

Olinda Elementary School Handbook 2023-2024



Ms. Amandeep Randhawa
Principal

OLINDA COMMUNITY HANDBOOK 2023 - 2024

School Overview

Olinda Elementary is located in a beautiful residential area of El Sobrante, which is an unincorporated area of Richmond, California. Olinda was built in 1957 and stands today as it was built 66 years ago. We are surrounded by the natural hills of El Sobrante and vast open spaces of the local water district and Kennedy Grove regional park. Our students reside in the Sherwood Forest, Carriage Hills and other neighboring communities. Our reputation as a rigorous academic school with a diverse population has consistently made us a popular choice for parents, who are looking at various educational options. Olinda is an ethnically diverse school. Our ethnic make-up is approximately 34% Asian, 31% Hispanic/Latin X, 15% White, 15%, Black/African American, 8% Filipino. Our diversity is our strength.

Our mission statement provides the framework for the goals and objectives we seek to strive for on a daily basis.

SCHOOL VISION

Students will acquire the appropriate social and academic skills and development that will support their engagement in learning, mastery of core content and standards, and preparation towards global competencies.

SCHOOL MISSION STATEMENT

Olinda provides a safe and supportive environment where all students can develop to their fullest potential academically, emotionally and socially. Our goal is to partner with parents and the community to ensure that all students are college and career ready, in order to be productive and successful citizens.

Theory of Action 2023-2024

If we foster a culture of learning together by providing teachers with opportunities to share resources and ongoing cross grade level collaboration, then we will see the quality of our instruction improve, and we will build the confidence of our teachers to provide consistent, differentiated, rigorous instruction, which will promote student engagement and achievement.

If we provide multiple, positive opportunities to engage with our families through both social and academic events, then we will see improved home-school relationships that will support our students' social and emotional well-being.

If we build a community that promotes college and career readiness through a variety of ongoing learning opportunities, then we will model and encourage a growth mindset that

will resonate with students as they continue their journey of being a lifelong learner.

Olinda Staff

Principal: Amandeep Randhawa

Secretary: Kimberly Boteo
Office Clerk: Jeanette Cole

School Community Outreach Worker: Lee Gorton

Head Custodian: Open
Night Custodian: Salvador Magana

Breakfast & Lunch Clerk: Danitra Hollister

Lunch/Yard Supervisors: Lee Gorton & Carol Vidaure

Transitional Kindergarten & Kindergarten Team: Mrs. Barrios, Ms. Nicole, Ms. Leonardo, & Mr. Edwards

1st Grade Team: Mrs. Cummings & Mrs. Barajas-Montano

2nd Grade Team: Ms. Winston & Mr. Richie (long-term substitute)

3rd Grade Team: Mrs. Coker & Mrs. Svensson

4th Grade Team: Mrs. Hockman & Mr. Meremeyer

5th & 6th Grade Team: Mrs. Fehr, Mr. Royce, & Ms. Smith

RSP Teacher: Ms. Walker

Speech & Language Pathologist: Ms. Famorcan

School Psychologist:

Art Support: Ms. Lori

Librarian: Vickie Price Librarian

Health Clerk:

Instructional Assistant: Gina Dominguez

OLINDA ELEMENTARY DAILY SCHEDULE 2022-2023

PRIMARY Gr. 1-3	INTERMEDIATE Gr. 4-6	TRANSITIONAL KINDERGARTEN & KINDERGARTEN
8:15 Teacher Arrival 8:20 – 9:30 (70 min. instruction) 9:30 – 9:40 Recess 9:40 – 10:40 (60 min. instruction) 10:40 – 10:50 Recess 10:50 – 11:40 (50 min. instruction)	8:15 Teacher Arrival 8:20 – 9:50 (90 min. instruction) 9:50 - 10:00 Recess 10:00 – 11:00 (60 min. instruction) 11:00 – 11:10 Recess 11:10 – 12:20 (70 min. instruction)	8:15 Teacher Arrival 8:30 - 9:30 (K) (60 min. instruction) 8:30 - 9:50 (TK) (80 min. instruction) 9:30 – 9:50 Recess (K) 9:50 - 10:10 Recess (TK) 9:50 – 11:10 (K) (80 min. instruction) 10:10 - 11:10 (TK) (60 min. instruction)
Grades 1-3 11:40 – 12:00 Lunch 12:00 – 12:20 Recess	Grades 4-6 12:20 – 12:40 Lunch 12:40 – 1:00 Recess	Grades TK & K 11:10 – 11:30 Lunch 11:30 – 11:50 Recess
12:20 – 2:20 (120 min. instruction)	1:00– 2:45 (105 min. instruction)	11:50 - 1:00 (70 min. instruction)
2:20 Dismissal 2:55 Teacher Dismissal	2:45 Dismissal 2:55 Teacher Dismissal	1:00 Dismissal 2:55 Teacher Dismissal
Wednesday Modified Days & District Minimum Days		
Grades 1-3	Grades 4-6	TK/Kindergarten
Dismissal: 1:10	Dismissal: 1:15	Dismissal: 1:00

Entry & Dismissal

- Breakfast will be available free of charge for all students in the MPR from 7:30am to 8:05am.
- Students should arrive no earlier than 8:30 (TK-K) or 8:05 (1st-6th) and should be picked up no later than 10 minutes after dismissal.
- If your child comes to school 5 minutes past the arrival time, they will need to be signed in at the office and retrieve a tardy slip prior to going to school.
- Students are encouraged to wear masks but are not required.
- The ramp and field gate will open at 8:05am to welcome students on to campus
- Students in grades 1st through 6th grade may enter campus beginning at 8:05 and participate in the daily stroll on the track until the 8:15 bell, at which time they will begin making their way to their classrooms for the 8:20 instructional start.
- TK & K students will be dismissed from the TK/K play yard.
- Entry and dismissal for grades 1-6 will be through the main hallway entrance, the ramp gate on Olinda Rd, or the back gate on Castro Ranch Rd. Please refer to your child's teacher for guidance.
- Please communicate with your child where to meet you at dismissal.
- All adults on campus when picking up students should be masked.
- **Families who have children in both primary and upper grades are requested to wait quietly in their cars or at the exit gates in between the dismissal times, so as not to disrupt or distract the intermediate grades instructional time. Please do not wait in the courtyard or on the yard between the 2:20 and 2:45 dismissal times. The TK & K yard will need to be cleared of all students after dismissal.**

After-School Care

There is a Y-Care located on our campus and you may contact them directly.

Margarita Loeza
Olinda YMCA Site Director
P: (510) 650-5755
mloeza@ymcaeastbay.org

Traffic Flow Patterns

Safe and courteous driving is the key to the success of the traffic plan. When dropping off your children in front of the school or by the ramp in the morning, let them out in a brisk fashion for the sake of traffic flow and please make sure that they have cleared your vehicle before pulling off. The gate at the back of the field facing Castro Ranch Road will be open during arrival and dismissal for students to access and exit the school campus.

Parking

The parking lot past the gate, near the multipurpose room is for staff and handicap use only. Please do not park in the red zone or beyond the front row of parking slots located in the front of the school or beyond the gate.

Expectations:

The Administrator is expected to:

- ❖ Build Trust and Relationships
- ❖ Develop clarity and support the site's Theory of Action and instructional vision
- ❖ Actively lead and manage the instructional program and daily school operations
- ❖ Support teacher collaboration and professional development that focus on classroom standards and teaching practices

Teachers are expected to: Follow essential teaching practices that align with the the California Commission on Teacher Credentialing

Planning that:

- Create a clear final unit product
- Is standards based and includes both content and language objectives
- Develops key questions for students
- Accounts for classroom culture
- Includes formative assessments
- Offers ongoing communication with families regarding their child's progress

Instructional Delivery that:

- Engages all students through culturally responsive, relevant, real world connections to students' experiences
- Considers varied instructional design such as mini-lessons, small and large group instruction, personalized learning, and workshop.
- Presents opportunities for reading, writing and language development
- Communicates high expectations and students' ability to master those expectations
- Gives students voice through opportunities to ask questions, solve problems, discuss and share thinking

Assessments that:

- Are aligned to content area standards, unit design and lesson planning
- Includes formative, summative, and regular progress monitoring
- Clearly articulates criteria for mastery and gives timely and clear feedback to students against a standard an exemplar
- Informs Tier I instruction and leads to effective Tier II/III interventions

Students are expected to:

- Attend class regularly
- Respect the rights of other students to learn by not being disruptive
- Bring to class all of the materials required and be prepared to participate in the daily lessons
- Seek assistance from the teacher when having difficulty understanding the class work
- Develop deeper learning skills
- Master core academic content
- Think critically and solve complex problems
- Work collaboratively
- Communicate effectively

- Learn how to learn
- Develop academic mindsets

Parent/Guardians are expected to:

- Be active participants in your child's educational program
- Keep in contact with the classroom teacher(s)
- Make every effort to understand the learning expectations for your child, ask for copies of assignments, State Standards etc.
- Check in with your child about their assignments
- Read all letters and notices sent from school and return appropriate forms in a timely manner
- Attend meetings for SST/ELAC/IEP/PTA/SSC/AAPAC for students
- Provide a quiet place for studying
- Always speak to administration if there is a problem you cannot resolve with the classroom teacher concerning your child
- Always update emergency information for accuracy in Powerschool and the front office
- Always transport your child on time, before and after school
 - The school does not provide before or after school supervision
 - Student will not be kept in the office
- Notify the office daily, if your child is absent and write a note or bring medical verification to excuse your child
- Always stay within the guidelines of district and school expectations

The Entire School Community is expected to:

- ❖ Be attentive to all students
- ❖ Provide a safe and controlled environment
- ❖ Promote responsible programs, citizenship and behavior
- ❖ Encourage diversity and cultural acceptances
- ❖ Promote and improve communication
- ❖ Provide a quality education and core curriculum aligned with the California Common Core Standards
- ❖ Provide students with support, experiences and care to succeed in today's society and in the future
- ❖ Follow through with the mission statement and Theory of Action for Olinda Elementary School

Guidelines for Student Behavior

Objective: When outside of the classroom, Each student will...

- ❖ Walk in a calm, quiet and safe manner
- ❖ Follow voice levels
- ❖ Use the bathrooms neatly and quietly, respecting the number allocated
- ❖ Listen and respond to adults in a respectful manner
- ❖ Follow adult directions i.e. teachers, custodians, yard duty, & staff
- ❖ Speak to all students politely

- ❖ Use water filling stations neatly, quickly and only during recess time. Students will not be allowed to get water after the bell
- ❖ Behave in a way that does not disturb or disrupt others or activities
- ❖ Not litter or deface school property
- ❖ Not run or bounce balls while passing through the courtyard
- ❖ Students should not climb benches and trees in the courtyard

Objective: Behavior at recess, Each student will...

- ❖ Play fairly and safely; inclusive practices
- ❖ Use appropriate strategies to solve problems
- ❖ Calm themselves down by:
 - 1. Stopping and thinking before reacting
 - 2. Asking how I feel or how does my body feel?
 - 3. Take three deep breaths, count backwards slowly, talk to yourself, think calming thoughts
- ❖ Get adult help and support when needed to help resolve conflicts
- ❖ Stay only in designated areas not in between portables or where there is no adult supervision, no exceptions, i.e. chasing balls, hide-in-seek etc.
- ❖ Listen to directions when and guidance when the end of recess bell rings (freeze & take a knee)

Objective: At lunch, Each student will...

- ❖ Eat in designated areas only and dispose of any garbage, to keep the campus clean
- ❖ Recycle all recyclable items and green waste
- ❖ Not share food with other students
- ❖ Eat any peanut products in the designated space allocated (peanut products are not allowed during snack time or designated classrooms)
- ❖ Demonstrate etiquette while eating
- ❖ Use an inside voice and follow appropriate voice levels
- ❖ Soda and candy are not acceptable at lunch, refrain from bringing hot chips

Objective: On rainy days, Each Student will...

- ❖ Wait by their classroom until the teacher or school staff let them in
- ❖ Not use balls, ropes or any equipment due to puddles
- ❖ Listen to rainy day announcements on the intercom
- ❖ Walk safely back to the classroom
- ❖ Participate and follow the directions set forth by the classroom teacher as to rules, activities etc. that will occur while in the room
- ❖ Grades TK-3 will eat in the cafeteria and students will return to their classroom until their lunch recess has ended and be greeted by their classroom teacher
- ❖ Grades 4-6 will eat in the cafeteria and remain in the M.P.R. unless there are enough

adults to return them to their classroom and remain with them until the lunch recess has ended

DISCIPLINE CODE

Discipline at Olinda School requires a total school and community effort. We must all work together to create a climate where learning can happen in a safe, orderly environment. A school-wide discipline plan will be used at Olinda School. In addition, incentive programs will be implemented to provide rewards to students who consistently are following the established expectations.

At Olinda We Do Our BEST!

Be Safe

Walk quietly and keep our hands to ourselves.
Practice self-control.

Be Responsible

Be cooperative and follow directions of ALL adults.
Think things through.

Be Respectful

Be polite to people and appreciate one another.

Be a Scholar

Always work at your personal BEST!

School wide expectations

- Walk in the building, and to and from the yard, keeping hands to self, folded arms
- Keep all non-school things away from school, e.g. toys, electronics, etc.
- Be polite to people and respectful of their belongings
- Be careful and safe at all times
- Be cooperative and follow directions of ALL adults
- Play in appropriate areas
- Discourage other students from chasing, pushing, grabbing and play fighting
- Enter the class quietly and on time
- Cell/watch phones must be powered off before students enter the campus in the morning and may not be turned on until school is dismissed at the end of the day. All cell phones should remain in student's backpacks during the school day. Violation of this policy will result in your child's phone being confiscated and given to the principal. In case of an emergency students may use the class or office phone.

School wide classroom expectations

- Practice self-control, physical and verbal
- Seek teacher's permission before leaving the class to ensure safety
- Be courteous and respectful to classmates and school personnel (teachers, aides, custodians, yard supervisors, and secretaries)
- Follow all directions given by the teacher and other adults
- Eating in the classroom at undesignated times is not allowed
- Complete all tasks assigned

Consequences

School personnel will determine the consequences for infraction of expectations.

Classroom teachers may impose such consequences as:

- Request parent support (communication: phone call home or conference request)
- Time out
- Reflection Forms
- Behavior contracts
- Loss of recess
- Lunchtime study hall
- 10 minutes detention after school

Severe Disruption - Use of profanity, fighting, threatening others, stealing, damaging/ destroying property, willfully defying authority will result in a student being sent to the principal.

School Suspension - Conduct that can result in a suspension may include but is not limited to assault, possession or use of drugs, possession of weapons.

Note: A referral form must accompany a student when they are sent to the office, in the case of repeated behavior. That teacher must list the consequences administered within the classroom before the student is sent for administrative action.

Please be advised that teachers can require your child to stay after school for detention up to 10 minutes without parent notification and up to 30 minutes with prior parent notification. Any student unable to serve detention the same day it is assigned will make up the detention the following day. All assigned detentions must be served. **Remember, you as a parent are an important part of the success of the Olinda Discipline Program.** Review the discipline code with your child.

Olinda Elementary School Wide Expectations 2023-2024

Area	Be Safe	Be Responsible	Be Respectful
School Wide All Common Areas	<ul style="list-style-type: none"> - Walk Quietly and keep our hands to ourselves - Practice self-control - Wash and sanitize hands frequently 	<ul style="list-style-type: none"> - Be cooperative and follow directions of ALL adults - Think things through 	<ul style="list-style-type: none"> - Be polite to people and appreciate one another
Olinda Cafe	<ul style="list-style-type: none"> - Walking feet - Keep your hands and feet to yourself - Sit with feet on floor, bottom on bench, and facing table - Treat others as you wish to be treated 	<ul style="list-style-type: none"> - Allow anyone to sit next to you - Use a voice level 2 - Listen and follow directions from the lunch supervisors 	<ul style="list-style-type: none"> - Clean up after yourself - Be a conscientious consumer - Focus on your own lunch
Playground	<ul style="list-style-type: none"> - Walk to class as guided by yard duty - Use equipment properly - Keep hands and feet to yourself 	<ul style="list-style-type: none"> - Ask adults for help - Freeze at the signal and take a knee - Return equipment when done 	<ul style="list-style-type: none"> - Play on the playground - Be aware of others - Walk quietly through corridors

Bathrooms	<ul style="list-style-type: none"> - Hands to yourself and feet on the floor - Students go with a buddy at all grade levels 	<ul style="list-style-type: none"> - “No loitering” do your business and leave - Keep your area clean and tidy - Report problems immediately 	<ul style="list-style-type: none"> - One person per stall - Use a voice level 2 - Give people privacy
Hallway	<ul style="list-style-type: none"> - Walk at all times - Keep hands, feet, and objects to self - Do not disrupt student work on display - Open doors slowly and safely 	<ul style="list-style-type: none"> - Stay with your class or buddy - Follow adult directions 	<ul style="list-style-type: none"> - Go directly where you need to be - Use a voice level 1 - Be considerate of classes in session
Office	<ul style="list-style-type: none"> - Enter quietly - Use walking feet 	<ul style="list-style-type: none"> - Listen to and follow directions of office staff - Use a voice level 2 	<ul style="list-style-type: none"> - Be polite - Wait patiently
Assembly	<ul style="list-style-type: none"> - Enter orderly - Walking feet - Hands and feet to yourself 	<ul style="list-style-type: none"> - Practice active listening - Give friendly reminders to follow rules 	<ul style="list-style-type: none"> - Bottoms down, feet on the floor or legs crossed - Use audience manners - Hats off

COMMUNICATION

Office

Most inquiries should go through the school office, where many questions can be answered and messages left. Office hours are: 8:00 a.m. to 4:00 p.m. each school day. The office is the place for signing children in and out if they arrive late or leave school before the end of the day.

This year the district and the site will utilize ParentSquare as a form of communication. Families will be provided with further information regarding this communication system.

Appointments with the Classroom Teachers

All appointments should be arranged either before school or after school with the classroom teacher and teachers must be given a 24 hour notice. This will allow your child’s teacher to provide quality instruction with minimal interruptions. All student and classroom concerns should first be addressed with the teacher prior to contacting the principal. Teachers will have five days to respond to parent communication.

Appointments with the Principal

The principal will be available on an appointment basis during office days only, unless there is an emergency. Two days out of the week will be designated coaching days, and Ms. Randhawa will utilize those days to observe classrooms and instruction. We are asking that you be considerate and schedule appointments with

Kim, the school secretary who will manage Ms. Randhawa's calendar. This will allow the principal the flexibility to visit classrooms, support teachers, and give you one-on-one attention and quality time during your appointment. Please feel free to write your message and leave it in the Main Office. The principal will make every attempt to meet with you as soon as possible. On the spot appointments will not be available. However, if your situation is urgent; she will meet with you as needed.

SCHOOL COMMUNICATION WITH PARENTS

The following procedure will be followed by staff when addressing the needs of the student: Teachers will contact parents about any concerns they have, with suggestions for cooperative efforts to better meet the needs of the student. Any concerns regarding a student's academics and behavior should be discussed with the classroom teacher first prior to contacting the principal. Teachers and school will use Parent Square as an ongoing means of communication between school and home. The Principal or office will contact parents when necessary to ensure that the educational needs of all students are being met.

VISITING AND VOLUNTEERING AT THE SCHOOL

Visitors and Volunteers shall adhere to the following procedures:

- Visitors or Volunteers (including parents) will **not** be allowed on campus without an **appointment from the site's front office**. All classroom and school volunteers will need to be approved by the principal and be scheduled to volunteer on site. You may refer to the district's visitor protocols at the end of this handbook.
- Volunteers shall also submit to the Community Engagement Office's application/clearance process www.beamentor.org/now.
- Any visitor permitted on the campus must first check-in at the school office and adhere to all posted health and safety protocols.
- Volunteers will need to wear their volunteer badge at all times while on campus.
- Visitors will enter the building through the main hallway and will need to report directly to the office.

STUDENT LIFE – GENERAL GUIDELINES AND INFORMATION

District Uniform Dress Code

(Refer to the District Parent Student Handbook)

Olinda's Uniform Dress Code

Olinda is a uniform school, therefore please make sure students wear uniforms on a daily basis. Research has shown use of school uniforms enhances school safety, improves the learning environment, reduces ethnic and racial tensions, bridges socioeconomic differences between children, promotes good behavior, improves children's self-respect and self-esteem, and produces cost savings for participating families. Our uniform colors are khaki, navy bottoms and white, light blue, or navy polo-shirt. Students attending Olinda Elementary are required to wear official school uniforms or dress according to the dress code. **At the beginning of each year**, parents may sign an opt-out form if they request that their child be exempt from wearing a school uniform. Signing the form indicates that students will comply with the dress code. Failure to follow the dress code means the child will be required to wear a school uniform.

The principal may occasionally designate a School Spirit Day, Modified Dress Day or Free Dress Day at her discretion. Fridays will be a free dress day for all students.

Olinda's School Dress Code

Students dressed in neat, clean, and appropriate attire contribute to a positive learning environment. Any attire that causes a distraction or a safety concern is inappropriate for school. It is the parent's responsibility to make sure their children are dressed according to the following Olinda School standards:

- Clothing must be neat, clean and free of rips and holes.
- Clothing must not be distracting or compromise safety
- Pants may not sag. No spandex or pajama bottoms allowed.
- Shoes must be closed-toe and appropriate for P.E. activities. Rubber soled shoes are suggested. Shoes with wheels are not allowed.
- Head coverings may be worn to and from school but not indoors except for religious or medical reasons.
- Shirts Should be protective-California sunshine can be intense and shoulders should be covered. No tank tops, cropped shirts, or see-through materials.
- Only school-appropriate emblems, logos, or decorations will be allowed. Clothing or buttons with obscene or inappropriate words or pictures are not allowed.
- Gang-affiliated or related clothing and paraphernalia are not allowed.
- Sunglasses may not be worn in class unless prescribed by a physician for medical reasons.
- Any student not adhering to the Uniform or Dress Code Policies will receive:
 - 1st infraction: Verbal reminder to student and/or phone call home.
 - 2nd infraction: Phone call to parents or guardians.
 - 3rd infraction: Conference with parents or guardians and requirement that students adhere to District Uniform Policy

Homework

If given, homework should be standards-based and should be a follow-up activity from the regular school day.

Report Cards

At the end of each trimester, the teacher will mark and send home report cards by students or you may pick them up from the teacher.

BREAKFAST & LUNCH PROGRAM

Breakfast and lunch will be provided free of charge for each student. Breakfast will be available in the MPR between 7:30 and 8:05am. We are a peanut free school, so snacks in the courtyard should be peanut free products. Should a student bring peanut products for lunch, there will be a designated space in the cafeteria for them to eat.

LOST AND FOUND

All lost and found items will be on the coat racks and bin by the Parent's Room. Unclaimed items will be donated at winter break and the last day of school. The best way to avoid the lost and found is to put your student's FULL NAME, grade, and teacher- this makes it easy to return a found item!

PARENT INVOLVEMENT

SSC

The School Site Council (SSC) is a state-mandated organization made up of an equal number of community members, parents and staff members elected to serve for a two-year term. The SSC studies achievement and enrollment data and suggests changes in the education program accordingly, as well as directing the expenditure of state funds by forming an academic plan for the year ahead. Being familiar with academic needs, they also assemble a budget for any State or District funding that may be available for our school. To join the SSC, indicate your interest to the principal, who will put your name on the ballot. Elections are held in the fall for two-year terms beginning in the fall.

The School Site Council meets every month in the Conference room. The meeting dates and time are located on the SSC bulletin in the main hallway by the office.

ELAC

Each year at every school, parents of English learners have the opportunity to participate in an English Learner Advisory Committee, or **ELAC**. During the school year, the ELAC has several responsibilities, including approving English Learner budget items for programs and services for ELL students. To form an ELAC, 5 to 10 parents must be elected by the parents of ELs at the school to meet regularly with the principal and/or other school staff to complete several tasks.

AAPAC

The African American Parent Advisory Council is an advocacy group made of parents, guardians, and teachers, dedicated to promoting quality education for African American students. Through regular meetings, the AAPAC will provide information, tools and networking opportunities to help parents and staff ensure the academic success of African-American students. The families make recommendations to the school administrators on how to better engage African American students and parents in the academic process. The advisory council is also responsible for leading family engagement efforts specifically designed to increase success among African-American students.

PTA

The PTA is made up of parents, staff and community volunteers. PTA sponsors in class and after school enrichment programs, where all children are provided an opportunity to attend classes that focus on various forms of art, drama, music, science and movement. They have partnered with community organizations and parents so that the students may benefit from these special opportunities. PTA is always looking for volunteers to assist with fundraising events and many other activities throughout the year. Contact your PTA President Carol Vidaure at OlindaPTAprez@gmail.com for more information.

HEALTH AND SAFETY

EMERGENCY CONTACT INFORMATION

The school must be able to contact you or your designee if special circumstances arise. Please complete the online registration form. If it needs to be updated, please do so in the system and inform the office. Please keep the emergency contact information up-to-date throughout the year.

EMERGENCIES

On-site evacuation and emergency drills will be held periodically throughout the year, to ensure that all children understand what to do in the event of an emergency. In the event of a lockdown or an evacuation due to fire or a major earthquake, children will remain with their teachers until each child is claimed. A major disaster triggers a strict

child release policy; all parents will be asked for a photo ID to sign out their child and any others for whom they are designated as emergency contacts.

CUSTODY

In most cases, divorced parents continue to have equal rights, such as access to information. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.

Absences and Attendance

What are the legal aspects related to school truancy?

The State Education Code 48200 mandates compulsory attendance. Full time school attendance is compulsory for all California students between the ages of six (6) and sixteen (16). The legal age for leaving school is eighteen (18).

California Education Code 48260 classifies a student as a truant upon a third unexcused absence or late arrival in excess of 30 minutes. Parents are responsible for their child's school attendance and can be prosecuted for infractions.

What is actual attendance?

School districts no longer receive funding from the state of California for pupils who are absent from school. This includes all absences, even those related to illness or other valid reasons.

In other words, schools receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than illness, you are encouraged to send your child to school for at least part of the day. Families should not take vacations when school is in session.

The best way to secure both adequate financing for our district and the best educational opportunity for your child is to increase all students' actual attendance.

The following are legal reasons why you may be absent from school:

- ★ **Medical/dental appointments**
- ★ **Personal illness**
- ★ **Covid related illness or symptoms**
- ★ **Observance of a holiday or ceremony for religious reasons**
- ★ **Bereavement/death of immediate family**

When your child is ill or absent for any other reason, please call the school office at (510) 231-1452 ext. 29001. If no one answers the phone, leave a message. You may also send a note to the teacher explaining the reason for the absence. Remember that the Education Code requires parents to communicate with the school as to the reason for a student's absence. Education Code 48260 defines truant as any student with three days of unexcused absences.

Please keep students home from school if they are not feeling well, demonstrate signs of illness, or have a high fever. Students should be fever free for 24 hours before attending school.

If your child will miss five or more consecutive school days for any reason, you may request an independent study contract from the office two weeks prior to your child's leave. Once the work is completed and returned to school, credit will be given as if your child had attended school. Independent study contracts must be arranged in advance; teachers must be given adequate time to prepare work. Under School

Board Policy 5113 (b) a principal may request medical verification for continued excessive absences. Parents are responsible for their child's regular school attendance.

Leaving school early: Parents who pick up their student before usual dismissal time must sign the student out at the office. All students who leave more that 15 minutes early will be marked in attendance as an early dismissal for the attendance records. Excessive absences or early dismissals will result in a letter from the school district and the need for a conference to discuss the situation.

RETURNING AFTER AN ABSENCE

If your child has had a communicable condition such as measles, chicken pox, or head lice, please check with the school secretary to see if your child has passed the required recovery period and may return to school. If the student has had a communicable disease requiring clearance by a medical provider before returning to school, a note of explanation signed by the parent is required on the day a student returns. The note should be given to the classroom teacher and contain:

- The student's name and grade level
- Days and dates of absence
- Date the note is written
- Parent signature and phone number
- Relationship to a child (mother, father, guardian, etc.)

The image contains two sample messages. On the left is a speech bubble containing a 'SAMPLE PHONE MESSAGE'. On the right is a rectangular box containing a 'SAMPLE ABSENCE NOTE'. Both messages are for a child named John Smith, dated May 28, 2018, regarding an absence on Friday, May 25, 2018, due to the flu and a bad cough. The parent's name is Jane Smith and her phone number is 555-5555.

SAMPLE PHONE MESSAGE

This is Jane Smith, the mother of John Smith in Room 10. John will be absent Friday, May 28, 2011 due to the flu and a bad cough. If you have any questions, you can reach me at 555-5555.

SAMPLE ABSENCE NOTE
May 28, 2018

Dear Teacher,
John Smith, room 10, was absent on Friday, May 25, 2018. He had the flu and a bad cough.

Jane Smith, Mother
Phone Number 555-5555