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# PARENT/GUARDIAN HANDBOOK CROCKER HIGHLANDS 2015-16

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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. This year, our school enrollment will be approximately 450 children in kindergarten through fifth grade, with three kindergartens, three first grades, four second grades, three third grades, two fourth, a fourth/fifth combination class, and two fifth grade classrooms. In addition, we have full-time special education teachers, a speech and language therapist, and part-time counseling intern 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](mailto:principal@crockerschool.org)

**PTA Co-Presidents:** Danielle Vidal & Yulanda Smith  
[president@crockerschool.org](mailto:president@crockerschool.org)

**Oakland Unified School District** - [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us)

1000 Broadway, Suite 680

Oakland, CA 94607

Phone: 510-879-8242

## Parent Guide to OUSD:

As of July 2015, the new guide was not yet posted on the OUSD website.

However, last year's version can be found at:

[http://publicportal.ousd.k12.ca.us/cms/lib07/CA01001176/Centricity/Domain/23/parentguide2014-15\\_ENG\\_final\\_lowres.pdf](http://publicportal.ousd.k12.ca.us/cms/lib07/CA01001176/Centricity/Domain/23/parentguide2014-15_ENG_final_lowres.pdf).

## 2015-2016 BELL SCHEDULE

<b>REGULAR DAY SCHEDULE (Most Mondays, Tuesdays, Thursdays and Fridays)</b>			<b>KINDERGARTEN – GRADE 1 (Eat 11:25 – 11:45, Recess 11:45 – 12:10)</b>	<b>MINIMUM DAY SCHEDULE (Every Wednesday and Occasional Other Days)</b>		
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		12:10	1 <sup>st</sup> – 1:40	Instruction
1:45	K-2:45	Instruction				
1:45	1 <sup>st</sup> – 3:00	Instruction				
			<b>GRADES 2 AND 3 (Eat 12:15 – 12:35, Recess 12:35 – 1:00)</b>			
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				
			<b>GRADES 4 AND 5 (Recess 12:15 – 12:35, Eat 12:35 – 1:00)</b>			
8:40	10:30	Instruction		8:40	10:30	Instruction
10:35	10:55	RECESS		10:35	10:55	RECESS
10:55	12:15	Instruction		10:55	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's 2015-2016 School Calendar (Dates Subject to Change)

<b><u>AUGUST</u></b>	<b><u>JANUARY</u></b>
18-21: Registration for All Families	6 & 13: Tours for Prospective Families 8: Cougar Assembly
20: PTA General Session	18: Martin Luther King, Jr. Day (NO SCHOOL)
22: New Families' Picnic	22: Oratorical Fest
24: First Day, Kindergarten Coffee and Welcome Assembly for Students	29: Professional Development Day (NO SCHOOL)
24-28: Minimum Days for all students 28: Welcome Back Coffee (All families)	<b><u>FEBRUARY</u></b>
<b><u>SEPTEMBER</u></b>	2-3: Book Fair 12: Cougar Assembly
4: Cougar Assembly	15: Presidents' Day (NO SCHOOL)
7: Labor Day (NO SCHOOL)	18: 5 <sup>th</sup> Grade Parent Meeting re: Puberty Ed
9: Back-to-School Night (Grades K, 4/5 and 5)	25: Family Science Night
10: Minimum Day & Back-to-School Night (1 <sup>st</sup> -4 <sup>th</sup> )	<b><u>MARCH</u></b>
11: Lice Check	Feb. 29 – March 4: Puberty Ed (5 <sup>th</sup> Grade Only)
15: School Site Council Establishment Meeting 17: PTA General Session Spaghetti Feed TBD (Could be October)	3: Living Museum (2 <sup>nd</sup> and 3 <sup>rd</sup> Grades Only)
<b><u>OCTOBER</u></b>	11: Cougar Assembly 16 – 18: Coloma Trip (4 <sup>th</sup> Grade Only) 25- Apr 1: Spring Break/C. Chavez – NO SCHOOL
2: Cougar Assembly 5-7 Fifth Grade Overnight Trip	<b><u>APRIL</u></b>
10: Walkathon 16: NO SCHOOL – Professional Development Day	7: Cougar Assembly (a Thursday this month) 11 – 15: SBAC Testing – 5 <sup>th</sup> Grade
19: Class Photo Day 23: Book Swap 27: Shoo the Flu	18 – 22: SBAC Testing – 4 <sup>th</sup> Grade 25 – 29: SBAC Testing – 3 <sup>rd</sup> Grade
30: Minimum Day and Halloween Parade	Auction (TBD) Mosaic Day (TBD)
<b><u>NOVEMBER</u></b>	<b><u>MAY</u></b>
2 and 3: Individual School Photos taken	2 – 13: SBAC Make up testing
3: Family Math Night 11: Veterans' Day (NO SCHOOL)	5: Crocker Science Fair
9, 16, 18: Tours for Prospective Families 13: Cougar Assembly 19-20: Minimum Days for all students	6: Sleepover 13: Cougar Assembly
23-27: Thanksgiving Break (NO SCHOOL) 30: Minimum Day for all students	13: Disco Bingo (Grades 4-5 only) 21: Carnival 26: Minimum Day & Open House (6:00 – 7:30pm)
<b><u>DECEMBER</u></b>	27-30: Memorial Day Holiday (NO SCHOOL) 31: Volunteer Breakfast (Hosted by Staff)
1: Individual photo re-shoot or make up 1-4: Minimum Days for all students	<b><u>JUNE</u></b>
2, 4, 9, 11: Tours for Prospective Families	1: Vocal Music Concert (Daytime) 2: Vocal Music Concert (Evening)
5: Craft Fair 11: Winter Instrumental Concert (Upper grades)	7-9 : Minimum Days (Tuesday – Thursday only)
16: Winter Vocal Music Concert (Daytime)	8: Fifth Grade Promotion
17: Winter Vocal Music Concert (Evening) 18: Kindergarten Breakfast and Minimum Day	9: Last day of school
21-January 1: Winter Break (NO SCHOOL)	<b>REPORT CARDS SENT : 12/11/15, 3/11/16, 6/9/16</b>

## Registering for School

### New Students

Historically there has been a priority enrollment process in OUSD each year that ended in mid-January. It is possible that this process will change for the 2016-17 school year, and OUSD will update us if that occurs. Following is a description of how it has worked in the past.

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](http://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](http://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 uses what we call "Balanced Beginnings." Students will be temporarily assigned to a group that will travel together to each of the three kindergarten classrooms for the first three days. This will give the teachers and principal 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, we post tentative class lists 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 2<sup>nd</sup> 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](http://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](mailto:principal@crockerschool.org)), who will then send it to one of our webmasters, Jon Cecchettini or Todd Marshburn ([webmaster@crockerschool.org](mailto:webmaster@crockerschool.org)). The documents should be in PDF format.

### **Crocker Google Calendar - [www.crockerschool.org/about/calendar/](http://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 2015-2016 Calendar**

To access the school district's calendar, please follow this link:  
<http://www.ousd.org/Page/12827>

### **Crocker Highlands Weekly Bulletin - Please sign up for it!**

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" or at <http://crockerschool.org/get-involved/email-group/>. The Bulletin contains a calendar of upcoming events, messages from the Principal, PTA, 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 [bulletin@crockerschool.org](mailto:bulletin@crockerschool.org) and [principal@crockerschool.org](mailto:principal@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 to access from a tablet or smartphone. 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 another great way to receive and send information about the school, upcoming events, etc. Sign up by going to [www.crockerschool.org](http://www.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](mailto: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 November or December for all students. Teachers will let you know when theirs will be scheduled. 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 many 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.

### **Email Etiquette**

Email is a great tool and has to be used appropriately. Please use a respectful tone in all emails 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 with permission from the teacher or office staff. Students may also use the office telephone after school for local calls when necessary.

#### Cell Phones

We ask parents whose children have personal cell phones to stress to their kids that phones must be kept in a backpack throughout the school day. It is not to be out or used during school hours since office phones are available between 8:00 and 4:00. If a student breaks this rule more than twice, then (s)he will be required to check the phone in at the school office each morning and out at the end of the day. The school is not responsible for damaged, lost or stolen phones.

## Before and After School Policies and Procedures

### Mornings on the Playground

Playground supervision begins at 8:30 each morning. Families who need to drop off their children earlier than that must either make arrangements with friends to watch their students or enroll them in Adventure Time, which opens at 7:00 AM daily. 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. Students may play games such as tag, catch, soccer or basketball before school on the Longridge side of the playground, away from the entrances on the Midcrest and Hubert sides of the school. We do not permit students to bring tennis balls, softballs, baseballs, or lacrosse balls to campus.

### 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 other teachers dismiss their students from their classrooms. At least two staff members conduct "a sweep" after school each day, looking for students who are still waiting to be picked up. Those children are brought to the office to call a parent or guardian. If none can be reached, then school personnel will call individuals listed on the student's emergency card. In addition, we encourage students to come to the office on their own if they notice "their grownup" is not there. Students must stay in the office until "their grownup" arrives and make sure the office staff is aware when they are leaving. We appreciate your reminding your children of this protocol.



## **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 (older siblings in middle or high school do not qualify). Middle and high school students may not use our playground until after 6:00 PM. 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*

Adventure Time is an independent organization that provides onsite care. For information, go to [www.adventure-time.com](http://www.adventure-time.com) or call (510) 658-7412. During the summer, applications are available at Montclair 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/](http://www.kidsndance.com/) or call (510) 531-4400 for more information about their program. They are an independent provider.

### *After School Classes at Crocker (Organized by the PTA)*

A PTA volunteer coordinates with independent providers for afterschool classes at Crocker, which last one to two hours. More information about those classes will be available on the school's website. The classes 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**

This is an important time for the teacher to prepare for the day. Please do not come into the classroom to talk to the teachers at this time, unless you schedule an appointment in advance. Of course if you need to make the teacher aware of an urgent matter that comes up suddenly, then go ahead

and do so. If the teacher is not in the classroom, please come to the office, and someone will make sure to get a message to the teacher.

## **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 for any reason, please contact the office as soon as possible either by email ([office@crockerschool.org](mailto:office@crockerschool.org)) or phone (510-451-5900) to notify us of the absence. As a courtesy, please also email the teacher. If your student is in 3<sup>rd</sup> - 5<sup>th</sup> grade, please note the SBAC testing dates in April and avoid scheduling appointments or trips during that week.

### **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 an automatically-generated 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 on 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 and office staff, notifying them of the child's name, the dates absent, and the reason for the absence. Again, the office staff email is [office@crockerschool.org](mailto:office@crockerschool.org).

## **Independent Study**

If you will be on vacation for 5-20 days, or your child will need an extended period of time away 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 generate the paperwork, the teacher will create a packet of work for the child to complete 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 the day the child returns to school. Students who go on independent study have excused absences. State law prohibits us from providing these for absences of fewer than 5 days.

## **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 the day of the absence or 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 can be referred to the district's School Attendance Review Board (SARB).

## **Medical Appointments**

It is 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 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 come to the office to pick him or her up for the appointment afterwards. This prevents concerns and allows us to count the child as present for the day.

If you are picking up the child during the school day, please come to the office first to get the proper release form. Office staff will contact your child's teacher once you arrive. When you return to school, always check in at our office before sending your child back to class.

## **Attendance and State Funding**

OUSD receives 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 during school hours 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. The office will call the classroom and ask that the child come to the office. Students are not permitted to wait on the sidewalk outside of school for the adult and will not be released from class until the adult arrives in the office. As a courtesy, please notify the teacher that day if you will be taking your child out early.

## 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 or online at: <http://crockerschool.org/?s=medication&x=0&y=0>. 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 the past 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 OSUD 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](http://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. Your child's identity will be protected, but parents will be notified that a child in the class/school has received a diagnosis.

## **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 the 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. In case of an emergency, we might use an automated calling system. Please listen to the message if you receive one.

## 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 at **ALL TIMES**.
2. **DROP-OFF** (when you stay inside your car and your child exits) is permitted in the **WHITE ZONE** on **MIDCREST ROAD** (at the school entrance). There is **NO PARKING** along the school perimeter except for cars with disabled placards parked in blue zones.
3. Allow your child to exit your car from the **PASSENGER** side **ONLY**.
4. The blue handicapped zone must be kept free **AT ALL TIMES**. Please do not even **STOP** in this blue zone unless you have a blue placard.
5. Obey **ALL** posted traffic signs.
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 then **WALK!**

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 should be available in August at <https://mealapps.ousd.k12.ca.us/>.

Other students may purchase lunches for \$2.50. 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 [www.ousd.k12.ca.us/Page/10300](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 and include the appropriate silverware as needed. 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 Resources**

OUSD has lots of information available at [www.ousd.org/Domain/118](http://www.ousd.org/Domain/118).



## **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 not share food with their friends.
3. Students may use the restroom, get water or throw away trash but they must ask an adult on duty for permission first.
4. Students are responsible for cleaning up after themselves.
5. 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. Students should pick up food they drop on the floor.
  - c. Nothing should remain on the tables at the end of lunch.
6. Students' voices should be at a moderate level.
7. 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 in K-3 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 healthy 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.

## 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. Sometimes, we roll it all out to the playground to encourage students and families to look for their belongings. Labeling everything helps, but we do not have staff available to look through everything. Sadly, most items languish in the Lost and Found for weeks. We therefore recommend checking the Lost and Found on a semi-regular basis. You can also help by reminding your kids to look for missing items. It's amazing how much is left on the playground every day.

Before a parent volunteer brings unclaimed items to a donation facility, families will be notified via the school bulletin.

## 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 group games if they wish to play.
2. Only use school equipment - do not bring toys from home.
3. Do your best to play fairly and honestly.

4. Always go DOWN the slides, on your bottom.
5. You may skip up to one bar when swinging from bar to bar.
6. If you are rotating around a bar, you must always use two hands.
7. Get down from the climbing structures without jumping.
8. Do not play tag on the structures.
9. You may not climb on top of or sit on the ladders that are meant for swinging from with your arms.
10. Jump ropes may only be used for jumping rope - not pulling kids or tying them up.
11. Students must sit on their bottoms to ride the scooter carts.
12. All students must respectfully follow the instructions of every adult on the yard.
13. Any staff member can cancel a game or ask specific students to step out if play becomes too rough or if students are not following the rules.
14. Baseballs, softballs, tennis balls, and lacrosse balls are prohibited. Students may use the school's whiffle balls instead.
15. Notice where others are playing and adjust your play if needed for safety.
16. 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.
17. 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.
18. 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 messy.

### **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 hallways. 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, a staff member might award them a Cougar Commendation. The positive action is recorded on a special slip then turned in to the principal for a signature. The principal will celebrate the child's behavior in person and give a little prize as well. Then the Cougar Commendation goes home to share with the child's family.

## Discipline

We teach students to act respectfully and responsibly towards themselves, other people, and their environments. When students make poor choices, our first obligation is to help them to learn from their mistakes and not to criminalize children. We also work with students on accepting responsibility for their actions, making amends, and understanding why disciplinary consequences might be necessary.

All staff members strive to use positive reinforcement and incentives rather than punishments as often as possible. However, there are times when a child's behavior warrants intervention.

In the interest of creating consistency, OUSD uses a "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, and/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 would not be allowed to tell you what consequences or actions had been taken with another child who hurt your child emotionally or physically. We understand that this can be frustrating. However, we are obligated by law to maintain all students' privacy.

## **Restorative Justice**

Sometimes when a conflict arises between students, staff members lead a Restorative Justice meeting. 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 (each participant paraphrases what the other says). The ultimate goal is for each student to feel heard and to find a way for them to move forward in a positive direction. 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 other 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 adult support in the general education classes as needed and workshops to address social and executive functioning deficits."

### **Resource Program**

This 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 or outside the classroom and for assessing newly referred students. Our resource specialist splits her time between two schools.

## **Speech and Language Program**

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://www.ousd.org/Domain/130>.

## **Response-to-Intervention Process (RTI)**

### **Definition**

RTI is a way to identify students who are struggling, and think about 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 within the general education program.

### **Support from Small Group Activity Leaders**

Our PTA graciously funds several positions for helping students who need a little extra support. These adults work with individuals, pairs or small groups of students in whatever academic area the teacher deems necessary.

### **Student Success Team (SST) Meetings**

Our coordinator, the 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 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**

Our PTA helps to support a program for students who are struggling with reading. They receive instruction using the Lindamood Bell curriculum. Classroom teachers determine who would most benefit from this instruction based on the results of district-approved assessments, which could include Fountas and Pinnell and/or SRI. Most of the students receiving support will be in 1st and 2nd grades; however, there will be times available for older students as well.

## **Math Specialist**

Our new part-time (.4) math specialist will work with students individually and in small groups. Sometimes, this will occur within the child's classroom, and at other times, in our new math lab. This specialist will also support teachers in developing curriculum.

## **Kahn Academy (Math)**

Starting in 2015-16, all students in grades 3 through 5 will get Kahn Academy accounts using their OUSD accounts. Ms. Lisa and their classroom teachers will work with them to get these set up so kids can use them from home as well. In addition, the school will offer some afterschool opportunities for working on math skills using Kahn Academy. Schedule TBA.

## **Counseling Interns**

This program is continuing for its second year. Two MFCC or MSW interns will be on site three days per week to support kids. Based on parent requests and/or staff recommendations and with parent/guardian permission, the interns usually meet with students individually and occasionally in pairs or small groups. All confidentiality and mandated reporting laws apply to them. As of August 2015, interns have not yet been assigned, but we are hopeful the positions will be filled once school opens.



## 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 working in classrooms or on field trips 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 obtain the needed form for obtaining a LiveScan fingerprinting, click here: <https://ousd.civicore.com/public/index.php?section=resources&action=list>.

### **Classroom Volunteers**

Volunteers help in many ways, ranging from overseeing small groups to helping set up art projects. Teachers seeking classroom volunteers usually notify families at Back-to-School Night. Some opportunities are for people who can help at school on a regular basis, while others better suit those 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 families as necessary
- Collecting voluntary class fund donations from families for classroom supplies, field trips, celebrations, etc.
- Recruiting volunteers for special projects
- Organizing celebrations such as the Hallowe'en Carnival, 100<sup>th</sup> 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** on field trips.
- ❖ **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) provides input into the creation of and ultimately evaluates and approves the Single Plan for Student Achievement. This plan is critical to ensure that the school reaches its academic goals for all students. In addition, the SSC discusses budget considerations. The voting participants include five community 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 only its members may vote.

The committee met monthly or bimonthly last year on Tuesdays at 4:30 p.m. However, this time and day will be modified if needed to suit the schedules of this year's group. 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. However, in recent years, the PTA and SSC have made a conscious effort to collaborate more frequently.

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

## PTA Meetings

The PTA general meetings are generally held on the second Thursday of every other month at 6:30 pm in the library, and dinner is provided! Meetings are always open to the public. Free babysitting and pizza for school-aged children is also available for all meetings. If you cannot attend a meeting, the PTA encourages you to look at the minutes on the PTA bulletin board near the front entrance of the school 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. (The PTA governing body does not allow school PTAs to post meeting minutes on the school website.)

On alternating months, the PTA Executive Board meets on Thursdays at 6:30.

## 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, Shane Safir ([shanesafir@gmail.com](mailto:shanesafir@gmail.com)), Leonora Willis ([leonorawillis@yahoo.com](mailto:leonorawillis@yahoo.com)), and Meena Palaniappan ([meenajpalaniappan@gmail.com](mailto:meenajpalaniappan@gmail.com)).

### Affinity Groups

Two affinity groups came together at Crocker Highlands in the past couple of years after some parents expressed interest. Anyone who would like to create an additional affinity group should contact any one of the Equity Committee chairs. ***Soulful Gatherings*** invites parents, grandparents or caregivers raising African, African American and Mixed Race children to exchange ideas, build relationships, share interests, offer support, and plan events & activities to support children. Contact Yulanda Smith for information ([youngyulanda@yahoo.com](mailto:youngyulanda@yahoo.com)). ***The Crocker Adoption Affinity Group*** strives to create community for individuals, families, and children whose lives have been touched by adoption. They create a safe space to

*socialize, encourage one another, and share the wisdom of their collective experience. Contact Steve Keiter for information ([sjkeiter@hotmail.com](mailto:sjkeiter@hotmail.com)).*

## **Dads' Club**

All dads are welcome to join. The Dads' Club puts on the annual Spaghetti Feed, runs the BBQ at the Walkathon, comes out to support the school with special projects, and gets together periodically to socialize.

## **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:*

- Newcomers' Picnic
- Spaghetti Feed
- Book Fair
- Walkathon
- Mosaic Day
- Auction
- Spring Carnival

### *Fundraising*

- Annual Giving
- Auction
- Passive Fundraisers
- Walkathon

### *Lice Check at School*

The PTA sponsors and arranges to have every student checked once or twice each year, and dates will be posted on the school calendar. Families will be notified if their children have 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. This year, the Cougar will have a new costume! Should your child ask about the Crocker Cougar's identity, the principal's response will be, "You may find out when you're 18!"

