

Fanning School Procedures A To Z 2016-17

After Hours Access

Doors to all classrooms and all entrances to the library are locked immediately after dismissal. Check in at the office if you or your child needs to speak with the teacher. Office staff or custodians may not unlock classroom doors, and students may not enter school rooms without a teacher or other school employee. This rule is in effect before and after school, as well as during all recesses.

Arrival at School

Students are not to arrive on campus prior to 8:30 a.m., unless they are participating in Study Hall in the Library starting at 8:15. There is no adult supervision of the campus prior to this time. Child care offers full and part time daycare to accommodate parent needs. Call 714-990-7527 to make arrangements.

When arriving late to school, a parent **must** accompany the student to the office to sign in the student. If you are late because of a doctor or dental appointment, please remember to get a re-admit to clear the unexcused tardy.

Attendance Procedures

All children are expected to be in school each day and on time unless they are ill or a family emergency arises. A phone call to the school message recorder (24 hour) 714-529-9737 to report that your child is absent will greatly help the school account for all children each day.

Schools receive their state funding based on A.D.A. (Average Daily Attendance), which is based solely on daily attendance. If your child is out of school for more than 30 minutes (arriving late or leaving early) in a day, per state law they will be given a truancy in the absence of a valid reason per CA Ed. Code 48205.

The school will work with parents to remedy attendance difficulties. The School Attendance Review Board (SARB) may be enlisted to explore alternatives if absences or tardies become excessive.

If a student is planning to be out five days or more, please contact the teacher and the office at least one week prior to leave date, and the office staff will give you the necessary paperwork to complete. See "Independent Study" page 9.

During the school day, students will only be released to parents/guardians or

those persons listed on the emergency card who bring proper identification. All students who are released during the school day must be signed out through the office. Please make every attempt to schedule doctor and dentist appointments outside the school day as removing students from class causes a disruption to the learning process.

Following dismissal, students must go directly home unless enrolled in extended day care or after school programs.

Bell Schedule

Kindergarten

Morning: 8:45 - 12:15 p.m. **Afternoon:** 11:05 - 2:55

A.M. Recess: 10:45 - 11:05

P.M. Lunch: 12:15 - 12:35 **Recess:** 12:35 - 12:55

Early Release Wednesday

Early Bird: 8:45 - 12:00 p.m.

Later Gator: 10:35 - 2:10 p.m.

Grades 1 - 6th

8:30 a.m. Students allowed on campus

8:42 a.m. Line-up bell rings

8:45 a.m. School begins

2:55 p.m. Dismissal

Grade Recess Schedule

1-3 10:15 - 10:30 a.m.

4-6 10:35 - 10:50 a.m.

Grade

1-2

3-4

5-6

Lunch Schedule

11:50 - 12:30 p.m.

12:15 - 12:55 p.m.

12:45 - 1:25 p.m.

Early Release Wednesday:

Grades 1-6 2:10 p.m.

Minimum Day Schedule:

All TK & Kinder in a.m. 8:45 -12:15 p.m.

Grades 1-6 8:45 1:15 p.m.

Bicycles

Students in grade 3 through 6 may ride their bicycles to school. All bicycles are to be walked from the street to the bike racks. Bicycles are not to be ridden on campus. All students who choose to ride a bicycle to school must meet the following conditions:

1. The student has parent approval.
2. The bicycle is licensed by the city.
3. The bicycle is kept locked in the bike enclosure.
4. Bicycle safety helmets are worn as required by law.

Birthdays

Each week during morning announcements, student birthdays are recognized. Students are given a birthday pencil to celebrate their special day. To maximize instructional time, we encourage students to celebrate birthdays at home with friends and family. If you want to recognize your child's birthday at school, we encourage you to buy and dedicate a book to your child's classroom library. Any flowers, balloons etc. that are delivered to school will remain in the office until after school. Party invitations may NOT be passed out during the school day unless ALL students in the classroom are invited.

Bullying/Harassment

All students have the right to be safe at school. Harassment through actions or words is a major offense, and disciplinary action ranges from counseling and parent notification to suspension or expulsion. Any student who feels they are the victim of harassment or have witnessed another student being harassed should report it immediately to a teacher or the principal.

Bus Service

Bus service is provided for a fee. Questions or concerns about transportation can be addressed by calling 714-990-7839. For safety reasons, student behavior on the bus to and from school is expected to be outstanding.

Cafeteria

Our cafeteria serves a well-balanced hot lunch each day for \$2.50. Menus are distributed to students at the beginning of each month. The school calendar is printed on the back. Parents are encouraged to prepay for meals by bringing in cash or a check payable to BOUSD to the school office or by paying online at www.myschoolbucks.com . Call 714-990-7838 for more information.

For low-income families, free or reduced-priced meals are available. An application form is sent home with every student registered on the first day of school. Applications also are available online at www.bousd.us (Departments,

Food Services). Students must reapply each year.

Cafeteria/Lunch Area Rules:

1. The Cafeteria/Lunch Shelter is a place to talk with a regular voice volume, not shout.
2. Throwing of food is not allowed.
3. Students are to remain seated until dismissed by cafeteria supervisors.
4. Students are to clear their area after eating and wait for dismissal by the noon duty supervisors.

Campus Access & Visitors/Volunteers

During school hours (7:30 a.m. - 4 p.m.), visitors are only allowed if they are here for school business or volunteering. Visitors are asked to report to the office upon arrival and wear a visitor's badge while on campus. For student safety, adults are not allowed to use student restrooms and should use the restroom in the main office.

The City of Brea and the Brea Olinda Unified School district enjoy an amicable working partnership. After school hours, our campus facility is used by the city for athletic events and afternoon enrichment classes. According to City Ordinance #805, it is unlawful to ride skateboards, bicycles, mopeds, or any other coaster devices on school property. Dogs, with the exception of service animals, are not allowed on campus per O.C. Codified Ordinance 4-1-46.

All facilities in the BOUSD are tobacco free. Smoking is prohibited at all times.

Cell Phones

Students may carry cell phones in their backpacks to be used before or after school hours. During school hours, phones must be turned off and in backpacks unless otherwise directed by the classroom teacher. Violations of this policy will result in the phone being confiscated and turned into the principal for parent pick-up.

Classroom Helpers

All parents are encouraged to volunteer and can help in a variety of ways, such as aiding a classroom by performing clerical duties for the teacher, working with individual or small groups of students, or assisting in the computer lab or library. Ask your child's teacher about volunteer opportunities.

WE ♥ OUR VOLUNTEERS

Communication

Regular home-school communication is key to student success. We communicate with our families in a number of ways, including:

- Website <http://fanning.bousd.us> – Bookmark us! Website is updated regularly.
- Weekly “Principal's Letters” via email – Make sure the office has your current email address on file to receive these letters.
- School Messenger phone calls home – We provide occasional phone messages for school activities, special schedules, emergency broadcasts, etc. Inform the office if your phone number changes so you can keep current.
- Class emails, newsletters, etc.

Computers

Our school has 40 Chromebooks for our computer lab. All students, TK-6 have access to the lab. The PTA has established a Technology Fund to help keep our equipment in the lab and classrooms current. We accept donations to this fund on an ongoing basis and thank our families for their support of campus technology.

We also have approximately 120 Chromebooks for classroom use.

Conferences

Parent conferences are scheduled in October, and these are on minimum days. The conference is a very important opportunity for parents and teachers to get together to discuss student progress. Communication between home and school is essential, and parents or teachers may request a conference at any time. Please contact your child's teacher whenever you have a question or concern. We strive to respond to all emails and phone calls within 24 hours.

Daily Planner

Students in grades 3 - 6 are provided a daily planner courtesy of the P.T.A. Teachers instruct students in the regular use of the planner to help students build organizational skills and remember their homework and assignments. Planners are also an important home to school communication tool.

Discipline

At Fanning, we have positive behavior expectations that we teach students. School and classroom rules are intended to promote an atmosphere that is conducive to learning as well as to ensure the physical and emotional safety of every child on our campus.

Students whose behavior is in violation of Education Code 48900 as described in

the following text may be suspended from school and/or recommended for expulsion.

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (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.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. A replica that is substantially similar 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 the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Fanning Positive Behavior Expectations

Fanning Falcons are Respectful, Responsible and Safe.

Respectful

- I respect individual opinions and differences.
- I treat school property and the property of others with care and consideration.
- I display good manners while on campus.
- I adhere to the school's dress code in all school settings.
- I maintain a positive attitude.

Responsible

- I come to class prepared to learn by bringing my supplies and my completed work to turn in on time.
- I promptly follow all directions and obey all classroom procedures.
- I do not chew gum while on campus.
- I do not use cell phones and other distractive devices during school hours unless the teacher has given me permission.

Safe

- I keep my hands and feet to myself.
- I stay in the supervised and assigned areas at all times.
- I remain seated with all chair legs on the floor.
- I walk on the blacktop.

Donations

Due to reductions in funding for schools, it is a challenge to maintain the high level of programs expected by our schools and community. Donations are happily accepted to help us to continue to provide our exceptional programs, technology and activities. Education Code does require that all students be allowed to participate in core curricular and co-curricular activities without limitations.

Dress Code

Student dress should indicate respect for the educational environment and be suitable for an active schedule. On P.E. days, students should wear athletic shoes. If a student comes to school and his/her dress, hair, or makeup is a distraction to others, parents will be notified to bring a change of clothing or the student may be removed from class.

Several examples of inappropriate attire include:

- Midriff baring, strapless, or backless tops.
- High heeled, open-toed or backless shoes, like flip flops.
- Shorts and skirts that do not reach at least fingertip length.
- Wearing hats inside buildings.
- Displays of obscenity, drugs, alcohol, sex, and/or violence on clothing,

- jewelry or other apparel.
- Hair that is not a naturally occurring hair color and/or distracting hairstyles.
- Make-up.
- Large or “dangling” earrings that may be unsafe.

The Fanning staff wants all students to have a safe and wholesome environment in which they can learn and grow. Variances in student dress code only include whole-school sponsored spirit days/and or activities, per the principal's direction.

Emergency Preparedness

Our school has a well-established emergency preparedness plan. We regularly practice emergency procedures for fire, earthquake and lockdowns. We request that each student bring a personal emergency preparedness kit to school to keep in their classroom for the year. Detailed information is on the Supply List (on website).

During an actual emergency, parents may pick up their child at the designated checkout station which is located at the fence at the north end of the parking lot.

Field Trips

Students in each grade level participate in field trips that enrich their studies. Our PTA generously contributes toward the cost of buses for these trips.

G.A.T.E. (Gifted and Talented Education)

Students are identified for GATE in grades 4-6. See the BOUSD website for criteria and additional information.

Grading

Report cards are issued three times during the school year. During the first trimester, parents are invited to a parent-teacher conference to discuss pupil progress. Throughout the year, teachers will inform both the student and parents when a student is in jeopardy of failing. Our goal is to work together to identify students who are not meeting grade level standards early on so that we can work together to provide them with the support they need.

Homework

The purpose of homework is to reinforce and extend what your child has learned in class as well as to develop a sense of self-discipline, personal responsibility and the ability to learn independently. It should be follow-up or unguided practice for the learning that has taken place in the classroom. Nightly, you can expect approximately 15-20 minutes at the primary level and 20-60 minutes in grades 4-6.

Parents are encouraged to help students keep up with class work when a child is out ill. If you think your child will be out two days or more, please call or email the teacher in the morning so that there will be time in the day to gather together the homework. Homework is normally ready to be picked up in the office 30 minutes after students have been dismissed.

Illness or Injury

Our health clerk provides basic first aid as needed. In case of emergencies, we call 911 and administer first aid to the best of our training. Parents are notified immediately. For less serious or non life-threatening situations, we call the district nurse (parents are still notified). In the case of usual headaches, stomach aches, etc., the health clerk will take the student's temperature and decide if this is a case for TLC (tender loving care), a short rest in the nurse's office, or a parent phone call home. A student may only return after they have been fever-free for 24 hours (unmedicated). It is imperative that parents keep the school office informed when contact information (especially phone numbers) have changed in case of emergency.

The district nurse routinely tests students for hearing and vision.

Independent Study

Sometimes family matters make it necessary for a student to be out of school for five consecutive days or more. In these circumstances, an Independent Study Contract can be completed to give the student the ability to keep up with their studies (as much as is feasible) and the school credit for the missed days. At least one week prior to the planned absence, inform the teacher in writing about the dates and the duration of the planned absence and come to the office to complete the Independent Study Contract application. The teacher will provide assignments to be completed by the student. Upon returning from the absence, the student returns the completed work and signed contract to the teacher. Failing to turn in the completed work with the contract makes it necessary for the absences to be noted as "Unexcused."

Medication

Medication should not be sent to school with your child, including cough syrups, cough drops, ointments and pain relievers. In the event that medication must be taken at school, a school form provided in the office must be completed by your physician. The form states the type of medicine, its use and dosage. The medicine may only be taken in the nurse's office. We are not permitted to administer any medication without written permission from the parent and physician (Education Code 49423).

Parent Involvement

Parent Involvement is an essential component to any successful school. Parents can become involved in several ways:

- Join the P.T.A.
- Become a member of School Site Council
- Become a classroom volunteer or Room Parent
- Volunteer to help with our annual Jog-A-Thon, chaperone a field trip or assist in the library or computer lab
- Join Watch D.O.G.S. (Dads of Great Students)

Parking Lot Safety

Please see the page "Drop off & Pick up Procedures." Children may never walk into the parking lot unless they are accompanied by an adult. Please know that if you drop your children off at the bottom of the ramp, this area is unsupervised.

Personal Property

The school is not responsible for lost, stolen or damaged personal property. We ask that students not bring valuable items (i.e. electronics) or large sums of money to school. Please label your child's lunch box, backpack and jackets so they may be easily returned if they are lost. Lost articles are kept in the lost and found, which is located in our Media Center. Several times each year, unclaimed articles are donated to charity.

Physical Education

BOUSD offers 100 minutes per week of elementary physical education provided by credentialed P.E. teachers. Students should wear athletic shoes and appropriate clothing on their P.E. days.

Playground Safety

- All eating should be done at the lunch benches.
- Safe play is the rule at all times. There is no tackling, roughhousing or other behavior that endangers the physical safety of another child.
- There is no climbing on the slopes, back stops or fences.
- Students may not play in or around the restrooms.
- Running is allowed only on the grass.
- All play equipment used at recess is provided by the school. No toys of any kind are to be brought from home.
- Balls may be kicked only on the grass.
- Students who check out play equipment are responsible for returning the equipment to the checkout area.
- All play stops when the bell rings.

Psychological Services

The school psychologist's role is to assist children who are challenged with learning, social, personal behavior or attendance issues so they may be successful in their studies. The school psychologist meets with students individually or in small groups on an as needed basis.

P.T.A. (Parent Teacher Association)

The Fanning P.T.A. is a dedicated group of parents and teachers working together to improve each child's education. Our amazing PTA has supported our Accelerated Reader and RAZ Kids computer programs, numerous art and music assemblies, field trips, campus technology, an instructional aide position and more. The PTA also coordinates events to build a sense of community, such as "Pastries for Parents," Family Night and an end-of-year Carnival. Membership is open to all, so we hope you will join and serve. Meetings are held regularly according to bylaws, and dates are noted in the principal's weekly emails.

School Site Council

The Fanning School Site Council is responsible for the planning, implementing and evaluating of the school improvement program. The council consists of the principal, one classified employee, three certificated teachers and five parent members. Meetings are held four times per year. All parents are invited to attend School Site Council meetings and to participate in the discussions.

Skates, Skateboards, Shoe-skates and Razors

We do not have the facilities to house or secure skates, skateboards or razor scooters. City ordinance #805 prohibits skateboards, bicycles, and any other coaster device on public property. Shoe-skates (Heeleys) also are prohibited. If any of these items are brought to school, a parent will be asked to pick up the confiscated item.

Snacks

Children may bring a snack to eat at their first recess. All snacks must be eaten at the lunch benches. We encourage parents to send healthy snacks to school.

Speech and Language Program

Our speech and language pathologist works with students with a variety of concerns. Contact your child's teacher if you feel he/she might require speech and language services.

Student Council

Student Council officers are elected from fourth, fifth and sixth grade twice each year. The offices are President, Vice President, Secretary, Treasurer and

Public Works Director (P.W.D.), a campus cleanliness director. In addition to the elected officials, class senators meet with the Council. The Student Council discusses school improvement issues and concerns. They also plan special events for the school each year.

Student Recognition Program

At Fanning, we regularly celebrate our students' positive behavior and academics. Below are a number of ways.

Daily

- Fantastic Falcons Spirit Cards are given by ALL staff to students who are "caught" being Respectful, Responsible or Safe at school. Spirit Cards are turned in to the bucket in the Media Center for prize drawings.

Weekly

- The principal randomly pulls 15 spirit cards and announces the names of these students to come to office to receive prizes.
- The principal announces the class who has highest percentage of students wearing Fanning shirts (or a shirt displaying school colors) on School Spirit Fridays and delivers the Spirit Wear trophy to that class for the week.

Monthly

- Popsicles with the Principal – Students who have received multiple Fantastic Falcon Spirit Cards are invited to lunch with the principal and given popsicles.
- The grade level with highest number of spirit cards turned in gets an extra 10 minutes of lunchtime or recess.
- At our Flag Ceremony, teachers recognize students in each class who exemplify the Character Trait we focused on for that month. These are presented as the "Principal's Award for Character."

Trimesterly

- At the end of each trimester, students in grades 4-6 are recognized for academic performance and citizenship. We send home notices to let parents know to come to the ceremony.

Annually

- As the culmination of their academic careers at Fanning, on the last day of school 6th grade students attend an award ceremony where top 6th graders are presented with the national "Presidential Award."
- The student with the MOST Fantastic Falcon cards at the end of the year gets to be "Principal for the Day!" and spend the afternoon shadowing the principal.

Technology

School Board Policy 6163.4 on Student Use of Technology is followed in regards to Online Services, Internet Access, and User Obligations and Responsibilities.

The school will not be responsible for personal property. Students who choose to bring cell phones to school must keep them turned off and in their backpacks during school hours unless they are given permission otherwise by a staff member. If a classroom project allows students to bring their own technology to complete assignments, use must be approved by the teacher. To ensure safety for all students, and appropriate usage, these electronic devices are not to be used at recess or lunch and must be kept in the classroom.

Textbook Care

Students are responsible for keeping their textbooks and library books in good condition. Students and parents will be asked to reimburse the school for lost or damaged books.

Toys

Except for designated "sharing days," we appreciate students leaving all toys, including balls, at home. This includes unnecessary school supplies causing distraction in class. Projects that require toys or special equipment will be at the discretion of the teacher.

Visitors

In order to maintain a safe campus and avoid potential disruptions, all visitors are to report to the office before visiting classrooms. A visitor's badge is to be worn at all times while on campus.

Visiting the Classroom

We would like to extend an invitation to you to visit your child's classroom sometime during the school year. In accordance with district policy, visits during school hours must be arranged with the teacher and principal/or designee prior to the visit. Contact your child's teacher at least one day in advance with your request.

Teachers may not hold discussions with parents during class time because it interrupts their teaching. If a conference is desired, an appointment should be set with the teacher during non-instructional hours.

Walking to School

Children who walk to school are encouraged to walk with a parent or several friends and always use sidewalks and crosswalks. Please stress with your child the importance of not accepting rides, candy or favors from unknown persons when going to and from school. If your child is ever approached by a stranger, he/she should immediately tell an adult and school administration.