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About Crocker Highlands

Welcome!

Welcome to Crocker Highlands Elementary School! There are three things that make Crocker Highlands such a special place. First, we have great kids! Second, we have an outstanding principal and teachers dedicated to bringing out the best in our children. Third, we have incredible involvement and support from our families and community.

Crocker has a well-rounded curriculum focused on meeting the needs of a diverse population. The school currently enrolls approximately 430 children in kindergarten through fifth grade, with three kindergartens, four first grades, three second grades, two third grades, a third/fourth combination class, two fourth and two fifth grade classrooms. In addition, we have special education and speech therapy services on site. Supplementing our regular classroom activities is a variety of enrichment opportunities including art, computer, physical activity, Spanish, and vocal music classes.

Mission

Crocker Highlands Elementary School strives to become a world-class public school, dedicated to achieving equitable outcomes for all students by providing a rich learning experience that promotes academic excellence, inspires personal and social responsibility, acknowledges and supports diverse styles of learning, and fosters enthusiasm for learning.

Vision

The vision of Crocker Highlands is to cultivate a vibrant learning community where all children achieve their full academic potential, develop a love of learning, discover their unique gifts and talents, and become thoughtful participants in school and community. Our learning focus is on the 21st Century skills of creativity, collaboration, communication and critical thinking.

Values

Teachers, staff, students, parents, guardians, and other community members collaborate to guarantee that our children are given the tools they need to manifest their individual and collective brilliance.

We strive to ensure that our students:

- Commit to academic and personal excellence
- Engage in a variety of in-depth learning experiences
- Develop critical and creative thinking
- Possess social, emotional and physical well-being
- Demonstrate respect for themselves and others
- Participate in a safe and supportive environment
- Experience learning through activities that provide enjoyment

School Contact Information

Crocker Highlands Elementary School - <http://crockerschool.org>

525 Midcrest Road

Oakland, CA 94610

Phone: 510-451-5900

Fax: 510-451-5905

Office Hours: 8:00 a.m. - 4:00 p.m.

Principal: **Jocelyn Kelleher**; principal@crockerschool.org

PTA Co-Presidents: Lesley Podesta & Danielle Vidal;
president@crockerschool.org

Oakland Unified School District - www.ousd.k12.ca.us

1000 Broadway, Suite 680

Oakland, CA 94607

Phone: 510-879-8242

Parent Guide to OUSD:

This guide will be available in print form at school or can be accessed online at

http://publicportal.ousd.k12.ca.us/cms/lib07/CA01001176/Centricity/Domain/23/parentguide2014-15_ENG_final_lowres.pdf.

2014-2015 BELL SCHEDULE

Revised 6/15/14

REGULAR DAY SCHEDULE (Most Mondays, Tuesdays, Thursdays and Fridays)			KINDERGARTEN – GRADE 1 (Eat 11:25 – 11:45, Recess 11:45 – 12:10)	MINIMUM DAY SCHEDULE (Every Wednesday and Occasional Other Days)		
8:35	9:50	Instruction		8:35	9:50	Instruction
9:50	10:10	RECESS		9:50	10:10	RECESS
10:10	11:25	Instruction		10:10	11:25	Instruction
11:25	12:10	LUNCH/RECESS		11:25	12:10	LUNCH/RECESS
12:10	1:30	Instruction		12:10	K-1:30	Instruction
1:30	1:45	RECESS			1 st – 1:40	
1:45	K-2:45	Instruction				
	1 st – 3:00					
			GRADES 2 AND 3 (Eat 12:15 – 12:35, Recess 12:35 – 1:00)			
8:40	10:15	Instruction		8:40	10:15	Instruction
10:15	10:30	RECESS		10:15	10:30	RECESS
10:30	12:15	Instruction		10:30	12:15	Instruction
12:15	1:00	LUNCH		12:15	1:00	LUNCH
1:00	1:50	Instruction		1:00	1:40	Instruction
1:50	2:00	RECESS				
2:00	3:00	Instruction				
				GRADES 4 AND 5 (Recess 12:15 – 12:35, Eat 12:35 – 1:00)		
8:40	10:30	Instruction		8:40	10:30	Instruction
10:30	10:50	RECESS		10:30	10:50	RECESS
10:50	12:15	Instruction		10:50	12:15	Instruction
12:15	1:00	LUNCH		12:15	1:00	LUNCH
1:00	3:02	Instruction		1:00	1:45	Instruction
<p>Morning supervision does not begin until 8:30AM There is no after school supervision on the playground. All students are to be picked up immediately after their instructional day, unless enrolled in an afterschool program.</p>						

Crocker Highlands 2014-2015 School Calendar (Dates Subject to Change)

PTA Meetings - 2nd Thursday evening of every month at 6:30

AUGUST	JANUARY
19: Kindergarten Roundup 19-22: Registration for Continuing Families	8-9: Tours for Prospective Families 16: Cougar Assembly 19: Martin Luther King, Jr. Day (NO SCHOOL)
21: PTA General Session	22: Oratorical Fest
23: New Families' Picnic	30: Professional Development Day (NO SCHOOL)
25: First Day of School	FEBRUARY
25-27: Minimum Days for all students	3-4: Book Fair
SEPTEMBER	13: Cougar Assembly 16: Presidents' Day (NO SCHOOL)
1: Labor Day (NO SCHOOL) Lice Check – week of Sept. 8	MARCH
10: Back-to-School Night (Grades K and 5)	California State Writing Test (4 th Grade Only)
11: Minimum Day & Back-to-School Night (1 st -4 th)	5: Living Museum (2 nd and 3 rd Grades Only)
12: Cougar Assembly	13: Cougar Assembly
15-19: Picture Days 18: PTA General Session Spaghetti Feed	25-27: Coloma Trip (4 th Grade Only)
26: Book Swap 29: Welcome Back Coffee	31: Cesar Chavez Day (NO SCHOOL)
OCTOBER	APRIL
10: Professional Development Day (NO SCHOOL)	2: Science Night Auction
15-17: Alliance Redwoods (5 th Grade only)	6-10: Spring Break (NO SCHOOL)
18: Walkathon 21: Shoo the Flu 24: Cougar Assembly	SBAC Starts (Grades 3-5 only) 17: Cougar Assembly
31: Minimum Day and Halloween Parade	MAY
NOVEMBER	1: Sleepover (Grades K-3 only)
6: Math Night	7: Crocker Science Fair
11: Veterans' Day (NO SCHOOL)	8: Disco Bingo (Grades 4-5 only) 15: Cougar Assembly
12-13: Tours for Prospective Families 13-14: Minimum Days for all students 14: Cougar Assembly	Carnival
18: Shoo the Flu Part 2 (kids ages 5-8 only) 20: Tour for Prospective Parents	Instrumental Concert
24-28: Thanksgiving Break (NO SCHOOL)	21: Minimum Day & Open House (6:00 – 7:30pm)
DECEMBER	22-25: Memorial Day Holiday (NO SCHOOL)
1-3: Minimum Days	Spring Concerts
4-5: Tours for Prospective Families	JUNE
7: Craft Fair	2: Volunteer Breakfast (Hosted by Staff)
11-12: Tours for Prospective Families	8-11: Minimum Days
18: Holiday Singalong (students only)	10: Promotion (5 th Grade Only)
19: Kindergarten Breakfast and Minimum Day	11: Last Day of School
22-January 2: Winter Break (NO SCHOOL)	REPORT CARDS SENT : 12/12/14, 3/13/15, 6/11/15

Registering for School

New Students

There is a priority enrollment process in OUSD each year that ends in mid-January. All families who wish to enroll students at any Oakland school must submit the paperwork, indicating where they would most like their students to enroll. Priority is given first to children with siblings who will be at that school the following year, followed by children who live in the neighborhood. If there are still spots open, then students who live in other parts of the city are admitted.

The Student Assignments Office will notify families by mail of the school to which their child has been assigned. Parents should go to the school site during the indicated time period to secure their spots and receive registration materials. Be prepared to bring a birth certificate or other proof of age, 3 documents proving residency, and your legal ID at that time. The school site will let you know when registration materials need to be returned.

Please see the Crocker website (www.crockerschool.org) for a list of all documents that must be returned to school before students may attend classes. All are available both online and at the school site by August 15.

Continuing Students

There are a number of documents families must complete each year before students may attend class. Please see the Crocker website (www.crockerschool.org) for a list of all documents that must be returned to school before students may attend classes. All are available both online and at the school site by August 15.

Classroom Assignments

Kindergarten

Crocker Highlands is using what they call in Berkeley "Balanced Beginnings." Students will be temporarily assigned to a group that will travel together to each of the three classrooms for the first three days. This will give the kindergarten teachers an opportunity to get to know all of the students a little bit, making it easier to create balanced classes. Final class lists will be posted outside the school office by 5:00 PM on the third day of school and will also be emailed to all families that evening.

The temporary groups as well as a schedule for the first three days will be posted outside the school office by 5:00 PM the Friday before school begins.

Grades 1-5

By 5:00 PM on the Friday before school begins each year, tentative class lists will be posted outside the office door. They are considered tentative because assignments are subject to change based on attendance the first two weeks of school. If, for example, one 2nd grade class ends up with only 18 kids while another has 24 because many students unexpectedly did not come to Crocker, then some students will have to be moved to balance the classes.

School Communications

Website - www.crockerschool.org

The website contains the school calendar, important messages, principal and teachers' pages, various policies, links to relevant websites, and more. If you would like to post something to the website, it must be approved by the Principal (principal@crockerschool.org), who will then send it to one of our webmasters, Jon Cecchettini or Todd Marshburn (webmaster@crockerschool.org). The documents should be in PDF format.

Crocker Google Calendar - www.crockerschool.org/about/calendar/

At the bottom right hand corner of each calendar is a +Google Calendar. Click here to add the Crocker Calendar to your personal Google Calendar. We update it regularly.

OUSD 2014-2015 School Calendar

Follow this link:

http://www.ousd.k12.ca.us/cms/lib07/CA01001176/Centricity/Domain/124/calendar14-15_ENG_color.pdf

Crocker Highlands Weekly Bulletin

The Crocker Bulletin is sent via email on Sunday evenings or Monday mornings and is also available on paper for families who request a hard copy. You can sign up for email delivery on the Crocker website on the lower right hand side of the home page under "Subscribe" (<http://crockerschool.org/get-involved/email-group/>). The Bulletin contains a calendar of upcoming events, messages from the Principal, PTA, SSC and others, and articles and notices from other members of the Crocker Community.

If you want to include an item or attachment in the Bulletin, send it to Jessica Tagami (bulletin@crockerschool.org) by noon on the Thursday before publication.

School Directory

A volunteer puts together a directory for all families using MySchoolAnywhere. You can access it online using a computer or download an app. Printed copies are available to families who cannot access the directory electronically. Look for a notice early in the fall from the PTA about adding your family to the directory or editing outdated information.

Crocker Highlands Yahoo Group (School issues only)

The Crocker Yahoo group is a great way to receive and send information about the school, upcoming events, etc. Sign up by going to <http://crockerschool.org> and clicking the Yahoo Group icon on the right side of the home page. Group members can send an email to the group by writing an email to crockerhighlands@yahoogroups.com,

USE OF THIS EMAIL LIST SHOULD BE FOR SCHOOL-RELATED MATTERS ONLY.

Crocker Highlands *Community* Yahoo Group (broader Crocker community)

The Crocker Highlands Community Yahoo Group is for the at-large Crocker Community. Please feel free to use this group to post items of interest that are not applicable to the Crocker Highlands School group. All are welcome!

Facebook Page: Crocker Highlands Elementary School

This page is maintained by the PTA and is a place to interact with the Crocker community of parents, staff, alumni and students.

Facebook Page: Crocker Kindergarten Buddies

This is a group setup for incoming Kindergarten parents new to the Crocker Highlands Elementary School. Feel free to post comments and ask questions of other new parents as well as "Crocker Buddies" who have been through the Kindergarten experience.

Facebook Page: Crocker Highlands Neighborhood Connection

A group for the residents of Crocker Highlands to share information, post comments or ask for advice.

Facebook Page: Crocker Highlands Treasures

A group for the Crocker Highlands Neighborhood to sell, trade, barter or give away their treasures

Communicating with Your Child's Teacher

Email

All of Crocker's teachers check their emails at least once a day. They do their best to respond within 48 hours. Please remember that most of their time is spent with your children, so they are not able to field emails as quickly as many other professionals. Each teacher will provide his or her email address to all families.

Teacher Newsletters

Each teacher has his or her own system for communicating with families, which you will learn about from the individual teacher. Some teacher newsletters are posted on their individual web pages or at Edmodo.

Conferences with Teachers

Conferences are scheduled with parents/guardians in the Fall for all students. Families and/or teachers may also request additional meetings at any time during the year.

Edmodo

This is a free and safe way for students and teachers to connect and collaborate. It is also used by most teachers for posting class information such as homework, upcoming events, photos, etc.

Room Parent/Guardian Communications

The room parents/guardians often send emails to specific classes about upcoming events, etc. At the beginning of the year, the Room Parent will set

up a class directory for this purpose, for all parents/guardians who are interested.

E-mail Etiquette

E-mail is a great tool and has to be used appropriately. Please use a respectful tone in all e-mails sent to members of the Crocker community. Please refrain from sending emails that relate to the following: conflicts about grades/report cards, concerns about fellow parents, confidential information, and personnel matters.

Telephone Usage

School Phones

During the school day, students are allowed to use the school phones as appropriate by permission of the teacher or office staff. Students may also use the office telephone after school for local calls when necessary.

Cell Phones

Parents that feel the need to supply their child(ren) with a personal cell phone are asked to fill out a form in the office so that it is on record that the phone is at school with the parent's permission and school personnel's knowledge. Students in this category are to keep the phone in a backpack or other suitable location out-of-view from other students. It is not to be out or used before or during school since school phones are available in case of emergency. After school usage on campus should be limited to urgent transportation phone calls. (Note: The office phone is available between the hours of 8:00 a.m. and 4:00 p.m.) The school is not responsible for damaged, lost or stolen phones. Parents of students that are unable to abide by this rule will be asked not to send the phone to school. If a cell phone is confiscated at school it will be returned to the parent or guardian, not the child. If it is confiscated a 2nd time, the phone must be turned in and checked out in the office on a daily basis. If there are still problems with having the cell phone at school, the phone will be taken to the district office for the parent to retrieve.

Before and After School Policies and Procedures

Mornings on the Playground

Playground supervision begins at 8:30 each day. We encourage families to arrive at school earlier if adults are able to stay and supervise their children. It's a nice way for kids and adults to catch up with their friends and for kids to run around a bit before getting settled in their classrooms.

Morning Procedures

Kindergarten teachers meet their classes in designated spots on the playground at 8:35 AM each day, and all other grade levels meet at 8:40.

They walk in a line to their classrooms with the teacher. Please do not bring your child directly to the classroom in the morning unless you are late and have already checked in at the office.

End-of-School Procedures

Primary grade teachers bring their students to the playground at the end of the school day, and upper grade teachers dismiss their students from their classrooms. At least one staff member conducts "a sweep" after school each day, looking for students who are still waiting to be picked up. Those children go to the office to call home.

Afternoons on the Playground

There is no playground supervision after the sweep. Adventure Time rents our playground, so other children are not allowed to play on our yard after school unless they have an adult on-site supervising them. Sometimes students will say that their parents "said it's okay to stay and play," however, this is not allowed because neither Crocker nor Adventure Time staff is supervising them.

After School Options

Adventure Time

Students may enroll in Adventure Time for onsite care. For information, go to www.adventure-time.com or call (510) 658-7412. During the summer, applications are available at Montclair Elementary School.

Kids-n-Dance

Kids-n-dance picks up a few students in a small bus and brings them offsite for after care. Go to www.kidsndance.com/ or call (510) 531-4400 for more information about their program.

After School Classes at Crocker (Organized by the PTA)

A PTA volunteer coordinates with several independent providers for afterschool classes at Crocker, which typically last one hour. More information about those classes will be available on the school's website. The classes typically start in mid-September for children in Grades 1-5. Kindergarten classes are available starting in January. Some of the classes offered in the first half of the year are again offered in the second half; others are new classes.

Teachers' Prep Time from 8:10 - 8:35 AM

Please respect this as an important time for the teacher to get ready for the day. Do not come into the classroom to "talk" to the teachers at this time, unless you have an appointment.

Pets on Campus

Please do not bring your dogs onto campus. Many students are fearful and/or allergic. It is also potentially unsanitary for us to have animals using our playground. If you walk to school with your dog, please tie him or her up away from the school entrances and do not leave the pet unattended for very long. If you want to bring a caged animal into a classroom (i.e. snake,

hamster, etc.), please make arrangements with the teacher and be prepared to take it home before school is out that day.

Attendance, Absences and Tardies

The Importance of Attending Daily

Daily attendance at school is critical for children's academic success. Please avoid taking your children out of school for even small trips. If your child must miss school, please call the school or email his or her teacher and the school's administrative assistant to notify us of the absence.

The Importance of Being On Time

Please plan to be on campus by 8:30 each morning. Tardiness is disruptive to the class and uncomfortable for your child. If you do arrive late, you must go to the office to get a late slip. After five tardies, you will receive a warning notice from the school district.

Excused Absences

According to California law, illness, medical appointments, hospitalization, a death in the family, time with an immediate family member who is active duty in the military, and independent study are the only reasons absences are excused. Parents are required to either call the school, send a handwritten note with the child the day (s)he returns or email the teacher or principal notifying them of the child's name, the dates absent, and the reason for the absence.

Independent Study

If you will be on vacation for 5 days or more or your child will need an extended period of time for an illness or injury, you may request an independent study contract. At least two weeks before the trip, please bring a note to the office with your child's name, the dates you will be gone, and the teacher. The office will get the paperwork started, the teacher will create a

packet of work to be completed while you are gone, and signatures will be collected from the teacher, principal, student, and a parent/guardian. All work must be returned to the teacher promptly. Students who go on independent study have excused absences.

Unexcused Absences and Truancy

We are used to thinking that just bringing a note makes the absence excused. However, short vacations (1-4 days) are still considered unexcused absences by the State of California. Nevertheless, we still require that you call the school or send a note either on paper or via email for our records upon your child's return to school. Students who have too many unexcused absences will receive a Notice of Truancy (NOT) from OUSD and can be referred to a Student Attendance Review Team (SART) meeting. Frequent and prolonged absences will be referred to the district's School Attendance Review Board (SARB).

Medical Appointments

It's best to schedule appointments after school. However, if you must bring your child to an appointment during the school day, please notify your child's teacher in advance. During the appointment, ask for a verification slip from the doctor's office and bring it with you when you return to school.

If your appointment starts at 9:30 or later, please bring your child to school for the first part of the morning, then pick him or her up for the appointment afterwards. This will avoid concerns about truancy on the part of the school district.

If you are picking up the child during the school day, please come to the office first to get the proper form.

When you return to school, always check in at our office before sending your child back to class.

Attendance and State Funding

The District receives state funding only for the days your child actually attends school, and loses money for all absences, even excused ones. If your

child cannot attend school for the entire day, have them attend for part of the day.

Leaving School Early

Students will only be allowed to leave with parents, guardians, or other adult designees listed on their emergency cards. The adult must come to the office first to get a slip giving permission to leave.

Health and Safety

Emergency Contact Form

The school maintains an Emergency Contact Form for each student. This is the **ONLY** source of information that the School uses to contact a responsible adult in the event of an accident, illness or other emergency. New forms must be completed at the beginning of each school year and are part of the registration packet for **ALL** students. Please notify the school in writing of any changes to this information during the year.

Medications

Students are not to carry medication at school unless instructed to do so by their physician. Medications must be brought to the office by the parent/guardian with a school form completed by a physician and kept in the school office. Forms are available in the office. We are not allowed to dispense any other medications.

Illnesses

Please use good judgment in determining whether your child is well enough to attend school, remembering that above normal temperatures, runny noses and persistent coughs are often indications that your child is not well and might be contagious. Do not send your child to school if they have recently vomited, if they have diarrhea, or have had a fever within 24 hours.

Head Lice

Most often, head lice is simply a nuisance and not a disease. Many young children get head lice in spite of good personal hygiene. Please notify your child's teacher and the school office if you discover that your child has lice.

District policy, per the Health Department, indicates that students do not need to stay home when they are found to have lice. However, students should be discouraged from having head-to-head contact. Some people suggest that students with long hair might want to wear it tied back. If you check your child and find head lice, (s)he should be treated using an FDA approved lice insecticidal product with permethrins 1% designed for humans (chemical treatment). You may also choose to take the time to try the manual treatment. After the treatment, please send a note to school with him/her stating what treatment method was used. There is no need to keep your child home from school.

If you have any questions or are unable to pay for treatment for live lice, please contact Health Services at (510) 879-3750. In addition, the company who does the lice checks at school each year is available to help you with treatment at your own cost if you find it is necessary. Their website is www.lice-control.com.

Communicable Diseases

Cases of communicable diseases, such as chicken pox, measles, and whooping cough should be reported immediately to the school office so that other parents may be alerted.

Emergency Preparedness

The School has an emergency plan in case of an earthquake or other disaster. The school has a large, locked container on the playground that is equipped with basic medical supplies and water for three days. In addition, each teacher has an emergency kit in her classroom.

Per California State law, the school prepares for emergencies by conducting fire, earthquake and intruder drills regularly throughout the year. If you

are on campus during one of these drills, please follow the staff's directions, which could include leaving the building or having to wait to take your child to an appointment.

Emergency Protocols

If there is an actual emergency on campus and students need to be sent home, we will do our best to notify all families via phone and email. Please follow emergency protocols. Emergency personnel (police, fire, ambulance) could be giving directions that must be followed. Students must be checked out by a staff member before leaving campus.

Driving Near Crocker - A HUGE Issue

The residential area around Crocker Highlands School has very narrow streets, making it difficult to accommodate two-way traffic. Please follow these guidelines below to allow traffic to flow quickly around the school, provide optimal safety for every child, and ensure that all children get to their classes on time.

1. Please drive **CLOCKWISE** around the school. Your **PASSENGER DOOR** should be closest to the sidewalk next to the school perimeter at **ALL TIMES**.
2. **DROP-OFF** (when you stay inside your car and your child exits) is permitted in the **WHITE ZONE** on **MIDCREST STREET** (at the school entrance). There is **NO PARKING** along the school perimeter.
3. Allow your child to exit your car from the **PASSENGER** side **ONLY**.
4. On the **HUBERT STREET** side of the school, there is a blue handicapped zone, which must be kept free **AT ALL TIMES**. Please do not even **STOP** in this blue zone unless you have a handicap placard. If you are handicapped, please do not leave your vehicle unattended in the blue zone.
5. Obey **ALL** posted traffic signs; the Oakland Police Department does give tickets.

6. If you will be bringing your child onto the playground or picking them up from the playground or school, please find a LEGAL parking space.
7. NEVER block any of the neighbors' driveways or crosswalks.
8. If possible, park a block or two away from the school and WALK your child to school.
9. Please DO NOT HONK your car horn around the school. This is disruptive to classes and neighbors.
10. We encourage carpooling.
11. Turn down your music as you approach the school.

Food and Drink

School Lunches

For students who qualify, free and reduced school lunches are available. The application for free and reduced lunches will be available in August at <https://mealapps.ousd.k12.ca.us/>.

Other students may purchase lunches for \$2.25. Please either send exact change or a check written to Oakland Unified School District to cover multiple lunches. Hot lunches come from a central OUSD location, and a menu is posted each month outside the school office and is also available at <http://www.ousd.k12.ca.us/Page/10300>. Sometimes there is a salad bar available, and milk is available for purchase each day for \$.40.

Lunches from Home

To support our efforts at being environmentally responsible, please use a clearly labeled reusable lunch box. We also encourage reusable food containers instead of plastic bags. Please note that we are not able to heat up children's food. Finally, students need to be able to access as much of their lunch as possible without requiring an adult's assistance (i.e. orange slices instead of a whole orange, food containers they can open easily, etc.).

Nutrition Ideas

OUSD has information about nutrition available at the following website:
<http://publicportal.ousd.k12.ca.us/Page/931>

Lunchtime Rules

Whether students eat indoors or out, they must abide by the following rules:

1. Students must remain seated while eating.
2. Students may use the restroom, get water or throw away trash but they must ask an adult on duty for permission first.
3. Students are responsible for cleaning up after themselves.
4. Food waste goes in the green bin, and all other trash goes into the garbage can or recycling container.
 - a. Reusable containers go back into lunchboxes.
 - b. They should pick up food they drop on the floor.
 - c. Nothing should remain on the tables at the end of lunch.
5. Students' voices should be at a moderate level.
6. Talking is fine, but too much talking often results in not enough eating. Students have approximately 20 minutes before they go to recess (K-3) or back to class (4-5). Kids who do not finish before recess starts are allowed to continue eating in a designated location.

Snacks

Most teachers have a snack time during the day. Your individual teacher will tell you when that happens. Please send your child with a snack each day, and notify the teacher if you need our help in providing food.

Sodas and Glass Containers

The District and Crocker do not allow sodas or glass containers at school at any time.

Clothing & Shoes

Appropriate Attire

In the interest of safety, please make sure your child is appropriately dressed for lots of activity and potentially messy projects. We encourage wearing shorts under skirts or dresses and avoiding slip-on shoes, flip flops and boots. If your child wears rain boots to school, please also send along a change of shoes. Also, if your child cannot tie their own shoelaces yet - please choose a Velcro style sneaker instead. Most teachers do not allow students to wear hats in class, and clothing should be "appropriate for school."

Lost and Found

Items left on the playground go to the Lost and Found, located near the bathrooms closest to the playground. Labeling your child's clothes and other belongings helps, but most items languish in the Lost and Found for weeks. We therefore recommend checking the Lost and Found on a semi-regular basis.

Recesses

Outdoor Recess Rules

To ensure student safety and maximum enjoyment, Crocker enforces the following rules during all recesses:

1. All students must be included in games if they wish to play.
2. Only use school equipment - do not bring mitts, balls, bats, etc. from home.
3. Do your best to play fairly and honestly.
4. Always go DOWN the slides. Climbing up the slide is not allowed.
5. Get down from the climbing structures without jumping.
6. Do not play tag on the structures.
7. You may not climb on top of the ladders that are meant for swinging from with your arms.

8. Jump ropes may only be used for jumping rope - not pulling kids or tying them up.
9. Students must sit on their bottoms to ride the little yellow carts.
10. All students must respectfully follow the instructions of every adult on the yard.
11. Any staff member can cancel a game or ask specific students to step out if play becomes too rough or if students are not abiding by the rules.
12. Baseballs, softballs and tennis balls are prohibited. Students may use the school's whiffle balls instead.
13. Notice where others are playing and adjust your play if needed for safety.
14. When the bell rings, stop playing immediately and take a knee. If you have some equipment, hold it still. You may line up after the adult in charge blows a whistle.
15. When you finish playing with a piece of equipment, return it to Coach's rack - do NOT just drop it on the playground and leave.
16. If you get hot and take off your sweatshirt or jacket, tie it around your waist. Leaving it on the playground is a good way to lose it, and it makes our yard a mess.

Special Rainy Day Recess Rules (Indoors)

1. When you finish playing with a game, put away all of the parts.
2. Keep voices at a reasonable level.
3. Follow all regular recess rules that apply when playing indoors.

Student Behavior

Expectations

We expect all students to behave respectfully, responsibly and safely. Our school's Behavior Expectations grid is posted in every classroom and in many always. Teachers review these standards with their students regularly, and all staff members hold them accountable for following these guidelines.

Community Values

School staff regularly teaches and reinforce the following community values both at monthly assemblies and within their classrooms: respect, cooperation, self-discipline, acceptance, compassion, responsibility, perseverance, and friendship

Cougar Commendations

When students demonstrate one of these core values, might award them a Cougar Commendation. The positive action is recorded on the slip then turned in to the principal for a signature. Soon thereafter, the principal comes to the child's class, announces what wonderful behavior the child exhibited, and gives them a small prize. The class applauds in celebration.

Discipline

We regard discipline as an important means for creating order at school and for teaching students right from wrong. When students make poor choices, our first obligation is to help them to learn from their mistakes and not to criminalize children.

Each teacher at Crocker uses his or her own discipline procedures within the classroom. All teachers and other staff members strive to use positive reinforcement and incentives rather than punishments as often as possible.

In the interest of creating consistency, OUSD is implementing a new "Universal Referral Form" for all schools. Students will be referred to the principal's office only in the cases of severe infractions or after the teacher has tried several classroom interventions but the misbehavior persists.

After the child meets with the principal, there are many possible outcomes. If other students or staff is involved, the principal will conduct an investigation to get more information about the incident. Parents might be contacted, a letter of apology written to a victim, or community service performed at school (i.e. assisting a younger grade teacher during your recess or straightening up the Lost and Found). More serious violations can

result in at-school or at-home suspensions. There are a few violations that can lead to expulsion (i.e. bringing a weapon, selling illegal drugs, etc.)

Please understand that all students have a right to privacy. This means that school personnel are prohibited from discussing other people's children with you. Therefore, we will not be allowed to tell you what consequences or actions have been taken with another child who has hurt your child emotionally or physically. We understand that this can be frustrating.

However, school discipline processes are not like public criminal trials. We are obligated by law to maintain all students' privacy.

Restorative Justice

When conflicts arise between students, staff sometimes call a Restorative Justice meeting. This is not punitive. It is structured to provide an opportunity for each child to talk about what's going on and to be guaranteed that the others are listening. The ultimate goal is for each participant to feel heard and to find a way to "make it right" without punishing anybody.

We often hold follow-up meetings a week or two later to find out how things are going with the kids.

Bullying

We care deeply about your child's physical and emotional safety. Bullying, direct or indirect, is defined as any severe or pervasive physical or verbal act(s) or conduct, including electronic communications, that has, or can be reasonably predicted to have the effect of one or more of the following:

1. Reasonable fear of harm to person or property.
2. Substantially detrimental effect on physical or mental health.
3. Substantial interference with academic performance.
4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

If you believe your child has been a victim of bullying, please contact the school right away so that we can immediately investigate the claim. You may also complete a Bullying Incident Report Form, which is available at the

school's office or online at <http://www.ousd.k12.ca.us/domain/31> (Office of the Ombudsman). This website also includes links to OUSD Board Policies and Administrative Regulations regarding all sorts of complaints.

Programs for Exceptional Children (PEC)

ASIP

Crocker Highlands has an Autism Spectrum Inclusion Program (ASIP).

Quoting a document found on the district's website, "ASIP is a full inclusion program that provides aide support in the general education classes as needed and workshops to address social and executive functioning deficits."

Resource

This program is for students with mild to moderate learning disabilities. Each student in the program has an Individualized Education Plan (IEP), and the resource specialist is responsible for providing specialized support services either within the general education classroom ("push-in") or outside the classroom ("pull-out") and for assessing students newly referred for testing. Our resource specialist is on campus two days each week. In addition, a school psychologist is on campus one day each week, primarily for conducting assessments.

Speech and Language

According to the Programs for Exceptional Children Program Guide, "Speech and/or language impairments are a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance. Our speech and language therapist is at Crocker full-time.

Additional Information about PEC

For more information about all of the special education programs offered in Oakland Unified, please visit

<http://publicportal.ousd.k12.ca.us/cms/lib07/CA01001176/Centricity/Domain/130/PEC%20Program%20Guide%202013-14.pdf>

Response-to-Intervention Process (RTI)

Definition

RTI is a way to identify who is at risk, why they are struggling, and how we can support them as a community. We use classroom data as well as teacher and family observations to identify who might need extra support. These interventions are done outside of the special education realm.

Support from Small Group Activity Leaders

Our PTA graciously funds several positions for helping students who need a little extra support. These adult leaders work with individuals, pairs or small groups of students in whatever area the teacher deems necessary (usually math, reading, or writing). This support can happen within the classroom or right outside the room.

Student Success Team (SST) Meetings

Our teacher coordinator, the child's teacher, the principal, and the student's parents/guardians meet to discuss the child's strengths and areas of concern. They then brainstorm ways to help the child at school and/or at home. The SST coordinator takes notes and makes copies for the family.

This does not become part of the child's "official records," but is used in-house to help us keep track of what steps we are taking to support students.

Reading Lab (Grades 1 and 2)

Starting in October of this year, the PTA is helping to support a program for students in grades 1 and 2 in which children who are struggling with reading will receive instruction using the Lindamood Bell curriculum.

Classroom teachers will determine who would most benefit from this instruction based on the results of district-approved assessments, which could include Fountas and Pinnell, DIBELS and/or SRI.

ALEKS (Grades 3 and 4)

This is an online math skills program that the PTA pays for at Crocker.

Third and fourth grade classes get some class time in our computer lab to work with it, and all of them are able to access their accounts from home.

During the spring, students whose teachers have identified them as needing extra math support have the opportunity to work on ALEKS after school under the supervision of Ms. Angela Allen.

iReady Math and Reading (Grades 1-5)

These are online math and reading programs that we will be piloting this year. The PTA is not purchasing accounts for every student in the school (very expensive), however, teachers will refer students whom they think will benefit from these programs. They will be accessible from home and will also be available after school in the computer lab in the spring.

Counseling Interns

The PTA voted to fund a program that would bring two counseling interns to Crocker on a part-time basis. Both would be here one day per week, and each would be here on a second day as well, giving us three days of service.

Based on staff recommendations and with parent/guardian permission, the interns would meet with students individually. All confidentiality and mandated reporting laws apply to them. As of July 2014, interns have not yet been assigned, but we are hopeful the positions will be filled once school opens.

Lost and Found

Items left on the playground go to the Lost and Found, usually located near the bathrooms closest to the playground. Sometimes, we roll it all out to the playground to encourage students and families to look for their belongings.

Labeling your child's clothes and other belongings helps, but most items languish in the Lost and Found for weeks. We therefore recommend checking the Lost and Found on a semi-regular basis. We do not have a staff member available to distribute items left there. A parent volunteer occasionally brings all items to a donation facility, but not until families have been warned of this more than once.

Family Involvement at Crocker

We Love Your Help!

We love working with you and we both appreciate and rely upon your help. There are lots of ways to get involved from volunteering in classrooms to chairing our annual auction.

Requirements for Volunteering

All volunteers must have a clear TB test on file in the office. The PTA tries each year to arrange to have somebody on campus who can provide TB testing for interested adults. In addition, all chaperones on overnight field trips must be fingerprinted. To get an OUSD volunteer application, which will enable you to get the needed form for LiveScan fingerprints, please visit:

<https://www.oaklandschoolvolunteers.org/linkpages/mentorasp/specialprojects/ousd/Default.asp>

Classroom Volunteers

Teachers work with volunteers in many ways, ranging from overseeing small groups to helping to set up an art project. Those who want volunteers in their classrooms usually make their requests at Back-to-School Night. Some opportunities are for people who can come help at school on a regular basis, while others better suit people who want to help out from home or just come in occasionally.

If you are signed up to volunteer in the classroom or for a field trip and cannot be here that day, please email the teacher as soon as possible. If you were going to be a field trip chaperone and the room parent coordinates, then please also contact that person.

Sign in at the Office First

All visitors and volunteers must sign in at the office and get a badge before going to classrooms. Although it might be quicker to reach your child's classroom through another entrance, please always enter the school via the office. We know you will appreciate our efforts to maintain a safe environment for your children. Please remember, while we may recognize you immediately, other teachers and children may not. **We are mandated to question and report anyone not wearing a badge on campus. Thank you so much for your support here.**

Sample Volunteer Opportunities:

- Supporting work centers in literacy, math or science
- Helping out in the library
- Reading with individuals or small groups of students
- Preparing homework/communication folders
- Compiling Scholastic book orders
- Coordinating field trip chaperones/drivers
- Taking and distributing photos of class events
- Assisting in the office
- Helping outside at lunchtime

Room Parents/Guardians

This important volunteer serves as a liaison between the school and families.

Typical duties include:

- Emailing parents as necessary
- Collecting voluntary donations of \$50 from each family for classroom supplies, field trips, celebrations, etc.
- Recruiting volunteers for special projects
- Organizing celebrations such as the Hallowe'en Carnival, 100th Day of School Celebration, Valentine's Day, and end-of-the year events

Guidelines for Volunteers

1. **Model Appropriate Behavior:** Listen while the teacher is talking, refrain from using cell phones in classrooms, speak gently to students.
2. **Confidentiality:** Classroom and student work is always confidential. Please don't discuss student academics or behavior with anyone except the teacher.
3. **Neutrality:** Try not to compare children within the classroom.
4. **Appreciating Diverse Teaching Styles:** There are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything.
5. **Positivity:** You are volunteering for the good of the school. Direct constructive criticism to the supervising teacher or school administrator.

DO'S AND DON'TS

Volunteers Do...

- Sign in at the office
- Praise and encourage
- Try to understand how child feels
- Commit to regular attendance and arrange for parent substitutes
- Build caring and supportive rapport
- Speak directly to teacher about concerns regarding any student performance
- Show consideration for teacher's time
- Work with all children, not just their own

Volunteers Do Not...

- Violate confidentiality by passing on information to the community
- Berate or belittle
- Act in a cold or indifferent manner
- Criticize the teacher
- Fail to call and let school know he or she is going to be absent
- Get physical with a child
- Lose control and says something that is inappropriate
- Expect to conference about **their child while volunteering**

Field Trip Volunteers

- ❖ All drivers for field trips need to have a **current copy of insurance, driver's license, and Driver's Declaration Form** on file in the office. This must be completed each year.
- ❖ **Please do not purchase candy, snacks, or food** for the students who are in your car. It creates envy problems when the students return to school. (Even if you make them promise not to tell, someone always does!) In addition, some students have allergy and dietary restrictions.
- ❖ **Please do not run errands or make non-school related stops** going to or from a field trip destination. These stops create liability issues for you and the school.
- ❖ **Please model appropriate behavior** while chaperoning (i.e, being a good listener for the docents and teachers, not having side conversations, not using your cell phone except in case of an emergency).
- ❖ **Chaperones must stay with the group**, unless otherwise directed by the teacher. Please don't wander off!
- ❖ **Do not bring students into gift shops** unless the teacher gives permission.
- ❖ **Please avoid chewing gum** during performances or in museums.
- ❖ **Please arrive to school 10-15 minutes before field trip** departure time in order to be ready to leave at the designated time.
- ❖ **If you are not able to drive/chaperone at the last minute, please contact the teacher and the office immediately.** If you can find a replacement driver, that may help the teacher.
- ❖ **Please do not ask the teacher to switch a child's car assignment the day of the trip.** Special requests should be made well in advance of the trip.
- ❖ **If you are delayed arriving to the field trip, call the teacher.** If you are delayed arriving back to school, call the office at (510) 451-5900.
- ❖ **Drive safely!**

School Site Council (SSC)

Each year, the School Site Council (SSC) creates, monitors and evaluates the Single Site Plan for student achievement. This Plan is critical to ensure that the school reaches its academic goals for all students. In addition, the SSC decides how our school's categorical funding should be spent. The SSC is composed of 10 members: five community members and five staff members, one of whom must be the principal. Members of the SSC are elected by their peers at the beginning of the year and serve for two years. All meetings are open to the public, but non-members may not vote.

Meetings are typically held on the 3rd Monday of the month at 4:00 p.m. The agenda and minutes are posted online on the school's website and the bulletin board near the main entrance.

All schools in California are required to have an SSC, and it is independent of the PTA.

Parent Teacher Association

General Information about the PTA

The Crocker Parent Teacher Association (PTA) works to promote children's well being, to encourage cooperation between the home and school, and to provide opportunities for communication among parents, school and students. Our PTA organizes parent volunteers for activities in and outside the classroom, sponsors community building events and raises funds to support the activities that enrich our children's education.

We encourage all parents and family members to become an active member of the PTA and its committees. Some of the committees include the Dad's Club and Auction Committee. Please contact the chair to see how you can get involved!

The PTA association meetings are generally held on the second Thursday of every other month at 6:30 pm in the Library.

The PTA Board meetings are every month, and are open to the public. Free babysitting for school-aged children is provided for all meetings. If you cannot attend a meeting, the PTA encourages you to look at the minutes on the PTA Header on the school website and/or to ask the PTA Secretary to be included on the email distribution list. You will then be emailed minutes, whether or not you come to meetings. *General Session Minutes* will also be posted to the Crocker Website.

Equity Committee

A subgroup of the PTA, the Equity Committee has four guiding principles:

- Community Access & Inclusion
- Equitable Learning Environment
- Identity Safety
- Cultural Empowerment

The committee meets several times throughout the year to work on ways to improve the experiences of all students and families at Crocker. To get involved, contact the co-leaders, Yuland Smith (yulandyoungsmith@gmail.com) or Shane Safir (shanesafir@gmail.com)

The Dads' Club

Purpose

The Dads' Club is an informal group of fathers dedicated to enhancing our children's experience at Crocker. The Dads encourage student/family camaraderie and school involvement by hosting several social events including the Spaghetti Feed, a Winter dance, Spring Pancake breakfast, Summer softball league and more informal quarterly beverage bonding. The Dads also help out with set-up and support at many of the school events (Auction, Walk-a-thon, Carnival) both in and around the school by utilizing our manpower and professional resources. Our motto this year is, "Cheers, it's for the good of our kids."

Organization

There are no formal titles within the Dads' Club. Matt Town, Dave Higgins, Ryan Shallot, Jaison Smith, Peter Zarling and Jim Wenzel led the group last year for

the purpose of setting meetings and agendas, as well as communicating with all the Dads, Crocker families, and Mrs. Kelleher, the school's principal. Those who are at the meetings will determine the course of upcoming activities, events and school projects by a "show of hands." Everyone is encouraged to participate and take the lead on different activities and projects during the year.

Events

Past events sponsored by the Dads' Club have included things such as the Spaghetti Feed, a Pancake Breakfast, and BBQ during the Walkathon. Members are also sometimes called upon for special projects. We welcome any ideas for new events or suggestions for the proposed events.

Final Thoughts

Always feel free to share your thoughts concerning the direction, goals, events and projects proposed for this year's Dads' Club. We work as team, vote as a team, and socialize as a team.

Community Events Sponsored by the PTA

PTA volunteers organize events throughout the year. All are intended to build community, and some are also used as fundraising opportunities. Look for information from the PTA about ways to get involved. We need LOTS of participation to make these events happen. Please jump right in and volunteer!

Some examples of events to look forward to this year include:

- Spaghetti Feed
- Book Fair
- Spring Carnival
- Walkathon
- Auction

Fundraising

- Annual Giving
- Auction
- Passive Fundraisers
- Walkathon

Lice Check at School

The PTA sponsors and arranges to have every student checked once each year, usually in September. Families will be notified if they find eggs or nits.

Crocker Cougar

A lively mystery adult dons our Crocker Cougar costume for many different events. Some past examples include monthly assemblies, the Halloween parade, the Walkathon, Pajama Day, and the first and last days of school.