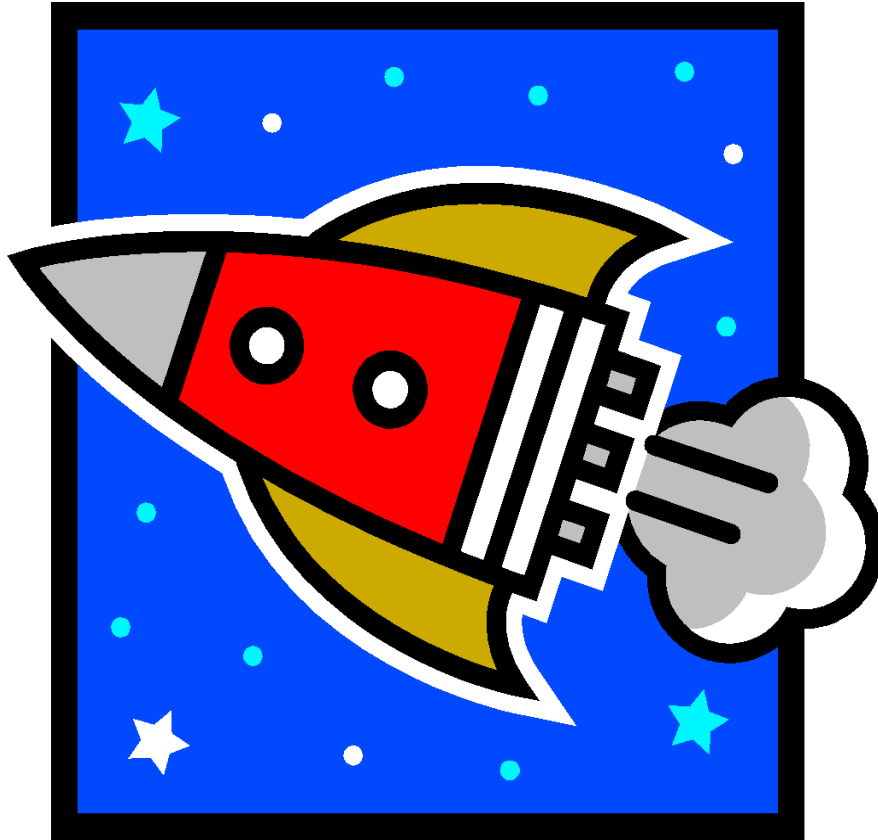


# River Oaks Elementary



Parent/Student Handbook  
2023-2024

## **A Message From The Principal**

Dear Parents and Students,

Welcome back to school! I hope your family had a very fun and relaxing summer vacation. Our Parent & Student Handbook should answer the many questions you may have regarding the new school year. Please pay close attention to the routines, procedures, and rules designed to maintain a safe and healthy learning environment for all students. You will want to keep this handbook accessible throughout the school year. You will find important dates and information that you will want to refer to all year. When you (student and parent) have read and discussed the information contained in this handbook, please sign and return the last page to your child's teacher.

You are welcome to call, email or visit the office if you have questions or concerns. The office hours are 7:30 – 4:00 p.m. when school is in session. Communication from administration and teachers will be sent home via email and posted on our school website. You can view our website at <https://riveroaks.galt.k12.ca.us/>.

In addition, information will be posted on the River Oaks Rockets Instagram page @riveroaksrockets. Let your child's teacher know if you don't have email access and hard copies will be provided for you. Parents can also visit our Bright Future Learning Center (library) to access our websites. We wish you a successful and safe year of learning at River Oaks Elementary.

Mrs. Homdus, Principal  
[thomdus@galt.k12.ca.us](mailto:thomdus@galt.k12.ca.us)

## **The Vision & Mission of River Oaks School**

### **Vision: We envision...**

- A school where students will develop foundational skills, individual talents, and skills needed to be college and career ready.
- A school where everyone is physically and emotionally safe.
- A school where everyone takes responsibility for their own actions.
- A school where parents, community, and staff encourage and support students to do their best.
- A school where 100% of all students will meet or exceed their individual growth goals based on the California Common Core Standards.
- A school where students and staff model the Eight Great Character Traits.
- A school where students give to others and the greater community.

### **Mission: Core Values (belief statements that guide us)**

- Children come first.
- All children can learn.
- We focus on results. (meeting/exceeding growth targets)
- Our expectations and standards are high.
- Evaluation drives improvement.
- A school where students have learning opportunities to develop 21st Century Skills.
- A school where students are technologically literate and globally minded.
- A school where students and staff communicate effectively and work cooperatively.
- A school where students will develop critical thinking and problem solving skills.
- Collaboration and teamwork improves student achievement.
- We honor diversity.
- We act ethically and with integrity, and treat everyone with courtesy and respect.

## **River Oaks Compact**

### **Title 1 School, Parent Compact**

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

### **Staff Pledge**

I, as a school staff pledge to maintain to the best of our abilities:

- A school where students will develop foundational skills, individual talents, and skills needed to be college and career ready.
- A school where everyone is physically and emotionally safe.
- A school where everyone takes responsibility for their own actions.
- A school where parents, community, and staff encourage and support students to do their best.
- A school where 100% of all students will meet or exceed their individual growth goals based on the California Common Core Standards.
- A school where students have learning opportunities to develop 21<sup>st</sup> Century Skills.
- A school where students are technologically literate and globally minded.
- A school where students and staff communicate effectively and work cooperatively.
- A school where students will develop critical thinking and problem solving skills.
- A school where students and staff model the Eight Great Character Traits.
- A school where students give to others and the greater community.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Participate in my learning by paying attention to lessons and asking questions when I need help.
- Bring necessary materials to class including backpack, folder, etc.
- Complete all assigned homework including reading time.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff and families.

### **Family/Parent Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.

- Regularly monitor my child's progress in school and communicate the importance of education and learning to my child.
- Participate in school activities when possible.
- Contact my child's teacher/school when wanting/needing more information about my child
- Read information sent home from the school – both student work and school information
- Encourage and help my child to complete necessary reading and homework
- Respect the school, staff, students, and families.

**Bright Future Learning Center** July 2013 our school library transitioned into a Bright Future Learning Center (BFLC). In the BFLC, you will find your traditional library services and access to Chrome books and Wi-Fi. Students and families can come to the center to check out books, work on research projects, get online and much more. Throughout the school year students can participate in a variety of different after school clubs. Club information will be sent home with all students.

Bright Future Learning Center Schedule: Monday, Tuesday, Thursday, and Friday from 8:00 a.m. - 4:00 p.m.  
Wednesdays and Minimum Days from 8:00 a.m. - 3:00 p.m.

## **Behavior Standards & Policies**

**All School Behavior Management Plan** It is our goal to create a safe learning environment at River Oaks Elementary School that is conducive to high student achievement. We achieve this by implementing Fred Jones classroom management strategies and The Eight Great Traits. Character traits will be integrated into the classroom curriculum through direct instruction, modeling, discussions, references to characters in literature, history, and day-to-day experiences. One character trait will be emphasized school-wide monthly. Students who are observed using appropriate character traits, will be given a "Character Trait" ticket. Students have two ways to "spend" their tickets. 1) They can put their tickets in grade level buckets in the cafeteria during their lunchtime. Every Friday, one ticket will be pulled from the buckets for each grade level during lunch to receive a prize. 2) Students can choose to collect ten tickets each month to receive a special prize from administration. Our ultimate goal in implementing a character education program is for our students to use the character traits when they make choices in their everyday life.

### **Month Character Traits:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>● August/September: Respect</li> <li>● October: Responsibility</li> <li>● November/December: Caring</li> <li>● January: Citizenship</li> </ul> | <ul style="list-style-type: none"> <li>● February: Planning &amp; Decision Making/Problem Solving</li> <li>● March/April: Integrity/Honest</li> </ul> |
|---|---|

Classes that follow the school rules and are referral free for the week will be awarded a Rocket Card. When grades 1 – 6 receive four (4) Rocket Cards the class will have a special celebration.

**Friday Sings-** Friday Sings are usually the last Friday of each month. They begin at 8:15 and usually last 45 minutes. Classroom teachers will select a student each month who will be recognized at Sings and

receive a certificate for following the Character Trait of the month. Teachers will notify parents if their child will be receiving a certificate during Friday Sing. All families are welcome to attend.

**Time Out & Referrals** Each class is assigned a 'Time Out Class'. If a student receives a referral, he/she will serve a time out in another classroom during their next recess. **Time out referrals will be given for:**

- Using inappropriate language or gestures
- Being in an unauthorized area, including classrooms when a teacher is not present
- Playing in the restrooms
- Play fighting
- Unsafe use of playground equipment
- Aggressive behavior
- Littering
- Throwing objects
- Eating on the playground
- Playing in line
- Behavior during recess that is disruptive to classes still in session
- Playing tag on the asphalt

Time Out Referral Forms are to be taken home and signed by a parent or guardian. Please review the school rules with your child if he/she should bring home this form. The Referral Form is to be returned to school the following day and given to the classroom teacher. **Students who do not return the signed referral will be called to the office to call home and possibly serve another time-out.**

**Three Time Out Referrals In One Trimester** Students who receive three time out referrals in one trimester may spend the day in the office. After three time out referrals in one trimester, each subsequent referral will result in further disciplinary actions. **Students who receive three office referrals or a suspension in a trimester may not be able to attend field trips for that trimester.**

**Office Referrals** Students will be sent to the office to speak with administration for the following reasons:

- Fighting (engaging in, threatening, or attempting)
- Disrespect
- Defacing school property
- Defiance of authority
- Exhausting the classroom management system
- Bullying
- Aggressive Behavior

Parents will be contacted regarding all office referrals. Consequences for office referrals may be a parent conference, time out in another room, loss of participation in a school-sponsored activity, in-house suspension, or suspension.

**The First Week of School** Time Out Referrals will not be given the first week of school for students in grades 2-6. First grade students will not receive referrals during the first three weeks of school. Teachers, administrators, and yard supervisors will train students during this time.

**School/Cafeteria Rules** Please review the following rules with your child:

- Keep hands, feet and other objects to yourself.
- Walk on all sidewalks.
- Rough play is not allowed.
- Arrive at school on time. If late, obtain a tardy slip from the office.
- Use your “inside” voice while in the buildings.
- Go straight home after school. No Loitering on campus after school.
- Use restrooms appropriately. No playing or loitering allowed.
- Students will not be allowed back-in the classroom after school hours.
- Students must possess a PASS when not in class during school hours.
- Money should be left at home.
- Office and classroom telephones are for emergencies only.
- Cell phones should be off and put away in backpacks during school hours. Smart Watches must be silent and used for watch purposes only. Communication is prohibited during school hours. (See Policy)
- All electronics not issued by the school should remain at home.
- Gum is not permitted.
- Use appropriate language at all times.
- Refrain from bringing rollerblades and skates to school.
- Students are not allowed to ride bikes or skateboards on campus at any time.
- Skate shoes are not allowed.
- Animals brought to school to share with the class must be kept in a cage and supervised by the student’s parent at all times. Prior permission from administration is required.

### **Cafeteria Rules**

- Walk at all times.
- Keep hands and feet to yourself.
- Be courteous to cafeteria workers.
- Use a quiet voice when talking to your neighbors.
- Clean up after yourself.
- Wait to be excused.
- At dismissal time, your table will be excused when your area is clean.
- No sharing food.
- Our kitchen staff and yard duties can’t heat up food for students.

## **Equipment Use, Etc./Playground Rules**

*All students must stay within boundary lines for recess areas.*

Students are NOT allowed in the following areas without teacher/office staff permission:

- Maintenance rooms
- Staff lounge
- Health Assistant's Office
- Staff restrooms
- Classrooms
- Equipment storage shed

The following are **not** allowed:

- Gum chewing, seeds, etc.
- Use of water guns, spit wads, rubber band guns, water balloons etc.
- Leaving school grounds or boundary areas without school permission.
- Throwing balls against buildings.
- Loitering around classroom doors or ramps.

**Freeze Bell:** When the freeze bell rings, all students stand up, freeze & look at yard duty and wait for their whistle. Then, students are able to walk to their lines and are expected to wait quietly for their teacher.

Playground equipment should be carried, not bounced, to the equipment container.

- **Structures/Equipment:**
  - No throwing bark
  - Do not play games (tag, etc.) on structure or in bark area
  - No jumping off top.
  - Maximum of 3 people per bar
  - Slide down feet first only
  - Equipment (balls, jump ropes, etc.) may not be in bark area
  - Walk around structure equipment (no running or chasing)
  - Count to 100 and turn is over if line forms
  - Rules will be added as necessary.
- **Rock Wall/Rocket Bars**
  - No more than two students per side
  - Hands on knobs while climbing
  - Climb up, then down
  - Do not climb over the top
  - No jumping down
  - At top, students may not go any higher than their waistline. No sitting on top
- Proceed on the **Kid Course** in one direction
- **Rings**
  - No climbing on top
  - Both hands on rings

- Use hand-over-hand climbing procedure
- No more than five students at a time on the **Plank**
- **Bars**
  - Hands on bars at **all** times
  - Maximum of 3 people per bar
  - No “stunting” or dangerous tricks (cradle, death drops, hanging from knees, etc.)
  - Take fair turns if bars are busy (Students may count to 50 slowly, then trade.)
- **Balls**
  - Balls may be thrown on the blacktop area or in the grass
  - Kickball is to be played on the grass only when directly supervised by a yard duty.
  - No kicking balls on asphalt.
  - No bouncing balls on the blacktop when puddles are present.
  - Maximum of 2 balls per basketball hoop
- **Field**
  - Football, End Zone, Soccer and other aggressive team sports may only be played with the direct supervision of a yard duty or teacher. No “Bump” may be played in basketball courts.
- **Ball Walls:**
  - No dodge ball.
  - Six students maximum at one side of the ball wall.
  - One ball per side of the ball wall.
- **Tag:**
  - Tag is not allowed on the blacktop.
  - Tag can be played on the grass when directly supervised by a yard duty.

**Tetherball Rules:**

- Winner serves.
- Server cannot hit the ball again until after the opponent hits.
- Hit the ball with hands or forearm only.
- Your opponent wins the game if you:
  - Touch the pole
  - Hit the rope
  - Step over the line
- If you win 3 games – go to the end of the line.

**Four Square Rules:**

- Each player stands in one of the four squares.
- To start the game, the player in square four serves the ball by bouncing it in their square once and then hitting it towards one of the other squares. The receiving player then hits the ball to any other player in one of the other squares.
- The ball must bounce in another player's square, and they must hit it to another player before it bounces a second time.
- A player may hit the ball before it bounces, if they choose to do so.
- If a player hits the ball so that it misses another player's square, or fails to hit the ball before the second bounce after it has landed in their square, they are "out".



- When a player is out, the other players move up to take their place, and that player moves to the last square, or to the end of the line, if there are more than four players.
- The object of the game is to move up to and hold the server's position.

### **Student Behavior and Field Trips**

Students are expected to follow both classroom and school rules in order to attend field trips. Individual grade levels may have special behavior contracts that need to be followed in order to participate in special trips and events. Students must meet the criteria outlined in these contracts to attend the 6<sup>th</sup> grade Sly Park Science Camp. Parents and students will be notified in advance if they are at risk of not attending a field trip or school event.

### **Dress Code**

**General Guidelines:** All clothing must be neat, clean, and appropriate for a regular instructional day at school. It must be of such design that it invites only positive comments from classmates. Clothing must be safe and worn in a safe manner. Clothing must not promote conflict or distract students from learning.

The following items are prohibited by Board Policy on school grounds and at school activities both on and off campus:

- ❖ Any item that advertises or promotes the use of alcohol, tobacco, or controlled substances
- ❖ Any item that displays or encourages gang-related affiliation
- ❖ Any item with suggestive pictures or writing

- **Hats:**

- Hats are not allowed in any indoor building while on campus
- Students may wear a hat for sun protection while at recess or PE.

- **Hair:**

- Hair color and style must not distract students from learning.

- **Appearance:**

- Make-up, facial piercing, and gauge earrings are not allowed at school.
- Temporary tattoos must be appropriate and non-distracting

- **Clothes:**

- Shirts, blouses, and tops shall be long enough to tuck into the waistband.
- Pants shall fit at the natural waist and be properly fastened at all times.
- Pants shall not “sag” to reveal undergarments or uncovered skin.
- Shorts, skirts, and dresses should be below the fingertips.
- Skirts or dresses shall not have slits above the mid-thigh.
- All undergarments must be covered at all times.
- Shoes must be worn at all times. They must be safe and appropriate for P.E.
- Sandals/Crocs must have heel straps for safety (sports mode).
- Lace-up shoes must be worn with the laces in place and securely tied.
- High heels are prohibited for safety’s sake.
- The following clothes are prohibited: revealing clothing, including but not limited to, halter tops, tube tops, spaghetti straps, tank tops, half shirts, see through garments, fishnet stockings, plunging necklines and bare midribs slashed, or provocative
- ***Any item that can distract from the educational process***

**Dress Code Consequences:**

1<sup>st</sup> Violation: Teacher will discuss violation with the student while at school.

2<sup>nd</sup> Violation: Parents will be called to bring/send appropriate clothing.

3<sup>rd</sup> Violation: Parents & Administration will schedule a conference to solve the immediate problem and discuss future expectations.

## Registration of Students

**Kindergarten** Enrollment in Kindergarten requires that a child be five years of age on or before, September 1st for the 2023-2024 school year and beyond.

**Required Documents for Registration** 1. Birth Certificate (or photo static copy), Notification of Birth Registration, Passport, Baptismal Certificate or Affidavit. Affidavit forms are available at any school office. 2. Written record of immunizations for polio, MMR (measles, mumps, rubella), DPT (diphtheria, whooping cough, tetanus), varicella (chicken pox) and the Hepatitis B series. Medical exemptions are acceptable. A medical exemption requires written verification from a physician. 3. Physical Exam is required for 1st grade only. Forms are available at any school office. Please remember the physical may be obtained within the 18 month period prior to your child beginning first grade or within 90 days thereafter. 4. Proof of residency, such as water bill, SMUD bill, or PG & E bill 5. Oral Health Assessment: California law states your child must have a dental check-up by May 31st of the first year your child enters school and must be performed by a licensed dentist or registered dental health professional. Fortunately, in our district, we have local dentists that perform the required oral health assessment at no cost. Further information on this requirement will be provided upon registration.

## Attendance Policies

**Attendance** Your child's attendance patterns often have a direct link with academic achievement and success in school. Frequent absences can negatively affect your child's performance in school. Unless children are ill, please make sure they get to school on time every day! In the event of illness, missed school work can be arranged by calling the school. If your child is absent, the absence needs to be reported within **24 hours**. There are multiple ways to report an absence. Please state the child's full name, grade level, and reason for absence.

- 1. Call Rosa (attendance secretary) at 745-4614 ext. 301
- 2. Send your child with a note to the school office.
- 3. Email [rsoria@galt.k12.ca.us](mailto:rsoria@galt.k12.ca.us)

**Independent Study** Independent Study Contracts are available for students that will be missing school for 3-14 days total for the school year. Teachers and office staff need at least five school days prior to the first day of absence to complete the appropriate paperwork and to get schoolwork ready. Students are required to complete and return all schoolwork on the first day they return to school. Students will receive credit for their absences after their schoolwork has been graded by the teacher. This program must be approved prior to the student missing classes. Students on independent study will not be eligible for perfect attendance.

**Outstanding Attendance – Attending school on time, all day, every day!**

**Out of This World Attendance:** At the end of each week, classes that have reached the attendance goal of 97% or higher receive a flag outside their classroom for the entire week.

**Trimester Perfect Attendance:** At the end of each trimester, students who attended school every day will receive a perfect attendance certificate.

**Yearly Perfect Attendance:** At the end of the school year, students with perfect attendance will be recognized with a certificate and treat at an end of the year Awards Assembly.

**Tardies in excess of 30 minutes will be considered truant.**

*If a student is suspended, this suspension counts as days absent and will disqualify a student for outstanding attendance. In-school suspension (official) is considered the same as an out-of-school suspension and counts as days absent from the regular program.*

**Early Check-Out** Parents are required to sign their child out of school at the front office. Students with an early check out will not be eligible for perfect attendance. It is expected that students must attend school every day without an early check-out.

**One “Freebie” for an Early Check-Out or Tardy** We will allow students one “free” early check-out or tardy. It is the responsibility of students and/or parents to communicate with the attendance secretary to take advantage of this “freebie.”

**SARB Process (Student Attendance Review Board) and Truancy** State law requires that any child, who has been absent without a valid excuse more than three days, or tardy in excess of 30 minutes for three or more days in one school trimester, shall be reported as truant to the site administrator.

It is our hope that all students attend school in a regular manner. We will be happy to discuss specific problems you may have regarding this. However, in the event of a legally truant student, the parent and students will be referred to our School Attendance Review Board (SARB) for corrective action. The following are steps in the district SARB process:

1. The first SARB notification (SARB 1) is mailed to the parent after the third unexcused absence or tardy over thirty minutes. SARB 1 will also be mailed home after the 10<sup>th</sup> excused absence without a medical excuse from a physician.
2. If unexcused absences for truancy tardies continue, a Student Attendance Review Team (SART) meeting is scheduled. The 2<sup>nd</sup> SARB notification (SARB2) is mailed to the parent notifying them of the meeting.
3. If unexcused absences for truancy tardies continue, the 3<sup>rd</sup> SARB notification will be mailed to the parent.
4. If attendance still does not improve, the department of Educational Services will schedule a SARB hearing at the district level.

## General Information

Breakfast and lunch is free of charge to all students during the 2023-2024 school year. If you are in need of assistance please contact Food and Nutrition Services Supervisor, Nick Svoboda at [nsvoboda@galt.k12.ca.us](mailto:nsvoboda@galt.k12.ca.us). Breakfast is available from 7:30 – 7:55 a.m. in the cafeteria. The cost is free for all students this school year.

**Exclusion From School** State law requires that children be excluded from school for the following reasons:

- A. Contagious health problem
- B. Lack of immunizations

Immunizations are necessary for polio, measles, rubella, mumps, diphtheria, whooping cough, varicella (chicken pox), the Hepatitis B series, and tetanus. There have been some instances of Pediculosis, or head lice. Children with head lice will be excluded from school until the hair has been treated and all of the eggs (nits) have been removed. This process is expected to take 4 to 24 hours.

**Health** State law and district policies strictly regulate the use or administration of medications at school. No medication (prescription or non-prescription) may be dispensed to students or allowed on the school site without appropriate forms completed and on file in the school office. Please contact the health office for a copy of the district's required authorization forms or you may access the forms and more health related information on the district website <https://www.galt.k12.ca.us/>. Choose departments and then Health Services.

**Homework Policy** The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site.

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to assign homework that has been taught to mastery at school and serves as a review of skills already learned at school. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

### **Daily Homework Time Allotment:**

**Kindergarten** Up to 15 minutes per night of assigned homework. This may include Reading.  
**First Grade** Up to 10 minutes per night of assigned homework plus 15-20 minutes of Reading.  
**Second Grade** Up to 20 minutes per night of assigned homework plus 15-20 minutes of Reading.  
**Third Grade** Up to 30 minutes per night of assigned homework plus 20-30 minutes of Reading.  
**Fourth Grade** Up to 30 minutes per night of assigned homework plus 20-30 minutes of Reading.

**Fifth Grade** Up to 30 minutes per night of assigned homework plus 20-30 minutes of Reading.

**Sixth Grade** Up to 30 minutes per night of assigned homework plus 20-30 minutes of Reading.

**Synergy Parent Portal** All K-6 teachers will report progress and performance indicators for their students in the Synergy gradebook. The Synergy gradebook may contain both effort and performance scores. Teachers will update each student's progress and performance in the Synergy gradebook, at minimum, on a bi-weekly basis (every two weeks). Parents will receive more information regarding Synergy from teachers at Back to School Night.

**Newsletters** You will be receiving a monthly newsletter from your child's teacher. Teachers will be sending newsletters home via email. A hard copy will be provided for parents without internet access.

**Gifted and Talented Education (GATE)** The District believes it is important to find out if students meet the criteria for the GATE program mainly for the purpose of making appropriate educational decisions. Gifted students have unusually high potential in one or more areas, and as a result, sometimes have academic and counseling needs that can be better addressed by parents and teachers if the student is identified as a GATE student. Students in our district will be screened to see if they are eligible for the Gifted and Talented Education (GATE) program in third grade.

**GATE Services** Gifted students are usually "clustered", or grouped, with up to ten other gifted students at their grade level. Teachers differentiate the curriculum by adding depth and complexity to meet their learning needs. Some school wide activities, such as drama productions, spelling bees, math competitions, or art projects, after school programs can also meet many needs of some gifted students.

**Interdistrict Transfer Students** Parents who live outside the district may enroll their children at a school of choice, pending the superintendent's approval under the following circumstances.

1. Childcare resides within the district.
2. Parents or guardians are employed within the school district boundaries.
3. There is sufficient room in the schools. Additional information and a district application can be obtained by calling the district office, 744-4545.

**Security Gates** Our security gates will be closed at 8:00 a.m. and opened at 2:25 p.m. M, T, Th, F and 12:55 on Wednesdays. All visitors are required to check into the office prior to entering the campus.

**Loading/Drop-Off Process** Students may be picked up and dropped off outside the fence as close to the pedestrian gate as possible. If you are dropping or picking up students in the parking lots, we ask that you keep the flow of traffic moving smoothly by having children ready to exit or enter the car as quickly as possible. Only buses will be permitted in the circular drive in front of the school office. Double parking is not allowed in front of the school or in the parking lots. Parking in the fire zones or behind the cafeteria is not permitted. Students are to use the crosswalk to get across the street to waiting parents. **Students may not be on campus before 7:30 a.m. as supervision is not provided before this time. Beginning at 7:30, a no-cost breakfast is available to every student in the cafeteria. Students not going to the cafeteria will not be allowed on campus until 7:45. When the gates open at 7:45, students go directly to the playground.**

**Teachers will pick up students at their designated spot on the playground at 7:55. At 8:00 the tardy bell rings, and students are considered tardy after 8:00 and must report to the office.**

**End of the Day Dismissal** We ask that parents/guardians wait at the front of the school to pick up their child at the end of the day. Gates will be opened five minutes prior to dismissal. You should have a routine meeting location with your child. All students dismissed at 2:30 p.m. (1:00 on Wednesdays) must leave the school campus at that time. Students are not allowed back on campus until after 3:00 p.m. Please be prompt when picking up your student(s) after school. All GEL students must report immediately to their GEL teacher and be promptly picked up by 6:00pm. We have no supervision available. The office will keep a record of students that are continually picked up late.

**Parent/Teacher Conferences October 16<sup>th</sup>-20<sup>th</sup>, 12:30 Dismissal for grades 1<sup>st</sup>-6<sup>th</sup>** . All parents are invited to attend conferences with the teachers. During these conferences parents should feel free to ask questions and share ideas about their child's progress and behaviors. Several days prior to the assigned conference dates, parents are contacted about the dates and preferred times. Anytime during the year when a parent feels a conference is needed other than during the regular conference dates, we encourage you to contact the classroom teacher. Communication between teachers and parents is crucial to a successful school year.

**Student Messages, Use of Phones** We are **unable** to send messages to students during class time, except when there is an **emergency**. All students should leave home with an understanding of what they are to do during or after school. We do our best not to interrupt instruction. Students can call home from a school phone line. Each teacher has a voicemail number and all messages to teachers will be transferred to their voicemail during the school day. Please see our school Cell Phone and SmartWatch policy.

**Email for Staff Members** All teachers, office staff, and support staff can be reached via email. Email addresses are the staff member's first letter of their first name and last name, followed by @galt.k12.ca.us  
**For example:**

Tina Homdus can be reached at: [thomdus@galt.k12.ca.us](mailto:thomdus@galt.k12.ca.us)

Email is the best way to reach administration.

**Cell Phone/SmartWatch Policy** The use of cell phones, smart watches and other electronic signaling devices during school hours is strictly prohibited unless required for medical purposes that have been approved, in writing, by a licensed physician and the use of which is limited to health-related purposes. (Education Code 48901.5) The availability of classroom telephones to provide outside access in case of emergencies eliminates the need for student operated cell phones or other communication devices during school hours. For family communication purposes, students may possess cell phones or other electronic signaling devices but may only use them before/after school hours. These devices must be in their backpacks on silent preferably or at least silenced. Neither the district or its employees are responsible in any manner for their loss or damage.

- Cell Phone Consequences:
  - 1<sup>st</sup> Violation: Warning,

- o 2<sup>nd</sup> Violation: Phone confiscated and taken to the office for student to retrieve after school.
- o 3<sup>rd</sup> Violation: Phone confiscated and parent will need to pick it up.
- o 4<sup>th</sup> Violation: Student will need to keep their phone in the office during the school day.

**Student Check-Out** Any parents, guardians, etc. picking up children before regular dismissal times must first go to the office and sign them out. Persons should be identifiable to the child and be prepared to show photo identification. Teachers will direct the child to the office for check out. Adults may not take a student from the playground or classroom without first signing the child out in the office. Any person picking up a child must be listed on the child's Emergency Card.

**Textbooks** Teachers may issue a numbered copy of a textbook to each student in the class. Students are responsible for the assigned book for the year. If a book is damaged or lost, the student will be responsible for the repair or replacement cost of the book.

**Parent Volunteers/Visitors** All parent visitors must sign in at the office and have **Megan's Law clearance** before volunteering on campus. This is a safety precaution for the entire campus. A visitor's badge is given to each person who signs in. All parent volunteers are also required to sign in daily and be **Megan's Law cleared**. Parents are invited to visit classrooms. However, as a courtesy to a teacher, it is required that you arrange a time for your visit. In order to maintain an appropriate learning environment for all students, younger siblings are not allowed in classrooms during school hours. Regularly scheduled volunteers need a **TB clearance**. Overnight field trip volunteers need **fingerprinting clearance**.

**Student Wellness Policy** River Oaks will be encouraging parents and all staff members to follow the district guidelines related to student wellness and nutritional guidelines. The River Oaks staff will make every effort to offer students healthy alternatives for snacks, rewards, and food served at classroom parties. Administration and teachers will be limiting the amount of candy that is given as rewards for students. We are strongly recommending that parents communicate with their child's teacher before bringing in any food/drink.

**Birthdays and Parties** Please make arrangements with your child's teacher prior to bringing in treats for your child's birthday. Balloon bouquets are discouraged at school and will remain in the school office until the end of the day. Teachers typically plan a couple holiday parties each year. Please let your child's teacher know if you would like to help.

**Back to School Night** This is a very important night for teachers to share their school program for the new year. Parents will learn about grading, assessments, homework, curriculum, and expectations for academics and behavior. Please plan on attending to receive this valuable information.

**Open House/Picnic on the Grounds** Open House is a time when parents and students can come together to visit the classrooms to view work and visit the teachers. This is not a parent/teacher conference time. Conferences should be scheduled with the teachers at a different time.

**School Site Council** The primary role of the School Site Council (SSC) is to assist in the planning, implementation, and evaluation of the Single Plan For Student Achievement (SPSA). The School Improvement Plan focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making on the allocation of funds received annually from the state and federal government. Please let administration know if you are interested in serving on our SSC.

**Student Council** The Student Council is made up of students in grades 4 – 6. Any student interested in participating in student council must maintain high standards for academics and behavior as measured by teachers and administration. In addition, they must attend all monthly meetings, on time. Students can be removed from student council for disciplinary or academic reasons, or for missing three or more meetings. Tardies count as missing a meeting.

**The Student Council helps students by:**

- ❖ Developing an understanding of the democratic process.
- ❖ Developing school spirit and community.
- ❖ Providing communication between administration and students
- ❖ Giving students experience in leadership roles

**Field Trips** Field trips are planned to coordinate with the regular instructional program supporting the classroom curriculum. Field trips are paid through parent donations and PTA funds. Permission forms are required for any student to participate. These must be returned by the deadline; otherwise your child will not be permitted to go and will have to remain at school in an assigned classroom. Siblings are not allowed on field trips. Parent(s) **must** have a **Megan's Law clearance**. Parents serving as overnight chaperones on overnight field trips must pass fingerprint and background checks.

**Academic Student Planners/Communication Folders** PTA purchased student planners for all 5-6 students. Planners should be used daily to record homework and classwork and be checked off by parents each night. Grades 3-4 use nightly grade level "calendars". PTA also purchased Communication Folders for all students K-6. These folders contain any forms, notes from the school/classroom, etc. This is where parents can sign papers and place them back in the folders to send back to the teacher.

**Accelerated Reader** All students in grades 2<sup>nd</sup>-6<sup>th</sup> will have Accelerated Reader goals. Teachers will talk more about these goals and expectations at Back To School Night. Accelerated Reader books can be checked with teachers, in the BFLC and public libraries. To find out if a book is an Accelerated Reading book go to [arbookfind.com](http://arbookfind.com) We use the web-based AR system so students have access to all AR quizzes.



**Student and Parent Contact Information** Please be sure that the school office has your current home and emergency contact information on file. Notify the office immediately if you change cell phone numbers. Your child will come home with an emergency card the first week of school. Please complete and return promptly.

**School Supplies** Grade levels will be asking for a \$20.00 **donation** to cover the expenses of school supplies or provide students with a list of school supplies they will need for the classroom. Classrooms always need Kleenex, white copy paper, sanitation cleaning wipes, dry erase markers and pencils. Thanks in advance for your generous donations!

**ALL CALL Notification** GJUESD has adopted an ALL CALL Notification Service which allows us to send a telephone message to parents providing important information about school events or emergencies.

Caller ID will display the school's main number for a general announcement. Caller ID will display 411 if the message is an emergency. The system will leave a message on any answering machine or voicemail. If the message stops playing, press any key 1-9 and the message will replay from the beginning.

The primary phone number will be called for standard and emergency calls with the additional numbers used in an emergency. The successful delivery of information is dependent upon accurate contact information for each student. If parents have changes in primary phone number and/or alternate phone numbers (including cell phones), they need to let the school office know.

**Parent Teacher Association (PTA)** Joining and volunteering through PTA is a wonderful way to support your child's school. PTA fund raises to support field trips and classroom needs. They organize a variety of family events throughout the school year. Diana is the PTA president and can be reached at [riveroaksgaltpta@gmail.com](mailto:riveroaksgaltpta@gmail.com)

**Safety On Campus** In order to keep our students and staff safe, classroom doors will remain locked during the school day. All staff members have been trained to handle emergency situations: lockdowns and fire, etc. As a school, we have monthly practice drills.

## Parent/Student Handbook Signature Page

I have read and discussed the 2023-2024 River Oaks Parent/Student Handbook containing school policy,

cafeteria, and playground rules with my child.

Name of Child: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS PAGE ONLY TO YOUR CHILD'S TEACHER**