



Donlon Elementary School
Student Handbook 2012-13

4150 Dorman Rd.
Pleasanton, CA 94588
925-426-4220

Principal: Stephanie Ceminsky

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A Message from the Principal

Welcome to Donlon Elementary School! We are committed to preparing all of our students to lead happy, healthy, and productive lives. We strive to create a community of character by emphasizing the District's character traits and through our commitment to the use of Lifeskills. Our goal is to have all students strive to become informed citizens who are prepared to participate in a culturally diverse society. Our school's priority is to provide a safe learning environment where students are supported academically, emotionally, socially, and physically to reach their full potential.

Parent volunteers are very much a part of our school and we encourage new parents to join us and for others to continue their participation as you are an essential part of the quality that exists at Donlon. Any amount of time you are able to contribute is always appreciated by the students and staff of Donlon School. Please feel free to let our PFC leadership know when you are available to lend your support. We thank you in advance for the giving of your time.

Our handbook is provided as a resource to your family so please take a few moments to glance through the information. You will find important details regarding school policies and procedures as well as a list of essential phone numbers. We welcome your comments and ideas. If you need additional information, please feel free to contact our office (426-4220) or come by for a visit.

To receive weekly news about Donlon, please subscribe to E-Connection. Go to the District website: www.pleasanton.k12.ca.us. Click on the "E-Connection" link on the right-hand side of the page. Fill in your e-mail address and name (optional), click on Donlon, then click "subscribe". You can subscribe to more than one school or additional email addresses. Just repeat the steps.

Have a great year!

Sincerely,

Stephanie Ceminsky,
Principal Donlon School

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Character Education/Life Skills Program

The Donlon community is committed to preparing each of our students to lead a happy, healthy, and productive life. We strive to create a community of character by emphasizing the district's character traits as well as our commitment to the use of Lifeskills on a daily basis. Our goal is to have students who are informed citizens ready to participate in a culturally diverse society. Listed below are those Life skills we teach and practice everyday at Donlon

Respect

Common Sense

Problem Solving

Flexibility

Perseverance

Organization

Sense of Humor

Effort

Integrity

Initiative

Caring

Responsibility

Patience

Friendship

Curiosity

Cooperation

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Pleasanton Unified School District Calendar
2012-2013 School Year

August 28	First Day of School
September 3	Labor Day/Holiday
November 1	Minimum Day Schedule (1-5 only)
November 2	Staff Development Day—Students DO NOT attend school
November 12	Veteran’s Day/Holiday
November 13-15	Minimum Day schedule (1-5 ONLY) K-5 parent/teacher conferences
November 16	K-5 students DO NOT attend school K-5 parent/teacher conferences
November 19-23	Thanksgiving Break NO SCHOOL
December 21	Minimum Day schedule (1-5 ONLY)
December 24-Jan 4	Winter Break
January 21	Martin Luther King Day/Holiday
February 11	HOLIDAY
February 18	President’s Day/Holiday
March 14	Minimum Day schedule (1-5 ONLY) 1-5 at risk conferences
March 15	Minimum Day schedule (1-12) 1-5 at risk conferences
March 29-April 5	Spring Break NO SCHOOL
May 27	Memorial Day HOLIDAY
June 14	Last Day of School - Minimum Day (1-5)

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DONLON TIME SCHEDULES REGULAR SCHEDULE 2012-2013

Kindergarten: Mon., Tues., Thurs., Fri.

8:15 a.m.	AM Students arrive	Wednesday 9:15 – 12:35 p.m.
10:05 – 10:30 a.m.	AM students recess	
11:35 a.m.	AM students dismissal	
11:40 a.m.	PM students arrive	Wednesday no change
1:15 – 1:35 p.m.	PM students recess	
3:00 p.m.	PM students dismissal	

1st, 2ND & 3RD Grade

Monday-Tuesday-Thursday-Friday (Staggered)

8:25-9:10 Group A Arrives
9:10- 9:55 Group B Arrives - All Instruction
9:55-10:10 Recess
10:10-11:40 All Instruction
11:40 -12:20 Lunch
12:20 -2:00 All Instruction
2:00-2:10 Recess
2:10-2:15 All Instruction
2:15 Group A dismissal
2:15-3:00 Group B Instruction

Wednesday

9:25-11:40 All Instruction
11:40-12:20 Lunch
12:20-2:00 All Instruction
2:00-2:10 Recess
2:10-3:00 All Instruction

4th & 5th Grade

Monday-Tuesday-Thursday-Friday

8:25 -10:40 Instruction
10:40 – 10:55 Recess
10:55 –12:25 Instruction
12:25-1:15 Lunch
1:15-3:00 Instruction

Wednesday

9:25-10:40 Instruction
10:40-10:55 Recess
10:55-12:25 Instruction
12:25-1:15 Lunch
1:15-3:00 Instruction

MINIMUM DAY SCHEDULE

All Kindergarten students - no change in schedule

Grades 1, 2, 3

8:25-9:55 All Instruction
9:55-10:10 Recess
10:10-11:20 All Instruction
11:20-11:50 Lunch
11:50-12:40 All Instruction

Grades 4 & 5

8:25-10:40 Instruction
10:40-10:55 Recess
10:55-11:55 Instruction
11:55-12:25 Lunch
12:25-12:40 Instruction

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Telephone/Voice Mail/Staff List/Email

Absentee Line	24 hours a day	426-0403
School Office	7:30 am to 4:00 pm daily	426-4220
Voice Mail	Dial number then Extension #	426-4220
School Fax		484-5423
PUSD Info	24 hour/day Information	462-4636 462-INFO
Food Service	10 am – 1 pm	484-3035
Kids Club	7 a.m. – 6 p.m.	462-7083

Reaching Donlon Staff by Email!

Reaching staff by email is easy! Staff **user names** are the **first letter of the first name followed by the last name** @pleasanton.k12.ca.us. Here is an example using our Principal, Stephanie Ceminsky:

sceminsky@pleasanton.k12.ca.us

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In Donlon's Office...

Name	Title	Location	426-4220 Extension
Stephanie Ceminsky	Principal	Main Office	3450
Ruth Highstreet	Admin Secretary	Main Office	3452
Diana Boehmer	Office Assistant	Main Office	3400
Jamie Tompkins	Health Clerk	Health Office (located in Main Office)	3453

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In the Classroom...K & 1st Grade

Name	Department	Room	Voice Extension
Betsy Finney	Kindergarten	Kdg A	3440
Suzie Garcia	Kindergarten	Kdg C	3442
Lisa Taw	Kindergarten	Kdg C	3442
Cindy Vance	Kindergarten	Kdg A	3440
Laura Bennett	First Grade	B10	3410
Jennifer Heid/ Jessica Posson	First Grade	B1	3401
Kim Kozuch	First Grade	B2	3402
Denise Morgan	First Grade	B8	3408
Tina Wise	First Grade	B7	3407

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In the Classroom...2nd & 3rd Grade

Name	Department	Location	Voice Extension
Julia Ericson	Second Grade	B9	3409
Denicia Erickson	Second Grade	B4	3404
Chris MacChesney	Second Grade	B6	3406
Angela Serrano	Second Grade	B13	3413
Mary Ouellette	2/3 Combination	B3	3403
Daniel Horowitz	Third Grade	D28	3428
Jan Nelson	Third Grade	D27	3427
Lori Skoglund	Third Grade	D24	3424
Vicki Thomas	Third Grade	D25	3425

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In the Classroom...4th, 5th & Special Day Class

Name	Department	Location	Voice Extension
Kevin Mahoney	Fourth Grade	C17	3417
Lydia Rice	Fourth Grade	C21	3421
Millie Robinson	Fourth Grade	C19	3419
Connie Weaver	Fourth Grade	C22	3422
Draggoo/Crepeau	Fifth Grade	C18	3418
Eryn Neidle	Fifth Grade	C20	3420
Michele Pollack	Fifth Grade	C15	3415
Melissa Schussel	Fifth Grade	C14	3414
Debbie Jager	SDC	C16	3416
Lynette Matallana	SDC	B12	3412
Marsha Young	SDC	B11	3411

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All Around the School...

Name	Department	Location	Voice Extension
Jason Borris Marti Muldoon	Band Strings	D30 C23	3430 3423
Greg Davis (Th/Fri) Leslie Roadarmel (M)	Music	C23	3423
Marianne Cereda Willie Brown (W) Bryan Campiotti (M/W)	P.E.	C Bldg	3434
Cheryl McGarry	Child Nutrition	MPR	3459
Mary Cloyd	Librarian	Library C Bldg	3436
Patty Hannafee	Science Specialist	Science Lab C Bldg	3432
Lucy Myers	Computer Specialist	Computer Lab C Bldg	3431
Nicole Lodato	Counselor	Counseling Office	3435
	Psychologist	A-Bldg—Psy	3443
Britni Miller	Resource Specialist	C Bldg	3433
Mary LaPorte	Resource Aide	C Bldg	3433
Kacy Routh	Speech Specialist	B Bldg	3444
Nancy Koh-Zakaria	Speech Specialist	C Bldg	3438
Denise Daniels Sonia Cho	Hearing Specialist Occupational Therapist	B5	3405

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All Around the School

Name	Department	Location
Christine Ferrel Darlyn Johnson Shirley (Linwen) Lin Vinitha Ravindran	SDC Aide (Young) SDC Aide (Young) SDC Aide (Young)	B11
Diana Cabrall Paula Earle Nancy Marks	SDC Aide(Matallana) SDC Aide (Mattallana) SDC Aide (Mattalana)	B12
Debbie Hsu Rachael Kron Megan Sutu	SDC Aide (Jager) SDC Aide (Jager) SDC Aide (Jager)	C16
Tammy Schlessor	Kids Club	462-7083
Mark Smith Celia Bonilla	Custodian (Day) Custodian (Night)	

NOTES

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Classroom Teacher Assignments:

The teachers at Donlon School offer a quality academic program. The assignment of students to a classroom is the responsibility of the administration and professional staff. Before students are assigned 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 Donlon 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, we will have a class placement form 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 work out 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.

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Policies & Procedures

Arrival and Departure:

Students (1 thru 5) are to arrive **no earlier than 8:10 a.m.** on Mon., Tues., Thurs., and Fri. and **no earlier than 9:10 a.m.** on **Wednesdays** unless supervised by the site Day Care Facility (Kids Club). There is **no other adult supervision** before the times specified above. Also, supervision in the Parking Lot ends when the second morning bell rings daily. There is no supervision at anytime after school. Students are to go directly home or to their sitters and are not to stay on the school grounds while school is not in session. In order to ensure the safety of children and expedite the pick-up and departure of students after school, **all school play structures close at 2:50PM.**

Please only 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: **No cutting** in drop off area/line when dropping off/picking up students. Please wait until your turn in line to drop off/pick up students. **LICENSE PLATE NUMBERS of cars that are cutting in line will be noted and reported by personnel. There is no drop off/pick up in the area around Kids Club**—Gate will be closed from 8:15am to 8:30am and 2:55pm to 3:15pm. No illegal parking, drop off/pick up in the Parking Lot near Hill and Dale—Signs are posted.

Attendance:

Please call the school office **absentee line** at **426-0403** to let us know if your child will be absent from school. Please state the child's name, the teacher's name, and the reason for absence. If you 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 diseases should be reported to the school office as soon as they are 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 student's teachers' voice mail or email.

Tardiness:

Please see to it that your child is on time. Children miss vital parts of lessons when they are late to school. Be sure your child checks in at the office to receive a tardy pass before going to their classroom. If your child has been at a medical appointment, please bring a note from the Doctor's office to excuse the tardy.

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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 card. Students will not be released to bike or walk home for these appointments/illness.

Additional Justifiable Personal Reasons:

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

Absences Other Than Illness/Independent Study Contract:

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

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PUPIL ATTENDANCE AND GRADES - ADMINISTRATIVE REGULATIONS

The Pleasanton Unified School District adheres to the California State Education Code regulating compulsory school attendance.

I. Compulsory Full-time Education

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district (Ed Code 48200.)

II. Truancy

A. Any pupil subject to compulsory full-time education or to compulsory continuation education 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 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 by first – class mail or other reasonable means, of the following: (Ed Code 48260.5):

1. that the pupil truant;
2. that the parent/guardian is obligated to compel the pupil to attend school;
3. that the parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to ed. Code 48290-4826;
4. the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy and may discuss resources available for achieving regular school attendance, which may include:
 - a) program changes,
 - b) referral of family to community agency,

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Pupil attendance and grades ... cont'd

- c referral to school psychologist or pupil study team
 - d modified day,
 - e independent study,
 - f special school projects, special programs,
 - g school furlough
 - h work-experience education,
 - I alternative
 - J referral for health checkup, medical examination.
-
- 5. That the pupil may be subject to arrest by a probation officer, a peace officer, school administrator or designee under Ed Code 48264 if found away from home and absent from school without a valid excuse.
 - 6. That the pupil may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7 and
 - 7. That it is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day (Ed Code 48260)
-
- C. Upon his/her second truancy within the same school year, a pupil may be referred to, and required to attend, a School Attendance Board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program
 - D. Upon his/her third truancy within the same school year, the pupil shall be classified a habitual I truant as defined in Ed Code 48264.5

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Pupil attendance and grades—Cont.

1. A habitual truant may be referred to a School Attendance Review Board. (Ed Code 48263)
2. When a pupil is referred to a School Attendance Review Board, the senior Director of Pupil Services shall provide the pupil and parent/guardian, in writing, the address of the School attendance review board and the reason for the referral.
3. This notice shall indicate that the pupil and parent/guardian will be required, along with a district staff member, to meet with the School Attendance Review Board to consider a proper disposition of the referral. Ed Code 48263
4. The fourth time a truancy is required to be reported within the same school year, the pupil shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court pursuant to Section 602 of the Welfare and Institutions Code

III Excused Absences

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

1. Personal illness (Ed Code 48205),
2. Quarantine under the direction of a county or city health officer (Ed Code 48205),
3. Medical, dental, optometrical, or chiropractic appointments (Ed Code 48205),
4. Attendance at funeral services for a member of the immediate family (Ed Code 48205),
5. jury duty in the manner provided by the law.,
6. Participation in religious instruction or exercises in accordance with District Policy. It is the policy of the Board of Trustees not to excuse pupils to attend regular classes for religious education conducted during the regular school day. (Policy 6113.2)

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Emergency Cards:

It is essential that you return emergency cards during Walk-Through Registration. We must be able to contact you or a reliable relative or neighbor any day or any time of the week while school is in session. Be sure to check with contacts before listing them on the card! If there is a telephone and or address change during the school year, let us know immediately by coming into the school office and updating your card. It is important you know we can only release your child to the person(s) listed on your emergency card. **For your protection, the office staff is unable to make changes to your emergency card over the telephone; you must come into the office and make the changes in person.**

Grading:

At Donlon School, students are graded according to their individual ability as determined by their progress or achievement. All students and their parents receive communication regarding their work/study habits, progress, and ability levels through parent conference(s), on trimester report cards, and progress notes. Each teacher is aware of our district's homework and grading policy.

Homework Policy:

Homework can be an integral component of education that deepens student learning and understanding. Students will be given homework that is meaningful, purposeful, and appropriate. Parents and teacher should make students aware that learning occurs at home, in school, and in the world around them. Homework should be a result of collaborative efforts to improve student learning. Below are grade level guidelines. The time allocations are targeted toward the average student. The amount of time a student spends on assigned homework depends on many factors such as the student's needs, learning ability, achievement levels, subject, school schedule, testing schedule, and assigned homework due dates.

Elementary School:

1. In the primary grades (K-3), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
2. 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.
3. 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

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

4. 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.

5. 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.

Lunches:

Donlon School participates in the "Recess Before Lunch" (RBL) program. RBL is simply a change in the traditional scheduling order of lunchtime and recess. Students will still have the same percentage of time to play and eat as they did with the traditional schedule. The RBL schedule at Donlon will be as follows: Primary Lunch 11:55-12:20 Intermediate Lunch 12:50-1:15

Prior to the play period, students who bring a lunch from home will be allowed to place their lunch inside of the multipurpose room after the play period will have an opportunity to use hand sanitizer prior to retrieving their lunch, or purchasing a lunch. We ask that parents clearly mark your child's lunch bag/box with their name, or place any money for lunch that day in an envelope clearly marked with your child's name.

We encourage our students to eat a well-balanced lunch each day. Milk and juice are available for purchase during lunch. Hot lunches are available for purchase on a monthly, weekly, or daily basis. The cost of a hot lunch is \$3.25. Forgotten lunches may be left in the office. Campus supervisors will place all lunches in a designated area for students to pick up during their lunchtime. Please do not deliver forgotten lunches to classrooms as this disrupts the classroom activities and creates security concerns for the safety of all children and staff. No glass containers are allowed on campus. You may apply funds toward lunches online **<http://mynutrikids.com>**.

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Household Pets:

Household 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. Students may not handle the animal at anytime. Observing and learning about animals is a valuable learning experience and shall be provided through enrichment activities such as field trips and in-house assemblies. This provides a safe and comfortable environment for all students.

Medication Policy:

(Administration of Medication (Students))

Food Allergies – Many of our students have severe food allergies. Please check with your child's teacher before bringing any food into the classroom. All classrooms who have a student with a peanut allergy have posted a sign which states "**Peanut Allergy**".

Prescribed Medication:

- A. The principal shall designate appropriate school personnel to administer prescribed medication.
- B. Any student who is required to take medication prescribed for him/her by a physician may be assisted by school personnel if the school district receives written permission to administer medication as well as a written statement from the physician or surgeon stating method, dosage, and time schedule by which the pupil is to be administered medications.
- C. All medications must be sent in the **ORIGINAL PRESCRIPTION CONTAINER**.
- D. Over the counter medication must be in original container with dosage and frequency of administration clearly indicated. As of August 1, 1998 and pursuant to Education Code Sec. 49423: All medication administered at school requires a written statement signed by the parent and the physician for prescription and over the counter medications.
- E. Physician/Parent authorization forms must be renewed annually.
- F. Medication left in the school office at the end of the school year will be discarded.

NOTE: For safety precautions, students may not carry medications with them at school. Nor may medications be carried in lunch boxes, backpacks, etc...All medications (including cough drops, pain relievers etc...) need to be cleared through the above process in the school office. If any medication is found on a child without the proper forms filled out, the medication will be taken away from the students and the parent/guardian will be notified.

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Guidelines Regarding Food for School Parties/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, or rainy day game for the classroom collection, pencils/erasers for classmates, or a plant to plant in school garden if there is one. Teachers may also choose other ways to acknowledge these days, such as allowing student be the line leader, student of the day, or being teacher's helper for a day. Parents will not be allowed to send toys, flowers, or balloons etc. 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 should be taken into consideration when planning these events.

FOODS PROVIDED FOR SCHOOL FUNCTIONS – ADMINISTRATIVE REGULATION –5537

The Board of Trustees will permit the serving of foods from home for school activities given the following criteria:

1. All foods served at school functions shall be prepared or purchased according to the California Uniform Retail Food Facilities Law and Health and Safety Code 113700 et seq. Food Items may be distributed by individuals or organizations during the school day if:
 - a. It is a prepackaged item, or
 - b. It is prepared by a licensed outside vendor, or
 - c. It was prepared in a district kitchen facility under the supervision of an authorized Child Nutrition Services representative, or
 - d. It is food prepared in the home following safe food handling guidelines

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2. The following safe food handling guidelines are suggested when preparing the above foods for school activities. These procedures will be available to all parents and guardians, staff and parent organizations in order to promote the safe preparation of those foods.
 - a. Wash foods that come in contact with the ground when growing or harvesting such as apples, melons, berries, grapes, tomatoes, lettuce, and so on.
 - b. Wash hands frequently during preparation and always after using the restroom. Keep hands away from the mouth and nose during preparation and always cover cuts and scrapes so as not to expose them to the food.
 - c. Make sure to sanitize all preparation surfaces and utensils with a mild sanitizing solution.
 - d. Do not use products from damaged or bulging cans.
 - e. Hold all cold foods at less than 41 degrees and all hot foods at greater than 150 degrees Fahrenheit to avoid the "Danger Zone" where bacteria have the opportunity to live and multiply. Reheat all hot foods to 160 degrees Fahrenheit before serving. Cool foods promptly in the refrigerator uncovered and not at room temperature. Food can be transported as long as exposure to the "Danger Zone" is limited.
 - f. Don't thaw foods at room temperature. Always thaw frozen foods on the bottom shelf in the refrigerator, in the microwave or under cold, running water in less than one hour.
 - g. Avoid bringing homemade food to school if any member of the household has had an intestinal illness or traveled out of the country during the previous two months.
 - h. The district's safe food handling procedures will be available to these organizations and sponsors to provide information on the appropriate steps to safeguard the health of pupils, staff and community.
3. Drinks brought from home should adhere to the District regulations regarding carbonated sodas. Milk brought from home needs to be properly chilled.
4. It is the responsibility of the pupil's parent/guardian to notify the teacher and site principal of any food allergies their child may have and what precautions are required to address their needs. In the event individual school sites allow food to be provided to pupils for school functions, the school site needs to implement a program whereby the organizing parents/guardians are made aware of the unique needs of the pupils in the classroom.
5. In order to support traditional school events such as Thanksgiving Feasts and International Celebrations (of which ethnic foods are sometimes the highlight of the event), a parent or guardian must provide explicit permission to participate in the event. The announcement of the event should include a listing of the foods that will be provided from home.

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Standards of Student Dress and Grooming:

Donlon School will follow the Pupil Dress Code drafted by the Board of Trustees. Please take time to read through this and realize that it covers grades K-12.

Students should not wear hats inside school buildings. Due to our rigorous Physical education program and daily participation in outdoor recreation activities, no open toe sandals or shoes are permitted. Remember, during warm weather, strapless tops, tank tops, tube tops, halter-tops, bare midriff, beachwear, or shorts shorter than walking shorts (about 2-3" above the knee) are inappropriate for school wear.

Pupil Dress Code-Administrative Regulations:

These regulations specify standards of student dress that promote a positive and safe learning environment conducive to high academic and behavior standards. Each school site council or other school committee shall regularly review the following regulations and may establish additional school rules governing student dress, so long as such rules are not contrary to this regulation. The district and school dress

codes shall be enforced on the school campus and at any school-sponsored activity.

Any apparel, jewelry, grooming, or accessories, even if not specifically mentioned, which create a safety or health concern, or causes or threatens to cause disruption of the educational process is prohibited.

Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others.

Shoes must be worn at all times. To foster safety and freedom of play open toe shoes are not permissible. **Shoes with wheels are not permitted on campus. Open toe shoes/flip flops are not permitted.**

Hats, clothing, grooming, accessories and jewelry shall be free of writing, pictures, symbols or any other insignia, which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, grooming, accessories, or jewelry that degrade any cultural, religious, or ethnic values or which advocate racial, ethnic, religious prejudice or discrimination, or which promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts, are strictly prohibited.

Hats may be worn outside for sun protection but do need to be removed inside the buildings.

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Clothes, apparel, or attire must be sufficient to conceal undergarments at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to , see-through or fishnet fabrics, bare midriffs, tank tops, tube tops, halter tops, off the shoulder or low-cut tops or dresses, skirts and shorts which are shorter than mid-thigh in length, sagging pants, and tattered or torn clothing are prohibited.

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

Gang-related apparel is prohibited, including but not limited to, symbols, emblems or insignias.

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

Clothing, grooming, accessories or jewelry, which have been altered by the addition of lettering or symbols and fall within the definition of the above are prohibited.

The principal may make exceptions particularly for special days, special events, or activities. Any violation of the district or school dress code(s) will be considered a violation of Education Code 48900(k)—disruption of school activities and/or willful defiance of valid school personnel authority. Consequences will be specified in each school discipline plan but may include suspension, or recommendation for expulsion. Final determination or what constitutes appropriate dress will be made by the school administration.

Toy Policy:

Toys 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, minimize disruptions. **The school is not responsible for lost, stolen or broken toys.**

Radios, cameras, Walkman, and other types of electronic equipment are not allowed at school. Trading cards of any kind are not allowed on campus.

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Teacher/Parent Communication:

Donlon believes in an ongoing communication between the teachers and the parent in order to best meet the needs of our students. Parents may have formal communication from the teacher through the following:

1. Formal Trimester Report Card every 6 weeks.
2. Mid-Trimester progress reports for students centering on non-satisfactory achievement.
3. Formal Conference at the end of the first Trimester.
4. Progress Reports on a weekly basis for those students needing additional incentives.
5. Telephone and/or email contact with or from parents.
6. Student Improvement Plan and Student Success Team conferences Meetings when appropriate.
7. Conferences by request throughout the year.
8. Back to School Night.

Please feel free to phone or email your child's teacher or the principal at anytime. We want to work together to ensure a successful year for you and your children.

Volunteers and Visitors:

We encourage parents, community members and family to visit Donlon. You are required to sign-in at the school office before visiting any part of the school and you will be given a badge to wear for identification purposes. If you come onto campus with a toddler, please keep your child under supervision at all times. Remember non school aged children are not allowed if you are here as a volunteer.

If, during the school day, you are volunteering in the classroom or elsewhere on the site, you must make child care arrangements for non school age children. For the safety of all children only registered Donlon students are allowed in the classrooms and on the play equipment during the school day. This includes classroom parties and field trips. We appreciate your understanding and realize you may not be able to volunteer if childcare is not available.

Volunteers must have a cleared volunteer form on file with the school. These must be done each school year and they take 4-6 weeks to be cleared through the police department. During the beginning of the year, this could take longer due to the high volume of requests.

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Contacting Your Child At School:

If you need to contact your child during the day, we ask that you follow our procedures. When calling your student with a message, please be aware that we will relay messages only during the breaks in instruction.

If you bring forgotten items from home for your child, they will be held in the office until a break. Please inform your student of all pertinent information before leaving home in the morning so that in-class interruptions are kept to a minimum.

Programs for Students:

GATE (Gifted and Talented Education)

Gifted and Talented students are clustered in fourth and fifth grades. The students work on the development of higher level cognitive skills through differentiated instruction. All third grade students are tested in the spring with parental consent.

Reading Specialist Program:

The services of a reading specialist are available to our faculty and to small groups of students who require additional support in readings.

Resource Specialist Program:

Donlon offers the advantage of small group instruction by resource specialists to students who, after testing, qualify for having a disability. Teachers recommend students for testing based on their academic achievement in the classroom. Prior to testing, several formal meetings are held with the parents and teacher. These meetings called Student Improvement Plan or Student Success Team meetings are held to discuss the student's needs. If you have concerns about your child's academic achievement, contact your classroom teacher.

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 place, and the student has made little or/no growth, the student can be referred to the Student Success Team (SST). The SST team, consisting of the classroom teacher and school specialists, meets with the parents to discuss student strengths and areas of concern, and makes suggestions for modifications in programming or other interventions which could be implemented in school or at home in an attempt to provide the child with a successful educational experience.

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Speech and Language

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

Counselor

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

Spirit Days:

Donlon School spirit days are to be celebrated on Fridays with children wearing school colors (Blue and White) and participating in special spirit days (twin day, etc.). Spirit days and their themes will be announced in advance.

Parent Committees:

School Site Council (SSC)

Donlon's School Site Council serves as the governing board of our School-Based Coordinated Program. The SSC meets four to five times per year and oversees the implementation of the school plan. The council consists of five parents, four staff members and one administrator.

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Use of School Computers:

Excerpt taken from PUSD Board Policy #6160

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

Use the telecommunications network as specified in the policies and regulations of the district. Be professional and careful about what you say about others.

Keep messages short and to the point.

Be polite.

Use appropriate language.

Do not use the network in any way that would disrupt the use of the network by other users.

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

Assume that e-mail messages are private.

Post personal information, e.g. home street address, phone number, or age to someone unknown.

Use last name on any message.

Respond to messages that are harassing, demeaning, or belligerent.

Arrange any face-to-face meeting with an unknown network user.

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

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

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Use of School Computers Cont:

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

ACCEPTABLE USE

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

PRIVILEGES

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

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Student Science Safety Contract:

We feel that you should be informed regarding the school's effort to create and maintain a safe science laboratory environment. With the cooperation of the Science Specialist, parents, and students, a safety instruction program can prevent and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules with your student. Your signature saying you read this handbook indicates that you have read this Student Science Safety Contract, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

All Scientist use LifeSkills in their work everyday. In the Donlon Science Lab we use our LifeSkills to practice the following safe lab techniques:

1. Follow the teachers written and oral instructions. Ask questions if you do not understand what to do.
2. Do not taste, eat, drink, or inhale anything used in science activities unless the teacher tells you to.
3. Keep your hands away from your face, eyes, and mouth during science activities.
4. Wash your hands after using materials or chemicals.
5. Always wear goggles when chemicals, glass containers, or heat is being used in the science activity.
6. No running or rough play in the Science Lab.
7. Any experiments you want to try on your own must be approved by the teacher.
8. Tell the teacher if you see something/someone being unsafe.
9. Tell the teacher if you have an accident or an injury.
10. Know the class emergency plan.

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Wednesday Envelopes:

All Donlon students in grades Kindergarten thru 5th will bring home school papers and communications in a large manila envelope each Wednesday. Look for printed school information, as well as student's classroom papers every Wednesday.

Please make sure to go through all of the materials. The envelopes are to be signed by a parent and returned the following day.

We believe this effort will improve the lines of communication between school and home. Your continued support is appreciated.

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Behavior and Discipline Plan

Students are expected to behave in a manner consistent with requirements of excellent citizenship. Students are responsible for their own behavior and shall conduct themselves in ways conducive to their own growth and development as well as that of other students. It shall be incumbent upon the teachers, administrators, parents and students to uphold and enforce these high expectations, which create a safe and respectful learning environment.

Lunch Time Rules

1. Students are to remain seated until dismissed.
2. It is the responsibility of each student to clean the area where he/she sits.
3. Students should not exchange or trade food with other students.
4. During lunch students are under direct supervision of Donlon's Noon Supervisors. They are staff members and must be obeyed at all times.

The following rules must be adhered to at all times:

School Behavior Expectations

1. Students are not allowed to leave campus unless accompanied by an adult designated on the emergency card. All students leaving campus must be signed out in the office.
2. Classrooms, office, library, etc...are considered work areas. Students must not create disturbances in and around these areas.
3. Students need to WALK in all areas except for the blacktop which is designated as a "running zone".
4. Students are not permitted in the office without a pass from their teacher, except during an emergency.
5. Students are never to throw rocks or shoot any objects of any kind at any time. This could lead to a school suspension.
6. Disrespect, defiance, and continued disruption of school procedures is not acceptable at any time.
7. Fighting is considered a serious infraction and will be dealt with accordingly.
8. Foul language is not appropriate at school and will not be tolerated at any time for any reason.
9. During recess, lunchtime and before school students play in assigned areas and not around classroom doors, in front of the school or in the driveway/parking lot.
10. Restrooms are not play areas.

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11. Bicycles/Scooters are to be "walked" onto school property and locked in one of the bicycle racks located around campus.
12. Students must respect the property of our neighbors as well as the school buildings and grounds.
13. The roof is OFF LIMITS at all times. The custodian will retrieve balls once a week during the school year.
14. Chewing gum is never permitted at school at anytime.
15. Students may not leave the school grounds without permission.
16. For safety reasons, baseball/softball will be permitted only under direct supervision of a staff member.
17. Games on the playground will be OPEN to ALL students. No student is to ever be excluded for any reason.
18. Students are not to walk on, or jump over benches.
19. At all grade levels, sexual harassment will not be tolerated. Unwelcome sexual advances, verbal, visual or physical contact of a sexual nature will be reported to the Director of Pupil Services starting in the Third Grade. Any act of sexual harassment at any grade shall be reported to the Principal. PUSD, Sexual Harassment Policy 4031 requires that all sexual harassment complaints be forwarded to the Assistant Superintendent who will appoint an investigator to complete a thorough investigation. Please refer to the Non-Discrimination, Sexual Harassment and Complaint Procedure located in our Handbook. Copies are also available in our office.
20. The office telephone is for emergency use only.

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Behavior and Discipline Plan

Consequences for Unacceptable Behavior:

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

Positive Incentives:

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

1. Display of student work: Student work and projects are displayed in the school office and in the library as well as the classrooms.
2. Lifeskills Slip: Students are given this notice when an adult on campus observed them demonstrating one of the Lifeskills. Students are randomly chosen monthly to enjoy Pizza with the Principal.
3. Student/Star of the Week: Students are recognized weekly in their individual classrooms and are given time to share their lives with one another.

Suspension:

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.

Alternative Consequences:

Students may be sent home for a day without completing official papers on a disciplinary removal without suspension. Students may also be excluded from class for a period of time and kept in the office. Parents are always notified of any exclusion.

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Official Notice of Suspension Form

SUSPENSIONS

Suspension is imposed for serious discipline infractions or repeated acts of misconduct when other means of correction have failed to bring about proper behavior. It is not meant as a form of behavior modification, but as a method to remove students for serious infractions, restore a proper educational environment, address law, and ensures official documentation of events. The student will be informed of the reason for the suspension and shall be given the opportunity to present his/her explanation of the incident.

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

An explanation of the incident leading to the suspension.

The date and time when the student will be allowed to return to school.

A statement of the right of the student or parent/guardian to due process.

A statement of the right to have access to the student's records.

Education Code 48900

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

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

- While on school grounds
- While going to or coming from school
- During the lunch or recess period

During, or while going to or coming from a school sponsored activity

EDUCATION CODE 48900 (g)

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- A. Caused, attempted to cause or threatened to cause physical injury to another person.
- B. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous objects.
- C. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance, alcohol beverage or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damages to private property or school property, including graffiti.
- G. Stole or attempted to steal school or private property.
- H. Possessed or used any products containing tobacco or nicotine products, except by prescription.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed or attempted to commit sexual assault or sexual battery.
- O. Harassed, threatened, intimidated, or retaliated against a pupil who is a witness in a school disciplinary proceeding.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Aids or abets the infliction or attempted infliction of physical injury to another person.

Education Code 48900.2- committed sexual harassment to another pupil or employee.
Education Code 48900.3 – Acted, or attempted an act, to cause physical, emotional, or property damage based on race, religion, gender, age, disability, political affiliation, immigrant status, or sexual orientation or any other form of hate violence.

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Classroom Suspension:

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

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

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.

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NOTICE TO STUDENTS SEXUAL HARRASSMENT

Pleasanton United School District reaffirms its intent to maintain an academic and work environment which protects the dignity and promotes the mutual respect of all employees and pupils. Sexual harassment of employees or pupils will not be condoned. The Board of Trustees considers sexual harassment to be a major offense which may result in disciplinary action, up to and including dismissal of an offending employee and expulsion of an offending pupil (grades 4-12). Complaints or other issues of sexual harassment by pupils should be directed to a teacher, counselor or school administrator. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints. Any matter involving sexual harassment shall be treated confidentially by all members of the school community.

Forms of Sexual Harassment:

1. Verbal harassment—Derogatory comments, jokes, or slurs graphic verbal commentaries about an individual's body/dress; sexually degrading words used to describe an individual;
2. Physical harassment –Unnecessary or offensive touching; or impeding or blocking movement;
3. Visual harassment-Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures; suggestive or obscene letters, notes or invitations.
4. Sexual favors-Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature upon which is conditioned an academic or employment benefit, or which unreasonably interferes with an individual's classroom or work performance or creates an offensive classroom or work environment.
5. Reprisals—Making threatening reprisals after a negative response to sexual advances.

Complain 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.

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DROP-OFF / PICK-UP PROCEDURES

We have been working with the City of Pleasanton to reduce unsafe traffic conditions associated with the drop-off and pick-up of students at Donlon Elementary School. Our joint efforts are part of "Rides to School," Pleasanton's School Traffic Calming Program. The following procedures are in effect during the entire school year. Please read carefully.

There are three parking lots for the elementary school; a main front parking lot, a staff /Kids Club lot behind the large sliding gate and a staff parking lot on the far side of the campus near Hill-N-Dale. Parents may only park in the main parking lots. At the front school entrance, there is a drop-off/pick-up zone with 8 designated slots marked by yellow stripes. This is along a one way only lane that circles the perimeter of the central front parking lot. All vehicles intending to use the dropoff/pick-up loop may enter the lot from both the northbound or southbound direction on Dorman Road. As you enter the loop, you need to pull as far forward as directed by the school parking supervisors and student safety valets before dropping off or picking up your children. Please note that the Hill-N-Dale parking lot is for staff/Hill-N-Dale and a special ed student drop off and is not to be used for pick-up/drop-off as there is no supervision in this area. There are signs posted for your information. For the safety of our students, please do not use the Hill-N-Dale parking lot at anytime for drop-off and/or pick-up. Along the loop, Safety Valet Patrol will assist with the loading and unloading of students to expedite the process. Parents should **stay in the vehicle** to reduce the time occupying the loading area. Parents can park in the front parking lot spaces if they wish to unpack their children and escort their children to the playground. There is no parking in the drive through lane in front of the school.

After unloading or loading of passengers, vehicles must wait for the vehicle in front of them to move forward to exit the loop. There is no cutting in line to access the curb for drop-off. **Left turns out of the lot are prohibited between the hours of 7:30 – 9:30 a.m. and 2:30 – 3:30 p.m. Vehicles will only be allowed to turn right onto Dorman Road from the parking lot during these times** to alleviate the congestion in front of the school and to eliminate the back up at the loop exit.

There are sidewalks and crosswalks within the main front parking lot for students going to cars parked in the main lot and for people proceeding to cross the street. A parking supervisor in the main parking lot will direct traffic forward, and aid children in crossing the street.

Students and parents need to obey the safety rules by crossing Dorman Road only at the designated marked crosswalks. Drivers should be cautious and always watch for students crossing the streets and within the parking lot. Crossing guards are located at the side staff parking lot on the northward end of the elementary school. There is also an additional crossing guard located at the south end at the intersection of West Las Positas and Dorman Road. Parents are asked to adhere to the parking restrictions placed along Dorman Road during the designated times noted on the signs located on the street. Please remember that although your child is safely inside the school or in the vehicle, other students are still present and cautious driving is needed at all times.

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IN CASE OF EMERGENCY

Where to get current information and fastest updates:

24 Hr. Information Line: **462-INFO (4636)**

District Web Site: www.pleasanton.k12.ca.us

Don't block School Access for Emergency Vehicles

Don't Tie-up School Telephone Lines

Our first responsibility is keeping kids safe. Donlon has a detailed emergency plan and drills are held to help students and staff know how to respond in times of crises. We practice procedures for fires, earthquakes, hazard evacuation, and intruders.

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 will communicate with families about any emergency situation that arises. This may take the form of a letter sent home with students, website and media updates, auto-dialing telephone messages, or the Donlon e-connection set to "subscribers." We encourage parents to utilize (925)462info (462-4636) Our 24 hour Information Line, Cable TV Channel 30, or the e-connection for the latest update. Individual telephone calls or replies may not be possible until after the crisis has subsided.

Please avoid calling Donlon during a crisis, since it is very likely the call cannot be answered. We need to keep the school phone lines open at all times.

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PLEASANTON UNIFIED SCHOOL DISTRICT ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

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

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

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

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

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

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

case basis. The District prohibits retaliation against any participant in the complaint process.

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

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

Complaint Process:

1. **Informal Resolution:** Before initiating a formal complaint, an attempt shall be made to informally resolve the issues through a discussion with the complainant and relevant parties. The complainant will be provided an opportunity to present relevant information.
2. **Filing Complaint:** Obtain a copy of the Complaint Form from the school or district office. Submit form to the assistant superintendent of human resources.

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3. **Investigation:** The supervisor will investigate the complaint and provide a written report of the investigation and decision. The decision will contain the findings and disposition of the complaint, corrective actions (if any), rationale for such disposition, and procedures for initiating an appeal, within 15 days of receiving the local agency written decision, to the California Department of Education.
4. **Appeals:** If any party disagrees with the supervisor's written decision, he or she may appeal the decision to a compliance officer of the District. Following the decision of the compliance officer, either party may appeal the decision to the District's Board of Trustees.
5. **Timeline:** The formal complaint process, including appeals to the Board of Trustees, shall be concluded within 60 calendar days from the District's receipt of the complaint, unless the complainant agrees in writing to an extension of time. Any complaint may be appealed to the California Department of Education within 15 calendar days of receiving the Board's decision.
6. **Discrimination Claims:** A complaint alleging discrimination must be initiated no later than six (6) months from the date when the alleged discrimination or violation of law occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination or violation of law.

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

Complaints shall be directed to:

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

Human Resources will direct Title IX
complaints to

Coordinator, Special Projects
Pleasanton Unified School District
4665 Bernal Avenue
Pleasanton, California 94566
(925) 426-4325

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

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PLEASANTON UNIFIED SCHOOL DISTRICT

Superintendent

Parvin Ahmadi
Superintendent, Pleasanton Unified School District
pahmadi@pleasanton.k12.ca.us

Board of Trustees

Joan Laursen, President
Elected November 2010
laursen.joan@gmail.com

Jeff Bowser, Clerk
Elected November 2010
jeff.pusd@gmail.com

Valerie Arkin, Member
Elected November 2008
valerie@arkinhome.com

Chris Grant, Member
Appointed February 2007
Elected November 2008
chrismgrant@gmail.com

Jamie Hintzke, Member
Elected November 2008
hintzke@gmail.com