



CHABOT ELEMENTARY SCHOOL POLICIES - 2016-17

VISION:

Chabot students will feel included and valued so that they are able to take academic risks, problem solve, make connections, and use evidence to think critically. Our scholars will find joy in taking responsibility and ownership for their learning, and will persevere in holding each other accountable to achieve academic excellence.

Our school strives to be a welcoming environment for all students, families, and community members. Please read all content and review the following policies with your child(ren): Community Responsibilities , Expectations for Behavior, and Bobcat Code of Conduct. Parents and students should sign the last page and return to your classroom teacher.

ACADEMIC LEARNING

School Responsibilities - Chabot Elementary School will:

- Provide a safe, trusting learning environment that promotes the well-being of the whole child.
- Ensure adult supervision for students at all time
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables every student to master the Common Core Standards
- Provide developmentally appropriate teaching methods and materials that meet the needs of your child.
- Encourage the use of active engagement strategies and academic risk-taking
- Implement a learning program that promotes continual progress for each and every child regardless of their individual circumstances.
- Collect student data to inform instruction, identify small groups, and design personal intervention plans.
- Communicate with parents and families about their children's academic and social-emotional progress through twice a year conferences, report cards, and student work; Results of SBAC, CELDT and other state tests will be mailed or sent to the parents as results are received.
- Utilize a positive discipline program/ Restorative Justice to support the emotional and social growth of your child.
- Allow families reasonable access to staff. Parents may call the school for appointments with their child's teachers or arrange directly by email. Please see below for more information.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. Parents are encouraged to volunteer in their child's classroom and may arrange this directly with the teacher or through the Teacher Support Team coordinator. Please see Visitor/Volunteer protocol below.

Parent/Caregiver Responsibilities - Parents/Caregivers will support our children's learning by:

- Monitoring attendance and punctuality
- Making sure homework is completed
- Reading with children or have children read for at least 20-30 minutes every day (depending on grade)
- Attending to children's wellness so that they come to school ready to learn
- Collaborating with teachers and school staff around the learning and behavior of students

Student Responsibilities - Students will share the responsibility to improve their academic achievement and achieve the Common Core academic standards in the following ways:

- Come to school on time and ready to learn
- Complete schoolwork and homework
- Read for at least 20-30 minutes every day outside of school (depending on age)
- Ask for help when needed and apply appropriate learning strategies
- Follow the school code of conduct and rules, always show respect and be responsible for own behavior.

BEHAVIOR & Chabot's Discipline Policy

Students will be taught all communication and behavior expectations, rules, and discipline procedures at the beginning of the school year. If Expectations for Behavior are not followed the following procedure will be followed:

MINOR BEHAVIORS (listed below) will be addressed by an adult at the time of occurrence without referral to Principal or the office, generally with redirection. These behaviors include

- General off-task, slightly inappropriate behavior
- One time name-calling
- "Playing" too much or inappropriately
- Interrupting the learning of others by being too loud
- One time unsafe behavior in playground

All classes have their own progressive discipline policy which will be explained in detail to children and families. Possible In-class Interventions for Minor Behaviors include:

- Positive Reinforcement Strategies
- Restorative Circles
- Opportunity to review/ reteach desired behavior (Explicitly teach and model)
- Prompting Desired Behaviors
- One-on-one Problem Solving Conference as necessary (one-on-ones should always be private).
- Behavior Contract
- Seat Change
- Time-out for reflection (can take place in another class "Buddy Room" and can be of varying length depending on severity or frequency). Office will be notified of room changes.
- Loss of privilege
- Phone call home if this behavior happens consistently

MORE SERIOUS BEHAVIOR CONCERNS: An office referral is necessary when classroom interventions do not produce a desired change or for behaviors which jeopardize the well being of students or staff. These concerns include:

- Continuous minor behavior problems (student does not seem able to redirect himself after various conversations and phone call home). It is important for the office to know that this is occurring with no change. **Parent contact required before referral is made.** This would be a good time set up a Student Success Team Meeting to develop personal intervention plan.
- Serious verbal abuse – discrimination, bullying, offensive personal comments, intimidation, threats, more serious name-calling, constant name-calling, cursing at a person (If it appears minor, but the receiver of the abuse is upset, this should also be referred to the office)
- Unwanted intentional physical contact – pushing, hitting, kicking, throwing things at, any playful behavior that can and will obviously lead to injury, pulling hair, pushing into or towards dangerous situations, using anything as a weapon
- Alcohol, drug, or cigarette use, purchase, supply, ownership on or off campus
- Possession of a weapon
- Sexual harassment or abuse – unwanted touching, sexual innuendos and comments spoken, electronic or on paper or electronically, sexual motions
- Inappropriate touching, inappropriate language spoken or on paper

All of these behaviors require greater intervention. Children are referred to the office at this juncture because we want to ensure consistency of message and the communication of the severity of these behaviors. Possible interventions include:

- Conflict Mediation-Restorative Justice
- Community Service
- Explicitly teach & model rules and expectations
- Phone call home – Parent conference arranged
- Classroom/ Yard restriction
- Increased adult supervision
- In-school or out-of-school suspension
- Implementation of Behavior Contract
- Recommendation to interventions team (SST)
- Reflection Exercise

INFORMATION ABOUT OFFICE REFERRALS

If a student must be sent to the office for behavior issues in the classroom a Student Referral Form will be filled out by both the teacher and Office Discipline Team. An office referral is necessary when inappropriate, unsafe behavior continues to occur and compromises the student's as well as the class' learning consistently and/or without change and the in-class interventions listed above have been tried. On occasion, students may be sent to the office for Conflict Resolution if there is an ongoing peer disagreement. Students may also be sent to the office without prior intervention in the case of severe unsafe behavior. Teacher and/or Office Administrator will call or email the student's home to report the behavior that evening.

Most often, in the office the student will participate in a Restorative Justice Conflict Mediation Process. We want to address the specific problem a child or group of children are having with a restorative, problem solving approach. The Office Discipline Team will use Restorative Conversations and Circles to address a specific problem and get to the root (function) of the behavior. What makes this process powerful is that it invites students into the conversation and encourages them to be more reflective. Students are encouraged to take an active and reflective role in the process in order to understand the impact of the behavior on all those affected, accountability for the person responsible, and an opportunity for healing of everyone involved. Depending on the infraction, the student will either be asked to return to class, the parents of the student will be called, or another consequence will be considered.

BULLYING

Bullying is defined in Education Code 48900(r) 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.

No child should ever be subjected to bullying and we take all complaints very seriously. If a child or family member feels that bullying is occurring, please let school personnel know as soon as possible so we can take immediate action to investigate and resolve the problem.

The following pages include The Bobcat Code of Conduct as well as specific rules for The Hallways and The Playground/Yard. Please review these with your children. Additionally, teachers will review the Code of Conduct and Hallway Expectations; Yard Staff will review the Playground Rules.

BOBCAT CODE OF CONDUCT

BOBCAT STRONG: In order to be a successful school, Chabot Elementary needs EACH student to be an active participant in his/her learning and a strong advocate for our school and everyone in our community. **If you see something** (strange, dangerous, mean, or concerning) **say something to an adult** - we need all students' voices to keep our school safe. Specifically, Chabot Bobcats are:

Inclusive - *Bobcats work and play with everyone*

Resilient - *Bobcats persevere and do not give up. They put forth their best effort and learn from mistakes.*

Problem Solvers - *Bobcats act as allies for themselves and others; work together to find solutions*

Risk Takers - *Bobcats try new things, ask questions to understand, think critically and engage in challenges.*

We believe that everyone should enjoy our school equally, and feel safe, secure and accepted. We actively celebrate our community's diversity in terms of race, ethnic identity, nationality, sexual orientation, family structure, gender, gender identity, special needs, popularity, economic status, athletic ability, intelligence, and religion. Our goal is to have a truly safe school where every member of our community feels included, welcomed and valued for her/his unique gifts and talents.

Chabot Bobcats include all students and treat everyone with respect. It is never OK to tease, call names, pick on, make fun of, laugh at, make inappropriate gestures, or exclude students. These behaviors cause pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization.

We want our students to develop self advocacy skills and to try to solve "child-size" problems themselves by ignoring others who bug them and asking other students to stop troubling behavior. However, if a problem persists, staff is available and committed to helping students resolve conflict. Students are encouraged to let their teachers or Yard Staff know if there is a problem.

Expectations for Parents:

1. Keep my child(ren) and ourselves informed and aware of school behavioral expectations.
2. Work in partnership with the school to encourage positive behavior, value differences and promote sensitivity to others.
3. Discuss the Bobcat Code of Conduct with my child(ren).
4. Discuss regularly with my child(ren) his/her feelings about school, friendships and relationships.
5. Inform Chabot staff of changes in my child's behavior or circumstances at home that may change his/her behavior at school.
6. Alert Chabot staff of any ongoing breach in this contract or serious incident which is impacting your child.
7. Participate fully and contribute to making Chabot a truly inclusive and welcoming school.

Expectations for Students:

1. Actively stamp out teasing of all forms at school. Avoid put downs and inappropriate language
2. Participate in lessons and assemblies around community building and inclusivity
3. Use Restorative Justice and other problem solving techniques to peacefully resolve conflicts.
4. Treat others as I want to be treated.
5. If you see something, say something - the adults are here to help you, but we need to know when there is a problem.

SCHOOL YARD

Our Chabot playground is used by our students during school hours. We try to allow our students plenty of exercise and fresh air. Our students will have recess and outdoor activity in all but the worst weather. Please send your child to school with weather appropriate clothing such as rain gear, coats or jackets. Our staff is responsible for Chabot students during school hours; The Oakland Unified School District policy does not allow us to be responsible for students who have already been picked up by their families who are lingering in the school yard or campus or for siblings who do not attend Chabot. Please supervise children who you accompany to the school.

YARD RULES:

- TREAT OTHERS THE WAY YOU WANT TO BE TREATED!
- No put-downs, name calling or inappropriate language
- Keep your hands, feet and body to yourself
- No fighting, play fighting or horseplay
- No tag games except in the organized center game (lower yard) or on the field (upper yard)
- Do not pick up or throw rocks, sticks or sand (or anything that is not a ball, frisbee)
- Balls from home are not allowed
- If a ball you are using rolls through another game, let it roll and get it on the other side so you don't disrupt other students' games
- Don't kick the balls unless you're playing kickball, soccer or football (2/4 square balls aren't meant to be kicked, it wastes time and it's not good sportsmanship)
- Chabot rules must be followed when playing 4-square, 2-square, basketball, or any other organized sport
- No gum, candy, soft drinks or glass bottles
- Please clean up after yourself following snack recess and lunchtime. Recycle It! Compost It! Or Landfill It!
 - Please also pick up trash if you see it so we can keep our yard safe and clean!
- When the bell rings: STOP playing, TAKE a knee, HOLD the balls still and WAIT for the whistle. Once the whistle sounds WALK to your class line. Do not bounce balls on your way to returning them.

PLAY STRUCTURE RULES:

- No running on or around the play structure
- No fighting, play fighting or horseplay
- Down only on the slide
- One person at a time on the slide
- No hanging off the side of the slide
- One way on the monkey bars
- Do not climb onto the top of the play structure
- Do not climb over or on railings
- When the bell rings, come off the play structure using the stairs to take a knee

FOUR SQUARE RULES

OUTS:

- Hitting the ball on an INSIDE line (the plus sign on the inside of the court)
- Hitting the ball out of bounds (outside of the outer lines)
 - A ball that touches an outside line is IN
- Failing to hit the ball into another square
- Allowing the ball to bounce more than once in their own square (double)
- Hitting the ball before it has bounced in their own square
- Hitting the ball incorrectly, such as holding, catching or carrying (holdie)
- Hitting the ball with a part of the body that are not hands
- Hitting the ball out of turn

**No teaming up, 4-square is an individual sport

** A player should be called out if she/he plays the ball after the previous player has broken one of the rules.

**All players are responsible for watching the game closely and making sure that the rules are followed consistently.

**When there is a dispute about who is out, students will use "Ro Sham Bo" to determine who stays in.

HALLWAY PROCEDURES:

Students are expected to follow the following procedures at all times when going from place to place in the hallway. These procedures are designed to maintain the quiet and orderly atmosphere necessary to facilitate learning.

1. Walk
2. Keep hands and feet to yourself.
3. Remain quiet/calm and alert.
4. Face Forward.
5. Take one step at a time on the stairs and stay on the right.
6. Stay in a single-file line.
7. Enter the classroom ready to be a Chabot Scholar.

FAMILY INVOLVEMENT

VISITING THE CLASSROOMS

The participation of the parents at Chabot Elementary School is one of the many things that make this such a good school. The best way to visit your child's classroom is to volunteer or participate in an activity arranged by the teacher. If this is not possible, please follow these protocols to support an uninterrupted learning environment for all students:

- Arrange a convenient time beforehand with teacher and/or principal - In order to maintain our learning environment, "Drop In" visits to classrooms are NOT allowed!!!
- Sign-in at the office and receive a visitor's badge.
- Please limit your visits to 30-60 minutes or less

Please respect that it is not an appropriate time to talk to teachers about your child's progress as they are teaching.

VOLUNTEERING IN THE CLASSROOM

We appreciate parent/caregiver support and volunteers! In order to be an ongoing classroom volunteer at Chabot we ask that you do the following:

- Fill out the OUSD volunteer application located at www.ousd.org
- Upload updated negative TB test results (good for 3 years) to your Volunteer account
- Review and sign the Chabot Volunteer Agreement
- MAKE SURE YOU SIGN IN AND GET A NAME TAG EVERY TIME YOU ARE ON CAMPUS (in the office)
- We thank you for taking the time and effort to support our students!

FOOD AT SCHOOL AND BIRTHDAY CELEBRATIONS

We are working hard to teach our students to make healthy food choices. We are also a Nut Aware school. This means that certain classrooms, due to severe student allergies to nuts, must remain Nut Free. Class parties are always conducted by our Room parents. We ask that food goods not be sent to school unless parents have first checked with the Room Parents or the classroom teacher and understand the status of bringing nuts into the classroom. Children sometimes bring a treat to share with their classmates on their birthdays. However, check with the classroom teacher first. We ask that any treats brought include healthy options. Also, if a student wishes to have a birthday party at home, please deliver the invitations by mail. Students may not understand why they are not all invited.

FIELD TRIPS

There are many opportunities for our students to learn from the world around them. We encourage parents/caregivers to attend our field trips as chaperones. This is a very important role. It should be noted that parents and caregivers who chaperone are working to support student safety must care for the students in a responsible manner. All Chaperones must sign the Chabot Field Trip Agreement and follow the rules set by the teacher and the school. All overnight Field Trip Chaperones must have completed the Volunteer process **including fingerprinting** as well. Please note - some field trips, including the 4th grade trip to Yosemite, have limited chaperone opportunities. In trying to be as fair as possible to all parents, teachers may set deadlines for parents to apply for field trips; please read the correspondence from your teachers and Room Parents so you do not miss an opportunity.

COMMUNICATION WITH SCHOOL PERSONNEL

OFFICE

The office is open daily from 8:00 am - 4:00 pm. Please try to be respectful of the Office staff's time. They should not be used as a phone book, a message center between parents, or package delivery. Parents/guardians are asked to limit telephone messages to their children for emergencies only. Lunches, clothing and messages brought to school for students during school hours should be left in the school office for delivery to the classroom. Every effort will be made to answer all phone calls during school office hours. In the event that the call goes to voicemail, voicemail will be checked once in the morning and once in the afternoon. If something is urgent, it is best to call back than to leave a message. Emails are the preferred way of communication with our office staff; , Leticia.Araujo-Perez@ousd.org, and Pricilla.Wilson@ousd.org. For **ALL ATTENDANCE** related matters please use the following email address: ATTENDANCE@CHABOTELEMENTARY.ORG.

COMMUNICATION WITH ADMINISTRATION

Families are welcome to email either the principal, Jessica.Cannon@ousd.org or our TSA, Celia.Bermeo@ousd.org You can also reach us by phone through the main number or schedule an appointment to meet with us through the Main Office. We will respond to all contacts within 2 business days.

COMMUNICATION WITH TEACHERS -

Each teacher will share her/his preferred methods of communication; please follow her/his individual guidelines. All OUSD personnel can be reached by OUSD email: firstname.lastname@ousd.org. Teachers are not able to receive incoming phone calls in their classrooms. You may leave a message in the office. It is our policy that teachers will respond to any emails or phone calls within 3 business days. Please remember that teachers do not usually have access to phones or email during the school day as they are teaching.

OTHER IMPORTANT COMMUNICATION

Chabot Broadcast: This weekly email is sent out to subscribers in the Chabot community and includes both a PTA and a community section. In it you will find information on everything that is happening in our community. ***It is strongly recommended that all families subscribe to this service by going to the Chabot Website, chabotelementary.org, and entering your email in the space provided on the right.***

Website: Log on to www.chabotelementary.org. You will be amazed at the wealth of information you'll find. Everything you need to know about Chabot can be found here...from calendar information, PTA information, information about teachers, classrooms and Principal Cannon. Info changes weekly so check back often.

Classroom Communication: All classrooms will have an email list or group for communication either run by the teacher or Room Parent. Please do check these emails as they contain VERY important information.

Flyers: Chabot regularly sends home important flyers and updates via your students' backpacks. It is a good idea to check these regularly. Flyers will also be posted around campus for your reference.

RESOLVING CONCERNS:

If you have a concern or complaint, please follow the steps below:

1. First talk with your child's teacher. If that doesn't resolve the issue...
2. Next, request a meeting with your child's teacher and Celia Bermeo, our "Teacher on Special Assignment".
3. If necessary, request a conference with Principal Cannon.
4. If you cannot resolve the concern at that level, contact the Network Superintendent responsible for Chabot, Kyla.Johnson1@ousd.org

You may also refer to the "Uniform Complaint Procedures" located in the Parent's Guide to Oakland Public Schools, which provides additional information regarding specific types of complaints.

ATTENDANCE *Did you know that there is no greater indicator of your child's academic performance than the actual amount of time s/he spends at school? While we do understand that emergencies and illnesses arise, we also want to encourage all of you to make every effort to have your scholar at school, on time, every day, ready to learn. No make-up work can replace the quality of instruction that your child misses when s/he is absent.*

ABSENCES - If your child is absent, please directly EMAIL , our attendance clerk, Pricilla Wilson, at ATTENDANCE@CHABOTELEMENTARY.ORG OR call the school office at (510) 654-4884 as soon as you can to report absence(s). Call after 8:00 a.m.) with your child's name, the teacher's name, and the reason for the absence.. If your child has been absent for more than a day, please contact your teacher for make up work. Absences from school are excused only in cases of illness (more than 3 days requires a doctor's note), quarantine, medical appointments, religious holidays, funeral services, and personal emergencies as approved by principal. More info is in the OUSD Guide.

EXTENDED ABSENCES AND INDEPENDENT STUDY - Please make every effort to schedule your family travel during the school vacations. Independent Study packets are available for absences of 5-15 days. However, it is important to recognize that, not only do vacations during the school year give the message that school is not "that" important, they also create a lot of work for our office staff and teachers. Under new state guidelines, the average Independent Study packet takes about an hour of clerical time and another hour of teacher time. Most importantly, they are never a replacement for the actual instructional time. If you are going to be requesting an independent studies packet, please make sure to check in with the Attendance Clerk in person in the main office so you can fill out the proper OUSD paperwork and guidelines. All independent studies packets must be SUBMITTED at least 5 days before your departure. Independent studies are approved on a case by case basis and must be submitted and approved by Ms. Cannon before class work packets can be prepared by teacher.

TARDY - After 8:35, students are marked tardy. After 8:45 students need to check in at the office, on our computer, to get a late slip to class. Students who are more than 10 minutes tardy will not be admitted to class without a late slip.

LEAVING EARLY - If your child needs to leave early, he or she must have a "Permit to Leave School". This form needs to be obtained from the main office by the parent/guardian prior to the student leaving campus. If someone other than the parent/guardian is picking up the student, the office needs written permission (unless the person has been listed on the emergency card). Anyone picking up the student should have a photo ID for proper identification.

ILLNESS AND MEDICATION

INJURY - In case of injury, school personnel can provide basic first aid treatment only (soap and water, band-aids, and ice packs). If more care is needed, a parent/guardian will be called to pick up their child. In case of an emergency, or when a parent/guardian cannot be located, 911 will be called.

MEDICATION School personnel may not administer prescription or OTC medication without an "Authorization For Medication" form signed by the doctor, the parent/guardian and the nurse. Forms are available in the main office. If medication is to be administered at school, it is to be brought to the office, in its original container. Students are not to have medication of any kind in their possession during school hours unless they have a Permission to Self-Carry form filled out by the doctor and parent.

ILLNESS: Children should not come to school if they are ill; they run the risk of spreading their illness to others. You know your child better than anyone. If you feel that they are not 100%, please keep them home! Children need to be fever free, with no vomiting or diarrhea for 24 hours without medication, before returning to school. If your child becomes ill while at school with a temperature of 100.0 or higher, a parent/guardian will be notified and asked to come pick them up. Students who become ill need to be picked up within an hour. They may not wait in either the main office or the nurse's office until the end of the day. Please make plans for this kind of emergency in your family. Please consult your child's provider and follow instructions of care if he/she develops Pink Eye, Chicken Pox, Strep Throat, or other contagious disease.

BEFORE & AFTER SCHOOL PROCEDURES

Chabot's school day begins at 8:30 and ends at 2:50 (1:50 on Wednesdays). We do not have supervision for children before or after these hours. STUDENTS WHO ARE ON CAMPUS BEFORE OR AFTER THESE HOURS MUST BE SUPERVISED BY A PARENT OR FAMILY MEMBER OR ENROLLED IN ONE OF OUR EXTENDED DAY PROGRAMS. Ten minutes after dismissal, we will "sweep" the campus, anyone who is not enrolled in a formal program will be brought to the Main Office and we will make every effort to contact an adult from their Emergency Card. PLEASE INSTRUCT YOUR CHILD TO GO TO THE OFFICE AND NOTIFY US IF THEIR PICK UP IS NOT AT THE USUAL PLACE ON TIME - we do not want children "hanging out" on the yard waiting for rides. Because it is a matter of safety, if we can not reach an adult and/or no one can pick up the student within 30 minutes of his or her dismissal we may call OUSD Police Services and the student will be taken to a safe location to await pick up. Police services phone # is 510-974-7777.

DROPPING OFF IN THE MORNING - Making sure that over 570 students enter the campus safely is all of our responsibilities. In order to keep our students safe, please arrive with enough time to follow these important rules:

Use the Drop-Off Zone: The Drop-Off Zone runs daily from 8:15-8:35. You may drop off your children on Chabot Road in front of the school office entrance each morning. Orange cones mark the zone. Pull forward at the curb inside of the cones so that eastbound traffic on Chabot Road can pass on the outside. Parent volunteers will help unload your children safely and will make sure they get into the school gates. Do not get out of your car -- it isn't safe on the traffic side -- the parent volunteers will help you. Please say your goodbyes and give last-minute instructions before getting to the top of the queue. Have backpacks in the car, not in the trunk. Do not allow your children to retrieve things from the trunk as they are standing in the street and you have the engine running. Be careful pulling out of the zone as Chabot Road is busy.

Do not double park, block a driveway or stop in a red zone - The Drop Off Zone is really the only safe and appropriate place to drop off your child unless you want to come early and find a legal parking space in the neighborhood. If you stop illegally, you will block traffic and create a safety hazard. It's important that we be mindful of our neighbors.

Only do U-Turns at the top of the Upper Yard at the large, three-way stop sign intersection of Chabot Road and Roanoke

Cross the street only at the crosswalk - please do not endanger our students by modeling illegal and unsafe behavior by crossing in the middle of the street to save a minute or two

Drive predictably and obey traffic laws and signs. Follow the directions of the School Safety Patrol members stationed at Chabot and Patton. When the whistle blows and the hand-held stop signs come out, STOP! Yes, even if you are in the middle of the intersection. Also, follow the instructions of our Drop Off Zone Parent Volunteers wearing orange vests.

Please detach below and turn into your child's teacher by the first Friday of School.

My child/ren and I have read and understand Chabot Elementary School's Policies & Procedures

Student(s) Signature: _____

Parent(s) Signature _____