

Almond Grove School

Parent and Student Handbook

2026/27



Home of the Mustangs
“Be Safe, Be Respectful, Be Responsible”

Table of Contents

SECTION	PAGE
Principal's Message	3
Almond Grove School Staff	4-5
Almond Grove Schedule	6
General Policies and Information	7-10
School Visitors & Volunteers	11-12
Drop Off and Pick Up Procedures	13
Health Policies	14-15
Emergency Procedures	16-17
General Yard Expectations	18-19
Academic Information	20-21
School Rules and Expectations	22-24
Suspensions and Expulsions	25-26
Cell Phones and Videotaping	27
Extracurricular Information	28
Field Trips and Cafeteria	29
Special Education Programs	30
Promotion Celebrations	31

Principal's Welcome

Dear Almond Grove Families,

Thank you for taking the time to review our parent/student handbook; your partnership and support is appreciated and welcomed. Your involvement, interest, and encouragement of your children is powerful and so very important to their learning and development. Know too that your children's teachers benefit from your involvement, interest, and encouragement. We all want what is best for them. I believe when we partner and compound our efforts in support of student learning, positive results are inevitable.

As principal, I have two goals which serve as a compass for me.

My number one goal is to ensure student safety, and my decisions are always based on what is best for children. While our minds naturally gravitate toward physical safety, I also care deeply about emotional safety in and out of the classroom. When students feel safe to take risks while learning, and view failure and mistakes as opportunities to adjust, rethink, try again, and persevere, we are developing well-rounded children who are comfortable being uncomfortable. That's important to me.

My second goal and driving force each day is to lead our school in such a way that the only possible outcome is excellence for our students. To achieve this goal, I have learned the importance of listening, collaborating, and empowering those around me. When a school community works together, great things happen.

Finally, I would like to share a quote from John Maxwell's book, *The 15 Invaluable Laws of Growth: Live Them and Reach Your Potential*. "Potential is one of the most wonderful words in any language. It looks forward with optimism. It is filled with hope. It promises success." Let us commit to nurturing our students in such a way that continually developing their potential is our collective goal.

Tom Jones, Principal
Almond Grove Elementary

School Administration & Student / Staff Support

Principal: Tom Jones

Asst. Principal: Samantha Wallace

School Psychologist: Ana Mead

Counselor: Leilani Liu

Office Staff

Office Manager: Jennifer Dormer

Office Clerk: Andrea Williamson

Almond Grove Elementary Teachers

Transitional Kindergarten

Kate Beyler

Kindergarten

Rochelle Gardiner

Monica Gaul

First Grade

Cassandra Corder

Felicia Schweller

Second Grade

Lauren Cardenas

Julie Johns

Third Grade

Candice Dado

Jeff Pociecha

Megan Johnson

Fourth Grade

Shelly Cargo

Denise Holton

Fifth Grade

Janice Chrobak

Tim Fox

Combo Class

4/5 Tammy Gonis

Learning Center/SAI Classes

Maria Briones - Learning Center

Michelle Yerena - Learning Center

Abby Gordon - OARS

Katrina Kniss - OARS

Itinerate Staff

Music - Shannon Page

Band - Tammy Levi

Art - Susan Meis

Physical Education - Nicole McCasland

Physical Education - Daniel Rollins

Classified Staff

Librarian

Hannah Fernandez

Paraprofessionals

Meredith Alvarado Aguilar
Christal Alves
Erinn Bagnaschi
Jamie Moore
Katie Garbutt
Christina Groth
Tina Herrera
Alejandra Campos

Katie Jenkins
Michele Menez
Aubrey Mukogawa
Jasmine Orozco
Vanessa Primo
Leila Rodriguez
Katy Turner
Aryana Viarreal

Campus Supervisors

Katy Turner
Taylor Connelly
Christian Viera
Jasmine Orozco
Aubrey Mukogawa

Custodial and Cafeteria Staff

Alan Tapia

Maria Bautista
Arline Correa
Novella Downey

Extended Day Learning Center (EDLC)

Jessica Alcazar
Laura Bernal
Lisa Burns
Jennifer Roy

Almond Grove Schedule

School Directory

School Office: (925) 625-6720
School Attendance: (925) 625-6713
School Fax: (925) 625-6719
District Office: (925) 625-0700



Daily Schedules

7:40	Students allowed in cafeteria for breakfast
8:20	Students allowed on campus
8:35	Warning bell rings
8:40	Instruction begins - Attendance is taken
10:20 - 10:35	1st - 3rd grade recess
10:40	Kindergarten recess
10:45 - 11:00	4th - 5th grade recess
11:25	TK/Kindergarten lunch
11:45	TK/Kindergarten recess
11:55 - 12:30	1st – 3rd grade lunch and recess
12:20	TK dismissal
12:35 – 1:10	4th – 5th grade lunch and recess
1:40	Kindergarten dismissal
2:40	1st – 3rd dismissal
3:10	4th – 5th dismissal

Minimum Day Schedule and Early Release Schedule

Every Wednesday is an early release day for students in grades K-5. Minimum days on other designated days will follow this same schedule.

7:40	Students allowed in cafeteria for breakfast
8:20	Students allowed on campus
8:35	Warning bell rings
8:40	Instruction begins - Attendance is taken
10:20 - 10:35	1st - 3rd grade recess
10:40	Kindergarten recess
10:45 - 11:00	4th - 5th grade recess
12:20	TK dismissal
12:45	1st – 3rd dismissal
12:50	4th – 5th dismissal

General Policies and Information

Attendance

Regular attendance is essential to a student's academic success. Most subjects are taught in sequence, requiring students to build upon previously learned concepts. Persistent absenteeism can create significant academic challenges and is considered a serious concern.

Please report your child's absence by calling the school attendance line before 9:00 a.m. at **(925) 625-6713**. After hours, messages may be left on the attendance recorder. If you are unable to call, please email **awilliamson@ouesd.k12.ca.us** and include:

- Student's full name
- Dates of absence
- Reason for absence

If you let the teacher know of an absence, you still **MUST** notify the front office.

If your child is absent due to illness and has been seen by a doctor, please provide a doctor's note to excuse the absence.

If your child will be absent due to planned travel or other special circumstances, please refer to the Independent Study section below.

Student Release During School Hours

To ensure student safety, parents or guardians who need to pick up a student before the end of the school day must:

1. Report to the school office
2. Sign the student out
3. Present a valid photo ID

Once you arrive, office staff will call your child to the office. Please do not call ahead requesting that students wait in the office prior to your arrival.

Students will only be released to individuals listed on the emergency contact card and may not be released to other minors. Your cooperation with these procedures helps us maintain a safe campus environment.

Student Tardiness

Students are expected to be in class and ready to learn by 8:40 a.m. Attendance is taken promptly at that time. Students arriving after 8:40 a.m. are considered tardy.

A warning bell rings at **8:35 a.m.** for students to line up on the blacktop.

Tardiness disrupts classroom instruction and impacts student learning. Excessive tardiness will be monitored by the school office. Students arriving late must:

- Check in at the office
 - Sign in
 - Obtain a tardy pass before going to class
-

Item Drop-Offs & Messages for Students

To minimize classroom disruptions, please ensure your child arrives at school prepared for the day, including:

- Snack and lunch
- Necessary materials
- Transportation arrangements for after school

Food delivery services such as DoorDash are not permitted. Parents may not drop off food items for other students.

If you need to drop off an item for your child, you may bring it to the school office. Please attach a note with the student's name and teacher's name. Students may pick up items during recess or lunch.

Because classroom schedules vary in the afternoon, it may be difficult to deliver messages directly to students. If you need to communicate with your child, please email the teacher directly whenever possible. You can contact the office for urgent messages.

Obtaining Schoolwork During Absences

If your child will be absent and you would like to request schoolwork, please notify the school office and/or the teacher. Work requests must be made at least **24 hours in advance** of pickup.

Independent Study

If your child will be absent for **five or more school days** for reasons other than illness, an Independent Study contract may be arranged through the school office.

Independent Study contracts:

- Must be a minimum of **5 school days**
- May not exceed **10 school days**
- Must be requested at least **two weeks in advance** (school days only, excluding breaks)

Once the contract is received, the teacher will prepare assignments for the student.

Completed Independent Study work allows students to receive attendance credit for the contracted dates. Failure to complete the contract in its entirety may result in denial of future Independent Study requests.

To minimize instructional disruption, families are encouraged to schedule vacations during district holidays and breaks whenever possible.

A maximum of **10 total days** of Independent Study may be taken during a school year.

Change of Address or Contact Information

For emergency and administrative purposes, it is important that all student contact information remains current.

Please notify the school office immediately if your address, phone number, or emergency contact information changes during the school year.

Lost & Found

Lost clothing and lunch boxes are placed in the school's Lost & Found area. Valuable items such as money or jewelry are turned in to the office.

Please label all personal belongings with your child's name.

Unclaimed items are periodically donated to charitable organizations throughout the school year.

Birthday Celebration Policy

Student safety and wellness are priorities at Almond Grove School. Due to severe food allergies and district wellness guidelines, food items are not permitted for birthday celebrations.

In addition:

- Balloons are not allowed on campus

- Birthday invitations should not be distributed at school

Teachers will continue to recognize students' birthdays in meaningful and inclusive ways.

Alternative Birthday Celebration Ideas

Families may choose to:

- Donate a book to the classroom or school library
 - Have their child share a favorite book with the class
 - Donate playground or P.E. equipment
 - Provide non-food items such as pencils, stickers, or small classroom goodies for students
-

School Visitors & Volunteers

OUESD values parent volunteers as an important part of our school community. All visitors and volunteers must sign in at the front office before entering campus.

To become an approved volunteer or chaperone, the following items must be submitted to the district office:

Required Documents

Volunteer clearance is conducted in accordance with California Education Code Sections 35021 and 35021.1.

- Volunteer Application and Code of Conduct Form
- Copy of a valid Driver's License or Identification Card
- Copy of TB Clearance Documentation (Negative TB skin test, TB risk assessment certificate, or healthcare provider statement verifying no active TB.)
- Completion of annual Mandated Reporter Training.
- Fingerprint Clearance and signed Request for Live Scan Service Form

Final Approval

- Completion of the volunteer application process does not guarantee volunteer placement, which is subject to school/classroom needs and final approval by the site administrator.
 - Once all documentation has been submitted and fingerprint clearance has been approved, volunteers will receive a school volunteer badge.
 - Failing to abide by the Code of Conduct, a change or termination of guardianship, or subsequent notifications from DOJ/FBI could result in revocation of my volunteer status.
 - Site Administration also reserves the right to revoke volunteer privileges.
-

Volunteer Code of Conduct

VOLUNTEER EXPECTATIONS:

Sign-In & Attendance

- Sign in at the front office or designated sign-in station upon arrival.
- Notify the teacher or school office if you will be absent or are discontinuing your volunteer service.
- Sign out at the front office or designated sign-in/out station prior to departure.

Student Safety & Welfare

- Prioritize the health, safety, and well-being of students and staff.
- Immediately report any observed, known, or suspected child abuse to the school administrator.
- Do not transport students unless approved as a District Volunteer Driver through the required application process.

Professional Conduct

- Always follow the direction and supervision of the teacher and/or administrator.
- Dress and conduct yourself in a professional manner.
- Support all district, school, and classroom policies and programs.
- Refer student behavior or discipline concerns to appropriate school staff.

Confidentiality & Privacy

- Maintain the confidentiality of student information and discuss concerns only with the supervising teacher or school administrator.
- Do not access district networks, email systems, or student records.
- Unless authorized by an administrator, do not photograph, record, videotape, or post information on social media involving students or school activities.

Student Boundaries

- Do not have contact with students outside the school setting unless authorized by administration.
- Volunteers must promptly notify the site administrator of any personal, social, professional, or other relationship with a student or family that exists outside of, or develops beyond, their school volunteer role.
- Do not bring other children while volunteering.

Health & Safety Requirements

- Remain free from the influence of alcohol or illegal drugs while volunteering. (BP / E 4020)
 - Do not use tobacco products or electronic nicotine delivery systems on district property or in district vehicles. (BP / AR 3513.3(a))
 - Use adult restroom facilities only.
-

Drop off and Pick up Procedures

- ✓ Drive through all parking lots slowly and carefully.
- ✓ Drive forward in the pick-up line/lane to pick up your child.
- ✓ DO NOT park in red zones!
- ✓ No double parking is allowed.
- ✓ Please refrain from parking in handicapped spots unless you have an appropriate handicap logo that is visible.
- ✓ We ask that you never leave your car unattended anywhere in the lot, **except in a designated parking spot.**
- ✓ Please do not block other cars that may be ready to leave the parking lot.
- ✓ All staff are instructed by the administration to never let a student cross the parking lot/grass area unattended to get to a vehicle during pick up times. This is done to ensure the safety of all students.



Drop off for TK-3rd grade is located at the front of the school on Amaryllis Road. Please pull into the front moving car loop and safely drop off and pick up your child.

Drop off for OARS and 4th-5th grade is located at the side of the school on Carpenter Road. Please pull into the side moving car loop and safely drop off and pick up your child.

Bus Transportation

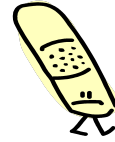


Busing is available through Liberty Transportation. Please contact Liberty Transportation at 634-2700 with any questions regarding fees and schedules.

Late Pick-Ups

Your cooperation is extremely important. Please provide after-school day care for your child, if you are not available for pick-up at class dismissal time. We have on-site before and after school childcare available in our Extended Day Care Learning Center. Please check with the office for a registration packet/fee schedule.

Health Policies



Illness or Injury at School

If a student is ill or injured, the student will be sent to the office with a pass. First aid will be administered as necessary. **It is important that the office has up-to-date work phone numbers for parents.** If parents cannot be contacted, all persons listed on the emergency card will be contacted in the order listed.

During school hours if your child feels ill or is injured, the office personnel will determine if your child needs to be taken home by checking the following signs or symptoms:

- Temperature of 100.4°F or above
- Difficult or rapid breathing (with no relief from medications provided by parent)
- Severe coughing
- Eyes that are red, swollen and draining
- Vomiting / diarrhea / nausea
- Severe pain

If any of these conditions exist, the office staff will notify the parents. Parents are responsible to pick up your child or arrange for a designated person to pick up the child promptly. The adult picking up the child must sign out the student in the school office.

For a student to return to school:

- Fever free for 24 hours, without benefit from a fever-reducing agent/medication.
- No vomiting or diarrhea for at least 24 hrs
- Significant symptom improvement

Medication

The law does not allow the dispensing of aspirin, cough remedies, etc., unless those medications are provided by and for a particular student. The law requires parents or guardians of any students who are on prescription and/or over-the-counter medication to complete a school form describing the medication. In addition, the student's physician must provide the following information: name of medication, amount, method, and time schedule. (Education Code 49423)

The following policy will be in effect at Almond Grove School so that the student who needs medication during school hours may have it:

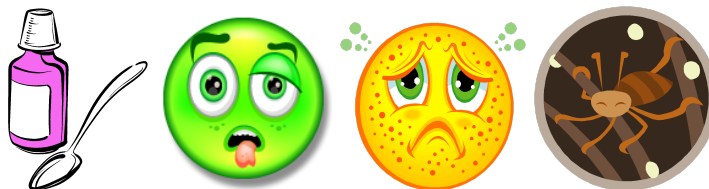
1. Students are not permitted to bring narcotics or other strong analgesic (pain relieving) medication to school. A student who requires this type of medication should stay home until he/she is well again.
2. A student who has a reaction to any medication, such that he/she cannot function normally, should stay home.
3. If a student must regularly take medications during school hours, it is important that the parent or guardian notify the office. The medication will be kept in the attendance/health office and administered according to the doctor's orders. Parents and physicians must sign the form for giving medications at school.
4. All medications kept at school must be in the original container and not expired and will be locked in the office nurse's room.
5. All medications must be delivered to the school by the parent or his/her adult representative.

Vision/Hearing Screening

A licensed nurse provides vision and hearing screening each year. Students in grades K, 2 and 5 will receive hearing and vision screenings. A classroom teacher may refer any student from any other grade for either or both screenings as deemed necessary.

Head Lice

Invariably during the year, some children get lice in their hair. Please tell the school office or teacher immediately if you suspect your child has contracted head lice. If live lice are detected on your child, you will be contacted right away and asked to take your child home. A summary of effective treatment is given to parents. Students are not allowed to return to school until the school has determined that all lice are removed. In addition, students will be rechecked for up to 6 weeks to ensure head lice are gone.



Emergency Procedures

Disaster Preparation

Fire, earthquake, intruder on campus, lockdown, and shelter-in-place drills are conducted regularly. We hold monthly drills with our students and staff to hold emergency preparedness drills to ensure that all students and staff know what to do in an emergency. Detailed escape plans are posted inside the door of each classroom as well as detailed school standard response protocols in our site safety plan.

In the event of an earthquake in the school building:

- 1.) The earthquake alarm can be heard by all staff and students.
- 2.) The teacher initiates action by directing students under their desks facing away from windows. This will minimize injury from broken glass, falling light fixtures, and ceiling debris. All staff and students will drop down to the floor, take cover under a desk or table and protect their head and neck with arms.
- 3.) After the initial shock, the teacher will guide the students out of the building in the same manner as a fire drill. Evacuation instructions will occur over the loudspeaker.
- 4.) The teacher will discuss with the students alternative exits out of the classroom should the door be jammed closed and what to do should the teacher be seriously injured or otherwise incapacitated. All exits are kept unobstructed.
- 5.) When students are outside, the teacher will direct them away from the buildings, trees and poles, looking carefully for fallen wires. The safest place is in the open. Students should stay there until directed by school officials where to proceed next.
- 6.) Never re-enter a building until it has been declared safe.
- 7.) The teacher will take roll and know where all her/his students are. They will be kept together.
- 8.) Under ordinary circumstances, students will be kept at school.
- 9.) Please do not phone the school for information, as the lines will be needed for emergency use by the school. Please be sure all emergency information is kept current in the office on your child's emergency card. Information will be emailed out by our school office for necessary information and updates.

Earthquake –students on the Playground

1. Students are to immediately drop flat on the ground.
 2. As soon as possible after the initial shock, they are to move away from buildings, trees and poles.
- Do not run and be sure to watch for fallen wires.

3. Students are not to re-enter buildings.
4. Stay together as a class with your teacher. Do not leave school! Students are to group by class at designated fire drill areas. All teachers will take roll to account for students.

Fire/Drill

1. The fire alarm will sound and can be heard by all staff and students.
2. Orderly evacuation will begin. Classes will go to the assigned location in an orderly fashion as directed by the teacher.
3. Students are to remain quiet and calm while the teacher takes roll.
4. Upon sounding of the all clear, students and staff will return to their appropriate classroom and teacher will take roll again.

Dangerous Person or Situation on Campus/Drill

1. A long continuous bell will be sounded. Over the intercom, we will announce "Lockdown, Lockdown, Lockdown".
2. Anyone on the playground must return to the classroom or nearest building immediately.
3. Anyone in the room must stay there. Do not leave for any reason.
4. The teacher will turn off the lights and close all blinds and ensure that classroom door is locked. Staff will not open the door under any circumstances.
5. Stay calm and take roll.
6. Students will be directed to stay away from windows and will be moved to a corner of the room.
7. Follow directions of law enforcement.
8. "Code All Clear" will come over the intercom when it is safe to return to daily routines.

Shelter-in-Place/Drill (Chemical, Spill, Smoke, etc.)

Shelter, Shut and Listen

1. A long, continuous bell will sound, and you will hear "Shelter in place" over the intercom.
2. Go inside the classroom or nearest building.
3. Close doors and windows.
4. Turn off fans, heating, or air-conditioning.
5. Stay calm. Teachers will take roll and give directions.
6. "ALL CLEAR" will come over the intercom when it is safe.



General Yard Expectations

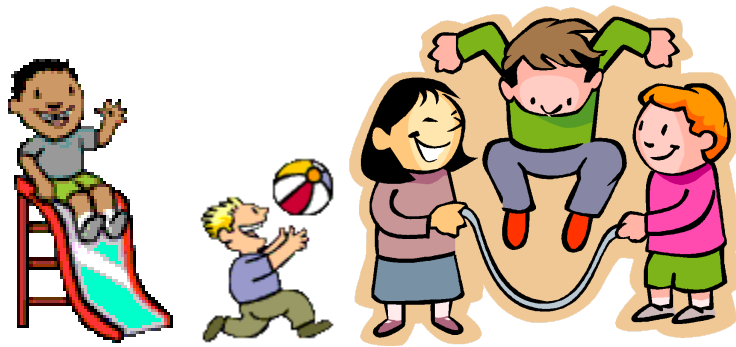
Philosophy

The purpose of these expectations is to provide a safe environment for all students and adults who attend or work at Almond Grove School. Students are expected to behave in a manner that reflects positively on our school campus. Adults make every effort to reinforce proper behavior, which will foster a respect for others, school, and private property.

Bathrooms are to be used for their designated purpose only. Bathrooms in the quad are available to students during school hours. Bathrooms are also available in the cafeteria. Food and drink may not be brought into bathrooms.

Yard Rules

1. Slide - only one slider at a time. Slide down on bottom only-no sliding on stomach. Do not walk/run up the slide.
2. Bars – used to strengthen arm muscles only. Students may not sit, walk, or crawl on bars. Hands need to be always on bars. Hanging by knees is dangerous and therefore not allowed.
3. Jump Ropes – play in an area that is away from doors.
4. Swings – students need to be in sitting position. Never jump off the swings.
5. Kick Balls – use on field only, unless a school employee directly supervises the game. Balls may never be kicked on the blacktop, unless the student is engaged in adult supervised games.
6. Sidewalks – are for walking. Students are not to run or play unless on the blacktop or field.
7. Gates & Fences – are not for climbing. Feet are to always remain on the ground.
8. Gum- gum chewing is not permitted at any time while at school.
9. Balls – classroom balls and jump ropes are for all classroom students to play with.
10. Litter – everyone is expected to pick up litter on the school campus. Students may be asked to help keep the campus clean by picking up litter.
11. Play Areas – are designated during recess, lunch, and before school. All students need to adhere to the rules.



General Yard Expectations, (continued)

Buildings

1. Leaving and entering buildings should be done in a proper manner. Running, playing, and excessive noise are not allowed in any of our corridors.
2. Students entering the office (in non-emergency situations) are expected to have a pass from a school employee. Students without a pass will be asked to obtain one.
3. Students are not to loiter or play in bathrooms. The snack area is to be used for eating snacks. Snacks will not be permitted in bathrooms.

Playground

1. Fighting, put-downs, use of inappropriate language, or being disrespectful is not permitted.
2. Wrestling, mock fighting, martial art practicing, “piggybacking”, gymnastics, carrying or swinging on other students will not be permitted.

Balls

1. No balls may be kicked on blacktop unless the game is under direct supervision of classroom teacher or noon duty.
2. Students need to use each type of ball for its intended purpose.
3. No balls are to be thrown against buildings at any time. It loosens the plaster.
4. No playground equipment may be brought from home at any time, including any type of ball.
5. Students should never kick or otherwise interfere with other students’ equipment or games.
6. Students are not permitted to leave the playground to retrieve balls – the teacher or other adult on duty should be notified and will help obtain the ball.

Please Note:

The bell STOPS all play. Students need to immediately “freeze”. A yard duty supervisor will blow his or her whistle signaling students to WALK to their lines. This practice has been shown to reduce accidents, calm students down before re-entering class, and help students to recognize that recess is over.

Academic Information

Parent Conferences

Parent conferences are scheduled in September before our fall recess. Teachers share the students' progress that includes rubric scores for the California Common Core Standards (CCCS). Other important diagnostic information will also be shared with you, such as running record levels, Ren Star Assessments, and other informal assessment data. This is a very important time to meet with your child's teacher regarding their progress.

Progress Reports

Progress reports are sent out in the middle of each trimester for grades K-5. See calendar and monthly newsletters for dates of issue.

Report Cards

Report cards are issued three times a year, at the end of each trimester. The purpose of the report card is to inform students and parents of the degree and level of work being done in each content area. For this reason, it is important that you notice the Key or "Explanation of Marks," on the report card. Parents who have questions or concerns regarding their child's progress should contact the teacher. Parent-Teacher conferences can be arranged when necessary.

Homework

Each individual teacher will inform parents and students of his/her policy regarding the establishment of homework programs. Is it very important that students learn to study independently at home, and that they practice skills which are being taught and/or reinforced in the classroom. Further in-depth homework expectations for each classroom will be discussed during Back to School Night.

Physical Education

The state of California mandates 200 minutes every two weeks of student activity. If students are absent, we need to be able to track why students miss their PE minutes. This is why we ask for the parent's note, and after two days ask for a Doctor's note.

How many minutes of PE instruction must students in grades one through six receive?

Students in grades one through six, inclusive, must be provided with PE instruction with an "emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period" (EC Section 51210[a][7]).

Academic Information, (continued)

Life-Skills

A good school experience, which prepares students for life, encompasses more than just the traditional academic subjects. For this reason, Almond Grove School embarks on a richer course of study. We will continue to provide a strong background in the basics, a wide variety of activities for our students, and the opportunity to continue to experience success through students' strengths which will give them confidence to tackle areas of weakness. Lifelong guidelines include being trustworthy, truthful, using active listening, and refraining from put-downs.

Note: Life skills are skills which all people need to learn to be successful in life. In all classes, students are given the opportunity to learn what life skills entail. Age-appropriate activities are provided so that students may make connections in order to develop an understanding of how life skills look, feel, and fit within real-life situations. Our success will be measured by how students apply these skills outside the classroom, as well as during class time.

Caring: being considerate of other and their feelings
Common Sense: making wise decisions and using good judgment
Cooperation: working together
Courage: to act according to one's set of beliefs
Curiosity: a desire to learn and know about all things
Effort: working hard and being willing to do one's personal best
Flexibility: willing to change plans when necessary
Friendship: knowing how to make and keep a good friend
Initiative: taking the first step
Integrity: to be honest
Organization: to be able to plan in an orderly way
Patience: taking time to do something
Perseverance: finishing what you begin
Problem Solving: finding out what you know and using it
Responsibility: being dependable and trustworthy
Sense of Humor: to laugh and be playful without hurting others
Respect: to have high regard, esteem

General School Rules and Expectations

Progressive Consequences

Progressively intensive consequences will be enforced should misbehavior continue. All students are expected to follow the campus rules and school behavior standards. Any employee of the school district may issue students not following rules a Discipline Referral. Discipline referrals will be sent home to inform parents of the problem and resulting action. Acts of sexual harassment, assault, hate speech or racism will not be tolerated.

Classroom Rules

The classroom teacher using Individual Discipline Plans handles classroom problems. Students may be referred to the office if a teacher or other staff member feels it necessary. A student sent to the office will be counseled, will review the rules, and will receive appropriate consequences. The teacher and/or administrator usually contacts parents by phone, note, and/or discipline referral. For extremely serious behaviors, students may be sent home, suspended, or expelled from school. See Consequences for Behavior.

Consequences for Behavior

Students who choose to break classroom or school rules may face one or more of the following consequences:

1. Student conference
2. Referral to the office
3. Restorative Justice-Reflective writing on what happened, student part, what could have been done differently, life skills that could have been used, what can be done differently next time. Alternative projects to restore the problem.
4. Apology Note
5. Detention (lunch)
6. School Service
7. In-School Suspension
8. Home Suspension
9. Recommendation to the School Board for expulsion

Personal Property

Do not send students with any personal items or any toys/trading cards to school, other than those stated approved by teachers that are needed for classroom instruction/presentations. All personal items should remain at home, unless a teacher has given approval for the need for this at school. The school cannot be responsible for these items.

Electronic Equipment: Electronic games such as Nintendo, iPods, iPads, virtual pets, cameras, etc, are not allowed at school at any time. These items interfere with class, can be easily broken, and are expensive. We will not be responsible for replacing these items. Students who bring cellphones or smart watches to school need to have the cell phone or watch turned off upon entering the campus. Cell phones and smart watches must remain turned off and in student backpacks at all times so as not to interfere with the learning process/safety of all students. Students may turn their phones on

after exiting the campus after dismissal, in order to call home for safety reasons, etc. as directed by parents. However, all cell phones and smart watches must be turned off during the school day and kept in backpacks. Please keep in mind that the school is not responsible for the loss of these items, and discourages students from bringing such personal items of significant value to school.

Discipline Philosophy

Our discipline philosophy at Almond Grove School has two main goals. First, we want to maintain a safe, fair, and respectful environment for all students by correcting any inappropriate behavior. Second, we want to help children learn to take responsibility for choosing appropriate behavior. School personnel recognize their responsibility in helping children learn and grow, not only academically, but socially and emotionally as well. Every attempt is made to resolve behavioral difficulties children may be having by providing guidance for their acceptance of responsibility for their behavior. In the event of misbehavior, time is taken with the child to discuss his/her actions, why they are inappropriate, and what actions might be taken to correct the behavior. Appropriate consequences are implemented.

Note: Conflicts between students are handled through conflict resolution strategies. Students work with an adult to listen to both sides of the story, come to a common agreement as to what the problem is, and suggest solutions that can be used to resolve the problem. The focus is on the resolution of the problem. The adult will make disciplinary consequences, if deemed necessary, after hearing the story of all students involved.

The following rules and expectations are intended to provide a safe, secure learning environment for all of our students. Our school motto is “Be Safe, Be Responsible, Be Respectful” and our entire school community needs to follow our school motto. Therefore, Almond Grove students are expected to behave in a manner conducive to the learning process. Almond Grove community members are expected to:

Act in a Safe and Healthy Way

Use all school and private property appropriately, walk on campus, follow playground rules, keep hands and feet to self. Fighting, horseplay, tripping, hitting, etc. is never tolerated.

Respect the Rights and Needs of Others

Work without disruption; be kind, courteous, and respectful to others, cooperate to help others learn, use appropriate language, and feel good about who you are.

Take Responsibility for Learning

Strive for excellence, work hard to do your best, come to school prepared to learn, do your assigned work, keep track of your materials, and set a good example for others.

Dress and Personal Appearance

Appropriate dress and grooming contribute to a productive learning environment. The school board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable

for school activities. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The following guidelines shall apply:

1. Shoes must be worn at all times. Sandals must have heel straps. Flips flops or backless shoes/sandals are not acceptable. If **Crocs** are worn, they must be in sport mode. If a student needs to be reminded of this more than three times, then they will not be allowed to wear **Crocs** to school.
2. Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, weapons, violence, drugs or racial, ethnic or religious prejudice or which an administrator deems to be inappropriate.
3. Hats shall not be worn indoors. Students may wear sun protective clothing, including hats for outdoor use.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, crop tops, tube tops, off-the-shoulder or low-cut tops, bare midriffs, thin or spaghetti straps shall not be worn. Straps must be at least two fingers in width and bra straps must be covered at all times. Shirts with straps must be worn under tops with cut-outs or oversized arm holes to conceal undergarments and/or bare skin.
5. Short shorts are not allowed, they must be at least 3 inches from the inseam. Inappropriately short shirts or dresses are also not allowed.
6. Boy's undershirt tank tops are not allowed.
7. No baggy style pants that expose undergarments are allowed. Wallet chains and bandanas are also not allowed.
8. Pajamas, nightgowns, curlers, and slippers are not allowed unless as part of a spirit week or other such activity approved by the site administrator.
9. Long dangling earrings may not be worn as they get caught easily in hair.

Site administrators reserve the right to determine the appropriateness of student attire. Students not following school dress code will be asked to call home for an appropriate change of clothing.

Suspensions and Expulsions Information

Reason(s) for suspension: California Education Code section 48900:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Willfully used force or violence upon the person of another, except in self-defense.
- C. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission from the school principal.
- D. Possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance/alcoholic beverage/intoxicant.
- E. Offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- F. Committed or attempted to commit robbery or extortion.
- G. Caused or attempted to cause damage to school property or private property.
- H. Stole or attempted to steal school property or private property.
- I. Possessed or used tobacco.
- J. Committed an obscene act or engaged in habitual profanity or vulgarity.
- K. Possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia. (Section 11014.5 of the Health and Safety Code)
- L. Disrupted school activities or otherwise willfully defied the valid authority.
- M. Knowingly received stolen school property or private property.
- N. Possessed an imitation firearm.
- O. Committed or attempted to commit a sexual assault.
- P. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Q. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- R. (r) Aided or abetted as defined in Penal Code section 31, the infliction or attempted infliction of physical injury to another person.
- S. (s) Committed sexual harassment, except for pupils enrolled in Kindergarten and grades 1-3, inclusive. (Education Code sections 48900.2;212.5)
- T. (t) Intentionally create a hostile or intimidating educational environment directed at either school district personnel or pupils. (Education Code section 48900.4)
- U. (u) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Education Code 48900.3)
- V. (v) Made terrorist threats against school officials and/or school property. (Education Code section 48900.7)
- W. (w) Engaged or attempted to engage in hazing. (Education Code section 32050)

The above-mentioned behavior (Suspension and Expulsion Reasons) can form the basis of a suspension and/or expulsion so long as the misconduct is related to school activity or school attendance. This means pupils may be disciplined for conduct including but not limited to that on school grounds at any time, while going to or coming from school, during lunch whether on or off campus, and during, or while going to or coming from school-sponsored activities.

During the suspension, supervision of the pupil is the responsibility of the parent/guardian. During the period of his/her suspension, the student MAY NOT be on or about any Oakley Union Elementary School District campus.

Cell Phone Policy

Cell phones may not disrupt the educational program or school activity and are not to be used for illegal or unethical activities. If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the school day. The Oakley Union Elementary School District reserves the right to review any cell phone brought to the school and used during the school day in violation of this policy. Inappropriate verbal text messages, pictures, or other material found on the phone may be grounds for disciplinary action. "Inappropriate verbal or text messages, pictures, or other materials" includes but is not limited to harassing statements or any communication that creates a hostile environment based on race, sex, sexual orientation, gender identity, national origin, religion, disability, discriminatory statements; sexual statements or pictures, and messages to organize activities that may cause harm to any student, involve drugs, and/or alcohol, or that spreads false information about any other student or employee of the school district."

Recording in the Classroom

Audio or videotaping in the classroom may only be done with teacher consent. Students or any visiting adult who records in a classroom without the teacher's permission violates Education Code section 51512. That section states: "The legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an education purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

Other Important Miscellaneous Information

School Colors and Mascots

Almond Grove School is Home of the Mustangs. Our school colors are red, white and black. School "Spirit Days" are held weekly or monthly to encourage school pride and spirit. We encourage students to wear their school T shirt on Fridays to show their school spirit! Orders for our logo wear will be coming soon.

Communications

Communication with parents and the community are a priority at Almond Grove School. Regular communications are provided in the following ways:

- Back to School Night
- Conferences
- English Language Advisory Council
- Student Site Council
- School Notices and Bulletins
- School Loop
- Teacher Newsletters
- Student Work
- Class Dojo
- PTA Facebook Page
- School Messenger

Extra-Curricular Activities

At Almond Grove School, we know how important it is to celebrate student successes. The list below provides you with a snapshot of some of the programs we are so proud of here. Ask your child about them and watch for dates in the monthly newsletter.

Assemblies, Spirit Days, Early Literacy Intervention Program, Literature Day, Family Day, Open House, Harvest Carnival, Winter Wonderland, Field Day, Book Fairs, 100th Day Celebration, Autism Awareness Day, Grade Level Activities, and Attendance Incentive Awards.

Library

The library is open on a regular scheduled basis and is supervised by the librarian. Specific library classes are held for students to provide instruction as well as for the enjoyment of the materials and books. Library hours are available for students to read, check out books, return books, and do reference work or work on special projects. Books may be checked out for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for. Report cards will be held in the office for any damaged, missing, or lost books.

Educational Field Trips

Educational field trips may be taken during the school day. Parents will be notified prior to the trip regarding where the students will be going, the times of departure and return, and the purpose of the trip. Field trips enhance the learning and understanding of the classroom curriculum. Parents are encouraged to chaperone and attend field trips. All students are expected to ride the bus on field trips. Donations for field trips are based on all children sharing the cost of the bus and any admission costs. Siblings of students are not permitted to attend field trips. Chaperones attending field trips must be cleared through our district parent volunteer process.

In addition to obtaining appropriate clearance and after being selected by your student's teacher to chaperone a field trip or event, parents are expected to do the following:

- Stay with your assigned group of students at all times
- Follow the directions of the supervising staff
- Maintain a safe and educational environment
- Pictures taken on a trip can only include your own child
- Questions – work directly with the lead teacher for answers

Cafeteria Information

Breakfast and hot lunches are available for all students free of charge. For students bringing lunch, please label your child's lunch box with first and last name, teacher's name, and grade. It is important that children begin each day with a good, well-balanced breakfast before coming to school. Students enjoy and benefit from a nutritious snack during their morning recess. In addition, please send your child with a water bottle, labeled with his/her name on the water bottle. We have two refillable water stations at our school for students to fill water bottles.

Student Conduct in the Lunchroom

Teachers walk students to the lunchroom. Students are expected to enter the cafeteria in a quiet manner, using inside voices. While waiting in line, students are expected to be patient, keep all body parts to self, use quiet voices. Cutting in line is not permitted. Once students are seated, they are expected to stay seated until finished and dismissed by noon duty supervisors. Trash needs to be put in the garbage cans by each student. Place lunch boxes in basket at end of the table and walk directly to the playground. Students are expected to follow guidelines set by noon duty supervisors.

Special Education Programs

The following are descriptions of the types of programs and services available at Almond Grove School:

Designated Instruction and Services: Assessments must indicate the needs and services which must be specified in the Individual Education Plan. Types of services include, but are not limited to, Language and Speech Development, Psychological Counseling, Audiological Services, Occupational Therapy, Resource Support Program, Learning Center Model, Home-Hospital Instruction. Almond Grove School's Student Study Team is composed of general education classroom teachers and support staff for the purpose of discussing student needs and developing a plan for program modifications appropriate to the individual student prior to referral for Special Education. Our school uses our district-wide Response to Intervention model to monitor student progress and set goals for student's academic, social-emotional, and behavioral needs.

Specialized Academic Instruction: Service Specific Classes- students are enrolled in a separate class for instruction and are mainstreamed into general education classes as determined by their IEP. In special education our goal is to provide services which best meet the student's need within the general education program. Under the federal guidelines, this is referred to as the least restrictive environment. Assignment to special education classes or schools occurs only when it is determined that the student cannot benefit from the general education program, even with the use of supplementary aids and services. At each IEP meeting, the team is required to consider a continuum of options for service, beginning with the least restrictive. Federal law requires that the placement be as close as possible to the child's home and that the child is educated in the school he/she would attend if non-disabled, unless the IEP team determines that the child requires some other arrangement.

Promotion Celebrations

Oakley Union Elementary School District recognizes the importance of celebrating student milestones such as the completion of kindergarten & fifth grade, and eighth-grade promotion. At the same time, the district distinguishes these milestones from high school graduation and therefore does not promote or utilize caps and gowns for these events.

The district does not provide a centralized model for these recognitions. Instead, school sites work collaboratively with their parent groups and school communities to determine appropriate celebrations, which may include clap-outs, recognition events, awards, and other activities that honor students' accomplishments and transition to the next grade span.