

# FAIRGROVE ELEMENTARY



## Student & Parent Handbook 2018-2019

2101 The Pike  
Grover Beach, CA 93433  
(805) 474-3740

[www.luciamarschools.org](http://www.luciamarschools.org)  
[www.facebook.com/fairgrove](https://www.facebook.com/fairgrove)



Honored by the  
California Department of Education as a:  
***California Distinguished School***  
and  
***Title 1 Academic Achievement Award Winner***





## **LUCIA MAR UNIFIED SCHOOL DISTRICT**

602 Orchard Avenue, Arroyo Grande, CA 93420  
(805) 474-3000

### **BOARD OF EDUCATION**

Mr. Vern Dahl	Mr. Chad Robertson
Ms. Colleen Martin	Ms. Dee Santos
Ms. Vicki Meagher	Mr. Don Stewart
Mr. Mark Millis	

Information about the Board of Education and the meeting calendar is available at [www.luciamarschools.org](http://www.luciamarschools.org)  
Board meetings are open to the public.

### **DISTRICT ADMINISTRATION**

Dr. Raynee Daley, Superintendent – 474-3000, ext. 1080

Mr. Andy Stenson, Assistant Superintendent, Business – 474-3000, ext. 1070

Mrs. Hillery Dixon, Assistant Superintendent, Curriculum and Instruction – 474-3000, ext. 1090

Dr. Paul Fawcett, Assistant Superintendent, Human Resources– 474-3000, ext. 1190

## **FAIRGROVE ELEMENTARY SCHOOL**

2101 The Pike

Grover Beach, CA 93433

Voice: 474-3740 FAX: 473-4109

On the Web: [www.luciamarschools.org](http://www.luciamarschools.org)

### **SCHOOL HOURS**

Late Start Monday 9:35 to 2:50

Tuesday through Friday 8:40-2:50

### **OFFICE HOURS**

8:00 to 4:00

## PRINCIPAL'S WELCOME

Greetings Falcons! I am incredibly fortunate to be able to serve as the Principal of Fairgrove Elementary School. I thoroughly enjoy working with all members of our learning community ... a community that focuses on the education of each student. I am looking forward to another great year of learning and working with everyone.

**Students:** I am excited about meeting students new to Fairgrove and reconnecting with those of you who are returning. I very much look forward to learning and working with you. Throughout the school year I will visit your classes to see you hard at work on your "main job" ... being the best student you can be! I thoroughly enjoy observing you learn from your teachers and know the educational activities you participate in and are challenged by encourage and assist you in being a dedicated student.

**Parents:** Learning is best accomplished when there is a strong connection between home and school. Therefore, you are key to building a relationship with Fairgrove Elementary School. I look forward to working together with you to provide the support your child needs. If your personal schedule allows, I invite you to volunteer on a regular basis in your child's classroom and participate, if at all possible, in Fairgrove Elementary's Parent Teacher Organization (PTO).

**Community Members:** Fairgrove Elementary School is counting on you to be involved in our school. We truly need your support and will greatly benefit by your participation in our school events. Fairgrove Falcons are future community leaders. Thanks, in advance, for sharing in their development!

I am committed to supporting our teachers and staff to provide a positive learning culture and educational experience that engages, challenges, and inspires all students at Fairgrove Elementary School. When our Falcons succeed, then, we all succeed. I am a lifelong learner and very much look forward to learning alongside each of you throughout the 2018-2019 school year. Thank you for the opportunity to serve as your principal. Go Falcons!

Sincerely,

Carol Littlefield-Halfman  
Principal

## MISSION STATEMENT

To engage, challenge, and inspire students through the power of learning.

## 21<sup>st</sup> CENTURY SKILLS

Along with teaching the academic content standards, we aim to develop the following skills in our students:

- Communication
- Technology
- Self-Direction
- Global Awareness and Second Language
- Problem Solving and Critical Thinking
- Teamwork, Collaboration, and Cooperation
- Innovation, Imagination, and Creativity

# IMPORTANT DATES

2018 - 2019

August 16	First Day of School
August 23	Back-to-School Night
September 3	Labor Day, No School
September 21	Minimum Day, 12:20 Dismissal
September 28	District-Wide Minimum Day, 12:20 Dismissal
October 17	Picture Day
November 9	End of Trimester 1
November 12	Veterans Day Holiday, No School
November 13-16	Parent-Teacher Conferences, Minimum Days, 12:20 Dismissal
November 19-23	Thanksgiving Recess
December 24	Beginning of Winter Recess
January 14, 2019	School Resumes after Winter Recess
January 21	Martin Luther King, Jr. Holiday
February 11	Lincoln's Birthday Holiday, No School
February 18	Presidents' Day Holiday, No School
March 7	End of Trimester 2 & District-Wide Minimum Day, 12:20 Dismissal
March 8	Teacher Work Day, No School
March 13-15	Parent-Teacher Conferences, Minimum Days, 12:20 Dismissal
April 18	Open House
April 22-26	Spring Break
May 27	Memorial Day Holiday, No School
May 31	Minimum Day, 12:20 Dismissal
June 7	Last Day of School/Minimum Day, 12:20 Dismissal

## SCHOOL HOURS AND SCHEDULES

School hours are from 9:35 a.m. to 2:50 p.m. on Late-Start Mondays and 8:40 a.m. to 2:50 p.m. on Tuesday through Friday. The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday on school days. Breakfast is served in the cafeteria. Students eating breakfast may arrive at 9:10 on Late Start Mondays and at 8:15 on Tuesday through Friday. All other students may arrive at 9:20 and 8:25, respectively. Please make sure your child does not arrive at school before this time. It is for your child's safety, since there is no adult supervision until the times specified above. Children are dismissed at 2:50 p.m. For their safety, children are not allowed to wait to be picked up after school once the buses leave and adult supervision ends. Students must go directly home at the end of the school day unless they are involved in an after school activity.

## BELL SCHEDULES

### MONDAY

9:10-9:30	Breakfast served in the cafeteria
9:20	Gates open, campus open to students
9:20-9:35	Before-School Recess
<b>9:35</b>	<b>SCHOOL BEGINS</b>
<b>Rest of day ... Follow Tuesday-Friday Schedule</b>	

### TUESDAY – FRIDAY

8:15-8:35	Breakfast served in the cafeteria
8:25	Gates open, campus open to students
8:25-8:40	Before-School Recess
<b>8:40</b>	<b>SCHOOL BEGINS</b>
9:50-10:10	TK Recess
10:10-10:30	Kindergarten Recess
10:20-10:35	Recess, Grades 1-3
10:40-10:50	Recess, Grades 4-6
11:20-12:00	Recess and Lunch, TK/Kindergarten
11:30-12:10	Recess and Lunch, Grade 1
11:40-12:20	Recess and Lunch, Grade 2
11:50-12:30	Recess and Lunch, Grade 3
12:05-12:45	Recess and Lunch, Grade 4
12:20-1:00	Recess and Lunch, Grade 5
12:30-1:10	Recess and Lunch, Grade 6
1:30	Dismissal, TK/K
1:40-1:50	Recess, Grades 1-3
2:50	Dismissal, Grades 1-6

**TK-2: Teachers and students exit through front gate by office**

**3-6: Students exit through gate near Room 19**

## **MINIMUM DAY**

8:15-8:35	Breakfast served in the cafeteria
8:25	Gates open, campus open to students
8:25-8:40	Before-School Recess
8:40	School Begins
10:15-10:25	Recess, Grades TK-3
10:30-10:40	Recess, Grades 4-6
10:55-11:15	Recess and Lunch, TK, K, & Grade 1
11:20-11:40	Recess and Lunch, Grades 2-3
11:40-11:50	Recess and Lunch, Grades 4-5
11:55-12:05	Recess and Lunch, Grades 6
12:20	Dismissal

## **STUDENT LEARNING AND ACHIEVEMENT**

Your child's learning and academic achievement is our number one priority. Our curriculum is built around the standards established by the California Department of Education including the California Common Core State Standards and Next Generation Science Standards. We believe all students can master the standards at their respective grade levels. We recognize that all students are different, and the amount of time or the instructional methods that a student needs will vary. We use pre-test and post-test data to monitor and adjust instruction for all students.

## **EXTENDED DAY TK & KINDERGARTEN**

Transitional Kindergarten or Kindergarten is the first time many of our students attend school. We are pleased that we are able to offer a longer day for Fairgrove Elementary TK/Kinder students. This extra time enables teachers to adjust the pace of instruction and, therefore, increase academic achievement. The Kindergarten day begins for all Kindergarteners at 9:35 AM (Mondays)/8:40 AM (Tuesdays through Friday) and ends at 1:30 PM daily. There will be no bus transportation at 1:30. Bus riders may enroll in the YMCA Bright Futures program at no cost and will be able to ride home on the bus at 2:50 with the other students.

## **NON-INTERRUPTION POLICY**

Fairgrove School is dedicated to ensuring learning time is maximized and classroom disruptions are kept to an absolute minimum. All non-emergency messages or calls are held at the office.

## **HOMEWORK**

Homework is a necessary and important element of the learning process and develops responsibility. Homework is an extension of concepts introduced at school and reflects the individual needs of students. You can help your children develop good work skills by establishing a set time and place for homework that is free from distractions. Below is the approximate amount of time students should spend on homework per night:

Kindergarten	5 to 10 minutes
First Grade	10 to 15 minutes

Second Grade	15 to 30 minutes
Third Grade	30 to 45 minutes
Fourth Grade	30 to 45 minutes
Fifth Grade	45 to 60 minutes
Sixth Grade	45 to 60 minutes

If your child is consistently spending more time on homework than those listed above, contact his/her teacher to discuss the situation.

## **PARENT/TEACHER CONFERENCES**

Parents will be asked to attend at least one conference during the year to discuss their child's progress. Additional conferences can be scheduled at any time throughout the year by parent or teacher request. Should you want an additional conference, please schedule a conference appointment in advance to allow your child's teacher time to prepare. Parents should not attempt to confer with a teacher during class time or while a teacher is responsible for student supervision.

## **REPORT CARDS**

Report cards are sent home three times a year, typically in November, March, and June. They include grades and teacher comments. The report card envelope should be signed and returned for the first and second trimester report cards. In June, students with outstanding library books or fines will not be issued their report card until books are returned or fines are paid in full.

## **HONOR ROLL**

Students in grades four, five, and six who earn grades of a B or better in all areas of the report card will be recognized for their academic achievement. Each trimester, students who meet the honor roll standards will be recognized at an assembly and will receive a certificate.

## **TECHNOLOGY**

Technology plays an important role in the teaching and learning process at Fairgrove. We are pleased to be able to provide computer access to all of our students via either the Computer Lab or computers in individual classroom settings. Students, along with their parents, will be asked to sign a computer use agreement. Students in any grade who use the LMUSD computer system and network in an inappropriate manner may lose use privileges and could be subject to student discipline.

## **ATTENDANCE**

Students are expected to attend school every day. Children who miss school miss out on valuable opportunities to learn, build lasting friendships, and develop skills and attitudes needed to become good citizens and valued employees. There is a clear connection between student attendance and student performance in school. The average student in LMUSD misses less than five days each year.

Student absences also affect school budgets. Schools and school districts receive a significant amount of funding based upon the number of students who actually attend school each day. This is called Average Daily Attendance (ADA). Potential losses in ADA revenue impact all students because they can lead to budget cuts

affecting a variety of programs, as well as individual schools. *LMUSD may offer Saturday School as a way for schools to preserve funding that is lost through absences.*

## **STUDENT ATTENDANCE LAWS**

All children between 6 and 18 years of age are required by California's Education Code to attend school, and their parents have a legal responsibility to ensure their child's attendance. If your child is excessively absent, you may receive a letter, phone call, or visit from the school to discuss the situation. The law also states that not attending school regularly can result in referral to the community-based School Attendance Review Board (SARB). Additionally, parents who fail to compel their child's attendance may face criminal prosecution and penalties.

## **EXCUSED AND UNEXCUSED ABSENCES**

The only absences that are excused as mandated by the State of California are those due to illness, medical or dental appointments, funeral services, and court appearances. If your child misses a day of school, please send a signed note or call the school office at 474-3740, specifying the date and reason for the absence. If a student misses any part of the day due to a doctor or dental appointment, a note from the doctor or dentist must be submitted in order for the absence to be excused.

## **PLANNED ABSENCE IN EXCESS OF FIVE DAYS**

If your child must be absent from school five or more days, please contact the school office prior to the absence and make arrangements for an independent study contract. Academic assignments will be given to the student to complete during the absence. When the student returns and submits the successfully completed assignments, he/she will be given credit for the missed days of school.

## **TARDINESS/EARLY SIGN-OUTS**

It is important that each student start school on time and remain at school for the entire day. The school gates are closed when the bell rings at 8:40 a.m. Students must be inside the gates to be considered on time for school. In order to ensure student safety, an adult must accompany them to the office when they are tardy. If excessive tardiness or early sign-outs occur, parents will be notified via a truancy letter and asked to contact the principal to determine a solution to the problem. Extreme cases will be referred to SARB.

## **PARENTS AS PARTNERS**

Fairgrove welcomes parents as partners in educating our students. Students come to school with a wealth of knowledge. We encourage parents to read to their children, spend time with them, and continue this shared responsibility. Open communication between school and home are also important. We will keep you up to date on school matters through notes, conferences, phone calls, and report cards. Parent support of attendance, homework, and discipline will also help our students to be successful. Parents are welcome to schedule classroom observations through Mrs. Littlefield-Halfman. In most cases, observations must be scheduled at least 24 hours in advance.



## **PARENT TEACHER ORGANIZATION (PTO)**

The Fairgrove Parent Teacher Organization, (PTO) provides support to our school in a variety of ways. The P.T.O. has raised money for computers, outdoor education, library books, school improvements and specific classroom projects at every grade level. In addition, our P.T.O. has helped bring in guest speakers and assistants in the classrooms. Their regular meetings are held on a monthly basis. Childcare is provided. Your attendance and assistance at P.T.O. sponsored functions enables our school to provide a better education for all of our students.

## **ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)**

The English Language Advisory Council is composed of parents of English Learners. All parents of English Learners are encouraged to attend ELAC Meetings. Members also include the principal and teachers of English Learners. ELAC Meetings are held in Spanish with English support, depending on the needs of the members.

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

The School Site Council (SSC) is an advisory board consisting of parents and school staff members. Members are elected for one-year terms in the fall. SSC meets at least three times per year to establish a budget and to discuss, review, monitor, and make recommendations for each School's Plan. Please contact the school office if you are interested in serving on the SSC or attending meetings.

## **VOLUNTEERS**

For the health and safety of students, all volunteers and field trip chaperones in LMUSD need a Tuberculosis clearance and fingerprint screening. Fingerprinting can be scheduled through the Lucia Mar Unified School District Human Resources Department at 474-3000.

## **OCEANO FAMILY RESOURCE CENTER**

Meeting the needs of the whole child is a priority for the staff of Fairgrove School. We understand a number of health and emotional factors can impede success at school. The Family Resource program assists families in dealing with these factors. The Family Resource Center office is located at 1511 19<sup>th</sup> Street in Oceano (near Oceano School), and serves the families of Fairgrove, Oceano, and Grover Beach Elementary Schools. The Family Resource program is a coordination of a number of state and local social service providers. These social services range from counseling, medical support, dental support, and drug and alcohol abuse prevention. Call 473-4242 for more information.

## **TRAFFIC SAFETY**

The traffic and safety rules have been designed with your child's safety in mind. We encourage families to carpool or walk to and from school to reduce traffic congestion. Teachers or staff members will be on duty to supervise the drop-off and pick-up times.

## **USING CROSSWALKS**

Please always use the available crosswalks, even if it means walking a bit further. Crossing guards will be on duty at the corner of 23<sup>rd</sup> Street and The Pike. For the safety of you and your child, please do not jaywalk

across any of the surrounding streets or through the parking lot. Children learn by example, and using the crosswalks helps them develop good safety habits.

## **AM DROP-OFF**

- There are two drop off zones: the front bus zone and parking lot area designated for parent drop off.
- There is no parking in either zone. Please do not leave your vehicle unattended.
- Drive as far forward as possible before allowing your child to exit your vehicle.
- For their safety, children should exit the car on the sidewalk (passenger) side.
- Adults should not get out of the car in the drop off lane. Staff will assist with unloading.
- Follow staff directions. It is our goal to keep children safe and traffic moving.
- Please turn right onto The Pike after dropping off your child.

## **PM PICK-UP**

- Parents must park their vehicle in designated parking spots.
- Children can either walk to the vehicle or parents can meet them in the front of the school.
- Parents and children are expected to use crosswalks and obey all traffic laws.
- Please turn right onto The Pike after picking up your child.

## **STUDENTS WALKING OR RIDING TO AND FROM SCHOOL**

Students must obey all traffic laws and school rules when walking or riding bicycles to and from school. When riding a bicycle, helmets must be worn. In the event that a rider shows up for school without a helmet, a call will be placed home and the student will not be able to ride home. Riding any type of vehicle on campus is strictly prohibited. Racks are provided for parking bicycles. The school is not responsible for loss or damage to bicycles, so a lock is highly recommended. For safety reasons, scooters, skateboards, rollerblades, and 'wheelies' (shoes with retractable wheels) are not allowed. School insurance does not cover students to and from school.

## **YMCA/BRIGHT FUTURES BEFORE AND AFTER SCHOOL PROGRAMS**

The YMCA offers before school child care at Fairgrove from 7:00 a.m. until school starts. The YMCA also offers an after school "Bright Futures" program until 6:00 p.m. Information about YMCA program can be obtained from the Y.M.C.A. at 543-8235.

## **BUSING**

Busing is provided for our students who live in our attendance area on the Mesa. Riding a school bus is a privilege for your child. Please ensure that your child understands appropriate behavior while being transported on a school bus, while waiting at a bus stop, and while traveling between home and the bus stop. Students are expected to obey all bus rules and maintain safe and courteous behavior at all times while on the school bus. Failure to follow these rules could result in students being suspended from the bus for 5 to 18 days and, ultimately, losing bus privileges.

## STUDENT HEALTH

If a student becomes ill or injured at school, he or she will receive every care and consideration. A school nurse has been assigned to Fairgrove on a rotating basis. Our office staff has also received First Aid training and is capable of responding in an emergency. Parents will be contacted for injuries of a serious nature, or if a student is too ill to remain at school. For this reason, it is very important that your child's emergency card is filled out completely, accurately, and has up-to-date phone numbers of parents/guardians.

For the well-being of all students, children should remain at home if they are ill. Below are some general guidelines to help you decide if you should keep your child home:

<u>Send to School</u>	<u>Keep at Home and/or Call a Doctor</u>
<ul style="list-style-type: none"><li>- Ear infection without pain</li><li>- Infrequent loose stools</li><li>- Minor cold (runny nose, cough, sneezing, sore throat)</li><li>- Cold sores (sore covered)</li><li>- Infestation of scabies, lice (after treatment begins)</li><li>- Strep throat (after 24 hours of medication)</li><li>- Vague "I don't feel good" symptoms</li></ul>	<ul style="list-style-type: none"><li>- Fever above 100 degrees</li><li>- Vomits more than once</li><li>- Flu: body aches, fever, headache</li><li>- Undiagnosed skin rash</li><li>- Eye infection</li></ul>

## MEDICATION

If your child is on medication prescribed by a health care provider, please notify the school office. If the medication is to be administered during the school day, office personnel must administer it. All medication administered at school, including over-the-counter medicines, requires a consent form signed by both the parent and health care provider.

**As required by state law, a student may be given medication at school only if:**

1. Both the parent and physician/dentist complete and sign a consent form, which may be obtained at school.
2. This parent/physician signature applies to **all medications** including short-term medications such as antibiotics and over-the-counter medications such as Tylenol and cold/sinus products.
3. Prescribed and over-the-counter medications must be brought to the school in the original container with the appropriate pharmacy label or package instructions.
4. The physician/dentist instructions on the completed consent form must match those on the medication label.
5. If there is a change in medication strength, dosage, or time to be given, the parent and the physician/dentist must complete a new consent form.
6. Medication is not to be kept by a student to self-administer unless it is needed for an emergency condition and the physician/dentist has approved it.
7. All medication must be delivered to the office by the parent. Parent must be present while medication is counted and logged in.

## **NUTRITION AND WELLNESS**

Fairgrove and LMUSD recognize the link between student health and learning. Breakfast and lunch are available at Fairgrove every school day. All meals follow the federal and state nutrition guidelines for the National School Lunch Program. Breakfast and lunch menus are available on the district website, [www.luciamarschools.org](http://www.luciamarschools.org).

### **BREAKFAST**

Research shows that eating breakfast positively impacts student learning. Please make sure your child eats either at home or school. Breakfast is served between 8:15 and 8:35. The cost is \$1.50, which includes milk. Free breakfast or reduced breakfast prices are available to qualifying families. To receive free or reduced lunch for your child, applications are available in the school office or at [www.luciamarschools.org](http://www.luciamarschools.org). Each day, children can choose from a breakfast entrée along with yogurt, low-sugar cereal, milk, juice, fruit, cheese or a hard-boiled egg.

### **RECESS BEFORE LUNCH**

At Fairgrove, students play first and eat second. Research shows many benefits, including increased nutrient intake and less food waste. Students consume more milk and/or water, and are more settled and ready to learn when returning to class. However, recess before lunch means that lunch is later, so to avoid hunger students should have breakfast and bring a healthy snack for morning recess.

### **LUNCH**

Students should eat lunch every day. Lunch is available for purchase for \$2.50, including milk. Free lunch or reduced lunch prices are available to qualifying families. To receive free or reduced lunch for your child, applications are available in the school office or at [www.luciamarschools.org](http://www.luciamarschools.org). Each day, children can choose from a lunch entrée, a sunflower butter sandwich, or yogurt. There is always a salad bar, which also includes fruit. If your child brings a lunch from home, please assist in the packing to ensure proper nutrition.

### **SNACKS**

Students will have the opportunity to enjoy a snack at their morning recess. Preferred items include fruit, vegetables, cheese, nuts, crackers, and yogurt. Please do not send candy, chips, cookies, and sodas.

### **SPECIAL EVENTS**

In support of student wellness, we encourage you to consider nutritional quality when bringing in food items for classroom events. Please check with the teacher regarding any food allergies. The LMUSD wellness policy prefers the following items: fruit, vegetables, cheese, nuts, trail mix without candy, crackers, frozen juice bars, yogurt, pretzels, graham crackers, popcorn, peanut butter, water, fruit juice, and milk. It does not recommend soda, candy, fried chips, and high fat cakes, cookies, and pastries. Families who wish to bring treats for birthdays or other special events should make arrangements with the teacher in advance.

## **SAFETY INFORMATION AND EMERGENCY PROCEDURES**

We take your child's safety very seriously. We ask that you support and cooperate with the safety and security measures we have in place. They are designed to protect our students.

## **CAMPUS VISITORS**

In order to maintain a safe and orderly school environment, all visitors must first report to the school office, where they will be asked to sign in and pick up a visitor's badge. Classroom volunteers must follow the volunteer guidelines (see page 8). An individual may be asked to leave the campus if the principal (or his or her designee) determines that the visitor's presence or acts have the potential to interrupt or disrupt the school, its students, teachers, other employees, to jeopardize the health and safety of students and staff, or cause property damage. If the individual refuses to leave after being asked by the principal (or his or her designee) to do so, law enforcement officials will be contacted.

## **STUDENT CHECKOUT**

On occasion it may be necessary for a parent to pick up a child before the end of the school day for an appointment or emergency. Students may not be removed from the campus directly from the classroom. The adult picking them up must first report to the office to sign the child out. Students may only be picked up by adults who are entered in Homelink. If someone other than the people entered in Homelink will be picking up your child, please notify the school in advance. Anyone picking up a student from Fairgrove may be asked to show identification. **Special Note:** In order to maximize instructional time, the student will not be called to the office prior to the adult's arrival.

## **CHILD WELFARE SERVICES**

It is important for parents to know that all school personnel are "mandated reporters" of child abuse. This means that should staff have even the slightest suspicion that a child has been abused, they must report it to Child Welfare Services. Failure to report a suspected case of child abuse leaves a staff member liable and could result in the loss of their job.

## **EMERGENCY DRILLS/PLANS**

Emergency drills are practiced on a regular basis in order to familiarize students with procedures in the event of fire, earthquake or other disaster. Office and custodial staff are trained in basic first aid practices. Fairgrove School and LMUSD have an emergency plan on file that includes an evacuation plan. Should evacuation be necessary due to a problem at Lopez Dam, your child will be taken to **Grover Heights Elementary School**. In the event of a general evacuation, students will be taken to **Nipomo High School**. During an emergency evacuation, students will only be released through the office and to adults listed on their emergency cards. Office personnel will direct the release of students in the event of an emergency.

## **CHARACTER EDUCATION**

Fairgrove Elementary School has implemented Second Step, a character education and development program based on the following principles:

1. Promotes core ethical values as the basis of good character.
2. Defines "character" comprehensively to include thinking, feeling, and behavior.
3. Uses a comprehensive, intentional, proactive, and effective approach to character development.

4. Creates a caring school community.
5. Provides students with opportunities for moral action.
6. Includes a meaningful and challenging academic curriculum that respects all learners, develops their character, and helps them to succeed.
7. Strives to foster students' self-motivation.
8. Engages the school staff as a learning and moral community that shares responsibility for character education and attempts to adhere to the same core values that guide the education of students.
9. Fosters shared moral leadership and long-range support of the character education initiative.
10. Engages families and community members as partners in the character-building effort.
11. Evaluates the character of the school, the school staff's functioning as character educators, and the extent to which students manifest good character.

Weekly lessons based on the principles and specific grade-level content are taught in all classes at Fairgrove Elementary. Implementation of the Second Step Program assists the Fairgrove Team ... Staff, parents, and students ... in improving the quality of life for everyone!

## **FAIRGROVE SCHOOL GUIDELINES FOR CONDUCT & SAFETY**

Fairgrove Elementary School sets and maintains high standards for student behavior. We are very proud that the vast majority of our students act in a courteous and safe manner at all times. We firmly believe that the most effective school discipline plan is one that involves the parents. If a problem arises, parents are usually called upon to help with the solution. The following school and classroom rules have been established to provide a positive, learning environment:

### **FAIRGROVE ELEMENTARY SCHOOL RULES**

1. Follow all directions the first time they are given.
2. Use self-control and have respect for others.
  - Keep hands, feet, and objects to yourself, both inside and outside the classroom.
  - Allow yourself and others the opportunity to learn as much as possible.
  - Use proper language at all times.
3. Stay in designated areas.
  - Remain on the playground or field during recess.
  - Ask permission before leaving classroom.
  - Bikes and/or scooters should be "walked" on campus. Bikes are to be locked in the bike rack during school hours.
4. Use equipment properly.
  - Sit on and slide down the slide.
  - Jump ropes are only for jumping.
  - Tetherballs should be hit with the hand or arm (they are not for sitting or swinging on).
  - Balls should only be thrown against the handball court wall.
  - Share equipment with all students
5. STOP playing when the BELL rings. Walk to class line after whistle.

### **CLASSROOM RULES**

Each teacher sets and enforces rules in his/her classroom that foster the highest level of teaching and learning possible.

## **DETENTION**

The principal or staff may assign detention to any student in grades three through six. Detention is assigned for failing to comply with school or classroom rules. A notice is sent home the day before the student is to stay after school. Detention may be assigned for 15 or 30 minutes depending on the situation, and may be assigned for more than one day.

## **ACTIVITY BAN**

Any student receiving detention or serving a suspension in the prior ten school days may not be allowed to attend special events, field trips, or after-school non-academic activities.

## **ITEMS NOT ALLOWED AT SCHOOL**

Students are not allowed to bring live animals, gum, toys, electronic games, permanent markers, or music players to school. A staff member may take away such items from students and hold them for the parent to pick up. Any student apprehended with any type of weapon or imitation weapon on school grounds will be suspended and possibly recommended for expulsion (see Lucia Mar Unified Grounds for Suspension or Expulsion beginning on page 15).

## **CELL PHONES**

Students are allowed to have cell phones in their possession for use after school. Cell phones, however, may not be used during the school day ... **NO EXCEPTIONS**. Cell phones will be confiscated if they are used at school. Parents will be contacted and asked to retrieve the phone from Mrs. Littlefield-Halfman.

## **DRESS CODE**

Students are expected to wear clothing that is appropriate for the weather and which promotes an effective educational environment. They should wear clothes and shoes that allow for safe movement during recess and P.E. activities.

## **SPECIFIC DRESS REQUIREMENTS**

*(Board Policy 5320: Dress and Grooming)*

- Shoes must be worn at all times. No open-toe, sandals, roller shoes, high heels, or flip flops are permitted. For safety reasons, shoelaces need to be tied.
- Clothing must be clean, neat, in good repair, and fit the student.
- Clothing may not be provocative, or display profane or obscene language or pictures showing crude or vulgar gestures.
- Clothing may not express racial, ethnic or sexist slurs.
- Clothing may not advertise or encourage the use of drugs, alcohol, or tobacco.
- Shirts and blouses must cover the torso adequately and necklines are not to be so low as to appear provocative. If the student's abdomen becomes exposed when the arms are raised in the air, the shirt is too short. No 'spaghetti strap' tank tops.

- Clothing and other apparel shall be safe for the activity; sandals, dangling earrings, long sleeves, loose belts hanging from loops, and long hair could create hazards. Baggy pants definition-- approximately two inches too big at the waist. Pants may not drag on the ground in a dangerous way.
- Any apparel, which by virtue of its color, arrangement, trademark or any other attribute is known to be gang related, is prohibited.
- Shorts are permitted to be worn during school; however, shorts must be in good condition, not torn, tattered or slit. Shorts must be long enough to reach the wearer's fingertips, when his or her hands are extended to the side.
- No chains or any other material that can be used as a weapon.

Each LMUSD principal is authorized to establish additional school rules to address specific dress problems at the individual school. The rules will be consistent with the total policy and are to be approved by the Superintendent.

## **HATS AND HOODS**

Students may not wear hats or hoods up over their heads. In the event that a parent prefers the use of a hat for sun-blocking purposes, the hat must meet the following requirements:

- The hat must be a broad brimmed hat, minimum of 3 inches
- No markings, logos, names, etc. on the hat
- The hat must be in good repair
- The hat is not to be worn in class and may only be worn outdoors
- The hat is not to be loaned to other students
- The hat must be deemed safe for the activity
- Visors, baseball hats, hairnets, etc. are not allowed
- Permission to wear the hat may be denied if the hat becomes disruptive to the learning environment

## **DRESS INAPPROPRIATE FOR SCHOOL**

- Makeup such as lip gloss, eye shadow, mascara
- Unsafe shoes and jewelry - high heels, open toes, flip flops, dangling earrings
- Clothing that has suggestive slogans, or that supports alcohol, tobacco, drug use, or antisocial activities
- Bare midriff tops, open net tops, strapless tops, very short shorts, gym or swim trunks, cutoffs
- Make-up
- Torn or "worn" clothing may be worn only if additional layer of clothing, such as leggings, is worn underneath.
- Dresses and/or skirts that are too short. All dresses/skirts must be long enough to reach the wearer's fingertips, when hands are extended to the side.

When students are deemed to be dressed in a manner that is unsafe, interfering with the learning environment, or not adequate for the existing weather conditions, a call will be made to the parents requesting that a change of clothing be brought to the school.



## **INTERNET ACCESS AND STUDENTS**

The Lucia Mar Unified School District (LMUSD) provides access to the Internet and email through the District's computer network. The District's website is located at [www.luciamarschools.org](http://www.luciamarschools.org). All uses of District computers and networks may be regulated by LMUSD's Acceptable Use Policy (AUP). Access to the Internet from the District and use of its network resources including District email accounts are privileges, not rights. Access may be provided to actively enrolled students with a Student Identification Number for regular instructional activity.

Students may obtain email accounts only through designated teacher or administrative authority at their school. All student users, who access the Internet from any District facility or from a remote location connecting with any District facility, may be required to have an internet agreement form signed by both parent and student on file at the school. Lucia Mar Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically CIPA requires school districts to use technology to block access to Internet sites that are: A) obscene, B) contain child pornography, or C) harmful to minors. Keep in mind that the blocking technology may not be 100% effective, supervision of children connecting from school or home is strongly encouraged.

Student downloads of music, photographs and/or video must comply with all applicable copyright laws. Furthermore, any music, photographs and/or video should only be downloaded for educational purposes and not personal purposes. Personal downloads, particularly if they are of copyright protected materials in violation of LMUSD's AUP is forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities. Internet activity may be monitored and recorded. The Internet is a public network, and email or other communications on it are not private.

It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of the District as well as adherence to any city, state and federal laws. It is expected that users will not use District equipment or access to threaten, demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation or other reason. Any statement of personal belief in email or other posed material is understood to be the author's individual point of view and not that of the District and violation of the AUP can lead to loss of internet/email privileges, and further disciplinary/legal action may also be taken.

## **LUCIA MAR UNIFIED DISCIPLINE POLICY**

### **§ 48900      GROUNDS FOR SUSPENSION OR EXPULSION**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (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 any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any 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 committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness.
- (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) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and 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) Aided or abetted the infliction or attempted infliction of physical injury to another person.
- (u) As used in this section, "school property," includes, but is not limited to, electronic files and databases.
- (v) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and management program for a pupil subject to discipline under this section.

#### **Education Code 48900.2**

Sexual harassment as defined in Education Code 212.5.

#### **Education Code 48900.3**

Caused, threatened to cause, or participated in an act of "hate violence" as defined in Education Code 33032.5(e).

#### **Education Code 48900.4**

Intentionally engaged in sufficiently severe or pervasive harassment, threats, or intimidation directed against school district personnel or a pupil or group of pupils.

#### **Education Code 48900.7**

Terroristic threats against school officials or school property, or both.

## **OTHER LMUSD DISCIPLINE NOTIFICATIONS**

### **CAMERA USAGE**

All camera usage, unless for academic purposes assigned by a teacher, **must be approved by administration**. Cell phone cameras are addressed below.

### **CELL PHONES, MOBILE COMMUNICATION DEVICES, AND/OR ELECTRONIC SIGNALING DEVICES**

No school shall permit the use of unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones as described below:

- Students are only permitted to use cellular phones ***outside of the instructional day*** (*before and after school*). Students must keep their cellular phones powered off and out of sight during instructional time.
- Cell phone use off campus, on the bus, and at school related events is at the discretion of administration.
- School administrators, teachers and/or authorized staff may confiscate cellular phones and other electronic devices from students at any time during the school day if used in violation of California Education Code or school rules, or due to disruption, academic integrity and/or safety related concerns.
- When electronic devices or cell phones are confiscated, students are prohibited from removing their battery, locking the phone, or removing their memory chip.
- Electronic devices and/or cell phones seized shall be inspected and inventoried. If data therein indicates that the student has used the item for improper purposes, including, but not limited to, violation of California Education Code, cheating or the violation of the rights of other students, appropriate action will be taken by school authorities.
- Students are prohibited from using electronic devices or cellular phones at school as recording devices and/or cameras.
- The district or its employees will not be responsible for lost, damaged, or stolen personal electronic/gaming devices.

### **CYBERBULLYING**

LMUSD has a zero tolerance policy for cyber bullying. Cyber bullying is the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate. Cyber bullying can include such acts as making threats, sending provocative insults or racial, religious, sexual or ethnic slurs, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages.

### **DRUG DOGS**

The District will periodically use dogs for the purpose of searching the buildings, lockers, vehicles, parking lots and personal possessions of persons on campus to determine the possible presence of drugs, alcohol and/or other items that students are forbidden by school policy to possess.

## **ELECTRONIC EQUIPMENT**

MP3/iPod/Video game players and other electronic devices/games are **prohibited** at school due to significant instructional time being compromised when these items are misplaced/stolen. Any electronic equipment used will be confiscated by school staff and returned at the discretion of administration.

## **IMITATION HANDGUNS**

Parents must be aware of the dangers created by replica guns in the hands of mischievous or naive children. The law addresses imitation or replica firearms with several statutes. ***It defines an imitation firearm as any BB device, toy gun, replica of a firearm or other device that is so substantially similar in overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm.*** It is a misdemeanor to brandish an imitation firearm in public and punishable by a minimum of 30 days in the county jail. It is also a misdemeanor to remove any safety markings or colorations on an imitation firearm designed to designate it as a toy.

The District is extremely concerned about the safety of our children on campus. Due to recent tragedies involving children and imitation guns, the District bans all guns on campus and at school related events. This includes any and all water guns, pellet guns, BB guns, gun style cigarette lighters and rifles, even if they do not appear to look like real guns. If an imitation handgun is brandished, it is an automatic recommendation for expulsion.

## **KNIVES**

Knives and other weapons are not allowed at school for any reason. Knives include, but are not limited to: Swiss army knives, kitchen knives, box cutters, items with razor blades, and keychain knives. Any dangerous object of no reasonable use may require a recommendation for expulsion.

## **LASER POINTERS, Penal Code Section 417.27.**

No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary school premises is for a valid instructional or other school-related purpose.

## **VIDEO CAMERAS ON BUSES**

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy.

## **CHRONIC TRUANCY, Education Code Section 48263.6.**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for 10 percent or more of the schooldays in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with Sections 48260, 48260.5, 48261, 48262, 48263, and 48291.

## **UNIFORM COMPLAINT PROCEDURE**

### **Williams Act and Uniform Complaint Procedures:**

California Education Code provides that there should be sufficient textbooks and instructional materials for every student. For there to be sufficient textbooks and instructional materials, each student, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.

School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of School Construction.

If families have issues concerning any of these items, they should first contact the site principal to seek a remedy. To file an official complaint regarding the above matters, forms are available at the school, online at the district's website, or at district administration office. For questions or for additional information, please contact the Assistant Superintendent of Human Resources at 474-3000, extension 1190.

# FAIRGROVE ELEMENTARY SCHOOL

## TITLE 1 SCHOOL-PARENT COMPACT

Dear Parents and Guardians:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

**Fairgrove Elementary** will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to be proficient in California's content standards.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement.
- Provide parents with trimester reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities.

**Parents** will support our children's learning in the following ways:

- Monitor attendance and make sure my child attends as much school as possible.
- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Check my child's backpack daily for information from school.
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, medical attention and meals.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as PTO, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

**Students** will share the responsibility to improve our academic achievement and achieve California's high standards in the following ways:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff, and families.

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**Please return this form to your child's teacher.**

We have reviewed the contents of the Parent/Student Handbook with our child, including the Lucia Mar Unified School District discipline policy and Title 1 School-Parent Compact. If, after reviewing the Parent/Student Handbook online you would like to have a physical copy at home, please check the box below.

- Please, provide my child with a copy of the Parent/Student Handbook.

**Child's name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_