



# CAMINO PABLO SCHOOL

Parent and Student Handbook  
2025-2026

Moraga School District  
David Lanuza, Principal

# Welcome Letter

Dear Families,

Welcome to Camino Pablo School! I am so excited to work with students, parents, and staff to make Camino Pablo a place where every child learns and belongs everyday! There are many components that make for a successful school.

Academics: The staff will continue to work collaboratively to engage kids in student centered learning using our adopted reading, writing, math, science, and history/social science curricula.

Home/School Partnership: A solid partnership between home and school will contribute to your child's success. I encourage you to visit the school and classroom, become a regular volunteer, participate in school functions and become involved in PTA. Teachers, PTA and the principal send home regular communications. Make the time to read these.

Social/Emotional Growth: Our school is a place where staff and students are KIND, SAFE and follow the "DO YOUR BEST" motto every day. We celebrate diversity and continue to strive for a more inclusive school culture.

In the pages that follow, you will find procedures and directions that keep our school running smoothly. Please take time to read and discuss this handbook with your child. School staff will also review procedures and expectations with students. Keep this handbook in a convenient location and use it as a reference throughout the year.

Feel free to contact the school office at any time with your questions, comments or concerns. The school office telephone number is (925) 376-4435 and the FAX number is (925) 376-6749. The school website is: [www.moraga.k12.ca.us/cp](http://www.moraga.k12.ca.us/cp). Email addresses are listed for staff on the website.

The staff and I look forward to working with you to challenge, support and encourage every CP student.

Sincerely,

David Lanuza, principal

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# Moraga School District Office

540 School Street

Moraga, CA 94556

(925) 376-5943

## Personnel

Dr. Julie Parks, Superintendent

Susan Bishop, Superintendent Admin Services

Chris Reddam, Director of Curriculum and Instruction

Lorne Barbosa, Director of Pupil Services

Daniela Parasidis, Business Manager

## School Board Members

Janelle Chng - President

Richard Severy - Vice President

Jon Nickens

Larry Jacobs

Heather Davis

## CAMINO PABLO SCHOOL

Approximately 315 students in TK-5 attend the school at the present time. Students are grouped heterogeneously by grade level classrooms.

The school offers many programs in addition to the common core curriculum, including: art, physical education, music, English Language Learners (ELL) Program, differentiated instruction, as well as a special education resource program and speech/language services, all delivered by credentialed teachers.

Students and staff also receive support from our librarian, technology specialist, and district science aide.

Our goal at Camino Pablo School is to provide a high quality educational program. It is our belief that all students should be provided with opportunities to learn through a challenging academic program which helps foster collaborative skills, critical thinking, and civic responsibility.

## ABSENCES and INDEPENDENT STUDY

Please email [cpattend@moraga.k12.ca.us](mailto:cpattend@moraga.k12.ca.us) or call the school's Attendance Line at 377-4153 **EVERY** time your child is tardy or absent. Please call the attendance line even if you have already informed your child's teacher. We use the Call Safe program; if we do not hear from you, we call to let you know your child is absent and to determine the reason for the absence.

Moraga School District makes a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in transitional kindergarten or

kindergarten so he/she/they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in middle school, high school, college, and at work.

#### **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

**WHAT WE NEED FROM YOU** We miss your student when he/she is gone and we value his/her contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your student's teacher or principal.

**OUR PROMISE TO YOU** We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our schools prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class,

communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

**SCHOOL POLICIES AND STATE LAWS** It is important that you understand our school policies and procedures, as well as California State Law, to ensure your child is successful in school. State law for mandatory attendance requires children from age 6 to 18 to attend a public school, private school, or a homeschool program. There are exemptions for students aged 16-18. For more information, see the California Education Code, §§48200, et seq.; 48400; 48293.

Moraga School District has responsibilities related to monitoring attendance and notifying families of absences at certain thresholds:

- California Education Code §48260 defines a truant as any student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. The Moraga School District is required to notify families upon a student's initial classification as a truant (§48260.5).
- California Education Code §48263.6 defines a chronic truant as a student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date. The District is required to hold at least one conference with the student's parent or guardian (§48262).
- After a student has been reported as a truant three or more times in one school year and after the District has held at least one meeting with the family, the student is deemed a habitual truant (§48262). At this time, the student may be referred to a School Attendance Review Board (SARB).

Click [HERE](#) for sample copies of Truancy Letters.

#### **IF YOUR CHILD IS ABSENT**

- Please call your student's School Attendance Line every time your child is tardy or absent. Please call the attendance line even if you have already informed your student's teacher.
- Excused absences include: illness, quarantine under the direction of a health officer, medical appointment, funeral services for a member of the immediate family (limited to 1 day in state and 3 days out of state); court appearances, observance of a religious holiday, up to 5 absences for employment in the entertainment industry, religious retreat (4 hours per semester)
- *Trips and vacations are not deemed to be excused absences.*
- If your student's school does not hear from you, we call to let you know your child is absent and to determine the reason for the absence.

**INDEPENDENT STUDY** If your child will be absent from school three days or more for reasons other than illness, please inform the teacher (at least one week in advance), and an independent study form will be prepared to provide educational activities which your child can complete during his/her absence. This provides a continuing program for your child and avoids a financial loss for the school. However, nothing can take the place of attending school on a regular basis.

**WHAT YOU CAN DO**

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Do not let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and vacation/trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 2 days a month could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

# **ANTI-BULLYING POLICY**

The Moraga School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The Moraga School District shall not tolerate behavior that infringes on the safety of any student. Students are expected to conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, contractors and property.

The District prohibits both active and passive acts of bullying. The District shall encourage students to constructively attempt to stop bullying, report bullying to the designated authority, or walk away from bullying if it puts them in an unsafe situation. The Moraga School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. The Moraga School District will cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Each school adopts a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period. The Student Code of Conduct shall include, but is not limited to:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to a teacher, the principal or a principal's designee.
- At CP, we model language and strategies that support appropriate responses to mistreatment.

We also empower student to resolve small conflicts by following these easy steps:

- Ignore the behavior
- Tell the person to stop
- Walk away
- Tell an adult

# **ARRIVALS & DEPARTURES**

Please ensure that your child arrives at school on time and is picked up on time. Children arriving late to school must be signed in by a parent at the office prior to going to their classroom. Students who are not picked up on time at the end of the day may be sent to Bobcat Club.

## BELL SCHEDULE

Our crossing guards and playground supervision both begin at 8:10 a.m. and 9:25 a.m. Students are not to arrive at school before these times. Bobcat Club is available for students who need to arrive earlier or who have not been picked-up on time.

TK (Morning)	8:25 - 12:02	Monday - Friday
TK (Afternoon)	9:25 - 1:02	Monday - Friday

K-2nd (Morning)	8:25 - 1:55 (M, T, Th, F)		K-2nd (all)	8:25 - 1:50 (Short Wed.)
K-2nd (Afternoon)	9:35 - 3:05 (M, T, Th, F)			
3 <sup>rd</sup> - 5 <sup>th</sup>	8:25 - 3:05 (M, T, Th, F)		3 <sup>rd</sup> - 5 <sup>th</sup> (all)	8:25 - 1:50 (Short Wed.)

A more detailed bell schedule can be found [HERE](#).

## BICYCLES, SKATEBOARDS, SCOOTERS and ROLLERBLADES

Students may ride bicycles to school, but must follow all laws and regulations for safety reasons. The rules are explained to students at the beginning of the year. These include: walking bikes on and off the school grounds (including the ramp up from Camino Pablo), wearing helmets and locking bikes. Scooters are allowed, but must be folded up when on the school grounds. Skateboards are also permitted, but must be carried on the school grounds and placed in the classroom during the day. Students are not permitted to ride bikes, scooters, skateboards or rollerblades on the playground at any time.

## BOBCAT CLUB

The Bobcat Club is a recreational, extended-day program and is run by paid staff who supervise students in various activities. It is open from 7:00 a.m. to 6:00 p.m. Registration and payment is all done online. Students may attend on a regularly-scheduled or drop-in basis. A child must have been present at school in order to participate in the Bobcat Club program. Any child who is sent by the school office to the

Bobcat Club without a reservation will be charged a \$25.00 fee. After attending for three hours, the hourly drop-in rate will be in effect and added to the \$25.00 charge. For more information, please call 376-7940.

## **BUS EXPECTATIONS**

The following field trip bus rules are issued by the Moraga School District:

- Remain in seat while bus is in motion
- Be respectful to the bus driver
- No horseplay
- Keep body inside the bus (not out the windows)
- Do not throw objects in or out of the bus
- No unnecessary noise, abusive language or gestures
- No eating or drinking
- Do not litter
- Never walk behind the bus
- Cross the street in front of the bus with an adult chaperone
- Any action that provides a distraction to the bus driver is considered a safety hazard

## **CELEBRATIONS (Birthdays, classroom parties...)**

### **Fun and Healthy Celebrations at School**

From birthdays to holiday parties, there are many celebrations at school. The fun often comes along with less than healthy foods. Offering so many treats so often can contribute to unhealthy eating habits and affect academic performance. It is important that all celebrations at school be in alignment with the Moraga School District Board Policy 3550, which values good nutrition, an active lifestyle, and the overall health and wellbeing of our students. All Moraga schools are taking steps to reduce the amount of unhealthy snacks served to students, with a particular focus on reducing sugary foods and/or snacks in the classroom. Therefore, as a school district, all four MSD schools are implementing school practices that include “alternatives to food” for birthday celebrations in school. With a few easy changes, we can shift the focus of school celebrations to healthy fun.

**Birthday Celebrations** Your child’s birthday is important to us, and all students should have the chance to be recognized and honored on their special day. Birthday celebrations can be lots of fun without the need for treats (food and non-food alike), to save time and money as well as to avoid complications with food allergies.

In honor of your child's birthday, below is a list of fun alternatives we recommend. Please discuss your child's preference with your teacher. Parents are welcome to join in the fun, but please be assured all students will be honored whether you are able to attend or not.

- Bring in a favorite book to be read to the class by your child, your child's teacher, or a parent. If you would like to donate a copy of the book to your class, please sign it with your name so everyone will know that it was from you.
- Bring in your child's favorite song for a dance party or special activity.
- Child shares his or her favorite item with the class (i.e., a toy, picture, and souvenir).
- Class goes on a short nature walk.
- Child shares one of his or her talents with the class (i.e., singing, instrument, poem, magic).
- Class plays your child's favorite game.

Classroom Holiday Parties and Other Celebrations All other classroom holiday parties and celebrations should follow suit and focus on fun activities, such as games, crafts, and music with a focus on healthy food choices. Our goal is to set a good example for our students, as well as promote good health and academic performance.

## Camino Pablo MOTTO

**BE SAFE, BE KIND, DO YOUR BEST.** Staff will be using this motto with students in place of the Lifeskills. This change is part of our multi-year training in Positive Behavior and Interventions and Supports (PBIS).

Camino Pablo Motto:

- Be Safe
- Be Kind
- Do Your Best

Behavior expectations can be found [HERE](#).

# CLASSROOM PLACEMENT

The class placement process for the next school year begins the last trimester of the school year. Teachers at each grade level meet with the principal to place their students for the following year. Our goals are to achieve academic, behavior and gender balance in classes and to provide for individual student needs. Class placements are emailed to families around 3:30 of the last work day before the start of school. Class lists are also posted at school. Transitional Kindergarten and Kindergarten placements are emailed prior to the start of school.

Parents that have information concerning their children, which they wish to have considered during the placement process, should write to the school principal by May 1st, explaining their child's special needs. The best way to support your child is with an enthusiastic response to your child's classroom assignment.

# CLASSROOM VISITS

Parents are welcome to visit school or their child's class. Classroom visits can be very helpful in providing parents with an understanding of their child's program. Here are a few guidelines:

- Make an appointment with your child's teacher ahead of time.
- Introduce yourself at the school office when you begin your visit.
- Visitors sign in at the office and visibly wear a visitor badge.
- You must complete the MSD volunteer requirements in advance.
- If you are interested in a specific subject, you may want to find out what is scheduled for your child's class.
- Please limit visits to thirty minutes or less.
- Please minimize communication with teachers during visits.
- If you feel the need for a conference with the teacher, please make an appointment to call or visit later.

# CLOTHING

Parents decide appropriate school clothing based upon individual family standards. Here are some helpful guidelines:

- Label jackets and sweaters with your child's name
- Shorts should not be too tight or too short. Shorts should be hemmed (long pants protect better than shorts).
- Halter tops are not allowed.
- Flip-flop sandals are unsuitable for school.

- Clothing which displays vulgar language or symbols, or promotes drugs, alcohol or other inappropriate or illegal messages are not permitted.
- Tennis shoes are required on days that P.E. is taught.

## COMMUNICATION

Communication between parents and school is vital. Any time you have questions or concerns, please contact your child's teacher or the principal. The school web-site, where email addresses are available, is: [www.moraga.k12.ca.us](http://www.moraga.k12.ca.us). We welcome your questions, comments, and concerns at any time.

The school uses a variety of methods to communicate with you (teacher letters/emails, a weekly email from the principal, a weekly email from PTA).

Teachers conference with all parents during November conference days. Conferences can be arranged at any other time during the year when they are necessary.

## COMPLAINT POLICY/PROCEDURES

The following is Moraga School District Governing Board Policy 5081:

The Governing Board recognizes that the District is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in consolidated categorical aid and special education programs.

Most comments or criticism related to state and federal programs, laws, or regulations are presented and dealt with informally, and the Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute.

In accordance with uniform complaint procedure, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal complaint investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Persons needing assistance in mediation or other legal remedies may contact by phone, "Local Talk" at (925) 253-4955 and listen to messages 80001 to 80009 which explains the mediation process. The Contra Costa County Office of Education may also provide assistance in the complaint procedures. They

can be contacted by calling (925) 942-3388. If legal advice is being sought, the California State Bar may provide a referral to a local attorney experienced in these matters. The State Bar can be reached by calling (800) 843-9053. Several local mediation centers are listed in the local phone book and legal assistance agencies can be found there also.

The following procedures apply when informal processes have been exhausted and a person wishes to register a formal complaint alleging a violation of state or federal law or regulations.

The complaint must be written and signed. It must describe the alleged violation and cite the applicable federal or state laws or regulations.

The complaint shall be presented to the school principal who will forward it to the Superintendent or designee with an explanation of the circumstances surrounding the complaint.

The Superintendent or designee shall investigate the complaint, providing an opportunity for the complainant or the complainant's representative, or both, to present relevant evidence. This will include an opportunity to question parties involved.

Within 60 days of the receipt of the complaint, a written report will be prepared and provided to the complainant which includes the findings, disposition of the complaint, rationale for the disposition, and a notice of the complainant's right to appeal to the State Department of Education within 15 days.

All interested parties shall receive copies of the report.

If the California Department of Education upon appeal finds the District to be noncompliant, and the District wishes to appeal, the appeal will be sent to the CDE within 35 days.

All complainants shall be protected from retaliation.

The identity of complainants shall remain confidential as appropriate.

All interested parties shall be notified of these complaint procedures.

In all matters not specified by this policy, Title 5, California Code of Regulations Uniform Complaint Procedures will be followed.

Education Code 200-262.3, 35160, 56000-56886, 6400

## **CURRICULUM**

The common core curriculum is similar to that provided in elementary schools throughout the state. Teachers use reading, writing, math, science, history/social science, and social emotional learning curricula adopted by the Moraga School District Governing Board. Students engage in a minimum of 200 minutes of physical education every two weeks. Part of this physical education is taught by a district PE teacher. The visual and performing arts are taught by credentialed art and music teachers.

# **DANGEROUS STRANGERS**

Please inform your child as to appropriate procedures if a stranger approaches him/her. The school will send an email broadcast in the event of unusual or dangerous activity near the school campus.

# **DIFFERENTIATED INSTRUCTION**

Differentiated Instruction is used within the classroom to address the various student learning styles and needs. Please contact the classroom teacher or the principal for more detailed information.

# **DRUGS, TOBACCO and ALCOHOL**

The administration of the Moraga School District shall practice the following procedures relative to student drug use and abuse on school property or wherever the student is under the jurisdiction of the District.

1. No internal medicine is to be administered by school personnel except as prescribed by a doctor (cf.5141.21, Administering Medication) or over-the-counter medication that is accompanied by the appropriate paperwork.
2. Prescription medication carried onto school property for ingestion as prescribed by a doctor must be in their original containers and kept in the school office.
3. Whenever a staff member has reason to believe that a student may be under drug influence, that staff member shall immediately notify the principal. The principal shall notify the parent and/or law enforcement as is appropriate to come for the student and to remove the student to his/her home or to a medical facility. In severe cases, if the parents cannot or will not come to the school, the principal is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expenses.
4. Upon reasonable evidence of drug use, the student will be suspended from school until such time as a doctor authorizes the student's return to school under stated conditions as recommended by the doctor.

The following procedures will be followed when there is reason to believe that a student is selling or is in possession of unauthorized drugs improperly:

The school administrator shall advise the local juvenile narcotics officer or law enforcement personnel. Juvenile authorities will make the decision as to whether they or the school will notify the parents.

The school administrator will take the student to the school office, where the administrator will confront the student with the suspicion. The administrator may also notify the police before taking the student to the office. The student should be removed from a classroom in a suspected drug case only by a school administrator.

It shall be the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of individuals in the school involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to, marijuana, LSD, glue, alcohol and barbiturates.

## **ELECTRONIC DEVICES**

Personal cell phones, readers, tablets, smart watches, etc. are not allowed at school. If a student does bring an electronic device to school, it is to be turned off and kept in a backpack during school hours. The school does not take responsibility for loss, theft, and/or damage. If a personal device is out during the school day the device will be confiscated and kept at the office until a parent retrieves the device.

## **EMERGENCY CARDS**

The school's emergency cards are printed from our database. We ask parents to update the emergency information through the District website each year by the first day of school to keep the cards up to date. Throughout the year Parents should update their information through the parent web portal or with the office if there has been a change in home or work phone or address, or a change in your contact information. Please include cellular numbers. It is best to list people who are available locally, should your child become ill or injured and need to be picked up.

## **EMERGENCY PREPAREDNESS**

In addition to conducting fire and earthquake drills, all schools in the Moraga District have prepared plans for dealing with major community emergencies, including a secure campus/intruder drill. At Camino Pablo we have developed plans which will ensure your children are well cared for in the event of a disaster/emergency. The plan involves constant teacher supervision during the hours, and even days, if necessary, after an emergency. The school also has a high priority for receiving emergency services. Our PTA has provided numerous supplies and equipment which will assist us in the care of students following an emergency or disaster. We request that in an emergency, parents not come to school to pick up students until asked to do so by emergency authorities. In any case, the school will release children only to parents or others whom the parents have authorized in writing.

# **ENGLISH LANGUAGE LEARNERS (ELL)**

The ELL program is available to students who are beginning to learn English. The students meet 2-3 times a week with a certificated instructor to learn the English language and to get help with class assignments. The instructor also assists the students' teachers in modifying the class work while the students are learning English.

## **FIELD TRIPS**

Classes take field trips to enhance/extend learning. When a class field trip is planned, the teacher will send home a field trip permission slip. The student must return the signed slip in order to participate. We ask that you reimburse the school for the costs of these field trips with a tax-deductible donation. Field trip donation requests are sent home in the Fall and Spring. No student will be denied field trips for an inability to pay. If it is necessary for parents to use their vehicles to transport children on a field trip, they are required to have a minimum liability coverage of \$100,000/\$300,000 and indicate so on a completed and signed District form. Students may not be seated in the front seat of a vehicle with activated passenger side air bags. Students under the age of six may not be transported in a private automobile unless a child seat is used or the child weighs at least 60 lbs.

## **HOMEWORK (Board Policy and Administrative Regulation 6154(a))**

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning
- Consider individual student needs, learning styles, abilities, and social-emotional health in order for students to complete their homework.

- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts so that work can be completed within a reasonable time frame
- Provide teachers with feedback to inform instruction
- Provide students with timely feedback regarding their learning

Effective homework practices do not place an undue burden on students. The Board recognizes the value of extracurricular activities, unstructured time, family time and adequate sleep for a student's success in school. Extended breaks, defined as four or more consecutive days, are intended to be a time that is free from schoolwork for students. There should be no expectations on the part of students that schoolwork is done over this period. Assignments given before extended breaks should not be due during the first week back from the extended break. The Superintendent or designee shall ensure that each school site adheres to this homework plan in accordance with Board policy and administrative regulations. This policy and its associated administrative regulation shall be included in all school handbooks, as well as distributed on district and school websites.

## **HOMEWORK DURING ILLNESS**

If you wish to request homework for a child who may be ill for three or more days, please contact the school office by 9:00 a.m. on the third day of his/her absence. This will give the teacher sufficient time to prepare your child's assignments, which may be picked up in the office after 3:30 p.m. on the day that you phone and every day thereafter throughout the duration of the illness. If your child is ill for less than three days, we request that you phone another child in the same classroom in order to get the assignments or that you wait until your child returns to school, whereupon he/she may get the assignments directly from the teacher.

## **ILLNESS**

Use common sense and good judgment when making a decision about your child's attendance at school relative to illness. Children should not attend school if:

- they have a fever. Students may return to school 24 hours after they are fever-free without medication.
- they are vomiting.
- they have a communicable disease.

Communicable Diseases include: Chicken Pox; German Measles; Hand, Foot & Mouth, Measles, Mumps; Pink Eye; Shingles; Pinworms; Ringworm; Scabies; Slap Cheek; Scarlet Fever; Strep Throat; Whooping Cough

Parents are responsible to keep their child home until the child is no longer contagious. Parents must also notify the school if their child is diagnosed with a contagious disease.

## **LEAVING SCHOOL DURING THE DAY**

If your child is to leave school during the day, please send a note to his/her teacher when your child must leave class. We ask that your child wait in the classroom until your arrival; then the secretary will call your child from their room. You will be asked to sign your child out in the office. If someone other than a parent is to pick up a child, please include that information in your note. For their safety, children may only be picked up by an authorized adult, who may be asked to show identification. Children are not allowed to walk home during the school day.

## **LIVING HISTORY**

The Living History Program is designed for children in third through fifth grade. Students participate in field trips or school-based activities to enhance the curriculum and provide for hands-on learning experiences.

## **MEDICATION AT SCHOOL**

Student medication may be administered at school when all required procedures are followed. Often, medication can be administered at home just before and after school. If it is necessary for your child to take medication during the school day, these directions must be followed:

Written permission must be given by you, the parent, as well as the physician in the case of prescribed medication, indicating the type, time, and dosage of the medication to be given. We have permission forms available in the school office and on our website for this purpose.

All medication will be kept in the school office and will be administered by the school secretary. Prescription medications must be in the container with the original pharmacy label, which shows the name and telephone number of the pharmacy, the student's name, the name of the physician, the dosage, frequency, and method of administration.

Over-the-counter medications, which include aspirin-type medicine, throat lozenges and cough drops, must also be in the original containers. Appropriate paperwork must be completed and accompany the medication.

## MINIMUM DAYS

When a minimum day is scheduled, all kindergarten, first and second graders should arrive at 8:25 a.m. There is no lunch period on Minimum and Shortened Minimum Days.

Minimum Days

Grade Level	Minimum Day	Conference Minimum Day
Transitional Kindergarten	8:25 – 11:50	8:25 – 11:25
K – 5 <sup>th</sup> Grade	8:25 – 12:12	8:25 – 11:45

## MORAGA EDUCATION FOUNDATION (MEF)

MEF raises over two million dollars each year. Funds go to Moraga's three elementary schools, intermediate school, and Campolindo High School through its annual community-wide fundraising campaign that runs from July 1 - June 30. Donations to MEF fund key programs and services that other school districts do not offer.

All families are asked to make an annual donation to MEF. Recommendations are made annually for an amount per student. Families that can give more are encouraged to join MEF's Leadership Circle. Donation forms are available in each school office and on MEF's website.

For more information about MEF visit the MEF website at: [www.mef.moraga.k12.ca.us](http://www.mef.moraga.k12.ca.us)

## OFFICE HOURS

The office hours at Camino Pablo are 7:30 am to 4:00 pm. Our phone number is (925) 376-4435 and our FAX number is (925)376-6749.

# **PARENT TEACHER ASSOCIATION (PTA)**

The PTA does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents. The meetings and programs for parents are informative and current. The PTA has its own web-site, which can be accessed from the school web-site. PTA sends a weekly email each Wednesday.

## **PARKING, DROP-OFF and PICK-UP**

Please do not enter the school parking lot to drop off or pick up your children before or after school. Instead, leave children at the sidewalk in front of the school on Camino Pablo or take advantage of the drop-off/pick-up area in the bus circle. A crossing guard is on duty both before and after school. Your cooperation in this will help us assure the welfare and safety of all students.

TK & Kindergarten Parents - When picking up your child, please park on the street and walk to the kindergarten yard to pick up your child. Please drop off your kindergartner at the same place as other students, in front of the school on Camino Pablo or in the bus circle. Please do not park or leave your car in the bus circle.

## **PARTY INVITATIONS**

Please do not send party invitations to school. See [Celebration](#) section for more details.

## **PLAYGROUND RULES**

At the beginning of each year the following playground rules are presented to students:

### **Overall Expectations**

- Students are to play within the playground boundaries only
- Students are not to bring toys, tennis balls, racquet balls, baseballs, or other non-recess equipment to school
- Students are not get physical except with gentle tags in touch football and tag
- Appropriate language is expected at all times
- Students are not to play in or around the bathrooms
- Students are to follow the recess supervisor's directions
- Students are to be kind and respectful to one another
- No running or playing tag in tanbark areas

- Jumping on or off of any apparatus is not allowed
- Play is not allowed when equipment is wet or icy
- Use common sense when no rule seems to apply. When in doubt, do the safe thing.

We make the presentation of playground expectations very positive. When a student breaks a rule, the recess supervisor may give a warning. If the child does not comply the supervisor sends a NOTICE. Notices accumulate for a trimester, with fresh starts on the first day of each report card period. Notice sent to the office. A copy goes to the child's teacher.

1. 1st notice: Supervisor may "bench" the child.
2. 2nd notice - Principal conferences with the student. The student and principal create a behavior contract that is sent home and shared with teacher and parent.
3. 3rd notice - Same as above with additional supports and consequences added
4. 4th notice - Same as above with additional supports and consequences added. Principal conferences with the student and parents.

### **1st and 2nd PLAYGROUND EQUIPMENT RULES**

Playground equipment has been provided by PTA fundraisers for students to play upon. Help us take care of them by not abusing the equipment and playing safely. Rules include:

- No running or playing tag in tanbark areas.
- Jumping on or off of any apparatus is not allowed.
- Play is not allowed when equipment is wet or icy
- One at a time on slide, bars, poles...

### **BURMA CHAIN BRIDGE**

- Three students per chain at a time. (3 chains X 3 students = 9 students)

### **CLIMBING WALL**

- Climb only to waist high at the top, do not stand or go over the top of the wall
- Climb down the wall; do not jump off

### **FIREHOUSE POLE**

- Take turns going down pole, one at a time
- No tag playing
- Do not play under pole or platform

### **HORIZONTAL BARS**

- One student per bar.
- Sit, hang upside down or knee circles only
- No standing on bar or dropping off without holding on with hands
- Students waiting should count to 60

### **SLIDE**

- One person on the slide at a time
- No pushing or shoving

- Slide sitting down, feet first
- No bark, sand, or other materials on slide
- Stay away from end of slide
- No crawling up slide

### **INFINITY WEB**

- No standing on the upper parts of the play structure
- Do not jump off the play structure
- Climb only on the inside of the structure; not on the outside of the upper section
- Crawl across the net
- Do not stay underneath the net

### **OVERHEAD LADDER/RINGS**

- Use the ladder/rings for hand traveling in one direction from platform
- Only one at a time on each section of the ladder. (3 sections - 3 people)
- Only one on each row of rings at a time
- No one is allowed on top of the ladder or rings

### **1st and 2nd RECESS GAMES**

Organized games allowed on the playground are listed below. These must use these agreed upon rules.

The following rules apply to all games:

- Be a good sport
  - If you lose, don't make up excuses.
  - If you win, don't rub it in.
  - Learn from mistakes and get back in the game.
  - Always do your best.
  - If someone else makes a mistake, remain encouraging and avoid criticizing
- No taunting or celebrations
- Hands off (except touch football and tag)
- Disagreements on a call: ro-sham-bo (best of three)

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### **BASKETBALL**

- Half Court Only - Only 3 players from each time on the court at a time. All others wait on sidelines. New players rotate in every 5 minutes.
- Regular rules apply: No traveling, double-dribble, double teaming, etc.
- Basketball is NO CONTACT. Players who push, shove, elbow, grab ball, or get rough will not play for the rest of that recess.
- No pulling the basketball out of another players hands (can still steal while a player is dribbling).

- Missed shot that touches the rim must go back to half court line if a player on the other team rebounds. Missed shot that does not touch rim can be put back in play immediately by either team.

#### WALL BALL

- Three players at a time.
- No outs on a serve (for the server or the person next to hit the ball)
- After leaving the wall, the ball must bounce one time before a player hits it.
- When a player hits the ball it must bounce on the ground once and then hit the wall.
- A ball that hits the wall and ground at the same time is an out.
- No carries or bobbles.
- There are NO re-do's unless there is interference by someone outside of the game.
- If you get in the way of the ball and it hits you, or you get in the way of another player trying to hit the ball, you are out, even on a serve.
- If the ball goes over the wall, the player who hits it is out.
- If there is a disagreement the two players ro sham bo (best of 1).
- If the ball gets away, the player who hit it goes to get it and walks the ball back.

#### 4 SQUARE

- Use the rubber ball if possible.
- Player in the highest square serves.
- No outs on a serve.
- First player in line is the Line Judge
- Ball must be hit by a player if it bounces in their square.
- Player is out if:
  - The ball they hit lands **outside** the lines. Lines are in.
  - They hold, bobble, carry, or **punch** the ball.
  - The ball hits another player's body first.
  - Ball bounces more than once before he/she/they hits it.
  - Argues with Line Judge.
- When a player is out he/she/they move to the end of the line and all other players advance to fill the empty square.
- NO re-do's unless there is interference by someone outside of the game.
- If the ball gets away, the player who hit it gets it and walks it back.

#### KICKBALL

- All players line up along backstop
- Captains pick players one at a time.
- Team captain may be the first pitcher
- Each inning there is a new pitcher

- Baseball rules apply (foul balls, tagging up when fly ball is caught)
- Players may not throw the ball at a runner. They may throw to a base ahead of the runner or tag the runner
- Teams switch from kicking to playing the field after three outs or five runs, whichever comes first.
- There is no sliding, stealing bases, or leading off
- One base on an overthrow
- Runner cannot advance to next base once pitcher has the ball.
- If they are less than 1/2 way to a base when the pitcher gets the ball, they must go back to the base
- Tie goes to the runner

### **3rd-5th PLAYGROUND EQUIPMENT RULES**

Playground equipment has been provided by PTA fundraisers for students to play upon. Help us take care of them by not abusing the equipment and playing safely. Rules include:

- No running or playing tag in tanbark areas.
- Jumping on or off of any apparatus is not allowed.
- Play is not allowed when equipment is wet or icy
- One at a time on slide, bars, poles...

#### **BALANCE BEAMS**

- Walk on balance beams.
- No pushing students off of beam.
- One direction only.

#### **BANNISTER SLIDE POLES**

- One at a time.
- Students may go up or down.
- No sitting on poles, preventing others from using them.

#### **CHIN-UP BARS (Blue bars)**

- One student per bar.
- Hanging from and chin ups only.
- No sitting or standing on top of the bar.

#### **FIREHOUSE POLE**

- Take turns going down pole, one at a time.
- No tag playing
- Do not play under pole or platform.

#### **HORIZONTAL BARS**

- One student per bar.
- Sit, hang upside down or knee circles only.

- No standing on bar or dropping off without holding on with hands.
- Students waiting should count to 60.

#### **SLIDE**

- One person on the slide at a time.
- No pushing or shoving.
- Slide sitting down, feet first.
- No bark, sand, or other materials on slide.
- Stay away from end of slide.
- No crawling up slide.

#### **STEP AND STRETCH** (Three yellow capped posts with tall blue center post)

- Two students maximum.

#### **TRACK RIDE**

- One, one-way ride per turn.
- One person at a time.
- Line up for a turn at each end on the platform (2 lines).
- No pushing of rider.
- No jumping on or off the ride.
- Do not play or loiter underneath the track ride.

#### **OVERHEAD LADDER/RINGS**

- Use the ladder/rings for hand traveling in one direction from platform.
- Only one at a time on each section of the ladder. (3 sections - 3 people)
- Only one on each row of rings at a time.
- No one is allowed on top of the ladder or rings.

### **3rd-5th RECESS GAMES**

Organized games allowed on the playground are listed below. These must use these agreed upon rules.

The following rules apply to all games:

- Be a good sport
  - If you lose, don't make up excuses.
  - If you win, don't rub it in.
  - Learn from mistakes and get back in the game.
  - Always do your best.
  - If someone else makes a mistake, remain encouraging and avoid criticizing
- No taunting or celebrations
- Hands off (except touch football and tag)
- Disagreements on a call: ro-sham-bo (best of three)

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## **TOUCH FOOTBALL**

- No more than 8 players on a team.
- The game will be cancelled if this rule is not followed
- Three finger touch only
- No blocking. No pulling on clothing. No tackling or pushing. No stiff arming

## **SOCCER**

- No tackling, slide tackling, or tripping other players
- No climbing or hanging on soccer nets or poles.
- No using hands (except by goalie or for throw-ins) while playing soccer
- Stop play if someone is injured – resume play with a throw in

## **BASKETBALL**

- Half Court - Only 3 players from each time on the court at a time. All others wait on sidelines. New players rotate in every 5 minutes.
- Full Court - Only 5 players from each time on the court at a time. All others wait on sidelines. New players rotate in every 5 minutes.
- Regular rules apply: No traveling, double-dribble, double teaming, etc.
- Basketball is NO CONTACT. Players who push, shove, elbow, grab ball, or get rough will not play for the rest of that recess.
- No pulling the basketball out of another players hands (can still steal while a player is dribbling).
- Half Court - Missed shot that touches the rim must go back to half court line if a player on the other team rebounds. Missed shot that does not touch rim can be put back in play immediately by either team.

## **WALL BALL**

- Three players at a time.
- No outs on a serve (for the server or the person next to hit the ball)
- After leaving the wall, the ball must bounce one time before a player hits it.
- When a player hits the ball it must bounce on the ground once and then hit the wall.
- A ball that hits the wall and ground at the same time is an out.
- No carries or bobbles.
- There are NO re-do's unless there is interference by someone outside of the game.
- If you get in the way of the ball and it hits you, or you get in the way of another player trying to hit the ball, you are out, even on a serve.
- If the ball goes over the wall, the player who hits it is out.
- If there is a disagreement the two players ro sham bo (best of 1).
- If the ball gets away, the player who hit it goes to get it and walks the ball back.

#### 4 SQUARE

- Use the rubber ball if possible.
- Player in the highest square serves.
- No outs on a serve.
- First player in line is the Line Judge
- Ball must be hit by a player if it bounces in their square.
- Player is out if:
  - The ball they hit lands **outside** the lines. Lines are in.
  - They hold, bobble, carry, or **punch** the ball.
  - The ball hits another player's body first.
  - Ball bounces more than once before he/she/they hits it.
  - Argues with Line Judge.
- When a player is out he/she/they move to the end of the line and all other players advance to fill the empty square.
- NO re-do's unless there is interference by someone outside of the game.
- If the ball gets away, the player who hit it gets it and walks it back.

#### KICKBALL

- All players line up along backstop
- Captains pick players one at a time.
- Team captain may be the first pitcher
- Each inning there is a new pitcher
- Baseball rules apply (foul balls, tagging up when fly ball is caught)
- Players may not throw the ball at a runner. They may throw to a base ahead of the runner or tag the runner
- Teams switch from kicking to playing the field after three outs or five runs, whichever comes first.
- There is no sliding, stealing bases, or leading off
- One base on an overthrow
- Runner cannot advance to next base once pitcher has the ball.
- If they are less than 1/2 way to a base when the pitcher gets the ball, they must go back to the base
- Tie goes to the runner

#### TETHERBALL

- Two players at a time
- All other players wait behind line
- First person in line is the Line Judge
- First player serves the ball

- Second player chooses direction he/she wants to play in
- Ball must be tossed in air before it is hit on a serve
- Ball must be hit with hands only
- Player is out if he/she:
  - Catches, holds, or baubles the ball
  - Touches the pole or rope
  - Crosses the line onto the other players side

### **PLAYGROUND EXPECTATIONS**

At the beginning of each year the following playground rules are presented to students:

- Students are to play on the playground or field areas only. Students are not to play on the hillside adjacent to the school, nor are students to play in front of the school.
- Students are not to bring tennis or racquet balls to school.
- Students are not to tackle, wrestle, hit, kick or fight with others.
- Proper language is expected at all times.
- Students are not to play in or around the bathrooms.
- Students are to eat snacks and lunch inside. When eating treats sold by Student Council, students are to sit on benches or at tables.
- Students are to follow the recess supervisor's directions upon the first request.
- Students are to be kind and respectful to one another.
- Knives and other dangerous objects may not be brought to school. \*
- Use common sense when no rule seems to apply. When in doubt, do the safe thing.
- No weapons (real or imaginary) allowed.

We make the presentation of playground expectations very positive. When a student breaks a rule, the recess supervisor sends a notice to the principal. A copy goes to the child's teacher. Notices accumulate for a trimester, with fresh starts on the first day of each report card period.

1st notice - Principal conferences with and reminds student of rules. Student receives a warning. \*

2nd notice - Principal conferences with student and assigns a 15-minute detention.

3rd notice - Principal conferences with student, assigns a 30-minute detention, and notifies parents.

4th notice - Principal conferences with student and parents to set up a program to avoid further problems. Student is also detained one hour after school.

5th notice - Principal conferences with student/parents. Student may be suspended from school. However, the principal will consider any extenuating circumstances before suspension occurs.

## **RULES - CLASSROOM & SCHOOL**

The staff uses both positive and assertive discipline guidelines in order to establish rules for classroom use. Individual classroom rules will be discussed with your child, and will be reviewed periodically throughout the school year. Click [HERE](#) for Camino Pablo's Behavior Expectations Matrix based on our motto: BE SAFE, BE KIND, DO YOUR BEST.

In the event that a student's misbehavior is of a very serious nature, the student may be suspended from school for the remainder of the day and up to five days, depending upon the circumstances of the incident. In any event, a parent conference will be held.

Possession of knives, weapons or other dangerous objects will result in suspension from school and possible expulsion. This includes "look alikes" that may not be an actual weapon but look like the real thing.

School staff have created a [behavior flowchart](#) that outlines how we handle different behavior situations.

## **SCHOOL SITE COUNCIL (SSC)**

Camino Pablo participates in the California Department of Education's School Based Coordinated Program. SBCP's purpose is to provide input and approve the annual school plan for student achievement. The plan includes goals and an action plan.

The SBCP is composed of equal representation from the faculty and the parent community. New members are elected each year and serve a 2-year term. The SBCP meets throughout the school year for the planning and reviewing of the single school plan.

Parents are invited and encouraged to attend any of the SBCP meetings.

## **SCHOOL BOARD MEETINGS**

The Moraga School District Governing Board meetings are held at 7:00 p.m. on the second Tuesday of the month in the Joaquin Moraga Intermediate School Auditorium unless otherwise noted on the posted agenda. Agendas are posted on the District web site, at each school site, the Post Office, and the District office at least forty-eight hours in advance of the meeting.

Board packets will be available for perusal prior to the meeting at the District office, the District website and at the back of the room at school board meetings. Packets and/or minutes may be ordered in advance for a nominal fee to cover labor and printing costs.

Public input is an important part of the District's decision-making process. To facilitate public comment and input and the orderly conduct of business at school board meetings, the Governing Board has adopted procedural policies, all of which are within the guidelines of the Educational Code and the Brown Act.

## **SCHOOL BOARD MEETING PROCEDURES**

### **A. Procedure for Handling Public Input**

1. The public may address agenda items "as they come up" during the meeting. In order to assure orderly decision making and fair access for all members of the public, the Board President may, when deemed appropriate, take some or all of the following actions:

- Specify times during the discussion of an item when public input will be permitted.
- Limit the time allowed for each speaker.
- Limit the number of times a speaker may comment on a particular agenda item
- Limit comments to the item being considered.
- Limit the total time of discussion of an item.
- Require "Request to Speak" forms be submitted. If required, the form will be provided for the public to fill out and be given to the Board secretary. The President will recognize only those speakers who have submitted a "Request to Speak" form.

### **B. Procedures for Placing an Item on the Agenda**

The annual agenda calendar is developed by the Superintendent and the Board in January. Generally, business items will be considered during the first meeting of the month.

The President or Vice President and the Superintendent will attempt to confer at least three working days prior to the next Board Meeting. The agenda is scheduled using the annual agenda calendar and input from the administration, staff, Board members and the community.

A request by the public for an item directly related to school district business to be placed on the agenda should be made in writing to the Superintendent at least five working days prior to the next Board meeting. The Superintendent and the President will decide if the business or curriculum meeting is more appropriate for the item.

### **C. Procedure for Subcommittee Appointment**

The President may appoint a subcommittee consisting of less than a quorum of Board members as needed to investigate or study a topic and report back to the Board.

The Public Comment section of the Board meeting is the appropriate time for the public to speak to items not on the agenda. The statements must be related to school district business. The Board is not required to respond to public comment. The Board's intent is to answer in appreciation for the input and, if possible, to direct the speaker to the person best qualified to respond at a more appropriate time.

Personnel performance and evaluation will not be placed on the open session agenda or discussed during the open session of the meeting. A closed session meeting to discuss problems regarding personnel will be held if all other administrative avenues have failed.

We hope that this information will clarify any questions regarding school board meetings and procedures. If you have any questions or concerns, please do not hesitate to contact a Board member or write a letter. Community support and input are most appreciated.

## **SEXUAL HARASSMENT**

### **SUMMARY OF BOARD POLICY 083**

It shall be the policy of the Moraga School District that sexual harassment is deemed unacceptable conduct and will not be tolerated. This policy shall include anyone engaging in a school sponsored activity or engaged in an activity on school grounds.

All individuals are entitled to a work and academic environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of personal misconduct that undermines the integrity of employment and academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal, physical or visual. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with work or academic effectiveness.

#### **Complaints and Resolutions - Students**

Step One- Students who feel aggrieved because of conduct that may constitute sexual harassment should, if the offender is a student, directly inform the person engaging in such conduct that such conduct is offensive and must stop. If the student does not feel comfortable doing this or is unable to do so, or if the other individual involved is an adult, he or she should proceed directly to Step Two below. A parent may register a complaint on behalf of his/her child.

Step Two- If the offensive behavior does not stop, students alleging sexual harassment shall make their concerns known to a school counselor, assistant principal, or the principal, or other certificated employee.

If a report is made to someone other than a principal, assistant principal, or counselor, the report will be immediately presented to one of them.

The school counselor, assistant principal, or principal shall consult the Superintendent and notify parents about the complaint and the results of the investigation prior to taking any corrective action.

The Superintendent

If the complaint is not resolved in Step Two above, it shall be so stated in writing within ten (10) school days of the decision rendered in Step Two, signed by the complainant and submitted to the Superintendent as part of this procedure.

The Superintendent shall hear the complaint within ten (10) school days after receipt of any written complaint properly filed with the superintendent's office and shall render a decision in writing within ten (10) school days after such hearing. The decision shall contain the findings and disposition of the complaint, including corrective action, if any, the rationale for such disposition, notice of complainants' right to appeal the decision, and procedure to be followed by initiating an appeal to the State Department of Education.

Both complainant and the accused shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the complainant and may be represented at the hearing.

State Department of Education

A complainant who is dissatisfied with the decision of the Superintendent may appeal her/his decision to the State Department of Education within fifteen (15) school days of the decision.

The school counselor, assistant principal, or principal shall inform the Superintendent and then shall investigate the complaint. Where investigation confirms the allegation, prompt corrective action will be taken.

Copies of the complete Board Policy 083 are available in the school office.

## **SPECIAL EDUCATION**

Special Education services are provided for all students meeting state/federal qualifying criteria. Services provided at Camino Pablo include speech and language therapy and an instructional specialist program for students with specific learning disabilities. Qualifying students receive special help on a regularly scheduled basis. When a student is achieving successfully, he/she is returned to regular status and no longer receives individual help.

Students may be referred for testing by the Student Study Team, usually after a variety of strategies/interventions have been tried to assist the student in the classroom. Although students are usually referred by their classroom teacher, parents may request that the Student Study Team consider their child for a discussion about educational challenges and obstacles. Such requests should be put in writing and sent directly to the principal. Before any assessment is conducted or placement is made, parents are consulted and must file their written approval for each step of this process.

## **SPLIT SCHEDULE (Morning and Afternoon)**

All TK-2 classes at Camino Pablo are on a split schedule. This schedule has the effect of reducing class size since it allows the teacher to spend the first hour of the day with half the class (Morning), and the last hour of the day with the other half (Afternoon).

For approximately the first three weeks of school, all students come early to allow the teacher to decide upon the most appropriate groupings. Parents are notified when the split schedule is ready to start.

## **STANDARDIZED TESTING**

An on-line assessment aligned to Common Core standards is administered to all students in grades 3-5 annually. The test is given in May, and the results are mailed to parents in Aug./Sept. Results may be discussed with the teacher at the November conference; the principal is also available by appointment to give additional information.

## **STUDENT COUNCIL**

Each fourth and fifth grade class elects Student Council representatives who meet periodically. The Student Council performs a number of functions; fundraising for programs and equipment for student use, communication of student questions and concerns to the principal, decision-making on some student matters, and organizing of special school-wide activities. Student Council also sells treats at noon on Fridays as a fundraiser.

## **STUDENT OF THE WEEK**

In an effort to build self-esteem, we recognize each student during the year as a Student of the Week in their classroom. Typically, you will be asked to help prepare a poster of pictures about your child for display in their classroom during their week. Further details and a schedule for your child's week will be covered by your child's teacher at Back to School Night in September. Each grade level uses a theme to help guide you and your child:

K- Favorite Things

3- Collections

1 - Myself

4 - Travels

## STUDENT STUDY TEAM (SST)

When a student experiences continuing difficulties in class or at school, his/her teacher may decide to refer him/her to the Student Study Team. After conferring with the principal, a meeting will be scheduled to develop plans for assisting the student. The members of the Student Study Team may include the student's teacher, additional classroom teachers, support staff and the principal. Parents are invited and encouraged to attend.

## SUSPENSION

In the event that a suspension from school is determined necessary, the Education Code, Section 48900, and the Moraga School District Governing Board Policy 408.3 provides guidelines for suspension and/or expulsion from school for offenses which occur at school, on the way to or from school, or at a school-sponsored activity. These include:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except in self-defense.
- c) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- d) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, any alcoholic beverage, or an intoxicant of any kind.
- e) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- f) Committed or attempted to commit robbery or extortion.
- g) Caused or attempted to cause damage to school property or private property.
- h) Stolen or attempted to steal school property or private property.

- i) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- j) Committed an obscene act or engaged in habitual profanity or vulgarity.
- k) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the HSC.
- l) 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.
- m) Knowingly received stolen school property or private property.
- n) Possessed an imitation firearm.
- o) Committed or attempted to commit a sexual assault or committed sexual battery.
- p) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- q) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- r) Engaged in or attempted to engage in, hazing as defined in Section 32050.

Students are subject to expulsion recommendations for causes b, d, e; and a, if serious injury results.

## **TECHNOLOGY/PHONE - STUDENT USE**

Students may not use cell phones or other personal technology during the school day. Devices are to be turned off during the day and are not to be used until after dismissal.

Office phones may be used with teacher permission. As a way of teaching responsibility, students are discouraged from phoning home for forgotten items such as homework, musical instruments or tennis shoes.

## **USE OF SCHOOL FACILITIES**

Public and non-profit groups may use school facilities. Events must be scheduled and forms filled out through the district office. Use of the school after 6:00 p.m. and on weekends may require payment for overtime custodial services. Information, forms and the contact email address for facility availability is on the Moraga School District website.

# **VOLUNTEERS - NEW for 18/19**

## **Please Read Before Volunteering**

Thank you for your interest in volunteering at one or more of our schools. Volunteers are an integral aspect of a great school and district. The Moraga School District has instituted the following guidelines for all who wish to volunteer their time at our schools. This includes field trips, classroom and office support, library support and any other volunteer support that may involve direct contact with students at a school or at a school program. For the 21/22 school years we are limiting the number of volunteers to only “essential” volunteers. Volunteers will need to complete a form and show proof of vaccination.

## **Please note the requirements for volunteering have changed.**

The district expects that all volunteers follow the guidelines below:

- All volunteers will register at the school their student(s) attend. Parent/guardian registration requires an official form of identification, such as a driver's license, state identification or passport be presented to school office staff prior to volunteering.
- In order to volunteer, a student's parent/guardian must also sign-off or check that this notice has been read via the annual parent registration process. This notice is also available in the school office.
- All volunteers will check in at the office and wear school-issued identification before going on to campus. Sign out when leaving.
- All volunteers are expected to practice professionalism by arriving on time, turning off cell phones, dressing appropriately, and finding a substitute if not able to volunteer at an assigned time.
- In order to ensure safety and minimize distractions to the learning environment, please do not bring non-registered children to school.
- All volunteers are requested to only use staff restrooms.
- Confidentiality of information obtained through your volunteer efforts must be maintained.
- Respect the privacy of everyone in the classroom. This includes materials you may see on students' or the teacher's desk. This includes test scores, grade books, notes, etc.
- When addressing student behavior, politely ask the student(s) to stop the inappropriate behavior. If the student(s) do not comply, inform the classroom teacher.
- All volunteers will adhere to the specific guidelines for individual schools.
- The school reserves the right to revoke volunteer privileges at any time.
- Volunteers are expected to report suspicion of child abuse to Child Family Services. The definition of suspicion of child abuse, reporting procedures and contact information can be found on the Moraga School District Website > District>Student Safety.
- In the event of a student injury, remain with the student and contact the office for help via cell phone or student runner.

- In the event of an emergency, follow the direction of a school employee.