



**Marin Elementary School  
Albany, California**

**Marin School  
PARENT HANDBOOK  
School Year 2018-2019**

1001 Santa Fe Avenue • Albany, California 94706  
Office Phone: 510-558-4740 • Fax: 510-559-6509  
[marin.ausdk12.org](http://marin.ausdk12.org)

## ALBANY UNIFIED SCHOOL DISTRICT

### Board of Education

Paul Black, President  
Ross Stapleton-Gray, Vice President  
Charles Blanchard  
Jacob Clark  
Kim Trutane

### Key District Staff

Valerie Williams, Superintendent  
Marie Williams, Director of Curriculum & Instruction  
, Chief Business Official  
Carrie Nerheim, Student Services Director  
Cheryl Cotton, HR Administrator  
Diane Marie, Special Ed. Services Director

## STAFF/TEACHER DIRECTORY

### **Administration**

Melisa Pfohl, Principal • 510.558.4740  
Janet Nichols, Secretary • 510.558.4740  
Natalie Brice, Secretary • 510.558-4741

### **Specialists**

David Janinis • Physical Education  
Julie Busgang • Reading/Intervention  
Lauren Mishork • ELD Specialist  
Sara Haller • Resource Specialist  
Barbara Aimino • Math Intervention  
Jaime Costello • Speech/Language  
Elaine Wong • Science Prep Teacher  
Nicole Melwani • Occupational Therapist  
Judith Carey • Library  
Nancy Linford • Music Prep  
Mark Nemoynnton • Instrumental Music  
Jeffrey Luna-Sparks • Choir  
Natalie Buck-Bauer • General Music  
Naomi Gardner • TSA

### **Tupelo**

• Albany Children's Center 510.559.659

### **Facilities, Safety & Lunchtime**

Rick Santos and Nick Williams • Custodians  
Ellen Franzen, Curtis Chang • Crossing Guards  
Ingrid Haney, Olga Solis, Hari Krashna •  
Noon Supervisors

**Teachers**

Maggie Shepherd ● Kindergarten  
Pansy Lou ● Kindergarten  
Eileen McKenzie ● Kindergarten  
Adele King/Elsie DeLaere ● Kindergarten

Amy Evoy ● First Grade  
Dan Chan ● First Grade  
Laura McManus ● First Grade  
Ashleah Litchenstein ● First Grade

Kerry Dunigan ● Second Grade  
Stephen Naiff ● Second Grade  
Linda Bishop ● Second Grade

Savitri Khalsa ● Third Grade  
Maritza Hiltcher ● Third Grade  
Charles Medved ● Third Grade  
Lauren Halperin/Amanda Silas ● Third Grade

Holly Castrillon ● Fourth Grade  
Casey Daniel ● Fourth Grade  
Julie VonEhrenkrook and Corrie Winnacker  
● Fourth Grade

Libby Richardson ● Fifth Grade  
Rochelle Donovan ● Fifth Grade  
Camille Snyder ● Fifth Grade

# **MARIN ELEMENTARY SCHOOL SCHEDULE – 2017-2018**

*Office Phone: (510) 558-4740*

*24 Hour Attendance Line: (510) 558-4740*

*Absence Reports: [jnichols@ausdk12.org](mailto:jnichols@ausdk12.org) or [nbrice@ausdk12.org](mailto:nbrice@ausdk12.org)*

## **Office:**

Hours: 8 am – 4 pm

## **Staggered Reading Program**

### **Kindergarten**

8:30 am – 1:00 pm      Early Bird Schedule

9:30 am – 2:00 pm      Late Bird Schedule

### **1<sup>st</sup>-3<sup>rd</sup> Grade**

8:30 am – 1:55 pm      Early Bird Schedule

9:40 am – 3:05 pm      Late Bird Schedule

Every Wednesday      8:30 am – 1:45 pm (1<sup>st</sup>-3<sup>rd</sup> grade students)

The staggered schedule allows for optimal small group instruction in grades K-3. It gives teachers the opportunity to work with the children in small groups for an hour at the beginning and the end of each day. Language arts instruction takes place during that time, giving children a smaller setting in which to read, discuss, and write. Teachers have instructional reasons for grouping children to best meet each child's learning needs. The daycare providers in our area are aware of our staggered schedule and accommodate their programs to coincide with ours.

## **Grades 4 & 5:**

Mon, Tues, Thurs, Fri      8:30 am – 3:05 pm

Every Wednesday      8:30 am – 1:40 pm

## **Adjusted Schedule (Minimum) Days for 1<sup>st</sup>-5<sup>th</sup> Grades:**

Early dismissal times on Wednesdays are used by the teachers at each school for staff development and planning meetings. In addition to Wednesday, some other days are also adjusted schedule days. On these days, all 1<sup>st</sup>-5<sup>th</sup> grade children come to school at 8:30 am, and are dismissed at 1:40 pm (4<sup>th</sup> & 5<sup>th</sup> grades) or 1:45 pm (1<sup>st</sup>-3<sup>rd</sup> grades).

- All Parent Conference Days
- Last Day of School – Friday, June 15, 2018

**Kindergartners maintain their regular schedule every day with the exception of the last day of school.**

## Daily Schedule – 2017-2018

### Kindergarten

8:30-9:30 am	Early Bird Reading (8:30 am Arrival – Early Birds)
9:20-11:15 am	All Students (9:30 am Arrival – Late Birds)
11:15-12:00 am	Lunch
12:00 am-1:00 pm	All Students (1:00 pm Dismissal – Late Birds)
1:00-2:00 pm	Late Bird Reading (2:00 pm Dismissal – Late Birds)

### 1<sup>st</sup>-3<sup>rd</sup> Grade

8:30-9:30 am	Early Bird Reading (8:30 am Arrival – Early Birds)
9:30-9:40 am	Recess (9:40 am Arrival – Late Birds)
10:50-11:00 am	Snack Recess
12:00-12:45 pm	Lunch
1:55-2:05 pm	Recess (1:55 pm Dismissal – Early Birds)
2:05-3:05 pm	Late Bird Reading (3:05 pm Dismissal – Late Birds)

### 4<sup>th</sup> & 5<sup>th</sup> Grade

8:30 am	Arrival for All Students
9:45-10:00 am	Snack Recess
12:00 am-12:45 pm	Lunch
1:50-2:00 pm	Recess
3:05 pm	Dismissal for All Students

### Wednesday Schedule

1 <sup>st</sup> -3 <sup>rd</sup> Grade	8:30 am-1:45 pm (All Students)
4 <sup>th</sup> & 5 <sup>th</sup> Grade	8:30 am-1:40 pm (All Students)
Kindergarten	<b>No Change in Daily Schedule</b>

### Kindergarten Lunch

<b>11:15-12:00 pm</b>
11:15-11:30 am - play
11:30-12:00 pm - eat

### 1<sup>st</sup> – 3<sup>rd</sup> Grade Lunch

<b>12:00-12:45 pm</b>
12:00 – 12:20 – eat
12:20 – 12:45 – play

### 4<sup>th</sup>-5<sup>th</sup> Grade Lunch

<b>12:00 – 12:45 pm</b>
12:00 – 12:25 - play
12:25 – 12:45 – eat

We are happy to welcome all our students and their families to Marin Elementary School. Our goal is to build a solid educational foundation for all students while inspiring, guiding and challenging them to learn and reach out to the world with compassion, integrity and courage.

*The following is an alphabetical list of school policies. Although we have made every effort to include information for students and parents to be aware of, it is not intended to be all inclusive of every circumstance, school or district policy, or state/federal law. Marin Elementary School may add or modify policies without advance notice.*

## **AUSD BOARD MEETINGS**

Albany Unified School District website: [www.albanyk12.org](http://www.albanyk12.org)

- **Albany Unified School District Board of Education meetings 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Please visit the website for any changes or updates.**

*All meetings to be held at 7:00PM at Albany City Hall, 1000 San Pablo Ave, Albany*

## **ATTENDANCE**

### **Reporting Absences**

**Parents or legal guardians must notify the school of their child's absence(s) on the day(s) of the absence(s) by 10:00am.** This applies to both full and partial day absences. Reporting absences can be accomplished by any of the following means:

- Call the Attendance Line 558-4787 or
- Speak directly with office personnel

### **Reasons for Absence**

The California Education Code defines the following types of absences:

Excused Absence: Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations and verified by a parental note or phone call. Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours. A valid written excuse from a physician must be submitted for any and all absences in excess of ten (10) per school year. All absences above ten per school year that are not cleared by a physician will be considered unexcused.

Unexcused Absence: Absences for any reason not delineated above, including truancy, are considered unexcused absences.

### **Tardies**

When a student arrives late to school, he/she must report to the office for an Admit Slip (green slip) before going to class. Tardies can subject a student to be classified as truant (see *Truancy* below.)

### **Parent Notification**

When students are not present in class, a call home will be made in the morning informing parents that their child is not in school.

### **Truancy**

Students shall be classified as truant if absent from school without a valid excuse three full days in one school year; or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year; or any combination thereof.

### **BACK TO SCHOOL and OPEN HOUSE**

Each Fall, Marin Elementary School hosts a “Back to School” night with your child’s teacher to provide information on procedures and curriculum. This is a **parent-only event**; no children please. Each Spring, Marin School hosts an “Open House,” for your child to share their learning and projects for the year. Children and siblings are welcome to come to Open House but must be supervised.

### **BICYCLES**

Students are expected to:

- Obey all rules and regulations of the road
- Wear a helmet in accordance with California State law (VC 21212)
- Walk their bicycles on school grounds at any time.
- Walk their bicycles on sidewalks in front of the school
- Walk their bicycles in the crosswalk
- Lock their bicycles in the bicycle rack

### **BULLYING**

Marin, in accordance with AUSD, values a safe and supportive learning environment for all that promotes student achievement and embraces diversity within our community. At Marin, we expect that NO children or adults will use words, actions, and/or body language to degrade, humiliate, or dishonor others. As a community we have no tolerance for any type of bullying. We encourage students to inform a school staff member when he/she reasonably believes that they are victims of bullying or when they are witnesses to someone else being bullied.

### **CAMPUS HOURS**

School is opened between the hours of 8:10 AM and 3:05 PM. However, Tupelo is open from 7:30 AM to 6:00 PM. Unless students are enrolled in an afterschool program, there is no supervision on the playground.

### **CELL PHONES**

Students are not allowed to use cell phones, including text messaging, on school grounds **during the entire school day**. Cell phones ringing in or around classrooms are extremely disruptive to teachers and other students and are, therefore, unacceptable.

- Cell phones must be turned off during the entire school day
- Cell phones must be securely put away as the school and district are not responsible for any lost or stolen articles
- Continued defiance to cell phone rules may result in suspension

## CHILDCARE

### **Tupelo and the Albany Children's Center (ACC)/**

<http://acc.ausdk12.org/>

Anna Mansker, Director (510.559.6592)

Felicia Lien, Secretary (510.559.6590)

Billing – Albany Children's Center Office (510.559.6590)

Tupelo Program Staff – (510.558-3750 EX 4738)

- **Albany Children's Center/** The Albany Children's Center is a year round early childhood program of the Albany Unified School District and provides before and after school care for students' grades K-3 as well as a full-day program for preschool children ages 2.9 to 5 years. Tupelo is the Marin School on-site before and after school program. Tupelo is staffed by a qualified teacher with a background in child development.
- **Tupelo Schedule/** During the school year on both regular, non-minimum day schedule, Tupelo will provide before and after school care from 7:30AM to the start of the school day and after school from the end of classes until 6PM. Breakfast and nutritious snacks are provided. During teacher training days, the program will open for the full day from 7:30AM – 6PM. Tupelo will be closed on all school district holidays.
- **Other After School Childcare Options/** Here is a list of other community after school programs to consider.
  - Albany YMCA Kids Club, PH: 525.1130. Provides before and after school care for grades K-5 on Solano Avenue site via supervised walking.
  - Albany Recreation Department (Friendship Club- Memorial Park), PH: 559.7220. Provides only after school care (no before-school care) for grades 1-5. Transportation from Marin school via van.
  - Creative Play Center, 1151 Portland Avenue, Albany, PH: 524.9399. Provides only after school care (no before-school care) for grades K-5. Transportation from Marin school via van.
  - Berkeley/Richmond Jewish Community Center, 1414 Walnut Street, Berkeley, PH: 848.0237. Provides only after school care (no before-school care) for grades K-6. Transportation from Marin school via van.
  - Classroom Matters, St. Albans Church, Washington Ave, Albany, PH: 540-8646.

## CLASSROOM RULES

Each classroom has basic rules and expectations that every student must follow. The fundamental expectations are the following: Be Safe, Be Respectful and Be Responsible.



## **CLOSED CAMPUS**

Marin Elementary School is a closed campus. Students are to remain on campus for recess and lunch. The gates at Marin, Curtis and Santa Fe will be locked from 10:00 AM to 1:45 PM. At 4:00 PM the two gates on Santa Fe (next to room 15) and rolling gate on Santa Fe, the gate on Curtis Street and the gate on Marin (next to room 20) will be locked for the day. The last gate on Marin will be locked at 6:00 PM.

## **CROSSING GUARDS**

Crossing guards are posted before and after school at Santa Fe and Marin. The crossing guards are there between 8:00 – 8:30 am, 9:20-9:40 am, 12:45-1:00 pm, 1:45 –2:05 pm, and 3:00-3:15 pm daily. If you are planning to have your child walk to/from school, please introduce your child to the crossing guards and instruct your child to always cross these major streets with their assistance.

## **DRESS CODE**

Children should attend school in clothing appropriate for education and learning. When students wear shorts, skirts, dresses, etc., they are expected to be at least fingertip in length when student is standing. Tank tops must be two inches or wider at the shoulder. Students who are wearing inappropriate clothing will be asked to change into another set of clothes provided to them by our main office and parent will be notified. Leather-soled sandals, party shoes, and cowboy boots can be slippery and hazardous in wet weather or on field trips. Closed toe shoes are important for PE days. Please **mark** your child's name in coats, raincoats, hats, sweaters, lunch boxes, and anything else that travels from home and school. Please regularly check the lost and found racks outside the office for any lost items. During Winter and Spring Recess and at the end of the year, unclaimed items will be donated to charity.

## **EMERGENCY CARD/MEDICAL FORM**

It is essential that each student have an up-to-date Emergency Card and Medical Information Form on file in the office. Any change of address, phone number, or medical condition must be immediately reported in writing to the office. Parents who leave town on a trip should notify the school in writing about who will be responsible for the student(s) during their absence. The District does not have a nurse available daily, so it is essential that parents or their designee be accessible in case of illness or accident. In case of a serious emergency, the Albany Fire Department will be called. Please visit the AUSD website at [ausdk12.org](http://ausdk12.org) to complete your student's emergency form online or visit our main office for further assistance.

## **ETREE**

The Marin eTree is an email discussion group and virtual community where Marin School parents and teachers can share ideas and information. If you have a question that other parents may have dealt with, you can broadcast the question and get some advice. If you've learned something that you think should come to the attention of the Marin community, you can send a single message and reach a lot of families. The eTree is moderated and edited by a volunteer parent. The moderator approves any messages before they are posted and screens items for accuracy and appropriateness. The moderator also includes pertinent information obtained from other websites and news articles. Join the Marin eTree by sending an email to [MarinSchool\\_etree-subscribe@yahoogroups.com](mailto:MarinSchool_etree-subscribe@yahoogroups.com). No advertising: The list may not be used for commercial purposes or for any advertising other than items and services that members themselves are offering. Recommendations are always welcome, though. The name and email address that we find in your message is included in your response. This is so that other parents reading the newsletter can contact you directly to reply to your request or to get more info about your post. It

also gives a greater sense of community to the newsletter. Please visit [www.MarinschoolPTA.org](http://www.MarinschoolPTA.org) for updates and more information.

## **FIELD TRIPS**

Marin school recognizes the importance of out-of-classroom learning experiences and encourages educational study trips or extracurricular activities. Parents are often requested to assist with providing transportation for class field trips throughout the year. All parents interested in volunteering as field trip drivers must have a completed transportation form in the office which includes a copy of your DMV driving record, driver's license, vehicle registration, and insurance. A new transportation form and attachments must be filled out each school year.

## **FIRST AID OR MEDICATION AT SCHOOL**

Marin School office staff can only offer, ice, bandages, and TLC for ill or injured students. It is imperative that we are able to contact someone to pick up your child in case of emergency or if he/she becomes ill at school. There is no on-site nurse.

If your child brings any medicine to school, written instructions and a permission form from you and your child's physician is required. For students with continuing medicine from last year, a new authorization form must be signed for every school year. Please bring the medicine directly to the office for safekeeping. Inhalers need to be kept in the office. If you allow your child to keep medicine in their backpacks, you must fill out a medical form in the office. A child's name should be clearly written on the inhaler since many of them look alike.

## **GENERAL SCHOOL RULES**

We are pleased that students take pride in their attendance and behavior at Marin School. In order to achieve these goals, the following rules are in effect at Marin School:

1. Students will treat each other and adults with respect.
2. Students will act safely and courteously. They will conduct themselves in a manner that is not harmful to themselves or others.
3. Dangerous objects are not permitted on campus (such as knives, swords, hard balls or toy guns).
4. Students are expected to arrive to school on time.
5. Students are to walk in school walkways and in inside courtyards (if the ground is asphalt, you can run but if it is cement, you must walk).
6. Bicycles, skateboards, roller blades/skates are to be walked on the school grounds.
7. Electronic toys: Cell Phones, iPods, radios, game boys, are not permitted on campus
8. Hard balls, baseball bats, and Frisbees are not permitted on campus.
9. Students are strongly encouraged to leave valuables at home (jewelry, money, cell phones, Pokemon cards, etc.) The school is not responsible for lost items.

Playground Rules:

1. Students are to respect yard supervisors and others in authority.
2. Students are expected to solve their differences peacefully. Using conflict management and life skills or seeking help from a conflict manager/adult is encouraged.
3. Students are to use the equipment safely and appropriately.

4. Students are to play in designated areas only – bathrooms and courtyards are not considered play areas.
5. Students who check out school balls are responsible for them.

#### Lunch Time Rules:

1. Students must be respectful to each other in line.
2. Students are expected to observe good “eating manners.”
3. Each student is responsible to clean up his/her own area after eating.

#### Possible Consequences (for inappropriate activity) include:

- a student conference with the principal or teacher;
- a parent/guardian being contacted;
- the loss of recess;
- serving a detention after school;
- the loss of a privilege;
- paying for damage or repair;
- the loss of cafeteria privileges;
- the confiscation of objects;
- a school or home suspension (1-5 days)

**All major infractions will result in a parent/guardian being contacted.**

### **HOMEWORK POLICY**

At Marin Elementary School we believe that homework plays an important role in a child’s education. Quality homework has positive effects in life skills, immediate achievement and learning, and long-term activities. The time each student requires for homework will depend upon the student’s abilities, study skills and particular assignments.

Teachers and Caregivers are responsible for explaining the purpose of homework and establishing clear homework guidelines at the beginning of the school year. Students are responsible, as age appropriate, for recording all assignments, completing them on time, and turning them into the teacher. Parents are responsible for providing a space where students can work without excessive distractions; showing an ongoing active interest in their child’s school work; and, communicating with teachers if there is a pattern of too much or too little homework.

### **LIBRARY**

All Albany schools have a librarian on-site. Students visit the school library once a week and are allowed to check out books weekly. The library is also opened most lunch periods for children to visit or conduct a quiet activity. The library is not open after school. All library books must be returned at the end of the school year for your child to receive their report cards. Lost and damaged books will be charged to the student at replacement cost. Much of the budget for new books for the library and classroom result for the annual Book Fair run by the PTA.

### **LICE POLICY**

If a student is found with active adult head lice, parents will be notified. The parent/guardian shall receive information about recommended treatment procedures and sources of further information. Once he/she is determined to be free of lice, the student can be rechecked for up to six weeks. Parents

of students in the class of the infected student will be notified.

### **LOST AND FOUND**

Please regularly check the lost and found racks outside the office for any lost items. During Winter and Spring Recesses and at the end of the year, unclaimed items will be donated to charity.

### **LUNCH PROGRAM**

Students in Grades K-5 may either bring a lunch from home or purchase a cafeteria lunch for \$3.50 (includes milk) or just milk for \$.50. Checks should be made payable to AUSD. Qualified families may apply for free or reduced price lunch. A new lunch menu is posted monthly on the AUSD website ([www.albanyk12.org](http://www.albanyk12.org)). A lunch and milk card purchase envelope is available in the Office or you can add money to your student's account online, [www.myschoolbucks.com](http://www.myschoolbucks.com). If you have questions about lunch and/or milk payments, please contact Food Services at (510) 558.2607.

### **NOONTIME ACTIVITIES**

The library, playground games and other activities are available for students during lunch. Activities have included knitting, computer lab, math and music club, improv. club and board games.

### **PARENT CONFERENCES and REPORT CARDS**

There are three reporting periods for Grades K-5. The first period ends prior to Thanksgiving. The second period is in the Spring. The third reporting period ends with the last day of school. Parent and teacher conferences are scheduled for the first reporting period. Other parent teacher conferences, including Spring, are scheduled on an as needed basis.

### **PARENT TEACHERS ASSOCIATION (PTA)**

#### **Marin School PTA Board**

Presidents – Abby Wentworth/Stephanie Best

Treasurer – Christopher Wu

Financial Secretaries – Lyssa Rome and Dave Gilson

Secretary and Historian – Jeanne Cajina

The Marin School Parent-Teacher Association invites you to join our efforts to maintain and enrich Marin's strong educational program. With these contributions, PTA provides a wide variety of support at Marin, including assemblies, field trip scholarships, garden activities, extension to the core curriculum activities, noontime activities, chess in the classrooms, emergency/earthquake preparations, grants to classroom teachers, school-wide directory, and much more. Together with the PTAs of Cornell and Ocean View working with SchoolCARE, Marin PTA contributions will ensure the continuation of the K-5 Arts program and school wide interventions. In addition to financial support, we would like to encourage your participation in making Marin School a great place for our children. Attend a PTA meeting and share your views, or help with an event. We welcome anyway you choose to participate in the Marin Community. PTA meetings are held monthly with childcare available on-site. There are many committees that welcome your participation. Basic family dues are \$25 though families who are able to contribute more are encouraged to do so and those who can afford less are welcome to give what they are comfortable with.

## PLAYGROUND SUPERVISION

Students are not to be on the playground before or after school without supervision. The playground is supervised beginning at 8:10 am. Parents are advised to not send children to school before that time. Students who are on split reading schedule should come to school at the 9:30 am recess. There is no supervision before that time or after 2:05 pm. Students and parents are expected to leave the campus after dismissal.

## SAFETY DRILLS

The school emergency procedures are practiced monthly at various times during the school day to ensure that students know what to do should a fire or earthquake occur during school hours. If a disaster occurs during school hours, students will be kept on the school site until picked up by a parent or responsible adult listed on the student's emergency form. It is very important that your child's important emergency information form is kept up to date in the office. Please let the office know immediately of any change in address, job, phone numbers, and medical information. This is important not only for disaster but should your child become ill or has an accident.

## SCHOOL SCHEDULE

**Staggered Reading Program (Grades K-3 only):** The Albany Unified School District has a staggered reading program. For the first week of school, everyone in Grades 1-3 is on one schedule "early bird schedule" 8:30AM to 1:45PM(1-3). **Kindergartners maintain their regular schedule every day.** The purpose of the staggered reading is to increase contact time between teacher and student and provide individualized reading/language arts instruction.

### Kindergarten

- Kindergarten Early Bird: 8:30 AM to 1:00 PM
- Kindergarten Late Bird: 9:30 AM to 2:00 PM

### Grades 1-3

- Grades 1-3 on Wednesday and Early Dismissal Days: 8:30 AM to 1:45 PM
- Early Birds: All other days 8:30am to 1:55PM
- Late Birds: All other days 9:40AM to 3:05PM

8:30	Early Bird Arrival
9:30 – 9:40	Recess
9:40	Late Bird Arrival
10:50 – 11:00	Recess
12:00 – 12:45	Lunch
1:55	Early Bird Dismissal
1:55-2:05	Recess
3:05	Late Bird Dismissal

(NOTE: 1:45 Dismissal on Wednesdays)

### Grades 4-5

- Wednesday and Early Dismissal Days: 8:30AM to 1:40PM
- All other days: 8:30AM to 3:05PM

8:30	Arrival
9:45-10:00	Recess
12:00-12:45	Lunch
1:50	Recess
3:05	Dismissal

(NOTE: 1:40 Dismissal on Wednesdays)

### **SKATEBOARDS, SCOOTERS**

Students are expected to:

- Obey all rules and regulations of the road
- Wear a helmet in accordance with California State law (VC 21212)
- Walk their skateboards/scooters on school grounds at any time.
- Walk their skateboards/scooters on sidewalks in front of the school
- Walk their skateboards/scooters in the crosswalk

### **STUDENT DISCIPLINE**

(see Appendix)

### **SUPPORTING ALBANY'S SCHOOLS**

Albany is fortunate to have many committed families and businesses supporting its schools. Here are a few of Albany's groups that fundraise for the schools.

- **SchoolCARE/** (1563 Solano Avenue, #537, Albany, CA 94706, suggested annual donation: \$500 per student, funds: classes) SchoolCare provides funds to restore classes and services across the curriculum and at all school levels. Contributions support teaching positions, expanded course offerings, librarians, visual and performing arts, science, and electives.
- **Albany Music Fund/** (1164 Solano Avenue, #150, Albany, CA 94706, suggested annual donation: \$350 per student, funds: music instruction and expenses) Albany Music Fund supports music program at all levels throughout the district, including choral, instrumental music programs, instrument purchases, scholarships and transportation to music competitions.
- **Albany Education Foundation/** (1320 Solano Avenue, #203, Albany, CA 94706, suggested annual donation: \$150 per student, funds: grants to teachers) Albany Education Foundation provides classroom resources to all sites including support to educational programs, science and math materials, teacher manuals, software, and library books.

### **TECHNOLOGY**

Students are expected to follow the rules regarding internet and technology use. The technology and internet are to be used in support of research and education and must be consistent with the

educational objectives of Albany Unified School District schools. Equipment and internet access are provided for educational purposes. Use only with teacher and parent permission

### **VALUABLES**

Students should not bring valuables, including, but not limited to, audio-video equipment, cameras, electronic toys, jewelry, Pokemon cards, iPods or large amounts of money. Things have a way of getting damaged or disappearing from backpacks, desks, and classrooms, and it is extremely difficult to recover them. The school is not responsible for these items if they are lost, damaged, or stolen. If something has been taken, report it immediately to a school staff member.

### **VISITORS – Parents and Non-Staff**

A visitor is defined as an individual who, with school district approval, assists students, schools, and teachers under the supervision of a teacher or other school employee and is never left alone with students. A visitor may also assist with educational programs or with special events on an occasional or infrequent basis. Therefore, the visitor is not required to complete a State and/or Federal Background Check. During the school day a visitor shall immediately report his or her presence at the school office or at the designated school location upon arrival at the school and sign a guest registry. (AR 1240)

### **VOLUNTEERS**

A volunteer is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff. Examples of volunteers include, but are not limited to, walk-on coaches and mentors, safety patrol coordinators, volunteer band instructors, drivers, and others who may do volunteer work in isolation with students. A volunteer is required to complete a Volunteer Application, submit fingerprints for DOJ and FBI clearance; and provide a clear TB test (within the last 60 days completed prior to rendering service. In addition, driver volunteers are required to submit a copy of driver's license, individual DMV driving record, insurance policy declaration page, copy of current car registration, and volunteer driver information sheet and declaration. (AR 1240)

### **WEEKLY NEWSLETTERS**

A BLUE school newsletter from the Principal will be distributed and posted online every Friday that lists upcoming activities, calendar of events, etc. This is also posted on the Marin E-tree. Additional copies will be available in the office.

***This handbook is designed to be a resource for students and parents. If you have any comments, please let us know so we can include new sections to address concerns or clarify school programs.***

***Best regards,***

***Melisa Pfohl  
Principal***

## Marin's Expected School Wide Behaviors

### DISCIPLINE GUIDELINES

The following **GUIDELINES** and the **Anti-Bullying Policy** will be followed by all staff members. All students are subject to disciplinary action when involved in any of the acts listed below, while the student is on school grounds or at a school activity, during lunch time, or while the student is going to or coming from school or a school activity. In looking at a student's past behavior, facts of an incident, and age, the principal may assign a different consequence from the guidelines below. **The principal has the final decision for disciplinary action.**

**No bullying – do not use words, actions, and/or body language to degrade, humiliate, or dishonor others**  
**Keep hands, feet, and objects to yourself**

1. Students who experience or witness bullying or physical violence must immediately report what happened to their teacher.
2. The teacher will conduct an investigation by interviewing the students involved.
3. The teacher will counsel the students and assign appropriate consequence.
4. The teacher will inform parents of the incident and the consequences.
5. The teacher will file a written report with the office.
6. As needed, the principal will conduct the investigation, assign the appropriate consequence, inform parents of the incident and consequence and file a written report.

#### **Consequences:**

1. Verbal reminder
2. Time out for one or more recesses
3. Parent/teacher/student conference to determine further action which could include suspension in school, suspension, or expulsion.

#### ***Expected Behaviors***

- Be Safe, Be Respectful, Be Responsible
- Respect everyone, students, teachers, staff, and parents. Always allow teachers to teach and allow all students to learn.
- Listen and follow directions the first time they are given. Students will respond appropriately to an adult's voice, gesture or whistle.
- No use of inappropriate or insulting language, profanity, physical discourtesies of any kind or vulgar gestures
- No bringing toys, electronic games, trading cards, radios, CD players, rollerblades, balls, or other unauthorized sports equipment to school.
- Cell phones must be turned off and out of sight during school hours.
- No entering classrooms without an adult present.
- Walk in the hallways and courtyards.



- Students will show respect for school property, supplies and books. Defacing school buildings or property is illegal.
- **Students are expected to wear helmets in accordance with California State law or lose bike, scooter or skateboard privileges.**

**Bells and Whistles:**

***When the bell rings or when the yard teacher blows one long whistle all students will freeze where they are and wait for the signal to walk to the lunch line or classroom line.***

**Students will stand quietly and appropriately in line.**

**QUIET AREAS MUST BE RESPECTED:** These areas are the courtyard, hallways, Office, Multi Use Room, and Library.

**Off-Limits Areas:**

Behind Room 24

Behind the Kindergarten Pod

**Cafeteria Behaviors:****Do not share or trade food. Some students have severe food allergies.**

No throwing of anything.

Students will use low voices so that those on each side will be able to hear but no one else.

Students will sit until dismissed to clean up their areas before leaving.

Common Area	Be Safe	Be Respectful	Be Responsible
<b>Hallways</b>	<ul style="list-style-type: none"> <li>● <b>Walk facing forward</b></li> <li>● Keep hands, feet and objects to self.</li> <li>● Carry objects at sides</li> <li>● Quiet feet/hands.</li> <li>● Balls are carried</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices.</li> <li>● Hands to yourself.</li> <li>● Keep personal space.</li> <li>● Be mindful of other classes.</li> </ul>	<ul style="list-style-type: none"> <li>● Go to where you need to go</li> <li>● Hot/school lunch on right.</li> <li>● Home lunch on left.</li> </ul>
<b>Lines</b>	<ul style="list-style-type: none"> <li>● Walk facing forward.</li> <li>● Hands to self.</li> </ul>	<ul style="list-style-type: none"> <li>● Quiet</li> <li>● Hands to yourself.</li> <li>● Keep personal space.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay with class.</li> <li>● Look at the person in front of you.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>● Walk.</li> <li>● Wash and dry hands</li> </ul>	<ul style="list-style-type: none"> <li>● Flush toilets.</li> <li>● Quiet voices.</li> <li>● Use just what you need.</li> <li>● Close doors quietly.</li> <li>● Give others privacy.</li> </ul>	<ul style="list-style-type: none"> <li>● Use just what you need.</li> <li>● Leave when you are done.</li> <li>● Put trash in garbage can.</li> <li>● Return to class or yard when you are done.</li> </ul>
<b>Structures and Little Yard</b>	<ul style="list-style-type: none"> <li>● One way on the monkey bars.</li> <li>● Slide down on bottom, feet forward.</li> <li>● Walk on the red mats.</li> <li>● Walk on the structure.</li> </ul>	<ul style="list-style-type: none"> <li>● Walk around games.</li> <li>● Take turns.</li> <li>● Stay off trees.</li> <li>● Only use your room's ball</li> <li>● Use respectful words.</li> <li>● Pause game for teachers and classes.</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself.</li> <li>● Put balls/ropes away before getting into line.</li> <li>● Get water.</li> <li>● Use the bathroom.</li> <li>● Stay at snack area and wait for yard duty.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Walk only</li> <li>● Keep feet on the floor at all times.</li> <li>● Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices.</li> <li>● One speaker at a time during rug time.</li> <li>● Take proper care of books.</li> </ul>	<ul style="list-style-type: none"> <li>● Take care of materials.</li> <li>● Clean up books, games, and art supplies at lunch time.</li> <li>● Return books on time.</li> </ul>
<b>Big Yard</b>	<ul style="list-style-type: none"> <li>● Walk bikes and scooters.</li> <li>● Kickball only at lunch.</li> <li>● One game at a time on the basketball courts.</li> <li>● Stay within the lines when playing football.</li> <li>● Gentle 2 finger tag.</li> </ul>	<ul style="list-style-type: none"> <li>● Show good sportsmanship.</li> <li>● Stay within the lines when playing on the basketball courts.</li> <li>● Football in the middle field during recesses.</li> <li>● Allow personal space.</li> </ul>	<ul style="list-style-type: none"> <li>● Put equipment away.</li> <li>● Use appropriate equipment.</li> <li>● Help solve problems.</li> <li>● Set a good example.</li> </ul>

		<ul style="list-style-type: none"> <li>• Use appropriate language.</li> </ul>	
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**Rainy Day Behaviors:** Wait in the Cafeteria or the Library until your classroom is available  
Respect your classroom environment and use rainy day materials properly and safely.

**Before School and After School Behaviors:**

**No students may be on the playground or in school hallways prior to 8:10 or stay after school beyond 3:10.**

All students must go home by 3:10 unless under the supervision of a parent or guardian.

All unattended backpacks must be placed near your classroom.

**Playground Behaviors: Students receive the following consequences: benched, loss of recess(es), in-house suspension or suspension.**

- **Pretend wrestling, fighting games or activities that appear aggressive will not be tolerated.**  
Examples include hitting, chasing, touching, karate movements, bumping, tripping, arm wrestling, pencil fighting or tag.
- Use playground equipment properly and safely.
- No littering, throwing or kicking of unapproved objects (rocks, etc.)
- Sit while eating.
- No interference with the games of others.
- No misuse of fixed playground equipment or apparatus.
- **Disputes are decided by “rock, paper, scissors.”**
- No cartwheels or gymnastics.

**Sandy area above the snake wall:** Students leave all rocks and plants in place.

**Play Structure:** Refer to matrix above Students who do not abide by the rules will be benched without reminders.

- While students play on the play structure, move away.
- At least one hand holding a bar at all times.
- No sitting on top.
- No running through the padded areas or passing through the play structure. Walk AROUND the structure
- No balls on the red area

**Balls:**

- NO personal balls at school
- No tennis balls allowed on the playground.
- No Frisbees
- ALL balls must be clearly labeled by each class.
- ALL balls and play equipment must be returned to class at the end of every recess.
- Report lost balls to your teacher.

**4-Square:**

1. 4 – 8 players per playing group. One player is in each square and the other wait in line. The player in square A or I is the server.

2. A standard 4-square area is one large square 10'x10' divided into four smaller squares (5'x5'); each box is labeled A,B,C,D or 1,2,3,4. The service area is located in the far outside corner of square A or 1.
3. The ball can only bounce once in any square. The goal is to get to box A or 1 and stay there.
4. The server controls play of the game. Play begins when the server drops the ball once into his/her square then hits into a different square (serves the ball) with both feet in the service area. The server must keep both feet in that box until the serve is completed.
5. Each player needs to hit the ball with any part of their hand into an opposing player's square after it has bounced only once in their own square.
6. If the ball lands on a line, or goes out of bounds before it bounces, the player who hit the ball is out.
7. If the ball is not returned before it bounces twice in a square, the player who missed the return is out.
8. If the ball is returned before it is allowed to bounce, the player who returned the ball early is out.
9. An out player moves to the end of the line. The person in the front of the line advances to square number 4 or D, and the remaining players advance to close the gaps between square 1 or A and 4 or D.

### **Kickball**

1. 9 players on each team. Field Positions: 3 base-players (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>), 3 outfielders (left, center, right), 1 short-stop, 1 pitcher, Catcher
2. The team that wins rock, paper, scissors between the captains, gets to choose whether to kick or field first. The kicking team then settles into their *kicking order*, the fielding team takes the field in their position.
3. The pitcher controls the play of the game. Play begins with the pitcher rolling (*pitching*), the ball to the person up to bat, the *kicker*.
4. Teams switch sides after three *outs* or nine *runs* are scored. Outs are granted when:
  - *the kicker kicks a fly ball* and it is caught before it touches the ground. Note: when a fly ball is in the air, the base runners must remain on base until after the ball is caught (called *tag-up*) before they can advance to the next base.
  - the base-player has control over the ball and a foot on the base before the kicker (now *base-runner*) reaches the base.
  - One base-runner passes another
  - a base-runner intentionally interferes with a fielder who is trying to recover the ball.
6. The runner advances one base on an *overthrow* to the base player.
7. A *run* is scored for the kicking team when a base-runner touches all 4 bases, in order, without being called out at anytime.
8. If the ball is kicked but does pass first or third base inside the base lines, it is called a foul. Three fouls by an individual kicker equal an out.

**Conflicts:** "Rock, paper, scissors" will settle all disputes.

### **Tetherball /Guidelines**

1. Challenger gets the choice of side and service.
2. After a player wins three games in a row, he/she will return to line and two new players will begin a new game. Server will be determined by "rock, paper, scissors".
3. Players hit the ball by hitting with the fist, palm of the hand, or an open hand.
4. No "ropies". The ball cannot be thrown or caught by the rope. The ball must be touched below the rope or the player is out.
5. No "polies". The player may not grab the pole or player is out.

6. No “tree tops”. Players may not wind the ball higher than the opposing player can jump.
7. Each player is to stay off of the yellow area or they are out.
8. If the game is interrupted by students waiting in line, then the student responsible for the interruption will go to the end of the line. Repeated interruption can lead to not being allowed to play.
9. Second person in line is the referee; if ref is not paying attention and misses a call they go to end of line.

### Handball-Primary

1. The second person in line is the Judge. This is a serious job so the Judge should pay attention and be fair. What the Judge says goes!
2. There are two types of primary courts: beginners (marked with a large “**C**” on the wall) and others. The only rule that is different is that on the “**C**” courts, players are allowed to catch the ball (**catchies**)
3. **Two** frontstops and **two** backstops are allowed per person per game.
4. The ball must bounce **one** time before hitting the wall.
5. If a player carries or walks with the ball they are out.
6. If an inner happens before the ball reaches the wall, the person who hit the ball hits it again from where the ball was originally hit. If the inner happens after the ball hits the wall then the receiving person takes it from where they are standing
7. If you use bad language/swear the Judge will call you out.
8. **TAKE OVERS**: If the Judge is unsure or if the ball hits one of the players.
9. Types of hits that are **OK** are: babies, skins, pancakes and cross countries.

### Handball-Intermediate

1. The second person in line is the Judge. This is a serious job so the Judge should pay attention and be fair. What the Judge says goes!
2. **Two** blocks are allowed per game.
3. If a player **carries** or **walks** with the ball they are out.
4. The ball must bounce **one** time before hitting the wall.
5. If an inner happens before the ball reaches the wall, the person who hit the ball hits it again from where the ball was originally hit. If the inner happens after the ball hits the wall, then the receiving person takes it from where they are standing.
6. If you use bad language/swear the Judge will call you out.
7. **TAKE OVERS**: If the Judge is unsure or if the ball hits one of the players.
8. Types of hits that are **OK** are: babies, skins, pancakes, and cross countries.

## School Discipline Policy

**Type 1: Two interventions required before suspension is imposed, unless the pupil's presence causes an ongoing danger to persons or property or threatens to seriously disrupt the instructional process**

Offense	Consequence
Caused or attempted to cause damage to school or private property	Counseling
Stole or attempted to steal school or private property; knowingly received stolen school or private property	Parent Conference 1-5 day benching 1-5 day in school suspension 1-5 day suspension Police report/Arrest Expulsion recommendation
Possessed or used tobacco or nicotine products	Counseling
Committed an obscene act or engaged in habitual profanity or vulgarity, indecent exposure	Parent Conference 1-5 day benching
Disrupted school activities or willfully defied valid authority of teachers, administrators or other school personnel.	1-3 day suspension

**Type 2: One intervention required before suspension is imposed, unless the pupil's presence causes an ongoing danger to persons or property or threatens to seriously disrupt the instructional process**

Offense	Consequence
Harassment, threats, or intimidation directed against a student or group of students, sufficiently severe or pervasive to have the actual or reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment. (Grades 4-12 only)	Counseling Parent Conference 1-5 day benching 1-5 day in-school suspension 1-5 day suspension
Serious violation of computer or internet use including using the internet to harass, embarrass or intimidate others	Police report/Arrest Expulsion recommendation
Hazing	

**Type 3: The principal MAY suspend ON FIRST OCCURRENCE. The number of days of suspension will increase for repeated offenses.**

Offense	Consequence
Caused, attempted or threatened physical injury to another person; or willfully used force or violence upon another person	Counseling, Point of View Parent Conference
Possessed, used, sold, furnished or been under influence of any controlled substance, alcoholic beverage or intoxicant of any kind.	1-5 day benching 1-5 day in-school suspension
Possessed an imitation firearm.	1-5 day suspension Police report/Arrest Expulsion recommendation

Harassed, threatened, intimidated a pupil to prevent from or retaliate against for being a witness	
Made terrorist threats against school officials or school property or both	
Committed sexual harassment (Grades 4-12 only)	
Attempted to commit robbery or extortion	
Caused, attempted or threatened to cause or participated in act of hate violence as defined in Ed Code 233 (Grades 4-12 only)	
Suspended student on school grounds	Additional day of suspension

**Type 4: The Principal is REQUIRED to recommend expulsion (Ed. Code 48915c) and student offenders may be arrested and a police report filed.**

Offense	Consequence
Possessing or selling or otherwise furnishing a firearm;	Parent Conference
Possession of any controlled substance, unlawfully selling a controlled substance	5 day suspension
Possession of a knife, brandishing a knife	Police report/Arrest
Committing or attempting to commit a sexual assault or sexual battery	Expulsion recommendation
Possessing an explosive including M-80s, cherry bombs, etc. (also includes large quantities of firecrackers)	
Causing serious physical injury to another person; assault or battery upon any school employee	
Robbery or extortion	

I have read and reviewed the discipline policies with my child including the cell phone policy and will comply so that the school and classroom environment is not disrupted.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please return this signed form to your student's teacher.