their teachers on a regular basis. In the lab they may work with software designed to support one or more of the curricular areas. Older students use the lab for word processing and research. Internet access is available to students with a signed permission slip and under teacher supervision.

Music – Each student in first through fifth grade at Fairlands receives 45 minutes a week of formal music instruction by a qualified music teacher. An instrumental music (band) program is offered to fifth grade students and a strings program is available to fourth grade students.

Physical Education – Students in first through fifth grade receive P.E. instruction each week as a part of their total physical education program.

GATE Gifted and Talented Education -

The Pleasanton School District provides for students identified as gifted or talented through its GATE Education program.

All second grade students are tested for the GATE program (with parent permission.)

Students in 3-5 grade who were not tested in the 2nd grade may be tested on the recommendation of the teacher.

Science - In addition to the classroom science program, students in grades 1st – 3rd receive science instruction once a week, 4th and 5th receive science instruction twice a week in our hands-on science lab.

Fairlands Elementary School Loading & Unloading Safety Policy

Procedures:

For safety and efficiency, please follow these procedures for dropping off and picking up students.

The entrance to the school will become ONE lane to increase visibility of the crosswalk. The entire curb in front of the Multi-Purpose room is designated for loading and unloading. Students will be asked to wait for parents in front of the MP room rather than in front of the school. Vehicles in the curbside lanes MUST drive forward to the furthest available curbside space (in front of Y-kids). Children will walk to the cars to

load. Once in the curbside lane cars should continue to pull forward. Vehicles may not double park or wait for a space to open. If no curbside loading space is available vehicles must loop around into the parking area queue and wait for curbside space (located in the one-way parking area adjacent to visitor parking). The staff-parking lane is closed to through traffic during pick-up and drop-off times. Students will walk forward to meet their cars as needed. Here are some additional requests to help expedite pick-up and drop-off and to help ensure safety of all:

- Please pull as close to the curb as possible
- Move forward as open curbside spaces become available, new cars will join at the back
- Remain in your vehicle while at curbside
- Be aware of everything around you, there are many students and cars – cell phone use is highly discouraged

ATTENDANCE AND SCHOOL PROCEDURES / POLICIES

Arrival / Departure Guidelines

Staff provides supervision of students 15 minutes before instruction begins and 15 minutes at the end of the school day. Parents will be called if students are present before or after supervision is provided.

(For grades 1 – 5)

(Students may not be dropped off any earlier than 8AM on Mon. Tues. Thurs. and Fri. and no earlier than 9AM on Wednesday. Students need to be picked up promptly each day after school by 3:05PM.)

Children must use designated areas in front of the school. Walking, running or biking between cars in the circle is not permitted and children are only allowed to enter the street at the crosswalk with the crossing guard.

Students are expected to refuse any gifts or rides offered by strangers. All such incidents should be reported to the office immediately.

TARDY POLICY

Any student who is tardy will report to the office to receive an admittance pass for class.

A written excuse or a telephone call is required to excuse tardiness. Acceptable reasons for tardiness include student illness, injury and medical appointments.

Students and Parents are both responsible for the student arriving at school on time. If a student receives 3 or more tardies a letter will be sent home. If the tardies continue the child's name will be submitted to the District's Child Welfare and Attendance services to correct the difficulty.

ATTENDANCE/ ABSENCES

If a child is going to be absent, PLEASE FOLLOW THE PROCEDURE, INDICATED BELOW:

Call 462-0926, the CHILD SAFE LINE

- Leave a message about your child's absence.
- State your child's name, spelling it slowly,
- Teacher,
- Grade,
- Reason for the absence, expected length of the absence and if you would like to pick up homework. (Homework will be in the office by 3pm if you request by 9am.)
- If the school DOES NOT receive a message from a parent regarding an absent child, the attendance clerk will call the child's parent to verify the absence. (If you are uncertain about sending your child back to school after an illness a good rule of thumb to follow is that your child should be free of a fever for 24 hours, without aspirin before returning to school.)

Prolonged illnesses or communicable diseases should be reported to the school office as soon as diagnosed.

Excerpt from Pleasanton Unified School District Regulation 5101, Section A. "Excused Absences"

A. A pupil's absences shall be excused for the following reasons:

1. Personal illness (Ed. Code 48205)
2. Quarantine under the direction of a county or city health officer (E. Code 48205)
3. Medical, dental, optometric, or chiropractic appointments (Ed. Code 48205)
4. Attendance at funeral services for a member of the immediate family (Ed. Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Ed. Code 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter /daughter-in-law, brother, sister or any relative living in the pupil's immediate household. (Ed. Code 45194, 48205)
5. Jury duty in the manner provided by law (Ed. Code 48205)
6. Participation in religious instruction or exercises 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)
 - a. In such instances, the pupil shall attend at least the minimum school day. (Ed. Code 46014)
 - b. The pupil shall be excused for this purpose on no more than four school days per month (Ed. Code 46104)

B. Additional Justifiable Personal Reasons:

Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Ed. Code 48205)

1. Appearance in court.
2. Attendance at a funeral service for a non-immediate family member.
3. Observation of a holiday or ceremony of his/her religion.
4. Attendance at religious retreats for no more than four hours during a semester.
5. Employment interview or conference.
6. A pupil, as the custodial parent of a child, when the child is ill or has a medical appointment during school hours.
7. Family necessity of less than 5 school days provided the pupil makes up all work missed during the absence.
8. Family related leaves of absences of more than 5 school days.
 - a. A pupil who will be absent from school because of an extended trip with their parents will be excused provided the appropriate Independent Study paperwork has been completed and returned to the attendance office prior to the expected absence.

Any absence from school that does not fall under any of the categories defined in the Pleasanton Unified School District Regulation 5101, "Excused Absences" will be considered an "unexcused Absence" and subject to the below truancy regulation according to district policy.

- A. Any pupil who is absent from school without valid excuse three full days in one school year or 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, or any combination thereof, is a truant and shall be reported to Senior Director of Pupil Services of the school district. (Ed. Code 48260)
- B. Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian (Ed. Code 48260.5) that the pupil is truant and the parent is obligated to compel the pupil to attend school or possibly be guilty of an infraction of the law and subject to prosecution according to Ed. Code 48290-48296. (A truancy letter sent home)

INDEPENDENT STUDY CONTRACTS

For a planned absence of 5 school days or longer, come to the office for an Independent Study Contract two weeks prior to the absence. The teacher will assign homework to be done during the absence and the contract and the homework is due on the first day back to school. If the homework is completed and turned in on time, the school will receive ADA money for the time the student is absent, and the student will receive credit for being in school.

EMERGENCY CARDS

An Emergency Card must be on file for every student attending Fairlands. This card provides the school with necessary information to reach you and/ or other designated adults in the event of an emergency situation.

FOR YOUR CHILD'S WELFARE AND SAFETY notify the office immediately if any of the information on the emergency card changes. **STUDENTS MAY ONLY BE RELEASED TO ADULTS THAT ARE LISTED ON THE EMERGENCY CARD.** Please make sure to update your card as needed.

STUDENT CHECK OUT

If your child needs to go home during the school day, the student must be picked up at school by an authorized parent or adult. For your child's safety, students will only be released to authorized adults listed on the school emergency card. It is very important that you update emergency cards to reflect any changes and that you provide as many phone numbers as possible where you can be reached (including cell, pager, etc.) School office personnel may ask you for a photo ID when you are picking up a student.

MEDICATION

Fairlands School personnel will administer medication to your child only if the following requirements are met:

Both the child's parent and the child's physician must complete and sign a Prescription Medication Form furnished by the school. This form shall state the medication, dosage and any additional instructions. We cannot administer any medications without this form.

This form **MUST BE COMPLETELY FILLED OUT ANNUALLY** and signed by the parent/guardian and the child's physician before the school personnel can dispense 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).

For major injuries 911 is called and the parents are notified immediately.

MOVING TO A NEW SCHOOL

If you find it necessary to leave Fairlands school we request that you inform us as soon as you are able. Both the office and the teacher appreciate knowing in advance if a student is planning to transfer. Cumulative Records will be forwarded to the new school of attendance.

TELEPHONE USE

There is a telephone located in each classroom at school. The school office phones will be available for student use in emergencies only. Students will not be allowed to phone home for forgotten assignments, lunches or permission to go to a friend's house after school.

BIRTHDAY TREATS

Children may bring birthday treats to share with their classmates during the lunch recess and last recess break. Parent should contact the child's teacher before sending birthday treats so that another treat is not planned for the same day. In addition, we recommend talking to the classroom teacher regarding any student allergies and special dietary concerns. It is the policy of the school to not allow special deliveries of flowers, balloons, etc. to classrooms. It can be disruptive to the educational process.

LUNCH

Our school offers a hot lunch program. A student may purchase a daily, weekly or monthly ticket/credit. The money is to be taken to the office before school so that a ticket/credit can be entered for the student before the lunch period. The price of lunch is \$2.50 per day. Personal checks are encouraged and appreciated. Please make checks payable to Child Nutrition Services (CNS). Students who elect to bring their lunches from home should have their name on the bag or lunch box. Milk or juice may be purchased at lunchtime for 25 cents. It is the student's responsibility to pick up a forgotten lunch in the office during recess or lunchtime. Students buying lunch will key in their five-digit student ID number in a keypad as they go through the lunch line. Please help your child memorize their student number, available from their teacher or in the office. This number remains with them throughout their years in Pleasanton Schools.

FIELD TRIPS

Field trips will be related to the program in your child's class. Teachers will inform parents of the field trip well ahead of the scheduled date of the trip. All students must have a signed Field Trip Permission form on file in the office before being allowed to participate in any field trips or off campus activities. Parents will be asked to fill out a permission form for each field trip taken.

All adults (21 or over) that wish to drive on a field trip must have completed an Insurance Form verifying required coverage and must have a valid California Driver's License. A copy of your insurance policy must be attached to your completed Insurance Form to verify that your coverage meets school district requirements. (Required coverages are listed on the Insurance Form. If you do not currently have the required limits, you can contact your insurance agent to increase your limits and submit the updated documentation with the Insurance Form.)

In addition, drivers on field trips need to complete a background clearance form (this is the same form that is required for regular classroom volunteers.) This clearance can take for 2-4 weeks to be processed, so please submit the clearance forms at the beginning of the year if you are considering being a field trip driver.

Sorry, siblings are not allowed on Field Trips. Field trip drivers and chaperones are expected to actively supervise any children assigned to them and to conduct themselves in an appropriate manner. Drivers are never allowed to make unscheduled or personal stops when driving or supervising students (e.g. fast-food restaurant or personal errand.)

State Law requires that students under the age of 12 are not permitted to ride in the front seat of a car with airbags. Students under 6 years of age or 60 pounds must sit in an approved child passenger restraint system. Seat belts are required to be used by all occupants 6 years of age and older or over 60 pounds.

Thank you. Please contact your child's teacher or the school office if you have any questions or require assistance.

CLASSROOM TEACHER ASSIGNMENTS

The teachers at Fairlands School offer a quality academic 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 that factor in social needs, gender balance, learning styles and academic performance. The policy at Fairlands is not to accept requests for specific teachers. Your respect for this policy is appreciated.

SCHOOL VISITS

Parents may schedule a classroom visit to their child's classroom on Thursdays. Procedures have been established to make classroom visits as profitable for parents as possible.

If you would like to make a visit to your child's current classroom, please arrange with the teacher for a convenient time on Thursday to visit. Generally, the best time to visit classrooms is in the morning. Remember that this is not a time to conference with the teacher and visits need to be kept to a reasonable amount of time. Please check in at the office and get a Visitors Badge.

For any classroom visits other than to your child's current classroom teacher, please call the school office to set up an appointment with the Principal or the Assistant Principal. Please arrange to visit the classroom without your child and/or siblings. Thank you.

LOST AND FOUND

The lost and found is located in the multipurpose room. If your child is missing clothing or other belongings, please have them check there. Each year large amounts of clothing and other personal belongings are accumulated in the lost and found. These articles are kept for a reasonable amount of time. Unclaimed items are donated to local shelters on a monthly basis. To help prevent the loss of belongings, please label your child's jackets, coats, sweatshirts, lunch boxes sweaters, backpacks umbrellas etc. This is especially important for school t-shirts and sweatshirts because of the difficulty of identifying a specific shirt when a large number of children own nearly identical clothing.

STANDARDS OF DRESS/ DRESS CODE

Fairlands elementary school encourages high standards for students both academically and socially. We believe these standards are better maintained when our students are appropriately dressed.

At Fairlands, the standards for dress at school promote a safe and positive learning environment conducive to high academic and behavior standards. The following are some examples of dress that is considered unsafe or disruptive to the learning environment,:

- ALL ATTIRE MUST CONCEAL UNDERGARMENTS AT ALL TIMES. OVER-SIZED CLOTHING SUCH AS "SAGGY" PANTS OR SHORTS, LARGE TANK TOPS REVEALING MUCH OF THE STUDENT'S UPPER TORSO, OR OVER-SIZED JACKETS/COATS ARE NOT ALLOWED
- SHORT SHORTS (MID-THIGH BERMUDA SHORTS ARE APPROPRIATE FOR HOT WEATHER)
- PAJAMA PANTS
- BARE MIDRIFF DRESSES, BLOUSES OR TOPS, FISHNET ITEMS OFF-THE-SHOULDER TOPS OR HALTERS ARE PROHIBITED.
- "SEE THROUGH" BLOUSES, SHIRTS AND TOPS "SPAGHETTI-STRAP" SHIRTS OR BLOUSES
- FOOTBALL HALF SHIRTS AND MESH TOPS
- T-SHIRTS WITH SUGGESTIVE WORDS, ALCOHOLIC BEVERAGE ADS, NEGATIVE AND DISRESPECTFUL MESSAGES, OR OBSCENE PICTURES ON THEM. THESE ARE DISRUPTIVE TO THE LEARNING ENVIRONMENT AND ARE NOT ALLOWED. CLOTHING, ACCESSORIES AND PERSONAL GROOMING SHALL BE FREE OF WRITING, PICTURES, SYMBOLS OR ANY OTHER INSIGNIA THAT ARE VULGAR, PROFANE, OBSCENE, LIBELOUS, SLANDEROUS OR SEXUALLY SUGGESTIVE. THEY MAY NOT DEGRADE ANY CULTURE, RELIGIOUS OR ETHNIC VALUES AND WILL NOT PROMOTE THE USE OF DRUGS, ALCOHOL, TOBACCO PRODUCTS OR ANY UNLAWFUL ACTS
- CUT-OFF JEANS WITH RAGGED HEMS
- HAT, CAPS AND OTHER SIMILAR HEAD COVERING SHALL NOT BE WORN INSIDE THE SCHOOL BUILDINGS, EXCEPT FOR VALID MEDICAL REASONS AUTHORIZED IN WRITING BY A PHYSICIAN TO THE SCHOOL ADMINISTRATION
- HIGH HEELS, PLATFORM SHOES, OR FLIP-FLOPS. FOR YOUR CHILD'S SAFETY, SHOES SHOULD BE APPROPRIATE FOR PE OR ACTIVE PLAY EACH DAY.
- LONG, DANGLING EARRINGS
- "NOVELTY" TEMPORARY HAIR-DYES OR TATTOOS, OR LONG "FAKE "NAILS
- MAKE-UP OF ANY KIND WITH THE EXCEPTION OF CLEAR LIP GLOSSES OR LIP BALMS. PLEASE ADVISE YOUR CHILD THAT IF THEY BRING LIP-GLOSS OR CHAP STICK TO

SCHOOL THAT SHARING THEM WITH OTHERS IS NOT ALLOWED AND WILL RESULT IN THE GLOSS OR CHAP STICK BEING TAKEN AWAY (SHARING THESE ITEMS CAN LEAD TO THE SPREAD OF GERMS AND INFECTIONS.)

- ANY CLOTHING OR ACCESSORIES THAT COULD BE USED AS A WEAPON OR DAMAGE SCHOOL PROPERTY ARE PROHIBITED. THESE ITEMS INCLUDE STEEL-TOED BOOTS/SHOES, CHAINS, SPIKES OR STUDS.
- GANG-RELATED APPAREL IS PROHIBITED. THESE ITEMS INCLUDE INSIGNIAS, EMBLEMS OR SYMBOLS KNOWN TO BE GANG-RELATED BY THE POLICE.
- DARK GLASSES SHALL NOT BE WORN UNLESS NEEDED FOR VALID MEDICAL REASONS AUTHORIZED IN WRITING BY A PHYSICIAN TO THE SCHOOL ADMINISTRATION.

CLASSROOM AND ACADEMIC INFORMATION

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. Regular conference days are scheduled early in November to review your child’s progress, discuss assessments and the report card, and to identify specific learning goals for the year.

REPORT CARDS

With the adoption of the new state and district standards came the need for a new reporting system that could offer information that relates to those standards. The purpose of the report card is to provide parents, students, and teachers information about progress toward meeting the standards.

How well a student is meeting the standards is measured in levels from one to four. A one indicates that a student is currently performing below the standards expected at his or her grade level. A two indicates that a student is progressing toward meeting the standards. A three indicates that he or she is consistently meeting the standards. A four indicates that a student’s work is meeting or exceeding the standards and demonstrates added depth or complexity. The numbers one, two, three, and four do not equate to the letter grades A, B, C, etc. The numbers simply state where the child is in relation to meeting the standards

HOMEWORK POLICY

Homework and Assignments

The assignment of homework serves several purposes. It provides opportunity for practice to reinforce newly acquired skills or apply learning, prepares students for class participation and activities, and provides extensions through projects, problem solving, or research to take the students beyond work begun in class.

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 question 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.

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. Exceptions to these guidelines may occur for special reading and problem-solving activities especially at the middle and high school levels. Some subjects may require the need for additional homework time. While homework is usually assigned on weeknights, at times it may also be necessary to assign homework on weekends and over holiday break periods, especially when long term projects are assigned. It is recognized that some students may require more or less time to complete assignments. In certain circumstances, homework may be modified to meet individual student needs.

Elementary School

Reading is an integral part of learning. These guidelines include a minimum of a 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

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CARE OF TEXT BOOKS

Students are held accountable for the condition of books checked out to them. Here are some instructions to students for the proper care of books:

Use a bookmark rather than turning down page corners.

Keep no other papers or pencils in the textbook.

Keep textbooks away from little brothers or sisters or pets.

All textbooks must be COVERED. (Make sure that scotch tape or other tapes are not attached to the book itself.)

Protect textbooks from rain. Use a book bag, backpack, or plastic bag to keep books dry.

Students are asked to use great care with all books. Replacement charges currently are from \$15 to \$45 per book.

RULES AND DISCIPLINE PROCEDURES

GENERAL SAFETY RULES

VISITORS: ALL VISITORS, including classroom volunteers, must check into the office before entering the classrooms. ALL VISITORS, including classroom volunteers and other parents must wear an identification nametag while on the campus. Parents dropping off lunches or other items for their children MUST LEAVE THESE ITEMS IN THE OFFICE. Walking onto the campus without checking into the office and receiving the proper identification nametag is not permitted. During school hours, parents, visitors or volunteers on campus are not allowed to bring pre-school age children to areas of the campus other than the main office. All school-age students who attend a school other than Fairlands are not allowed to visit on campus during the school day.

STUDENTS NOT ALLOWED TO SELL ANYTHING

EXAMPLES OF ITEMS 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. These include but not are limited to:

ITEMS NOT ALLOWED AT SCHOOL:

Cell Phones
Radios, tape or CD players
Electronic games
Skateboards/skate shoes (wheelies)
Baseball bats or hard balls and tennis balls
Water pistols
Balloons
Toys and games (unless prior permission is given)
Trading cards
Radio/ cellular communication devices
Any item which distracts students from the intended purpose of learning.

Gum: Students are not allowed to chew gum while on campus.

VANDALISM/ GRAFFITI: Students are not allowed to deface, damage or destroy school property. Students who destroy school property will be required to pay for losses or damage. If a student willfully destroys school property suspension may be necessary.

OUTSIDE RULES

Children are to wait in the playground area before school. Playing in front of the school or loitering is not allowed

Students must use exterior classroom doors for arrival and departure.

Children may not be in classrooms during recesses, lunch breaks or before and after school unless a teacher or school staff person is in the room with them.

BICYCLE & SCOOTER RULES

- Bicycles and scooters are to be walked at all times when on campus.
- Bicycles and scooters must be individually locked in the bike area and should be registered with the Pleasanton Police Department.
- Students are only allowed in the bike area during their arrival and departure from the school grounds.
- Students are not permitted in the kindergarten playground with bicycle or scooters.
- Helmets are required equipment for all students riding bicycles or scooters.
- Skateboards, skate shoes ("wheelies") roller blades, go-peds, etc... are not allowed to be ridden / used on campus and are not allowed in classrooms.

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST, OR STOLEN ITEMS

PLAYGROUND RULES

Be respectful to all peers and adults. Only proper language and correct tone should be used. Mutual respect for others is always expected.

Stay within the designated eating areas while eating and designated play areas while playing.

Remaining in the school building or entering a classroom, library or portable classroom without a teacher

present is prohibited.

Students are not allowed in the areas behind the backstop, on the bike path, or next to the fences of the neighboring houses.

Students must obey the instructions of all the yard duty supervisors. Supervisors will administer passes to students who request to enter the school building. These passes will have the child's name and destination.

Students will not interfere with other children's games or harass other students. Failure to show mutual respect will not be allowed.

Climbing fences is not allowed.

TAG AND CHASE GAMES

Tag and chase games are not allowed at Fairlands. These games lead to unsafe running and physical contact in addition to hurt feelings. Students have many other options for play on the playground.

BALLS THAT ARE ALLOWED AT SCHOOL

For safety, only rubber playground balls are allowed on the blacktop playground. Basketballs are also allowed, but only in the basketball court areas. No other balls are to be used on the blacktop (footballs, soccer balls, volleyballs, etc . . .) No small diameter balls such as baseballs or tennis balls are allowed at school. Students may use footballs and soccer balls on the grass field, but only when the field is being supervised by an adult.

Football

Football games may only be played on the grass field under the supervision of an adult. Football (including catch) is not allowed on the blacktop. No more than eight players are allowed on a team. If there are more students who wish to play, students need to rotate players in or start a new game. Two-hand touch only. No pushing, tackling or contact is allowed. Players are expected to play in a safe and fair manner. Arguing, taunting or unsportsmanlike conduct is not allowed and will result in the game being stopped.

Soccer

Soccer may only be played on the grass field under the supervision of an adult. Soccer is not allowed on the blacktop. No more than eight players are allowed on a team. If there are more students who wish to play, students need to rotate players in or start a new game. No slide kicks, pushing or tripping. Players are expected to play in a safe and fair manner. Arguing, taunting or unsportsmanlike conduct is not allowed and will result in the game being stopped.

Kickback

Kickback may only be played on the grass field under the supervision of an adult. Kickback is not allowed on the blacktop.. No more than eight players are allowed on a side. If there are more students who wish to play, students need to rotate players in or start a new game. No charging, diving or fighting over the ball is allowed. Players are expected to play in a safe and fair manner. Arguing, taunting or unsportsmanlike conduct is not allowed and will result in the game being stopped.

Basketball

Basketball games are half-court only. No more than 5 players are allowed on a side. If students are practicing shooting baskets, up to 2 balls are allowed per half-court. The game of KNOCKOUT (or similar games) is not allowed.

Tether Ball And 4-Square

Students are expected to play fairly according to the agreed upon rules. Students should include others and wait their turn to play. Students are never to purposely throw or whip the ball at another student.

Wall Ball

Students are never allowed to stand in front of the wall or throw the ball at another student as part of the game. Rubber playground balls are the only balls allowed. No more than one game is allowed at a time. Students are expected to play fairly, share, and rotate other students in if needed.

Play Structure

- Only play on the structure when there is adult supervision.
- There is no running in the tan bark area.
- Tag and chasing games are not allowed anywhere at school.
- If there are too many students using the play structure, we may need to restrict the number of students allowed during the recess.
- One student at a time on the rock wall and when going down the slides. No head-first sliding.

General Field Rules

- Students playing on the field need to be playing in a game using a ball.
- The field is only open to students when there is an adult staff member supervising.
- Students should enter and exit the field at the designated place only.
- Food, drinks, candy, etc . . . are not allowed on the field.
- Students may not go beyond the backstop or into any out of bounds areas. Students are not allowed on the concrete walkways or anywhere near the neighboring fences.
- If the field becomes too crowded, we may need to restrict the number of students allowed onto the field for that recess.
- No cartwheels, flips or any gymnastics allowed. No spinning or tag or chase games.
- No digging in the dirt areas.

CONSEQUENCES OF BREAKING PLAYGROUND RULES

RECESS CITATIONS

Recess Citations are issued for minor and/or repeated infractions of school rules on the playground. Citations may be issued for things such as, littering, unsafe running, not lining up after the bell promptly, etc . . . Students who receive multiple citations will be called to the office to speak with a school administrator about proper conduct at school. Multiple citations may result in loss of recess time, conduct notice, parent conference, and loss of school, privileges, including end-of-the-year events and activities.

FREEZE BELL

For student safety, before school and at the end of each recess a freeze bell will ring. Students are to stand quietly in place and discontinue play when they hear the freeze bell. Students walk to their class line when the teacher on supervision blows the whistle. Any students continuing to play or running, may receive a recess citation. Playground balls will be taken if students continue to throw or play with then after the freeze bell.

INDOOR RULES

All students MUST CARRY A PASS while outside the classroom during regular school hours. Students are to walk directly to their destination in a safe and quiet manner. Students may use the classroom telephone with the teacher's permission only.

Only activities appropriate for indoors will be permitted. Disruption of the academic environment in the school building or classrooms by yelling or running is not allowed.

RAINY DAY RULES

- Stay on the blacktop and sidewalk areas. Purposely walking through mud and puddles or splashing other students is not permitted.
- On arrival in the morning, report to the multipurpose room.
- Remain in assigned rooms during recess and lunch. Only activities appropriate for indoors and approved by the teacher will be allowed.

LUNCH TIME

- Students will walk from the classroom to the multi-purpose room or designated lunch area. Students will stay with their class in line. No cutting in line, yelling or saving places is allowed. Only “quiet voices” that show mutual respect are allowed.
- Students must always show mutual respect for others. Kicking, hitting, tripping, pushing, taking another child’s lunch (food) or taking food from the school cafeteria will not be tolerated.
- Students must purchase lunches, milk and snacks before sitting at the table. (Only two snacks can be purchased at lunchtime.)
- Throwing food or other objects is not allowed
- Improper table manners are not permitted.
- Picking debris out of the garbage can is not allowed.
- Students will raise their hands when they are ready to leave the table.
- Students must remain seated at the table while they are eating and until they have finished eating, cleaned the immediate area, and have been properly dismissed by an adult or designated student monitor.
- No more than 8 students are allowed to a table when eating outside.
- Students will leave the eating area immediately when excused.

RESTROOM RULES

- The facilities will be used as designed.
- Yelling, running or playing in the restroom is not allowed.
- Do not touch the light switch.
- Students will put used towels in the garbage can.
- Students will turn off the water at the sink when finished washing.
- No food is allowed in the restroom.
- Students will respect another person’s right to privacy.
- Throwing objects (e.g. wet towels) is not allowed.
- Students will not loiter in the restroom.

SCHOOL DISCIPLINE POLICIES

Our children’s behavior, good or bad, is maintained by consequences. Positive consequences are awarded for appropriate behavior and negative consequences are enforced for misbehavior. A consistent discipline policy using consequences is essential to give our children the correct message. Fairland’s children are taught that the way they choose to behave will result in certain consequences. We have established the TRIBES PROGRAM at the school. All the agreements and rules are posted in the classroom and throughout the school. The children are made aware of the acceptable way to behave through mutual respect for others and are introduced to the school rules in the beginning of the year.

The school administration will require that parents abide by the general rules concerning visitors and

arrival/departure times for their child. We want to emphasize that these are not just rules, but SAFETY ISSUES. During the school day, all visitors are required to sign in and wear a NAME TAG for safety reasons. Non school age children are not permitted on campus (except main office) during the school day. Without proper identification, any stranger could enter the campus and endanger the well being of all the children. In addition, a person not logged 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. Continued abuse could result in legal action as directed by the Penal Code. Yard duty personnel are only present outside 15 minutes before and after school is in session. There are no other adults around to supervise or assist your children in the event that they may need help. The school administration will require all parents/guardians to arrange to have their child arrive and depart within this time frame.

The school administration also expects all parents to set the correct example for children and follow the rules established in the Tardy Policy. These rules are to ensure that every child is accounted for in a timely fashion. Continued failure to follow these rules will result in written notification to the parent/guardian by the principal.

STUDENT DISCIPLINE CONSEQUENCES

CONDUCT NOTICES

Conduct Notices are written for discipline issues that are more serious or that disrupt class. In most cases, an administrator will speak to the student about the incident and assign consequences as appropriate. Consequences may include: a phone call home or a parent signature on the conduct notice, recess time-out in the office, etc . . . Serious incidents may result in an immediate suspension from school. Parents of students who receive three or more conduct notices during the school year may be asked to meet with a school administrator to discuss the situation. Students who have received three or more conduct notices in a school year are subject to suspension from school if they continue to engage in conduct that is unsafe and/or disruptive to the learning environment.

SUSPENSION FROM SCHOOL

Suspension is imposed for serious discipline infractions or repeated acts of misconduct . 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 over the telephone and mail the "Official Notice of Suspension" to the parent/guardian. This notice will contain each of the following:

- An explanation of the incident leading to the suspension.
- The date and time when the student will be allowed to return to school.
- An explanation of the process to appeal a suspension record.
- A statement of the right to have access to the student's records.

SCHOOL SUSPENSIONS AND SCHOOL EXPULSIONS

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 48900. The principal can make a recommendation for expulsion 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 superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section [Education Code 48900 (t)] (For violations 1,2,3,4, and 5, denoted with an asterisk, a pupil may be expelled on the 1st offense)

- 1.* Caused, attempted to cause or threatened to cause physical injury to another person.
- 2.* Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects
- 3.* Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, alcohol beverage or intoxicant of any kind.
- 4.* 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.
- 5.* Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to private property or school property, including graffiti.
7. Stole or attempted to steal school or private property.
8. Possessed or used any products containing tobacco or nicotine products, except by prescription.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. 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.
11. 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.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm.
14. Committed or attempted to commit sexual assault or sexual battery as defined in section 261, 266c, 286, 288, or 289 of the penal code or committed a sexual battery as defined in section 243.4 of the penal code.
15. Harassed, threatened, intimidated, or retaliated against a pupil who is a witness in a school disciplinary proceeding.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

17. Making terrorist threats against school officials and/or school property.

In addition, a student in grades 4 and 5 may be suspended from school or recommended for expulsion if the pupil has:

1. Committed sexual harassment to another pupil or employee.

(A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in section 212.5. The conduct described in 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.) [Education Code 48900.2]

2. 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 48900.3]

3. Engaged in harassment's, threats, or intimidation that created an intimidating or hostile environment. [Education Code 48900.4]

TEACHER SUSPENSIONS FROM CLASS

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.

PLEASANTON UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES

Jim Ott, President

Chris Grant, Clerk

Steve Brozosky, Member

Pat Kernan, Member

Kris Weaver, Member

Superintendent:

Dr. John Casey

Student safety comes first at Fairlands.

All visitors must sign in at the office, be prepared to show ID and wear a visitor's badge while on campus.