

Parent/Student Handbook

“Thomas Olaeta School is dedicated to creating respectful and responsible citizens that can adapt to an ever changing world and society.”

THOMAS OLAETA SCHOOL



ROAR!

RESPECT. ORGANIZATION. ATTITUDE. RESPONSIBILITY

BELL SCHEDULE

Kindergarten

8:30 a.m.	School Begins (Instruction Begins)
10:15 – 10:30	Recess
11:45 – 12:45 p.m.	Lunch
1:30 – 1:45	Recess
3:00 p.m.	Dismissal

Note: All kindergarten students will be released at 12:20 p.m. August 15th – August 28th, 2018.

Primary: 1st – 3rd grades

8:30 a.m	School Begins (Instruction Begins)
10:15 – 10:30	Recess
11:20 – 12:15 p.m.	Lunch
1:30 – 1:45	Recess
3:00 p.m.	Dismissal

Intermediate: 4th – 6th grades

8:30 a.m	School Begins (Instruction Begins)
10:35 – 10:50	Recess
12:25 – 1:15 p.m.	Lunch
3:00 p.m.	Dismissal

THOMAS OLAETA SCHOOL OFFICE INFORMATION

Principal: Mr. Kuykendall

Office Manager: Mrs. Sarah Arroyo Office
Assistant: Mrs. Susan Anderson Office Hours:
7:30 a.m. to 4:00 p.m.
Office Number: 209-357-6148 Office Fax
Number: 209-357-6167 School
Address: 2266 High Street,
Atwater, CA 95301

GRADE	TEACHERS	ROOM #
TK	Sarah Hanks	8
Kindergarten	Inez Ruiz	1
	Brenda Hall	2
	Carol Jueneman	3
1st	Debi Passadori	23
	Anjelica Dillsaver	24
	Lorena Perez	22
	Paula Floro	11
2nd	Amy Cook	14
	Penny Sumpter	7
	Irma Guzman-Ramos	9
	Mary Sandoval	21
3rd	Meghan Woodall	4
	Elizabeth Macias	6
	Nicholas Gamble	20
4th	Cynthia Jueneman (4th/5th Combo)	19
	Brian Hixson	27
	Wendy Oates	10
5th	Mark Walker	12
	April Crain	13
	Emily Forte	28
6th	Cathy Hofmann-Mook	18
	Annemarie Welkin	17
Special Education	Gynae Jerner	16
	Awndrea Harrison	15
LD	Teresa Apodaca	Office
Band	Raymond Cox	Cafe

Speech Therapist - Jody Runyon School Psychologist - Kurtis Obispo
School Nurse - Cheryl Brown Health Aide - Yvonne Vargas
Community Outreach - Gabriela Hoyos Library - Sheri Campbell
Head Custodian - Jeff Parsley Cafeteria Manager - Terri Drake

Tiger Support Staff

Campus Supervisors: Judy Toews, Deana Pelowski, Millie Todd, Desiree Davis, Deana Pelowski, Maria Serrano, Jocelyn Millan, Simon Moua

Instructional Assistants: Jocelyn Millan, Aimee Reyes, Jenna Castenada, Yosemite Aleman, Kelly Wissert, Vanessa Herrera, Melinda Ainslie, Sia Lee

Title I Targeted Assistance Support: Chong Moua, Irene Ramirez and Lorena Perez.

Cafeteria Assistants: Anna Geiss, Claudia Millan and Jessica Gasaway

Night Custodian: Ricky Smith, Jose Gutierrez



Thomas Olaeta is utilizing ParentSquare to communicate with our families. Invites will be sent to parents via text and/or email the first week of school (both, if provided). Please be on the lookout for the invite. If your phone number or email address has changed, please update the office with your current information.

ANNUAL SCHOOL INFORMATION

ATTENDANCE

Attendance is a high priority at Thomas Olaeta School. It is expected that every child attend school regularly and on time. Classes are in session from 8:30 a.m. to 3:00 p.m. We request that parents phone the school office, send a written note, or access PARENT SQUARE with a notation each time a child is absent from school. If the child is ill, please state the nature of the illness. If a child is ill often or for an extended period of time, a doctor's excuse will be required.

TARDINESS

Tardiness to class is harmful to the individual student and disruptive to the classroom environment. A student who arrives in the classroom after 8:30 a.m. will be considered tardy. All tardies will be recorded throughout the school year. Excessive tardies will result in referrals to the District School Attendance Review Board (SARB).

EXCESSIVE ABSENTEEISM

Once a student accumulates five (5)/seven (7)/ten (10) absences or tardies (excused and/or unexcused) during the school year, a letter from school will be sent to the parent warning them of the possibility of being placed on Attendance Supervision.

If a student accumulates fifteen (15) absences or tardies (excused and/or unexcused), the school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CCR Title 5 Section 421 b)

Once a student has been placed on Attendance Supervision, the school administrator or certificated designee shall call and hold a parent conference. Parent/guardian will again be informed of the District's excessive absence policy. If the parent/guardian cannot be contacted, a certified letter shall be sent informing the parent/guardian that the student is placed on Attendance Supervision and include the pertinent provisions of the excessive absence policy.

Parents of a student who is absent from school three (3) or more times without the required verification from a doctor after being placed on Attendance Supervision are subject to being referred to the School Attendance Review Board. (Education code 48320-48324)

STUDENT ARRIVAL TIME

Students are not allowed on school grounds before 7:40 a.m. unless they arrive early due to bussing by the school district. This will be strictly enforced due to no supervision provided until that time.

INDEPENDENT STUDY CONTRACTS

The school is aware that at times special circumstances arise that may require a student to leave for an extended amount of time. The student MAY be granted an independent study agreement under the following provisions:

- The student will be absent for more than five (5) days and no more than thirty (30) days of school.
- The independent study request is to be filled out and turned in at least five days in advance.
- Any student who is absent from school for more than twenty (20) school days and is not on independent study will be dropped and required to re-enroll.
- If the student is re-enrolled, there is no guarantee that the student will be placed in the same classroom based on enrollment numbers or continue to be enrolled at Thomas Olaeta if there is no room to place the student.

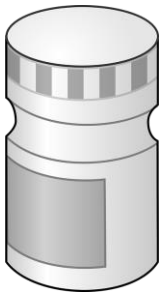
CAFETERIA:

We are pleased to inform you that Atwater Elementary School District will be implementing a new provision that is available to schools participating in the National School Lunch Program and School Breakfast Programs called the Community Eligibility Provision (CEP).

What does this mean for you and your child(ren)?

All enrolled students for the 2018-2019 school year in Atwater Elementary School District (Aileen Colburn, Bellevue, Elmer Wood, Mitchell K-6, Mitchell Senior, Peggy Heller, Shaffer and Thomas Olaeta), regardless of income level, are eligible to receive a healthy school breakfast and lunch at no charge each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

The CEP is a new alternative to the traditional meal application process associated with the United States Department of Agriculture (USDA) National School Breakfast and Lunch Programs. CEP alleviates the burden on families by eliminating household applications, while helping schools reduce costs associated with the collecting and processing of applications. For more information about CEP, please visit USDA.gov/school-meals/community-eligibility-provision.



AUTHORIZATION FOR MEDICATION

If it is necessary for a student to take prescribed medication during school hours, please pick up a form for this purpose from the school office. We are required by law to have a signed statements from parents and doctors before we can administer the medicine. These permits must be renewed each year for ongoing medications. The medicine must be left in the school office, not in the child's desk or pocket.

Except with a doctor's form, no medicine will be allowed at school, including cough drops, aspirin, Tylenol, etc.; Parent/guardian must bring all medication to office – please do not send medications to school with your child.



CELL PHONES

The school acknowledges the importance of electronic communication between parents and students, particularly in an emergency situation. Further, the school recognizes that instructional time and the school environment must be protected from unnecessary disruptions and distractions. Students shall be permitted to have cell phones in their possession under the following guidelines:

1. Cell phones may be used after school only, outside of the gated area of the campus.
2. During the instructional day, cell phones must be turned off and kept in student's backpack. Having a phone on silent or vibrate does not fulfill the "off" requirement.
3. At no time are students to take pictures with their cell phone.
4. The school is not responsible for lost or stolen cell phones.
5. Violation of this policy will result in disciplinary action including confiscation of the phone and loss of privilege to possess a cell phone on campus. Any cell phone that is confiscated will only be returned to the parent or guardian.



VISITORS TO SCHOOL

ALL visitors on school grounds during school hours MUST report to the school office.

Visitors must state the reason for their visit, sign in, and wait for an office staff member to issue a pass. When leaving the campus, they must also check out at the school office. As a visitor, we ask that you not interfere with the teachers' or campus supervisors' authority.



CHECKING OUT STUDENTS FROM SCHOOL

It is important for students to be at school when classes are in session. Therefore, we discourage parents from removing their child(ren) from school unless it is an emergency or your child is seeking medical treatment. No child is permitted to leave the school with any person other than parents, guardians, or people listed on the emergency cards that are filled out by parents unless we receive a written note from parents. If there are court orders that the school needs to enforce, please bring a copy so that the school can have it on file. All information is kept in strict confidence. All students must be signed out through the office before they leave the school.

DROP OFF/PICK UP PROCEDURES

Student safety is a major priority at Thomas Olaeta School. Please notify your child's teacher of the mode of transportation to be used from school. If there is any change of plans, it is vital that you inform the teacher and the office of such plans before noon.



When Dropping Off Students:

- Use the drive-through lane in front of the school.
- Pull forward - Do not leave your vehicle unattended.
- Students are to exit the vehicle quickly and as safely as possible.
- Students are to ONLY walk on the sidewalk and walkways, and are to use the crosswalk to go across the driveway.

When Picking Up Students:

- Vehicles may enter the drive-through lane as above, picking up and exiting as quickly and safely as possible.
- Vehicles may park on the street and parent/guardians may walk to the front of school to pick up a student.
- Students who will be waiting to be picked up will wait in the front of the school by the flag pole.
- Only students and school staff are to be in the hallways during dismissal.
- TK/Kindergarten parents must meet their children at the TK/Kindergarten gate.

BICYCLES/SCOOTERS/SKATEBOARDS

Students may choose to ride bicycles to school.

- a. Students who ride must walk on and off campus.
- b. Students must park bikes in the rack and lock.
- c. The city code requires all bicycles to be licensed.
- d. The School and District are not responsible for lost, stolen or damaged items.
- e. The School Board requires that all students must wear a helmet as required by state law, observe safety laws and rules and display courtesy toward other riders and pedestrians.

CLASSROOM CELEBRATIONS/TREATS

Our district places a high priority on student wellness, providing a “model” of healthy lifestyle choices for our students. We are responsible for the adoption of sound nutritional guidelines. We are obligated to provide healthy food items *“avoid the use of non-nutritious foods as a reward for students academic performance, accomplishments or classroom behavior.”*

TEACHER/ADMINISTRATION PRIOR APPROVAL REQUIRED FOR ALL FOOD ITEMS.

1. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom Parties: School sites may sponsor up to two or three classroom parties during the school year after lunch. These events typically take place near Winter Break, Valentine’s Day, Spring Break or the close of the school year. Class parties will be scheduled after the lunch period and all food items must be commercially prepared, stored and purchased.
3. Birthday celebrations: Our school discourages celebrating during instruction. If you would like to bring a birthday item on that day for the class, you must prearrange that with your child’s teacher. Sweet treats and other non-nutritional items are NOT allowed. The District recommends;
 - a. Healthy Snacks: granola bars, trail mix, pretzels, animal crackers, fresh fruit, fruit snacks/roll-ups, cheese sticks etc.
 - b. Non-food items: bookmarks, pencils, erasers, stamps, stickers, other classroom supplies
4. Classroom snacks, not associated with classroom or birthday celebrations, brought by parents must offer healthy food that is non-allergenic to all students in the classroom that is commercially prepared or packaged. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
5. Rewards and incentives: In order to promote a culture that does not provide food as a reward, or physical activity to be used as punishment; efforts will be made in the following areas;
 - a. Non-compliant food items and beverages will not be used as rewards for academic performance or good behavior at any school site or district entity except on rare occasions and will be phased out as reasonably possible.
 - b. Food or beverages (including food served through school meals) will not be withheld as a punishment at any school site.
 - c. Creative School Reward Ideas (not limited to): Stickers, pencils, passes, certificates, positive phone calls home, sitting by your friends, longer recess, free time, send home a positive postcard, eat with a teacher, etc.
6. Outside food and drink: Parents are welcomed to come to campus to eat lunch with their child on special occasions. **You may only bring food for your child and yourself.** Seating will be in a designated area on each campus. Parents may also purchase a school lunch for \$3.85.

CHARACTER COUNTS!!!



SCHOOL RULES AND PROCEDURES

Every school, just like an organization, must have a purpose. Thomas Olaeta School's purpose is to provide opportunities for academic, personal, and school growth in a safe and productive environment. Thomas Olaeta School staff believes that there are certain responsibilities and behaviors that students must adhere to in order to ensure a safe and positive environment for students to learn. With this in mind, the staff has general expectations and guidelines for behaviors which enables all students to ROAR!:

Schoolwide Behavior Expectations	Playground	Cafeteria	Hallways	Bathroom
R-Respect	<ul style="list-style-type: none"> ● Use appropriate language ● Share equipment ● Keep hands and feet to yourself 	<ul style="list-style-type: none"> ● Use inside voice ● Eat only your food ● Walk into and out of cafeteria ● Keep hands and feet to yourself 	<ul style="list-style-type: none"> ● Walk on sidewalk ● Use appropriate language ● Keep hands, feet, belongings and recess equipment to yourself. 	<ul style="list-style-type: none"> ● Wash hands ● Flush toilet/paper properly after use ● Respect personal space
O-Organization	<ul style="list-style-type: none"> ● Put equipment away ● Listen for bell /freeze/ line-up 	<ul style="list-style-type: none"> ● Pick up after yourself ● Throw trash in the trashcan 	<ul style="list-style-type: none"> ● Pass is needed to be in the hallways at any time ● Throw trash in the trashcan 	<ul style="list-style-type: none"> ● Put paper waste in trash ● Use restroom quickly
A-Attitude	<ul style="list-style-type: none"> ● Be welcoming and let everyone play ● Be a good sport/team player ● Follow all staff instructions the first time 	<ul style="list-style-type: none"> ● Have a positive attitude by being cooperative, helpful, and polite ● Follow all staff instructions the first time 	<ul style="list-style-type: none"> ● Be courteous to others ● Follow all staff instructions the first time 	<ul style="list-style-type: none"> ● Be courteous of others ● Take care of business and return to class immediately ● Be a positive role model by following the rules
R-Responsibility	<ul style="list-style-type: none"> ● Get a drink and use the bathroom during recess ● Stay on the playground during recess ● Play by the rules 	<ul style="list-style-type: none"> ● Take care of school property ● Demonstrate good manners 	<ul style="list-style-type: none"> ● Use quiet voices so others can learn 	<ul style="list-style-type: none"> ● Allow others to use facility privately ● Keep area clean

BULLYING/HARASSMENT

Bullying is behavior that is mean, harmful or degrading toward a student or group of students that is repeated over time that affects students in a negative or harmful way and is characterized by an imbalance of power.

Normal Peer Conflict is a part of growing up where students have conflicts with other students where there is an equal balance of power, is short lived, and resolved quickly.

Types of Bullying/Harassment include:

- Physical – repeated hitting, punching, pushing, kicking, tripping and/or hair pulling
- Verbal – teasing, name calling, spreading rumors, passing notes about others, jokes and threats
- Emotional – intimidation, gestures, social exclusion, eye rolling and facial expressions
- Cyber – insulting, threats, name calling through phone or social media

We feel it is important to work together to provide a healthy and safe environment for students to learn and grow. Please refer to the Thomas Olaeta Anti – Bully Policy which is located in the beginning of the year documentation and also in the lobby of the school office. If you have any concerns or questions in regards to Bullying Behavior, please contact the school staff right away.

POSITIVE REWARDS

The staff at Thomas Olaeta School believes that all students should strive to exhibit pillars of “Good Character.” These are responsibility, fairness, caring, trustworthiness, respect and citizenship. Thomas Olaeta School’s purpose is to provide academic and social growth in a safe and productive environment. Students who make good choices are rewarded in many ways. Some of these are listed below:

Student of the
Month Business
Card Drawings
Perfect Attendance
Awards
Honor Assemblies for students with good behavior
Classroom recognition
Participation in school-wide and classroom activities

RESPONSIBILITY SLIPS AND OFFICE REFERRALS

While we strive to reinforce good behavior and create the best learning environment for all students, there are consequences for students who choose to break school or classroom rules. Staff will have informed students of all rules at the beginning of the year or when a student is enrolled, so students will know the behavior that is expected. Students who do not follow the rules after a verbal reminder will be issued a “responsibility” slip, which needs to be signed by a parent/ guardian and returned to school the next day. An accumulation of three (3) “responsibility” slips will result in an office referral and consultation with the principal.

Office referrals are automatically given for serious behavior issues. An office referral may result in suspension/expulsion, elimination from honor assemblies and participation in school-wide and classroom activities.

All disciplinary incidents will be evaluated in regards to the incident, frequency, severity, and best possible means to correct behavior. The school Principal or Designee will have final say as to the disciplinary action taken in accordance with California Education Code.

PARENT CONCERNS

Parents may have concerns from time to time regarding both school issues and classroom practices. Parents are encouraged to contact the school administration regarding school issues and to contact the classroom teacher regarding classroom practices. **Every effort should be made to resolve issues with the teacher.** If an issue is not resolved, the parent is welcome to contact the principal. Positive communication is the key to maintaining an environment that is supportive of student learning.

STUDENT STUDY TEAM (SST)

Parent and teachers recognize that students may struggle from time to time to meet social and academic expectations. SST meetings are routinely scheduled to address areas of concern and to establish plans to support improvement of student performance.

HOMEWORK CLUB

Thomas Olaeta offers after school homework support each day for an hour. Information about Homework Club will be sent home during the first weeks of school.

TEACHING FELLOWS...AFTERSCHOOL PROGRAM

Atwater Elementary School District is able to offer an after school program where children can get extra help with homework and have fun activities with reading, math and physical activity. The Thomas Olaeta program begins at 3:00 p.m. and ends at 6 p.m. Monday through Friday. Space is limited and parents can get applications for the program in the school office.

SCHOOL GANG RELATED GUIDELINES

Our District cooperates with law enforcement in all anti-gang activities and anti-gang related "copycat" behaviors. Look-alike gang behavior is prohibited at school. For the safety of our students, it is very important that parents do not purchase or allow students to wear any item that might be perceived as the showing of "colors". This is clearly a campus safety issue, especially important as students move to and from school and in and out of the neighborhoods.

Any dress, grooming or appearance which disrupts or tends to disrupt the educational process or affect the health or safety of individuals will be prohibited (EC 48900, EC35183, EC 35294.1). Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus. Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity or relating to gangs may not be worn on campus.

Some items which are specifically prohibited include, but are not limited to:

- Gang writing, monikers, graffiti, symbols or tagging on school or personal property.
- Webbed belts of any color or suspenders hanging down or dragging.
- Monogram or lettered belt buckles (S, N, M, R, B, X, 13, etc.).
- Red or blue shoe laces or multiple items of red or blue.

DRESS CODE

Appropriate dress and good grooming contribute to a positive atmosphere and promote student safety. The District, in accordance with California Education Code, Section 48907, and with the best interest of our students, school and community in mind, adopt the following school dress code. This dress code applies to all school related activities. We appreciate your support and adherence to these guidelines.

- Hats are permitted, but must be appropriate – No offensive or questionable materials or images. Hats may not be altered in any way. Hats must be worn in a forward position and taken off when indoors. Hoods of sweatshirts may not be worn indoors. No stocking-type caps are allowed.
- Pants/Shorts will be worn at the waist level without the need to use a belt. All belts must be worn through the loops.
- Backless, strapless, low-cut necklines or armholes, bare midriff tops, spaghetti straps, crop tops, and tube tops are considered inappropriate for school and shall not be worn. Straps must be at least one inch wide, and only one strap may be visible.
- Garments that show under clothing or expose the mid-section are a distraction and may not be worn at school.
- Shorts, skirts, and dresses must be at least “finger-tip length” to be worn at school.
- Footwear must be worn at all times. Steel-toed shoes, Cleats, or shoes with wheels shall not be worn at school. Students must have appropriate footwear for P.E.
- Pajama tops, bottoms, and/or slippers will not be allowed unless it’s a school spirit day.
- Clothing, accessories, or jewelry with inappropriate language, pictures, inferences, or symbols which tend to mock, ridicule, provoke, demean or display words or pictures associated with alcohol, tobacco, profanity, sexually suggestive, or drugs cannot be worn at school.
- Sunglasses may be worn on campus. They must be removed when indoors.
- Accessories that may cause injury such as, but not limited to oversized or spiked jewelry, studded collars, safety pins, chains or long belts will not be allowed.
- Hairspray/gel, makeup, and cologne/perfume may not be brought to school. Only non-aerosol deodorant may be kept in the PE lockers. No face paint may be worn.
- Congregation of students wearing like colors may be perceived as gang affiliated behavior resulting in the request to discontinue the offensive behavior and/or duties.
- Professional sport team and College/University apparel is only allowed on Dress Up days and at the school sites that encourage ‘College Wednesday’s’ thru the AVID program.

The final school-level decisions as to the suitability of dress and grooming rest with the administration. Classroom distractions resulting from dress code violations will not be tolerated. Our students are expected to dress for success every day.

THOMAS OLAETA SCHOOL

Student

Handbook 2018 - 2019

I have read and discussed the **Thomas Olaeta Handbook 2018 - 2019** with my child/children.

Student

Name(s): _____

Printed Name of

Parent/Guardian: _____

Parent/Guardian Signature: _____

THE FOLLOWING SECTION IS OPTIONAL, PLEASE READ CAREFULLY

By signing below you are ***not*** granting permission for the public release of the photo or work of your child to the Atwater Elementary School District for use on the District of school websites, in school publications, yearbooks, newsletters, instructional videos, local newspaper articles or similar publications, unless otherwise stated below. Your decision at this time will stay in effect for your child's entire school career in the Atwater Elementary Schools. You may contact the district at any time to revoke these permissions.

Student

Name(s): _____

Parent/Guardian Signature: _____

Please check one:

o I **DO NOT** want my child's photo/work to be published in the local newspaper or on the District website (internet).

o I **DO NOT** want my child's photo/work to be published in school publications, yearbooks, newsletters, instructional videos or similar publications.

In order to serve you better, please indicate below if you prefer school newsletters and other communications in English or Spanish.

<input type="checkbox"/>	ENGLISH	<input type="checkbox"/>	SPANISH
CHECK THE BOX FOR PREFERRED LANGUAGE OF SCHOOL COMMUNICATIONS			

Please sign and return this form to your child's teacher as soon as possible.