Farallone View Elementary School

Cabrillo Unified School District • Amy McVicker, Principal
PO Box 371360, Montara, CA 94037 • 650-712-7170 • https://faralloneview.cabrillo.k12.ca.us/

Updated 7/30/2025

Manual Para Padres/Guardianes 2025-2026

School Office:

Office Hours in Main A-Building: 7:30-4:00 PM

Mailing Address: **Farallone View Elementary**
P.O. Box 371360
Montara, CA 94037

Location of School: 1100 LeConte Ave., Montara, CA 94037

Administrative Assistant: 650-865-5651

Clerical Assistant (se habla espanol): 650-437-7723

School Website: https://faralloneview.cabrillo.k12.ca.us/

Attendance Policy:

According to the California Education Code, all persons between the ages of 6 and 18 years are subject to compulsory full-time education. Any number of days beyond 10 days absent and 10 days tardy for the entire school year is considered excessive and may require the school to refer the pupil to a school attendance review board. While you are encouraged to keep your child home for illness, ***we urge you to schedule your vacations and trips around your child's school calendar.***

Absences:

It is important that students be in school every day for the best learning to occur. There are two types of absences: *Excused and Unexcused*. According to CUSD board policy 5113(a), an absence is *Excused* if it is for one of the following reasons:

* Illness or injury
* Medical appointments
* Court Appearances
* Observation of a religious holiday or ceremony
* Bereavement
*Family Emergency (Prior approval from Principal)

If for any reason your child is unable to attend school, please notify the school office with the following information:

* Name of student
* Reason for absence
* Dates(s) of absence
* Name of teacher

You can leave information on your child's absence with the school office by calling 650-437-7723, emailing myerss@cabrillo.k12.ca.us or navarrol@cabrillo.k12.ca.us. Please note that teachers require, at the very least, *24 hours* to gather make-up work for students who are absent *due to illness*, as they cannot prepare make-up work during instructional time. If your child ***must*** be out of school for 3 or more days, please contact the school office and request to be put on a short-term independent study contract.

We understand that students will get sick from time to time and the requirements for returning to campus after an illness are much stricter these days. For that reason, we urge you to book any travel plans during any or all of our five weeks of scheduled vacation/breaks.

If the travel is absolutely unavoidable, let the teacher and office staff know in advance. Two weeks' notice is preferred, but one week is manageable. Be sure to reach out to teachers for approval of a Short-Term Independent Study (STIS) contract well in advance of any travel involving absences of 3-15 days. It takes time to create an independent study plan that is relevant to what students would be learning in the classroom. Any student absences due to travel without an approved and completed Short-Term Independent Study (STIS) plan will be unexcused.

All student work for travel-related STIS is due the first day the student returns to school.

In addition, it would be most beneficial for your child to stay in school for the entire school day to maximize his/her/their academic and social/emotional learning opportunities. **Please schedule appointments and travel outside of school hours.**

If you must take your child out of school during the day, please come to the office and sign your child out of school. If you return before the end of the school day, remember to come into the office and sign your child back into school. **You may NOT go directly to the classroom to pick up or drop off your child while classroom instruction is going on**.

Tardies:

School starts promptly at 8:10 AM Monday through Friday for students in Grades TK-5. Students arriving after 8:10 AM will be considered tardy. Arriving late causes children to miss the beginning of the school day and, therefore, important instruction in the classroom. In addition, late arrivals interrupt the classroom and interfere with learning for all the students. If your child arrives late, you must escort your child to the office and obtain a tardy pass before your child walks to class.

Signing in and out of the School Office:

Farallone View receives many visitors throughout the year. We welcome parents/guardians, community volunteers and enrichment programs on campus. **In order to ensure the safety of our students, it is very important that all visitors sign in and out of the school office using our iLobby system. Visitors must wear a "Visitor" badge while on campus.**

Visiting Campus:

Parents/guardians may park in the main parking area in front of the A-building. Parents/guardians are welcome to stay on campus **during morning drop-off and afternoon pick-up**. Parents/guardians may supervise their children during morning playtime on the playgrounds while waiting for the 8:10 bell to ring. For afternoon dismissal, **TK-1st grade parents/guardians are asked to wait outside by the**

exterior classroom door a few minutes prior to the dismissal bell to pick up their child(ren). All other grades will be dismissed at the main entrance. If you wish to have a conference with your child's teacher, please see the office or contact the teacher via email to request a separate meeting date. ***Please arrange any office business ahead of time if you feel it will require some time. This allows us to ensure that office staff will be available to assist you.***

Dress and Appearance:

Allowable Dress and Grooming CUSD AR 5132

- Students must wear clothing to school that is **comfortable** that includes either **1) a shirt with pants, leggings, shorts, or skirts OR 2) a dress OR 3) the equivalent.**
- Students must wear shoes appropriate for learning activities (e.g., **shoes should be worn that allow for safety and comfort for activities in which students are engaging** such as PE, recess, et cetera).
- **Shirts and dresses must have fabric in the front and sides**. Midriff-baring shirts are allowed.
- Clothing must cover underwear and bras, but visible waistbands and bra straps are allowed.

Arrival Time:

In order to ensure the safety of our students, students may not arrive at school prior to 7:45 a.m. **There is no supervision on campus before 7:45 AM.** Students will enter campus through the main entrance of campus (by the main office) and proceed to the Multi-Use (MU) Room (located near the main entrance of campus) for breakfast or head directly to the EAST playground (grades TK-1) or the WEST playground (grades 2-5).

School starts promptly at **8:10 AM** Monday through Friday for ***all*** Farallone View students (Grades TK-5).

In order to give your child the opportunity to start the day relaxed and ready to learn, we strongly urge you to ensure your child is on campus **at least 10 minutes before the start of the school day.** It is very important that each student arrives at school on time. If a student is consistently tardy, the instruction of ***all*** students is adversely impacted. *If your child arrives late, parents/guardians MUST escort their child to the office in the A-Building and obtain a tardy pass before they walk to class*.

Dismissal Time:

Parents/guardians are expected to pick up their students promptly upon dismissal. In order to ensure the safety of our students, students found waiting five minutes after the dismissal bell will be asked by staff to wait in the school office (A-Building) for pick-up. **Students will be released to CCP, Workshop or an adult on the student's approved pick-up list.** If you are experiencing an emergency and you know you will be late picking up your child, please notify the school office. Staff will locate your child and keep them in the school office. 4th and 5th grade classes are in session until 3:10 PM on regular days. If you are waiting for an upper grade student and/or have a young child with you, make sure that the young child is under your direct and close supervision. There is no school staff supervision

once students are released. Please let the school know if a person other than parent/guardians will be picking your student up even if already on the authorized pick up list.

DISMISSAL PROCEDURES:

For **students in grades TK-1**, **parents/guardians must pick up their children from the outside door of their classroom** (unless students attend CCP or Workshop). Any students who are still waiting to be picked up five minutes after dismissal will be escorted to the office. Parents/guardians must park their vehicles and pick up their children in the office after that. For **students in grades 2-5**, students will exit campus at their designated dismissal time through the main entrance gate. **If you are in the drop-off and pick-up lane waiting for your 2nd-5th grader, you MUST stay inside your vehicle while waiting for your child.**

PARKING LOT PROCEDURES

Thank you for your patience while dropping off and picking up your children. Please help make arrivals and dismissals safe by following the procedures listed below.

* Whenever possible, arrive early. Heavy congestion occurs from:
  8:00 – 8:10 AM
  2:15 – 3:15 PM
  12:50 – 1:10 PM (Tuesdays, Super Fridays, and conference days)

* Please be patient on Tuesday afternoons, Super Friday afternoons, and conference day afternoons. School ends at 1:05 PM and the parking lot can be emptied in 15 minutes.

* The speed limit is 5 mph. All vehicles must stop for pedestrians. Please beware of children and other cars. Please drive cautiously!

* The drop-off route for older students is **one-way** through the drop-off lane on the far right as you enter the parking lot. If you are waiting to drop off or pick up a child, please use the drop off/pick up area, park in a parking space in the main lot, park on Le Conte Street, or drive around.

* Please do not park in the red zone (south of the parking lot), especially during arrival or dismissal times. Parking in the red zone is illegal and inhibits the flow of traffic and puts student safety at risk.

Drop-Off Area:

The drop-off area is located at the front of the school on the far right as you enter the parking lot. There is now **a lane to the left** of the drop-off lane which **may be used for passing only**. Parents/guardians must STAY in their vehicle during drop-off and pick-up if using the drop-off/pick-up lane. **Students should exit curbside** (from the right/passenger side of the vehicle) whenever possible for safety reasons.

Parents/guardians, please do not get out of your vehicle in this area to assist your child as it slows the flow of traffic. If you need more time to say goodbye or assist your child in/out of the vehicle, please park in the main parking lot or on Le Conte Avenue.

* Students riding their bikes, scooters, etc. to school must wear helmets. Upon entering the parking lot, bicyclists must WALK their bikes on the sidewalk. Bicycles must be locked up in the bike rack while at school. The school does not assume responsibility for any damage or theft that may occur while the bicycles are on campus.

* All students are required to WALK on sidewalks to campus.

FAMILY/SCHOOL COLLABORATION

We must work together to ensure our children reach their maximum social, emotional and academic potential. There are four family and staff collaborative events throughout the year, which are critical for you to attend.

Back to School Night:

Back to School Night is typically held within the first few weeks of school. It provides you with an opportunity to visit your child's classroom and listen to the teacher explain curriculum expectations and programs planned for the school year. This is an evening event for parents/guardians only.
Back-to-School Night is in person.

Fall Goal-Setting Conference:

The Fall Goal-Setting Conference is typically held in September and/or October. The purpose of this conference is to set individual, yearly goals for each student. You will learn about your child's progress to date as well as the role you must play in furthering your child's social, emotional and academic success. **Goal-Setting Conferences are in-person unless a Zoom conference is requested.**

Spring Parent/Teacher Conference:

The purpose of the Spring Parent/Teacher Conference is to measure the progress each student has made with their goals set in the fall. This is a time for the parent and teacher to review and adjust goals as needed.

Open House:

Our Open House is typically held in April or May. It is an opportunity for you to visit your child's classroom and see his/her/their work and special projects for the school year. Parents/guardians, students, and community members are welcome to attend this event.

Please do not limit your involvement as a parent to these events. We strongly encourage you to check in regularly with your child's teacher for current updates on your child's progress. You may contact your child's teacher by calling the school office **650-865-5651** (se habla espanol **650-437-7723**) or by email. A list of staff emails can be found on our website: https://faralloneview.cabrillo.k12.ca.us/
Please note that teachers are not available for conferences or phone calls during class hours.

Report Cards:

Report cards are issued at the end of each trimester (November, March and June). Report cards are standards-based and communicate student progress, measured against district and state standards. Contact the teacher if you have any questions about your child's report card.

Ways parents/guardians can support their children's education at home:

1. Make sure your child eats healthy foods and gets plenty of sleep.
2. Have a daily routine at home.
3. Provide clear and consistent expectations and consequences.
4. Send your child to school on time every day. Vacation when school is out.
5. Get involved with your child's education. Attend Back to School Night, the Goal Setting Conference, and Spring Parent/Teacher Conference. Check-in with your child's teacher regularly. Ask what role you can play at home to help your child succeed in school.
6. Provide your child with a regular time and quiet place to do homework each night.
    * Kindergarten and 1st grade students should have about a ½ hour of homework a night
    * 2nd – 5th graders should have about an hour of homework a night
    * Be aware of assignments and due dates
    * Have your child show you completed work before leaving this quiet place
    * If your child finishes early, encourage him/her to read in this quiet place for the duration of the time.
7. 20 minutes of homework time each night should be dedicated to reading.
    * Be a good role model. Make sure your children see you reading and writing.
    * Read with your child or listen to them read to you.
    * Talk to your child about what they are reading every night. Ask them to describe the characters, retell the story and share what they think about the story.
    * Share stories about your family ancestors with your child. Discuss vacations, pets, favorite things to do and favorite places to go with your child. Students are often asked to write about these things. If you talk to them about these topics at home, it will be easier for them to write about them in school.
8. ***Celebrate your child's successes!***

VOLUNTEERING

Classroom Volunteers:

Farallone View welcomes parent and community volunteers. Parents/guardians can volunteer their time to help our students in many ways by assisting teachers with classroom instruction, by chaperoning field trips, etc. There are UPDATED REQUIREMENTS for Cabrillo Unified School District volunteers as of the 2025-2026 school year. If you would like to volunteer, please let our office staff know and please visit CUSD website for more information as well as next steps. Please also refer to the new CUSD **Volunteer Handbook** or **Manual de Voluntarios**. **Parents/guardians will only be allowed to volunteer or chaperone on field trips once the requirements have been met.**

Please note that parents/guardians are not allowed to bring a student's siblings into the classroom or on a field trip when acting as a classroom volunteer or chaperone on a field trip. Siblings are not covered by CUSD's insurance policy should incidents occur. In addition, the first priority of classroom volunteers and parent chaperones must be attending to student needs. Siblings may cause classroom interruptions or draw attention away from students on a field trip.

Friends of Farallone PTO:

The Friends of Farallone Parent Teacher Organization (FOFPTO) is a collection of parents/guardians and teachers who believe raising healthy children is a collaborative effort. We must work together to ensure our students reach their maximum social, emotional and academic potential. The PTO supports:

- Science enrichment TK-4
- PE specialist TK-3
- Educational enrichment opportunities such as assemblies, Continent Day, and Oceans Week
- Parent education
- Classroom supplies

For additional information, please visit our school website:
https://faralloneview.cabrillo.k12.ca.us/parents/pto_friends_of_farallone_view

School Site Council:

The Farallone View Site Council is responsible for creating, maintaining, and monitoring our Single Plan for Student Achievement (SPSA) and managing a budget provided by the district to enhance the school. The School Site Council helps shape long-range planning and to help manage funds that directly affect your child's education by getting involved with the School Site Council (SSC).

The School Site Council is an elected group of parents/guardians, teachers and staff that meet to develop the school plan, administer the site improvement budget and address other school concerns and problems. The School Site Council is not a fundraising organization.

GENERAL INFORMATION

Cumulative Records:

You may view your child's cumulative records by making an appointment with the principal. The cumulative records contain your child's report cards, CAASPP results, Student Study Team (SST) notes (if not shared digitally), yearly teacher written summaries of curriculum covered, vision/hearing results, copies of birth/immunization verification, etc..

Illness/Medication:

If a child is sent to the office with symptoms of illness, office personnel will assess the child, contact the parent or guardian, and send the child home if necessary. Any child with an elevated temperature of above 100.4 degrees is sent home. It is recommended that your child be free from fever for 24 hours before returning to school. **Please note that there may be additional requirements that must be met prior to your child's return to school after an illness. Be sure to alert the office if your child presents symptoms of illness in order to receive appropriate instructions for next steps.**

It is likely that some time during the school year your child will have a medication prescribed for the treatment of a health problem. The school recommends that children receive medication at home whenever possible. In the event your physician decides your child needs to receive medication during the school day, certain procedures must be followed and certain forms must be filled out by your child's physician.

Medication Policy:

In the event that your physician decides that your child needs to receive medication at school during the school day, a Parent Authorization and Release for the Administration of Medication at School form must be completed and on file. Forms are available in the school office.

The first full day's dosage of any new prescription should be administered at home. Medication must be brought to the school by the parent or guardian. Under no circumstances will medication be given which is brought to school by a student. Medication must be properly labeled by a pharmacist.
Over-the-counter medication, e.g. acetaminophen, ibuprofen, etc. must also be prescribed by a physician as noted above and brought to the school by the parent or guardian in the original container with the dosage labeled by the manufacturer.

All medication prescriptions must be current and supplied in original prescription bottles with the pharmacy labels attached. Ask your pharmacist to divide the medication into two bottles completely labeled, one for home and one for school. The medication must be prescribed to the student to whom it will be administered.

Injuries:

Students injured while at school are cared for in the following way:

A teacher or staff member will inspect the injury and may keep the student under observation in the classroom or on the playground.

For a more serious injury, the student is sent to the school office to receive first aid from the office staff OR to participate in a Hazel Health visit at school. Parents/guardians must sign up for Hazel Health if they would like their child to be able to participate in a telehealth visit at school or at home.

If a student receives a blow to the head, his/her/their parent/guardian is notified of the incident whether it appears serious or not. If there is a severe accident, including a deep cut, possible fracture or dislocation, or any accident requiring immediate medical attention, the parent/guardian will be notified and asked to pick up their child. In emergency cases, the paramedics will also be called. No student will be sent home until the parent/guardian is contacted and plans are made for transportation.

Lost and Found:

Articles of clothing, hats, gloves, lunch boxes, and other items that are found will be brought to the Lost-and-Found area, in our Multi-Use (MU) room. Please have your child check there for anything he/she has lost. Clothes are given to charity twice a year, after winter break and after the end of the school year. Eyeglasses and other delicate items are secured in the main office. **PLEASE LABEL ALL ARTICLES in case they end up lost**.

Meals:

Breakfast and lunch are free for any student who wants/needs meals Monday-Friday this school year. Please see our bell schedule for lunch times.

Field Trips:

Teachers schedule field trips as extension activities to the curriculum. **ALL field trips are handled by the student's teacher.** The admission and transportation costs of these field trips are calculated using the total number of students in a class or grade level and must be paid in advance. Therefore, we cannot issue refunds due to a student's illness or absence on the date of the field trip. Make all checks payable to: Farallone View School. Remember to write the student's name and teacher on the check. No student will be excluded due to family's inability to pay for the cost of field trips. Contact your child's teacher for financial assistance.

Please note that **teachers make the arrangements for student groups on field trips**. If parents/guardians have a special request, they may communicate it to teachers; however, student groups are ultimately up to teachers' discretion.

Due to liability issues and the safety of FV students, a parent volunteer who is either driving and/or placed in charge of a group of students may not bring a younger sibling on any field trip.

Please note that field trip drivers must stay with their assigned student groups from the beginning of the field trip until they return to campus together.

School Portraits:

We are partnering with JostensPix again this year for our school photography. The first Fall picture date is for individual portraits specifically. There is a scheduled make-up day in the event your child is absent for the Fall portraits. The picture retake/make-up day will also be the class portrait day. There will be **NO Spring portraits this year**. Portrait order information will be emailed a few days before the portrait day.

Screening/Vision and Hearing:

All TK, K, 2nd, and 5th grade students will have a vision screening. Parents/guardians of any students whom the nurse deems as needing medical follow-up will be notified. All TK, K, 2nd, and 5th grade students will have a hearing screening in small groups by a registered nurse. Each child will wear a pair of earphones to listen to tones of varying frequencies. If a student is unable to pass the group screening, then a re-check is conducted. Should a possible hearing problem be discovered, the school nurse will notify parents/guardians.

Registration Information:

As of this school year, **all student registration is conducted online**. A child must be physically residing in our attendance area for registration. The following original documents are required at the time of registration:

Proof of Residence – a current PG&E bill, etc.
Proof of Age – the child's birth certificate, baptismal certificate or passport.
Proof of Immunization – the child's immunization record (e.g. the yellow card)

Transitional Kindergarten and Kindergarten registration begins in January of each year. For information on registering your child for school, please visit CUSD's registration information website. Please note: Transitional Kindergarten (TK) classes at any CUSD elementary site will be determined by enrollment.

Classroom Placement Procedures:

In accordance with Cabrillo Unified District Policy 6152, Farallone View will make every effort to provide the best possible learning environment for each child. Our goal is for each new class to reflect the diversity of its student population and the wide range of student needs in each grade level. Classes will be balanced according to the following factors:

- Gender balance
- Academic balance
- Social/emotional balance
- English Learners
- Resource needs
- Individual learning rate and style
- Siblings

*Parent requests for class placement are considered **only** if the overall balance of each classroom is maintained.*

Change of Address/Telephone:

Remember to notify the office immediately of any changes in address, telephone numbers, emergency pick-up contacts, daycare arrangements, early dismissal location, work numbers, or bus/transportation changes. In the event of an emergency, it is imperative that the school be able to contact you quickly If you are moving out of town, please notify the office so transfer information can be completed in a timely manner.

Emergency Preparedness:

For the safety of our students and staff, we conduct emergency drills (e.g., fire, earthquake, critical incidents) on a regularly scheduled basis. We follow the Big Five Emergency Protocols for Schools from the San Mateo County Coalition for Safe Schools & Communities and the San Mateo County Office of Education. Please see their Community Packet for more information. **Emergency Preparedness: What Parents/Guardians Should Do In The Event Of An Emergency.** First, remain calm, because the school is probably one of the safest places to be in the event of an emergency. **School personnel must remain with the children**. We are well prepared to take care of your child until arrangements have been made to pick up your child.

- Do not phone/call. If local phone lines are working, they will be needed for emergency personnel.
- Walk from your home, if possible. Leave the street free for emergency vehicles. The streets may be jammed. You will get to the school faster by foot or by bicycle
- Go to the Student Release Center, signs will be posted to inform you of its location. You must sign out your student before they can be released. The staff will locate and bring your child to you.
- Volunteers will be needed to help with traffic, first aid, calming children, etc.
- If you are delayed and find the school has been evacuated, look for a notice posted in a visible location on the outside of the school to find out where the remaining children and staff have been moved to.

NEW! Birthday Celebrations/Classroom Parties/School-Wide Rewards:

Cabrillo Unified School District is in the process of updating our wellness policy. As of the 2025-2026 school year, Farallone View will begin the process of aligning birthday celebrations and school rewards with our district's nutrition policies.

If you typically bring a sweet birthday treat to school for your child and their classmates, please consider one of the following options or consult with your child's teacher or principal:

- Fruit skewers
- Special pencils with erasers
- Temporary tattoos (with school/age-appropriate themes)
- Mini-puzzles

Pets and Animals:

California Education Code Section 32210, California Penal Code Section 626.8, and CUSD Policy, Administrative Regulation 330, stipulate that animals (e.g. horses, dogs, cats) are NOT allowed on school grounds. Any animal that is necessary under the Americans with Disabilities Act (ADA) of 1990 will be allowed.

Farallone View School Rules and Procedures

The following rules and procedures help ensure a safe and healthy learning environment. Farallone View provides a safe, caring and cooperative environment where everyone respects the rights of others. This includes the right of students to learn and the right of teachers to teach.

Farallone View School Rules:

1. **Be safe.**
2. **Be respectful.**
3. **Be responsible.**

Farallone View does not tolerate bullying. The definition of bullying is:

An act of **repeated** aggressive behavior that hurts another person physically or emotionally.

AM and PM Procedures:

1. All children should proceed to their assigned playground or the MU for breakfast **no earlier than 7:45 AM.**

MU Room Procedures:

1. During a presentation, all students will sit down, listen actively, and look at the speaker during the presentation.
2. Clapping to show approval is welcome.

Office Procedures:

1. One student may accompany a sick or injured student to the office with an office pass.
2. Students may only leave school grounds if they have been signed out of the office by a parent or an adult designated by a parent.
3. Anyone who is not a CUSD employee MUST sign in at the front office.
4. Parents/guardians must sign their child out of school in the office and wait there for the child to be released to them.

Lunch Area Rules:

1. Walk to, from, and around the quad.
2. Sit down at your assigned table and face the table when eating.
3. Keep conversations near you.
4. Raise your hand if you need assistance with opening containers, permission to use the restroom, etc.
5. Raise your hand to leave. Make sure your area is clean and that you throw away all unwanted food.
6. Food is to be eaten in the quad at your assigned table.
7. We do NOT share food due to allergy and germ concerns.
8. Put your lunch pail near your classroom once you've been dismissed from the lunch area.

Playground Procedures:

- Students must show respect toward and follow the directions of teachers and staff members.
- If students need to finish their lunch after their lunch period ends, they may eat on the benches near the playground during their recess.
- Stay in bounds and behind yellow lines. Playing on the hill, between portable buildings and behind D building is not permitted.
- Parents/guardians must stay with their students in front of the school building if they arrive prior to 7:45 am in the morning.
- Gum is to remain at home.
- Once a game is started, the person bringing out a school ball may not take the ball away from the game. Include others in games.
- Stay on campus at all times. If a ball goes over the fence, ask a yard supervisor or teacher for help.
- Play games of kick ball or soccer on the field or in a designated blacktop area.
- No lingering or playing in the restrooms.
- Use restrooms/bathrooms as you would the ones in your own home.
- No balls bounced against buildings. Hold playground equipment (including balls) when waiting in line.
- Games that could cause people to get hurt are not permitted.
- Swings - Poles are not to be climbed. Chains are not to be wrapped around poles. Each child is allowed thirty swings, and you may count out loud so the children may hear you (a swing is up and back). No saving the swings for a friend.
- Only one student per swing. Drag your feet to slow the swing down before stepping off the swing.
- Jump ropes are to be used only for jumping.
- Slide - Always slide down the slide facing forward and sitting up. Do not run or crawl up the slide.
- Physical Contact - Practicing martial arts moves at school is not allowed.

- Weapons, toy weapons, and pretend weapons are not permitted. Heavy, wooden or metal objects are not permitted.
- Play on the field when it's dry. Stay within sight of the noon duty supervisor(s).

Conflict Resolution:

Every attempt is made to guide students to solve their own problems peacefully. An emphasis is placed upon teaching students effective communication and conflict resolution skills. Parents/guardians are encouraged to use this approach with their children at home and in community environments.

1. **Stop. Walk away. Cool off.**
2. **Talk and listen.**
3. **Look for what you both need.**
4. **Brainstorm solutions.**
5. **Choose the idea you both like best.**
6. **Make a plan. Go for it!**
7. **If you can't work it out, see an adult on campus.**

Consequences:

Possible consequences include, but are not limited to:

- Verbal Warning
- Age-Appropriate Reflection/Time-out
- Office Referral
- Behavior Reflection
- Verbal and/or Written Apology
- Campus Beautification
- Parent Call
- Suspension

Rewards:

Possible rewards include, but are not limited to:

- Verbal praise/personal recognition/compliment
- Self-pride
- Elbow bump/high five
- Sea Lion Superstar raffle ticket
- Class rewards

Cell phones/Personal Technology:

Cellular phones, Smartwatches, and other personal electronic devices are **not** to be used during school hours**.** Cellular phones, Smartwatches, and other personal electronic devices should be turned off and kept inside of the student backpack or purse during school hours. The school is not responsible if the student's cell phone, Smartwatch, or personal electronic device is taken or lost.

Consequences for breaking the rules of usage: First offense = Verbal warning/reminder; Second offense = Device confiscated and sent to office for parent/guardian pick-up.

Suspensions or Expulsions:

Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their school experience. School provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony. Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students best and leads to the best type of discipline: self-discipline. Occasionally, a student's behavior may warrant suspension. Examples of these offenses include insubordination, obscenity, and repeated violations of school expectations. Each case is handled on an individual basis in accordance with school board policy.

For your information, the California Educational Code 48900, Grounds for Suspension or Expulsion, has been summarized below:

a) 1. Caused or attempted to cause or threatened to cause, physical harm.
   2. Willfully used force or violence upon another person.
b) Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.
c) Possessed, used, sold, furnished, or under the influence of any controlled substance, an alcoholic beverage, or intoxicant.
d) Offered, arranged, or negotiated to sell a substance represented to be a controlled substance, but which was not such.
e) Committed or attempted to commit robbery or extortion.
f) Caused or attempted to cause damage to school property or private property.
g) Stole or attempted to steal school property or private property.
h) Possessed or used tobacco in any form.
i) Committed an obscene act or engaged in habitual profanity or vulgarity.
j) Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
k) Disrupted school activities or defied valid authority of any school staff member.
l) Knowingly received stolen school or private property.
m) Possessed an imitation firearm.
n) Committed or attempted to commit sexual assault and/or sexual battery.
o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.
p) Committed sexual harassment
q) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
r) Harassed, threatened or intimidated a pupil or group of pupils.

Education Code 48915 Expulsion Mandatory or Quasi-Mandatory (with particular circumstances)

1. Caused serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive or other dangerous object of no reasonable use to the pupil.
3. Possession of any controlled substance, except for first offense for the possession of not more than one ounce of marijuana.
4. Robbery or extortion.
5. Assault or battery upon any school employee.
    1. Possessed, sold, or otherwise furnished a firearm.
    2. Brandished a knife at another person.
    3. Sold any controlled substance.
    4. Committed or attempted to commit sexual assault or sexual battery.

48900.7 Terror threats against school officials, school property or both.

Ways Parents/Guardians Can Support Reading and Writing at Home

- Let your children see you read for pleasure. Share vocabulary, quotes, characters, and the story with them. Compare similarities and differences between your book and the books your children are reading.
- Talk to your children about how your parents/guardians read to you or told you stories.
- Let your children see you write for pleasure. Send family letters to relatives or friends. Let everyone in the family contribute a part or an illustration.
- When you're riding in the car, tell your children a story about when you were little or tell them a story about something that happened at work that day. Leave off the ending and let them provide an ending.
- Have your children select three things they want to include in a story. Make up a story that includes those three things. For example, the selections might be a princess, a race car, and an ice cream cone. The children will love helping you find clever ways to include three things in the story.
- When you look up at the sun/moon or pass a landmark/building, take turns making up a story to go with them. At night, point out the face in the moon and make up a story about the "man in the moon". Follow up these storytelling events with a trip to the library to explore legends about people and places from our own country and others countries.
- Try different ambiances for reading a story aloud or storytelling. If it's a scary story, tell it in the dark or read it with flashlights. If it's a story about when your child was little, bring out an old toy and hold it as you tell the story.
- Try themes in your family literacy events. This works naturally with holidays. Find books about the First Thanksgiving and read them aloud. Find pictures of the Thanksgiving holiday and make a collage. Explore foods that go with the Thanksgiving holiday. Make some of these foods and let everyone help read the recipe and prepare the foods. Trade stories about Thanksgiving.
- Make a family book that is a collection of stories: favorite stories retold generation after generation or stories of family events (first visit by the tooth fairy). Any time that stories are recorded, younger children can dictate to an older family member.
- Help your child find a place in your home that is his/her favorite reading spot. A place where he/she can read comfortably with little distraction. Put a basket of books near the spot. Include pens, crayons, pencils, erasers and paper in the basket to encourage writing too. Every now and then, put a "literacy gift" in their basket to discover and explore.
- Read aloud daily to your child. Talk about the pictures. Make predictions about a story and see if they come true. Read aloud a chapter-book before bed.
- Help your child notice people reading and the writing all around them. Watch other people read. Count all the people on a bus, in a library or café reading. Read signs posted all around you.
- Visit bookstores and libraries with your child. Window shop as you pass a bookstore, look at the books and imagine the storylines inside them. Then go in and see if your predictions came true.
- Take books on trips with you. Read to your child on vacation or during a long wait at the doctor's office. Encourage the people you are visiting to read to your child aloud.
- Leave notes for your child in his lunch box or school bag. Leave notes for him/her around the house. Ask your child to leave notes for you. Have your child create a to-do list. Have him/her turn it into a checklist to encourage self-monitoring.
- Encourage friends and relatives to give books to your child as gifts. Markers, colored pencils, pads of paper make excellent birthday or holiday gifts.Subscribe to a children's magazine and have the magazine sent directly to your child. Show interest when it arrives. "Show me your favorite article." "I love that picture of _____." Popular magazines include: *Highlights, Click, Ranger Rick, Sports Illustrated for Students, and National Geographic Junior.* Large bookstores have many magazines to choose from. Find your favorite magazine and take one of the subscription cards located inside it.

- Play word games such as *Scrabble Junior, Boggle, ABC Bingo, Word Concentration*, etc. Tell jokes, riddles and limericks. See how many words rhyme with _____.
- Encourage your child to read aloud to younger siblings, cousins, neighbors, even stuffed animals.
- Talk about your own childhood memories. Share your own favorite children's books and authors. Share your successes and struggles in school.
- Encourage your child to imagine or share stories from pictures in magazines, newspapers or family photographs.
- Listen to your child's retellings and expand them. Encourage them to add more detail. Say, "That would make an amazing story." Then, imagine the story together." Say, "You should write about that." Say, "The way you said that sounds like a poem." Then, encourage him/her to write it down as a poem.
- Tell lots of family stories. Ask lots of questions when your child tells you a story. Ask them to identify the beginning, middle, and end or climax of the story.
- Look back over your child's writings with them. Notice and praise the growth your child is making as a writer.
- Encourage your child to bring their writer's notebook whenever they go on family outings. Whether it's to grandma's house, a soccer game or restaurant, there will be plenty to notice, wonder and write about.