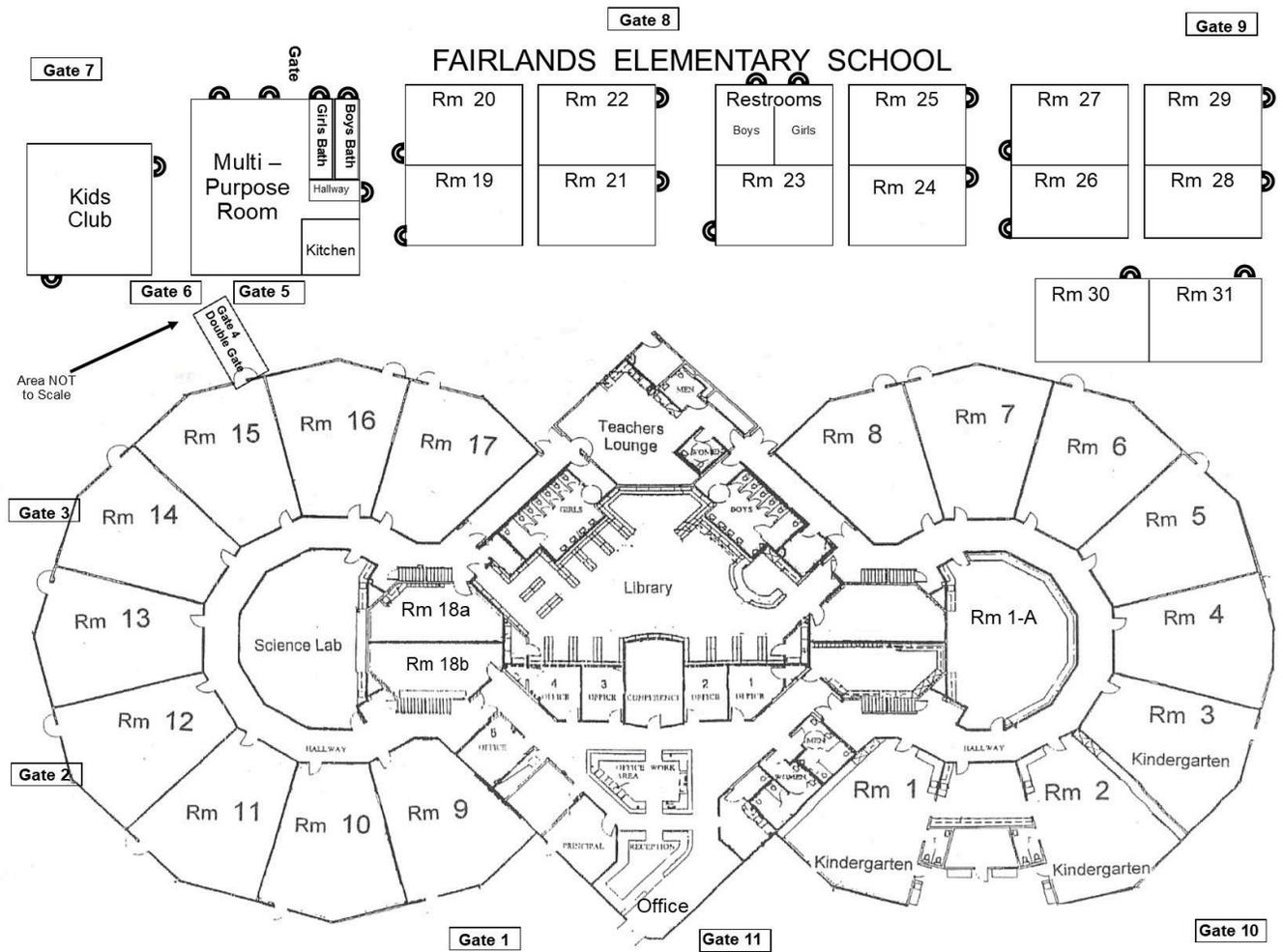




School Handbook for Students & Parents

Fairlands School
4151 W. Las Positas Blvd.
Pleasanton, CA 94588
Ms. Heidi Deeringhoff, Principal
Mrs. Kaycie Norton, Vice Principal
(925) 426-4210



Note: This school handbook is intended to be a helpful resource for parents by providing general information on some current school guidelines, programs, and procedures. Information and examples in this handbook are not meant to be all-inclusive or to cover all situations or circumstances. Information or procedures may change or be implemented during the school year and therefore may not necessarily be included or reflected in this handbook. Please contact the school office if you have any questions or require any additional information. Pleasanton Unified School District has a detailed [Student/Parent Handbook](#) that should also be reviewed by families. Thank you.



Heidi Deeringhoff, Principal
E-mail: hdeeringhoff@pleasantonusd.net

4151 W. Las Positas Blvd.
Pleasanton, CA 94588-4199
(925) 426-4210

Fairlands Mission Statement

Fairlands provides a positive, safe, and rigorous learning environment. We encourage independent problem-solving and school to home collaboration, while fostering the whole child's academic, social, and emotional development.

Welcome to Fairlands!

At Fairlands Elementary School we are committed to meeting the educational, social, and emotional needs of all students. Parental involvement helps to substantially enrich and enhance our educational program. Our Parent Teacher Association (PTA), School Site Council (SSC), and English Language Advisory Committee, are three examples of successful working partnerships between parents and staff. In the classroom, we create a community of learners through our ongoing participation in the Positive Behavior Intervention System (PBIS). This program helps students to develop citizenship skills, helps the school to maintain a productive learning environment, and emphasizes in-depth learning through building positive relationships, personal, and social responsibility.

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

Heidi Deeringhoff
Principal

FAIRLANDS SCHOOL STAFF

Administration

Principal: Heidi Deeringhoff
Vice Principal: Kaycie Norton
Administrative Secretary: Rob Mutzl
Office Assistant: Angela Gervasoni

Transitional Kindergarten

Shari Eastman
Stacy Shelley

Kindergarten

Megan Fernandez
Kathy Payne
Paula Rosa

First Grade

Lisa Hopkins
Tami Smith
Brenda Escalara
Kalli Bartlett

Second Grade

Mariah Coon & Katie Mattson
Tina Gerstenberg
Wayne Hagstrom
Jenny Eisenbies

Third Grade

Brian Esse
Jill Racette
Steve Eastman
Sophie Loughran-Smith

Fourth Grade

Victoria Burchard-Bloom
Kim Jetter
Katie Grimes
Morgan Ham

Fifth Grade

Abbey Sneed
Kelly Ward
Taylor Newman
Lizette Gianfortone

Support Staff

Resource Specialist: Carina Benazzo
Resource Aide: Madhvi Mehta
School Counselor: Gabrielle Smith
School Psychologist: Sara Donohue
Speech Therapist: Suzie McClung
Music Teachers: Cal O' Loughlin and Allison Martin-McBee
PE: Teachers Bryan Campiotti and Erik DeFranco
Intervention Specialists: Andrea Carstensen
Reading Intervention Support Specialist: Renju Thomas
TK Aide: Radhika Sontakke & Hamida Aminy
Health Assistant: April Javier
Science Specialist: Stacey Holder
Tech Specialist: Dhiraja Bhandula
Library Assistant: Lela Guitierrez
Cafeteria Assistant: Yvonne Giordano
Lead Custodian: Gerardo Flores
Night Custodians: Felipe Amezcua Jimenez and Amalia Hernandez

CLASSROOM TEACHER ASSIGNMENTS

The assignment of students to a classroom is the responsibility of the administration and professional staff. Before students are assigned a classroom and teacher, careful consideration is given to creating balanced classes that factor in social needs, gender balance, learning styles and academic performance. The policy at Fairlands is not to accept requests for specific teachers. Your respect for this policy is appreciated. Your input is important to us. If you feel there is information we need to know about your child that the teacher may not be aware of, a parent input form is available in the spring for you to offer your input for placement for the following school year.

Change of Classroom Assignment Policy:

A three week waiting period will be observed. During this time, parents are asked to conference with the current teacher about the placement and the classroom program, observe in the classroom, if possible, and attempt to ameliorate any issues which may exist.

If after ten (10) school days following the initial conference with the teacher, parents continue to feel that a change is necessary, a request in writing should be made to the principal for a meeting to discuss the concerns. A meeting of the principal, parent and teacher will be required. Following the meeting, parents will be informed of the principal's decision.

TEACHER/PARENT COMMUNICATION

Fairlands believes in an ongoing communication between the teachers and the parent in order to best meet the needs of our students. Please feel free to phone or email your child's teacher or the principal at any time. We want to work together to ensure a successful year for you and your children. Parents may have communication from the teacher through the following:

1. Formal Trimester Report Card.
2. Formal Conference at the end of the first Trimester.
3. Telephone and/or email contact with parents.
4. Student Improvement Plan and Student Success Team conferences when appropriate.
5. Conferences by request throughout the year.
6. Back to School Night.

ARRIVAL AND DEPARTURE (please note: Gate 10 and 11 are closed during our construction)

Staff provides supervision of students 15 minutes before instruction begins and 15 minutes at the end of the school day. Parents will be called if students are present before or after supervision is provided. When the first warning bell rings three minutes prior to school start time, students are to line up, single file on their class's painted number on the blacktop and await pick up from their teacher. Children must use designated areas to arrive to school. Walking, running or biking between cars in the circle is not permitted and children are only allowed to enter the street at the crosswalk with the crossing guard. Please do not cross W. Las Positas except at the designated crosswalks. Please contact the office for after-school pickup arrangements ONLY when it is an emergency to help minimize classroom disruptions. Drivers must observe all of the Drop Off/Pick Up procedures.

All parents and guardians will be asked to stay on the perimeter of campus and will not be permitted past the gates. We highly encourage walking/biking to school as traffic will be heavy and parking is extremely limited. Parking is available on the residential streets and the first row of the staff parking lot in spaces labels "visitor" only. Please identify the gate or location on campus where your child will be dropped off and picked up, communicate the plan with your child, and be consistent on these practices. Assigned gates are shown below. Map of classroom locations are shown on page 1 of this Handbook.

Grades TK - K

Student may enter Gate 6 (close to the Multi-Purpose Room and Kids Club) no earlier than 7:55AM on Mon, Tues, Thurs, and Fri and no earlier than 8:55AM on Wednesdays. Please refer to TK/K teacher information regarding staggered schedule assignments and pick up procedures. The [TK/K website](#) is

also available for additional information. TK/K parents/guardians must walk students to and from Gate 6. The MPR drop-off/pick-up zone is only available for students in grades 1-5.

Grades 1 – 5

Students may not be dropped off any earlier than 8:05 AM on Mon. Tues. Thurs. and Fri. and no earlier than 9:05 AM on Wednesday. At the 3 minute warning “fog horn” bell, students are to walk to their classroom number on the blacktop. At the final bell, 8:20 am yard duties will shut and lock the gates, securing the school campus. Students need to be picked up promptly each day after school no later 3:10PM. Please contact the school office if emergency arrangements are necessary due to special circumstance. At dismissal, students are to go directly home or to their child care and are not to stay on the school grounds while school is not in session. The drop off/pick up loop in front of the MPR will be open. No cutting in the curbside lane when dropping off or picking up students. Please wait until your turn in line to drop off/pick up students.

[Pick-up/Drop-off procedures video](#)



Grade 1-5 Procedures: For safety and efficiency, please follow these procedures for dropping off and picking up students. The entrance to the school will become ONE lane to increase the visibility of the crosswalk. The entire yellow curb in front of the Multi-Purpose Room (MPR) is designated for loading and unloading. Students will be asked to wait for parents in front of the MPR rather than in front of the school. Vehicles in the curbside lanes MUST drive forward to the furthest available curbside space (in front of Kids Club). Children will walk to the cars to load. Once in the yellow curbside lane cars should continue to pull forward. Vehicles may not double park or wait for a space to open. If no yellow curbside loading space is available vehicles must loop around into the parking area queue and wait for a curbside space (located in the one-way parking area adjacent to visitor parking). The staff-parking lane is closed to through traffic during pick-up and drop-off times. Students will walk forward to meet their cars as needed. The first seven parking spaces next to the disabled person parking is designated for daycare pick up only between 2:30 – 3:15 Monday thru Friday. Here are some additional requests to help expedite pick-up and drop-off and to help ensure the safety of all:

- Please pull as close to the curb as possible
- Move forward as open yellow curbside spaces become available, new cars will join at the back · Once students are in/out of car, pull completely out of the yellow curbside lane and proceed out of the lot.
- Remain in your vehicle while at curbside
- Be aware of everything around you, there are many students and cars – cell phone use is against the law and must be hands-free.
- Please ensure students have all belongings, DO NOT store backpacks in your car trunk as it is a risk of being hit and slows down the loading process.
- Please follow traffic valets and attendants' directions at all times.
- If student has multiple items to unload, park in a designated parking space to unload the vehicle.
- *We kindly request that you do not park in spaces labeled **STAFF** or **RESERVED**.*

DRESS AND GROOMING

Fairlands Elementary follows our district guidelines: Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Please refer to the PUSD Student & Parent Handbook for further information. The following attire is NOT permitted:

- Short shorts, swim trunks, men’s boxer shorts, and biker shorts
- Bare midriffs
- “See-through” or transparent clothing
- Tube tops, halter tops, half-shirts, mesh tops
- T-shirts with suggestive words or obscene gestures on them
- Cut-off or baggy pants with ragged hems or rips, sagging of pants and/or underwear showing
- Gang related attire
- Footwear is required at all times and must be safe and appropriate for indoor and outdoor activity

MEDICATION

Students are not allowed to bring any kind of medication to school on their person (including over the counter, homeopathic and/or prescription medication). If you administer medicine at home to address symptoms of cold/flu/norwalk-like virus/COVID please DO NOT send your child to school until they are symptom free for 24 hours WITHOUT the aid of medication. Fairlands School personnel will administer medication to your child only if the following requirements are met:

- Both the child’s parent and the child’s physician must complete and sign a Prescription Medication Form furnished by the school. This form shall state the medication, dosage and any additional instructions. We cannot administer any medications without this form.
- This form MUST BE COMPLETELY FILLED OUT ANNUALLY and signed by the parent/guardian and the child’s physician before the school personnel can dispense medication.
- Medication must be in the ORIGINAL CONTAINER and brought to school by the parent/guardian.

HEAD LICE: For more information: <http://www.cdc.gov/parasites/lice/head>

Students with lice eggs or head lice remain in school. When lice are found on a child at school, that child’s parent will be informed so they can administer treatment. The child will be allowed to finish the day at school. Treatment should occur at home before the student returns to school the next day. The school will follow up to make sure the child is treated appropriately. If the student is not treated appropriately, then he or she will not be able to attend school.

- School is NOT a high-risk area for getting lice. Multiple studies have proven that school is rarely the location of lice transmission. The vast majority of cases are spread by friends and family members who play or live together.
- By the time a case of lice is discovered, the child has often had them for 3-4 weeks. It makes little

sense to immediately remove a student from class since lice are unlikely to spread in the classroom. The child can stay for the day.

- Unnecessary absences due to lice are detrimental to student achievement.
- Lice do not cause disease and are not dangerous to the child or others.

Other facts:

- Head lice cannot hop or fly; they crawl.
- Lice spread by head-to-head contact.
- Head lice usually survive for less than 1 day away from the scalp.
- Indirect spread through contact with personal belongings (combs, brushes, hats) is unlikely; lice rarely leave a healthy head and those found on combs are usually injured or dead.
- Removal of nits immediately after treatment with a pediculicide is not necessary to prevent spread, because only live lice cause an infestation.

If a case of possible lice is reported or found:

- Trained staff will check any student reported to possibly have lice in a manner that protects the student's privacy. If lice are found, the parents of that child will be notified to begin treatment at the conclusion of the school day. Health Services will provide information about proper treatment.
- Parents of children with head lice will be encouraged to talk to the parents of close playmates.
- Students with lice will be rechecked in 7-9 days to make sure all lice are gone.
- If a parent does not follow through with the proper treatment, the child with lice may be excluded from school by the school district nurse until the proper treatment has been completed.

Recommended treatment:

1. Use an over-the-counter pediculicide, like Nix.
2. Repeat treatment in 7-10 days to kill any surviving eggs.
3. Comb out the nits as desired. Removal of nits is an aesthetic choice. Nits are NOT lice.
4. The district nurse can offer extra help to families of children who are repeatedly or chronically infested.

BICYCLE & SCOOTER RULES

- Bicycles and scooters are to be walked at all times when on campus.
- Bicycles and scooters must be stored in designated bike rack areas inside perimeter gates.
- Helmets are required equipment BY LAW for all students riding bicycles or scooters.
- Skateboards, skate shoes ("wheelies") roller blades, go-peds, etc are not allowed to be ridden / used on campus and are not allowed in classrooms.

ATTENDANCE

Please call the school office absentee line at 925-462-0926 to let us know if your child will be absent from school. Please state the child's name (spelling it slowly), the student identification number, the teacher's name, and the reason for absence. If we do not receive a phone call from you, we will contact you to clear the absence. Children should be free of a fever for 24 hours (without medication) prior to returning to school. Prolonged illness or communicable disease should be reported to the school office as soon as diagnosed. If the student's absence is due to a contagious illness, you will need to provide the school with a doctor's note upon the student's return to school. To request homework, contact your child's teacher via email or voice mail (phone). **Please note:** Students who are in school, present every day perform at higher levels than those who are absent. Students must be present both the first day of school and the last day of school to ensure a spot the following school year. Students who miss the first fifteen days or last 15 days may be dropped from enrollment.

Tardiness:

While we understand that there are sometimes challenges in the morning, please work to ensure that your child arrives at school on time. Children miss vital parts of lessons when they are late to school. If late, we will ask your child to check in at the office before going to their classroom, to be sure that they aren't marked absent. If the tardies become chronic, the child's name will be submitted to the District's Child Welfare and Attendance services to correct the difficulty.

Early Dismissal of Student Procedure:

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

Additional Justifiable Personal Reasons for Absence:

Advance written request by the parent/guardian and approval of the principal or designee shall be required for excused absences allowed by law (to appear in court, attend a funeral service for a non-immediate family member, observe a holiday/religious ceremony, or family necessity of less than 5 school days - does not include family vacations). (Ed. Code 48205)

Absences Other Than Illness - Independent Study Contract:

We strongly encourage families to schedule vacations during school breaks so student attendance is maintained. Please refer to the [PUSD school year calendar](#). If you anticipate your student missing school for a duration of 1–15 school days, please contact your teacher **and** the attendance clerk to learn more about an Independent Study Contract. For a planned absences of 1-15 school days, **come to the office for an Independent Study Contract NOT less than 10 school days prior to the absences (weekends, holidays, school closures do NOT count in the 10 day notice)**. If approved, the teacher will assign homework to be done during the absence. The contract and the homework are **due on the first day back to school**. If all the requirements of the independent study contract are met, the absences for this period of time will be excused. Students may not receive work prior to the planned absence. All work must be completed while the student is out of school. Short term independent study contracts will not be issued during the first/last 15 days of school. Please refer to the [Pleasanton Unified School District board policy](#) for current requirements for Independent Study. [Board Policy 6158](#) and [Administrative Regulation 6158](#). Refer to the [PUSD STUDENT AND PARENT HANDBOOK](#) for additional information.

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

- A. Any pupil who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to Senior Director of Pupil Services of the school district. (Ed. Code 48260)
- B. Upon a pupil’s initial classification as a truant, the school district shall notify the pupil’s parent or guardian via a truancy letter (Ed. Code 48260.5) that the pupil is truant and the parent is obligated to compel the pupil to attend school or possibly be guilty of an infraction of the law and subject to prosecution according to Ed. Code 48290-48296.

STUDENT CHECK-OUT

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

BREAKFAST & LUNCH

Our school offers a hot breakfast and lunch program. A Federal meal program provides one breakfast and one lunch at no charge beginning in the 2022/23 school year. Students who elect to bring their lunches from home should have their name on the bag or lunch box. It is the student’s responsibility to pick up a forgotten lunch in the office during recess or lunchtime. Please send your child with his/her lunch in the morning. It is very disrupting for the office and classrooms for students to come up every day for their lunch. Students getting school lunch will type in their student ID #. Please have your child practice memorizing the ID#. Additional

details may be found on the PUSD website under [Child Nutritional Services](#) (CNS).

FOOD GUIDELINES for CELEBRATIONS

In an effort to protect students with severe food allergies, diabetes, and other health conditions and preserve instructional time, the following guidelines have been developed for all elementary schools.

Birthday celebrations – No food treats are allowed in school for any birthday celebrations. Birthdays are special to students. If parents would like their child to share something with his/her class in honor of his/her birthday, here are some suggestions: a book, playground equipment, a rainy day game for the classroom collection, or pencils/erasers for classmates. Teachers may also choose other ways to acknowledge these days, such as allowing student be the line leader, student of the day, or a teacher’s helper for a day. Birthday invitations will not be distributed unless for every student in the class. Parents will not be allowed to send toys, flowers, or balloons to students in their classrooms. Any deliveries will be returned to the sender.

Classroom parties – Classroom parties should be limited to no more than 4 times a year. Parents must be notified in advance of classroom parties. All foods are to be store bought and clearly labeled with ingredients or prepared according to District Policy 5537. Students with food allergies and/or other health conditions should be taken into consideration when planning classroom parties. To encourage healthy behavior, refreshments for class parties should include light snacks and beverages with an emphasis on healthy snack choices such as cheese, crackers, fruits, and vegetables.

Grade level/school-wide celebrations – Parents must be notified in advance of grade level and school-wide events that involve food. All foods are to be store bought and clearly labeled with ingredients or prepared according to District Policy 5537. Students with food allergies must be taken into consideration when planning these events.

SPIRIT DAYS

Fairlands School spirit days are celebrated each Friday with children wearing our Fairlands school colors (Blue, Green, White) and participating in special spirit day themes (sports day, for example). Spirit days and their themes will be announced in advance. Classroom specific shirts are worn every Wednesday and may be purchased at [ShopFairlands.com](#).

TELEPHONES, SMART PHONES / WATCHES, ELECTRONIC DEVICES

Smartphones and other electronic devices are to be used in a manner that supports the educational environment, safety, and minimizes disruptions. Students may use their smartphones before the start of school and after dismissal while still on school grounds. Students may not carry cell phones on their person during the school day. Wearing a smart watch is permissible, however, it MUST be in the ‘School-Mode’ position. No smartphone/watch use is permitted during lunch and/or recess to encourage physical activity and social interaction. Students may not use cellular watches/phones to contact parents or others during the school day. The school office and classroom phones will be available for student use in emergencies only. Communication with parents/guardians should happen through the teacher or office, not through a child’s use of a cell phone or smart watch. Students will not be allowed to phone home for forgotten assignments/items, lunches, or permission to go to a friend’s house after school. If students have a cell phone, it must be turned off or placed in “do not disturb” mode and placed in their backpack or designated area during school hours. If a student is wearing a smart watch, it MUST be on “School Mode”. Exceptions: For educational purposes under the direct supervision of a teacher, for health reasons with prior approval from the school administration, or in emergencies (Education Code 48901.5, 48901.7). For any site emergency situations, the school will also use its

communication systems to ensure all students are safe and accounted for and to communicate with families as quickly as possible. The school is not responsible for lost, stolen, or broken electronic devices. [See additional information regarding the law and PUSD Policy here.](#)

TOY POLICY

Toys, electronics and items unrelated to the instructional day are not to be brought to school. If a toy is brought to school for the purpose of a sharing time within the classroom, it needs to be stored in a container or bag for the remainder of the day. This policy is designed to protect individual student property from damage and/or theft, as well as minimizing disruptions. The school is not responsible for lost, stolen, or broken toys. Trading cards (i.e. Pokemon cards) of any kind are not allowed on campus.

EXAMPLES OF ITEMS NOT ALLOWED AT SCHOOL

Items that are judged to be inappropriate will be confiscated until the end of the school day or retained by the principal until a parent/guardian can reclaim the item. These include but not are limited to:

- Cell Phones (if taken out of backpack during school hours)
- Radios, tape or CD players
- Electronic games
- Skateboards/skate shoes (wheelies)
- Baseball bats or hard balls and tennis balls
- Water pistols
- Toy weapons, including knives, guns and swords, or items/drawings resembling weapons
- Balloons
- Toys and games (unless prior permission is given)
- Trading cards
- Radio/ cellular communication devices
- Any item which distracts students from the intended purpose of learning.
- Gum: Students are not allowed to chew gum while on campus.

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

HOMEWORK POLICY

Any homework given will be meaningful, purposeful, and appropriate. Parents and teachers should make students aware that learning occurs at home, in school, and in the world around them. Below are grade level guidelines. The time allocations are targeted toward the average student.

In the primary grades (K-3), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.

At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits. The practice of skills should be assigned to students who need the practice.

Guidelines:

K-1 10-20 minutes of homework per night, on average

2-3 20-30 minutes of homework per night, on average

4-5 40-50 minutes of homework per night, on average

There may be times when reading assignments may extend beyond the minutes listed above.

Except for reading, homework at the elementary level should not be assigned over weekends, holidays, or extended school breaks. This means that the above guidelines are for evenings Monday-Thursday.

Project-based and long-term assignments should primarily be undertaken and completed in the classroom. Some portions of projects may be assigned as homework; however, these tasks should not require group participation, significant assistance from parents or costly materials. These assignments should include clear checkpoints and be reinforced by the teacher to monitor progress toward completion.

REPORT CARDS

The purpose of the report card is to provide parents and students information about progress toward meeting the standards. Standards are measured in levels from one to three for lower grades and from one to four in upper grades. A one indicates that a student is currently performing below the standards expected at his or her grade level. A two indicates that a student is progressing toward meeting the standards. A three indicates that he or she is consistently meeting the standards. A four indicates that a student's work is meeting or exceeding the standards and demonstrates added depth or complexity. The numbers one, two, three, and four do not equate to the letter grades A, B, C, etc. The numbers simply state where the child is in relation to meeting the standards. Report cards are available digitally through the PUSD online parent portal.

CONFERENCES

In a "Community of Learners" parents and teachers work together to help children succeed. Communication through conferences is one important way to reach that goal. A parent/ teacher conference, at a mutually agreeable time may be scheduled at any time during the school year at the request of either the parent or the teacher. Regular conference days are scheduled in November to review your child's progress, discuss assessments and the report card, and to identify specific learning goals for the year.

EMERGENCY CONTACT INFORMATION

An Emergency contact must be on file for every student attending Fairlands using the Parent Portal online. This information provides the school with necessary information to reach you and / or other designated adults in the event of an emergency situation. Emergency contacts are trusted individuals for your family NOT including parents/guardians. It is essential for additional contacts to be available. **FOR YOUR CHILD'S WELFARE AND SAFETY** notify the office immediately if any of the information on the emergency contact changes. **STUDENTS MAY ONLY BE RELEASED TO ADULTS THAT ARE LISTED ON THE EMERGENCY CONTACT LIST.** Please make sure to update your contacts regularly via the Parent Portal as needed.

IN CASE OF EMERGENCY

Our first responsibility is keeping kids safe. Fairlands has a detailed emergency plan and conducts monthly drills to help students and staff know how to respond in times of crises. We practice procedures for fires, earthquakes, and intruders. Within PUSD, school-wide drills are conducted as follows: fire drills once a month, earthquake drills 4 times a year, and intruder/lockdown drills 3 times a year. Additionally, teachers and staff review and practice a variety of drill types in various settings with their classes to promote a deeper preparation and understanding of responding safely and calmly to prepare for different events.

We work in close partnership with local law enforcement officers, firefighters, and paramedics. These agencies offer quick response, expertise, and support as needed. **Keeping clear access for emergency vehicles is essential**, possibly a matter of life and death, and we depend upon your cooperation to help make this possible.

As quickly as possible, we communicate with families about any emergency situation that arises. This may take the form of emails, website and media updates, or auto-dialing telephone messages. We encourage parents to visit the district website <https://www.pleasantonusd.net/> for the latest updates. Individual telephone calls or replies may not be possible until after the crisis has subsided.

Please avoid calling or visiting Fairlands during a crisis, since it is very likely the call cannot be answered

and our attention will be focused on keeping students and staff safe. We need to keep the school phone lines open during emergencies.

SCHOOL PROGRAMS & SUPPORT SERVICES

Library – Library skills are taught by the TK-5th grade classroom teachers and reinforced by our library staff. All students visit the library with their classes regularly to check out books. Fines are not charged for late books, but students are expected to pay for the replacement cost of lost or damaged books and materials. The Fairlands library is staffed by our Library Assistant. Parent volunteers are welcomed to help reshelv books and may work with the school library to set up volunteer hours.

Music – Each student in first through fifth grade at Fairlands receives 45 minutes a week of formal music instruction by a CA state credentialed music teacher.

Physical Education – Students in first through fifth grade receive P.E. instruction each week as a part of their total physical education program taught by a CA state credentialed PE teacher.

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

GATE (Gifted and Talented Education) - Gifted and Talented students' needs are met through differentiated instruction. All third grade students are tested unless parents opt out of testing.

School Counselor – The elementary school counseling program is designed to promote positive attitudes and social skills and reinforce our school-wide Positive Behavior Interventions and Support (PBIS) plan. Through a program that includes classroom visits as well as small group and individual sessions, students will gain the skills needed to achieve academic and personal success. Please call the school office at 426-4210, email your child's teacher, or email the counselor directly if you would like to schedule an appointment with the counselor.

Student Improvement Plan and Student Success Team Meetings

If a classroom teacher has a concern regarding a student (academic, behavioral, emotional, social), a teacher may conduct a Student Improvement Plan (SIP) meeting consisting of the classroom teacher, parents/guardians, and other pertinent personnel. If after a period of time in which strategies and interventions have been in place, and the student has made little or/no growth, the student can be referred to the Coordination of Services Team to discuss additional supports or interventions. At this time, a Student Success Team (SST) meeting may be called. The SST, consisting of the classroom teacher, school specialists, and the parents meet to discuss student strengths and areas of concern, and create suggestions for accommodations in programming or other interventions which could be implemented to provide the child with a successful educational experience.

[Section 504 Plan Information](#) (click link for more information)

Section 504 of the Rehabilitation Act of 1973 is an anti-discrimination statute that prohibits discrimination against individuals with disabilities. Section 504 requires evaluation, identification, provision of appropriate services, and procedural safeguards. Students who eligible for a 504 Plan will receive accommodations and/or services necessary through general education. To be eligible under Section 504, a student must have a physical or mental impairment that substantially limits one or more major life activities:

- A physical or mental impairment refers to any physiological disorder or condition or any mental or psychological disorder.
- Impairments which are episodic or in remission are a disability if they would substantially limit a

major life activity when active.

- Major life activities are activities that the average person in the general population can perform with little or no difficulty. Major life activities are functions including, but not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and operation of bodily functions. The Section 504 team may determine that another activity not listed herein is a major life activity for a student.
- The Section 504 team must then determine if a student's impairment substantially limits the performance of the identified major life activity, in comparison to the manner, condition, and duration that same age, non-disabled peers in the general population perform that major life activity.

Special Education Information (click link for more information)

Students with a disability who qualify for special education may, as part of an Individualized Educational Program (IEP), work with an education specialist in a variety of areas. Special Education is provided to students who qualify based upon assessment and need, only after all general education supports and interventions are not successful. Parent approval must be given prior to assessment, and before assessment is offered, formal meetings are held with the parents and teacher. These meetings called Student Improvement Plan (SIP) or Student Success Team (SST) meetings are held to discuss the student's needs. If you have concerns about your child's academic achievement, contact your classroom teacher.

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

PETS

Pets are not allowed on campus unless prior approval has been received by the principal. For any pet to be considered, a request form from the office must be obtained, completed, and submitted for authorization from both an administrator and the classroom teacher, and permission given by all parents in the involved classroom. Students may not handle the animal at any time. Authorization paperwork for service animals on interior and/or exterior of campus must be on file through the school office.

SCHOOL / PARENT ORGANIZATIONS

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

Families of students who are emerging bilingual (learning English as an additional language) are encouraged to attend our ELAC meetings, which are held at least four times a year. These meetings are intended to gain input from our families about how the English language instruction is working for their child, and to connect families to our school community. Input on our SPSA is also gathered from this committee.

PARENT-TEACHER ASSOCIATION (PTA)

Fairlands PTA would like to welcome you and invite you to become an active member. Fairlands parent teacher group is affiliated with the National PTA. The purpose of the PTA is to promote the welfare of our children and to encourage a closer relationship between home, school, parent, and teacher. Parents working with a shared goal can make a significant difference in the quality of education their children receive. The PTA coordinates parent volunteers and many of our school activities, including assemblies, and various fund-raisers. Fund-raising activities are organized to support and enhance the educational environment. PTA has an important voice at the school and within the district. The continued success of our PTA hinges on parents' involvement. All parents are urged to participate in the PTA meetings and PTA-sponsored events. General meetings will be

scheduled and announced throughout the year.

SCHOOL SITE COUNCIL

The Fairlands School Site Council (SSC) is an important decision-making body consisting of parents, school staff, and school administration. The responsibilities of the School Site Council are to assist in the development of a yearly Single Plan for Student Achievement (SPSA plan) and to review the implementation of the plan. The Fairlands School Site Council meets 4 to 5 times per school year. We are always interested in new members or alternates. If you are interested in becoming a member or have any questions about the SSC please contact the school office at 426-4210.

SCHOOL PROGRAMS AND PRESENTATIONS

At times there will be special performances scheduled during the school day. All family members are welcome to attend performances that are performed in the multipurpose room. Our goal is to ensure an optimal learning environment for all students while ensuring distractions are kept at a minimum.

VISITORS & VOLUNTEER

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

Fairlands School welcomes the volunteer help of our parents and community members. The time and support of volunteers is appreciated and helps to strengthen our school program. The purpose of the volunteer in the classroom is to assist the teacher and to help promote a positive learning environment for all students in the class. Volunteer assignments and duties are granted at the discretion of the teacher and the school administration. We thank you for your willingness to volunteer and help all students succeed. Adherence to these guidelines will ensure the continuance of a successful program. In the interest of safety and student welfare, we expect that all volunteers follow the guidelines listed below:

- All volunteers have read and understand these guidelines.
- Volunteering duties may include working with students, but may also be doing tasks for the teacher outside of the classroom.
- Photo-ID must be provided in the office to receive clearance through our Raptor System.
- All volunteers are asked to follow emergency procedures as directed by the school employees
- Field trip drivers must have on file annually an approved driver form (correct name) with proof of adequate insurance coverage, as well as a volunteer clearance form.
- All cleared volunteers will check-in at the office and wear a badge before going onto campus.
- All volunteers are expected to exhibit a positive demeanor, enthusiasm for the task, and smiles.
- Be aware that classrooms have children unique in their levels of achievement, behavior patterns, and motivations, and often require individual attention and encouragement.
- When arriving for volunteer time, check in with teacher for special instructions and duties.
- Give mutual respect to children and expect it from children.
- Do not “put down” children with critical or negative statements.
- Cell phones should be “off.”
- No infants, toddlers or pre-school children are allowed to be present. In order to ensure safety

and minimize distractions to the learning environment, please do not bring infants or non-school-age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care.

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

VOLUNTEER CLEARANCE

Our volunteers are an invaluable resource to our teachers and students. Each year, many volunteers assist us with helping our students in different ways such as chaperones on field trips, serving as assistant club advisors, working in classrooms, and keeping our programs functioning by transporting our students to and from activities. The Pleasanton Unified School District Volunteer Management System includes three (3) levels of volunteer clearance and tracking. We ask that the level of clearance is chosen based on the anticipated volunteer activities. If you are planning to volunteer, please see the [Volunteers](#) page of the PUSD website to review the [PUSD Volunteer Handbook](#). After reading through the handbook, apply to be a volunteer by using the PUSD [Raptor Volunteer Application](#) link. *Please note: TB clearance is required for all volunteers.* Questions? Please email volunteerclearance@pleasantonusd.net

Level 1: Basic Level Clearance - Classroom volunteers and other on-campus school volunteers who are directly supervised at all times by PUSD staff . This is the most basic level of volunteer clearance and requires:

- TB Clearance Verification
- Driver's License scan via the Raptor system when checking in through the main office of a school site

Level 2: Extended Level Clearance - Volunteers who are interacting with students *without direct supervision* by PUSD staff. The extended level clearance applies to program-related volunteers such as field trip chaperones, overnight chaperones, assistant club advisors and other volunteers who will be interacting with students without the presence of a PUSD staff member. Level 2 volunteers are cleared for both Level 1 and Level 2 volunteer activities. These volunteers must complete the following requirements:

- TB Clearance Verification
- Driver's License scan via the Raptor system when checking in through the main office of a school site
- LiveScan Fingerprinting (DOJ and FBI)

Level 3: Student Transportation Clearance: Volunteers who will be transporting students as a driver for field trips, extra-curricular activities and/or athletic events. Level 3 volunteers are cleared for Level 1, Level 2 and Level 3 volunteer activities. This level of clearance requires:

- TB Clearance Verification
- Driver's License scan via the Raptor system when checking in through the main office of a school site
- LiveScan Fingerprinting (DOJ and FBI)
- Volunteer Driver Transportation Form
- Proof of insurance — If transporting students in a personal vehicle, all drivers must maintain liability insurance of at least \$100,000/\$300,000 bodily injury and \$25,000 property damage and \$5,000 medical payment per occurrence
- Print, complete and submit the [Volunteer Driver Transportation Form](#) along with supporting documentation to your school office.

Fingerprinting: Volunteers needing Level 2 or Level 3 clearance will receive instructions regarding the process to complete fingerprinting including the LiveScan registration form. If you would like to receive a District-paid voucher to cover the cost (\$70 - \$90) of the LiveScan fingerprinting and background check, please check the request

voucher box in the volunteer clearance form. Reimbursement is not possible *after* fingerprinting is complete. If a volunteer didn't request a voucher when filling out the form, but would like one, they are able to obtain one by sending an email to volunteerclearance@pleasantonusd.net to request the voucher be sent *before* they are fingerprinted. The voucher must be used at the time of the Live Scan fingerprinting in order for PUSD to cover the cost. Once a volunteer has been fingerprinted via LiveScan for the Pleasanton Unified School District, **they will not need to be fingerprinted again in the future.** To further clarify, this is a one-time requirement and will not have to be completed on an annual basis. Live Scan is specific to an organization. PUSD does not have access to fingerprinting results completed through other organizations. Therefore, you will need to complete Live Scan fingerprinting for PUSD in order to be cleared to volunteer in PUSD even if you have been fingerprinted previously by other organizations.

Changes to Volunteer Clearance Level: The [PUSD Volunteer Clearance Form](#) should only be submitted ONCE FOR A SINGLE VOLUNTEER each school year. If a volunteer needs to make changes to the volunteer clearance level or has a question about a previous form submission, please email volunteerclearance@pleasantonusd.net.

Questions? Contact the front office of your school site or volunteerclearance@pleasantonusd.net

FIELD TRIPS

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

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

In addition, drivers on field trips need to complete a background clearance (Level 3 - available online on the school and PUSD websites) This clearance can take for 2-4 weeks to be processed, so please submit the clearance forms at the beginning of the year if you are considering being a field trip driver.

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

State Law requires that students under the age of 12 are not permitted to ride in the front seat of a car with airbags. Senate Bill 929 requires that children riding in any vehicle must be restrained in the back seat in an approved child passenger restraint system until their 8th birthday. Please contact your child's teacher if you have any questions or require assistance.

LOST AND FOUND

The lost and found is located in the multipurpose room. If your child is missing clothing or other belongings, please have them check there. Each year large amounts of clothing and other personal belongings are accumulated in the lost and found. These articles are kept for a reasonable amount of time. Unclaimed items are donated to local shelters on a monthly basis. To help prevent the loss of belongings, please label your child's jackets, coats, sweatshirts, lunch boxes, sweaters, backpacks, umbrellas etc.

BEHAVIOR AND DISCIPLINE Please see [PUSD TK-12 Discipline Plan](#)

Fairlands Rules/Expectations: **Follow the 3 Bs: Be Respectful, Be Responsible, Be Safe.**

Teachers, administrators, parents and students uphold and enforce our 3 Bs, which create a safe and respectful learning environment. The 3 Bs are taught in assemblies, at lunchtime and recess, and in classrooms. Please review the following links with your child: [Following the 3 Bs Across Fairlands](#), [Recess Games](#), and [Campus Can-Do's](#) (this document has several tabs at the bottom to explore), the [Behavior Matrix](#) and the [Behavior Flow Chart](#).

Positive Incentives: Fairlands has been recognized by the National Positive Behavior and Intervention Support (PBIS) with silver, gold, and platinum awards for our implementation and dedication to providing a structured, supportive, and proactive approach to encourage good behavior. Students receive “Golden Tickets” for recognition of their use of 3 Bs. Each week, several students from each grade level who earned a Golden Ticket are chosen at random to select a prize from our school treasure box. Fairlands collects the Golden Tickets in a large container. Once the container is filled, a school-wide celebration is held (eg: dance party, additional spirit day, etc). Classes can also earn “High Fives” for whole-class 3 Bs recognition, which can be used for class rewards such as additional recess, art with an administrator, or a whole class celebration.

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

1. Teacher/supervisor will attempt to correct behavior with reminders or discussion.
2. If student cannot correct behavior, or if the behavior has been repeated frequently, teacher will contact parent/guardian to discuss and develop next steps.
3. If behavior is severe, a Refocus Form will be completed and sent home.
4. After repeated Refocus Forms, administration will discuss with parent/guardian and develop next steps.
5. Additional consequences designed to help teach the student correct behavior will be implemented.

Suspension: Please see the details of Education Code 48900: [link](#)

Suspensions are only used in those cases listed on the official suspension form. Suspension is not meant as a form of behavior modification, but as a way to remove students for serious infractions, address the law and ensure the safety/well being of all students. Suspension forms become a permanent part of the student's record.

A student shall not be suspended from school nor recommended for expulsion unless it is determined that he/she has committed any of the violations listed under this code. The principal can make a recommendation for expulsion for any student that poses a continued threat to the safety and well-being of another student or staff member. A pupil may be suspended or expelled for education code violations that are related to school activity and attendance that occur at any time, including, but not limited to, any of the following:

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

Classroom Suspension:

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

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

Expulsions - Education Code 48915 (a) - Mandated expulsion recommendation

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

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

Education Code 48915 (c) Mandated expulsion

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

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

SEXUAL HARRASSMENT

Harassment, Sexual Harassment and Bullying

The Pleasanton Unified School District is committed to maintaining a safe learning and working environment that is free from harassment, sexual harassment and bullying as defined in Education Code 48900(r). We updated our policies and procedures after “Seth’s Law” went into effect on July 1, 2012. Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district’s policies and processes for filing a complaint is publicized to pupils, parents, employees and agents of the governing board. (Complaint Procedures). Pleasanton School District can approve a request from a victim of bullying to attend another school within that district as defined in Education Code 46600. If the requested school is at capacity, the district must accept a request for an alternate site. If the district has only one school offering the grade level of a student who is the victim of bullying leaving no option for an intradistrict transfer, the student may apply for an interdistrict transfer. In that case, the district of residence may not prohibit the transfer if the school district of proposed enrollment approves the student’s application for transfer. For a copy of the district’s anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies please see our Board Policies (BP’s) and Administrative Regulations (AR’s) online or contact the District Office. You can also review the following Board Policies on the PUSD website 5137, 5131.2, 5145.3, 4119.11, 4219.11, 4319.11

Title IX Compliance

“No person... shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal

financial assistance.” -Title IX of the Education Amendments of 1972. Title IX is a federal law that prohibits discrimination on the basis of sex (including pregnancy, sexual orientation and gender identity) in educational programs and activities. The new Title IX Regulations became effective August 14, 2020. Title IX requires Pleasanton Unified School District to take immediate and appropriate action to investigate when it knows or reasonably should know of a possible Title IX violation. The PUSD Title IX Coordinator can be reached at titleix@pleasantonusd.net. Additional contact information is available on the PUSD website, Title IX webpage: [Click Here](#)

1. District Policies on Sexual Harassment and Harassment available online:

a. BP 4119.11, BP 4219.11, BP 4319.11

2. All staff receive annual online training on district policies regarding sexual harassment.

3. Uniform complaint procedures are available online and disseminated to school site:

a. Uniform Complaint Procedure BP 1312.3

b. Uniform Complaint Procedure AR 1312.3

4. Title IX: Know your Rights

5. Resolution of Discrimination/Harassment Complaint followed within 60 days as required by law: Resolution of Discrimination/Harassment Complaint - Equal Opportunity & Access (CA Dept of Education)

The following Internet resources are available to find more information regarding rights and responsibilities under Title IX:

[California Department of Education Office of Equal Opportunity](#)

[United States Department of Education Office for Civil Rights](#)

COMPLAINT PROCEDURES

Any student who believes s/he is being sexually harassed should immediately notify his/her teacher, counselor or school administrator. Supervisors and principals are required to immediately report complaints of sexual harassment to the Director of Pupil Services. Once a complaint of sexual harassment has been received, an investigator will be appointed by the coordinator and a complete and thorough investigation will be conducted immediately

MOVING TO A NEW SCHOOL

If you plan to move from Fairlands School we request that you inform the school as soon as you are able. Both the office and the teacher appreciate knowing in advance if a student is planning to transfer/move. Cumulative Records will be forwarded to the new school of attendance upon request from the new school.



[SUPERINTENDENT](#)

[PUSD BOARD OF TRUSTEES](#)

[PUSD STUDENT AND PARENT HANDBOOK](#)

[PUSD Website](#)

[Fairlands Website](#)



Pleasanton
UNIFIED SCHOOL DISTRICT
Educate. Inspire. Empower.