

DUBLIN UNIFIED ELEMENTARY SCHOOL FAMILY HANDBOOK



August 2013

Check out our website for updates and current district news
<http://www.dublinusd.org>



Our Mission Statement

Our mission is to support all students in becoming lifelong learners by providing them with a rigorous and relevant education that prepares them for college/university or service to our country and to succeed in today's global economy

***** Please keep this handbook. Printing will only be done every two (2) years. Check the website for updates.***

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Each site has specific procedures for dropping your child off in the morning and picking them up in the afternoon. Please check your school's website at www.dublinusd.org or in the school office if you are unsure of these procedures.

STUDENT INFORMATION

SCHOOL LUNCH

The Dublin Unified School District takes part in the National School Lunch and Breakfast Programs. Meals are served every school day. Elementary students can purchase lunch for \$3.25 and breakfast, served at morning recess, for \$2.00. Prices are subject to change. Please see website for price breakdown.

The National School Lunch and School Breakfast Program also offer free or reduced priced meals for students. Application forms are available to all parents/guardians at the beginning of each school year and throughout the school year in the school office. Information about eligibility standards, application procedures, and appeal procedures are also available for families. New applications must be renewed yearly and are due at the beginning of the school year to ensure continued eligibility. (BP/AR 3553)

Prepaid accounts are available and activated by Lunch Cards. There is a drop box located in the student office for lunch payments. Students are required to show their own lunch card in order to use their account, Cafeteria policies are posted and we expect all patrons to follow them. Service is provided for breakfast and lunch. Students are welcome to bring their own food or to purchase from our menu. In the event a student is unable to purchase a meal they may be offered a sunflower butter and jelly sandwich and milk at no cost for two days. After that time, funds must be provided or lunch be brought from home.

ABSENCES

State Law requires that attendance be regular except for illness. It is important that students be prompt as tardiness disrupts learning. If your student is absent from school, please **CALL THE 24 HOUR ATTENDANCE LINE to let us know why he/she is missing class.** The state will only give schools money for children who are physically **in school each day and on time.** Therefore, except for illnesses, please be sure your children are in school **each day and on time.** You may request work to be sent home if your child is absent for three days or more. Otherwise, your student must make up missing work upon their return. Prolonged illness or communicable diseases must be reported to the office as soon as possible.

TARDIES/EARLY PICKUP

Checking In and Out of School: We ask that you try to schedule appointments after school, but when it becomes necessary to check a student into school late or for an earlier dismissal, please sign your student in or out at the school office. Please do not pick up your student directly from the classroom, lunchroom or playground. All parents must sign in and out in the front office.

SARB

Research on school attendance as it relates to the skill of “persistence” has been significant in how well students do throughout their academic career. The Dublin Unified School District will hold parents and their children accountable for compulsory full-time education laws (Education Code 48260).

Students classified as a habitual truant – 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 – will be required to attend SARB. The SARB panel will assist the family to meet the requirements of the law. If the conditions and support given during this period of time by the panel are not effective in helping the family, the case will be referred to the Alameda County District Attorney’s Office.

SHORT TERM INDEPENDENT STUDY

This program is designed for students who will be out of school for 5 consecutive days or longer. Prior approval by Principal is needed, therefore, please contact your child’s teacher **at least one week** in advance of absence to establish contract. **Completed independent study contracts must be returned on the day your child returns to school.** If work is not completed, absences will not be excused.

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HOMWORK POLICY

Time spent on relevant homework extends classroom learning, directly influencing students' ability to meet the district's academic standards. Homework contributes toward building self-discipline, time management, and life-long learning habits. The Board supports meaningful homework as an important part of students' daily lives. Homework is defined as independent practice or preview of skills & concepts taught during class

It is the responsibility of the child, parent and teacher to ensure that assigned work is completed on time. It may be necessary to establish regular communication procedures between teacher and parent to assist individual students with their responsibilities. The following activities are considered as homework as assigned by the classroom teacher:

Reading

Reviewing daily or returned work

Practice in all subject areas

Independent reading, projects, test preparation, extra curricular activities are not considered homework within the timelines specified here.

The minimum number of minutes to be spent on homework per night is as follows:

Kindergarten:	10 minutes	Third Grade:	30 minutes
First Grade:	10 minutes	Fourth Grade:	40 minutes
Second Grade:	20 minutes	Fifth Grade:	50 minutes

TEXTBOOKS

Textbooks belong to the school and are checked out to students for their use for all or part of the school year. While texts are on loan, students are expected to keep them in the best condition possible. We expect reasonable wear and tear; however, any damage or loss due to carelessness or intentional mistreatment becomes the responsibility of the student and parent. It is strongly recommended that all texts be covered.

Payment for damage or loss will be made according to the following policy of the schools: Books that are lost or damaged to the degree that they cannot be used again will be paid for at the current replacement cost of the book. Payment for lost or damaged books should be brought directly to the office, and a receipt will be issued. Final report cards will not be distributed, nor will requests for records transfers be honored, until accounts for lost or damaged books have been settled.

LIBRARY AND MEDIA CENTER

Each week, students are scheduled for library and computer time. We recognize technology instruction as a priority. Our District technology plan ensures equitable availability, instruction and resources.

Before using on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

Each class has a scheduled visit to the Media Center once a week. If a student finishes a book before his/her next weekly visit, s/he may come to the Media Center, with teacher permission, and return a book and/or check out a new one.

Report Cards will be held for overdue library books.

Number of books

Kindergarten through Grade 1 may check out 1 book a week.

Second, Third, Fourth and Fifth Grade may check out 2 books a week.

LENGTH OF CHECKOUT PERIOD AND RENEWALS

All students are permitted to keep a book as long as needed under the following circumstances:

1. they are making progress in the book and not ignoring it and
2. they bring the book in during each weekly class visit for renewal

We ask that the books be brought in each week for renewal to help students keep better track of their books. It is easier to locate a book when it is known that the book must be presented each week. This really helps cut down the number of misplaced or lost books.

OVERDUE POLICY

Dublin Unified School District does not charge late fees for overdue books. However, a student will not be able to check out a new book until the overdue one is returned. For grades K-1, this could result in the student not being able to check out a new book each week. We encourage the students that remembering library books is their responsibility; however gentle reminders from parents/guardians are very helpful.

COMMUNICATION

SCHOOL/HOME

The school newsletter is a publication sent home regularly from each site. The newsletter will inform you of school, District and community events and activities. It will also contain items of interest related to education and parenting which may be helpful to your family as you support your child in achieving success at school. A copy can be accessed from the district website at www.dublinusd.org.

FAMILY/TEACHER

Prompt, open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss their child's programs, etc. Please do not hesitate to call and schedule a time to meet with your child's teacher. In addition to a fall *Back To School* Night, when parents as a group will meet their child's teacher and become acquainted with their program, individual parent-teacher conferences will be scheduled at the conclusion of the first trimester and as needed throughout the course of the year. Report cards are intended to give the parents and students an indication of the student's growth and development in school subjects. They are issued three times a year.

COMPLAINT PROCEDURE - BP 1312.1

It is always our goal to work with you in resolving any questions or concerns you may have about your child's educational program. Below are listed the steps of our formal Complaint Procedure, as required by state and federal law. **Please keep as first priority open communication with your child's teacher as the first step in any concern you may have.** It is in these personal, informal conversations that we can best work together to address any concerns.

Step 1):

Speak directly with the staff member(s) involved. Discuss the problem openly and make every attempt to work out a solution. No one can solve a problem better than the person(s) involved. Most problems are resolved at this step.

Step 2):

If, after meeting with the staff member directly involved, there is still no satisfaction, the complainant must submit their concerns, orally or in writing to the Principal. The complaint must include the name(s) of the employee(s) involved and state specific facts of the incident or problem, including any failed

attempt to discuss and resolve the incident with the employee. The Principal shall make every effort to satisfactorily resolve the issue.

Step 3):

If after bringing your complaint to the principal and you are still not satisfied, you may file a formal complaint. Forms are located in the school office. The same information is needed as in Step 2 for the formal complaint to be filed. The formal complaint is to be submitted to the principal.

Within 5 days of receipt of the formal written complaint, the Principal will notify the employee of the formal complaint and continue the investigation of the incident. Upon conclusion of the investigation, the Principal will respond in writing to the complainant of his/her findings within 30 days.

Step 4):

If not satisfied with the response from the Principal at step three, the complainant may submit their complaint to the Superintendent designee (Level II complaint). The designee will conduct an investigation and deliver a written response within 30 days from the date the Level II complaint was submitted.

Step 5):

If not satisfied with the response from the Superintendent designee, the complainant may appeal to the Board of Trustees. The Board of Trustees may 1) uphold the prior decision or 2) hold a closed session hearing with the complainant. After hearing and discussing the complaint, the Board shall enter a decision regarding the issue. The decision of the Board regarding the issue shall be final.

PARENT INFORMATION

BIRTHDAY CELEBRATIONS

In an effort to stress the importance of nutrition and our concerns for our students' health, we are asking parents to celebrate their children's birthdays by donating a book or a ball in their child's name. In the event you choose to provide a healthy snack, the DUSD Board Policy on Wellness specifies that School nutrition programs inclusive of a la carte foods, beverages, and foods provided through vending machines or classroom activities should meet all U.S.D.A. guidelines and applicable state regulations. **Therefore, it is important to follow posted guidelines when providing celebratory food items.** These guidelines are posted at the district website (Departments/Child Nutrition). **All celebrations MUST be pre-approved by the classroom teacher.** (BP/AR 3550). We ask that healthy snacks be nut-free.

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LOST AND FOUND

All belongings, which come to school with your child, **SHOULD BE LABELED**. Students often forget or misplace clothing, books, backpacks, etc. For your sanity and pocketbook, please take the time to label everything taken to school so they don't get *lost* in the lost and found. In case the inevitable happens, check the lost and found at your school site. Items not claimed will be donated at the end of each trimester. Students are urged not to bring valuable items or excessive amounts of money to school.

NOTICES, FLYERS AND POSTERS

The permission of the Director of Educational Services and Principal is required before posting or distributing any material on the campus.

CLASSROOM INTERRUPTION

Instructional minutes are invaluable; therefore we do not interrupt class for forgotten items. Classroom interruptions are at the office staff's discretion.

VOLUNTEERS

Visitors and volunteers to our classrooms are welcome!

California Education Code Section 35021 requires school districts to screen school volunteers. If you intend to volunteer in the school you must complete the Volunteer Information Form and submit it to the school office along with a copy of your current California Drivers License.

To minimize potential interruptions to learning, we ask that the following protocol be followed:

PARENT VOLUNTEER PROTOCOL

- Schedule the visit ahead of time with the teacher
- Park in designated parking spaces to accommodate time requirements school/classroom support
- Sign in and out with the office ****
- Secure a visitor badge
- Report directly to the classroom where volunteering
- Small children are not allowed to accompany classroom visitors, per district policy.**
- All visitors must sign in at the office and wear name tags while on campus.

****For the safety of your children, please note that if you do not have a visitor's badge, you may be stopped to verify your purpose on campus.**

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FIELD TRIPS

One of the highlights of any school year is often a class field trip. Your child will bring home a permission slip well in advance of any scheduled trip. **The standard District permission form that includes the liability waiver statement must be signed and returned if your child is to go on the trip.** In some classes, parents may be asked to sign a permission form that will allow their children to go on walking field trips near the school at various times throughout the year. All trips are under the supervision of a credentialed teacher.

Field Trip Chaperones are always needed on field trips. If a parent would like to assist in this activity, notify the teacher of your availability. Chaperones must complete a Volunteer Clearance Form and submit it to the office in advance of the field trip. Please keep in mind that the **school does not allow a chaperone to bring other children from home or siblings who are enrolled in our school, on the trip.** While serving as chaperone for our children, all of the adult's attention must be on those students being supervised. You will complete a volunteer clearance form and a driver clearance form. You will also need to provide a copy of your driver license and insurance coverage policy. Per Board policy 1240, all chaperones must be 21 years or older. If, for whatever reason, there are not enough chaperones for a field trip, the trip will be cancelled.

As of January 1, 2012 Vehicle Code 27360 and 27363 require any child under the age of 8 be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards. Due to this requirement, DUSD has provided school sites with the approved list of chartered bus companies.

PARENT CONFERENCES

Parent involvement in a child's educational process is often a key component of the child's success. School-wide parent conferences are scheduled at the end of the first trimester. Having conferences allows you, your child and his/her teacher to focus on achievement, work samples, and the development of yearlong goals to strengthen skills.

Conference day is your chance to discuss your child with the teacher. Conferences typically last only 20 minutes, so it's important to use the time well. The following are a few suggestions that will help you get the most from your parent-teacher conference:

- Be on time and prepared; come with a list of questions or topics that you want to cover.

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- Consult your child; ask your child if there is anything bothering her/him about school in class or elsewhere.
- Ask the teacher how you can help; find out what you can do at home to help your child do better in school.

As the year progresses, consider trying the following ways to stay involved:

- Volunteer: Sign up to work in your child's classroom on a regular basis. Offer to organize a classroom project at-home. Spend a day assisting students and your child's teacher on a special in-class project. Share a special talent or interest with students.
- Write notes: Occasionally, write a short note to the teacher to express a comment, concern or a compliment. Should you need to talk to the teacher, please make arrangements in advance in order to have the teacher's full attention and preparation. Remember it is important to the teacher that your child does her/his best. Your child's teacher will want to talk with you, but is not able to do so during class time, preparation for the day's activities, or at the time of a district or staff meeting.

PARENT FACULTY CLUB (PFC)

The Parent Faculty Club is a group dedicated to supporting the school's on-going educational program. We encourage all families to participate in this group, which meets monthly to discuss Club business and make decisions relating to student educational activities. The focus of the group is building community among school families, broadening family awareness of school, educational and parenting issues, and fundraising to provide enrichment experiences for students. The Parent Club officer board is nominated and elected yearly in the late spring. Newcomers are always welcome.

SCHOOL SITE COUNCIL

The School Site Council (SSC) serves as an advisory group for the Single Plan for Student Achievement. It is composed of parents and staff members with voting members equally divided between parents and staff. The SSC monitors the school plan, assesses needs, sets goals, evaluates and updates the plan. It also oversees the plan's budget and expenditures. All parents are invited to attend the SSC meetings. Dates and times for meetings will be noted in the newsletter and on the website.

FUNDRAISING - (BP 1321 and BP 3554)

All fundraising activities should be approved at least 15 days before the activity. In order to minimize interruptions to the educational program, staff shall limit fundraising activities to appropriate time periods designated by the principal. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administration regulations and shall not reduce student participation in the district's food service program. Food sales are prohibited during school hours, and within one hour before and after school hours unless the solicitation has been approved in accordance with Board policy.

HEALTH AND SAFETY



DISTRICT NURSE

The Dublin Unified School District Health Services Department is responsible for the health needs of the students in the district. The DUSD has a District Nurse who serves all of the students in the district and each school site has a Health Clerk in their Health Office. District Nurses are uniquely qualified in the preventive health, health assessment and referral procedures for students within the school setting. They are in the position to strengthen and facilitate the educational process by improving and protecting the health status of children.

Parents can help in the success of their child by communicating with the District Nurse and School Health Clerk, any health related barriers, which may affect their child's ability to learn. By identifying health-related barriers to learning and offering assistance in the removal or modification of these barriers, students can perform to the best of their ability. Often times, this is accomplished by working together with the student, their family, physician, teachers, and the school support staff.

EXCUSES FROM PE

Students who need to be excused from PE must have a note from their parent, guardian or Doctor.

IMMUNIZATIONS

California law requires that before children under age 18 years may be admitted to any California public school, an immunization record must be presented to school staff by the parent or guardian. An immunization record must

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include at least the month and year each dose was received, and be in the form of a yellow immunization card, personal record with entries made by a physician or clinic, or a school immunization record. School children are required to be protected against diphtheria, tetanus, whooping cough, polio, measles, mumps, Rubella (German measles), varicella (Chickenpox), and Hepatitis B. **Students who are not fully immunized according to California Department of Health Services Immunization Branch, may be admitted only on the condition that they obtain any additional immunization(s) within specified time periods.** Students may be exempted from the immunization requirement for medical reasons or for personal beliefs. Parents must sign a waiver to obtain this exemption. In the event of an outbreak of a disease for which the child has not been immunized, he or she will be excluded from school for the period of communicability. (CCR, Title 17, Div. 1, Ch. 4, Subch. 8, Article 5, Sec. 6000-6075)

SCHOOL HEALTH CLERK

Our Health Clerk provides care to the students who visit the School Health Office. Some of the activities provided by the Health Clerk, under the supervision of the District Nurse, include first aid, medication administration, immunization compliance, and communicable disease control.

Medication at School:

Medicine can be administered in school **only** if the following requirements are met:

- Students who require the administration of any prescription or over-the-counter medication during the school day, pursuant to a physician's prescription must have both a parent and physician signed "Medication Administration Consent Form" on file at the school site.
- The *Medication Administration Consent Form* **must be completely filled out annually and/or whenever the prescription changes, and must be signed by both the parent/guardian and the child's physician before the child can be assisted with the administration of prescription or nonprescription medication by school personnel.**
- It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing, related to the administration of medication to their child.
- Parents/guardian are to provide the prescribed medication(s) and supplies, and to replace expired medications when notified. The parent/guardian must immediately notify the school in writing any changes.

- **Medication must be in its original pharmacy labeled container or over-the counter container**, and brought to the school office by the parent/guardian. At the end of the school year parents must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.

CONTAGIOUS OR INFECTIOUS DISEASE

A child may be sent home if, for a good reason, he or she is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) Students must be **without fever 24 hours BEFORE** returning to school.

ACCIDENTS

If your child is injured at school, we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency numbers you listed on the emergency card. Please keep emergency card information current.

INSURANCE

The school does NOT provide medical insurance coverage for school accidents. This means that you are responsible for your child's medical bills if he or she gets hurt during school activities. The school does, however, offer access to student accident insurance plans that would help pay those bills, if the student's family elected to enroll in the insurance plan. Information regarding the plan is sent home at the beginning of the school year.

SPECIAL SERVICES

SPECIAL EDUCATION

A continuum of services is available for students who may qualify for Special Education. Prior to assessment, a Student Study Team meets to discuss the needs and recommend program modifications for students having difficulties. Any teacher or parent may make referrals to the Student Study Team.

RESOURCE SPECIALIST

The Resource Program provides services to students with learning disabilities who are performing below grade level. Following an assessment, an Individual

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Education Plan (I.E.P.) is developed by teachers, parents and support staff for qualified students. The I.E.P. is designed to assist Resource Students to be successful with their classroom curriculum.

SCHOOL PSYCHOLOGIST

Our school psychologist is on site each week to consult with teachers, staff and parents. The psychologist works with students who are experiencing learning, behavioral, or emotional challenges. Our psychologist may participate in the Student Study Team process and provides assessments for students being qualified for special services.

SPEECH AND LANGUAGE SPECIALIST

Our Speech/Language Specialist works with students who have difficulties in areas of speech or language usage. Identified students receive assistance as specified on the I.E.P. Students may be assessed throughout the year upon teacher or parent referral.

GIFTED AND TALENTED EDUCATION (GATE)

As outlined in the district GATE plan, identified grades 3-5 students are clustered in classes or by subject in flexible grouping configurations with teachers' education in the unique tenets of GATE education. Students receive instruction in all the typical subjects at their grade level, but the instruction is differentiated to provide an accelerated pace, higher level thinking and problem solving, divergent activities, and other forms of enrichment to stimulate and challenge.

MUSIC/FINE ARTS

Students in Grades 1-5 are given one class period per week of classroom music instruction from a music specialist. The curriculum follows the California State Standards for Visual and Performing Arts.

BAND

Once a week, students in Grades 4-5 who wish to learn a musical instrument may participate in group instruction in band. Students have multiple opportunities throughout the year to perform at school and community events.

PHYSICAL EDUCATION

Students in Grades 1-5 receive physical education instruction from a specialist one class period weekly. Additionally, classroom teachers incorporate physical education within their instruction. Students are introduced to appropriate developmental movement activities, games, dance and health & body awareness

information. Good sportsmanship, fair play, and the importance of a healthy lifestyle are stressed.

CODE OF CONDUCT

DRESS CODE

Students shall at all times dress in a manner which is consistent with the District's educational goal of providing a safe and productive learning environment. School dress is an important factor in maintaining a wholesome, healthful, safe learning environment. Good grooming and practical clothes, and jewelry are encouraged at all times. **Halter tops, spaghetti straps, bare tummies, and tee-shirts with inappropriate graphics (including drug, alcohol or tobacco logos) are prohibited.** Short hems must be at least the length of the longest finger on the hand-to-thigh. Shoes must be appropriate to student safety.

Students who arrive at school without proper attention having been given to personal cleanliness or neatness of dress or whose dress is not consistent with district and school rules may be sent home to be properly prepared for school or to change clothes. Please assist us in helping your child dress for the "business of learning."

APPROPRIATE DRESS FOR PE/MUSIC CLASSES

Students with inappropriate shoes, clothing or jewelry may have to sit out. Repeated offenses may affect students' grades.

*Shoes: Athletic type tennis shoes/sneakers are appropriate, no slip in sneakers, no high heeled boots, click dress shoes, sandals, flip flops/zorries or "Heelies"

*Clothes: loose, comfortable clothing, shorts under skirts or dresses, sweaters, jackets, sweatshirts in cooler or cold weather.

*Sunscreen is suggested.

BICYCLE/SKATEBOARD POLICY

Students in grades 1-5 may ride bikes to school. We provide bike racks **but the school is not responsible for theft or damage.** Parked bikes must be locked. Riders must walk bikes on school grounds and comply with directions from Staff and Safety Patrol members. **All members must wear helmets. No Rollerblade-type inline skates, "roller shoes," skateboards or scooters are allowed at school.**

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DOGS ON CAMPUS

For the well-being of our students, we ask families **NOT** to bring their dogs to school when walking students to school. There are students who are allergic or afraid and become scared when they see dogs on campus, even though the dogs are well behaved.

BEHAVIOR

Dublin Unified School District follows the tenets of the Dublin Integrity in Action program. Please review these with your child.

LEVEL ONE BEHAVIOR

I. I am Respectful, Responsible, Caring, Giving, and I have a Positive Attitude.

1. I work hard to do my best at school and at home.
2. I use appropriate language at all times. I do not tease, name call or swear.
3. I play fairly and exhibit good sportsmanship.,
4. I do not harass or bully other students.
5. I treat **everyone** with respect, especially school staff and all adults.
6. I respect the school and other people's property.

II. I am Honest, Trustworthy, Cooperative and I have Self-Discipline

1. I keep my hands and feet to myself and do not play fight.
2. I use the play equipment appropriately.
3. I do not push, shove, or engage in horseplay.
4. I throw balls during recess or PE, but I never throw rocks, tanbark, sand, or dirt.
5. I walk in the walkways and all indoor spaces.
6. I do not play or run in restrooms or other common areas.
7. I do not litter or throw food.
8. I walk my bike on the school grounds.
9. I do not ride skateboards or scooters on the school grounds.
10. I do not leave the school at anytime without permission.
11. I follow all classroom, playground, and lunchroom rules.

Consequences

If I am unable, unwilling, or forget to follow the school rules the following consequences will occur:

Step One:

A referral goes to the teacher. The teacher talks to the student and the parent/guardian is contacted. Specific consequence will be decided between the teacher and parent/guardian.

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Step Two:

The referral goes to the teacher. The teacher talks to the student and the parent/guardian is contacted. Any specific consequence will be decided between the teacher and parent/guardian. It will be noted that this is the second offense.

Step Three:

The referral goes to the teacher. As this is a repeated or persistent problem, the referral will be sent to the office. The principal will talk with the student and inform the parent/guardian. A conference will be held to help the student change his behavior. Consequences will be decided accordingly.

Step Four:

If the behavior persists the teacher receives the referral, and the student is sent to the office. As this behavior is now considered a defiant action, a suspension will then be administered.

LEVEL TWO BEHAVIORS

Defined as:

- Fighting
- Sexual harassment
- Threatening or causing harm to another person
- Continual incidences of breaking school rules
- Defiance of school authority
- Stealing, vandalism, or destruction of school or personal property
- Racial/ethnic slurs

Consequences

If I am unable, unwilling, or continually choose not to follow the school rules the following consequences will occur: For Kindergarten and First Grades: Follow Level One beginning at Step Two

For Second thru Fifth Grades

The principal receives the referral. The principal will talk with the student and conduct an investigation. Parents will be contacted and depending on the results, several days of detention or a suspension of one to five days will be administered.

PLAYGROUND RULES:

Playground rules are established for the safety of all our students; game rules are established to promote fairness. Playground equipment is available to students during supervised recess time, not prior to the start of school. The school provides

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all the equipment for playground use. **Personal play equipment (balls, jump ropes, etc.) is not allowed at school.** Equipment brought from home will be confiscated.

Playground and game rules are explicitly taught at the beginning of the school year during P.E. In addition to the playground and game rules, we expect our students to abide by the following:

- Excellent sportsmanship is expected from all students during games played at recess and during P.E.
- Students will follow the directions of all teachers and noon supervisors.
- Students will respect games-in-play by walking around, not through the activity
- Students will play only in designated, supervised areas.
- Students will notify teachers/noon supervisors when play equipment needs to be retrieved from an out of play area (over the fence into the street, on the roof, etc.); students are not allowed out of the designated play areas.
- Students are to *Stop, Look and Listen* when the teacher/noon supervisor whistles and respond to any directions given after the whistle.
- Students must use the play equipment responsibly (feet-first on slides, one student at a time, etc.)

Students are expected to freeze when the bell rings that indicates the end of recess. Teachers/noon supervisors use their whistles to signal the students to walk back to their classroom line. All students are expected to walk respectfully and responsibly back to their classrooms with their classroom teacher

Student Behaviors that Warrant Suspension Per Ed Code 48900

The following behaviors are ground for suspension pursuant to California Education Code 48900.

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
 - b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
 - c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, alcoholic beverage, or an intoxicant of any kind.
 - d. Unlawfully offered, arranged or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold,
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- delivered or otherwise furnished to a person 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 damage to school property or private property.
 - g. Stolen or attempted to steal school property or private property.
 - h. Possessed or used tobacco, or products containing tobacco or nicotine products.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia as 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 a sexual assault or a sexual battery.
 - o. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q. Engage in, or attempted to engage in hazing.
 - r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - s. A pupil may be suspended or expelled for acts that are related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - 1) While on school grounds
 - 2) While going to or coming from school
 - 3) During the lunch period whether on or off the campus.
 - 4) During, or while going to or coming from, a school sponsored activity.
 - t. A pupil who aids and abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

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Hate Violence Ed Code 48900.3

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, may be suspended from school or recommended for expulsion if it was determined that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence as defined in subdivision (e) of Section 233.

Terroristic Threats Ed Code 48900.7

A pupil may be suspended from school or recommended for expulsion if it has been determined that the pupil has made terroristic threats against school officials or school property or both. For the purpose of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

WEAPONS

Pocket knives, box cutters, steak knives, and sharp objects of any kind are not allowed at school. This includes jewelry with studs, metal spikes or unsafe and inappropriate designs.

CELL PHONES

We are obligated to maintain a safe and secure learning environment. Cell phones and other electronic signaling devices are not allowed to be visible during school hours. Students may not take photos/videos/recordings of other students/staff on school property. The school staff and district are not responsible for lost, stolen or broken cell phones and will not investigate stolen cell phones. Their security is the sole responsibility of the student. It is our strong recommendation that elementary students not carry a cell phone or other electronic device on them while at school (ED CODE 48901.5)

NOTE: Cell phones being utilized or suspected of being utilized to violate the law and/or education code may be confiscated and searched. The School and staff are not responsible for any unintentional damage to your phone.

BULLYING/CYBERBULLYING

Ed Code sections 32261, 32282, 32283, 46600 and 48900 have been amended as of July 1, 2012 to clarify the definition of bullying as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that has the effect of or can reasonably be predicted to have the effect of:

- (i) placing a reasonable pupil in fear of harm to his or her person or property;
- (ii) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;
- (iii) causing a reasonable pupil to experience substantial interference with his or her academic performance; or
- (iv) causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

As a result of these amended sections of Education Code, our schools are working to enhance our positive school climate and character education programs throughout the district. The first line of defense to eradicate bullying/cyberbullying is effective communication between parents, students and school personnel. If your student is experiencing any kind of bullying, please notify your child's teacher or office staff as soon as possible. The school must be made aware of these behaviors early in order to successfully intervene.

BULLYING VIA ELECTRONIC DEVICES

Effective January 1, 2009 school districts may suspend or expel students for bullying, including cyber-bullying. Ed. Code 32261(g), 48900I. Under the law, acts of bullying by using the Internet (e.g. social networking sites, email), telephones, text messaging, or other electronic devices can be grounds for discipline. Bullying can be defined as an act by a student or group of students directed specifically against other students or school personnel that constitutes sexual harassment 48900.2, hate violence 48900.3, or severe or pervasive intentional harassment, threats or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment 48900.4. The definition includes acts that are committed in-person or by electronic means. Other Ed Codes that may pertain to electronic discipline: 48900 (a) (1), 48900 (d), 48900 (i), 48900 (k), 48900 (o), complaining witness 48900(q).

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SCHOOL ADDRESSES AND PHONE NUMBERS



Dougherty Elementary School 5301 Hibernia Dr.
 Phone 925 803-4444
 Attendance Line (option 2). 925 803-4444



Dublin Elementary School 7997 Vomac St.
 Phone 925 833-1204
 Attendance Line (option 2). 925 833-1204



Frederiksen Elementary School. 7243 Tamarack St.
 Phone 925 828-1037
 Attendance Line (option 2). 925 828-1037



Green Elementary School. 3300 Antone Way
 Phone 925 833-4200
 Attendance Line (option 2). 925 833-4200



Kolb Elementary School 3150 Palermo Way
 Phone 925 551-4000
 Attendance Line (option 2). 925 551-4000



Murray Elementary School 8435 Davona Dr.
 Phone 925 828-2568
 Attendance Line (option 2). 925 828-2568