

**2007-2008 Update  
Palomares Elementary  
Student and Parent Handbook**

**“A Vision of Excellence”**



6395 Palo Verde Road  
Castro Valley, CA 94552

Office Phone: 510-582-4207  
FAX: 510-582-3948  
Attendance Reporting: 510-537-4207  
Website: [www.palomares.cv.k12.ca.us](http://www.palomares.cv.k12.ca.us)

A strong foundation and the commitment to each student's potential are at the heart of the Castro Valley Unified School District's vision.

We can ensure that we will:

- ☞ respond to unique student needs and strengths
- ☞ challenge students to rigorous academic standards
- ☞ maintain a school climate which fosters a sense of community, a joy for learning, student well-being, and academic success

Mrs. Melodie Stibich, Principal  
Mrs. Nancy Tavares, School Secretary





## Palomares Elementary School *A Vision of Excellence*

From the moment you set foot on our school grounds, you can not help but notice that Palomares Elementary is an extraordinary learning environment. As you walk across the bridge onto our main campus, you are immediately overcome by the beauty of your surroundings; the soothing sound of the creek that meanders through the property, the smell of fresh air, and the lush green hillside all help to make this setting truly exceptional.

All Palomares students participate in a challenging academic program and continue to score Proficient or Advanced on state accountability measures, regardless of initial ability level, race, culture, gender, or socioeconomic background. Student success is in part credited to the highly-skilled, devoted, and enthusiastic teachers who facilitate learning by helping students make vital connections between the classroom and the outside world. Subject matter is taught in a highly integrated approach and students are motivated and excited to come to school each day. Students are given every opportunity to take responsibility for their own learning, through project choices, extracurricular activities, and enrichment offerings.

Our natural surroundings allow Palomares to serve as an Environmental Science Model School, integrating environmental education with rigorous core curricular standards and research-proven best practices. Our state-of-the-art science center allows both Palomares and visiting students alike to incorporate technology with hands-on, inquiry-based activities.

The instructional program is carefully designed to meet the varied needs of our diverse student population. Meaningful assessment results guide daily instruction and allow teachers to strategically plan an appropriate level of interventions and challenges. The staff is highly collaborative, reflective, and supportive of one another. We all hold the sincere belief that excellence is not an accident, and as such, we do whatever it takes to help every student reach his/her potential. Our students are confident in their own abilities, proud of their accomplishments, and are motivated to attain new goals set along the way.

Through our daily words and actions, all students know that the entire staff is deeply committed to their success. Caring, trusting relationships are the foundation of our community, permitting students to rise to the highest of expectations. The home-school partnership, including open communication and the opportunity to meaningfully contribute to the lives of children, is not only encouraged, but seen as vital.

Looking out on the playground, you immediately notice that Palomares students genuinely care for and respect one another. Fifth graders shoot hoops with Kindergarten students; fourth graders jump rope with their second grade buddies. Our inclusive environment allows every student to feel safe, welcome, and accepted. As a result, discipline issues are virtually non-existent. Every inch of our well-maintained campus exemplifies our community's commitment to achieving academic excellence and building strong character. Our students leave our campus well prepared to meet the ever-changing demands of middle school and beyond.

# Welcome to Palomares Elementary School!

The Palomares staff will work toward our goal of providing an exciting and challenging education experience for all of our students. This is a collaborative process, which requires the teamwork of staff, parents, and students. Communication is a key to making this happen.



This Handbook was produced to help you become more familiar with school and district policies.

**Although teachers review this with their classes, please read and discuss this information with your child. Then, return the slip on the back cover to your child's teacher as soon as possible.** This acknowledges that you and your child understand our Code of Conduct. Please also keep this book handy so you can refer to it throughout the school year. If you have any questions or comments, please feel free to call the office at 582-4207 between the hours of 8:00 a.m. and 4:00 p.m.

The Palomares staff plans to engage your child in becoming a well-organized, active learner who takes responsibility for his or her own behavior. We encourage all parents to play an active role in their child's education.

On behalf of the entire staff, we welcome you to Palomares School. Together we can make this the best school year yet!



Sincerely,

Melodie Stibich  
Palomares Principal

# Castro Valley Unified School District

Superintendent	Mr. James Fitzpatrick
Deputy Assistant Superintendent	Mr. Jerry Macy
Assistant Superintendent	Dr. Elizabeth Blasquez
Chief Officer of Human Resources	Ms. Sherri Beetz
Director of Business Services	Ms. Gael Treible

## CASTRO VALLEY UNIFIED SCHOOL DISTRICT'S VISION STATEMENT & COMMITMENT TO DIVERSITY

### CASTRO VALLEY UNIFIED SCHOOL DISTRICT Elementary School Vision Statement

A strong academic foundation and the commitment to each student's potential is at the heart of the Castro Valley Unified School District's elementary VISION. This VISION ensures:

- Challenging students to rigorous academic standards;
- Responding to unique student needs and strengths;
- Providing collaboration and professional development of a highly trained staff;
- Technologically enhancing student success;
- Promoting respect, sensitivity, and inclusion of diverse student cultures and lifestyles;
- Promoting collaborative partnerships;
- Maintaining school climates which foster a sense of community, a joy for learning, student well-being, and academic success; and
- Commitment to on-going quality.

#### **Commitment to Rigorous Academic Performance**

The elementary program is developmentally appropriate and student-centered. Rigorous, high academic standards are in place. An early literacy program ensures that all students exit third grade readers; and, an intermediate literacy program ensures that all students exit fifth grade with essential "reading to learn" skills.

In mathematics, all students will exit fifth grade with a knowledge of basic skills, conceptual understanding, and problem solving skills, which allow them to be mathematically literate middle school students.

A thought-provoking elementary curriculum provides students with real-world experiences and motivates them to be independent learners. Instruction takes students beyond skill-based learning to higher levels of problem solving; and, instructional strategies accommodate the needs of all learners.

A variety of assessment tools are used to assess student learning, improve instruction, and inform parents of student progress.

#### **Commitment to the Unique Needs of Each Child**

Each student comes to school with natural curiosity and a desire to learn. Each student also brings a rich mixture of ethnic, linguistic, religious, and cultural backgrounds. Students' backgrounds and strengths are acknowledged and valued, while academic and social success is cultivated. The physical, social, emotional, and intellectual needs of each student are nurtured. Counseling, conflict mediation programs, intramural sports/PE, instrumental and vocal music, leadership, English Language Development, GATE, special education, and speech are among the strong components of the elementary program. Staff, parents, alumni, and community members believe that every child has the ability to learn, while supporting and celebrating achievement in every child.

### **Commitment to Professional Development**

The elementary staff is a professional team that develops and implements curriculum based on research and best teaching practices. Instructional strategies that address the unique needs of individual students are cultivated through on-going staff in-service programs developed in partnership with district teachers and local universities. In addition, staff will receive ongoing training in the issues of diversity and inclusion. Instructional leadership opportunities to serve as researchers, writers, presenters, and mentors are offered to outstanding district teachers. Collaboration and articulation among teachers ensure a thorough knowledge of each child's instructional needs and a smooth transition from grade to grade and into middle school.

### **Commitment to Technological Enhancement**

Elementary students use technology as a tool to prepare them to function in an ever-changing world. A wide-area network linking our schools with each other, the district office, and the Internet provides access to the latest technology and expands student learning beyond the classroom.

Staff utilizes technology to provide exciting instructional innovations and to network ideas and information. On-going staff development is an integral part of this technology program. Staff and parent access to technology strengthens the communication between school and home.

### **Commitment to Diversity**

Each school offers an instructional program which provides students with meaningful opportunities to study and experience diversity in ethnicity, religion, physical and mental abilities, gender, socio-economic, or other backgrounds. Structured experiences within the educational program foster an appreciation of the value and richness found in human diversity. The staff is sensitive to diversity and models respect for individual and societal differences while reinforcing the commonality of all.

Students have a strong sense of membership in a positive learning community. Students are heard, valued, respected, and have a personal connection to their school.

### **Commitment to Collaborative Partnerships**

On-going partnerships between the school, parents, alumni, community, and businesses are an essential part of the educational program. Partnerships are developed which provide meaningful two-way contributions between schools and their communities. Interactions with the community build confident students who realize they are valuable members of society. Community members share their rich backgrounds and serve as mentors and role models for students. Schools succeed as teachers and parents act as a team to strengthen programs and maximize student potential.

### **Commitment to a Positive School Climate**

Everyone takes responsibility for creating a positive school climate, which fosters a joy for learning, student well being, and academic success. A comfortable and welcoming setting is provided for all. Clean, safe, warm, and well-maintained facilities, as well as cheerful, orderly, and stimulating classrooms exude an atmosphere of pride and ownership. Adults accept responsibility for every child. Behavioral expectations are clear, consistent, and equitable. Students are involved in problem solving solutions for conflicts.

### **Commitment to On-going Quality**

The elementary vision is reflected in local School Improvement Plans. Annual objectives provide an action plan, which moves schools closer to the vision. Formal and informal assessment of student learning provide feedback for refinement of the vision and its implementation.

## **DISTRICT MISSION STATEMENT**

**"The mission of the Castro Valley Unified School District, a public preschool through adult organization, is to provide all students programs of excellence that instill a passion for life long learning, while preparing them for the challenges of tomorrow. The CVUSD will enhance student's self esteem, help students discover and maximize their individual potential and will guide each to dignify, appreciate and respect human diversity."**

Palomares Elementary appreciates the dedication of our  
School Board Trustee Members:

*John J. Barbieri, Janice Friesen, George Granger,  
Jo A. S. Loss, and Kunio Okui*

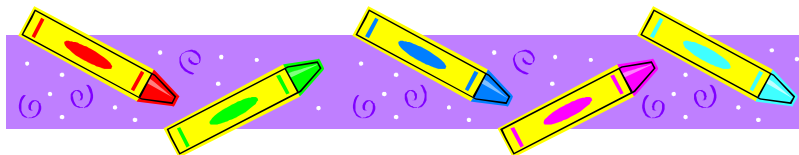
Parents and guardians are welcome to attend School Board meetings. The agendas for School Board meetings are posted in the school office. Please check the "**UPCOMING DATES TO REMEMBER**" in our ***Palomares Post It*** newsletter for scheduled School Board meeting dates and times.

# Palomares Elementary School

Palomares aims to provide an education of excellence that instills a passion for life-long learning while preparing our students for the challenges of tomorrow.

Palomares will enhance students' self esteem, help them discover and maximize their individual potential, and guide each to dignify, appreciate, respect, and accept human diversity.

**A SMALL SCHOOL WITH GREAT SPIRIT!**



**Palomares Elementary Staff**

Melodie Stibich	Principal
Nancy Tavares/ Shanin Foster	School Secretary
Nora Olson	Kindergarten Teacher
Sharon Pipkins	1 <sup>st</sup> Grade Teacher
Gigi Catrina	2 <sup>nd</sup> Grade Teacher
Amber Pyle	3 <sup>rd</sup> Grade Teacher
Noelle Rapozo	4 <sup>th</sup> Grade Teacher
Jamie Miller	5 <sup>th</sup> Grade Teacher
Diane Cranor	Literacy Training
Coordinator	
Lynne Foy-Couche	Science Specialist
Nancy Nibarger/ Jason Townsend	P.E. Specialists
Fred Shikada/ Tim Brophy	
Mr. Sum Hung	Custodian
Diana Ryan	Chorus Instructor
Karina Zamora	Instrumental Instructor

**Parent Teacher Club Board Members**

Susan Pisani	President
David Pellegrini	1 <sup>st</sup> Vice President
Kathy Cronwall	2 <sup>nd</sup> Vice President
Lisa Wallace	Treasurer
Karen Drumm	Co-Treasurer
Aviv Dasalla	Secretary

**Parent Teacher Club Committee Coordinators**

Barbara Gistand	Events
Jean Mufty	Room Parents
Kathy Cronwall	Fundraising
Gladys Kong	Fine Arts
Jennifer Bremer	Library
Amy Griffis	Community Relations
David Pellegrini	Technology
Cynthia Pisani	Campus Beautification
Gladys Kong/ Elisa Dasalla	Yearbook
Susan Soares	Hospitality
Karen Drumm	Health and Safety

**School Site Council Members**

Karen Sherman	Melodie Stibich
Susan Pisani	Sharon Pipkins
Susan Soares	Nancy Tavares



Open  
Open

Noelle Rapozo  
Amber Pyle

**PALOMARES ELEMENTARY**  
**School Calendar Quick Reference**  
**2007 - 2008**

**Performance Report Periods**

Oct. 19 Fall Parent/Teacher Conferences  
April 7- 11 Spring Parent/Teacher Conferences  
Dec. 14, April 4, June 12 Report Cards Sent Home

**Staff Development/Teacher Work Days - No school for students**

Sept. 28, Feb. 15 Staff Development  
Oct. 19 Parent-Teacher Conferences

**Shortened Days - All Fridays**

Gr. 1-5 12:00 p.m. dismissal (K dismissal remains at 11:40 everyday)  
12:30 p.m. dismissal if eating lunch on school site  
The following Thursdays will be shortened: Sept. 27, Oct. 18, Dec. 20, Feb. 14, and June 12.

**Days of NO School for Students**

Sept. 3	Labor Day	Dec. 24-Jan. 4	Winter Break
Sept. 28	Staff Development	Jan. 21	Martin Luther King's Birthday
Oct. 19	Parent Conferences	Feb. 15	Staff Development
Nov. 12	Veteran's Day	Feb. 18	President's Day
Nov. 19- 23	Thanksgiving	March 24- 28	Spring Break
Dec. 21	School Holiday	May 26	Memorial Day

**Other Special Days to Remember**

(Dates subject to change. Check *Palomares Post It* to confirm dates of events.)

Aug. 28	First Day of School
Sept. 6	Back to School Night
Sept. 21	Parent Volunteer Orientation
Oct. 12	Hawk-A-Thon
Oct. 26	Harvest Festival
Nov. 16	Thanksgiving Feast
Dec. 7	Parent's Night Out
Week of December 17	Winter Program
Feb. 13	Family Science Night
Week of Apr. 7	Spring Conferences (2:00 dismissal M-Th., 12:00 Fri.)
Apr. 15	Volunteer Appreciation Tea
Apr. tbd	Spring Egg Hunt
Apr. 22 - May 22	Star Testing Window (exact dates TBD)
May 16	Science EXPO
May 22	Open House
June 6-7	Family Camp-Out
June 10	Art/Music Festival
June 9	Awards Ceremony
June 11	5 <sup>th</sup> Grade Advancement Ceremony

# REVISED

## Palomares Elementary Daily Instructional Schedule

*There will be an 8:08 and a 10:08 “preparation” bell.  
Students will be lined up and ready to enter class at 8:10 a.m.*

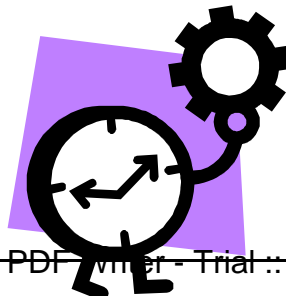
### Kindergarten\*

8:10 a.m. – 9:50 a.m.	Instruction
9:50 a.m. - 10:10 a.m.	Recess
10:10 a.m. – 11:40 p.m.	Instruction

\*Please note that there is no longer a staggered start for our Kindergarten students and that they are no longer included in our daily lunch count. Students must be picked up immediately at the end of the instructional day (11:40).

### Grades 1- 5

8:10 a.m. – 9:50 a.m.	Instruction
9:50 a.m. - 10:10 a.m.	Recess
10:10 a.m. – 12:00 p.m.	Instruction
12:00 p.m. - 12:40 p.m.	Lunch
12:40 p.m. - 1:30 p.m.	Instruction
1:30 p.m. – 1:45 p.m.	Recess (Primary Only)
1:45 p.m. - 2:50 p.m.	Instruction





## OUR OUTER PARKING LOT HAS UNDERGONE SIGNIFICANT CHANGES OVER THE SUMMER!

**Please obey all new traffic and security measures. These procedures were put in place to help ensure the safety of your children. We appreciate your patience and thank you for using good judgment.**

### Yard Supervision Begins at 7:55 a.m.

The bridge will close to thru traffic at 7:55 a.m. We encourage students to arrive by 8:00 a.m. Students are expected to be in line and ready to enter their classrooms at 8:08 a.m. Students arriving to class after 8:10 a.m. are marked tardy.

### Campus Hours

*IMPORTANT* - Parents may not interrupt classroom instruction. Instruction begins at 8:10 a.m. All messages, lunches, homework, etc., after instruction begins are to be brought directly to the office. Students will be given the message or item during recess periods. All parents, visitors, or guests must sign in with the secretary in the main office and receive a school badge. Students who must leave early are to be checked out by a parent in the office. Please do not go directly to your child's classroom. The teacher will be called from the office after you have signed the student out.

Playground supervision is provided between 7:55 a.m. and 8:10 a.m. daily. Students should not arrive on campus before that time. Students are expected to play on the blacktop areas before school. All students should be picked up promptly after 2:50 p.m. dismissal. (On Fridays, students eating lunch **MUST** be picked up **NO LATER THAN** 12:30 p.m.)

### Office Information/ Reporting Absences

Mrs. Nancy Tavares/ Ms. Shanin Foster are our School Secretaries. Office hours **are 7:45 a.m. to 3:45 p.m. daily**. The school's main number is **510-582-4207**. Please use this number to access the school's voice mailbox where messages regarding a student's absence can be left.

The phone in the school office is reserved for emergency phone calls only. Students may not use the phone to call for forgotten homework, forgotten lunches, arrange after-school activities, etc. Please make sure that your child comes to school prepared.

Message delivery to students will be limited to emergencies only. We will not interrupt classes and students' instructional time with messages regarding forgotten lunches, homework, car pools, after-school activities, etc. Remember, messages delivered to classrooms interrupts everyone's learning time.

### Lunch

Hot lunches are offered to all students. The cost is **\$2.50** including milk. Milk can be

purchased separately for **\$.35**. Reduced price and free meals are available to children whose families meet federal guidelines. Applications are provided to all families on the first day of school and will be available in the office throughout the year.

Lunch tickets must be ordered in strips of ten, or multiples of ten, for **\$25.00** each strip. Checks should be made payable to CVUSD. Please note your child's name and room number on the check. Parents are encouraged to buy lunch tickets in advance to avoid lost or forgotten money. Students who do not have money will be given a cheese sandwich, fruit, and milk.

### **Lost and Found**

Students are responsible for their personal property. The school cannot be responsible for lost or stolen items, including money, watches, wallets, etc. A Lost and Found cart will be located in the lunch room. Parents and students should check the cart frequently for lost items. Carefully labeling of coats, sweaters, etc. will help you and your child identify lost clothing. Lost items will be given to charity during winter break, spring break, and at the end of the school year. A reminder "last chance" notice will be sent home before these three periods.

### **Friday Flag Ceremony - School Pride Day!**

Parents are invited to join the school in a Flag Raising Ceremony. Weather permitting, all classrooms will join together for the Pledge of Allegiance, a patriotic song, announcements, and student recognitions. Once per month, the principal will also recognize a student from each class who has demonstrated scholarly behaviors. Families will be notified when their child is being formally recognized so that you may arrange your schedules to be in attendance. Students, parents, and staff are strongly encouraged to wear school shirts, our school color of green, or the California Distinguished School shirts each Friday. Monthly school spirit days will be announced in the ***Palomares Post It***.

### **Home - School Communication**

Palomares Elementary offers several important avenues for home-school communication. These options would be:

- ✓ Talking with the classroom teacher on a regular basis
- ✓ Visiting the website at [www.palomares.cv.k12.ca.us](http://www.palomares.cv.k12.ca.us)
- ✓ Reading the monthly ***Palomares Post It***
- ✓ Reading the monthly PPTC newsletter
- ✓ Reading the classroom newsletter
- ✓ Attending Back-to-School Night, school events/activities, and Open House

Staying in contact with the teacher is the best method of being involved in your child's education. Please contact the teacher if you have any questions, concerns, or comments. Remember that Monday is the office day for notices to go home from school. We strongly encourage parents to include this information into their family routines.

The website is an important tool in which you can quickly and easily access information about our school and upcoming events. The ***Palomares Post It*** is sent home to each family with the oldest child on the first Monday of each month. The PPTC newsletter is sent home to each family with the oldest child on the third Monday of each month. Teacher newsletters will provide parents with highlights of the classroom instructional program and special activities.

## **Conference Day (October 2007)**

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

1. Be prepared; come with a list of questions or topics that you want to cover.
2. Consult your child; ask your child if there is anything bothering her/him about school in class or elsewhere.
3. Ask the teacher how you can help; find out what you can do at home to help your child do better in school.
4. Even when the conference is over, it's important to stay in touch with the teacher. As the year progresses, consider doing something for your child's class such as sending in a book from home or visiting to speak about your job or special interest. Write notes every so often to ask about progress, express concerns, or just make a comment or compliment.

It is important to the teacher that your child does his/her best. Should you need to talk to the teacher, schedule a meeting, in person or by telephone. Teachers regularly check their voice mail messages. Teachers are NOT able to conference with parents during class time or while supervising the arrival or dismissal of students in the classroom, but are eager to meet with parents at a mutually convenient scheduled time to support students in achieving their highest possible success.

## **Attendance**

**REGULAR ATTENDANCE IS THE SINGLE MOST IMPORTANT FACTOR IN DETERMINING YOUR CHILD'S SUCCESS IN SCHOOL!** Parents have the responsibility to ensure that their children attend class on the days school is in session. Of course, children should not attend if they are ill.

School attendance is compulsory under state law. Regular attendance is essential to a child's learning. Please call our office on the first day of a student's absence.

## **Absence Verification**

When a student is absent from school *for any reason*, telephone the school on the first day of the absence. Please call **510-537-4207**. Please state the student's full name, the reason for the absence, the date(s) of the absence, your name and relationship to the child and the teacher's name. ***A parent or guardian is required to notify the school within 48 hours.*** Our attendance voice mail may be accessed 24 hours a day, 7 days a week. If we have not been notified within the ***48 hour period, the student will be marked as unexcused.***

## **Legally Excused Absences (Education Code 48205)**

A student may be excused legally from school when the absence is for the following reasons:

- 1 Personal illness or injury.
- 2 Quarantine under the direction of a county or city health officer.
- 3 Medical, dental, optometry, or chiropractic services rendered.

- 4 Attendance at funeral services for a member of the immediate family.
- 5 Jury duty in the manner provided by law.
- 6 Pupil is custodial parent of a child who is ill or has a medical appointment during school.
- 7 Exclusion for failure to present evidence of immunization.
- 8 Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease.
- 9 Pupils in grades 7 – 12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form.
- 10 Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student's absence may be excused. Reasons include, but are not limited to:
  - \* Appearance in court.
  - \* Observation of a holiday or ceremony of his/her religion.
  - \* Attendance at a religious retreat not to exceed four (4) hours per semester.
  - \* Employment interview or conference.
  - \* Attendance at funeral services for someone not a member of the immediate family.
  - \* Family emergencies.
  - \* Appearance at SARB or SART.

### **Arriving to School on Time Is Essential**

If your child is late to class, the student must come to the office for a late pass before going to class. We urge parents to strive for punctuality so each child starts his or her day on a positive note. Please allow time to walk across the bridge. Excessive tardiness of more than three (3) incidences will result in formal parent contact. The District Office is also notified when formal tardy and/or truancy letters are sent. When a student is tardy (in excess of 30 minutes) on any of three days in the school year, the tardies are designated as truancy and may be referred to the District School Attendance Review Board.

**California Education Code Section 48200 states** – Each person between the ages of 6 – 18 years shall attend the public full-time day school for the FULL TIME DESIGNATED as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located.

### **To-and-From School**

When you drop your child off at school, please do so in a safe and courteous manner. Students are to be dropped off and picked up in the coned area in the outer parking lot. To ensure student safety:

1. Do not remove cones at the bridge.
2. Do not have children cross the parking lot without adult supervision.
3. Drive into the lot very slowly.
4. Do not use a cell phone while driving on school property.
5. Cars must not be parked where children are being dropped off or picked up.
6. Do not park in the NO PARKING ZONE in the front area near the school bell.
7. PEDESTRIANS ALWAYS HAVE THE RIGHT OF WAY ON THE BRIDGE.



**Keep student safety foremost in your mind whenever you are on school grounds.**

Defacing, damaging, or destroying private property while traveling to or from school will not be tolerated. By law, parents are financially responsible for any damage caused by their minor children. Palomares Elementary is a closed campus. After arriving at school, students are to remain on campus until dismissal. Parents/guardians may pick up children during the day by coming to the school office and signing them out.

**Student Release**

- ↳ After school, students in kindergarten will not be released from the classroom until they are released to a parent or identified guardian.
- ↳ During the school day, students will be released only through the office after the parent or identified guardian has signed the student out. Students will be called from class and will meet the adult in the office.
- ↳ Any person picking up a student MUST have his or her name on the student's emergency card. If a parent or guardian is unsure whether or not an approved person's name is on the emergency card, please send a signed note to the office or come by to add that person's name on the card.

**Student Travel When School Is In Session**

The Castro Valley Unified District discourages student travel when school is in session. If you must travel when school is in session, **please follow the guidelines below regarding "Independent Work" (4 days or less), and "Independent Study" (5 days or more) in order for the absences to be excused.** Remember to give the teachers 5 school days' advance notice if you are traveling so that they have time to get the work together. If they aren't given the required notice, you may not be able to get the work and the absence will be considered unexcused.

**Independent Work (4 days or less)**

Students who will be absent 4 days or less can obtain an "independent work" contract from the office. The form must be completed in its entirety with all signatures in place **prior to the trip.** The completed work and contract are to be returned to the teacher for verification upon your child's return to school in order for the absence to be excused.

**Independent Study (5 days or more)**

Students who will be absent 5 school days or more can obtain an "independent study" contract from the office. The form must be completed in its entirety with all signatures in place prior to the trip. The completed work and contract are to be returned to the teacher for verification upon your child's return to school in order for the absence to be excused.



## **Parent Volunteers/Visitors on Campus**

**Parents/guardians are invited to visit and help in classrooms. Arrangements should be made in advance with the classroom teacher.** All volunteers and visitors must report to the main office when arriving on campus. Any adult assisting in the classroom, or driving/ chaperoning on a field trip must have completed a **Request to Volunteer Form** each school year. **These forms are available in the school office and this clearance takes approximately two weeks.** Forms must be completed each school year.

The Castro Valley Unified School District has implemented the **Request to Volunteer Form** as a screening process for all who wish to volunteer their services. The purpose of this screening is to ensure that no one working with our children has a record of sexual misconduct, thus providing a safe and positive environment for our students. Since it takes approximately two weeks to process the form, please allow enough time before planning to attend a classroom field trip. After completing the process, a name badge will be provided for all volunteers and kept in the office. All cleared volunteers must sign in through the school office and obtain their name tag before going to the classroom. Please be sure to always sign in and sign out at the office and wear your badge while on campus. We are always in need of assistance in the classroom, the office, or for yard duty. The success of the children and of our school depends on your support!

## **Field Trips/ Parent Drivers and Chaperones**

Palomares Elementary and District Policy regarding school-sponsored field trips require that for the safety of each student, we have a chaperone for every five to eight students. In order to properly supervise students, a chaperone must be available to give full attention to Palomares Elementary students. In addition, the chaperone may act as a guide, engaging students in meaningful conversation to enhance understanding of the field trip content. To accomplish this, siblings of students are not permitted to attend school-sponsored field trips. Drivers are required by the District to carry a minimum of \$100,000/\$300,000 Bodily Injury insurance. In order to chaperone on a school field trip be sure to:

1. Have your **proof of auto insurance on file in the school office** along with a **copy of your driver's license** and a **completed and signed Parent Declaration**. This must be in the office **at least 24 hours before the field trip**. This documentation **cannot be accepted the day of the field trip**.
2. Have your **"Request to Volunteer" Form** turned in **at least 2 weeks** prior to the field trip so it can be processed. **You MUST be cleared before you can chaperone.**
3. Drivers are to **follow current laws** regarding seatbelt, car seat and booster seat requirements. Drivers are expected to **follow the driving directions provided by the teacher** and to **NOT stop at other locations** to or from the field trip location.

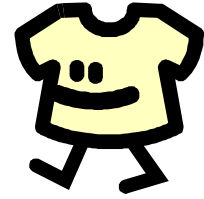
## **Dress Expectations**

Students are expected to dress cleanly, neatly, and in good taste – a manner not disruptive to the school program. Hats may not be worn indoors. Sandals without backs may not be worn to school for safety reasons. Clothing which is appropriate for a young child to wear may be inappropriate for an older student. Students should wear clothing the way it is intended to be worn, i.e., bibs buckled up, caps on forward, etc. Make-up and distracting jewelry should not be worn to school. Please see that students wear sensible shoes on PE days. Extremely loose pants, see-through tops, spaghetti strap tops, short shorts (shorts must be at least down to the end of finger tips when arms are

down at sides), and T-shirts with unacceptable words or pictures, may not be worn to school. If clothing is deemed inappropriate by the teacher or principal, parents will be contacted to provide proper clothing.

### **Labeling Clothing – Lost and Found**

We urge parents to label students' outer clothing. Please take the time to put your student's name on clothing, backpacks, etc. Lost and found items will be taken to a local shelter during winter break, spring break, and after the school year ends. Please check for missing items throughout the year.



## **General Health & Safety Guidelines**

Your child will enjoy school and be better able to learn if he or she is healthy. It is important that children who are contagious remain at home. Some serious health conditions can cause danger to the health of others. If your child becomes seriously ill, runs a high fever, or you are concerned, please contact your doctor.

### **When to Keep a Student Home**

Please do not send your child to school if he or she has any of the following:

- ⊗ Runny nose when the mucus is thick and yellow
- ⊗ Cough or congestion that interferes with breathing
- ⊗ Rash of unknown origin - a contagious rash requires a physician's certificate approving the student's return to school
- ⊗ Fever higher than 100 degrees - a child must be fever free for 24 hours before returning to school
- ⊗ Diarrhea
- ⊗ Vomiting
- ⊗ Severe headache

### **A child will be sent home when he or she:**

- ⊗ Has a rash of unknown origin, or a rash for which the cause is known, but for which a doctor's certificate has not been provided
- ⊗ Appears to have a condition known to be contagious
- ⊗ Has vomited
- ⊗ Has a fever of 100 degrees or higher

### **Medications At School**

If your child is to take daily or periodic medication (including over the counter medication) during school hours, you must fill out a **Medication To Be Given At School** form each school year. The forms are available in the office. No medication will be administered without this form signed by both the student's doctor and the parent/guardian.

All medications, including over the counter medication, that are dispensed at school must be in its own prescription container, clearly state the student's name, the name of the medication, and the method, amount, and time it is to be dispensed. All medication must be kept in the school office. Students may not keep medication in class or in a

backpack unless a doctor's note is on file.

## **Personal Communication Devices and Laser Pointers**

### **Electronic Signaling Devices - BP5131.0**

Castro Valley USD does not encourage or advise the use of electronic signaling devices such as cell phones or pagers on school campuses and does not assume responsibility for lost or stolen items. Possession or use of an electronic signaling device shall be permitted only when the principal or designee has confirmed that the signaling device is needed for the student's health or safety. Disruption of the orderly classroom or school environment shall result in appropriate disciplinary action, in confiscation, and/of in loss of privilege for possession or usage.

### **Laser Pointers – BP5131.0**

Pen-like laser pointers which aim a red dot at their target and which are intended as long-range pointers for presentations can be hazardous and disruptive to school operations. Pen-like laser pointers may not be brought to school without prior permission of the principal or designee. Disruption of the orderly classroom or school environment shall result in appropriate disciplinary action, in confiscation, and/or in loss of privilege for possession or usage.

## **Tobacco-Free Schools**

The Castro Valley Unified School District adopted a policy on June 30, 1994, that went into effect on January 1, 1995, to provide for tobacco-free schools. The Governing Board prohibits the use of tobacco on school property, including any school or school-sponsored activity or athletic event.

## **School Accountability Report Card**

The 2003/2004 School Accountability Report Card (SARC) was recently published and is available online or at the school office. State law requires each public school to prepare and distribute a SARC. The SARC provides the community with important information about our schools. Information includes demographics, school safety, academic data, teacher and staff information, class sizes, curriculum and instruction descriptions, and fiscal data. The SARC reports the information from the prior school year. You can view the SARC at <http://www.cv.k12.ca.us/schools.html>. Then click on our school. You can also request a paper copy at our school office. The California Department of Education web site hosts "A Parent's Guide to the SARC" at: <http://www.cde.ca.gov/ta/ac/sa/parentguide.asp>.

## **Code of Conduct**

The purpose of the Palomares Elementary School Code of Conduct is to develop a positive learning experience for all Palomares students. The goal is to help the children take responsibility for their learning and behavior. Clear procedures for discipline, reasonable rules, and logical consequences help develop a positive school climate. Knowing what to expect helps children evaluate situations, make responsible decisions, and behave appropriately. When children clearly understand the consequences of their action, they can then choose responsible behavior.

Palomares School embraces these four belief statements:

- ☐ We inspire students to strive for excellence while instilling a commitment to life-long learning.
- ☐ We work together to ensure success for all students in a nurturing, safe

- environment.
- ☒ We promote culturally enriched learning for our students, families, and staff.
- ☒ We encourage students to make decisions that reflect responsible choices and respect for themselves, others, and the environment.

*It is also our belief that:*







- *each and every child is able to behave appropriately*
- *each and every individual has the right to safety, dignity and respect; and*
- *each and every child has “the right to learn” while each and every educator has “the right to instruct.”*

We believe that along with academic skills, children also need to develop the following Character Skills. These skills play a strong role in determining success in school and beyond. All Castro Valley schools will have a monthly focus on these Character Skills.

Respect	September/October	March/ April	Positive Attitude
Responsibility	November/December	May/ June	Wise Choices
Caring	January/ February		

**School Rules**

At Palomares Elementary we will practice the “Golden Rule“. We will treat others the way we want to be treated. We will base our conduct upon consideration, cooperation, and safety. Always remember Palomares Elementary’s six school rules:

-  Be kind
-  Be safe
-  Be truthful
-  Respect people and property
-  Keep your hands, feet, and objects to yourself
-  Strive for excellence

**To Our Parents:**

Our discipline procedures are designed to help students become more responsible. We believe students who understand the consequences of their behavior can choose their behavior in a way that should help ensure the rights of all students to an excellent educational experience at Palomares Elementary. School rules have been, and will continue to be, taught and reinforced throughout the year. Every student has a right to travel to and from school, to be taught at school, without fear of harassment, intimidation, or threat of bodily harm.

**To Our Students:**

As you grow, year-by-year, you will have greater responsibilities, both at home and at school. This is what growing up is all about. The following are your most important responsibilities at Palomares Elementary:

- ☺ Respect your learning time and the learning time of others.
- ☺ Respect the safety of yourself and others.
- ☺ Respect the rights, dignity, and property of others.
- ☺ Respect the authority of teachers and all other school personnel.

**Specific Rules and Regulations**

**Classroom Rules**

Each teacher will establish standards of classroom behavior as appropriate. Rules and

consequences may vary from classroom to classroom. At the beginning of each school year, teachers will discuss classroom rules and consequences with students. These rules will be visibly posted in each classroom and reviewed throughout the year and will focus on the learning process and respect for the rights of the individuals within the classroom thus providing all students with an equal right to an education. Disrupting the teacher or other students will not be tolerated during instruction. Students will be responsible for meeting the needs of the school day by bringing necessary materials to class. Students will not be in the hallways during class without a pass from a teacher or supervisor. Toys and electronic games, or sports equipment are not to be brought to school except with specific permission from the classroom teacher. Parents will receive written notification of each teacher's classroom rules and consequences during the first 2 weeks of school.

### **Gang Related Conduct and Activity**

Gang related conduct on any CVUSD campus, or at any school sponsored event, is a threat to the safety of others and is prohibited. Gang related activity/conduct includes, but is not limited to, wearing or showing symbols, graffiti, apparel, and colors; hazing; gang fighting; and using hand signals commonly associated with gangs. Students who engage in gang related activity shall be subject to suspension or expulsion.

### **Bathrooms and Drinking Fountain Behavior**

- ⌘ Students will be in the bathroom only to use toilets or sinks.
- ⌘ Students will not litter or make a mess in the bathroom.
- ⌘ Students will not climb, misuse the fixtures or make unnecessary shouting or loud noises.
- ⌘ Students will respect the privacy of others.
- ⌘ Students will use appropriate hygiene habits (flush toilets, wash hands, etc.)
- ⌘ Vandalism or graffiti of any kind will not be tolerated.
- ⌘ Drinking fountains will be used appropriately.

### **Office Behavior**

- ⌘ Students shall enter quietly and treat office personnel courteously.
- ⌘ Students must have permission from a teacher to visit the office during instructional time.
- ⌘ Students who are tardy shall report to the office for a late slip.
- ⌘ Students use of the telephone only with adult permission.

### **Lunch Time Behavior**

- ⌘ Students will walk in an orderly manner to the lunch area, wait in line quietly, go to a table, and remain seated until 12:10 p.m. or until all students have been served and excused by an adult. There is to be no running, pushing, or yelling in the lunch area.
- ⌘ Students will use acceptable table manners.
- ⌘ Students will follow directions and show respect to adults and fellow students.
- ⌘ Students will not throw food or any other objects.
- ⌘ Students will not take or touch other people's food.
- ⌘ Students will clean up after themselves (litter or a messy table).
- ⌘ Students may not bring balls into the lunch area.

### **Assembly Behavior**

- ⌘ Students will enter and leave an assembly in an orderly fashion.
- ⌘ Students will show appreciation by applause only.
- ⌘ Students will be attentive and respectful during presentations.

- Booing is a sign of disrespect and is unacceptable.

### **Playground Behavior**

Students are to play inbounds. All hillside and bushes are out of bounds.

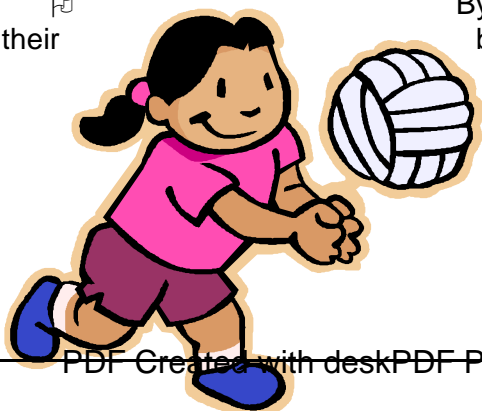
- Students will respect the authority of adults in supervisory roles on campus.
- Staff will emphasize good sportsmanship and it will be expected of all students.
- Games will not be locked (excluding others from playing) at any time.
- All games must be played using "school rules" and in the spirit of fair play.
- At the sound of the bell, students will climb down from play structures and freeze until a supervisor blows a whistle. Students must then walk to the line outside of his or her classroom.
- Students will walk to and from class in an orderly manner.
- Students are not to cross the bridge without an adult.
- Students will stay on blacktop areas when the grounds are muddy or icy.
- Students must report any injury to an adult on supervision duty.
- Personal play equipment, other than baseball gloves, may not be brought to school except with the permission of the teacher.
- Students will not climb on the backstop, basketball standards, trees, or climb up slides.
- Students will not climb fences or onto the roof.
- Students will walk from the upper field to the lower and from the lower to the upper. **NO RUNNING ON THE HILL.**
- Students will not go into the wilderness areas without an adult and will not chase animals that come near the play area.
- Chase or tag games are not permitted on or around the playground equipment.
- Students must always climb down the equipment rather than jumping off.
- Students using the slide will be seated in the feet first position.
- Only one student at a time may be on the slide.
- Sticks, rocks, pinecones, or berries are not to be used as play equipment or for digging.
- Students are not to play on slopes surrounding the upper field.
- Students are not to push anyone, even while playing or in a playful manner.
- Balls are not to be thrown against the walls and can only be kicked in the upper field area.
- Jump ropes are not to be tied to anyone or anything.
- Students will observe the "no play" zone marked by the yellow line in front of Room 4.

### **Use of Bicycles, Skateboards, Skates, and Motorized Vehicles**

- Bicycles must be walked in hallways and across the blacktop.
- Bicycles may not be ridden on planted areas.
- Skateboards, roller blades, and skates are prohibited on all Castro Valley campuses.
- Motorized vehicles are not allowed on school grounds. The Sheriff's Department will be notified if this law is violated.

their

By law, all bike riders must wear helmets when riding bikes.





### **Good Conduct and Student Recognition**

The Palomares staff recognizes the good efforts of all our students. We want to encourage students to develop a positive self-image and demonstrate use of life skills. Below are some of the ways we recognize and reinforce students who demonstrate life skills by following school and classroom rules.

**Commendations** - a green slip may be issued by teachers, noon supervisors, the principal, and school secretary to students who demonstrate the ability to make good choices. The student is eligible for a monthly school-wide drawing to earn a lunch with the principal.

**Classroom Rewards** – every classroom teacher has a recognition program that recognizes academic achievement, appropriate behavior and individual uniqueness. Each classroom also has a student recognition program appropriate to the age level of the students. It may involve personal items for the classroom display, acting as teacher's helper for the day or week, or any of a variety of other self-esteem building activities. Your child's teacher will provide you with information about his/her particular program. These students are recognized at the Friday Flag Ceremony. Parents will be notified ahead of time so that they may join us on Friday morning.

**Awards Ceremony** – students are recognized at our June assembly for special achievement during the school year. Some of these areas include: physical fitness, track, volleyball, Junior Naturalists, and library.

### **Consequences For Students** **Not Following The Palomares Code of Conduct**

#### **Unacceptable Behaviors**

The Palomares staff immediately addresses the following three types of unacceptable

behaviors:

### **Irresponsible Behavior (Level 1):**

- ◆ when a student ignores important rules and needs to learn/ be reminded about the rules. These infractions could be: running in the halls or after the bell, being tardy to class, littering, chewing gum, throwing tanbark, rocks, grass or sticks, littering, not freezing after the bell, going out of bounds, yelling out while in the library, etc.

#### **Consequence: Behavior Reminder**

- ◆ If a child is involved in “irresponsible behavior” such as described above, a Behavior Reminder “blue slip” will be given to the student indicating the rule that was not followed and the student will give back to school during the recess time. This is a behavior reminder for the student. Parents do not need to sign the behavior reminder slip however; if three behavior slips are given in a single week the teacher will call home.

### **Serious offenses (Level 2):**

- ◆ result in a Conduct Report (“white slip”) and are for behaviors that require immediate Principal and parental intervention. These behaviors could be: being aggressive, repeated disruptive behavior in class or on school grounds, defiant to others, abusive or dangerous behavior such as: racial/ethnic/personal slurs, spitting, teasing, harassing others, leaving playground boundaries after arrival at school, wrestling, kicking, or excessively rough play, etc.

#### **Consequence: Conduct Report**

- ◆ For serious offenses, students will receive a *Conduct Report* “white” slip. Parents will be notified about white slips by telephone. Parental assistance in correcting the child’s behavior is strongly requested. Parents are asked to sign the Conduct Report and have the child return it to the office the following morning. This offense may also require a parent conference. During the conference, student, parent, and principal will problem-solve ways to assist the student in making choices that follow the school’s Code of Conduct. The staff is confident that with parent support and consistency at school; all students can develop self-discipline and become a responsible, caring member of our school community.

### **Suspension (Level 3):**

- ◆ Students may be suspended as a result of inappropriate behavior in accordance with Educational Code Section 48900 (a) through (e) or whenever it is determined that the student’s presence in school causes danger to persons or property or threatens to disrupt the instructional process.

Offenses that are cause for suspension or expulsion when they occur on school grounds during an activity related to school attendance are as follows:

1. Stealing or damaging or attempting physical injury to another person.
2. Possession, sale or furnishing any firearm, knife, explosive, or other dangerous object, including imitation firearms.
3. Possession, use, selling or furnishing a controlled substance such as drugs, alcohol or other intoxicants.
4. Possession or use of tobacco.
5. Committing an obscene act or engaging in habitual profanity or vulgarity.
6. Disrupting school activities or willfully defying the valid authority of supervisors, teachers or administrators (e.g., electronic signaling device).



7. Unlawfully possessing drug paraphernalia.
8. Receiving stolen property.
9. Committing or attempting to commit sexual assault or battery.
10. Harassing, threatening or intimidating a pupil witness.
11. Sexual harassment.
12. Committing hate crimes, threats, intimidation or general harassment.

A.B. 803 has added to laws governing expulsion. It is not mandatory that school principals recommend expulsion for these specific offenses, though the authority to expel a student remains with the Board of Education:

1. Causing serious physical injury to another person except in self-defense.
2. Possession of any firearm, any knife, explosive, or other dangerous object of no reasonable use at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance, defined in Section 11007 of the Health and Safety Code.
4. Robbery or extortion.

Suspension is the temporary removal of a student from regular school activities, imposed for adjustment purposes. Suspended students may not be present on any district/school property or private facility during the period of suspension. A student is required to complete all assignments and tests missed during the period of suspension.

Except in emergencies, suspension is preceded by an informal conference at which the student is informed of the charges of misconduct and given the opportunity to present his/her defense. Parent/guardian contact is made when a student is suspended.

Suspension may be imposed for up to five school days at a time for a maximum of 20 days in a school year. Students who have transferred school sites may be suspended for up to 10 additional school days.

### **Loss of Special Privileges**

Any student receiving a suspension before a special event or field trip will not be allowed to accompany their class to the event or trip. Also, students who have displayed behavior that is disruptive during a field trip or special event may not be allowed to attend the next event or trip because of their prior poor behavior. It will be left to the discretion of the principal or teacher to allow any student to attend any field trip. If necessary, parents of disruptive children may be asked to accompany their children to special events or field trips.

## **School Site Council**

When the School Improvement Program (SIP) and the School-based Coordinated Program (SBCP) were established, they were envisioned as ways to increase school wide effectiveness, improve student achievement, and over time, better prepare students to be productive workers and responsible citizens. One of the principal tenets of these programs was that those individuals closest to the students should be more involved in making significant decisions affecting the instructional program of the school. The School Site Council (SSC) was selected to be the vehicle by which the school community would come together to chart the school's path to improvement.

The SSC is uniquely suited to carry out this function since it is representative of all segments of the school community. Being composed of the principal, teachers, other school personnel, and parents, it provides a forum for all of the major players in the school to come

together to identify common goals and establish a plan to achieve these goals. The SSC's success depends upon both the ability and the willingness of all those involved in the process to work together in a cooperative manner to develop an effective curricular and instructional program in which all students may attain higher levels of academic competence.

As the SSC goes about allocating the supplemental resources, it should strive to keep its focus on establishing and maintaining a comprehensive and ongoing strategy to improve curriculum and instruction. The SSC should not limit its vision to using the supplemental resources as merely a source of money to be used to meet the demands of the moment or to purchase a single fixed solution to be used in perpetuity. Instead, it should establish in a modern economy and use the available supplemental resources, along with the existing base resources of the school, to make this vision possible for all the students in the school. The school's improvement effort should also be coordinated with the district's effort to upgrade its curriculum offerings and quality of instruction.

Finally, as districts in California begin to experiment with new forms of site decision making and to rethink current governance as part of the movement in restructure of their school, they should build on what is already in place. In fact, the basic premise underlying the restructuring movement in California and around the nation is the same as the guiding principal of school improvement; that is, that the individuals closest to the students should be more involved in making decisions which affect the instructional program of the school.

### **Members**

The 10-member team consists of the school principal, four teachers, and five parents. Members are elected each year in the fall. Meetings will be held from 3:15 to 4:45 p.m. on the following Tuesdays: Sept. 18, Oct. 30, Nov.13, Jan. 29, Feb. 26, Apr. 29, and May 27.

### **Student and Parent Handbook 2007-2008**

The Palomares Elementary Parent/Student Handbook was produced to help you become familiar with school and district policies. Although teachers review this with their classes, please read and discuss the information with your child and return the bottom portion that acknowledges that you and your child understand our Code of Conduct. Keep this copy for future reference throughout the year. If you have any questions or comments, please feel free to call, send a note, or stop by the school office.

The signed copy should be returned to the school by September 7, 2007. Thank you for your cooperation and attention to this matter.

We welcome you to Palomares Elementary and look forward to working together!

The Palomares Staff

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To: Palomares Elementary



Re: Acknowledging Receipt/Palomares Elementary  
Handbook/Code of Conduct

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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