

# **FAMILY HANDBOOK**



**PLUMAS AVENUE  
ELEMENTARY SCHOOL**

**2022-2023**

***WHERE KIDS COME FIRST!***

**440 PLUMAS AVENUE  
OROVILLE, CA 95965  
(530) 538-2930**



Please sign  
and return  
the last page  
in this  
handbook

# Plumas Avenue Elementary School

440 Plumas Avenue Oroville, CA 95965

(530) 538-2930

Communication, Creativity, Collaboration, Critical Thinking, Curiosity

Welcome to Plumas Avenue Elementary School,

I would like to welcome everyone to the 2022-2023 school year. Last year I was so warmly welcomed to the Plumas Avenue family and I thank all for that. I'm looking forward to working with the staff, parents, and students to make this another great year. Our goals are to provide a safe, friendly, and rigorous educational experience for your child. We believe that partnering with our families is a way to truly help children succeed. Raising our children to be responsible, respectful and productive citizens takes everyone working together, and I encourage you to get involved in your child's education.

**Plumas Avenue's Mission is to:** *Promote academic excellence and social responsibility by creating a safe and caring community, partnering with families and staff.*

Our Plumas teachers are hard working, conscientious individuals that want to see all children succeed to their highest possible level. If you have any questions, concerns, or input that would help us better meet the needs of your child, please call the school office to make an appointment with your child's teacher.

We look forward to working with all our families during the school year and hope you will take the opportunity to get involved in one of our committees: School Site Council~SSC, English Learner Advisory Committee ~ELAC, or to just come by and help in the classroom.

Sincerely,

*Michael Huyck*

Michael Huyck

Principal, Plumas Avenue Elementary School

## SCHOOL HOURS

Office Hours 8:00 a.m.-4:00 p.m.

Regular School Days

**K-3<sup>rd</sup> grade** 8:40 a.m.-3:03 p.m.  
**4<sup>th</sup> & 5<sup>th</sup> Grade** 8:36 a.m.-3:03 p.m.

Minimum Days

**K-3<sup>rd</sup> grade** 8:40 a.m.-1:53 p.m.  
**4<sup>th</sup> & 5<sup>th</sup> Grade** 8:36 a.m.-1:53 p.m.

Students Allowed on Campus

**8:10 a.m.**

*For parents who have to drop off their child earlier due to employment, we do offer limited supervision from 7:40 a.m - 8:10 a.m. in the cafeteria.*

## DIRECTORY

School Phone Number: 538-2930

Principal: Michael Huyck, Ext. 202

Name	Position	Room	e-mail
Michael Huyck	Principal	Office	<a href="mailto:mhuyck@thermalito.org">mhuyck@thermalito.org</a>
Greg Lopez	Computer Tech	12	<a href="mailto:glopez@thermalito.org">glopez@thermalito.org</a>
Brenda Szego	Administrative Secretary	Office	<a href="mailto:bszego@thermalito.org">bszego@thermalito.org</a>
Robin Bair	CN Site Lead	Cafeteria	<a href="mailto:rburgess@thermalito.org">rburgess@thermalito.org</a>
Adele Sahagun	Secretary/Health Aide	Office	<a href="mailto:asahagun@thermalito.org">asahagun@thermalito.org</a>
Angie Kuntzler	Teacher	8	<a href="mailto:akuntzle@thermalito.org">akuntzle@thermalito.org</a>
Tou Lee	PM Custodian		<a href="mailto:tlee@thermalito.org">tlee@thermalito.org</a>
Dawn Lopez	Librarian/Para	18/2	<a href="mailto:dlopez@thermalito.org">dlopez@thermalito.org</a>
Rheanna Martin	Teacher	5	<a href="mailto:rmartin@thermalito.org">rmartin@thermalito.org</a>
Pheng Xiong	Paraeducator	6	<a href="mailto:xiongp@thermalito.org">xiongp@thermalito.org</a>
Jeff Mitchell	Teacher	14	<a href="mailto:jmitchell@thermalito.org">jmitchell@thermalito.org</a>
Jennifer Moore	Teacher	13	<a href="mailto:jmoore@thermalito.org">jmoore@thermalito.org</a>
Gina Newsom-Wang	Teacher	16	<a href="mailto:gnewsom@thermalito.org">gnewsom@thermalito.org</a>
Alicia Nieto	Teacher	6	<a href="mailto:anieto@thermalito.org">anieto@thermalito.org</a>
Teresa Charmley	Para/ Campus Sup	1	<a href="mailto:tcharmley@thermalito.org">tcharmley@thermalito.org</a>
Jeff Kuhn	Teacher	17	<a href="mailto:jkuhn@thermalito.org">jkuhn@thermalito.org</a>
Jeff Smith	Teacher	9	<a href="mailto:jsmith@thermalito.org">jsmith@thermalito.org</a>
Sonya Smith	Teacher	10	<a href="mailto:ssmith@thermalito.org">ssmith@thermalito.org</a>
Victoria Pierson	Teacher	4	<a href="mailto:vsmythpierson@thermalito.org">vsmythpierson@thermalito.org</a>
Linda Vang	Teacher	1	<a href="mailto:lvang@thermalito.org">lvang@thermalito.org</a>
Lydia Clemens	Teacher	2	<a href="mailto:lclemens@thermalito.org">lclemens@thermalito.org</a>
Victoria Caporale	School Nurse	Office	<a href="mailto:vcaporale@thermalito.org">vcaporale@thermalito.org</a>
May Yang	Teacher	7	<a href="mailto:myang@thermalito.org">myang@thermalito.org</a>
Eme Zhou	Teacher	15	<a href="mailto:ezhou@thermalito.org">ezhou@thermalito.org</a>
Cornel State	Custodian	Cafeteria	<a href="mailto:cstate@thermalito.org">cstate@thermalito.org</a>
Angelina Franklin	Child Nutrition Assistant	Cafeteria	<a href="mailto:afranklin@thermalito.org">afranklin@thermalito.org</a>
Jessie Bracey	Paraeducator	1	<a href="mailto:jbracey@thermalito.org">jbracey@thermalito.org</a>
Jasmine Castro	Paraeducator	8	<a href="mailto:jcastro@thermalito.org">jcastro@thermalito.org</a>
Angela McLean	Teacher	3	<a href="mailto:amclean@thermalito.org">amclean@thermalito.org</a>

## **AFTER-SCHOOL PROGRAM**

The Butte County Office of Education coordinates a daily K-5 after-school program at Plumas Avenue Elementary. Students enrolled in the program receive homework assistance and participate in a variety of enrichment activities. Enrollment applications are available in the school office. If you have specific questions regarding the after-school program, please contact Meng Hang at 530-370-7110.

## **ARRIVAL/DISMISSAL TIMES**

Plumas Avenue's school day begins at 8:40 a.m. for grades K-3 and at 8:36 a.m. for grades 4-5. All students are dismissed at 3:03 p.m. On **Minimum Days**, students begin school at these same times and are dismissed at 1:53 p.m. **Students should not be on campus before 7:40 a.m.** Students arriving in the mornings are directed to the cafeteria and go outside @ 8:10 a.m.

Upon dismissal, students who do not ride the bus home, or are not enrolled in the after school program are asked to go directly home. **Those in the After School Program go directly in to the cafeteria for check in.**

**Please pick up your child promptly at the end of each day, as the school does not offer after-school supervision.**

## **ATTENDANCE**

When your child is absent from school for **any reason**, it is your responsibility to **call the school and clear the absence**. We have a voice mail system to receive calls before or after school hours. If you have not called in, you will receive an automated call in the morning on the day of your child's absence, as a reminder to contact the school office.

**At School, On Time, Ready to Learn**, our school motto, stresses the importance of coming to school on time, each and every day. We do know that situations arise that warrant your child's absence from school. STATE LAW permits the excuse of an absence for the following reasons:

- ✓ Illness
- ✓ Quarantine, as directed by the Health Department
- ✓ Medical, dental, or eye services rendered
- ✓ Attendance at funeral of immediate family member to the extent of only one day in California, and no more than three days outside of California
- ✓ Religious purposes

**Definitions:**

**Unexcused absence:** Examples of unexcused absences include but are not limited to: missing the bus, getting up late, family concerns, car trouble, out-of-town trips, etc.

**Tardy:** Students arrive at school up to thirty minutes late.

**Truant Tardy:** Student arrives more than 30 minutes late or leaves more than 30 minutes early unexcused. May be cleared with doctor or dental note

When a student accrues three unexcused absences and/or truant tardies, the parent will receive an **Initial Notification of Truancy Letter**, which describes the parent's responsibilities in ensuring his/her child attends school regularly. A second letter will follow if another unexcused absence or truant tardy occurs.

If the truancy pattern continues, the parent will receive a third notification and will need to meet with the school principal or District SARB Coordinator to design and sign a school attendance contract.

If a student violates the school attendance contract, both the student and the parent will be referred to the school district's School Attendance Review Board (SARB) to enlist the assistance of Oroville Area agencies to assist the family in remedying the student's truancy.

**Students who have perfect attendance will be honored each trimester and at the end of school year.** We do realize that sometimes students have doctor or dentist appointments, so if you come to school tardy or have to leave early, and can provide a doctor's note, you will still be eligible for perfect attendance. This is for being **Tardy only, not for being absent.**

### **AWARDS and HONORS**

We believe students should be recognized for their academic achievements and their responsible citizenship. Student success is celebrated in all classrooms at Plumas AND school wide. This may appear in the form of:

- Specific Praise
- "Plumas PRIDE Award" (**P.R.I.D.E.**=**P**roductive Worker, **R**espectful Listener, **I**mpressive Citizen, **D**etermined Learner, **E**xcellent Friend)
- Complimentary Reports (Positive Principal Calls)
- Recognition at weekly assemblies & Character Trait Awards monthly
- Classroom prizes
- Announcements in class/school newsletters
- Classroom Attendance Rewards
- Individual Attendance Rewards

### **BEVERAGES**

In accordance with state nutritional guidelines, we request that students do not bring "energy drinks" or soft drinks to school. Students are not permitted to bring beverages to school with the intent of selling to or sharing with other students.

## **BICYCLES/SKATEBOARDS**

Students who ride their bicycles to school must wear a helmet and follow all traffic laws and safety rules. **Students who ride to school without a helmet will not be allowed to ride their bicycle home.** Bicycle riders must walk their bikes from the street to the bike cage. All bikes should be locked to ensure safety of student property.

Skateboards, scooters, roller skates and shoes with wheels are not allowed on campus at any time.

## **BREAKFAST and LUNCH PROGRAM**

All Thermalito schools offer a nutritious breakfast and lunch program for all students; this year we will continue providing breakfast IN THE CLASSROOM at the start of the school day. This initiative is designed to provide more students with a nutritious breakfast, so they are prepared for a strong morning of learning. The Thermalito Schools are implementing the Community Eligibility Provision (CEP) under the National School Lunch and School Breakfast Programs for the 2016-17 School year. In CEP schools, meal applications are not required. Schools that participate in the CEP provide healthy breakfasts and lunches each day at no charge for **all** students enrolled in that CEP school during the 2022-2023 school year.

## **DISCIPLINE PLAN/BULLYING/SCHOOL SAFETY**

At Plumas Avenue Elementary School each student and staff member is entitled to a safe and respectful learning environment. We believe that all students can behave responsibly, in a manner appropriate for school. Each student is held accountable for behavior that disrupts or inhibits teaching/learning.

Our goal in effective discipline is to help students learn to make appropriate choices through personal accountability and guided problem solving.

As educators, we share the responsibility with parents to promote character building and service to our community. **Please review the School-Wide Expectations and Code of Conduct below with your child(ren). We ask that all families support our efforts as we implement a plan which provides consistency for all grade levels.**

### **School-Wide Expectations:**

***Be Safe***

***Be Respectful***

***Be Responsible!***



## **STUDENT CODE OF CONDUCT**

1. **I will solve conflicts non-violently.** (No pushing, shoving, wrestling, fighting, kicking, hitting, biting, spitting, or rock throwing.)
2. **I will use appropriate and respectful language.** (No name-calling, gossiping, teasing or cursing.)
3. **I will treat all school and personal property with care.** (No stealing or damaging of school/student property.)
4. **I will follow the school dress code.** (Pants must be worn appropriately (no sagging); shorts, skirts and dresses must be at least fingertip length; sandals must have heel straps; shirts must cover midriff and be free of offensive material.)
5. **I will follow the directions/instructions of adults the first time asked.** (Arguing or yelling is not allowed.)

## **DISTRICT DISCIPLINE POLICY**

Please review the ***Discipline Guidelines / Consequences*** information that is included in the back to school folder and refer to the ***Zero Tolerance/Safe Schools Policy*** which is found in the Thermalito Union School District Parent, Guardian and Pupil Handbook, distributed by mail. If you would like to receive a complete listing of offenses that are grounds for suspension or expulsion (Board Policy and Administrative Regulations 5144.1), please contact the school office.

### **DRESS CODE**

The District Governing Board encourages students to dress appropriately for school, noting that when they are neatly attired and they take pride in their appearance, there is less misbehavior and a better learning atmosphere is created. The board does not wish to dictate to students and parents as to what clothing may or may not be worn, but it expects the administration and teaching staff to use all reasonable methods in gaining student cooperation in this matter.

- Shoes must be worn at all times. **Sandals must have a heel strap.** Flip flops, backless shoes, beach shoes, metal heels, platform shoes, high heels and shoes with wheels are **unacceptable.**
- Shorts, skirts and dresses should be at least finger- tip length. **(Please wear shorts under skirts/dresses)**
- Tank top straps should be at least **one inch** in width and adequately cover undergarment. See through or fish-net fabrics, halter tops, off the shoulder or low cut tops, and bare midriffs are prohibited.
- Hats, caps and other head coverings must be worn properly in a forward facing direction outside of class. They must be removed while in class.
- Pants must not fall below the waist or a belt will be required.
- Clothing, jewelry and personal items shall be free of writing, pictures or any insignia which is crude, vulgar, profane or sexually suggestive, which bear drug, gun, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious practice.
- **In questionable cases,** the final decision regarding appropriateness will be made by the principal.

**Please contact the school office if you have any questions!**

## **INAPPROPRIATE ITEMS**

Students should keep valuables, expensive items, dangerous materials or illegal articles off the school campus. The following items are not allowed at school:

aerosol cans	drugs/drug paraphernalia	fireworks
flammable fluids	gum/candy	paggers
lighters	matches	radios/ CD players/ i-pods
personal toys	pocket knives	skateboards
scooters	skates	weapons
sunflower seeds	toys	rollerblades
spray cans	electronic games	shoes w/ retractable heels
Takis/hot cheetos		

## **BULLYING**

The Thermalito Union School District and the Plumas Avenue Elementary School community recognize the harmful effects of bullying on student learning and school attendance and desire to provide safe school environments that protect students from physical and emotional harm. All district employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in a timely manner.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

### **EMERGENCIES**

In the event of an emergency, Plumas Avenue will use the district-adopted Crisis Response Plan to ensure that our students remain safe during an incident. Parents will be notified of an emergency via the Parent Square phone service, through Aeries. If you would like to review the Crisis Response Plan, please come by the school office.

### **HEALTH OFFICE**

In cases of illness or accident involving a student, every attempt is made to contact parents. **It is important that we have current work phone numbers for parents as well as numbers for other emergency contacts.** A school nurse is available and will screen health problems and make phone calls to parents when concerns arise. A health aide is available for our students from 8:30 a.m. to 3:00 p.m. daily. You can reach the health office by calling 538-2930 x 201.

**Medications:** No child may take medication during school hours without an authorization form signed by the doctor and parent. Forms are available in the office. **NO** medications of any kind (i.e. cough drops, etc.) can be kept by the child during the school day.

### **LOST AND FOUND**

To prevent loss, please print your child's name on all coats, sweaters, backpacks, binders, lunch boxes, and other personal items that he/she brings to school. Please come by the cafeteria and check the coat rack for items waiting to be claimed. All unclaimed clothing will be donated to a local charity during winter and summer breaks.

## **MINIMUM DAY SCHEDULE**

Minimum days are scheduled throughout the school year to provide time for school staff to receive professional development, monitor/revise the instructional program, review site policy, and plan for school-wide events. Below is the 2022-2023 minimum day schedule. Most minimum days occur on Wednesdays. (The ***BOLD-Italicized dates are NOT Wednesday minimum days.*** )

<b>Month</b>	<b>Dates</b>
August	17, 24, 31
September	7, 14, 21, 28
October	5, 12, 19, 26
November	2, 9, 16, 30
December	7, <b>16</b>
January	4, 11, 18, 25
February	1, 8, 15, 22
March	1, 8, 15, 22, 29
April	<b>7</b> , 19, 26
May	3, 10, 17, 24
June	<b>1</b>

## **OFFICE PROCEDURES**

- Students must have an office pass to come to the office (i.e., to use the phone, visit the health office, etc.)
- Students' use of phones will be limited to emergency situations only.

## **PARENT INVOLVEMENT**

Active parent involvement is a key ingredient in the recipe for student success. At Plumas Avenue School, we provide various opportunities for meaningful parental participation including but not limited to:

1. **School Site Council (SSC)** - All schools receiving supplemental federal or state funding are required to form a SSC. The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the Single Plan for Student Achievement programs. The council also assists in developing the *Parent Involvement Policy* and the *Parent/School Compact*. Members serve for two years and are elected by their peers. Elections for new members are held annually at the beginning of the school year.

2. **English Learner Advisory Committee (ELAC)** - All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel.

The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for English Learners. Members serve for two years. Parent-members are elected by participating parents. The ELAC is formed in the fall of odd-numbered years.

**3. Annual Title I Meeting** - All schools receiving Title I funds are required to hold an annual Title I Meeting in which all parents of participating students are invited. The purpose of the meeting is to explain the Title I program and services and to provide parents with an opportunity to have input in the planning and implementation of the Title I Program. The Title I Annual Meeting is held in the Fall, usually held at Back to School Night.

**4. Volunteer Opportunities**—We welcome parent participation in our school family. Parent volunteers are needed to assist teachers and students in the classroom, chaperone students during field trips, assist and help organize school-wide activities. Depending upon the level of involvement, prospective volunteers may need tuberculosis and fingerprint clearance. If you have any questions on any of the activities, please contact the school principal.

### **PHONE MESSAGES**

We know that sometimes situations arise that require a change in how your child will be picked up from school. Please contact the school office as soon as you know of the change. Your message will be forwarded to your child's teacher. ***Calls will NOT be transferred to the classroom.*** This helps minimize classroom disruptions and honors academic instructional time.

### **REPORTING PUPIL PROGRESS/PARENT CONFERENCES**

Each child receives a report card three times during the school year, which indicates his/her progress in meeting or exceeding grade level content area standards. Early in the school year, Back to School Night is held to give you an opportunity to meet your child's teacher and to acquaint parents with classroom procedures and expectations. Individual parent conferences are scheduled midway through the first trimester. We encourage parents to contact their child's teacher to schedule a conference at any other time.

**PARENT CONFERENCE DAY** is **November 1<sup>st</sup>**. You may also schedule time with the teacher on the following Minimum Day, which is November 9th).

### **VISITORS**

Parents are encouraged to visit Plumas Avenue and their child's classroom. Visits during the school day should first be arranged with your child's teacher. If you wish to have a conference with your child's teacher, please make an appointment before or after the school day. **All visitors need to check in at the school office and receive a visitor sticker before going to a classroom or any other location on school grounds.**

### **TEXTBOOKS**

Textbooks are provided, free of charge, on a loan basis. Students are held responsible for their care. If a book is lost or damaged, the students must pay for the replacement of the book. Library books are available for check-out from our school library, if you have signed the Library Permission form found in the Back to School packet your child brought home. Forms are renewed annually.

### **TOYS/OTHER PERSONAL ITEMS**

Toys, CD players, MP3 players, Game Boys and other electronic instruments are often distracting to the classroom learning environment and can be disappointing to students if they are lost or stolen. Toys may be brought to school for sharing only with the teacher's permission. Students who bring items from home do so at their own risk. Students may carry cell phones for after school communication with their families, as long as they are kept in their backpack during school hours. Per Board policy, *cell phones must remain **off** during the school day.*

### **WRITTEN PERMISSION**

For a student to have permission to go home with another student and/or adult, or go home in a mode of transportation that is different from the usual, he/she must bring a written request from home that is signed by a parent or guardian. **The note needs to be submitted to the school office first thing in the morning** so appropriate parties can be notified of the change. Students are encouraged to make their social and sports arrangements before they come to school. Students are **not** permitted to use the office telephone for social arrangements.

**PLEASE SIGN, DETACH AND RETURN TO  
SCHOOL WITH YOUR CHILD**

**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT/PARENT  
HANDBOOK**

I, \_\_\_\_\_, acknowledge that I have received a copy of the Plumas Avenue Elementary School Family Handbook and that I have reviewed the contents with my child.

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Student Name \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Teacher \_\_\_\_\_