



Tara Hills Elementary Welcome Packet and Handbook 2017-18

**Tenemos copias disponibles en español.
Por favor pase por la oficina de la escuela.**

Welcome families and students to our 2017-18 school year.
Please take the time to read through this packet as the school year starts,
and reference throughout the school year as needed.

School Contact Information

2300 Dolan Way, San Pablo, CA 94806
Phone: 510-231-1428 Fax: 510-724-3224

<https://www.wccusd.net/tarahills>

Office Hours of Operation: 8am – 4pm

Principal: Robert Mendoza ♦ robert.mendoza@wccusd.net

Table of Contents

A Message from our Tara Hills Principal	3
Hello from our Tara Hills PTA President	4
School Map	5
Bell Schedule	6
Tara Hills Teaching Staff	7
Tara Hills Special Services Staff	8
Tara Hills Support Staff	8-9
Forms	10-11
School Communications	12
Drop-off / Pick-up Procedures	13-14
Attendance	15-16
Code of Conduct	17-19
Dress Code	20
Health and Safety	21-22
Food Service	23
Special Services	24
Student Awards and Recognitions	25
Programs	26-27
Parent Involvement	28-29
Become a Volunteer	30
School Committees	31-32
West Contra Costa Unified School District School Calendar 2017-18	33



Tara Hills Elementary School

2300 Dolan Way, San Pablo, CA. 94806
Telephone: 510-231-1428 Fax 510-724-3224

Superintendent: Matthew Duffy

Principal: Robert Mendoza

Secretary: Erica Guerra

August 9, 2017

Greetings Families,

On behalf of the staff at Tara Hills, I am happy to welcome new and returning students and families to the 2017-18 school year! We are looking forward to a wonderful year ahead, learning and growing together with our students. The year ahead is filled with opportunities and we are excited to instill in our students a love for learning. As the school year begins, we would like to start it with a healthy and positive attitude. We ask our families to work closely with us to help our students flourish at school.

I am honored and excited to come to Tara Hills as the new principal. As you may have seen from the website, I have lived in the West County Area for many years, and I am excited to work as an educator in the community where I live. I have been a principal for the last several years in San Francisco. I will miss the students, teachers and community there, and all the experience I have had I am bringing to Tara Hills, and I also know that I have a lot to learn from my wonderful new colleagues, students and community members at Tara Hills, and in WCCUSD.

I have an open door policy. I will be posting my office hours soon, and I will also have monthly principal's chats. Please feel free to meet with me, contact me, and we can talk about how the school can help your children and ways to support the school. Also remember that if you have concerns about your child's class that you always reach out and communicate with the teacher. I always want to respect the teacher's authority in the classroom, and it is vital that they be aware of any concerns. That said, if you need to discuss any concerns, please know that you can reach out to me as well.

Please help us by talking about our school being No Place for Hate. We are an inclusive public school that accepts all races, religions, languages, cultures, genders, abilities, types of families, and ways people love. We celebrate this and do not discriminate.

Talk to your students about what they are learning in school in the areas of self-control and regulation. Help students be healthy so they can be their best selves. Remind them to wear a uniform, leave toys and junk food at home. Put hats and cellphones away in their backpacks.

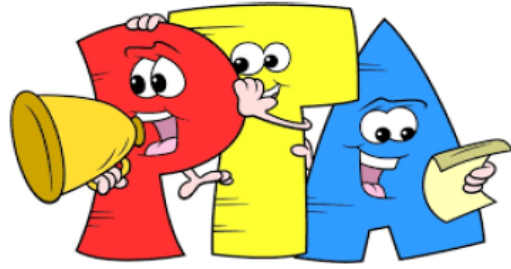
Please consider volunteering in the classroom, at the school, and joining some of the parent and community groups at the school, the English Learner Advisory Committee (ELAC), School Site Council(SSC), or Parent Teacher Association (PTA).

I am working to get our drop off area repainted so that we are aware of all the parking and drop off rules that ensure that our children are safe. Please follow all signs and instructions from school staff regarding drop off.

So, thank you Tara Hills community for your welcome. I look forward to meeting and working with all of you. Have a wonderful year!

Mr. Mendoza, Principal

Tara Hills: Committed to doing Whatever It Takes to ensure the success of all students



Dear Tara Hills Parents!!!

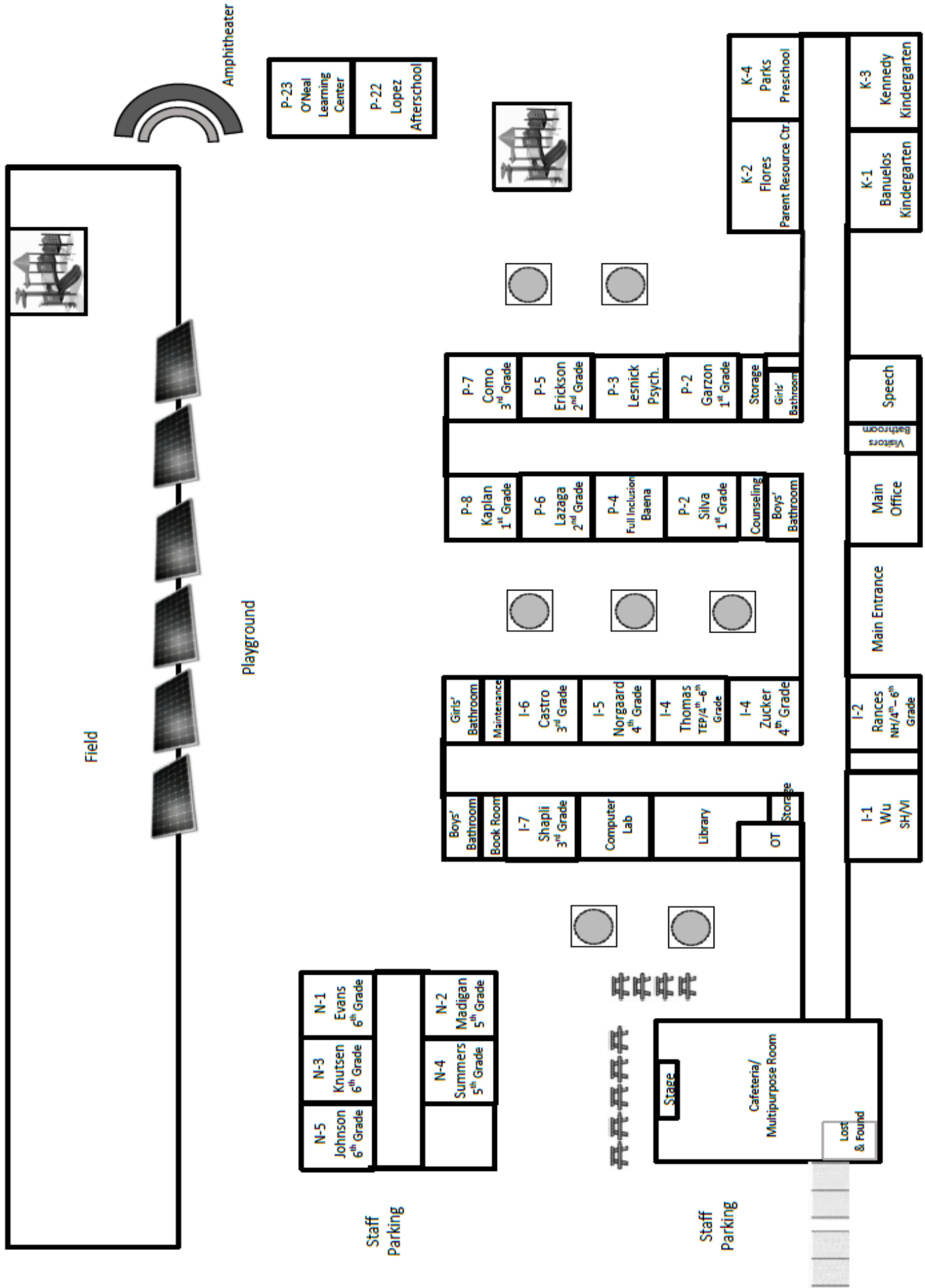
Hello and WELCOME BACK!! I hope that you and your family had a relaxing summer vacation. My name is Monica Cornejo, and I am thrilled to be your new PTA President for Tara Hills. The PTA and I will be working alongside with our new principal and teachers to make this an exciting year. The PTA wants to make this a fun year filled with learning, growing and community outreach with our Tara Hills families. We look forward to working with you to accomplish this goal. Remember you can reach out to us at any time, with any questions, requests for assistance, or concerns. (tarahillspta@gmail.com)

We are currently working with Mr. Mendoza on planning PTA events for the year. We will work hard at keeping you updated on upcoming events, with plenty of lead-time. Our first, and biggest event will be the Fall Fundraiser. We are going a different route and not “selling” food or knickknacks this year, but doing a School-a-thon Fun Run. (<http://schoolathonca.com/>) More details will be coming very soon, but for planning purposes, I wanted to let you know that the actual Fun Run will be on October 14th from 10am-2pm. The fundraising information will be going out to families the first week of September.

The PTA looks forward to working with our teachers.

Thank you,

Monica Cornejo



Bell Schedule 2017-18

7:50 a.m.	Breakfast
8:25 a.m.	First Morning Bell K-6 th Grade
8:30 a.m.	School Begins
8:30 a.m. – 1:30 p.m.	Preschool
Instruction	
8:30 a.m. – 10:05 a.m.	K – 3 rd
8:30 a.m. – 10:30 a.m.	4 th – 6 th Grade
Morning Recess	
10:05 a.m. – 10:25 a.m.	K – 3 rd
10:30 a.m. – 10:50 a.m.	4 th – 6 th Grade
Instruction	
10:25 a.m. – 11:20 a.m.	K
10:25 a.m. – 11:35 a.m.	1 st and 2 nd Grade
10:25 a.m. – 12:00 p.m.	3 rd Grade
10:50 a.m. – 12:00 p.m.	4 th Grade
10:50 a.m. – 12:25 p.m.	5 th and 6 th Grade
Lunch/Recess	
11:20 a.m. – 12:20 p.m.	Kindergarten and 1 st Grade
11:35 a.m. – 12:35 p.m.	2 nd Grade
12:00 p.m. – 1:00 p.m.	3 rd Grade
12:00 p.m. – 12:40 p.m.	4 th Grade
12:25 p.m. – 1:05 p.m.	5 th and 6 th Grade
Instruction	
12:20 p.m. – 2:40 p.m.	Kindergarten and 1 st Grade
12:35 p.m. – 2:40 p.m.	2 nd Grade
1:00 p.m. – 2:40 p.m.	3 rd Grade
12:40 p.m. – 2:40 p.m.	4 th Grade
1:05 p.m. – 2:40 p.m.	5 th and 6 th Grade
Dismissal Times	
2:40 p.m.	K- 6 th Grade
Every Wednesday – Minimum Day Dismissal	
2:05 p.m.	K – 6 th Grade
Last Day Noon Dismissal	
12:00 p.m.	K – 6 th Grade

Tara Hills Teaching Staff 2017-18

Preschool – Room K-4	Sarah Parks
Kindergarten – Room K1	Maureen Banuelos
Kindergarten – Room K3	Cameron Kennedy
1 st Grade – Room P1	Amy Garzon
1 st Grade – Room P8	Lauren Kaplan
1 st Grade – Room P2	Wesley Silva
2 nd Grade – Room P5	Melissa Erickson
2 nd Grade – Room P6	Elizabeth Lazaga
3 rd Grade – Room P7	Rachel Como
3 rd Grade – Room I6	Martha Castro
3 rd Grade – Room I7	Leana Shapli
4 th Grade – Room I5	Stacy Norgaard
4 th – 6 th Grade (TEP) – Room I4	Temitayo Thomas
4 th Grade – Room I3	Alisha Zucker
4 th – 6 th Grade (NSH) – Room I2	Frances Rances
K-6 th Grade (SH/VI) – Room I1	Leanne Wu
5 th Grade – Room N-2	Lisa Madigan
5 th Grade – Room N-4	Edith Williams/Emily Summers
6 th Grade – Room N-1	Antoinette Evans
6 th Grade – Room N-3	Josephine Knutsen
6 th Grade – Room N-5	Shabana Johnson

Tara Hills Special Services Staff 2017-18

Resource Specialist	Susan O'Neal
Speech/Language	Clarene Cunanan
Occupational Therapy	Kianga Robinson
School Psychologist	Claire Lesnick Scott Booth Natalie Burger
School Counselor/Psychologist	Victoria Kinyon
School Psychologist Intern	Theresa Garcia
Adaptive P.E	Isaac Chavez
AAC Specialist	Ryan Leixeira
Special Education Support	Suzan Balmaceda Teresa Chow Sonia Kaufman Linda Rapp Allie Stewart

Tara Hills Support Staff 2017-18

Secretary	Erica Guerra
Clerk	Belem Gomez
Community Outreach	Marina Flores
Head Custodian	Jose Coronado
Night Custodian	Wayne Burrows
Librarian	Cheryl Meibos
Computer Lab	Greg Jensen
Music (4 th – 6 th)	Erik VonBuchau
Full Inclusion	Jason Baena Lorena Yamzon

Tara Hills Support Staff 2017-18 (Continued)

Cafeteria	Sally Kan Norine Collor Ana Mazariegos
Yard Duty Supervisors	Reyna Alegria Xiomara Alvarado Martina Duran Chris Juntilla Maria Morales
Classroom Support Aides	Penny Syharath Sandy De Alba Deborah Eshom Kristi Feldman Merlene Gay Debra Kimble Esmeralda Mendoza Maria Cristina Newton
Classroom Support Aides Special Education SH/VI	Lucia Montano-Navarro Toni Banuelos Deborah Joseph Monica Kariana Amy Turner Jaime Bragg Natasha Hunt Andrea Buenvenida
Instructional Assistant Aides Special Education NSH	Brett Biagi Carmen Craighead Sonia Dougherty Justin Jimenez Jeannette Gabriel
Instructional Assistant Aide Bilingual	Alicia MacClean
Behavior Technician	Jackie Davis Pilar Uribe
Grad Tutor	Maria Sanchez
Afterschool Program	Marsela Lopez
Playworks	Niysha Anderson

Forms

Please review the following documents. Please signed and return to your student's teacher:

1. Emergency Form.

Any changes in address or phone numbers during the school year must be communicated to the school immediately. For your child's safety and well-being this information must be current at all times. Please fill out this form and its reverse side.

2. Lunch Form.

Even if you think you may not qualify for a free/reduced, we encourage you to fill one out.

3. Student Acceptable Use Policy

The internet and computers on our network are used to support the educational objectives of WCCUSD. Please acknowledge this page to the variety of terms and conditions.

4. 2 Hour Pledge Survey

We encourage you to participate in our 2 Hour Power program. Simply complete the enclosed Interest Survey & Pledge Form and return it to school with your child. We'll then be in touch with opportunities that fit your interests and availability.

5. 2017-18 Parent-Student Handbook Acknowledge Form (Page 5 in the WCCUSD Handbook).

We are requiring that all parents return this page acknowledging that this document has been received and read.

6. California Healthy Kids Survey Notification Form (For 5th grade parents—Page 57 in the WCCUSD Handbook).

This is a very important survey which will help promote health and safety among our youth and combat problems such as drug abuse and violence. It is voluntary and anonymous.

7. Nightmare on Puberty Street (6th grade parents—Page 64 in the WCCUSD Handbook).

You may read more information about theatrical performance on Page 88 in the Parent Student Handbook.

8. Media Release Form (Page 65 in the WCCUSD Handbook).

We often use pictures of our students on our school website or other marketing materials. If you authorize us to use your child's picture, please sign this policy and return to school. Student names are never included in any marketing materials.

Forms (Continued)

9. WCCUSD Student Ethnicity and Race Form (Page 68 in the WCCUSD Handbook).

Beginning in the 2009-2010 school year, school districts were required to collect new information about the race and ethnicity of students. To comply with these regulations, we ask that you complete the following form and return it to school.

School Communications

Weekly e-newsletters

Stay informed about school news and events with our weekly e-newsletter issued Monday evenings during the school year. If you would like to start receiving them, please stop by room K-2 and see Ms. Marina to register or send her an email to marina.floresmiranda@wccusd.net.

Weekly Newsletter (paper copy)

If you opt out from receiving weekly e-newsletters and instead you would like to receive a paper copy every week, please stop by room K-2 and see Ms. Marina.

Monthly School Calendar (paper copy)

The monthly school calendar is given to all students the last Tuesday of the month.

On the Web

Visit our Tara Hills Elementary website **www.wccusd.net/tarahills** and stay up to date with all the great things that are happening at Tara Hills. We also have resources and special links of interest for you and your student. You may also view our teachers' biographies and links to class/grade websites.

Parent Teacher Conferences

Students do better in school when parents get involved. Attending parent-teacher conferences is a great opportunity to discuss your child's progress, and help, share your child's strengths and needs and work with the teacher to help your child do well in school. If you haven't schedule one yet, please talk to your child's teacher and sign up. Translations are available upon request.

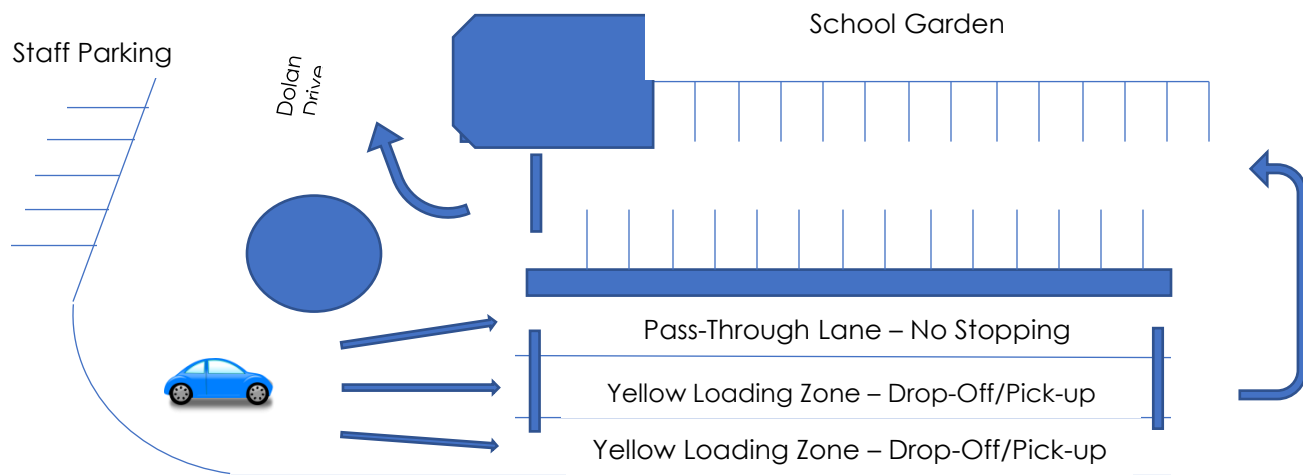
On Facebook,

Tara Hills PTA has a public Facebook page for school events and announcements. To find us, on the Facebook search bar type **Tara Hill Elem. PTA**.

Drop-Off / Pick-Up Procedures

Student and staff safety is a priority at Tara Hills Elementary. With your cooperation and patience, these procedures will provide safe and steady flow of traffic through the lot. Please make the necessary morning and afternoon arrangements to be on time. School begins promptly at 8:30 a.m. The school cafeteria is open at 7:50 a.m. for those students who will be having breakfast. Dismissal time for grades K-6th grade is at 2:40 p.m. on Monday, Tuesday, Thursday and Friday. Dismissal time for grades K-6th grade is 2:05 p.m. on Wednesday.

As you drive through the school gates, make sure to reduce your speed, make a left turn and you will see three lanes (see diagram below): The two right lanes are the drop off/pick up lanes and the left lane is the pass-through lane—no stopping. When dropping-off your student, proceed slowly and pull forward as far as you can. Loading and unloading of students should take place in the drop-off yellow zone **only**.



During drop-off and pick-up, we ask drivers to not get out of your car. Students need to load and unload their cars independently. Have them prepare their backpacks and be ready to unload from the passenger side of the car. There is no parking or leaving your car unattended while in the drop-off zone or in front of school where there are red or yellow curbs.

Give yourself plenty of time if you decide to park your vehicle. Traffic may get backed up and the parking lot at Tara Hills is limited. We recommend parking on Shawn Drive or Dolan Drive.

Please do not drop off students in between the school yellow buses where they are parked.

Drop-Off / Pick-Up Procedures (Continued)

Morning Line-Up Procedure

Students who do not eat breakfast at school should arrive at 8:15 a.m. and meet on the playground in the their classroom lines (Unless it is raining, parents must wait with their student outside and not in the hallways at the classroom door)

At 8:25 a.m. the first morning bell will ring and teachers will meet their students outside and lead them to the classroom by the start tie of 8:30 a.m.

We will begin our day with the flag salute, Tara Hills pledge and school announcements.

Rainy Weather

During rainy weather, students are welcome to wait in the school cafeteria with their parents until first morning bell rings at 8:20 am.

Late Pick-Up

If you will be late picking up your child, please contact the office at 510-231-1428 to inform your child to wait onsite. Parents should let their child know that if they don't see their parent at pick-up after 5 or 10 minutes, they should check in with office for a message and/or to use office phone. Parents should establish a back-up plan with their child(ren) for late pick-ups.

School Entry

For safety reasons, the entry doors towards the cafeteria side are locked at all times. Please use the main entrance when entering the school for any school-related business. Please do not ask students or staff to open other school doors for you; this practice is prohibited. Parents and community members are welcome to visit their child's classroom. We'd like to remind you to register in the school office prior to visiting the classroom or playground area. Unless you have a volunteer badge, upon registration you will be given a visitor sticker. We ask that you do not interrupt the classroom schedule by going directly to the classroom and to provide notice to teachers and staff at least 24 hours in advance. **All school visitors must sign in at the office with each visit (Ed. Code Section 3221), even if you are a frequent volunteer/visitor.**

Building Usage After School

It is common for children to play on school grounds before and after school. However, unless your children are enrolled in the after-school program, they will not be allowed to enter the school before the bell rings or after dismissal. The school will remain locked at all times to ensure the safety of our students and staff.

Attendance

Good attendance and arrival on time are crucial to your child's success at school. Frequent absences hurt academic performance. The student who is frequently absent miss social interaction and direct instruction from his/her teacher even though written work can be made up. It is important for students to arrive at school when the first morning bell rings. All students should be at school, on time, every school day. Please plan family vacations, doctor's appointments or any extra-curricular activities when school is not in session.

Absences

Parents are asked to notify the school office by the start of the school day if their child is going to be absent. Please call 510-231-1428 or email our school secretary at erica.guerra@wccusd.net. She will proceed to mark your child's attendance record with and "excused" or "unexcused" absence. You may also send a note with your child upon return to the main office stating the reason for the absence.

All absences must be documented. Students without an email/note will not have their absence(s) excused. Students who miss school due to a communicable disease or miss more than three days of school will also need a doctor's note to be readmitted to class. California State Law mandates that unless children are ill, they must be in school on time every day. The following are considered excused absences:

- Student illness or quarantine
- Funeral services for one's immediate family (one[1] day if services are in California, three[3] if out of state)
- Observation of a religious holiday
- Exclusion from school for immunization needs, up to five (5) days
- Medical, dental, optometric or chiropractic appointments
- Extenuating circumstances

Absences must be cleared within five (5) school days of the date of the absence. After five(5) school days, an un-cleared absence will be counted as unexcused, Unexcused absences include suspension or absences not verified by a parent according to the above criteria.

Truancy

After three (3) unexcused absences or tardiness (30 minutes or more), a student is considered "truant" and a form letter notifying parent will be sent home. If a student continues to be absent without a valid excuse will be considered "chronic truant". Habitual excused tardiness of 14 or more will also warrant a review and form letter for truancy.

Three unexcused absences can result in referral to SARB (School Attendance Review Board). If your student has excessive excused absences (more than 14 in a school year), the school can require that a doctor's verification of illness be provided for each absence or there may be caused for referral to SARB.

Attendance (Continued)

Tardiness

Lateness is disruptive to the class in session, but it is your student who suffers most. When a student is tardy, it prevents the student from benefit of the most important part of a school day when the day's work is outlined. Any student arriving after 8:30 a.m. must report to the main office to obtain a tardy pass to bring to their classroom. (There is no grace period). It is important that the school and families work together to instill the life skills of responsibility and punctuality in all of our students.

Early Pick-Up

If a student needs to be picked up early, an authorized adult must sign out the student in the main office. Please make sure your student's emergency card is up to date with the names, relationship and phone numbers of those adults (18 and over) whom are permitted to pick up your student. No student can be dismissed on their own for any reason. For the student's best academic interest, we recommend making medical appointments in the afternoon.

Independent Study

If your student must be absent from school for more than five (5) days, an independent study contract will keep absences from being unexcused. An independent study contract is a series of appropriate academic activities your child must complete during his absence. Please contact your child's teacher a week before the planned absence to have work prepared for your student. You and your child will sign this contract guaranteeing the work will be done during the absence. The packet is to be turned in upon the first day back.

Code of Conduct

Shamrocks Office Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Walk in the office. ➤ Keep clear of office entrances and walkways. ➤ Remain seated while in the office. 	<ul style="list-style-type: none"> ➤ Always bring a pass to the office. ➤ In a polite manner, tell the staff member the reason for coming to the office. 	<ul style="list-style-type: none"> ➤ Follow directions made by staff. ➤ Use quiet, kind words when speaking. Say "please" and "thank you".

Shamrocks Hallway Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Hold recess balls and other equipment with both hands. ➤ Keep hands, feet and objects to yourself. ➤ Keep lights on at all times. ➤ Keep water and soap in the sink. 	<ul style="list-style-type: none"> ➤ Always have a pass when you are in the hallway. ➤ Know where you are going and how to get there. ➤ Wash your hands when you are finished using the bathroom. ➤ Find an adult if you see a problem with the bathroom. 	<ul style="list-style-type: none"> ➤ When visiting a class, politely state the reason for coming in the classroom. ➤ Walk on blue squares with a zero voice level. ➤ Give people privacy. ➤ Use quiet indoor voices.

Shamrocks Dismissal Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Walk with your teacher to the front of the school. ➤ Go directly home if you are supposed to walk home. ➤ Find an adult wot walk across parking lot. ➤ Afterschool Program students report directly to your designated area. 	<ul style="list-style-type: none"> ➤ Sit on benches or stand in the grass area and wait for siblings or ride in front of the school where there is supervision. ➤ Be ready for your ride by looking, being alert and aware. ➤ Be responsible for all personal belongings. Everything stays in your backpack. 	<ul style="list-style-type: none"> ➤ Wait patiently for your ride. ➤ Say "thank you" when someone assists you to your vehicle. ➤ Keep hands, feet and objects to yourself.

Code of Conduct (Continued)

Shamrocks Cafeteria Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Sit next to someone that will not bother you. ➤ Remain seated until you are dismissed by an adult. When you exit, please walk. ➤ Eat only the food from your lunch. 	<ul style="list-style-type: none"> ➤ Keep your area clean. ➤ Make sure that your garbage goes into the trash receptacle. ➤ Keep track of your lunch ticket. 	<ul style="list-style-type: none"> ➤ Follow adult directions. ➤ Use level 3 (indoor voices) during lunch, speaking only to the people across from you and beside you. ➤ Say "please" and "thank you" when asking for something.

Shamrocks Playground Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Stay in designated areas. ➤ Use equipment properly. ➤ The bell is the cue to get off the play structure quickly and freeze. ➤ Go down the slide facing forward and on your bottom. 	<ul style="list-style-type: none"> ➤ Hold all equipment when rings and when in line. ➤ Return equipment to owner. ➤ Find an adult if you have a problem. ➤ Freeze when the bell rings. 	<ul style="list-style-type: none"> ➤ Play games by the rules. ➤ Be friendly and invite others to play. ➤ Solve disputes with rock, paper, and scissors. ➤ At the adult verbal signal or whistle, walk to your line.

Shamrocks Restrooms Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Remember to flush the toilet. ➤ Wash your hands with soap and water after using the restroom. ➤ Use enough paper towels or use the hand air blower. ➤ Maintain floors dry. Avoid drying wet hands by shaking them and spilling water everywhere. Floors may get slippery and dangerous. ➤ Leave the restroom 	<ul style="list-style-type: none"> ➤ Use enough water, paper, and soap. ➤ Be tidy. ➤ If there is a problem in the restroom, please report this to the custodian or the main office. 	<ul style="list-style-type: none"> ➤ Respect everyone's privacy. ➤ No running or playing around between stalls. ➤ Use quiet voices. ➤ Consider the other student waiting for you outside.

Code of Conduct (Continued)

Shamrocks Library Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Be in line with your class and walk towards the library. ➤ As you come in follow the instructions given by your teacher or librarian. ➤ Sit in chairs or on floor as directed. 	<ul style="list-style-type: none"> ➤ Return chairs to its place. ➤ Bring books to the front and check out your book. ➤ Remember when to return it back. ➤ No food or drinks are allowed in the library. 	<ul style="list-style-type: none"> ➤ Greet the Librarian as you come in. ➤ Pay attention to the any special directions from your teacher, librarian or parent volunteer. ➤ Use quiet voices. ➤ Leave library in an orderly manner. ➤ Take care of the books you checkout.

Shamrocks Computer Lab Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Follow directions from the teacher or adult staff. ➤ Stay with the group assignment. ➤ Never give your personal information online (name, address, phone #, age) ➤ Keep your chair close to your workstation. 	<ul style="list-style-type: none"> ➤ Gentle use of all computer equipment. ➤ Ask before printing your work. ➤ Never alter computers' basic settings. ➤ Use your own login. ➤ Keep all food and drink outside the computer lab. 	<ul style="list-style-type: none"> ➤ Greet the Computer Coach as you come in. ➤ Keep the computer lab a "quiet Zone" ➤ Never touch someone else's workstation without permission. ➤ Keep the lab clean, tidy, and neat.

Shamrocks Assembly Expectations

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ➤ Be in line with your class and walk towards the multipurpose room. ➤ Follow and stay with your class. ➤ Sit on your bottom. ➤ Keep walkways and special sections clear. 	<ul style="list-style-type: none"> ➤ Keep hands and feet to yourself. ➤ Listen to the speaker conducting the assembly. ➤ Pay attention to the given information. 	<ul style="list-style-type: none"> ➤ Enter quietly. ➤ Remove hats and hoods. ➤ Use audience manners. ➤ Clap when appropriate. ➤ Listen to speaker. ➤ Show positive appreciation.

Dress Code

Please follow Tara Hills and district dress code. Students must wear:

- Clean neat shirts, long or short sleeve free of references to alcohol/drugs, adult language/content, or negative language (For example, avoid shirts that say something like "I'm Not Listening")
- Clothes should be clean, and in good condition
- Please make sure pants have no rips and do not sag
- Shirts have sleeves
- Length for skirts and shorts should be no shorter than one inch above the knee
- Students should be able to safely run in shoes, so closed toed shoes with good tread, such as athletic shoes
- Avoid: sandals, heels, and especially no roller skate shoes
- No color red, red striping, red shoes, red accessories

School Spirit and Free Dress Days

Specific dates will be announced throughout the school year

Last day of school

During this day, when students are playing on the playground you must wear close toed shoes with a back. Tennis shoes are preferred.

Please do not wear Includes flip flops and shorts.

Labeling Personal Belongings

It is recommended to label your student's items clearly with student's name in permanent ink. Tara Hills Elementary School is not responsible for any lost items.

Lost and Found

For your student and your convenience, we have designated "Lost and Found" area in the Multipurpose Room. You or your student is welcome to check the rack for any lost items.

Monitoring

Parent contact will be made for students not in compliance with the dress code and a request for the parent to bring a change of clothing will be made.

Additional consequences may be issued if dress code is repeatedly violated.

Health and Safety

Emergency Forms

Emergency forms will be sent home with each child as part of the school packet at the beginning of the year. Please fill out this card both sides and return it to school as soon as possible. During the school year, please send a note immediately if there are any changes to the emergency information such as address, phone numbers, and/or change of responsible contacts. In the case your child suffers and injury or illness at school we want to be able to reach anyone.

Injuries or illness at school

We will make every effort to contact a parent before the child is taken to a doctor, if necessary. If the student must go home because of illness, contagious health problem or injury we will:

- Contact the parent.
- Contact other authorized adults listed on the child's emergency card.
- In extreme emergencies, an ambulance will be called and the child will be taken directly to a hospital. Parent will be contacted.

For these reason it is important to have current information on file especially if it's required to make immediate decisions regarding the illness. If you have special requests for emergency plan for your student, notify the main office.

Hearing Test and Vision Screening K, 1, 2

Please call the school for more information.

Immunization Records

Current law requires all children to be immunized again diphtheria, whooping cough, red measles, tetanus, polio, mumps and German measles, prior to entering a classroom. State law also requires entering students to have a Hepatitis B vaccine. Children entering first grade must show evidence that they have received a complete health assessment within 18 months prior to entry or 90 days after entry to first grade. On June 30, 2015 Governor Brown signed into law SB 277 eliminating the Personal Belief Exemption from the vaccine requirement for school age children. Parents or guardians of students in any California school facility will no longer be allowed to submit a Personal Belief Exemption to a currently required vaccine. A medical Exemption with a written statement submitted by a licensed physician will be accepted.

Health and Safety (Continued)

Allergies and Medical Conditions

Medical treatment is a responsibility of the parent and the student's physician. Parents or guardian are urged to work with their student's physician to plan a medication schedule for non-school hours. If this is necessary to do during school hours, we will need the following:

- A written statement from the doctor "detailing the method, amount, and time schedule by which medication is to be taken.
- A signed release from the parents for the school to assist in administering medication.

All medications must be in a pharmacy container, labeled with the student's name, name of medication, dosage and instructions, name of prescribing doctor, name of pharmacy who is dispensing medication. All paperwork must be renewed each school year. All medications must be pick up by the end of the year.

Classroom Celebrations and Special Treats

Please make sure to check with your child's teacher of any allergies considerations. We encourage you to consider sugar free/healthful snacks.

Exclusion from School

State law requires that children be excluded from school for the following reasons

- Contagious health problem.
- Lack of immunizations.
- Children with live head lice will be excluded from school until the hair has been treated.

Food Service

Breakfast and lunch are offered at no charge for all students who qualify for free or reduced meal.

Please visit the following website **www.myschoolapps.com** and apply for free and reduced meals. Eligibility forms for free and reduced meals are available in the main office.

You can prepay for your student's breakfast or lunches securely online with a credit or debit card. Please visit **www.myschoolbucks.com**

You may also view our monthly breakfast and lunch menus at our school website and links to the above websites.

Breakfast

Breakfast starts at 7:50 a.m. in the school cafeteria. Students are expected to remain in the cafeteria until 8:15 a.m.

Lunch

Lunch is served every school day. Children may bring their lunches from home or buy them at school. Lunches cost \$2.25. Nuts are excluded from the lunch menu served by the school. Please note that when "PB&J" appears on the CPS menu, sun butter (sunflower seed butter) replaces peanut butter.

Students are also welcome to bring their own lunch to school. Students who bring their lunch may purchase milk for \$0.35. If your child brings his or her own lunch, please refrain from including any lunch items that include peanuts. Because there are increasing numbers of students with food allergies, we encourage you to continually remind your children not to share lunch or eat from someone else's lunch. This is emphasized often especially with the younger students.

Special Services

Student Study Team (SST)

The Student Study Team meets to discuss issues or concerns that may interfere with the student's success in school. The student study team plans for strategies to assist the student, his/her teacher and parents. Parents are notified and invited to attend these meetings. The team consist mainly of staff whom the child has had contact, the school principal and school psychologist.

School Counseling

The school counselor provides support for children who are having difficulty adjusting to the school setting for a variety of reasons ow who may need extra support for a period of time.

School Psychologist

The school psychologist is here certain days of the week and provides testing and observation of students.

Occupational Therapist

The occupational therapist focuses on the assessment and development of sensorimotor skills that children need in order to access and participate in school.

Speech and Language Pathologist

Our speech and language specialist is available to help children with special language needs, to act as a resource for the classroom teacher, and to confer with parents.

Resource Specialist Program (RSP)

The Resource Specialist Program provides academic support and strategies for identified students so that they can be successful in the general education environment. The support can be pull-out (working with students outside of the general education classroom) or push-in (assisting students within the general education classroom).

Student Awards and Recognitions

Cool to be Kind Students (C2BK)

Students are given Cool 2 Be Kind tickets when an adult at school observes them being kind, and acting responsibly. We praise students who make positive and right choices. When the student receives a ticket, he/she will write their name on it and place it in our C2BK box (located in our main office) and we do a drawing every Friday and two students are picked: K, 1st and 2nd grade, 3rd and 4th grade, 5th and 6th grade. Winners will be announced Friday mornings. Once announced students will stop by the front office to receive a special recognition and picture is taken with our principal.

Perfect School Attendance

Students who have perfect attendance will be recognized. In order to receive a Perfect Attendance certificate, a child must be at school for most of every school day and be on time. Perfect attendance for the trimester and entire school year will be recognized school-wide.

Programs

Playworks

Playworks is an Oakland-based national nonprofit that supports learning and physical health by providing safe and inclusive play to students in urban schools. Our Playworks coordinator is Ms. Niysha Anderson. She meets with them every other week. Please contact your child's teacher if you would like to know when your child's class will be schedule for Playworks.

Instrumental Music Program (4th – 6th)

An Instrumental Music program will be offered again this year. The Instrumental Music Department will offer Beginning and Intermediate instruction in flute, clarinet, trumpet, and trombone.

Instrumental Music is a pull-out program and the students involved will miss from 30-60 minutes each week from the regular classroom for instrumental music instruction.

Our music teacher is Mr. Erik VonBochau and will be here on Mondays and Tuesdays. Classes will be held in Room P-22.

Generally speaking, in a 30 minute beginning instrument class the number of students should be limited to 20-25 students. There may be exceptions to this limit based on teacher discretion but with so few minutes to teach, it is difficult to teach proper assembly of the instrument, posture and hand position, and technique for sound production, as well as the academic skill of note reading if the class size is too large.

Students will be screened on the various mouthpieces for trumpet, flute, and clarinet. The ability to produce a sound on one or more of the mouthpieces is imperative for a student to be successful in a band class experience. In some cases, a child's dentifrice or physical make-up of the musculature of the mouth can prevent him/her from being able to play a given instrument. Students with braces must have permission from the orthodontist as the pressures generated from woodwind and brass mouthpieces can counter act the function of the braces in forming the straightness of the teeth.

After being screened, if a family can provide an instrument, that child will be accepted into the program.

School District Instruments are limited and should there be more students needing an instrument than there are instruments, lotteries may be employed to fairly distribute the instruments available.

Second year students will participate in a band class each week which will be taught as an ensemble.

Programs (Continued)

Students are required to:

- To attend each class session with their instrument and music materials.
Even 1 missed class can put a student seriously behind.
- To practice 30 minutes each day.
- To exhibit good behavior, (self-control and listening), in each class session.
- To make up any classroom assignments missed due to being taken out of class in order to participate in instrumental music.
- Multiple failures to comply can lead to being dropped from the program

Drama Club

Our Drama Club is an afterschool activity program directed by Tara Hills retired teacher Ms. Grant. It is open to all students 1st – 6th grade. Occasionally there will be evening meetings scheduled for parents of the drama students. Drama begins right after school every day and ends at 4:30 p.m., except on Wednesdays when it will end at 4:00 p.m. Students will meet in the cafeteria. We have two productions: one in the fall and the other one in the spring. Information will be sent out in the Tuesday folder for sign ups and schedule.

Afterschool Program

This is a YMCA's Expanded Learning Program (ELP) and is a free program funded by the California Department of Education's After School Education and Safety (ASES) grant. This ASES grant is meant to positively impact your student's academic skills and connection to school. West Contra Costa Unified School District has partnered with the YMCA to provide the programming associated with this grant. Its main goals are to increase academic skills and broaden student horizons through meaningful academic and enrichment experiences. This program is directed by Ms. Marsela Lopez and her office is Room P-22.

Parent Involvement

Parent Center

We have a new Parent Center at Tara Hills Elementary in room K-2. Parents and parent volunteers are welcome to come and be in this space from 11:00am until 3:00pm. We are planning on having resources including brochures, pamphlets, and booklets on a wide variety of school related subjects to help parents meet the academic and behavioral needs of their children. A computer is available to help parents access various websites that support student achievement and sign up to school volunteer activities. We will host future parent workshop in the Parent Center. For additional information, please contact our parent liaison Ms. Marina Flores at 510-231-1428 ext. 24803 or email her at marina.floresmiranda@wccusd.net.

Volunteer opportunities

When schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more. We have many volunteer opportunities, please stop by our parent resource center and sign up as library volunteers, room parent. Help us get started with our garden or volunteer in our annual book fair. Spread school pride and help us sell our school spirit wear.

Join Our PTA

Your child benefits when you get involved with the PTA. Your membership dues and extra contributions help fund PTA programs, equipment and events that are not available through the regular school budget. Examples are:

EVENTS

Education Nights, Spirit Nights,
Thanksgiving Potluck,
Art Night, Movie Nights

COMMUNICATIONS

Website, Facebook, E-mails
Spirit Wear

PROGRAMS & SERVICES

Yearbook, Field Trips,
School Assemblies, Staff Appreciation

FUNDRAISING / DONATIONS

Playground equipment, school supplies,
dine and donate nights, color-run/walk,
chocolate popcorn sales, box tops, label
for education.

Parent Involvement (Continued)

2 hour power pledge

If we can get every Tara Hill parent to commit Just 2 Hours to helping out, we can do amazing things for our kids and our school.

We will be using a program called 2 Hour Power that emphasizes that all help, any help makes a huge difference for schools. The research is so clear – kids at schools with a broad base of involved parents perform markedly better on all kinds of key school measures.

As you'll see in the Interest Survey & Pledge Form, we'd love to help you get involved in any way that works for your schedule and interests. What would you like to do? When would you like to do it? We'd like to work with you to make sure all parents can pitch in. Involvement is for everyone.

We'd love your 2 Hours, and --Really! We promise! – There's no obligation beyond helping out in this small, but important way. If you'd like to do more – great, but we know that's not a fit for everyone.

Participating in our 2 Hour Power program is easy. Simply fill out our Interest Survey & Pledge Form (next page) and return it to your child's teacher. Our parent liaison will be in touch with opportunities that fit your interests and availability.

Together, we can make a huge difference at our school!

BECOME A VOLUNTEER!

Make a difference in the life of a child

Why Volunteer?

Becoming actively involved in education at the local level can help influence the direction and quality of learning for all students. Children are dependent on an involved and caring community to have positive impact in their lives. Your involvement can make a world of difference in the life of a child.

Where do I start?

Parent volunteers (Parents/legal guardians) and community members (non-parents) who wish to volunteer at any WCCUSD schools:

1) Apply online on the link below or if you don't have computer access call 510-342-7176 to have a paper application mailed to you. You will receive a welcome e-mail once you complete the volunteer application and the health questionnaire.

www.Beamentor.org/now



2) A second e-mail will be sent to you with your log-in information and instructions to do the following:

- Download and complete the Live-Scan form
- Schedule your **FREE** fingerprinting appointment online

Fingerprinting appointments are scheduled on:

- **Tuesdays 9-11am and Thursdays 1-3pm**

Fingerprint appointments are held at:

Community Engagement Department
5100 Potrero Ave, Room 21
Richmond, CA. 94804

3) Please bring the following documents to your fingerprint appointment:

- Live Scan form completed
- Valid US Government Issued picture I.D. or consulate I.D./Passport

4) A WCCUSD volunteer badge will be mailed to you after all documentation is received and verified. **(This process may take up to 30 days)**



Community Engagement
Department
5100 Potrero Ave, Room 21
Richmond, CA, 94804
PH: 510-307-4526
Fax: 510-215-2457



School Committees

Student Site Counsel (SSC)

The school site council is a group of 3 teachers, 5 parents, and 1 classified employee and the principal. The school site council members develop review and evaluate school improvement programs and school budgets.

Members are elected annually for a term of two years. Meetings are held monthly at 3pm, location varies. Meeting reminders, agenda, and minutes are posted outside the main office. Meetings are open to the public.

Josh Cleberg, President	
Alicia MacLean , staff/other	Gabriella Davis Martinez, parent
Kelsey Holdredge, teacher	Heather Wilson, parent
Shabana Johnson, teacher	Iliana Cabrera, parent
Josephine Knutsen, teacher	

English Learner Advisory Committee (ELAC)

Each school with at least 21 English learners must form an English Learner Advisory Committee or ELAC. The purpose of ELAC meetings is to provide an opportunity for parents of English learners to express their suggestions and ideas regarding English learners to the School Site Council (SSC). The ELAC also participates in the development of the school's needs assessment, reviews and gives input on the administration of the school's R-30 Language Census and contributes to the effort to make parents aware of the importance of regular school attendance.

The committee consists of parents/guardians of English learners, the school principal, and teachers of students learning English. Other parents/guardians and school staff are also welcome. Meetings are open to the public. Once a year, the parents of English learners elect a president, vice president, secretary and parliamentarian, who serve for term of one year.

A representative from each school's ELAC attends the district's Multicultural Advisory Committee (MDAC) meetings, held at least three times per year. The MDAC advises the school board about the district's Master Plan for English Learners and other issues related to students who are English learners.

School Committees (Continued)

Parent Teacher Association (PTA)

National PTA® comprises millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools.

PTA is a registered 501(c)(3) nonprofit association that prides itself on being a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education. Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth.

Monica Cornejo, President
Erica Guerra, VP Membership
Christina Newton, Secretary
Emily Wilson, VP Programs
Gwen Phelps, Treasurer

West Contra Costa Unified School District School Calendar 2017-2018 (August 21-June 7) **Revised**

July '17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 – Independence Day Holiday

January '18

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 – District Holiday

2 – Class Reconvene after recess

12 – End of 2nd Quarter

15 – Martin Luther King Holiday

16 – Secondary Work Day (No School Middle & High Schools)

31- 100th day

School Days 21E 20S

August '17

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

15–New Teacher Orientation

16-17– Professional Development

17– In Service Training Day

18–Teacher Work Day

21 –First Day of School Min. Day

23 – Terence Martin Day (Memorial Day)

School Days 9

February '18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19-23 –Presidents' Week Recess (District Holidays)

School Days 15

September '17

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 – Labor Day (District Holiday)

7 – Back to School Night- Elementary Schools (Min. Day)

14 –Back to School Night- Middle Schools (Minimum Day)

28 –Back to School Night -High Schools (Minimum Day)

School Days 20

March '18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 –End of Trimester 2

22 – Open House-Middle Schools – Minimum Day

29 – Open House- High Schools- Minimum Day

30 – End of 3rd Quarter

School Days 22

October '17

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 –Teacher Non Work Day (No School)

24 – End of 1st Quarter

25– Minimum Day Middle/High Schools (Mark Report Card)

31 –Minimum Day, K-8

School Days 21

April '18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 – Spring Recess (No School)

2 – District Holiday

9 – Middle & High School Minimum Day (Mark Report Cards)

19 – Open House Elementary Schools -Minimum Day

School Days 16

November '17

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 – Elementary Conference Day (No School, Elementary Only)

2,3,6,7,8 –Elementary Conference (Min. Days, Elementary Only)

8 – End of Trimester 1

10 –Veterans' Day Holiday

22 – Minimum Day All Schools

23-24 –Thanksgiving Holiday

School Days 18E 19S

May 18

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 – Memorial Day - Holiday

School Days 22

December '17

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 – Minimum Day All Schools

18-29 – Winter Recess (No School)

25,26 – District Holidays









School Days 11

June '18

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 – Last day of School (Noon Dismissal)

School Days 5

	Holiday	<p style="text-align: center;">Total School Days 180 Total Teacher Workdays 186 **{2 Self-Directed Learning Days}</p> <p>*MIN-Minimum Day</p> <p>First Semester 89 Second Semester 91</p> <p>End-Trimester 1 -55 End-Trimester 2 - 66 End-Trimester 3 - 59</p>
	No School	
	Teacher Workday	
	Professional Development	
	New Teacher Orientation	
	8/23 Terence Martin Day	
	First/Last day of school	
	100 th Day	

Board Approval 2/11/2015 rev. 9.30.16 -5.15.17