



Alisal

Student & Parent Handbook

1454 Santa Rita Rd., Pleasanton, CA

925-426-4200

Welcome to Alisal~A Model PLC School

As principal, I have the privilege of introducing you to Alisal Elementary School. Alisal is located in the heart of Pleasanton, just down the road from historic Main Street. At Alisal, we pride ourselves in holding high expectations and standards for academic achievement while at the same time providing a supportive and nurturing environment for all students. Alisal was the first elementary school to open its doors in Pleasanton in October of 1956. Since then, we have established and maintained a strong tradition of excellence.

The Alisal staff is highly trained and skilled in their profession, serving approximately 650 students in transitional kindergarten through fifth grade. Our mission at Alisal is to inspire and embrace the WHOLE child by ensuring high levels of learning and growth for all. We do this by working in collaborative teams within and across grade levels to provide answers to four questions that guide our work: 1) What do we want students to learn? 2) How will we know if they have learned it? 3) What will we do if they haven't? and 4) What will we do if they have? Our dedication to this process has gained us recognition as one of 16 Model PLC Schools in the state of California, something we are VERY proud of.

Character education is also an integral part of Alisal. We have completely transformed our behavioral expectations to be in alignment with PBIS (Positive Behavioral Intervention Strategies). The school-wide expectations of demonstrating Respect, Ownership, Awareness and Responsibility in all areas are taught, modeled, and reinforced on a regular basis through the use of assemblies, ROAR Tickets, and rewards for positive behavioral choices. Additionally, we have worked very hard to transform our student leadership program into one that promotes and spread kindness through various on and off campus philanthropic activities. Finally, we are continuing our partnership with a local high school to provide some of our students with one-on-one mentors and buddies and we also encourage students to get involved with the community through service-learning opportunities led by our leadership club.

Parent and community involvement play an integral role in the success of Alisal. Our Parent Teacher Association (PTA) and School Site Council (SSC) work together to support our Mission and our Vision. Strong community partnerships are also vital to Alisal as they offer students a link to real life experiences. At Alisal, we are proud that our families, children, staff, and community members work together to create a learning environment that gives all children an opportunity to succeed and develop a love of learning.

Karen Johnson
Principal



Pleasanton Unified School District Student Calendar 2019/2020

Please check the Pleasanton Unified School District website for further information regarding the school calendar, our strategic plan, district administration, educational services, and other school sites in our district:

<http://www.pleasantonusd.net>

ALISAL SCHOOL 2019-2020 Bell Schedule

In order to allow teachers to complete beginning of the year assessments, all grades TK-3 will be following adjusted schedules at the start of the year. Please read carefully below for details about each grade level.

TK & Kindergarten staggered start times will begin September 3. Until then, all students use the minimum day schedule.

TRANSITIONAL KINDERGARTEN (TK) & KINDERGARTEN	
Staggered schedule - early start M, T, Th, F	8:15 a.m. – 12:15 a.m.
Staggered schedule – late start M, T, Th, F	9:00 a.m. – 1:00 p.m.
Wednesdays (no early or late start)	9:15 a.m. – 12:15 p.m.
Minimum days (no early or late start)	8:15 – 11:35 a.m.

Grades 1 & 2 staggered start times will begin September 9. Until then, all students use the early start schedule. Grade three will observe an early start schedule until September 3 then go full day for the remainder of the year.

GRADES 1, 2	
Early start - M, T, Th, F	8:15 a.m. – 1:55 p.m.
Late start – M, T, Th, F	9:00 a.m. – 2:50 p.m.
Wednesday (no early or late start)	9:15 a.m. – 2:50 p.m.
Minimum day (no early or late start)	8:15 a.m. – 12:30 p.m.
AM recess (M, T, Th, F)	9:45 – 9:55 a.m.
Lunch recess	11:30 – 11:50 a.m.
Lunch	11:50 a.m. – 12:15 p.m.
PM recess (late readers only)	1:55 – 2:05 p.m.

GRADES 3, 4, 5 (does not observe staggered start times)	
M, T, Th, F	8:15 a.m. – 2:50 p.m.
Wednesday	9:15 a.m. – 2:50 p.m.
Minimum day	8:15 a.m. – 12:30 p.m.
AM recess (3 rd grade M, T, Th, F)	9:45 – 9:55 a.m.
AM recess (4 th & 5 th grades M, T, Th, F)	10:30 -- 10:45 a.m.
Lunch recess (3 rd grade)	11:30 – 11:50 a.m.
Lunch (3 rd grade)	11:50 a.m. – 12:15 p.m.
Lunch recess (4 th & 5 th grades)	12:00 – 12:30 p.m.
Lunch (4 th & 5 th grades)	12:30 – 12:55 p.m.
PM recess (3 rd grade)	1:55 – 2:05 p.m.

SDC Classes In order to allow us to provide students with all needed related services, Special Day Classes do not observe a staggered schedule.

TK/K students attend school from 8:15-12:15 daily with the exception of minimum days and Wednesdays (schedules above). They will also be on a minimum day schedule from 8/12-9/3 at which time the regular schedule will begin.

1st-3rd Grade SDC students will be on the early release schedule from 8/12-9/3, at which time the regular schedule will begin.

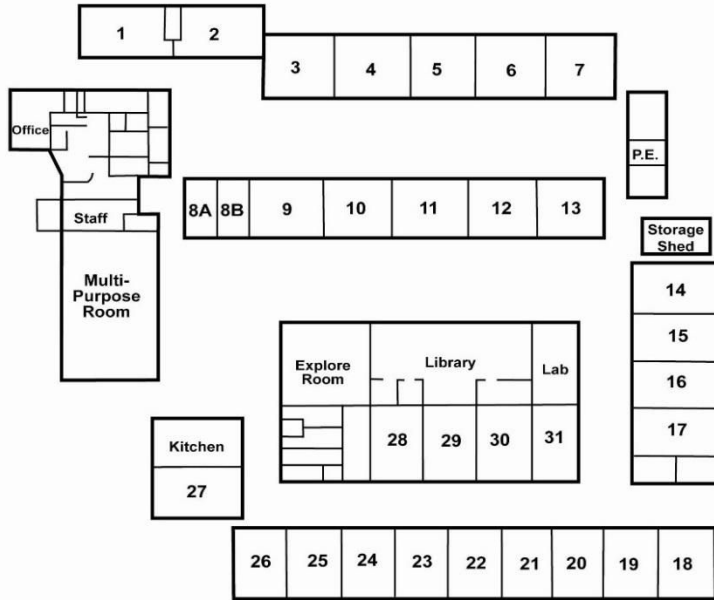
1st-5th Grade students attend school from 8:15-2:50 every day with the exception of minimum days and Wednesdays (schedules above).



EMERGENCY LOCATION MAP

ALISAL ELEMENTARY SCHOOL

Kids Club



TEACHING STAFF	GRADE	ROOM	TEACHING STAFF	GRADE	ROOM
Cyndi White	TK	3	Jill Weaver	3	30
Robbe Benz	K	1	Rebecca Briggs	3	31
Melinda Firpo	K	2	Betsy Belleville	4	28
Laura Moore	K	4	Elizabeth Harris	4	20
Lisa Willis	1	5	Jane Justus	4	18
Iris Belenson	1	6	Victoria Burchard	4	19
Erin Salcido	1	7	Emma Cronin	5	26
Carol Digirolamo	2	11	Matthew Giller	5	23
Mary Jo Carreon	2	10	Angie Buttafoco	5	24
Janet Reimer	2	13	Cassandra Fuller	5	22
Jennifer Fernandes	2	9	Christine Fitzsimmons	SDC TK/K	17
Stacey Mackin	3	21	Emily Robrahn	SDC 1-2	15
Katie Brock	3	29	Greg Breazeale	SDC 2-3	14
			Anaite Letona	SDC 4-5	16
SPECIALISTS	ROOM		STAFF	ROOM	
Shelby Aker	8A	Speech	Karen Johnson	Office	Principal
Caitlyn Asher	8B	Resource	Lisa Padway	Office	Vice Principal
Brenna O'Sullivan		Science	Isis Morales	Office	Admin. Asst.
Christine O'Sullivan		PE	Amy Wood	Office	Registrar
Lisa Gunderson	12	Intervention Specialist	Heather Brillhart	Office	Health Clerk
Elizabeth Shackelford		Library	Deborah Kimsey	Office	Psych.
Beena Ullambath		Computer Tech	Mario Tellez		Custodian
Cecile Henderson	27	Music			
Karen McMillan		Speech	Sandra Gonzales	Cafeteria	Child Nutrition
Nicole Miller		Counselor			

ATTENDANCE AND SCHOOL POLICIES AND PROCEDURES

PUPIL ATTENDANCE (excerpts from Board Policies)

Any pupil who is absent from school without valid excuse three full days in one school year, 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, excessively tardy under 30 minutes, or any combination thereof, is a truant and shall be reported to Senior Director of Pupil Services of the school district (Education Code 48260).

Upon his/her second truancy within the same school year, a pupil may be referred to, and required to attend, a School Attendance Review Board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program.

Upon his/her third truancy within the same school year, the pupil shall be classified a habitual truant as defined in Education Code 48262. (Education Code 48264.5)

The fourth time truancy is 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 601 of the Welfare and Institutions Code.

EXCUSED ABSENCES

A pupil's absence shall be excused for the following reasons (Education Code 48205): personal illness; quarantine under the direction of a county or city health officer; medical, dental, optometric, or chiropractic appointments. Also excused is attendance at funeral services for a member of the immediate family which is defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the pupil's immediate household. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days of the service is conducted out of state. Participation in religious instruction or exercises is excused when 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 (District Policy 6113.2). In such instances, the pupil shall attend at least the minimum school day and shall be excused for this purpose on no more than four school days per month (Education Code 46014).

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

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 completed 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).

PUPIL ATTENDANCE – ADMINISTRATIVE REGULATIONS

Please see the complete pupil attendance district policy and regulations at <http://pleasantonusd.net/wp-content/uploads/2012/08/PUSD-BP5113-AB-June-4-20131.pdf>

ARRIVAL/DEPARTURE TIMES

Students are to arrive NO EARLIER than 15 minutes before the start of class. There is no adult supervision prior to this time. Students are to leave the school grounds immediately after dismissal. If students are not picked up by 15 minutes after their dismissal time, we will contact individuals on the emergency card.

ABSENCE PROCEDURES

If your student is not going to be at school, please contact the office at 426-4200. If you are calling before or after office hours (7:30 a.m. – 4 p.m.), leave a message. Please state the child's name, the teacher's name, and the reason for absence. Children should be free of a fever for 24 hours (without medication) prior to returning to school. To request homework, contact your student's teachers' voice mail or email. Prolonged illness or communicable diseases should be reported to the school office as soon as they are diagnosed.

TARDY PROCEDURES

Any student who arrives at school after the start of the school day, should report to the office and receive admittance to class. A note or phone call is required when a student is tardy. Acceptable reasons for tardiness include student illness, injury, and medical appointments.

EARLY DISMISSAL OF STUDENTS 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.

EMERGENCY INFORMATION

Emergency information must be on file in the school office for every student. Students are not considered enrolled until this is completed. **Students will only be released to adults listed as emergency contacts.** We ask that you list only local adults. Written notes and phone calls are not accepted for the release of any child. **For your child's welfare, please keep the emergency information current.**

MEDICATION POLICY AND PROCEDURES

School personnel may assist any student who is required to take medication prescribed for him/her by a physician if the following procedures are followed:

- **Rule for over the counter or prescription medication:** Parents of students who require the administration of medication during the school day need to have a consent form on file in the school office for the current school year. This form must be completely fill out annually and signed by the parent/guardian and the child's physician before the school personnel can give him/her medication. Medication must be in the original container and brought to school by the parent/guardian.

Students are not allowed to bring any kind of medication to school on their person (including over the counter or prescription). It will be taken away from them and a call will be made to the Parent/Guardian. For major injuries 911 is called and the parents are notified immediately.

We do not diagnose rashes. All students need a medical doctor's note to return to school. It is district policy that it must state that they are cleared to attend school. If they come to school or are sent up to the office after a staff member has a concern they need to go home. If a parent can not come to pick their student up, they need to have someone from their emergency card pick up the student. This is for the safety of all students and staff whose health may be compromised by being exposed.

CALLING YOUR STUDENT/FORGOTTEN ITEMS

To encourage student responsibility, the office telephone will be available for student use in **emergencies only**. Students will not be allowed to phone home for forgotten lunches, assignments, or to ask permission to go to a friend's house after school. All transportation arrangements need to be made at home before coming to school. Interruptions and distractions must be controlled to ensure that teachers can dedicate classroom time to the instruction of students. Students are expected to check for and to pick up forgotten items in the school office of their own volition during recess or lunch time. To avoid instructional disruption, the office staff cannot deliver or call into classrooms to remind students of lunches, lunch money, musical instruments, projects, forgotten homework, messages from home, etc.

MOVING TO A NEW SCHOOL

If you find it necessary to leave our school during the school year, we request that you inform us as soon as you are able. The office, teacher, cafeteria, and library appreciate knowing in advance if a student is planning to transfer from Alisal. Valuable information regarding the student's progress can be gathered and included, which will make the transition to the new school easier for the student and new teacher. Cumulative records will be forwarded to the new school of attendance upon their written request.

LOST AND FOUND

Each year large amounts of clothing and other articles are accumulated in the Lost and Found (found outside the cafeteria). These articles are kept for a reasonable length of time and then are donated to local charities. To help prevent loss, it is recommended that all articles be marked with identification.

STUDENT BIRTHDAY POLICIES

In an effort to support students with food allergies, promote overall student health, and protect instructional time, students are no longer able to bring birthday food treats to share with other students. We realize that

birthdays are special to students and our teachers provide acknowledgment of these days in class. If you would like your child to share something with his/her class in honor of their birthday, here are some suggestions: a book or rainy day game for the classroom collection, pencils and/or erasers for classmates, etc. Please do not send toys for classmates as they can be distracting. We cannot allow deliveries of balloons, flowers, etc., to students in their classrooms. Any deliveries will be held in the office until the end of the school day.

LUNCH PROGRAM

Hot lunches are available to all students. Checks or cash for lunches may be dropped off in the school office or payment can be made online at www.myschoolbucks.com. Please make checks payable to Child Nutrition Services or CNS. Money should not be carried into the lunch line for payment at lunch time. The following information needs to be on the envelope: student, teacher and student ID number. Students who bring their lunch from home should have their name on their bag or lunch box. Milk or juice may be purchased at lunch time. It is the students' responsibility to pick up a forgotten lunch from the office during recess or lunch time. We will not interrupt a classroom to deliver lunches. Please remind your student that they may not call home for a forgotten lunch and are to check in the office to see if one has been dropped off for them. Applications for free and reduced lunches are available in the school office. These need to be completed each school year.

CLASSROOM AND ACADEMIC INFORMATION

CLASSROOM ASSIGNMENTS

Our teachers offer a quality program. The assignment of students to a classroom is the responsibility of the administration and professional staff. Before students are assigned to a classroom and teacher, careful consideration is given to creating balanced classes by gender, ethnicity, personality types, learning styles, social needs, and cognitive/academic skills. We do not accept requests for specific teachers. Your respect for this policy is appreciated and your input is important to us. In the spring, parents are given the opportunity to write a short note to the principal to share any information that the school does not already have regarding their child that may be pertinent to their classroom placement.

PROCEDURES FOR CHANGING A CLASSROOM

1. A three-week waiting period will be observed. During this time, parents are asked to conference with the current teacher about their concerns regarding the classroom program and attempt to work out any issues which may exist.
2. If after three weeks 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.

If there is a concern regarding the classroom and you would like to observe, please contact the office to schedule a time. Parents need to be accompanied by an administrator. To avoid a disruption with the educational program, the visit will be limited to 10 minutes. Please do not ask to speak to the teachers during instructional time. This is disruptive to their teaching and the learning process for their students. If you feel a need to discuss things at length with your child's teacher, please make an appointment to call or

visit the teacher at a later time.

HOME AND SCHOOL COMMUNICATION

Answering questions, resolving concerns and solving problems are all part of our home/school partnership. Cooperation between home and school is very important at any stage of your child's development. An unanswered question can often lead to a serious concern. To avoid this please be sure to ask the question as soon as it arises. The place to start is with your child's teacher.

PARENT/TEACHER CONFERENCES

In a "Community of Learners" parents and teachers work together to help children succeed. Communication through conferences is one important way to reach that goal. A parent/teacher conference, at a mutually agreeable time, may be scheduled at any time during the school year at the request of either the parent or the teacher.

HOMEWORK AND EVALUATION OF STUDENT ACHIEVEMENT

Much research has been done on the impact of excessive amounts of homework on students. At Alisal, we try very hard to make sure that homework is meaningful and appropriate. Many of our grade levels have decided to eliminate homework, except for nightly reading, or significantly decrease the amount of assignments going home. That being said, when homework is assigned, there are things we can all do together to make the experience a successful one.

RESPONSIBILITIES OF PARENTS/STUDENTS

The student is responsible for the completion of homework. Please do not help your student too much with the homework as the skills being practiced should have been learned in the classroom already. Instead, work on setting up a space and routine for completing homework that allows your student to be successful. If you ever have concerns about the amount of homework being assigned, or notice your child struggling significantly with homework, please contact the teacher directly.

RESPONSIBILITIES OF TEACHERS/ADMINISTRATION

The principal and teaching staff are responsible for establishing homework requirements consistent with these guidelines. They are expected to provide information which describes homework expectations, how homework relates to the student's grades, how parents/guardians can best help their children, and the importance of planning and organizing to meet deadlines.

The teacher has the responsibility to communicate and explain expectations for homework to students and parents and to monitor homework. As part of their responsibilities, teachers shall do the following:

- Assign homework in a timely manner to allow for student questions and planning
- Evaluate assignments
- Make available to parents information regarding student's performance in completing homework responsibilities in a timely manner

At the beginning of each course and at Back to School Night, teachers shall make available to students, parents/guardians, and administrative staff course policies, expectations, and procedures. The principal will monitor compliance with the homework policy.

GUIDELINES FOR TIME SPENT ON HOMEWORK

The following parameters are established as general guidelines (rather than as limits or requirements) in terms of on-task time spent by students on homework. Reading is an integral part of learning. These guidelines do not include time spent on reading:

- K-1: approximately 10-20 minutes per day
- 2-3: approximately 20-30 minutes per day
- 4-5: approximately 40-50 minutes per day

ABSENCES

Students who miss school work because of an excused absence will be given the opportunity to complete assignments and tests, which can be reasonably provided. As determined by the teacher, the assignments and tests will be reasonably equivalent to but not necessarily identical to the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed within a reasonable period of time. Teachers *may*, but are not required to provide make-up work or allow students to take tests missed because of absences which have been designated unexcused or suspensions.

EVALUATION OF STUDENT ACHIEVEMENT

The Board believes that grades help students and parents/guardians monitor their student's progress toward meeting the State and District Academic Standards. It is recognized that grades reflect students' demonstrated achievement and that teachers exercise their professional judgment in assigning grades. Students are expected to work toward the expectations established in the District course of study and to meet clearly established standards.

Teachers will use a variety of student achievement evidence to determine whether a student is meeting grade level standards. Methods of demonstrating this proficiency may include classroom participation, classwork, projects, tests and portfolios. It is recognized that teachers exercise their professional judgment in establishing grading practices. When a student is absent, you may contact the teacher to request homework.

RULES AND DISCIPLINE PROCEDURES

POSITIVE INCENTIVES

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

- ❖ **Display of student work** - Student work and projects are displayed in the school office and in the library as well as the classrooms.
- ❖ **ROAR Tickets:** When a student displays one of the ROAR character traits-Responsibility, Ownership, Awareness or Respect, he/she can earn a ROAR ticket. These tickets are then placed in a jar and used for reinforcing the behaviors we want to see. Students are randomly chosen monthly to enjoy Pizza with the Principal as well as weekly to get a prize choice in the office. In addition, classrooms that work together to demonstrate one of our ROAR rules can earn class ROAR tickets, good for fun things like extra recess and art lessons with Mrs. Johnson!

- ❖ **Student/Star of the Week:** Students are recognized weekly in their individual classrooms and are given time to share their lives with one another.

DISCIPLINE AND CONSEQUENCES FOR BREAKING THE SCHOOL RULES

Our community of students, teachers, administrators and parents work to provide both a positive, safe and productive school climate. Our goal is to develop students who are self-disciplined and show respect for others as well as themselves. Discipline is the collective responsibility of students, parents, teachers, and administrators.

In alignment with the PBIS framework, our focus is always on getting students to reflect upon their choices. We do this through the use of “I Choose to Roar” forms. These forms ask students to either explain or draw what they did, have a conversation about which ROAR expectation they did not follow, and then share some ideas about different choices that might have been made.

For minor offenses, parents will be notified by teachers when an infraction takes place. Parents will be asked to sign and return the “I Choose to Roar” form to the teacher to let teachers know that they have received the form and had conversations at home about the choices.

For major offenses, or when a student acquires three minor offenses, the office staff will be in contact with the parents to inform them of the behaviors and corresponding consequences.

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 ensure 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:

- a. An explanation of the incident leading to the suspension.
- b. The date and time when the student will be allowed to return to school.
- c. A statement of the right of the student or parent/guardian to due process.
- d. 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 EXPULSION for any student that poses a continued threat to the safety and well-being of another student or staff member.

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

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

EDUCATION CODE 48900 (q)

- 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, alcoholic 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.

Education Code 48900.4 – Engaged in harassment, threats, or intimidation that created an intimidating or hostile environment.

Education Code 48900.7 – Making terrorist threats against school officials and or school property.

Education Code 48901.5 – Possession or use of any electronic signal device.

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.

EXPULSION

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.

ITEMS NOT ALLOWED AT SCHOOL

Dangerous items or any item that distracts students from the intended purpose of learning are not allowed at school. Items that are judged to be inappropriate will be confiscated until the end of the school day or retained by the principal until a parent/guardian can reclaim the item.

- Electronics, cell phones, iPads/tablets, games, toys, trading cards (unless prior permission is given by teacher for sharing in the classroom) should not be brought to school.

- Baseball/softball bats and balls (hard/soft, small bouncy) and tennis balls are not allowed on campus.
- Students are not allowed to chew gum while on campus, unless the school has pre-arranged it.
- Birthday balloons, flowers, gifts etc. will not be delivered to classrooms.

SAFETY ISSUES

The school administration strongly recommends that parents abide by the general rules concerning visitors and arrival/departure times for your children. We want to emphasize that these are not just rules, but safety issues. All visitors are required to sign in and wear a visitor tag. Anyone not signed in at the office would not be searched for in the event of a natural disaster. Staff members will be advised to question any visitor without the proper identification. Repeated failure to abide by this rule will result in written notification to the parent/visitor by the principal.

SCHOOL RULES: Alisal Bears ROAR

At Alisal, we use ROAR Rules to teach students how we expect them to behave. R is for respect, O is for ownership, A is for awareness and R is for responsibility. Using these four words as a guide, we work to teach students expected behaviors in a variety of situations and places on campus. In addition to the ROAR rules, school wide expectations are:

1. General Rules

- ★ Bikes, scooters, skateboards, roller shoes and/or rollerblades should not be ridden on campus
- ★ Walk in the hallways, corridors, courtyards and all blacktop areas
- ★ No inappropriate language, screaming or yelling

2. Recess Rules

- ★ All food and drink must be eaten in designated areas
- ★ Students must be on the supervised playground at all times
- ★ Students must be where they can see a yard duty at all times
- ★ Students should not play with or throw tan bark, rocks, dirt, etc.
- ★ All games are open, meaning that anyone is allowed to join a game and/or use the equipment with each other
- ★ No games are allowed which involve body contact (i.e., wrestling, tackle football, slide tackling in soccer, play fighting, etc.)

3. Ball Use

- ★ Balls are to be returned to the ball bins when students are done using them or at the end of recess
- ★ Balls should not be bounced or thrown against buildings, people or fences
- ★ Soccer balls and red rubber balls are the only balls that are allowed to be kicked on the field

4. Ball Wall

- ★ Handball only (no kicking of balls against the wall)
- ★ Only one ball at a time on each side

5. Play Structure

- ★ Use apparatus appropriately
- ★ Go across the bars in one direction
- ★ Go down the slides one at a time, feet first

6. After the Bell

- ★ Students are to freeze at the ring of the bell
- ★ Once the whistle is blown, students are to walk to their assigned area (designated by numbers),

line up, and wait for their teacher to pick them up

7. Designated Areas

- ★ Students are not to play in the halls during recess and lunch
- ★ Upon arrival on a rainy day, students are expected to go to the multipurpose room before the bell rings

8. Restrooms

- * The facilities will be used as designed
- * Yelling, running/playing in restrooms is not allowed
- * Students will put used towels in the garbage can
- * Students will respect another person's right to privacy

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone in the educational setting. The District considers sexual harassment to be a major offense which may result in disciplinary action for an offending employee or student. Complaints of sexual harassment by staff or students should be directed immediately to the principal. Any matter involving sexual harassment shall be treated confidentially.

LIBRARY USE AND RULES

Our library, staffed by a Media Specialist, is maintained as an aid to the students and teachers. Our multimedia library contains books, computers, recordings, and other learning materials. The library is used by classes (students may check out books at this time) and is open for students' use during the school day. Library skills are taught by the classroom teacher and reinforced by the library staff. Extra reading is encouraged and students may check out books at other times throughout the day. Materials are circulated for one or two weeks. No fines are charged for overdue materials; however, students are expected to pay the replacement costs for lost or damaged items and will not be able to check out additional books until resolved. The California Education Code, Sections 60411 and 408904, establishes students' liability for damage and replacement of materials loaned to them by the Pleasanton Unified School District. **Report cards will be held until replacement costs for lost or damaged library items have been paid.**

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 user's 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.

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.

DRESS CODE

Our schools standards for appropriate dress promote a safe and positive learning environment conducive to high academic and behavior standards.

Excerpt taken from PUSD Board regulation 5132:

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. Shorts and skirts must be of an appropriate length to be decent.

Final determination of what constitutes appropriate dress will be made by the school administration.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. Guidelines may also be adjusted to meet student health needs, to accommodate for religious obligations (observances) as well as other special circumstances as authorized by site administration.

(cf. 3260 - Fees and Charges)

III. Exceptions for Special Activities

Exceptions may be made by the principal particularly for special days, special events, or student activities outside the school day. Students will be expected to uphold the standards of safety and decency at all school events.

PARENT VOLUNTEERS & FIELD TRIP GUIDELINES

VOLUNTEERS

One of the basic goals of our school is to provide an educational program which will meet the needs and interests of each student. We strongly encourage parents to participate by volunteering to assist us in meeting this goal. It is with your assistance that we can improve the instructional program for the students and provide experiences that will assist in making the student's year a successful one. It is required that you sign in at the office and get a volunteer badge. ***In order to minimize distractions, siblings are not to be in the classroom while parent is volunteering.***

All visitors and volunteers must sign in at the office and wear a Visitor or Volunteer nametag.

Parent 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.

Visitors are also welcome at Alisal School. A visitor is someone who is on campus to visit for a specific, pre-arranged purpose such as a special classroom or school activity. All parents, visitors, and classroom volunteers must sign in at the Alisal office before entering the classroom/school grounds and wear the "visitor" tag issued to them in the office so they can be recognized as such by staff members and students.

FIELD TRIP STUDENT GUIDELINES

Trips will be related to current courses of study and pre-announced by teachers. Students must have a signed Field Trip Permission Form on file in the office before they will be allowed to go on a trip. No siblings will be allowed on field trips. Field trip drivers must be at least 21 years of age and have completed an Insurance Form at least one week in advance of any field trip, have a valid California Driver's license and a current, cleared volunteer form on file in our office. A copy of your insurance policy face sheet or declaration page must be attached to your completed Insurance Form to verify that your coverage meets the District requirements. These forms must be renewed each school year.

Students are fortunate to be able to participate in off-site learning experiences. In order to ensure the safety of all, these guidelines must be adhered to at all times. Any student who deliberately endangers the safety of himself or others will have consequences and may be prohibited from going along on future field trips.

- The discipline program that guides students to appropriate behavior at our school is applicable on field trip excursions.
- Students will respect a chaperone as they would respect their teacher.
- Students will stay within sight of their chaperone and follow group members at all times.
- Student traveling in cars need to use seat belts, face forward, and use soft voices.
- Students need to be in a car booster seat if they are not more than 60 pounds or not more than 6 years of age. Vehicle code section 27360-27368
- In buses, students need to remain seated at all times and use low voices so as not to distract the bus driver.

FIELD TRIP RESPONSIBILITIES OF THE CHAPERONE

- To provide transportation that is reliable and safe - seat belts are used, kids face forward, no airbags in front of small children.
- To bring NO siblings.
- To arrive on time - earlier if possible - to assist the classroom teacher.
- To review group assignments, directions and emergency packet prior to leaving to be sure all information is clear and understood.
- To familiarize yourself with the student group members - memorize names, faces, and clothing.
- If at any point during the field trip you are separated from the group or lost please call the school office.
- Upon arrival at the destination, discuss with the group members the procedures to follow in the event a member becomes separated.

- To remind students that they must stay with you at all times and that they must abide by rules of behavior.
- Chaperones should consider themselves extensions of the teacher in enforcing proper conduct and should seek assistance from the teacher if a student refuses to cooperate.
- Do not, under any circumstances, leave a student in your group unattended. Individual students must be accompanied to the bathroom (with the rest of the group being chaperoned by another adult).
- Chaperones must agree to limit socializing with other adults because it will interfere with their ability to keep a close watch on the students in their assigned group. Remember the safety of all students is a vital responsibility.
- Provide the school with a current driver insurance coverage form with a copy of the current declaration sheet attached. These must be done each school year.

FOODS PROVIDED FOR SCHOOL FUNCTIONS

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: 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:

It is a prepackaged item, or

It is prepared by a licensed outside vendor, or

It was prepared in a district kitchen facility under the supervision of an authorized Child Nutrition Services representative, or

It is food prepared in the home following safe food handling guidelines

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 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.

EMERGENCY PROCEDURES

Fire, earthquake and other emergency drills are conducted on a monthly basis. When the fire alarm sounds, all students are to stay with their teacher and proceed to the back of the school on the grass area. At that time, the teachers check to be sure all of their students are accounted for. Any student who is with a specialist or in the office at this time will be returned to their classroom teacher for accountability. The following information has been compiled in order to prepare both you and your children in the event of a natural disaster. A disaster plan has been devised to better prepare staff, students and parents for their role should a disaster occur.

SCHOOL PROCEDURES FOR STUDENT PICK-UP AFTER MAJOR EMERGENCY

If student pick-up is necessary after a major disaster please follow the following procedures:

Do not park in the drop off area as emergency vehicles will need to get through. Parents or guardians proceed through the Kinder/Kids Club gate to the Checkout Area located on the first grade playground, under the overhang. You will need to present identification at that time, as students will be released only to adults listed on their emergency card. Your student can then be released to you. We ask that you do not come onto campus and begin searching buildings for your student. Students will be in designated areas, supervised by staff members. Children not picked up will be cared for by school personnel on the school grounds or at a safe environment which will be posted.

SCHOOL SUPPORT SERVICES

Resource Specialist

Individualized Education Programs for learning disabled students identified by the Student Success Team are available from our Resource Specialist.

Speech

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

Special Day Classes

Self-contained classrooms are available for students who need a smaller class in which to learn. Students must qualify for this program by meeting the specified criteria.

Counselor

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

SCHOOL/PARENT ORGANIZATIONS

Parent Teacher Association (PTA)

PTA would like to welcome you and invite you to become an active member. Our parent-teacher group is affiliated with the National PTA. As you are probably aware, the purpose of the PTA is to promote the welfare of our children and to encourage a closer relationship between home, school, parent and teacher. Parents working with a shared goal can make a significant difference in the quality of education their children receive.

The PTA is involved in a variety of activities and fundraisers that support our staff and students. PTA has a vital, influential voice at the school and within the district. The continued success of our PTA hinges on parent's involvement. All parents are urged to participate in the PTA's meetings and events. General meetings are scheduled each month. Please refer to the school calendar for the scheduled meeting dates and activities.

School Site Council

The School Site Council is an elected body of members with even parity between parent/community members and teacher/school personnel. The Council meets throughout the school year, reviews and

approves school policies, and provides advice on other school projects as requested. The Site Council directs funding to support the growing need for technology, to purchase materials for the various curriculum areas, and to provide valuable staff development. The Council recommends, evaluates and manages the School Site Plan, which provides detailed information about programs and expenditures at the site. There is an election process each year and those elected serve a two-year term. Dates and times of the School Site Council meetings will be announced. The first council meeting of the year is in September. All interested persons are welcome to attend the SSC meetings.

English Language Advisory Committee

Parents of English Learners meet four times per year to discuss issues related to the needs of students and families that speak English as a second language. The committee gives input on the School Improvement Plan and on the use of funds designated for English Learner instruction.

TRAFFIC PROCEDURES

We have been working with the City of Pleasanton to improve safety associated with the drop-off and pick-up of students at Alisal Elementary School. We all need to work together to make the process as efficient as possible to avoid significant delays and frustration. In order to save you time and maintain a safe environment for your child, we request all parents and drivers follow these procedures. **These procedures will go into effect the first day of school.**

The primary unloading/loading area is within the parking lot; refer to circulation map located on page 26. All vehicles must enter the loop from the southern driveway located at the intersection of Black Avenue and Santa Rita Road/ Santa Rita Frontage Road.

The drop off area consists of three lanes at the entrance, which merge to two and then to a single lane just as you reach the first curve. The curb lane is the only lane that should be used for loading and unloading and loading/unloading should ONLY happen along the designated area in the front of the school. There is no parking along the curbs during the drop off and pick up periods.

After entering the driveway, vehicles will merge to the curb lane to access an available curbside loading spot. School personnel and/or parent volunteers will direct vehicles to pull up as far as possible to efficiently utilize the curbside loading area. The Safety Valet Patrol will assist with the loading and unloading of students to expedite the process only on the curb lane in front of the school. Parents dropping off or picking up their child should stay in the vehicle to reduce the time occupying the loading area. After unloading or loading of passengers, vehicles must wait for the vehicle in front of them to move forward to exit the loop. Two lanes exist at the egress of the loop. The left lane is for left turn exit traffic only, and the right lane is for right turn exit traffic only.

A secondary loading/unloading area exists at the back of the school on Kolln Street. This street can be accessed by using Nevis Street to the south of the school or Francisco or Alvarado Streets to the north of the school. The curb located in the back area is painted white and is a loading zone for the morning and afternoon bell times. This area provides enough curb space for over 15 vehicles at a time to unload or load passengers and experiences little congestion. All buses from day care centers and elsewhere will be directed to use the loading zone at the back entrance to the school on Kolln Street.

Parking

The central parking area is for those who are parking only. Please do not use this area to drop-off and/or pick-up students. This reduces the number of places students need to look for their parent and increases safety and efficiency of the loading and unloading operations by eliminating the need to cross a large volume of students through the parking lot. The side lot located next to the multi-purpose room is designated as staff parking and is not available during these periods. If parents wish to walk their student to or from campus and wish to park in the center lot, they need to arrive early and leave after the drop-off and pick-up periods. Parents may also park along the street where designated parking is available. ***Please refrain from parking in the medical office parking lot located next to Alisal School. This is a private lot for patients only and your car can be towed at your expense. We also ask that you do not park at the Post Office parking lot located across the street.*** In the school parking lot, green visitor spots are provided for your convenience. Please refrain from parking in the numbered spots as those are for teachers. Parents are encouraged to park in the visitor spaces located in the center parking lot.

Kids Club parents may park along the white curb located in front of Kids Club prior to 7:55 a.m. After that time, you must park in a visitor's parking spot in the parking lot or along the street. There is no parking on the red curbs at anytime.

If your child is picked up at the curb: Remain in your car at the white curb and a teacher will escort your child to your vehicle. Please do not move into the red curb area to wait as it blocks the exit lane of the parking lot.

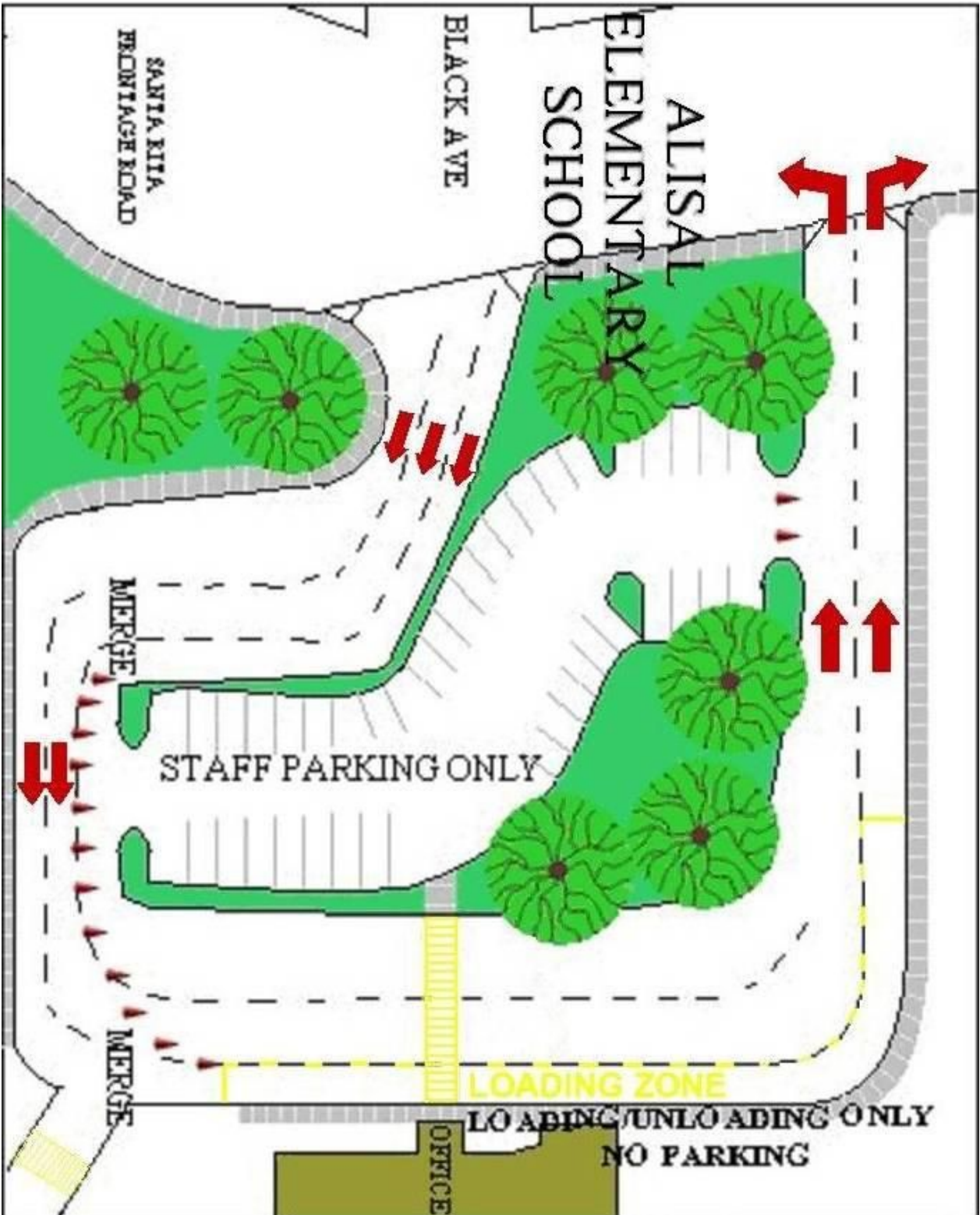
All drivers:

There is NO parking in the loop around the school during drop-off and pick-up time. Vehicles in the loop must have a driver in them at all times.

Please remember that although your child is safely inside the school or in the vehicle, many other students are still walking around and cautious driving is needed at all times. During the first few weeks of school, we will be monitoring these procedures to evaluate their effectiveness in reducing traffic congestion while ensuring optimum safety for our students. Please respect the teacher and students on traffic duty. They are there to protect all the students of Alisal School.

Thank you for your cooperation and please drive safely!

DROP-OFF / PICK-UP PROCEDURES MAP



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, sex, race, ancestry, natural origin, physical or mental disability.

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.

1 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.

PLEASANTON UNIFIED SCHOOL DISTRICT Annual Notice of Uniform Complaint Procedures

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.