



**Cambrian School District**  
*Student and Parent Information Handbook*



**Farnham Elementary School**

# WELCOME TO FARNHAM ELEMENTARY SCHOOL

## Handbook Overview

Dear Parents and Guardians:

Welcome to the 2018-19 school year. As one part of our work to build communication and relationships with our Cambrian School District Families, this handbook has been prepared with information, policies, procedures, rights and responsibilities for all students and parents at Farnham Elementary School.

It is with enthusiasm and great pride that I welcome your family to Farnham School. Farnham is a special place where the creative and dedicated teachers and staff, families, and the community come together to support the whole child.

Education is a partnership between the school and the parent. Throughout the year we will provide you with suggestions to help your child and information about events designed to enrich classroom learning, promote health and wellness, and build community. Please take advantage of these opportunities and stay in touch with us. Our staff is always open to your insights and observations that will help us provide the best possible education for your child. You are an incredibly valuable member of our team at Farnham Elementary School.

We ask your support in helping us to maintain a positive school environment.. Please review this handbook with your child and do not hesitate to call if you have any questions.

Sincerely,

Matt Hill  
Principal, Farnham Elementary School

# Farnham Elementary School

## Farnham Elementary School's Vision and Mission

The staff at Farnham Elementary School believes that children learn best in a variety of ways. We believe in a cooperative educational community that supports the importance of education. Students, staff, parents, and community leaders share the responsibility to educate our students. We strive to encourage our students to be literate, reflective, citizens who uphold strong educational and social standards.

## Farnham School Bell Schedule

### **Grades Transitional Kindergarten (TK), Kindergarten**

8:03 am	Warning Bell
8:05 am – 9:45 am	Instruction
<b>9:45 am – 10:05 am</b>	<b>Recess</b>
10:05 am – 11:30 pm	Instruction
<b>11:30 pm – 12:10 pm</b>	<b>Lunch</b>
12:10 pm – 1:50 pm	Instruction
<b>1:50 pm</b>	<b>Dismissal</b>

### **Grades 1, 2**

8:03 am	Warning Bell
8:05 am – 9:45 am	Instruction
<b>9:45 am – 10:05 am</b>	<b>Recess</b>
10:05 am – 11:30 pm	Instruction
<b>11:30 pm – 12:10 pm</b>	<b>Lunch</b>
12:10 pm – 2:05 pm	Instruction
<b>2:05 pm</b>	<b>Dismissal</b>

### **Grades 3**

8:03 am	Warning Bell
8:05 am – 10:10 am	Instruction
<b>10:10 am – 10:30 am</b>	<b>Recess</b>
10:30 am – 12:10 pm	Instruction
<b>12:10 pm – 12:50 pm</b>	<b>Lunch</b>
12:50 pm – 2:05 pm	Instruction
<b>2:05 pm</b>	<b>Dismissal</b>

### **Grades 4, 5**

8:03 am	Warning Bell
8:05 am – 10:10 am	Instruction
<b>10:10 am – 10:30 am</b>	<b>Recess</b>
10:30 am – 12:10 pm	Instruction
<b>12:10 pm – 12:50 pm</b>	<b>Lunch</b>
12:50 pm – 2:30 pm	Instruction
<b>2:30 pm</b>	<b>Dismissal</b>

### **Wednesday & Minimum Days: Early Dismissal**

- 12:50 PM for TK and Kindergarten
- 1:05 PM for Grades 1-5

### **Last Day of School: Early Dismissal**

- 11:40 AM for ALL grades

# Farnham Elementary 2018-2019 School Year Calendar of Events

**Spirit Day is every Friday! Wear your Farnham gear!**

AUGUST		SEPTEMBER		OCTOBER		NOVEMBER	
15	H&SC Meeting 6:30 pm	3	Labor Day: no school	1	5th Grade Science Camp (1 <sup>st</sup> -5 <sup>th</sup> )	4	Daylight Savings Time Ends (set clocks <i>back</i> one hour)
22	Kinder Meet and Greet	6	<b>Home &amp; School Club Mixer/Meeting</b>	3	<b>Home &amp; School Club Meeting</b>	6	Election Day
23	<b>First day of School!</b>	11	Fall Picture Day	8	Track Pack Opening Day	6	Parent-teacher conferences minimum days (6 <sup>th</sup> – 16 <sup>th</sup> )
23	Kindergarten Orientation & New Parent Orientation (8:15-9:15am)	12	Back to School Night	11	Principal's coffee (8:15-9:15am)	7	<b>Home &amp; School Club Meeting</b>
23	Modified TK/Kinder schedule start (½ day)	17	Charleston Wrap ends	17	FNO: California Pizza Kitchen	8	Book Fair open for sales (8 <sup>th</sup> – 16 <sup>th</sup> )
24	Back to School Social – Houge Park	17	1 <sup>st</sup> Full Day of TK/Kinder start	22	Fall Picture Make-up	12	<b>Veteran's Day: no school</b>
27	Giving Program begins	20	Home and School Club Coffee (8:15-9am)	26	Pumpkin Walk	19	<b>Thanksgiving Break (19<sup>th</sup> – 23<sup>rd</sup>)</b>
28	Charleston Wrap start	22	FNO: Chipotle	31	Giving Program ends		
30	Family Night Out (FNO): Panda Express			31	Halloween		
DECEMBER		JANUARY		FEBRUARY		MARCH	
3	Community Food Drive (3 <sup>rd</sup> – 14 <sup>th</sup> )	7	School Resumes	1/2	K-5 Play Performances	6	Home & School Club Meeting
5	<b>Home &amp; School Club Meeting</b>	9	<b>Home &amp; School Club Meeting</b>	4	Yearbook Preorder Starts (\$25)	10	Daylight Savings Time Begins (set clock <i>ahead</i> one hr)
12	Principal's coffee (1:30-2:30pm)	16	FNO: Blue Rock BBQ	6	<b>Home &amp; School Club Meeting</b>	11	Parent-teacher conferences minimum days (11 <sup>th</sup> , 12 <sup>th</sup> & 14 <sup>th</sup> )
12	FNO: Mendocino Farms	17	Home and School Club Coffee (8:15-9am)	12	FNO: Armadillo Willy's	22/23	Family Dance Event
21	<b>Minimum Day</b>	21	<b>Martin Luther King Jr. Day: no school</b>	13	Principal's coffee (8:15 -9:15am)		
24	<b>Winter Break (12/24/18 - 01/04/19)</b>	29	International Potluck	18	<b>February Break (18<sup>th</sup>-22<sup>nd</sup>)</b>		
				28	5th grade yearbook dedication ads due		
APRIL		MAY		JUNE		JULY	
2	Spring Picture Day	6	Teacher/Staff Appreciation Week (6 <sup>th</sup> – 10 <sup>th</sup> )	5	Last Home & School Club Meeting	<b>Happy Summer!</b>	
3	<b>Home &amp; School Club Meeting</b>	7	<b>Home &amp; School Club Meeting</b>	7	Olympic Day		
3	Principal's coffee (1:30-2:30pm)	10	Order by today to be guaranteed a yearbook	10	5 <sup>th</sup> Grade Promotion		
8	<b>Spring Break (8<sup>th</sup> – 12<sup>th</sup>)</b>	10	Spring Book Fair (BOGO) (10 <sup>th</sup> – 17)	11	<b>Last day of school</b>		
18	Home and School Club Coffee (8:15-9am)	15	Open House				
19	5 <sup>th</sup> Grade Panoramic Picture	24	Last Day of Track Pack				
26	Walkathon	27	<b>Memorial Day: no school</b>				

## Arrival and Dismissal / Closed Campus

### Arrival

- Playground supervision begins at 7:50 a.m. To ensure students' safety, we ask that you do not send your children to school before this time. Parents **MUST** wait with students who come earlier than this time by the front gate.
- No student may be on campus before 7:50 a.m.
- Bikes and scooters must be walked at all times on campus.
- Students must walk to the blacktop at 7:50 a.m.
- When the warning bell rings at 8:03 a.m., students line up in the designated area and wait for their teacher.
- Any child arriving after 8:05 a.m. must go to the office for a tardy slip.

### Dismissal

- Parents/guardians **MUST** wait for students in front of the school. **PLEASE DO NOT ENTER THE HALLWAYS, CLASSROOM, LUNCH TABLES, OR PLAYGROUNDS.** TK/Kindergarten parents pick up their child at the TK/Kindergarten yard.
- Teachers in grades TK-2 will walk your child to the front of the school.
- Students must leave campus promptly after dismissal.
- Students waiting for pickup must wait quietly on the grass by the flagpoles in front of the office.
- Access to the playground, lunch tables and the hallways is **NOT** available until the last dismissal time (**2:30 p.m.** on M, T, TH & F and **1:05 p.m.** on W).

### Appointments

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days when possible.

### School Office

The school office is open from 7:30 a.m. to 4:00 p.m. on school days. Our office telephone number is 408-377-3321. If you are reporting your child absent, you may call our 24-hour absence recorder at 408-377-3321 x4102.

### Closed Campus

Farnham Elementary School has a closed campus policy.

- ◆ Students may not leave campus without permission from the office from the time of their arrival on campus through the dismissal bell.
- ◆ Students who come to school after the start of school must report to the office before going to any class.
- ◆ All school gates will be locked during school hours and all visitors must enter through the school office
- ◆ All visitors, including parents, guardians and volunteers, must check in with the office and obtain a visitor's badge before entering the campus. All visitors must check out and leave campus through the front office.
- ◆ Parents and guardians must come to the office to sign their student out if they are taking him/her off campus for any reason.
- ◆ Items that need to be delivered to students by a parent during school hours must be done through the office. Parents may not go directly to the classroom or onto the playground.

## **General School Rules**

All students are expected to abide by the following expectations for student behavior: At Farnham School we believe that education is important and we maintain an environment that is safe, free of distractions and supportive of learning. Each child is expected to behave appropriately in all school settings and activities and accept responsibility for his/her actions and the consequences of those actions. Parents and staff share the responsibility for maintaining and supporting the school's behavioral objectives and working together to correct problems that may arise.

Our School motto for school wide behavior expectations is:

**“Falcon Pride is as easy as ABC”**

**Act Responsibly  
Be Respectful  
Care for Others**

Farnham is a P.B.I.S. School.

What is PBIS - Positive Behavior Intervention Supports?

- Building a positive school-wide social culture
- Evidence-based practice for supporting and building a positive social culture
- Supporting and incorporating asset building work of Project Cornerstone and character focus of Life Skills
- Defined by our school's needs

Creating learning environments that are:

- Predictable
- Consistent
- Positive
- Safe

School-wide PBIS is a delineation of behavioral expectations to all community members in a clear, consistent way in order to create an effective social and educational setting for all students. We ask that all students and adults practice our behavioral expectations while on campus.

**The Lifeskills** – Throughout the school year, we provide opportunities for all students to practice 16 specific “lifeskills” through a direct, systematic and positive focus.

The goal of the program is to empower students to become positive and productive members of their school and community by improving social relationships, fostering mutual cooperation, and developing a sense of self to make healthy life choices. Each week, we focus on one lifeskill and students from each class are recognized for demonstrating those lifeskills at our Weekly Friday school spirit morning assembly on the blacktop.

- Caring – to feel and show concern for others
- Common Sense – to use good judgment
- Cooperation – to work together toward a common goal or purpose

- Courage – to act according to one’s beliefs despite fear of adverse consequences
- Curiosity – a desire to investigate and seek understanding of one’s world
- Effort – to do your best
- Flexibility – to be willing to alter plans when necessary
- Friendship – to make and keep a friend through mutual trust and caring
- Initiative – to do something, of one’s own free will, because it needs to be done
- Integrity – to act according to a sense of what’s right and wrong
- Organization – to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
- Patience – to wait calmly for someone or something
- Perseverance – to keep at it
- Pride – satisfaction from doing one’s personal best
- Problem Solving – to create solutions to difficult situations and everyday problems
- Resourcefulness – to respond to challenges and opportunities in innovative and creative ways
- Responsibility – to respond when appropriate; to be accountable for one’s actions
- Sense of Humor – to laugh and be playful without harming others

### **School-wide Expectations**

- Treat adults and each other with respect and courtesy.
- Follow directions of all school personnel.
- Walk quietly in the hallways.
- Keep hands and feet to yourself.
- Keep the school clean.
- Use appropriate language, gestures and behavior with adults and schoolmates.
- Refrain from physical and verbal aggression.
- Respect and take care of school property.
- Follow other rules and procedures, including those regarding bicycles, the playground, the cafeteria, dress code and items not allowed.
- Gum is NOT permitted at school.

### **Consequences**

- Warnings.
- Recess restriction
- Detention/forfeiture of school activity.
- Referral to the office.
- Parent Conference.
- Suspension.
- Expulsion.

**Classroom Expectations** - At the beginning of the school year, each classroom teacher will inform you and your child of his/her classroom rules, consequences and rewards.

**Playground Behavior Expectations** - To ensure safety, courtesy, cooperation, healthy activity and equal opportunity for all students on the playground, students are to:

- Enter the playground no earlier than 7:50 a.m., when supervision begins.
- Play on the playground in sight of the supervisor and not in the corridors, lavatories, around classrooms or close to the fences.
- Get supervisor’s permission before leaving the playground.
- Report any problem on the playground to the playground supervisor.
- Refrain from using abusive language and engaging in rough play.

- After recess, when the bell rings, stop playing, and then walk to class line and wait in an orderly manner for their teacher.
- Get drinks and use the restroom before the end of recess.
- Eat snacks **ONLY** at the picnic benches.

**Vandalism** - We will work with the district and local authorities to enforce our school grounds. At times we are able to apprehend the vandals and bill their parents/guardians for the damages.

You (students and parents) can greatly assist us by helping to patrol the school when possible and reporting any known vandals to the school. Money spent on repairs due to vandalism takes away money that could be used on educational equipment and materials.

**Personal Property** - Students must take care of any personal items, including money, brought to school. The school cannot be responsible for the loss of personal items.

### Coming to School and Returning Home

**STUDENT PICK-UP AND DROP-OFF PROCEDURES** - To maintain student safety and to provide a smooth flow of traffic before and after school, please observe these procedures:

- **There is NO supervision prior to 7:50 a.m.** so please remember to wait in front of the school until the gates open. You are required to wait with your student until the gates open and there is supervision.
- If you live close enough to walk to Farnham, this is highly encourage. Otherwise, you can park a block or two away from campus and walk onto campus, as the front of the school is very busy.
- If you must drive your student to school, please follow these procedures:
  - The drop-off area is in the circle in front of the school on Woodard road.
  - The lane closest to the curb is for drop-off **ONLY**. Please stay in your car and allow your student to only exit on the **curb side as quickly as possible**.
  - You may also choose to drop off students at the curb on Woodard Road in front of the parking lot, but there is no parking allowed in the red zone on the ends.
  - **Never** park across the street and ask your child to cross outside the crosswalk.
- The parking lot is parking **ONLY** for staff, handicap, visitors and volunteers. **Please DO NOT use the parking lot as a drop-off or pick-up area for your student.**
- If at all possible, please carpool to help us reduce the vehicle congestion in front of the school.
- Slow down, drive cautiously and remember, **safety comes first!! Help us keep all of our Falcons safe!**

#### **Walking**

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are expected to follow the school's behavioral standards and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times. Make sure your child is familiar with the safety laws and how to handle an emergency situation.



A crossing guard assists students at Woodard and Starview Dr., as well as Woodard and Twilight Dr. Students must cross only when the crossing guard has deemed it is safe.

### **Bicycles, Scooters & Skateboard**

- Students in grades K-2 are NOT allowed to ride bicycles, scooters & skateboards to school unless special arrangements are made. Students in Grades 3-5 who ride bicycles, scooters & skateboards to school should know and obey all traffic rules to and from school.
- Students who ride bikes to school must have a bike lock.
- The school will not be responsible for damaged or stolen bicycles.
- Bicycle riders must obey traffic laws: use proper signals and ride on the right hand side of the road in bike lanes and NOT on the sidewalks. DO NOT RIDE DOUBLE.
- Helmets must be worn, as required by state law.
- Students must walk bicycles on school grounds for safety reasons. Students who ride bikes on school grounds will have their bikes taken away. Parents will need to retrieve them.
- "Wheelie" shoes with wheels attached, scooters, skateboards, and in-line skates are NOT allowed on campus.

### **Student Emergency Form**

For the safety of your child, it is imperative to complete the Student Emergency Form, which was mailed to you in August, and return it to the school office immediately. This is the only way office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

**Be sure to call the office and/or update Powerschool if your home address, work location, email or telephone number changes.** If you have moved outside Cambrian School District attendance boundaries, you **must** obtain an interdistrict attendance agreement from your resident district or re-register as a charter student. Interdistrict transfers must be approved by both districts for your child to continue his/her attendance in the Cambrian School District; charter registration does not require release from a student's home district.

For information regarding charter or interdistrict transfers, please contact your school office or the district office at 408-377-2103 extension 1103.

### **Attendance, Truancy, and Health Information**

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. California Education Code 46010 defines only the following reasons as **excused absences** from school:

- ◆ Illness
- ◆ Funeral service (immediate family)
- ◆ Medical, dental or chiropractic appointment
- ◆ Quarantine
- ◆ Religious Observance
- ◆ Court appearance

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence (BP 5113)

## Illness

For health and safety purposes, students who exhibit any of the following symptoms should not be sent to school:

- ◆ A fever or more than 100 degrees
- ◆ A productive cough with yellow or green nasal discharge
- ◆ Eyes that are red, swollen, crusty, draining, or oozing
- ◆ A severe sore throat
- ◆ Diarrhea, nausea, or vomiting
- ◆ Head lice (*notify school immediately*)
- ◆ Contraction of a childhood communicable disease such as chicken pox, measles, or mumps (*notify school immediately*)
- ◆ An untreated infectious illness such as upper-respiratory infection, pink eye, strep throat, or bronchitis (*notify school immediately*)
- ◆ Rash of unknown origin (not diagnosed by health care provider)
- ◆ Acute, severe earache or purulent drainage from ear
- ◆ Severe toothache
- ◆ Pain that does not subside after resting

If a student exhibits any of the above symptoms, the office staff notifies the parents and requests that the child be taken home.

A child diagnosed with a bacterial infection should return to school only after receiving at least 24 hours of antibiotic therapy **and** has been 24 hours without a fever (excluding fevers controlled by fever reducing medication, i.e. Tylenol).

In physician-confirmed cases of childhood communicable diseases, some bacterial infections, and/or head lice, the office staff sends home an exposure notice. Be sure to read the notice carefully as it contains detailed information on symptoms and the incubation period.

**Unexcused or unverified absences** are absences for reasons not approved under State guidelines. All absences are recorded on a daily basis. California law (Ed. Code 48260) states that a child is considered truant if he/she has three or more unexcused absences in one year. Students with excessive absences will be referred to the Student Services Department, which may result in a home visit and/or referral to the School Attendance Review Board (SARB)

*Questionable/Excessive Absenteeism:* When a student's total number of absences is in excess of eight days of his/her enrollment of the current school year due to illness and verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician or school nurse/personnel will result in these absences being recorded as unexcused.

## Tardies

Unless approved in advance, the failure of a student to be in the assigned classroom within the first 30 minutes of class will receive unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered, a legal truant (Ed. Code 48260)

### **Absence and Tardy Reporting**

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10 days in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professional (on letterhead), a school nurse or health clerk verification, funeral notices, or other supportive documentation.

A verification of the reason for absence shall not be accepted after 20 school days after the occurrence or 14 calendar days after the last school day of the school year (Ed. Code 46015)

### **Absence 24 hour Reporting Line: 408-377-3321 x4102**

Information needed: Child's name, grade, name of parent/guardian reporting, dates absence(s), and reason for absence.

### **School Attendance Review Board (SARB)**

Students who fall under the truancy law (Ed. Code. 48260-48263) shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district SARB, a panel of district and community representatives.

*Truant Defined:* The student was absent from school without a valid excuse for three days or was tardy or absent for more than a 30-minute period during one school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy. After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth, etc. truanancies.

*Habitual Truant Defined:* Any student is deemed a habitual truant who has been reported absent without valid excuse for three days or was tardy for more than 30 minutes, or any combination thereof, had a letter sent to the parent or guardian, and has had three more unexcused absences or tardies over 30 minutes, or combination thereof. A district employee has made a conscientious effort to hold a least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260-48261.

#### **Purpose of SARB**

1. To identify and provide coordinated district and community services to assist parent(s) and student when the student is truant or has school behavior problems.
2. To ensure that appropriate District and community resources have been used prior to referral to the judicial system.
3. To consider the following options if District and community resources are unable to correct school attendance or behavior problems:
  - Propose the use of alternatives to the juvenile court system
  - Refer the student and parents to the Santa Clara county District Attorney's Office

### **School Health Office**

Students sent to the health office are attended to by office staff. The District Health Services Department works in collaboration with all school health offices and trains district personnel in first aid, safety, and emergency procedures. A district nurse is on call for emergencies and oversees all specialized health services. The district nurse also administers the state-required vision and hearing screenings for specific grade levels and reports any concerns directly to parents.

**Immunizations** (Cambrian School District BP 5141.31; Cambrian School District BP 5141.31; California Immunization Handbook) Students entering a district school or childcare and development program, or transferring between school campuses, shall present an Immunization Record, which shows *at least* the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization regulations only as allowed by law.

\*A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school.

**TDAP** According to State law, students entering grades 7 through 12 must show evidence of TDAP booster prior to beginning school. Failure to do so will result in the student's exclusion from school.

**Tuberculosis (TB) School Mandate** The TB School mandate includes all students entering Transitional Kindergarten, Kindergarten and students transferring into grades TK through 12 from outside Santa Clara County. Refer to the CAMBRIAN SCHOOL DISTRICT Parent Notices-Communicable Disease Control; Immunization section for more information.

**Oral Health Assessment** (Ed. Code 49452.8) State Law requires that each child have an oral health assessment (dental check up) by a licensed dentist or registered dental health professional or a signed waiver on file by May 31 in either kindergarten or first grade, whichever is the child's first year in public school. An Assessment completed within 12 months before a child enters school also meets this requirement.

**First Grade Physicals** (Ed. Code 49450) (Health and Safety code 321.50 and 323.5) State Law requires that each child enrolling in the first grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months, unless provisions for exemption have been made.

### **Medication**

Any student required to take medication during school hours may do so provided his or her parents and physician complete the appropriate form. The medication must be in its original container with clear directions on the label, including the student's name, medication name, and dosage instructions. All medication must be stored in the health office, although special circumstances may exist to allow a student to carry an emergency medication and self-administer the medication with parent/guardian and physician approval (i.e. asthma inhalers, EpiPens). A district nurse must approve any special circumstance.

### **Meals and Snacks**

Cambrian School District participates in the National School Lunch Program. Students may also bring cold lunches from home and/or a nutritious snack to eat during the morning break. Healthy beverages are available for a nominal fee to students with cold lunches. Information regarding school lunch procedures, use of student identification cards and payment information is sent home the first day of school and in school bulletins throughout the school year. Families can also register online at: <https://secure.ezmealapp.com/>

Free or reduced-price meals are available to students who qualify under federal guidelines. Application forms go home the first day of school and are available in the office any time.

## **Communication**

**Classroom Visits** - Parents are welcome to visit the classroom with prior administrative approval. It is a tremendous help to staff if you can arrange for your visit ahead of time. This way you will be sure to see

that part of the curriculum in which you are most interested. Visitors MUST stop at the office before going to the classroom so that we are assured that no unauthorized person contacts your child, and that classroom procedures carry on without unnecessary interruptions.

**Concerns/Problems at School** - If you or your child has a concern or problem at school there is an established protocol to follow to address the issue.

- Try to resolve the problem first with the classroom teacher. They usually know your child best and are familiar with any problem they may have.
- If you don't come to a mutually agreeable solution call the office for an appointment to meet with the principal. The principal will set up a meeting together with you and the classroom teacher.
- If the problem is not resolved after going through this procedure then the next step is to call the District Office for assistance.

**Contacting Your Child's Teacher** - We encourage communication with your child's teacher. If you need to contact your child's teacher there are several ways to do this:

- A note from you with your phone number and time when you can be reached
- A voice-mail message left by calling the school office
- An email message
- An appointment to meet personally with the teacher

**The FLASH** - The bi-monthly school newsletter will be emailed regularly every two weeks. It is important that you read the newsletter for the latest updated information. If you are not receiving the FLASH via email, please contact the Farnham office to update your email address information. You can also access via our school website at <http://www.cambriansd.org/farnham>.

**Thursday Envelopes** - In conjunction with our goal of effective communication, all papers and notices will be sent home with the students each Thursday. Parents should review the contents, then sign and return the envelope on Friday.

**Telephone Messages** - We understand that on occasion you may have to contact your child at school. Please try and keep these occasions to a minimum since they cause classroom interruptions and interfere with the education of all students. Arrangements regarding after school activities, transportation and family matters should be clear before your child leaves for school.

**Use of School Telephone** - It is school policy to allow students access to the telephone in the office. However, since the office is a place of business, student use must be limited to emergency purposes only.

**Visitors & Volunteers on Campus** - For the safety of our students and staff, all persons desiring to meet with students during school hours MUST report directly to the school office and obtain a visitor's pass. Volunteers and all invited guests must register in the office and obtain a volunteer or visitor's pass. This pass must be visible while visitors are on campus.

### **Concerns and/or questions**

Please contact your child's teacher if you have any concerns and/or questions. If you feel your attempts to resolve an issue has failed, please contact the school administrator for assistance.

## School Safety and Student Discipline

### Emergency Procedures

All schools in the Cambrian School District follow established procedures during emergencies. Emergency preparedness includes regular school-wide drills. These drills help both staff and students to be better prepared should an emergency situation arise.

In the case of an area-wide emergency situation, the superintendents of all school districts act as emergency officers for their respective districts. If the school superintendent declares a state of emergency during school hours, all students will be required to remain at school or an alternate safe site supervised by district personnel. The students will be released at regular dismissal time only if it is deemed safe. At that time, students will be released to authorized adults only (the parent, legal guardian, or adult listed on the Student Emergency Form). If bused students are on their way to school during an emergency, the bus will continue to school. Students walking to school during an emergency should proceed to school. Likewise, if they are on their way home, they should continue home.

### Campus Safety

Cambrian School District makes every effort to maintain a safe, positive school environment that promotes student welfare and academic achievement. The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct, and respect for others. Students who jeopardize the safety or welfare of others on campus shall be referred to an administrator for disciplinary action, including involvement of local law enforcement agencies when necessary.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The parent/guardian of a student subject to an individualized search shall be notified by the district as soon after the search as possible.

Law enforcement officers have the right to interview and question students on school premises. Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

Cambrian School District works closely with local law enforcement agencies in the preparation, review, and annual adoption of school safety plans. In emergency situations, which may pose a threat to campus safety, local police will work closely with school staff and will direct all safety and security operations. In order to ensure student safety, all school personnel, students, and parents must comply with the law enforcement directives in such emergency situations. Non-school personnel, including parents, will not be permitted on school grounds or access to students until the police have determined a threat to safety no longer exists.

**(Governing Board Policies 3516, 5145.11 and 5145.12)**

### Expected Behavior

In order to provide an effective learning environment for all students, (Farnham Elementary School) staff works in collaboration with students and parents to provide a predictable, positive, safe, and consistent school environment.

Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

## Positive Behavior Intervention System (PBIS)

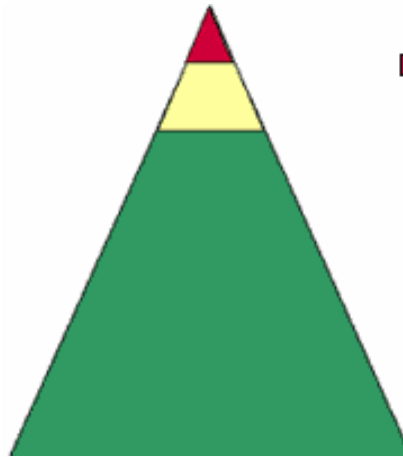
At Farnham Elementary School we have developed a systematic approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students. We have a three-tiered approach:

### ALL Students-Primary

Consistent expectations  
Consistent school wide lesson plans-common areas  
Common understanding-Major/Minor behaviors  
Consistent Referral Process  
Positive Environment-Regular Recognition

### Secondary and Tertiary

Check-in-Check-out  
Individualized Behavior Plans (tiered approach)  
Intervention Team  
Possible Student Study Team



- **Tertiary (FEW)**
  - Reduce complications, intensity, severity of current cases
- **Secondary (SOME)**
  - Reduce current cases of problem behavior
- **Primary (ALL)**
  - Reduce new cases of problem behavior

### **Primary Preventions & Interventions:**

At Farnham School we believe that education is important and we maintain an environment that is safe, free of distractions and supportive of learning. Each child is expected to behave appropriately in all school settings and activities and accept responsibility for his/her actions and the consequences of those actions. Parents and staff share the responsibility for maintaining and supporting the school's behavioral objectives and working together to correct problems that may arise.

Our School motto for school wide behavior expectations is:

**“Falcon Pride is as easy as ABC”**

**Act Responsibly  
Be Respectful  
Care for Others**

Farnham is a P.B.I.S. School.

What is PBIS - Positive Behavior Intervention Supports?

- Building a positive school-wide social culture
- Evidence-based practice for supporting and building a positive social culture
- Supporting and incorporating asset building work of Project Cornerstone and character focus of Life Skills
- Defined by our school's needs

Creating learning environments that are:

- Predictable
- Consistent
- Positive
- Safe

School-wide PBIS is delineation of behavioral expectations to all community members in a clear, consistent way in order to create an effective social and educational setting for all students. We ask that all students and adults practice our behavioral expectations while on campus.

**General Procedures for Dealing with Problem Behaviors**

- Observe problem behavior
- If the problem behavior is considered Minor: Classroom teacher or staff discuss the behavior, expectations, and demonstrate correct behavior using the ABC's as a common vocabulary. Student receives positive reinforcement for complying.
- If the behavior is considered Major: Classroom teacher and/or yard duty go through the referral process which includes administrative intervention. Behavior, expectations and correct behavior are reviewed. Problem solving may occur to avoid future incidents. Appropriate consequence is determined.

**Common Definitions**

In order to provide clear and consistent consequences for violations in behavior at Farnham, we have developed common definitions for identifying behaviors.

<b>Minor</b>	<b>Major</b>
<b>Inappropriate and disrespectful language and tone:</b> Student engages in inappropriate language and/or tone directed at an individual or group.	<b>Abusive Language:</b> Student engages in constant abusive language and inappropriate tone directed at an individual or group.
<b>Physical Contact:</b> Student engages in non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc.	<b>Fighting/Aggression:</b> Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, etc)
<b>Disruption:</b> Student engages in low intensity, but inappropriate disruption. E.g. regular and disruptive off-task behavior that does not interfere with classroom learning.	<b>Overt Disruption:</b> Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
<b>Teasing:</b> Student engages in low level teasing such as put downs, name calling, etc. that is not chronic or repetitive over time.	<b>Harassment/Bullying:</b> Student delivers constant, targeted, repetitive, disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes.
<b>Dress Code:</b> Student wears clothing that is not within, the dress code guidelines defined by our school/district.	<b>Dress Code:</b> Student is unable to comply with dress code guidelines despite multiple interventions.
<b>Property Misuse:</b> Student engages in low intensity misuse of property.	<b>Property Abuse:</b> Student participates in an activity that results in destruction, disfigurement or theft of property.



<b>Technology Violation:</b> Student engages in non-serious but inappropriate use of cell phone and other electronic devices.	<b>Technology Violation:</b> Student engages in inappropriate, intentional use of cell phone and other electronic devices.
<b>Defiance/Non-compliance:</b> Student engages in brief or low-intensity failure to respond to adult requests.	<b>Defiance/Non-compliance:</b> Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.
<b>Inappropriate items:</b> Disallowed items such as toys that do not present a major safety concern.	<b>Dangerous/harmful items:</b> Disallowed items capable of causing injury or representing a major safety concern.

### **Violations and Consequences**

*(\* Indicates regulation applies to students in grades 4-8 only)*

Depending on the behavior, one or more of the following actions may be taken by school officials. The frequency and severity of student behaviors will determine the level of intervention or discipline administered:

1. **Suspension:** Suspension is the temporary removal of a student from ongoing instruction. Students may be suspended (or recommended for expulsion) for any of the acts summarized below (Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7)
  - a.1. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - a.2. 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.
    - \* Possessing an explosive as defined in 18 USC 921.
  - 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 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 any 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. Stole 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 property or private property.
  - m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating

against that pupil for being a witness, or both.

- p Unlawfully offered, arranged to sell negotiated to sell, or sold the prescription drug Soma.
- q Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r Engaged in an act of bullying, including cyber bullying, directed toward a pupil or school personnel. For the purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or groups of pupils as described in subdivision (k) or in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in a benefit from the services, activities, or privileges provided by a school.
  - (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, or image
    - (ii) A post on a social network Internet Web site, including, but not limited to:
    - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, threat the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile using a likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his other age, or for a person of his or her age with his or her exceptional needs.
- s A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless the 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 occurs at any time, including, but not limited to, any of the following:
  - While on school grounds

While going to or coming from school  
During the lunch period whether on or off the campus  
During, or while going to or coming from, a school sponsored activity

Education Code [48900.5 \(a\)](#) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons. To correct the behavior of any student who is subject to discipline, the Superintendent, or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified.

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record (Education Code [48900.5](#))

Other means of correction may include, but are not limited to the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. Student Study teams or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching pro-social behavior or anger management
6. Participating in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (Education Code [48900.5](#))
9. Detention after school hours
10. Community Service during non-instructional periods

48900.2 Committed sexual harassment (Grades 4-8 only)

48900.3 Caused, attempted to cause, or threatened to cause, or participated in an act of hate violence (Grades 4-8 only)

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that materially disrupts class work, creates substantial disorder, or creates an intimidating or hostile educational environment (applicable to grades 4 and above only)

48900.7 Made terrorist threats against school officials and/or school property

**2. Expulsion:** Expulsion is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may actually expel a student.

◆ **Mandatory recommendation for expulsion**

- Sale, possession or furnishing a firearm
- Brandishing a knife at another student
- Selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive

◆ **Discretionary recommendation for expulsion**

- Causing serious injury to another person, except in self-defense
- Possession of a knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one (avoirdupois) ounce of marijuana, other than concentrated cannabis
- Robbery or extortion
- Assault or battery of any school employee

### **Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

Zero tolerance requires a mandatory suspension and recommendation for expulsion of students who possess, sell or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. (Education Code [48915](#))

In addition, the Cambrian School District has adopted countywide Zero-Tolerance Policy in conjunction with our local law enforcement agencies. This policy states that weapons are not tolerated on any school district campus. We will report any student who breaches this policy to the appropriate law enforcement agency. The student is then subject to disciplinary action up to and including expulsion from the district.

State law expressly prohibits firecrackers, knives, firearms or imitation firearm, weapons or other dangerous objects, tobacco, alcohol and other controlled substances from school grounds. Possession of any of these items will lead to disciplinary action, including suspension and/or expulsion.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

### **Personal Items: Toys and Games; Prohibited Items**

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Specifically, Cambrian School District prohibits the following items on school campuses:

#### **Items Prohibited at School**

- ◆ All weapons or devices that may be used to harm others. This includes chains that may be attached to wallets, toy guns, tools, etc.
- ◆ Matches, lighters, firecrackers, BB shot, knives or fireworks.
- ◆ All controlled substances such as tobacco, drugs, nicotine, or alcohol.
- ◆ Mopeds, skateboards, scooters, rollerblades or rollerblade athletic shoes, or any motorized vehicle.
- ◆ Tape or CD players, radios, Walkman-type tape or CB players, headsets, and cameras.
- ◆ Toys, (such as balloons, silly string, cards, dice, pogs, etc.) including electronic computer games.
- ◆ Permanent markers, whiteout, aerosol spray cans, hairspray, perfume playing cards, water pistols, balloons, noise makers, trading cards, cologne, aftershave lotion, etc.
- ◆ Large amounts of money, card collections, etc
- ◆ Laser pointers
- ◆ Radios, cassette players, CD players, DVD's, IPOD's, cameras and other expensive equipment
- ◆ Unauthorized athletic equipment

- ◆ Live animals cannot be brought to school unless a previous arrangement has been made with the teacher and site administrator
- ◆ Stuffed animals
- ◆ Gum, sunflower seeds, or other food items that are not common to a child's lunch
- ◆ Toys,

Items deemed unsafe are held in the office pending parent notification. These include firecrackers, knives, rubber bands, matches and anything else used in an unsafe manner. Students found with these items may be subject to suspension.

Students shall not possess, smoke or use tobacco or any product containing tobacco or nicotine while on school property or during school hours, at school-sponsored events, or while under the supervision of district employees.

Students' prohibitions or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

School personnel may also confiscate permitted items that are used inappropriately. Students may be subject to disciplinary procedures, which may result in suspension from school.

### **Cellular Phones and Pagers**

Cambrian School District permits students to carry cellular phones and pagers. However, students may not use either the cellular phones and/or pagers during the school day. As stated in District policy, cellular phones and pagers must be turned off during the school day. Students who violate this policy may be subject to disciplinary action.

### **The District assumes no liability for the loss or theft of cellular phones and/or pagers.**

### **Recess Restriction**

Teachers and site administrators may restrict a student's recess time under the following conditions when s/he believes that this actions is the most effective way to bring about improved behavior, subject to the following conditions:

- ◆ The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- ◆ The student shall remain under a certificated employee's supervision during the period of detention.
- ◆ Teachers shall inform the principal of any recess restriction they impose.

**(Governing Board Policy 5144)**

### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day.

If a student will miss his/her bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parent/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

**(Governing Board Policy 5144)**

### **School Property**

Students are responsible for all textbooks, library books, desks, computers, and all other types of property issued to them during the school year. The school will solicit replacement costs in the event of loss or damage. Grades and/or transcripts may be withheld until payment has been made.

### **Appropriate Attire**

While we recognize the importance of individual expression, there clearly are certain styles that are not conducive to an educational environment. What a student wears to school often dictates his/her attitude and behavior while at school. **Our major goal in this dress code is to ensure a safe learning environment where students can fully participate in all aspects of the curriculum.** Clothing should not prohibit students from actively and safely participating in indoor and outdoor activities such as physical education.

Students who are not dressed appropriately may be asked to telephone their parents to have other clothing brought to the school or be sent home to change (Board Policy 5132).

Examples of clothing that may not promote a safe learning environment or allow students to fully participate in all aspects of the curriculum include:

- Open-toed footwear without heel straps is considered undesirable foot protection for school. "Heelies" (roller shoes) are not allowed. Sneakers/tennis shoes are recommended footwear. Socks are strongly recommended for protection.
- Dresses and shorts that are less than fingertip length as the arms and fingers extend down along one's sides are not recommended.
- Garments where the torso or midriff is exposed such as tube tops, half shirts, halters, or see-through clothing, or strapless attire are not allowed. Tank tops with 2 in. shoulder straps are recommended.
- Hats and hoods must be removed when indoors. Hats and hoods may be worn outside for sun protection.
- Sunglasses are only permitted if the student has a documented medical condition that requires them.
- No clothing identifiable to gangs such as bandanas, specific color schemes, etc. is to be worn to school.
- Clothing or materials which refer to or show drugs, obscene words, graphic pictures, weapons, drugs or other age inappropriate content.
- Saggy or tight pants that limit participation in school activities are not allow.
- Clothing that exposes undergarments is not allowed.

### **Parent Participation**

Parent involvement is encouraged at Farnham Elementary School. Listed below are some of the existing programs in which parents participate:

#### **Home and School Club**

The Home & School Club organizes activities and volunteers to help with various projects for the school, including fundraising. H&SC is open to all Farnham parents and staff. Announcements will be sent home. Meetings are held on the first Wednesday of each month at 6:30-8pm.

### **School Site Council/English Language Advisory Council**

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the Local Control Accountability Plan (LCAP). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the LCAP.

## **Special Services and Programs**

### **Special Education Assistance/Section 504 Plans**

Cambrian School District provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are incorporated into the regular instructional setting. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.

### **Student Study Team (SST)**

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic and/or behavioral difficulty. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the child's teacher, and the child's parent. Remedial actions may include classroom accommodations, special education assessment, and/or medical or behavioral evaluations.

### **Classroom Computers/Internet Access**

Computers, printers, and internet access are available in every classroom at Farnham. Internet access allows for expanded and global educational opportunities for students. A signed Technology Use Agreement must be on file before a child may explore the internet. Farnham School is proud to host a web page through the District's home page: <http://www.cambriansd.org/Farnham>.

### **Library**

Farnham library contains many books and reference materials, including a special section of donated materials on parenting. Each classroom has a regular schedule for visiting the library. The library staff and volunteers instruct students on using the library, caring for books, using reference materials, and using the computer retrieval system.

## **Other Important Information**

### **Homework**

Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure (Board Procedure 6154). Although it is the student's responsibility to do most homework assignments independently, teachers and parents/guardians are expected to be partners in educating students. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher (Board Policy 6154). Homework assignments are designed to extend and practice what has been learned in the classroom, and students should be able to complete the homework assignments independently. Parents, or persons assisting with the homework may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

### **School Materials and Supplies**

Cambrian School District furnishes assigned books, materials and instructional equipment as needed for the educational program.

Supply lists are recommended at each grade level and posted prior to the start of school on the website. While students are encouraged to bring their own supplies from home, basic supplies necessary for students to participate in the school day will be provided by the school if necessary. Staff may issue requests for voluntary donations to help offset the cost of providing student supplies, though failure to provide a donation will not impact a student's ability to participate in class (CA Ed. Code 49011 [1]). Every middle school student should have a three ring binder with dividers for each of the classes that require written work. Pens, pencils, paper, and assigned materials are to be brought daily.

### **School-Based Assistance**

The Farnham School staff recognizes that not all children learn in the same way. In order to assist students who may be experiencing difficulty, Farnham School teachers adjust either assignments or the classroom environment to meet students' unique needs. They work with parents to design reinforcement systems and develop learning and/or contracts. Teachers also refer students to administrators, resource teachers, and other support personnel when necessary.

### **Lost and Found**

Each year large amounts of clothing (sweaters, jackets, sweatshirts, etc.) and other articles are collected in the Lost & Found box in the rear of the cafeteria. These articles are kept a reasonable length of time and then the items are sent to the Goodwill. We ask that you please write your child's name & room number on all articles of clothing to prevent loss.

### **Smoke Free Campus**

Every school in Cambrian School District is a smoke-free school. Smoking is not permitted at any time in any campus location.

### **Personal Belongings**

Parents should be sure to write their child's name or initials in permanent marker on all personal belongings such as backpacks, lunch boxes or sacks, sweaters, coats, hats, and bicycle helmets. Unmarked items left outside the classroom will end up in the Lost and Found.

### **Annual Parental Notifications**

At the beginning of every school year, Cambrian School District distributes the Parents Rights and District Code of Conduct. Please review these documents carefully. Questions may be directed to either the school principal or to the Director of Student Services at (408) 377-2103.

### **DO YOU HAVE A QUESTION OR CONCERN?**

Parents play an active part in our district. We encourage your involvement and welcome your questions. We ask that parents address questions or concerns to the teacher and then the school principal. If, after contacting the school principal, you would like more information, please feel free to contact the following:

- |  |                            |                          |
|--|----------------------------|--------------------------|
| ▪ Student issues or Special Education: | Student Services .         | (408) 377-2103 Ext. 1110 |
| ▪ Personnel issues:                    | Personnel Services         | (408) 377-2103 Ext. 1104 |
| ▪ Instructional issues:                | Educational Services Dept. | (408) 377-2103 Ext. 1108 |
| ▪ Enrollment issues                    | Enrollment                 | (408) 377-2103 Ext. 1103 |