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**PARENT/GUARDIAN HANDBOOK**  
**CROCKER HIGHLANDS ELEMENTARY**  
**2018-19**

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**Oakland, CA 94610**  
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[www.crockerschool.org](http://www.crockerschool.org)

**Principal: Jocelyn Kelleher**  
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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 staff 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. We have 19 classrooms led by excellent teachers. In addition, we have special education teachers, a speech and language therapist, part-time counseling intern and reading lab services on site to support students. Supplementing our regular classroom activities is a variety of enrichment opportunities including art, computer, physical activity, Spanish, and music classes.

## Mission

Crocker Highlands Elementary School provides a joyful, equitable educational experience that fosters enthusiasm for learning and encourages a growth mindset for children and adults. The school recognizes and supports diverse learning styles, inspires personal and social responsibility, and promotes the academic development of its students.

## Vision

The students at Crocker Highlands will emerge as empathetic, resilient, independent learners who acquire the 21st century skills of creativity, collaboration, communication, critical thinking and problem solving.

## 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 all students:

- Feel welcome and supported by school staff, their peers, and the community
- 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

525 Midcrest Road

Oakland, CA 94610

Phone: 510-451-5900

Fax: 510-451-5905

[www.crockerschool.org](http://www.crockerschool.org)

**Office Hours:** 8:00 AM - 4:00 PM

**Principal:** Jocelyn Kelleher, [principal@crockerschool.org](mailto:principal@crockerschool.org)

**PTA Co-Presidents:** Erika Vexler and Alicia John-Baptiste, [president@crockerschool.org](mailto:president@crockerschool.org)

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

1000 Broadway, Suite 680

Oakland, CA 94607

Phone: 510-879-8242

**Network Superintendent:** Sara Stone, [sara.stone@ousd.org](mailto:sara.stone@ousd.org)



# 2018-19 BELL SCHEDULE

CROCKER HIGHLANDS ELEMENTARY SCHOOL			2018-19 BELL SCHEDULE			
REGULAR DAY SCHEDULE Monday, Tuesday, Thursday, Friday			KINDERGARTEN – 1 <sup>st</sup> GRADE LUNCH (Eat 11:25 – 11:45, Recess 11:45 – 12:10)	MINIMUM DAY SCHEDULE Wednesdays and Occasional Other Days		
K - 8:35	9:50	Instruction		K - 8:35	9:50	Instruction
1 <sup>st</sup> 8:40				1 <sup>st</sup> 8:40		
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 <sup>st</sup> – 1:40	Instruction
1:45	K-2:45	Instruction				
	1 <sup>st</sup> – 3:00	Instruction				
			2 <sup>nd</sup> and 3 <sup>rd</sup> GRADE LUNCH (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 /RECESS		12:15	1:00	LUNCH/RECESS
1:00	1:50	Instruction		1:00	1:40	Instruction
1:50	2:00	RECESS				
2:00	3:00	Instruction				
				4 <sup>th</sup> and 5 <sup>th</sup> GRADE LUNCH (Recess 12:20 – 12:40, Eat 12:40 – 1:00)		
8:40	10:35	Instruction		8:40	10:35	Instruction
10:35	10:55	RECESS		10:35	10:55	RECESS
10:55	12:20	Instruction		10:55	12:20	Instruction
12:20	1:00	LUNCH /RECESS		12:20	1:00	LUNCH/RECESS
1:00	3:02	Instruction		1:00	1:45	Instruction
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 school, unless enrolled in an afterschool program.			5/2/17			

## Crocker's 2018-19 School Calendar (Dates Subject to Change)

<p><b>August 2018</b>  <b>7<sup>th</sup> - 9<sup>th</sup> Registration (Live Scan August 8<sup>th</sup>)</b>  <b>9<sup>th</sup> PTA General Meeting</b>  <b>11<sup>th</sup> New Families' Picnic</b>  <b>13<sup>th</sup> First Day of School &amp; Kindergarten Coffee</b>  <b>13<sup>th</sup> - 16<sup>th</sup> Minimum Days (Includes a Wednesday)</b>  <b>16<sup>th</sup> Welcome Coffee (All parents/guardians)</b>  <b>17<sup>th</sup> Crocker Cougar Assembly - Our Mantra - Respect</b>  <b>25<sup>th</sup> After School Enrichment Registration Opens</b>  <b>29<sup>th</sup> Back to School Night (All grades)</b></p>	<p><b>January 2019</b>  <b>1<sup>st</sup> - 4<sup>th</sup> Winter Break (Schools Closed)</b>  <b>7<sup>th</sup> PTA Exec. Board Meeting</b>  <b>10<sup>th</sup> PTA General Meeting</b>  <b>11<sup>th</sup> Prospective Families' Tour</b>  <b>18<sup>th</sup> Oratorical Festival at Crocker</b>  <b>21<sup>st</sup> MLK, Jr. Holiday (Schools Closed)</b>  <b>22<sup>nd</sup> Crocker Cougar Assembly (Compassion)</b>  <b>25<sup>th</sup> Professional Development Day (Schools Closed)</b>  <b>28<sup>th</sup> Puberty Ed Parent/Guardian Meeting (5<sup>th</sup> grade)</b></p>
<p><b>September 2018</b>  <b>3<sup>rd</sup> Labor Day Holiday (Schools Closed)</b>  <b>4<sup>th</sup> After School Enrichment Program Scholarship Deadline &amp; Registration Closes</b>  <b>11<sup>th</sup> School Site Council Establishment Meeting, PTA Exec Board Mtg.</b>  <b>13<sup>th</sup> PTA General Meeting</b>  <b>14<sup>th</sup> Book Swap</b>  <b>17<sup>th</sup> After School Enrichment Classes Begin</b>  <b>20<sup>th</sup> Spaghetti Feed (Free evening event for families)</b>  <b>21<sup>st</sup> Crocker Cougar Assembly (Cooperation)</b>  <b>28<sup>th</sup> Professional Development Day (Schools closed)</b></p>	<p><b>February 2019</b>  <b>4<sup>th</sup> After School Enrichment Classes Begin</b>  <b>4<sup>th</sup> - 8<sup>th</sup> Puberty Ed (5<sup>th</sup> grade)</b>  <b>11<sup>th</sup> PTA Exec. Board Meeting</b>  <b>18<sup>th</sup> Presidents' Day Holiday (Schools Closed)</b>  <b>22<sup>nd</sup> Crocker Cougar Assembly (Responsibility)</b>  <b>26<sup>th</sup> Living Museum (2<sup>nd</sup> &amp; 3<sup>rd</sup> Grades)</b>   <b>TBD Family Science Night</b></p>
<p><b>October 2018</b>  <b>1<sup>st</sup> Class Photo Day</b>  <b>8<sup>th</sup> PTA Exec. Board Meeting</b>  <b>11<sup>th</sup> and 12<sup>th</sup> Individual Photo Days</b>  <b>13<sup>th</sup> Walkathon</b>  <b>15<sup>th</sup> - 18<sup>th</sup> Minimum Days (includes a Wednesday)</b>  <b>19<sup>th</sup> In Lieu of Lincoln's Birthday (Schools Closed)</b>  <b>22<sup>nd</sup> - 24<sup>th</sup> Alliance Redwoods Trip (5<sup>th</sup> Grade)</b>  <b>25<sup>th</sup> - Shoo the Flu (Free vaccines for students/staff)</b>  <b>26<sup>th</sup> Crocker Cougar Assembly (Self-Discipline)</b>  <b>31<sup>st</sup> Halloween Parade</b>   <b>TBD Family Math Night</b></p>	<p><b>March and April 2019</b>  <b>March 5<sup>th</sup> Minimum Day</b>  <b>March 11<sup>th</sup> PTA Exec. Board Meeting</b>  <b>March 13<sup>th</sup> - 15<sup>th</sup> Coloma Trip (4<sup>th</sup> Grade)</b>  <b>March 14<sup>th</sup> PTA General Meeting</b>  <b>March 15<sup>th</sup> Report Cards Sent</b>  <b>March 19<sup>th</sup> Crocker Cougar Assembly (Perseverance)</b>  <b>March 25<sup>th</sup> - April 1st Spring Break/Cesar Chavez Holiday</b>  <b>April 8<sup>th</sup> - May 10<sup>th</sup> Standardized Testing Window</b>  <b>April 8<sup>th</sup> PTA Exec. Board Meeting</b>  <b>April 11<sup>th</sup> PTA General Meeting</b>  <b>April 19<sup>th</sup> Crocker Cougar Assembly (Friendship)</b>   <b>TBD: April 13<sup>th</sup> or 27<sup>th</sup> Auction</b></p>
<p><b>November &amp; December 2018</b>  <b>Nov. 5<sup>th</sup> - 8<sup>th</sup> Minimum Days (Includes a Wednesday)</b>  <b>Nov. 5<sup>th</sup> PTA Exec. Board Meeting</b>  <b>Nov. 7<sup>th</sup> Parent Ed-"Talking to Your Kids About Race Part 2"</b>  <b>Nov. 8<sup>th</sup> PTA General Meeting</b>  <b>Nov. 12<sup>th</sup> Veterans' Day Holiday (Schools Closed)</b>  <b>Nov. 16<sup>th</sup> Prospective Families' Tour; Report Cards Sent</b>  <b>Nov. 19<sup>th</sup> - 23<sup>rd</sup> Thanksgiving Break (Schools Closed)</b>  <b>Nov. 26<sup>th</sup> - 28<sup>th</sup> Book Fair</b>  <b>Dec. 4<sup>th</sup> Cougar Assembly (Acceptance)</b>  <b>Dec. 5<sup>th</sup> Prospective Families' Tour</b>  <b>Dec. 7<sup>th</sup> Vocal Concert Rehearsals</b>  <b>Dec. 8<sup>th</sup> Craft Fair</b>  <b>Dec. 10<sup>th</sup> Last week for after school enrichment</b>  <b>Dec. 10<sup>th</sup> PTA Exec. Board Meeting</b>  <b>Dec 13<sup>th</sup> Vocal Concerts</b>  <b>Dec. 19<sup>th</sup> Instrumental Music Concert</b></p>	<p><b>May 2019</b>  <b>1<sup>st</sup> Science Fair (tentative)</b>  <b>4<sup>th</sup> Carnival</b>  <b>6<sup>th</sup> PTA Exec. Board Meeting</b>  <b>7<sup>th</sup> Minimum Day</b>  <b>8<sup>th</sup> Open House (6:00 - 7:30 PM - tentative date)</b>  <b>9<sup>th</sup> PTA General Meeting</b>  <b>10<sup>th</sup> Vocal Concert Rehearsals</b>  <b>13<sup>th</sup> Last Week for After School Enrichment Classes</b>  <b>14<sup>th</sup> Vocal Music Concerts</b>  <b>20<sup>th</sup> Instrumental Music Concert</b>  <b>21<sup>st</sup> Minimum Day</b>  <b>22<sup>nd</sup> Mosaic Day</b>  <b>22<sup>nd</sup> - 24<sup>th</sup> Minimum Days (includes a Wednesday)</b>  <b>27<sup>th</sup> Memorial Day Holiday (Schools Closed)</b>  <b>29<sup>th</sup> 5<sup>th</sup> Grade Promotion</b>  <b>30<sup>th</sup> Last Day of School &amp; Report Cards Sent (Minimum Day)</b></p>

## Registering for School

### All Students Must Register Every Year

All students must register for school in August every year. **New students** need to provide medical documents, and **both new and continuing students** will complete new emergency cards, walking field trip permission slips, technology use agreements, and acknowledgement of reading OUSD Policies and Procedures. Registration this year will be on August 7-9. **Registration documents** will be posted on our website as soon as OUSD makes them available. If you are unable to be here during this time, please plan to come to school between 7:00 AM - 8:30 AM on Monday, August 13.

### Immunizations

Per California law, **all students must have up-to-date immunizations or a medical exemption in order to attend classes.** All students entering a new school must provide documentation of immunizations before they will be allowed to attend classes. If you are registering your child in OUSD for the first time, please bring this record with you or email it to the principal. If your child is a continuing OUSD student and had immunizations during the last year, please bring the updated records. Here is a complete list of which immunizations are required for every age: <http://eziz.org/assets/docs/IMM-231.pdf>

### Report of Medical Exam for School Entry

Incoming kindergarten students who did not attend an OUSD TK must have a medical exam within the last year, and a doctor must sign this document: <https://crockerschool.org/wp-content/uploads/2016/08/Reportof-Health-Exam-for-School-Entry.pdf>. Bring it to registration or email early to [principal@crockerschool.org](mailto:principal@crockerschool.org).

### [Oral Health Assessment Form](#)

Kindergarten students must be seen by a dentist by May of their kindergarten year. <https://crockerschool.org/wp-content/uploads/2016/08/Oral-Health-AssessmentForm.pdf>. You are welcome to bring it during registration or email it during the summer.

## **Classroom Assignments**

### [Creating Kindergarten Classes](#)

Crocker Highlands uses what we call "Balanced Beginnings." Students will be temporarily assigned to a group that will travel together to each of the 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. Color group assignments will be provided when you register. Final class assignments will be emailed to families by 6:00 PM on Wednesday, August 15.

### [Notification of Classes for Grades 1-5](#)

Upon returning all required registration documents, including up-to-date immunizations, each family will receive an index card with their class assignment. We will no longer be posting class lists. If you would like to opt in to our school directory, please email [directory@crockerschool.org](mailto:directory@crockerschool.org). If you have any questions or concerns please feel free to contact Principal Joci Kelleher ([jocelyn.kelleher@ousd.org](mailto:jocelyn.kelleher@ousd.org)) or her Supervisor, Network Superintendent Sara Stone ([sara.stone@ousd.org](mailto:sara.stone@ousd.org)).

### [How We Create Classes Each Year](#)

Each spring, the teachers at each grade level (K-4) and I work together to begin assigning students to classes for the following school year. We take a lot of time and care in considering many factors in an effort to create balanced groups. We do not take teacher requests. If there is information about your child you wish us to consider as we go through this process in mid-May, please contact your child's teacher or the principal at that time.

## School Communications

### Website - [www.crockerschool.org](http://www.crockerschool.org)

The website has a lot of useful information, including a Google calendar with all school events. If you would like to request that something be posted to the website, email the VP of Communications ([vpcommunications@crockerschool.org](mailto:vpcommunications@crockerschool.org)) with the text of this proposed posting as a PDF attachment. If approved, it will be sent it to our webmaster.

### Our School's Weekly Bulletin

The Crocker Bulletin will be emailed to each family once a week. It includes messages from the Principal and/or PTA, a calendar of upcoming events, and sometimes articles or notices from other members of the Crocker Community. To publish something in the Bulletin, please email it to [vpcommunications@crockerschool.org](mailto:vpcommunications@crockerschool.org) by noon on the Thursday before publication. Contact the principal if you will need printed versions of the bulletin.

### Crocker Highlands Google Group (school issues only)

The Crocker Google group is a way for families to receive and share information. Posts to this group should be for school-related matters only and must be respectful and appropriate for public view. Most parents/guardians will be added to the Google group automatically using email addresses from last year's directory and the list of new families from the principal. For questions or to be added to the group, email [VPcommunications@crockerschool.org](mailto:VPcommunications@crockerschool.org).

### School Directory

A volunteer puts together a directory for all families using MySchoolAnywhere. You can use it online with 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.

## **Facebook Page: Crocker Highlands Elementary School**

This page is maintained by the Principal, PTA, and librarian. You'll find photos and announcements of upcoming school-wide events. <https://www.facebook.com/crockerschool/>

## **Facebook Page: Crocker Community**

This is a group set up for families who want to post information for the benefit of others in the school community.

<https://www.facebook.com/groups/crocker.highlands.community/>

## **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 cannot 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.

### [Scheduling Meetings with Teachers](#)

Teachers are available to meet with parents/guardians at any point during the year as needed. We recommend emailing the teacher to schedule an appointment so you have privacy and the teacher's undivided attention. Most teachers will schedule formal conferences with parents/guardians in October or November, when we have minimum days scheduled. A few will hold conferences at different times during the fall. Your child's teacher will let you know well in advance of these dates so there is plenty of time to schedule them.

## **Room Parent/Guardian Communications**

The room parents/guardians send emails to their classes about upcoming events and often help facilitate class events such as field trip drivers and celebrations. Most teachers ask for a volunteer to serve in this role at Back to School Night.

### **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 to other families that relate to conflicts about grades/report cards, concerns about other people's children or 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 when necessary.

#### Cell Phones

We ask parents/guardians 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 they 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 going inside. Students may play games such as tag, catch, 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. Students who bring a ball to play with before school must then put it into their backpacks for the remainder of the day and are not allowed to play with them at recess. The school provides all recess and PE equipment.

### 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. All tardy students must check in at the office before going to their classrooms. Parents/guardians must leave campus by 9:00 AM unless they have signed in at the office as volunteers and are wearing a volunteer badge. Volunteering must be pre-arranged with the teacher or librarian.

### Morning Care from Adventure Time (A.T.)

There has never been a waiting list for before care with A.T. They open at 7:00 AM each day. 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 Elementary School.



## End-of-School Procedures

### Adventure Time Students

Kindergarten students going to Adventure Time will be walked to the MPR from their classrooms by A.T. staff at 2:45 PM (or 1:30 on short days). All other students go down on their own at dismissal time to the MPR to check in at A.T. They will have a snack and make announcements before bringing students who want to play outside up to the playground. If your child is absent or picked up early, please notify Adventure Time so they don't worry about where your child is.

### All Other Students

K-2 teachers bring students who are not going to A.T to the playground or front of the school at the end of the school day. Our 3<sup>rd</sup> - 5<sup>th</sup> graders are dismissed from their classrooms. 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 an adult. If none can be reached, then school staff 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 knows they are leaving. Please remind your children of this protocol.

## Policy: Afternoons on the Playground

After school, all students must either be enrolled in A.T., participate in after school enrichment, be supervised by an adult on the playground, or go home. There is no playground supervision after the sweep. Adventure Time rents our playground, so other children should not 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. Students sometimes say their parents let them play on their own after school, but this is not allowed.

## **After School Care 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. Please note that as of June 8, there is a waiting list. Signing in and out of students is in the MPR unless there is a special event there, in which case we use the library.

### [After School Enrichment Classes at Crocker \(Fee-based Classes\)](#)

Independent providers teach afterschool classes at Crocker, which last 1-2 hours. More information about those classes will be available on the school's website. Classes begin a few weeks into the school year and again after Winter Break. Some classes are offered twice a year; others just once. Contact [afterschool@crockerschool.org](mailto:afterschool@crockerschool.org) if you have questions.

## **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.

## **Dogs and Other Pets**

Please do not bring your dogs onto campus and do not tie them up around the perimeter of our school. Many students are fearful and/or allergic, and we have had even very nice dogs bite children. It is also potentially unsanitary for us to have animals using our playground. If you walk to school with your dog, please plan to say goodbye to your child at the gate. Do not bring any pets to classrooms unless pre-arranged with the teacher.

## 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 notify the office as soon as possible either by email at [office@crockerschool.org](mailto:office@crockerschool.org) or phone (510)451-5900. As a courtesy, please also email the teacher about the absence. If your student is in 3<sup>rd</sup> - 5<sup>th</sup> grade, please note the OUSD standardized testing window is April 8 - May 10, 2018 and avoid scheduling appointments or trips during that time.

### 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

Per 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 legally excused. Parents are required to either call or email the school about the absence. Please provide the child's full name, dates absent, and reason for the absence. If the office does not receive an email or phone call before 10:00 AM on the day of an absence, then the attendance clerk will call home to ask why the student is not at school.

## **Independent Study**

### [Vacations](#)

For vacations of 5-20 school days, families may request an independent study contract. At least two weeks before the trip, please email the office with your child's name, the dates you will be gone, and the teacher. We 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 you. All schoolwork must be returned to the teacher the day the child returns to class. Students who go on independent study have excused absences. State law prohibits us from providing these for absences of fewer than 5 days.

### [Extended Illness or Injury](#)

If your child will need to be away from school for 5 days or more due to an illness or injury, please notify the office and teacher as soon as possible, and we will expedite creation of an independent study contract for you.

## **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 ask that you notify the school via email or phone for our records the day of the absence. OUSD sends notifications to families when students have excessive excused and/or unexcused absences and/or tardies. 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 outside of school hours. However, if you must bring your child to an appointment during school, 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 allows us to count the child as present for the day.

### **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. Being at school even part of the day is better from a state funding perspective than being absent all day.

### **Attendance and Making Up Work**

If your child has an excused absence of 1-4 days, please connect with the teacher about what work might need to be made up. By law, teachers are not required to provide work for students who will unexcused due to short vacations of 1-4 days. That said, if you ask a teacher if there is something important your child will miss while on a short vacation, most will choose to let you know so you can help your child keep up. All teachers do their best to catch students up when they return to school, regardless of whether the absences were excused or unexcused.

### **Leaving School Early**

Students may only leave during school hours with parents, guardians, or other adult designees listed on their emergency cards. The adult must come to the office. Staff will call the classroom and ask that the child come to the office. Please sign out your child before leaving. Unless children are going home early due to illness or injury, we do not allow them to wait in the office or on the sidewalk outside of school to be picked up. As a courtesy, please notify the teacher that day if you will be taking your child out early for an appointment. When you return to school, always check in at our office before sending your child back to class.

## 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. School staff keeps the medication locked in the office and records each time it is dispensed. We are not allowed to dispense any other medications.

### Medications

Students are not to carry medication at school unless they have a doctor's authorization to do so. Medications must be brought in original containers to the office by the parent/guardian with an Authorization for Medication form signed by a physician. Forms are available online at <http://crockerschool.org/?s=medication&x=0&y=0>.

### 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. If your child develops a fever or vomits at school, we will call and ask that someone take the child home.

### 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.

Children with head lice 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.

## **Injuries at School**

School staff is trained in basic first aid, and most are also CPR certified, but we are not medical professionals. We do not contact families for minor injuries (i.e. scrapes and cuts), but it is our practice to administer first aid and notify families (and emergency personnel as needed) when children bump their heads or we suspect serious injuries.

## **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. To store an extra supply of prescription medication or particular food for your child with a medically-specified diet, please bring it to the front office.

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 help optimize everyone's safety by following these guidelines.

1. Drive around the school with the PASSENGER DOOR next to the sidewalk.
2. Allow your child to exit your car from the PASSENGER side ONLY.



3. The BLUE ZONE must be kept free at all times for emergency vehicles, school buses, and passenger cars with disabled placards.
4. Do not leave your car unattended in a WHITE ZONE.
5. Obey STOP SIGNS and DRIVE SLOWLY!
6. Park in LEGAL spaces and never block any of the neighbors' driveways or crosswalks.
7. If possible, park a block or two away from the school then WALK!
8. DO NOT HONK and keep music volume relatively low in the school zone.
9. We encourage carpooling and creating "walking school buses."

## **Food and Drink**

### **School Lunches**

Hot lunches come from a central OUSD location. 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).

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

Other students may purchase lunches for \$2.75 and milk for \$.50. To avoid cash, go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to create an account and download their app for your phone.

Otherwise send exact change or a check written to Oakland Unified School District to cover multiple lunches. You may bring checks to the office, and we'll get them to our Food Services Manager.

## Nutrition Resources

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

## 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.). **Please do not send any glass containers.**

## Composting and Recycling

We ask students to dispose of waste in the correct receptacle. You can help encourage this practice by reinforcing rules at home about what goes where. For assistance, refer to this Recycling Guide:

**OUSD GREEN GLOVES SCHOOL** **Recycling Guide** **OAKLAND UNIFIED SCHOOL DISTRICT**  
Community Schools. Nurturing Students.

Gray Bin Landfill	Green Bin Compost	Blue Bin Recycling
<ul style="list-style-type: none"><li>pens &amp; pencils</li><li>glue sticks</li><li>latex gloves</li><li>plastic wrap</li><li>straw</li><li>ketchup packet</li><li>snack trash</li><li>plastic utensils</li><li>plastic bag</li><li>foil with paper</li><li>styrofoam</li></ul>	<ul style="list-style-type: none"><li>food &amp; food-soiled paper</li><li>paper towels</li><li>tissues</li><li>pizza</li><li>paper plate</li><li>carrots</li><li>napkins</li><li>fruit</li><li>raisin box</li><li>dirty paper</li><li>sandwich</li><li>chicken</li><li>paper cup</li></ul>	<ul style="list-style-type: none"><li>cardboard &amp; clean paper</li><li>water bottle</li><li>juice box</li><li>glass bottle</li><li>plastic tray</li><li>plastic container</li><li>aluminum can and foil</li><li>clean paper</li><li>aluminum tray</li><li>milk carton</li></ul>
<b>WATCH OUT FOR:</b> No food scraps No recyclables	<b>WATCH OUT FOR:</b> No food wrapped in plastic No plastic utensils	<b>WATCH OUT FOR:</b> Empty out containers No plastic wrap

## Lunchtime Rules

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

1. Remain seated while eating.
2. Never share food with anyone.
3. Ask for permission before leaving the table to use the restroom, get water or throw away trash.
4. Students are responsible for cleaning up after themselves.
5. Food waste goes in the green bin, recycling in the blue bin, and trash in gray bin.
  - a. Reusable containers go back into lunchboxes.
  - b. Students should pick up food they drop on the ground.
  - c. Nothing should remain on the tables at the end of lunch.
6. Keep voices at a Level 2 (speaking).
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

All 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 students to bring sodas or glass containers to school.

## Clothing, Shoes and Toys

### 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 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 -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 or Google group. Small lost items such as glasses, watches, and keys are kept in the office as they wait for their owners to claim them.

### Toys and Other Special Objects

Students should NOT bring toys or special objects from home. They have a way of getting lost or broken or causing conflict at school. The only exception to this rule is for teacher-approved class sharing time. If your child has a special need for a soothing object, please discuss this with the teacher. **Tennis balls, softballs, baseballs and lacrosse balls are strictly forbidden.** Students may not use their own sports equipment during recess.

# Recesses

## Outdoor Recess Rules

### General Playground Expectations

1. At Crocker, we show respect to everyone.
2. Do your best to play fairly and honestly.
3. Students must respectfully follow the instructions of all adults.
4. When the bell rings, stop playing immediately, and take a knee.
5. If a ball rolls away from you after the bell rings, let it go. You or someone else may pick it up and put it away once the adult tells kids to return equipment to the cart.
6. You may line up after the adult in charge blows a whistle.
7. 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.
8. Ask for permission before leaving the playground for any reason other than to go to the restroom.
9. Keep your hands and feet to yourself.
10. Play fighting/horseplay are not allowed.
11. Walk/run on the blacktop (not in the dirt around the trees).
12. Throw away trash if you see it.
13. Use the bathroom for its intended purpose, not to play.
14. Clean yourself and clean up after yourself in the bathroom.
15. Gymnastics (i.e. handstands, cartwheels, somersaults) may only be done on open mat areas that are not under any of the structures.
16. Close the gates if you notice they are open.
17. Food is eaten in the areas designated by your teachers.
18. 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.
19. You may only use school equipment while playing on the yard.
20. Keep bodies and hands out of potters and non-paved areas.
21. Play in front of the storage shed in view of adults.
22. If you disagree with someone, try to compromise.

### The Structure

1. Always go DOWN the slides, feet first, on your bottom.
2. Get down from the climbing structures without jumping.
3. Play tag outside of the structure areas.
4. You may not climb on top of any part of the structure.
5. 2nd-5th graders may skip up to one bar when swinging from bar to bar. K/1 students may not skip a bar.
6. If someone else is using an arm ladder, wait your turn.
7. The drums are for drumming, not sitting or standing on.
8. You must always have hands on the structure; you may not dangle by your legs.
9. Climb up the climbing wall, but not over or through it.

### **Ball Games**

1. Only use school equipment - do not bring toys from home.
2. Baseballs, softballs, tennis balls, and lacrosse balls are prohibited. Students may use the school's whiffle balls instead.
3. If you have a ball at the end of recess, hold it still. When an adult says it is time, walk to return the equipment without bouncing or playing with it.
4. All students must be included in group games if they wish to play.
5. When you finish playing with a ball, return it to Coach's rack - do NOT just drop it on the playground and leave.
6. Notice where others are playing and adjust your play if needed for safety.
7. Do your best to play fairly and honestly.
8. Wall ball may only be played on the wall next to the water fountain.
9. Ask an adult to get a ball if it goes over the fence.

### **Hula Hoops and Jump Ropes,**

1. Jump ropes may only be used for jumping rope in designated areas.
2. Chinese jump ropes may only go up to the waist.
3. Hula Hoops only go around yourself.
4. Hula hoops may be rolled to a friend in the hula hoop area.
5. Play with jump ropes and hula hoops in the designated area.
6. When you finish using a jump rope or hula hoop, leave it on the rack.

### **Tag & Imagination Games**

1. Tag may only be played around the perimeter of the playground.
2. Tag people gently - two finger touch.
3. Everyone who wants to play gets to play.

### **Little Cars (K/1 Only)**

1. Wait in line for your turn.
2. Take one lap with the car.
3. Stay seated on the car.
4. Go in the direction the teacher designates.

### **Chalk and Table Games**

1. Keep the materials together.
2. Return the materials to the box after the coach's whistle blows.
3. Drawings/writing should be school-appropriate.
4. Handle materials appropriately (take care of them, don't throw them, etc.)

### **Amphitheater**

1. The amphitheater may be used for eating snack or reading during 2nd-5th grade recesses.
2. K/1 students should never be in the amphitheater during recesses.
3. Students may not climb on top of the amphitheater.
4. If you are eating in the amphitheater, sit on the steps.

# The Cougar Way: Be Safe, Be Respectful, Be Responsible

This matrix is posted throughout the school, and teachers go over these behavioral expectations with their students. We encourage volunteers to help students follow these rules as well by gently reminding the kids about them.

Voice Level Chart	The Crocker Cougar Way Areas of Our School						
	Everywhere	Hallways	Classrooms	Playground	Bathrooms	Lunch Areas	MPR during Assemblies
<b>4</b> Shouting <b>3</b> Loud Voice <b>2</b> Speaking <b>1</b> Whisper <b>0</b> Silent							
<b>Voice Levels</b>		0	0-3	0-4	0-2	1-2	0-1
<b>Be Safe</b>	<b>Keep</b> your hands and feet to yourself.  <b>Listen</b> and respond to adult directions.	<b>Face</b> forward in line.  <b>Stay</b> on the right-hand side.	<b>Keep</b> all four legs of your chair on the ground.  <b>Hold</b> scissors and pencils properly.  <b>Walk</b> carefully.	<b>Notice</b> boundaries.  <b>Follow</b> recess rules.  <b>Use</b> equipment as intended.  <b>Ask</b> for permission to go into the building.	<b>Keep</b> bathrooms clean and dry.  <b>Wash</b> your hands every time you use the bathroom.	<b>Walk</b> , don't run, to lunch.  <b>Remain</b> seated at a lunch table or picnic area while eating.	<b>Walk</b> quietly and calmly.  <b>Sit</b> with your class.
<b>Be Respectful</b>	<b>Show</b> respect through your words, actions and facial expressions.  <b>Listen</b> and respond to adult directions.	<b>Walk</b> quietly through hallways.  <b>Honor</b> personal space.	<b>Talk</b> only when it's appropriate.  <b>Listen</b> to others. Respectfully disagree.  <b>Avoid</b> pointing out other people's mistakes.	<b>Allow</b> all who want to play to join.  <b>Use</b> rock, paper, scissors to resolve close calls.  <b>Be</b> a good sport	<b>Respect</b> people's privacy.  <b>Use</b> quiet voices.  <b>Wait</b> for your turn.	<b>Use</b> quiet voices.  <b>Eat</b> only your own food.  <b>Raise</b> your hand if you need to leave.	<b>Listen</b> with your whole body.  <b>Support</b> the speaker or performer.  <b>Sit</b> on your bottom.
<b>Be Responsible</b>	<b>Pick</b> up after yourself and others.  <b>Put</b> things away.  <b>Own</b> up to your mistakes.  <b>Get</b> help when you need it.	<b>Follow</b> the person in front of you.	<b>Keep</b> your desk neat.  <b>Bring</b> homework and library books on time.  <b>Take care</b> of school materials & our building.	<b>Follow</b> end-of-recess procedures.  <b>Return</b> equipment when finished.  <b>Be</b> an upstander.	<b>Tell</b> an adult if there is a problem with the bathroom.  <b>Make</b> sure doors are unlocked when you leave.	<b>Deposit</b> items into recycle, compost or landfill bin.  <b>Place</b> your lunchbox and water bottle in your class bin.	<b>Wait</b> for instructions.

## Words of the Month

School staff regularly teaches and reinforce the following values both at monthly assemblies and within their classrooms: respect, cooperation, self-discipline, acceptance, compassion, responsibility, perseverance, and friendship. We encourage families to look for opportunities to point out when they, their children or others around them demonstrate these values.

## Cougar Commendations: Celebrating Students

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. Either the teacher or principal presents it to the student who then takes it home to share with their family.

## Encouraging Kids to be Upstanders

# CROCKER PLEDGE

## TO PROMOTE KINDNESS and RESPECT



**I believe that everybody has the right  
To live in a community  
Where they feel safe, included, valued and accepted  
Regardless of differences.**

**I pledge to be respectful of others  
And to be an upstander,  
Speaking out against hurtful words and actions  
Whenever and wherever I encounter them.**

**Love all,  
Serve all,  
Help ever,  
Hurt never.**

### **Discipline**

We teach students to act safely, respectfully and responsibly towards themselves, other people, and their environments. We use positive reinforcement and incentives rather than punishments as often as possible. When students make poor choices, our first obligation is to help them to learn from their mistakes by understanding the impact their words or behavior had on others even if it was not their intent to hurt anybody. Part of this process is working with kids to accept responsibility for their actions and making amends with the injured party. In the event that disciplinary consequences are necessary, we make it clear to the child and family why that particular course of action is being taken.



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 are 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. 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 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. Restorative Justice is a set of principles and practices employed in the Oakland Unified School District to respond to student misconduct, with the goals of repairing harm and restoring relationships between those impacted, trying to make things as right as possible for everyone involved. Both the theory and practice of restorative justice emphasize the importance of: identifying the harm, involving all stakeholders to their desired comfort level, true accountability and taking steps to repair the harm and address its causes to the degree possible.

During the meeting, the staff member prompts each participant to respond to the following questions:

- a) What happened, and what were you thinking at the time of the incident?
- b) What have you thought about since then?
- c) Who has been affected by what happened and how?
- d) What about this has been hardest for you?
- e) What do you think needs to be done to make things as right as possible?

## **Bullying**

We care deeply about your child's physical and emotional safety. *Per Board Policy and Education Code 48900(r), Bullying is defined as* a physical or verbal act(s) that is **severe or pervasive** AND causes one of the following effects on a reasonable student: (1) reasonable fear of harm to person or property; (2) a substantially detrimental effect on physical or mental health; or (3) substantial interference with academic performance or the ability to participate in school activities.

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.

## Multi-Tiered Systems of Support (MTSS)

### What Is MTSS?

MTSS are the many ways in which we accommodate the diverse needs of our students. Within the classroom, the systems include core curriculum, differentiation, small group instruction, and flexible groupings. Beyond the classroom, systems include general education and special education programs.

### Support from Small Group Activity Leaders

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

### Student Success Team (SST) Meetings

This is part of our general education program. A parent or teacher can request that we hold an SST. Our coordinator, the teacher, principal, and the student's parents/guardians meet to discuss the child's strengths and areas of concern. They 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. An SST is not part of a special education evaluation.

### Reading Lab

Our PTA funds this program for students who are struggling with reading. The earliest readers receive additional phonics instruction using the Lindamood Bell curriculum to help with decoding and spelling. Classroom teachers determine who would most benefit from this instruction based on the results of district-approved tools. The reading lab also helps older readers who need some extra reading help.

## **Online Math Options**

All students may access Frontrowd at home using their OUSD accounts. Some teachers also incorporate one of these programs into the school day.

## **Counseling Interns**

This program provides two MFCC or MSW interns who will each be on site twice a week to support kids. Based on parent requests and/or staff recommendations and with parent/guardian permission, the interns meet with students individually, in pairs or small groups. All confidentiality and mandated reporting laws apply to them.

## **Special Education**

Students with Individualized Education Plans (IEPs) receive services during the school day. Programs at Crocker: Inclusion, Resource and Speech/Language. Questions? please contact the principal or visit the OUSD website: <http://www.ousd.org/pec>.

## **Family Involvement at Crocker**

### **We Love Your Help!**

We love working with you and we both appreciate and rely upon your help. There are many ways to get involved - there's something for everyone's schedule!

### **Requirements for Volunteering**

OUSD requires that all volunteers register with the Oakland Education Fund before helping at school. Once you have registered, you won't have to do it again. Please go to <http://www.oaklandfund.org/volunteer/> to register. You'll need to upload evidence of TB clearance or a TB Risk Assessment form signed by a medical professional. Field trip drivers and overnight chaperones also need a live scan. All of the forms you need as a volunteer are on our school's website here:

<https://crockerschool.org/2018/04/14/incoming-kindergarten-welcome-letter/>.

## **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 scheduled to volunteer but your plans change, 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. We respectfully ask that you come to volunteer only if it has been prearranged with the teacher so that she can plan ahead for how best to utilize your time.

## **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
- Helping outside at lunchtime

## **Room Parents/Guardians**

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

Typical duties might include:

- Emailing families on behalf of the teacher
- Recruiting volunteers for special projects
- Helping with field trip volunteers
- Organizing classroom celebrations
- Collecting voluntary donations from families for field trips, celebrations, etc.

## **Classroom Observations**

Parents and guardians are permitted to observe their own children during school if they pre-arrange the visit with the teacher. If you wish for someone else, such as a therapist, to observe your child at school, you must submit a signed letter to the teacher as well as contact information for the outside party so that the teacher and observer can agree upon a date and time. In your letter, please include your child's full name, your name, the name and contact information for the observer, and the intended purpose of the observation.

Please note that your observations or those of an outside party must be limited to your own child. The other students have a right to privacy. Video, audio recording and photographs in the classroom, playground and on school field trips are prohibited by law unless consent is first obtained from the teacher.

## Guidelines for Volunteers

1. **Model Appropriate Behavior:** Listen while the teacher is talking, refrain from using cell phones in classrooms, and 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.

## What Volunteers Do and Don't Do

### Volunteers Do...

- Sign in at the office
- Praise and encourage
- Try to understand how a child feels
- Commit to attendance and arrange for parent substitutes if needed
- 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 say something that is inappropriate or might be regretted
- Expect to conference about their children while volunteering

## Field Trip Drivers

Most classes take more than one field trip per year, and teachers rely on you to drive and chaperone. We really appreciate your help!

### Legal Requirements

1. Complete online registration with Oakland Education Fund - this includes fingerprinting, TB clearance, a waiver form and uploading a photo.
2. Bring **current copy of insurance, driver's license, and Driver's Declaration Form** to the school office. This must be completed each year.

### Guidelines for Drivers

1. **Please do not give candy, snacks, or food** to the students 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 medically-necessary dietary restrictions.
2. **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.
3. **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).
4. **Stay with the group**, unless otherwise directed by the teacher.
5. **Do not bring students into gift shops** unless the teacher gives permission.
6. **Please avoid chewing gum** on field trips.



7. **Please arrive to school 10-15 minutes before field trip departure time** in order to be ready to leave at the designated time.
8. **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 for yourself.
9. **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.
10. **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.
11. **Drive safely!**

## **School Site Council (SSC)**

Each year, the School Site Council (SSC) provides input into the creation of and monitors the implementation of 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 each school year and serve for terms of one or two years. There are no term limits. All meetings are open to the public, but only its members may vote.

The committee met monthly or bimonthly last year on Tuesdays at 4:00 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**

The Crocker Parent Teacher Association (PTA) promotes children's well-being, encourages cooperation between the home and school, and provides 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 kids' education.

We encourage all parents, guardians, family members and faculty to become active members of the PTA and its committees. You can join online from our school's website. For information about how to get involved, contact [president@crockerschool.org](mailto:president@crockerschool.org)

### [PTA Meetings](#)

General PTA and Executive Board meetings are held every month or every other month, and you don't need to be a member to attend. You do need to be a member in order to vote. We typically meet in the MPR or library, and dinner is provided! Free babysitting and pizza for school-aged children is also available for all meetings, unless otherwise specified. If you cannot attend a meeting, the PTA encourages you to watch live via our Facebook page and/or ask the PTA Recording Secretary to email you a copy of the minutes. (The PTA governing body asks that school PTAs do not post meeting minutes on their websites.) All meeting dates are on the school website's Google calendar.

### [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 our 2018-19 chairperson, Rikha Rani at [rikhrani@gmail.com](mailto:rikhrani@gmail.com).

### [Dad's Club](#)

All dads are welcome to join. The Dads' Club puts on the annual Spaghetti Feed, runs the BBQ at the Walkathon and Spring Carnival, comes out to support the school with special projects, and gets together periodically to socialize. For more information, contact [dadsclub@crockerschool.org](mailto:dadsclub@crockerschool.org).

### [Soulful Gatherings Affinity Group](#)

*This group 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 coordinator Yulanda Smith for information at [youngyulanda@yahoo.com](mailto:youngyulanda@yahoo.com).*

### [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!

### [Annual Community-Building Events](#)

- Newcomers' Potluck      □ Book Swap
- Spaghetti Feed      □ Spring Carnival
- Book Fair      □ Mosaic Day & Night

### [Fundraising Events](#)

- Walkathon      □ Annual Giving Drive
- Auction      □ Passive Fundraisers

### 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. Should your child ask about the Crocker Cougar's identity, the principal's response will be, "You may find out when you're 18!"