

Laurel Elementary



STUDENT HANDBOOK 2026– 2027

If you have a disability and need this publication in an alternate format, please contact Heather Partida, Executive Assistant to the Superintendent at 925-625-5050.
TTY Dedicated Phone Line 925-625-6583

Principal's Message

Dear Laurel Families,

Welcome to the 2026–2027 school year! We are excited to begin another year of learning, growth, and partnership with our students and families.

At Laurel Elementary School, we believe that strong relationships between students, families, and staff are the foundation of a successful educational experience. We are committed to providing a positive, respectful, and safe learning environment where every child can thrive academically, socially, and emotionally.

Our goal is to ensure that all students experience success in both their learning and their relationships. We know that when families and educators work together, students are more confident, engaged, and successful. Open communication and collaboration are essential to this partnership, and we encourage you to stay connected with your child's teacher and our school throughout the year.

One important resource is our **Student/Parent Handbook**, which outlines school policies, procedures, expectations, and important information about daily school life. We encourage you to review the handbook with your child and keep it accessible throughout the year, either bookmarked online or printed at home for easy reference.

We will also share additional information about ways families can support their child, their child's teacher, and our school community during our **Back-to-School Night** presentation. We hope you will join us for this important event.

As a reminder, **Wednesdays are minimum days for all students**. Specific dismissal times by grade level can be found in the Student/Parent Handbook.

If you have questions, ideas, or concerns at any time during the year, please do not hesitate to reach out. Your partnership and feedback are valued, and we look forward to working together to make this a successful and memorable school year for every student.

Thank you for entrusting us with your child's education. We are grateful to be part of your family's journey and look forward to a wonderful year filled with learning, growth, and connection.

Warm regards,

Dave Hobson
Principal
Laurel Elementary School

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Principal

Dave Hobson

Assistant Principal

Stacy Davis

Office Manager

Sarah Weakley

Attendance Clerk

Tania Sotelo

STUDENT SUPPORT

Psychology

Blakely Loyola

Counseling

Erin Turner

Speech

Aliah Jameson

<u>TRANSITIONAL KINDERGARTEN</u> Katelyn DiCicco Patricia Espinoza (SDI) Carme Ibanez (SDI)	<u>SECOND GRADE</u> Michelle Joseph Stephanie San Martin	<u>FOURTH/FIFTH COMBO</u> Danielle Silvas <u>FIFTH GRADE</u> Shauna Rowland	<u>Art</u> Bethany Vega <u>MUSIC</u> Shannon Page <u>PHYSICAL EDUCATION</u> Albert Nunez <u>Library Media Technician</u> Kevin Barnett
<u>KINDERGARTEN</u> Lisa Odom Lupita Miramontes (SDI) Giselle Garcia (SDI)	<u>THIRD GRADE</u> Liz Figoni Karen Fray	<u>SAI</u> Rachel Cullar	
<u>FIRST GRADE</u> Meagan Casey Karina Murillo Guzman (SDI) Ahiza Avalos (SDI)	<u>FOURTH GRADE</u> Michele Mercado	<u>RESOURCE/LEARNING CENTER</u> Maria Gouda Jeanette Minjares	

See the Laurel School Website for additional staff

BELL SCHEDULE

Regular School Days

7:15AM	MPR opens for Breakfast
7:55AM	Gates open for students to enter campus
8:10AM	Line-Up Bell
8:15AM	Instruction Begins
10:05 – 10:20AM	1 st – 3 rd Grade Snack Recess
10:45 – 11:00AM	4 th – 5 th Grade Snack Recess
11:00 – 11:30AM	TK Lunch
11:30AM – 12:05PM	Kindergarten Lunch
11:55AM	TK Dismissal
12:00 – 12:35PM	1 st – 3 rd Grade Lunch
12:45 – 1:20PM	4 th – 5 th Grade Lunch
1:15PM	Kindergarten Dismissal
2:15PM	1 st – 3 rd Grade Dismissal
2:40PM	4 th – 5 th Grade Dismissal

Minimum School Days

7:15AM	MPR opens for Breakfast
7:55AM	Gates open for students to enter campus
8:10AM	Line-Up Bell
8:15AM	Instruction Begins
10:05 – 10:20AM	1 st – 3 rd Grade Snack Recess
10:45 – 11:00AM	4 th – 5 th Grade Snack Recess
11:00 – 11:30AM	TK Lunch
11:30AM – 12:05PM	Kindergarten Lunch
11:55AM	TK Dismissal
12:15PM	Kindergarten Dismissal
12:20PM	1 st – 3 rd Grade Dismissal
12:40PM	4 th – 5 th Grade Dismissal



Laurel Leopard Code of Excellence

This is the Leopard Way!

Keep Body to Self

Use Kind Words

Follow Adult Directions

Find Adults to Help Solve Problems

Be Inclusive

	Play Structure	Blacktop	Field	Snack Table	Walkways	Parent Pick Up
Be Safe	- Walk - Slide on bottom, one at a time - Swing on bottom, front to back - One hand on bars - No tag	- Walk to line after whistle - Go around games - Eat in designated areas - No tag	- Play inside flags only - Be aware of surroundings - No tag	- Eat near buddy bench, trash cans &/or tables - Eat your own food	- Walk - Face forward - Watch for items & doors	- Stay on lined area of asphalt until excused - When leaving with adult, walk on sidewalk
Be Respectful	Take turns	- Follow game rules - Include others - Stay away from classrooms	- Be kind to nature - Stay away from classrooms - Share the space	Use manners when eating	- No voices - Only touch your own things	- Quiet voices - Look for your adult/car - Listen for your name
Be Responsible	- Get safely off play structure when bell rings - Bark/sand stays on ground - Freeze & take a knee when bell rings	- Freeze & take a knee when bell rings - Put equipment away when finished or after whistle	- Freeze & take a knee when bell rings - Put equipment away when finished or after whistle	- Throw away trash - Gather your belongings at end of recess	- Place items next to building - Go where you are supposed to then return to class immediately	- Walk with your class to parent pick up - Keep all belongings in backpack - Save snacks & drinks for home



Laurel Leopard Code of Excellence

This is the Leopard Way!

Keep Body to Self

Use Kind Words

Follow Adult Directions

Find Adults to Help Solve Problems

Be Inclusive

	Bathrooms	Lunch Room	Assembly	Library	Office
Be Safe	• Walk • Wash hands when leaving • Keep water in sinks & toilets • Keep feet on floor	• Walk • Single file lines when entering & exiting • Feet under table, facing food at designated table	• Walk • Sit on bottom	• Walk • Four legs of chair on ground	• Walk in the office • Stay in designated area
Be Respectful	• Unlock stall door when leaving • Give others space & privacy • Respect school property	• Inside voices • Be quiet and listen during announcements	• Focus on the speaker • Listen to the speaker	• Quiet voices • Take turns at computers • Practice good book behavior	• Use inside voices • Follow adult's directions
Be Responsible	• Flush & clean up after myself • Return to room promptly • Use restroom during recess	• Raise hand & wait for permission to get out of seat • Pick up all trash when dismissed • Put uneaten food and milk in the share basket/cooler • Pour open liquids in the recycle bin	• Use restroom before or after assembly • Sit in class's designated area	• Return books on time • Respect library property • Help keep library tidy & organized	• Use healthy behaviors

STUDENT EXPECTATIONS

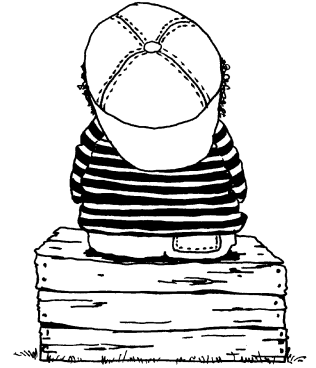
We have high expectations for all our students. The following expectations are for all students at Laurel School. They have been discussed with each student in class. We would appreciate it if you could discuss and review them with your child.

Laurel is to have a Safe Environment

Keep your body to yourself. (No fighting, wrestling, tripping, tag, hitting or play fighting.)

Use materials appropriately and safely. (No throwing of objects other than in a game.)

Only safe items at school. (Knives, firearms, imitation knives and firearms, lighters, and other dangerous objects) are never allowed at school.



Laurel is to have a Respectful Environment

Listen if someone is speaking to you.

Treat others with respect.

Use appropriate language.

Ask to use other people's items. (Do not take, use, or borrow things that belong to someone else without asking and getting approval.)

Laurel is to have a Responsible Environment

Rules of the game must be followed and conflicts reported to an adult on yard duty.

Use the restrooms and school materials appropriately.

Follow directions given by an adult.

Equipment from home:

You are expected to use the equipment provided by the school. Some types of balls (basketballs, soccer ball), gloves, etc., that are not provided by the school, may be brought from home. However, understand that if the item is lost, the school cannot be responsible for replacing it. Footballs are not allowed unless authorized by the principal.

Electronic Equipment:

iPads, Nintendo Switch, electronic games, and other electronic items **ARE NOT ALLOWED AT SCHOOL AT ANY TIME**. These items interfere with the classroom, can easily be broken, and are expensive. We will not be responsible for these items.

Phones/Smart Watches:

Phones brought to school **MUST** be turned off or placed in silent mode and kept in student's backpack **AT ALL TIMES**. Students are not to use their phones to take pictures, and/or text or call anyone from school. Smart Watches must be used in a responsible manner. Students may not use them to text, call or take pictures in or out of the classroom. It is at staff discretion if these items should be confiscated and picked up by a parent at the end of the day from the office.

Other Points:

Gum and sunflower seeds are not allowed at any time.

Skateboards, heelies, and rollerblades are not allowed on school campuses.

Any item that has no reasonable use at school may be confiscated. This includes all toys and trading cards. Parents may pick up the item from the office. Items not picked up by the last student attendance day will be donated to charity.

Wallet chains and bandanas are not allowed at school. Rosaries are not to be worn outside of clothing.

CHARACTER/KINDNESS TRAITS

Laurel School participates in the Be Kind People Project program. This program emphasizes positive behavior and kindness through movement, video, and the Kindness Pledge. Each month we will focus on a different character/kindness trait. Students are recognized monthly for displaying the Be Kind trait of the month. The tentative schedule for focus traits is below. We may also use another positive character program for 2026-2027.

August
Be Encouraging

September
Be Supporting

October
Be Positive

November
Be Thankful

December
Be Helpful



January
Be Honest

February
Be Considerate

March
Be Responsible

April
Be Respectful

May
Be a Friend

GENERAL YARD/CAFETERIA EXPECTATIONS

PHILOSOPHY

The purpose of these general rules is to provide a safe and orderly environment for all students and adults who attend or work at Laurel School. Students are expected to behave in a manner which reflects positively on Laurel School. Adults make every effort to reinforce proper behavior, which will foster a respect for others, school and private property. We play to have fun. People are the most important part of the game. If you disagree about a rule you need to step out of the game to discuss the problem. If needed, seek adult help.

DRINKING FOUNTAINS/WATER BOTTLE REFILLING

Laurel has drinking fountains in three locations on campus – in the Multi-Purpose Room and near both sets of student restrooms. In addition, there are two water bottle refilling stations – one outside the Multi-Purpose room and one near the primary student restrooms.

PLAYGROUND

GENERAL GUIDELINES

- Go around other students' games
- Include others
- No tag or tag-based games
- Stay in the playground area/flagged area of the field
 - If equipment goes out of bounds, tell a teacher/adult on duty
- Students may not gather near the far trees
- Food is consumed at the picnic tables only
- No gum or sunflower seeds at school

PLAY STRUCTURE AREA

- Slides
 - Only one person on a slide at a time
 - Down only on slides
 - Slide on your bottom
- Bars
 - One hand on bars at all times
 - Never walk, stand or crawl on the bars
- Swings
 - Sitting position only
 - Stop swinging then walk away from the swing
 - Stand on the curb behind swings while waiting. Count to 50.

- Basketball Court
 - 3 on 3 on the half court, or 5 on 5 full court when playing a game
 - No more than 6 people on a half court even when shooting
- Soccer
 - 5-on-5 soccer games
- Kickball
 - Using bases only

EQUIPMENT/BALLS

- Balls are kicked on the field only
- Balls may not be thrown against the buildings
- No footballs, tennis racquets, baseball bats and hard balls are allowed.

END OF RECESS

- When the bell rings, FREEZE.
 - If you are on the play structure, a swing or bars, safely get off them and FREEZE
- Wait for the whistle.
- After the whistle, WALK to line carrying and holding all equipment

Additional rules for specific games will be reviewed with students throughout the school year. Rules can change if necessary to maintain safety.

DRESS CODE

Dress code guidelines are based upon District guidelines as outlined in [Board Policy/Administrative Regulation 5132](#). Student clothing should be suitable and comfortable for normal school activities. It should reflect pride and respect. General dress standards require:

- Clothing that portrays suggestive, derogatory, or insulting pictures, writing, or gang associations is not allowed. Clothing with any reference to drugs, alcohol or tobacco products, or firearms or weapons of any kind is not allowed. Some major sports team clothing may not be permitted.
- Neatness and cleanliness is expected.
- Hair products that flake are not allowed. Hairstyles and hair coloring that cause a disruption in the classroom are not permitted.
- Rosaries may not be worn outside of clothing.

Students – Dress and Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5) In addition, the following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Sandals must have heel straps. Crocs, Flip flops, slides or backless shoes or sandals are not acceptable for safety reasons.
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) 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 which advocate racial, ethnic or religious prejudice or which an administrator determines to be inappropriate.
- Hats shall not be worn indoors.
- 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.
- Short shorts are not allowed, they must be at least 3 inches from the inseam. Inappropriately short skirts or dresses are also not allowed.
- Boy's undershirt tank tops are not allowed.
- No baggy style pants that expose undergarments are allowed. Wallet chains and bandanas are also not allowed.
- Pajamas, nightgowns, curlers and slippers are not allowed unless as part of spirit week or other such school activity approved by the site administrator.
- Long dangling earrings may not be worn as they get easily caught in hair.

Site administrators reserve the right to determine the appropriateness of student attire. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal and staff at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each school year and updated whenever related information is received.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

POSSESSION/USE OF CELLULAR PHONES AND OTHER MOBILE COMMUNICATIONS DEVICES

Students are not allowed to use cell phones, smart watches, etc. while on school grounds. These devices must be turned off during the entire school day and must be securely put away or turned in to the teacher. The school and District are not responsible for any lost or stolen items. If a student uses a cell phone or smart watch during the school day, it may be confiscated by the teacher or principal and a parent will have to pick it up from the office.

The Oakley Union Elementary School District reserves the right to search any cell phone or smart watch brought to school and used anytime during the school day in violation of District Policy 5131, “Possession/Use of Cellular Phone and other Mobile Communication Devices.” Inappropriate verbal or text messages, pictures or other material found on the phone may be grounds for disciplinary action. This includes any social media posts that inadvertently affect self or others. “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, or 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 a classroom may only be done with teacher consent. Students or any other 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.

DISCIPLINE

OUR PHILOSOPHY

Our discipline philosophy at Laurel School has two main goals. First, we want to maintain a safe, responsible, and respectful environment for all students by being proactive and working towards preventing inappropriate behavior. Second, we want to help children to learn self-responsibility for choosing appropriate behavior. At Laurel we target these important skills:

Be Safe

Be Respectful

Be Responsible

School personnel recognize their responsibility in helping children learn and grow academically as well as socially, emotionally, and behaviorally too. Every attempt is made to resolve behavioral difficulties children may be having by providing guidance for their acceptance of responsibility for their behavior. The classroom teacher and administrators (if necessary) will keep you informed through phone calls, notes, weekly reports, etc. of your child's behavior.

In the event of misbehavior, time is taken to discuss with a child his/her actions, why they are not appropriate, and what actions might be taken to correct the behavior. Consequences are made as appropriate to the behavior as possible.

Conflicts between students are handled through various restorative conversations and 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 problems are, and suggest solutions they could use to resolve the problem. The focus is on the resolution of the problem. Disciplinary consequences will be made by the adult, if deemed necessary, after hearing the story of both children. This may also include the story of witnesses.

Bullying among children is aggressive behavior that is intentional and involves an imbalance of power or strength. A child who is bullied has a hard time defending him/herself. Usually bullying is repeated over time. Laurel School emphasizes that you work with the staff at our school to find a solution to stop any bullying for the sake of your child as well as other students. The first step is to fill out a "Bullying Harassment Complaint Form" found in the front office.

Progressively intensive consequences are enforced should misbehavior continue. All students are expected to follow the campus rules and school behavior standards. Students not following the rules may be issued a Discipline Referral. Discipline Referrals may be issued by any employee of the school district and are processed through the school office. Discipline Referrals will be sent home to inform parents of the problem and resulting action.



CONSEQUENCES – Students that choose to break any classroom or school rules may face one or more of the following consequences:

- Classroom consequences
- Referral to the office
- Student conference
- Reflective writing on what happened (i.e., What was my part? What could I have done? What *Be Kind* trait could I have used? What could I do next time?)
- Apology note
- Restorative Conversations
- Loss of other free time
- Community service/campus clean up
- In-school suspension
- Home suspension
- Recommendation to the School Board for expulsion

SUSPENSION AND EXPULSION – A student *may* be recommended for suspension or expulsion for the following reasons:

- Damaged or unlawfully acquired school or private property/knowingly received school or private property
- Caused, aided in causing or threatened to cause, physical injury to another person
- Willfully used force upon another person
- Possessed, used, sold or furnished tobacco, controlled substance, drug paraphernalia, alcohol or prescription drugs
- Caused or attempted to cause damage to school or private property including but not limited to electronic files and databases.
- Committed obscene act, profanity, or vulgarity
- Disrupted school activities, defied authorities
- Possessed firearm, imitation firearm, knife, explosive or other dangerous object
- Caused or attempted to cause, an act of hate violence
- Committed sexual harassment
- Committed robbery or extortion
- Committed, or attempted to commit, sexual assault or battery
- Harassed, intimidated, or threatened a student who is a complaint witness or a witness in a school disciplinary action
- Aided or abetted, as defined in Penal Code section 31, the infliction or attempted infliction of physical injury to another person.
- Committed, attempted terrorist threat against others/school
- Bringing objects of no useful purpose to school (i.e. paintballs, bullets, etc.)
- Intentionally create a hostile or intimidating educational environment directed at either school district personnel or pupils

Any student possessing, furnishing, selling, using or is under the influence of any illegal drug or alcohol **will** automatically be referred to the Oakley Union School District Board of Trustees for possible expulsion.

GENERAL POLICIES AND INFORMATION

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates genuine hardship for students and is regarded as a very serious problem. Absences become chronic when a student misses 10% or more of the school year. Please have your student arrive on time and ready to learn each day.

Children are in school 180 days a year. Schedule vacations and routine appointments on non-school days.

When a student is absent or tardy, you are required to notify the school. You have the option to call the attendance line or email to the attendance clerk at tsotelo@ouesd.k12.ca.us or call the school attendance line at 925-625-7091. The email/call should include the student's full name, reason for and dates of absence, and the parent or guardian's name or signature. Students will be marked as unexcused absent, unless a medical note is provided to the school. If you need schoolwork for a child who has been absent, please notify the school office and/or the teacher. Work requests should be made at least 24 hours in advance of pick-up. Note, that pursuant to Administrative Regulation 5113, if a student shows a pattern of chronic absenteeism due to illness and misses 14 days of instruction, the district may require official physician verification of any further student absences within 72 hours of such an absence.

Parents are asked to make sure that their children are not tardy to school. Tardy is deemed anything after the 8:15 bell. A student will be considered unexcused if they are 30 mins late for school or leave 30 minutes prior to the end of the school day. The teaching of all students is affected when a student is tardy. If a student is tardy, the parent must sign the student in at the attendance office before going to class. Although everyone may have a time or two where being late cannot be helped, excessive tardies will be dealt with through the office. Student, parent, and teacher will work together to remedy the situation. Students who have excessive tardies or absences may be sent to the School Attendance Review Board for further action.

Independent Study

Parents who know their child will be missing school due to vacation or other special plans for **five or more days** may sign the child up for Independent Study. This means work will be provided for the student while he/she is gone. When it is completed, the student will be given credit for attending school for those dates. Call the office for further information. Students on Independent Study are not recognized as having perfect attendance. **School requires at least two weeks' notice for Independent Study requests.**

SCHOOL RELEASE

We encourage you to try and make appointments after school hours whenever possible so students will not miss valuable teaching and learning. When you come to pick up a student before the end of the school day, come to the school office to sign the student out of school. Students will not be sent up prior to the adult arriving at the office. When you arrive, we will contact the classroom to send the student to the office. No student shall be removed from school at any time before proper sign-out procedures have been followed. Students will only be released to persons listed as emergency contacts and photo ID may be requested. Your cooperation in these procedures adds to your child's safety. Please be mindful of your student's recess and lunch time. If you wish to pick them up during those times, please be aware that it may take extra time for them to come up to the office. Please plan accordingly.

CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

CAMPUS PROCEDURES

- Laurel School is a closed campus. Students are expected to remain on school grounds until dismissal time.
- Adults who are not staff must register in the office prior to coming on to campus. Only volunteers who have completed the OUESD volunteer process, may be on campus other than during designated special events.
- We are proud of our clean campus. Students are expected to place litter in garbage containers. Each class assumes responsibility to keep our school neat and clean.
- Students are not allowed on school grounds prior to 7:55AM. Students can arrive after 7:15AM for breakfast in the Multi-Purpose Room. Students must report to the Multi-Purpose Room if they arrive prior to 7:55AM.
- The school gate will be open for students during pick-up and drop-off times for students only.

SCHOOL VISITORS AND VOLUNTEERS

OUESD values parent volunteers as an important part of our school community. Parents are encouraged, based on school/teacher request, to help in all classrooms, programs, and extracurricular activities. It is very important that we know who is in the school and visiting classes. Parents who are volunteering **may not** bring any child (brother, sister, daycare, etc.) to the classrooms due to liability and safety reasons. All adults must enter campus through the office, sign in and provide the room number and purpose of your visit.

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.

NON-LAUREL SCHOOL STUDENTS

Children who do not attend Laurel School are not allowed to use the facilities between the hours of 7:15AM and 3:00PM. This includes the play structure and swings.

BICYCLES/SCOOTERS

When traveling to and from school, students must obey all traffic regulations. Students need to wear bicycle safety helmets in accordance with the law. Law enforcement officers will ticket any student not wearing a helmet. We suggest that students record their bicycle serial numbers.

Bikes/Scooters must be walked on campus, parked and locked in the bike rack. The school assumes no responsibility for bicycles. Bicycles are **never** to be ridden on school grounds. (This includes before and after school hours.)

Skateboards, heelies, rollerblades including any shoes with retractable rollers are not allowed on campus. Motorized vehicles are **strictly prohibited** at Laurel School and are not a transportation option.

WALKING STUDENTS

Students who walk to school should come straight to school, always remain on sidewalks and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger.

ANIMALS ON CAMPUS

Animals are only allowed on campus when scheduled with the teacher for a classroom visit, or if it is a certified service animal. To protect you from liability and for student safety, NO DOGS are allowed on campus. Also, during student pick up, animals should be away from the Parent Pick Up area to ensure everyone's safety.

RECORDING IN THE CLASSROOM

Audio or videotaping in a classroom may only be done with teacher consent. Students or any other 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.

RECORDING SCHOOL EVENTS

Audio or videotaping a school event may not be posted on social media sites without written permission of the principal and/or district superintendent.

LOST AND FOUND

All clothing and lunch boxes found on the campus are placed in the lost and found. Money, glasses, jewelry, or any other articles of value are turned in to the office. Label all your child's belongings to expedite their return. Lost and found items are donated to charity at the beginning of each break.

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the Library Media Technician. Library classes are held for all students in TK-5. Classes are held for the purpose of library instruction, as well as for enjoyment of the materials and books. Specific library hours are available for students to read, check out books, return books, do reference work, makerspace, play quiet board games, or to work on special projects. Teachers are aware of the most current schedule each week. The library ***is not*** open to students or parents after school unless arranged for ahead of time.

Damaged or lost library books are the responsibility of the child and his/her guardian. There is no fine for overdue books, but lost or damaged books must be paid for. The library collection is constantly updated and expanded. Books are chosen for either educational or recreational value.

In addition, with their teacher's permission, students may visit the library to request technical assistance with their respective Chromebook.

If there is a repair issue, the Chromebook is repaired while the student waits. If the issue requires more than a few minutes to repair, a loaner Chromebook is checked out and the student returns to class.

COMMUNICATIONS

Communication with parents and the community is a priority at Laurel School. Regular communication will be provided. Here are some of the ways we get information out:

*ELECTRONIC MARQUEE
BACK TO SCHOOL NIGHT
CONFERENCES
SUNDAY UPDATE
MONTHLY FOOD SERVICE MENU
OPEN HOUSE
PTA EVENTS
STUDENT PICTURES AND WORK ON DISPLAY IN OFFICE*

*SCHOOL SITE COUNCIL
TEACHER COMMUNICATION
STUDENT SUPPORT TEAM MEETINGS
PHONE MESSAGES
NEWSPAPER COVERAGE
POSITIVE CALLS AND POSTCARDS
STUDENT WORK SENT HOME ON A REGULAR BASIS
SPANISH TRANSLATION OF NOTICES
SPECIAL EVENTS AND ACTIVITIES*

EDUCATIONAL FIELD TRIPS

Educational field trips may be taken during the school day. Parents will be notified prior to the trip regarding where the children 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; however, some field trip venues may have a maximum number of chaperones allowed. **All chaperones must have completed the OUESD volunteer approval process. All students and chaperones are expected to ride the bus for field trips.**

Donations for field trips are based on all students sharing the cost of the bus. SIBLINGS OF STUDENTS ARE NOT PERMITTED TO ATTEND FIELD TRIPS!

EXTRA-CURRICULAR ACTIVITIES

At Laurel School we like to offer many opportunities for students to be recognized and rewarded. Below is a list of just some of the special programs and activities we have during the school year. Ask your child about them and watch for the dates on the monthly calendar.

Recognition

Student Recognition Assemblies
Be Kind People Awards
Grade Level Focus Skills
Principal's Award
Lunch with the Principal
Class Recognition
Attendance Recognition

Special Programs

Grade Level Events
Parent Education Nights
ELAC
School Site Council
PTA

Special Events

Family Day
PTA Events
Trunk or Treat
Book Fairs
Enrichment Assemblies
Community Service
ELA & STEAM
Read to Grow
Read Across America
Spelling Bee

BIRTHDAY CELEBRATIONS

Families may bring birthday treats. This must be arranged with the teacher ahead of time. Due to allergies and nutritional restrictions, we **STRONGLY ENCOURAGE NON-FOOD ITEMS**. Homemade treats are not allowed under any circumstances. Healthy, prepackaged snacks, such as fruit, pretzels, etc. are possible options, but non-food items are strongly preferred. Invitations to birthday parties may not be brought to school unless all the children in the class receive one.

Oakley Union Elementary School District

Healthy Classroom Party Ideas

Please help your child's classroom be a healthy place to learn by following the OUESD Wellness Policy.

Non-Food Activities

We ask that all families support our effort to celebrate without food. This will allow us to focus on the children and making it a memorable experience.

Birthday Celebration Ideas:

- Birthday boy/girl wears a crown all day or brings a storybook to be read aloud to the entire class.
- Parents can donate age-appropriate party favors: coloring books, stickers, jump ropes, mini flying discs, small toy cars, yo-yos, pencils or crayons, paddleballs, books, whistles, balls, playing cards, small stuffed animals, or put together a goodies bag filled with small, fun toys.

Holiday Celebration Ideas:

- Holiday Extravaganza stations with hands-on activities.
- Students rotate station-to-station, creating bookmarks, greeting cards, relay games, dancing, etc.

Considerations for Food Guidelines

Desserts (Limit to one small portion)

- Graham crackers (1 oz.)
- Low-fat frozen yogurt and fruit parfait (2 oz.)
- Whole fruit frozen cup (4 oz.)
- Angel food cake with fresh fruit topping (no sugar added)

Snack Foods (Limit to 1 oz. portion size)

- Low fat cheese
- Crackers with low-fat cheese
- Whole wheat soft pretzels with mustard
- Air-popped popcorn
- Baked tortilla chips and salsa
- Baked chips
- Dry cereal mix

Beverages (Limit to 8 oz. portion only) Choose non-sweetened:

- Nonfat, 1% milk
- Water
- 100% Fruit Juices

High fat and sugar items such as cupcakes and punch are discouraged. Please use the healthy choices below.

Fruits

- Apples, orange wedges, pineapple, bananas, kiwi, grapes, strawberries, dried fruits.

Vegetables

- Baby carrots, green or red pepper strips, pea pods, broccoli, cauliflower, cherry tomatoes, salads with low fat dressing, guacamole

For more information on the OUESD Wellness Policy please visit our website at <http://www.ouesd.k12.ca.us> .
For Cal-fresh information, call 877-847-3663. Funded by USDA SNAP, an equal opportunity provider and employer. Visit www.cachampionsforchange.net for healthy tips. California Department of Public Health.

SPECIAL PROGRAMS

SCHOOL SITE COUNCIL

An advisory committee made up of parents, teachers and classified staff called the “School Site Council” meets with the principal to develop, review and evaluate school improvement programs and the assists in making suggestions and recommendations for school improvement programs.

ELAC (ENGLISH LEARNER ADVISORY COMMITTEE)

This is an advisory committee made up of parents of English language learners. Discussions are held regarding services provided and how to promote English language acquisition.

STUDENT SUCCESS TEAM

Each school site has organized a Student Success Team composed of regular classroom teachers and support staff of other programs for the purpose of discussing student needs and developing and suggesting program modifications appropriate to individual students prior to referral to Special Education.

G.A.T.E. – GIFTED AND TALENTED EDUCATION

Third graders are tested each year to determine eligibility. Using the CogAt assessment, students can qualify for GATE. There is a different curricular focus each trimester with before/after school instruction. Classroom teachers will provide instruction to GATE students.

SPECIAL EDUCATION

In Special Education our goal is to provide services which best meet the student's needs within the general education program. Under the federal guidelines, this is referred to as the least restrictive educational 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 or she would attend if non-disabled, unless the IEP team determines that the child requires some other arrangements.

The following are descriptions of the types of programs and services that are available.

Designated Instructions and Services

Assessments must indicate the need and the services must be specified in the Individual Education Plan. Types of services include, but are not limited to, Language and Speech Development, Individual and Small Group Instruction (ISGI), Psychological Counseling, Audiological services, instruction in the home or hospital, physical and occupational therapy, vision services and therapy.

Resource Specialist Program

Provides instructional services for students whose needs have been identified in an IEP and who are assigned special education with the regular programs. A Resource Specialist provides consultation, instruction, resource information, and materials to parents and regular teachers (regarding students).

Learning Center Model

- Students are enrolled in a regular classroom.
- Students are functioning significantly below grade level and are pulled during CORE teaching time in Language Arts and/or Math and receive more intense small group instruction.
- Sessions vary in length according to need.
- Extra support and modifications are provided in a regular classroom environment.

SCHOOL MEALS

School meals are free and available to all students. The District still requests that all families complete a meal application each year. This form is available electronically. The information from these applications provides funding to our school district. Additionally, families that qualify may receive discounts on home internet and/or utilities.

HOT LUNCHEAS/BREAKFAST

- Breakfast is available before school starting one hour before school.
- Lunch is available daily.

CAFETERIA

1. Teachers walk their students to the cafeteria for lunch
2. Students enter the cafeteria in a quiet manner and use inside voices.
3. Classrooms are designated to specific tables and students may NOT move to another table or class to eat their lunch
4. Once students are seated at their table with your lunch, they DO NOT get up until you are finished and are excused.
5. We offer a “nut free” table for all students that may have specific food allergies and need a safe place to eat their lunch. These students may have up to two friends join them with staff approval
6. When an adult has excused you, put your trash in the garbage cans, your lunch box in your class basket and WALK DIRECTLY to the playground.

LUNCH BOXES

Please label your child's lunch box with first and last names, teacher's name, room number and grade.

HEALTH

Emergency Information

Emergency Information must be completed for each student at the beginning of each school year. This is done electronically during registration and Walk Through. Any changes to the information should be reported promptly to the office staff and changed by parent/guardian request only.

Illness or Injury

For health and safety purposes, students should not be sent to school if they are showing signs of illness, such as fever, vomiting, diarrhea, nausea, constant coughing, sore throat, or untreated infected skin patches/rashes. It is advisable that students with a fever are kept home until they are fever free for 24 hours, without benefit from a fever – reducing agent.

Parents should notify the school office whenever their child is going to be absent from school due to illness or injury.

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 99.6°F or above with complaints of moderate to severe illness or pain
- Difficult or rapid breathing (with no relief from medications provided by parent)
- Severe coughing
- Eyes that are red, swollen and draining
- Vomiting / diarrhea
- Severe pain

If any of these conditions exist, the office staff will notify the parents. Parents are responsible for picking up their 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. If your child has a long-term medical condition (such as asthma, severe allergies or anaphylaxis, diabetes, seizures, etc.), please make sure it is noted on the Emergency Information Card and Health Survey Form. In addition, please check with the office manager to obtain other forms that may need to be filled out to have medication kept and/or administered at school.

Head Lice

A student who has active, adult live lice will be excluded from school until treatment is completed. Once treatment has been completed, the student shall be allowed to return to school the next day and shall be checked by school staff to ensure that the student is free of lice before returning to class. According to Board Policy, once they are determined to be free of lice, the student shall be rechecked weekly for up to 6 weeks.

Medications

The California Education Code has specific guidelines for all public schools regarding the administration of medications for both prescription and over-the-counter medications.

A physician's statement must be completed each school year for students receiving either prescription and/or over – the – counter medications during school and all school sponsored events / activities. This form must be updated annually. Additionally, this form must be resubmitted as needed to reflect any medication/ dosage changes.

All prescription and over-the-counter medications must be delivered to school in its original labeled container. Medications not delivered in their original container will not be accepted by the school. It is also the responsibility of the parents to check expiration dates on all medications. All medications must be delivered to the school by an adult.

Physical Exams

Students entering kindergarten or first grade shall submit to the school a signed physical form completed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter.

Immunization Requirements

The California School Immunization Law requires that children be up-to-date on their immunizations (shots) to attend school. Most children need booster shots before starting kindergarten. Students must present documentation of complete immunizations before entry into a school. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

Vision / Hearing Screenings

All students shall have their vision and/or hearing screened a few times during their elementary school career. This screening shall comply with California Department of Education standards and shall be performed by qualified personnel authorized by the District as specified by law. For male students, color vision shall be tested one time, after the student reaches grade one. The parent/guardian of any student suspected to have visual or auditory concerns shall receive a notice with a request that remedial action be taken to further evaluate the findings. Classroom teachers may refer any student from any other grade for either screening as necessary.

ACADEMIC REPORTING

STUDENT ASSESSMENT

All students are assessed in Reading, Writing, and Math at least three times a year to determine their progress toward meeting State Standards and Benchmarks.

STATE TESTING

Students in Third through Fifth Grades will be tested in the spring with the Smarter Balanced Common Core Test. Results will be mailed to parents in the summer. State testing occurs in early May. Please ensure your child attends during this time

PARENT/FAMILY CONFERENCE

The dates of parent/family conferences have changed from prior years. Parent conferences will now occur the week prior to Fall Break. These conferences are scheduled for all students. In addition, parents/families may request a conference/meeting with your child's teacher at any time to discuss concerns and/or provide updates about your child.

PROGRESS REPORTS

In all grades, progress reports will be sent three times a year at mid-trimester. Every student is issued a progress report. Students with IEP's will be sent progress reports on their student's IEP goals at the same time as report cards.

REPORT CARDS

Report cards are issued three (3) times a year, once during each of the trimesters. It is the purpose of the report card 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 "Key" or "Explanation of Marks" on the report card. Report Cards are sent home after the last day of the trimester. Parents who have questions or concerns regarding their child's progress should contact the teacher. Parent/Teacher conferences can be arranged when necessary. End of the trimester dates are listed in the calendar.

HOMEWORK

If a child is to realize a full measure of success in his/her schoolwork, he/she must recognize and exercise the self-discipline necessary for independent work. Opportunities for independent work will be provided in the classroom. We also know that a student will not have the guidance and supervision of a teacher throughout life, therefore, it is equally important that they learn to study independently at home. For this reason, and because some areas of learning require more study time than is available during the school day, teachers will assign a reasonable amount of homework throughout the school year. Skills needed for the completion of homework are thoroughly taught in the classroom, and directions for all assignments are clearly given by teachers. Homework expectations are discussed at Back-To-School-Night. All students are expected to read each night and practice sight words and/or math facts as needed.

EMERGENCY PROCEDURES

GENERAL EMERGENCY INFORMATION

- Fire drills, earthquake drills, suspicious person drills, and “Shelter in Place” drills are conducted regularly. Detailed escape plans are posted inside the door of each classroom.
- Disaster supplies and water are stored in every classroom. Students are asked to bring a non-perishable snack at the beginning of the year to be used in the event of an emergency.

IN THE EVENT OF AN EARTHQUAKE

WHEN IN A SCHOOL BUILDING:

- The teacher initiates action by directing the students under their desks facing away from the window. This will minimize injury from broken glass, falling light fixtures and ceiling debris.
- After the initial shock, the teacher will guide the students out of the building in the same manner as a fire drill. The teacher will direct students away from the buildings, trees and poles, looking carefully for fallen wires. Students will be directed to stay in the open area until they are directed by officials to proceed to another area. The building should never be re-entered.
- Teachers will take roll and know where all his/her students are. Students will be kept together as a class.
- Under ordinary circumstances, students will be kept at the school.
- Parents should not phone the school for information, as the lines will be needed for emergency use by school officials. Please be sure all emergency information is kept current on your child’s emergency contact in PowerSchool.
- The teacher will discuss alternative exits from the classroom with the students in case the door is jammed closed, as well as what students should do if the teacher is seriously injured or otherwise incapacitated. All exits are kept unobstructed.

ON THE PLAYGROUND:

- Students are to immediately drop flat to the ground.
- As soon as possible after the initial shock, students are to move away from buildings, trees, and poles. ***DO NOT RUN AND BE SURE TO WATCH FOR FALLEN WIRES.***
- Students are not to re-enter buildings.
- Students will stay together as a class with their teacher. They are not to leave the school! Students will be grouped by class at the designated fire drill area. All teachers will take roll call to account for students.

PUBLIC NOTICE

Americans with Disabilities Act (ADA) Rights of Qualified Individuals with Disabilities

The Oakley Union Elementary School District **DOES NOT:**

- Deny the benefits of school district programs, services and/or activities to qualified individuals with a disability on the basis of a disability.
- Discriminate, on the basis of disability, access to or provision of programs, services or activities of the District, or employment or application for employment to qualified individuals with disabilities.
- Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

The Oakley Elementary School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities. Students with disabilities will not be charged additional fees to participate in District programs, services and activities. In accordance with Section 35.106 of the Americans with Disabilities Act, all students, parents, participants, applicants, and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Jeff Palmquist
Superintendent
91 Mercedes Lane
Oakley, CA 94561
(925) 625-0700, TTY (925) 625-6580
adacoordinator@ouesd.k12.ca.us

Uniform Complaint Procedure

Title 5 of the California Code of Regulations requires districts to adopt and provide Uniform Complaint Procedures to assist you with questions regarding your rights regarding violations of the laws and regulations governing Consolidated Categorical Aid Programs, Adult Basic Education, Vocational Education, Child Care and Development, Special Education, Migrant Education and Child Nutrition Programs. (Cal. Code Regs., tit. 5, §§ 4622, 4652, 4671.) A copy of the complete procedure is available upon request to the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at www.ouesd.k12.ca.us click [HERE](#); or email adacoordinator@ouesd.k12.ca.us.

Statement of Accommodation

The Oakley Union Elementary School District encourages persons with disabilities to participate in its programs, services, and activities. Individuals who require special accommodation (American Sign Language interpreter, reader, assistive listening device, note taker, taped text, Braille or large print materials, accessible seating, etc.) should contact the Superintendent's office. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Heather Partida at 925-625-5050, TTY (925) 625-6580 hpartida@ouesd.k12.ca.us at least 48 hours prior to the scheduled event or visit. An extensive list of accommodations is available upon request to the District Office, 91 Mercedes Lane, Oakley, CA 94561, (925) 625-0700, TTY (925) 625-6580; any school site office; the District website at www.ouesd.k12.ca.us; or email adacoordinator@ouesd.k12.ca.us.