

FAMILY HANDBOOK

2023-2024



**PLUMAS AVENUE
ELEMENTARY SCHOOL**

WHERE KIDS COME FIRST!

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

Plumas Avenue Elementary School

440 Plumas Avenue Oroville, CA 95965

(530) 538-2930

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SCHOOL HOURS

Office Hours		8:00 a.m.-4:00 p.m.
Regular School Days	K-3rd grade	8:40 a.m.-3:03 p.m.
	4th & 5th Grade	8:36 a.m.-3:03 p.m.
Minimum Days	K-3rd grade	8:40 a.m.-1:53 p.m.
	4th & 5th Grade	8:36 a.m.-1:53 p.m.
Students Allowed on Campus		8:10 a.m.
<i>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.</i>		

DIRECTORY

School Phone Number: 538-2930 Principal: Rochelle Simmons, Ext. 202

Name	Position	Room	e-mail
Adele Sahagun	Secretary/Health Aide	Office	asahagun@thermalito.org
Alicia Nieto	Teacher	6	anieto@thermalito.org
Amber Johnson	Paraeducator	4	ajohnson@thermalito.org
Angela McLean	Teacher	3	amclean@thermalito.org
Angelina Franklin	Child Nutrition Assistant	Cafeteria	afranklin@thermalito.org
Angie Kuntzler	Teacher	8	akuntzle@thermalito.org
Brenda Szego	Administrative Secretary	Office	bszego@thermalito.org
Chong Thor	Paraeducator	7	cth@thermalito.org
Colleen Bergman	Para		cbergman@thermalito.org
Cornel State	Custodian	Cafeteria	cstate@thermalito.org
Courtney Kermen	Teacher	5	ckermen@thermalito.org
Dawn Lopez	Librarian/Para	18/2	dlopez@thermalito.org
Eme Zhou	Teacher	15	ezhou@thermalito.org
Gina Newsom-Wang	Teacher	16	gnewsom@thermalito.org
Greg Lopez	Computer Tech	12	glopez@thermalito.org
Jasmine Castro	Paraeducator	8	jcastro@thermalito.org
Jeff Kuhn	Teacher	17	jkuhn@thermalito.org
Jeff Mitchell	Teacher	14	jmitchell@thermalito.org
Jeff Smith	Teacher	9	jsmith@thermalito.org
Jennifer Moore	Teacher	13	jmoore@thermalito.org
Kiley Mansfield	Student Advocate		kmansfield@thermalito.org
Laurie Kimble	CN/Campus Supervisor	Cafeteria	lkimble@thermalito.org
Linda Vang	Teacher	1	lvang@thermalito.org
Lydia Clemens	Teacher	2	lclemens@thermalito.org
May Yang	Teacher	7	myang@thermalito.org
Melinda Starr	Para	17	mstarr@thermalito.org
Melissa Franceschi	Counselor	Office	mfranceschi@thermalito.org
Pheng Xiong	Paraeducator	6	xiongp@thermalito.org
Robin Bair	CN Site Lead	Cafeteria	rburgess@thermalito.org
Rochelle Simmons	Principal	Office	rsimmons@thermalito.org
Sonya Smith	Teacher	10	ssmith@thermalito.org
Tami Snodgrass	Para	7	tsnodgrass@thermalito.org
Teresa Charmley	Para/ Campus Sup	1	tcharmley@thermalito.org

AFTER-SCHOOL PROGRAM

The Thermalito Union Elementary School District partners with the Butte County Office of Education to provide a daily after-school program at Plumas Avenue Elementary for grades TK - 5th. The program starts when the final school bell rings and remains open until 6:03 p.m. Please note that this includes minimum days. The program is open everyday that school is in session. Students receive homework assistance and participate in a variety of engaging enrichment activities. Enrollment applications are available in the school office or by contacting Meng Hang, After School Program Site Coordinator, 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 and students not enrolled in the after-school program are asked to go directly home. Those in the After School Program go directly into 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 (school may require doctor's note verifying absence after 10 days)
- ✓ 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: Student arrives **less than** 30 minutes late unexcused. May be cleared with doctor or dental note.

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 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, students are not allowed to bring "energy drinks," coffee 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. Student-to-student sales of any kind are not allowed on campus.

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 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. 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 school year.

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.

CAMERA SURVEILLANCE ON SCHOOL PROPERTY

For the safety of our students, staff, and visitors, the Thermalito Union Elementary School District employs camera surveillance equipment for security purposes. This equipment may be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include building entrances, hallways, parking lots, front offices where students/employees/parents come and go, gymnasiums during public activities, cafeterias, and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities. District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

CANINE DETECTION

In an effort to enhance our safe learning environment for students, staff, and other stakeholders, Thermalito Union Elementary School District will be using canine detection on its campuses and facilities. The goal of this intervention is to maintain a safe and supportive learning environment for everyone. Trained dogs and their handlers may randomly visit school sites to search for illegal drugs, medication, alcohol, gunpowder, and fireworks. The dogs will primarily sniff playgrounds, fields, classrooms, and other common areas such as bathrooms, gyms, libraries, etc. Students may be asked to leave their belongings before they exit a classroom that will be searched. If the dog finds the odor of contraband, an inspection will take place in the presence of the student and an administrator. All contraband will be turned over to school officials. The principal, or designee, will determine any disciplinary action in accordance with existing school policy.

DISCIPLINE PLAN/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.**

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!

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 contact the school office.

Family Engagement

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: Back-to-School Night, English Language Advisory Committee, School Site Council, Awards, Ceremonies and Open House. Please consult our Family Engagement Policy posted on our website, or a hardcopy can be accessed at the school office.

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 and 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.

FIELD TRIPS

Field trips held during instructional hours will be academically- and/or enrichment-based. All students must have a completed and signed permission slip by a parent/guardian. Students who have been suspended from the district school bus at the time of the field trip may not be permitted to ride the bus. In this case, the student will either be transported to the field trip by parent/guardian or he/she will be given an alternative project to complete at school.

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.

HEAD LICE PROCEDURE

If a student is found with active, adult head lice, he/she will not be allowed to return to the classroom. The parent/guardian of any such student shall be contacted and given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. Additionally, the parent/guardian shall be informed that the student shall be checked for active head lice by the school nurse or designee upon return to school the next day and allowed to remain in school if no active head lice are detected. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or a referral to the local health department, health care providers, or other agencies. (cf. 5141.3 - Health Examinations) (cf. 5141.6 - School Health Services). If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services and other appropriate individuals to determine the best approach for identifying and resolving problems contributing to the student's head-lice infestations.

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	coffee drinks	energy drinks
soft drinks		

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 after 30 days.

MEDICATIONS AND PRESCRIPTIONS AT SCHOOL

Students have the right to take medications prescribed by their doctor while at school. Students also have the right to take over-the-counter medications if needed. There are, however, specific requirements which must be met before school personnel may provide the medication to the student. These guidelines are both Board Policy and required by state laws governing medication of students while at school. **No student may have medication of any kind on his/her person at any time.** If you must bring medication to school, the following requirements must be met:

Prescription Medications:

- Must be clearly identified as to the name and type of medication.
- Must be in the original container.
- Must carry a prescription label with the child's name, drug identification, dosage instructions, doctor's name, and prescription date.
- The prescription must be current.

- A medication authorization form must be filled out and signed by both the parent and the prescribing physician, and be filed with the health office. Medication will be given only by authorized school personnel.
- Parents may come to school to give medication to their own children.

Non-Prescription (Over-the-Counter) Medications:

- Must be clearly identified as to the name and type of medication.
- Must be in the original container.
- Must be labeled with the student's name.
- No more than one week of medication may be sent at one time.
- A medication form from the office must be filled out and signed by both the parent and the child's attending physician, and be filed with the office.
- Medication will be given only by authorized school personnel.
- For safety reasons, students are not allowed to personally carry any medication while on campus.

MENTAL HEALTH

Pursuant to Education Code Section 49428 as amended by AB-2022 in September, 2018, schools are required to notify pupils and parents or guardians of pupils no less than twice during the school year on how to initiate access to available pupil mental health services on campus or in the community. At Thermalito Union Elementary School District, any pupil or parent or guardian of a pupil may refer a student for mental health services by contacting the school counselor. The school counselor can also provide information about other options to access mental health services within the community. To access mental health services within the community, please contact the Butte County Department of Behavioral Health at (530) 538-7705.

MINIMUM DAY SCHEDULE

Minimum days are scheduled throughout the school year to provide time for school staff to receive professional development. Most minimum days occur on Wednesdays.

2023-24 Minimum Days (Please Note: The <i>BOLD-Italicized dates</i> <i>are NOT Wednesday minimum days.</i>)	
Month	Dates
August	16, 23, 30
September	6, 13, 20, 27
October	4, 11, 18, 25
November	8, 15, 29
December	6, 13, <i>21</i>
January	10, 17, 24, 31
February	7, 21, 28
March	6, 13, 20, <i>29</i>
April	10, 17, 24
May	1, 8, 15, 22, 29
June	<i>6</i>

NON-DISCRIMINATION POLICY

The Thermalito Union Elementary School District prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual & perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Please address questions or complaints alleging non-compliance to the Superintendent:

*Mr. Greg Blake, Superintendent
Thermalito Union Elementary School District
400 Grand Avenue, Oroville, CA 95965
530-538-2900*

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.

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. **Please understand that calls will NOT be transferred to the classroom, and students personal cell phones must be turned off and put away.** 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 1st**. You may also schedule time with the teacher on the following Minimum Day, which is November 8th).

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

To find information about the condition and performance of Plumas Elementary School, go to the Plumas webpage at www.thermalito.org. Then click on About Us > School Accountability Report Card. A hardcopy of the SARC may also be requested at the school office.

School-Wide Expectations:

Be Safe

Be Respectful

Be Responsible!

STUDENT CODE OF CONDUCT

1. **I will solve conflicts nonviolently.** (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.** (In part, 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.)

SEXUAL HARASSMENT

Sexual harassment can be defined as any unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature that has the purpose or effect of unreasonable interference with an individual's educational or work performance, or that which creates an intimidating, hostile or offending educational environment. Sexual harassment examples include but are not limited to the following:

- Making unwelcome written, verbal, physical, and/or visual contact with sexual overtones
- Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior
- Retaliation for having reported or threatened to report sexual harassment
- Continued expressions of sexual interest after being informed that the interest is unwelcome
- Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student
- A pattern of conduct that would cause discomfort and/or humiliation to a reasonable person at whom the conduct was directed

Sexual harassment is a violation of the law, and students are subject to disciplinary sanctions for this behavior. Complaints are filed with the school administration. Threats to witnesses or to the victims of harassment, in an attempt to prevent them from reporting the problem or retaliation against the one making such a report is grounds for expulsion under California Education Code 48900.

TEXTBOOKS AND CHROMEBOOKS

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. Forms are renewed annually through your Parent Portal. Students are expected to follow the Technology Agreement.

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.*

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.**

VOLUNTEERS

Parents and other interested adults are encouraged to take part in the learning process by volunteering at Plumas Avenue. Volunteers assist the school by working with individual children or with small groups, or assisting with school-wide projects. Contact your child's teacher or the school office if you are interested in volunteering at Plumas Avenue. Forms are available from your classroom teacher or in the school office. Depending on the level of involvement, prospective volunteers may need tuberculosis and fingerprint clearance.

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.

Plumas' Parent and Family Engagement Policies and SARC Report

A copy of the Parent and Family Engagement Policies and The Plumas Avenue SARC Report can be found on our web page at:

Parent and Family Engagement Policies - [HERE](#)

SARC - School Accountability Report Card - [HERE](#)

Or you may request a printed copy in the front office.

PLUMAS AVENUE SCHOOL-PARENT COMPACT

Updated 8/23

The Plumas Avenue Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

OUR MISSION: To ensure high levels of learning for all students.

OUR VISION: All students will achieve academic excellence and social responsibility in a safe and caring community, where school staff and families work together as partners.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The Plumas Avenue Elementary School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - *Regular monitoring and supervision of curriculum- principal visits classrooms weekly.*
 - *Adherence to State Standards-evidenced by lesson planning and assessments*
 - *Participation in high-quality professional development focused on Standards and practices*
 - *Adoption of new curriculum aligned with the State adoption cycle.*
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this Compact will be discussed as it relates to the individual child's achievement.**
 - *Specifically, those conferences will be held in October/November of each year, on two separate days: one day all day, and another day late afternoon/early evening - to accommodate parent work schedules and by appointment*
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - *Monthly progress reports as needed or requested.*
 - *Parents will be contacted any time there is a concern regarding academics or behavior, in order to intervene early and avoid the development of a bigger issue.*
 - *Specially designed progress reports at parent/teacher conferences*
 - *Teacher accessibility via telephone, email, text, or by parent drop-in or appointment.*
4. **Provide parents reasonable access to staff.** Staff will be available for consultation with parents as follows:
 - *Teachers and staff are usually available daily before and after school for parent meetings by appointment.*
 - *Teachers/staff are also available via email or telephone or by appointment at other times during the day.*
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
 - *We will solicit parent participation via volunteer forms at the beginning of the school year.*
 - *Communicate regularly with parents regarding their opportunities for classroom involvement, make parents feel welcome at school, and recognize them annually.*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance*
- *Making sure that homework is completed*
- *Monitoring amount and quality of television their children watch*
- *Check homework folder daily for communication from school*
- *Volunteering in my child's classroom as able*
- *Participating, as appropriate, in decisions relating to my children's education*
- *Promoting positive use of my child's extracurricular time*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail, and responding as appropriate*
- *Serving, to the extent possible, on policy advisory groups, such as Site Council, English Language Advisory Committee or District Parent Advisory Committee*

ADDITIONAL PROVISIONS

Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- *Do my homework every day and ask for help when I need it.*
- *Read at least 10 minutes every day outside of school time in K-1, 20 minutes in 2nd-3rd, and 30 minutes in 4th-5th grades.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Ask my parents to talk to my teacher if my homework takes me more than one hour per day to complete.*

Parent Signature

Date