

Carl B. Munck Elementary School

Together We Win

**Family Student Handbook
2017-2018**



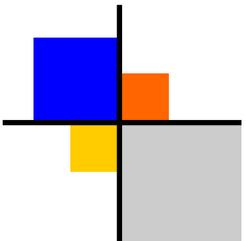
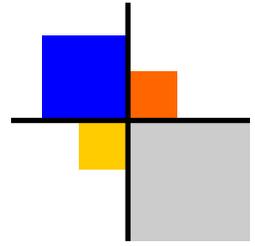
**11900 Campus Drive
Oakland, CA 94619
510-531-4900**

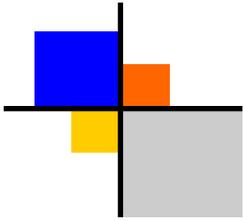
FAX 510-531-4920

www.ousd.org/carlmunck

Denise J. Burroughs, Principal

Notes





Carl B. Munck Elementary

www.ousd.org/carlmunck

SCHOOL SCHEDULES

Mon., Tue., Thurs., Fri.
All Grades
8:40 a.m.-2:55 p.m.

Minimum Day Wednesdays
All Grades
8:40 a.m.—1:25 p.m.

Lunch Period:

Transitional Kindergarten: 11:00 am until 11:45 am
Kindergarten-2nd Grades: 11:30 am until 12:10 p.m.
3rd-5th Grades: 12:25 p.m. until 1:00 p.m.

Office Hours: 8:30 am to 3:30 p.m.

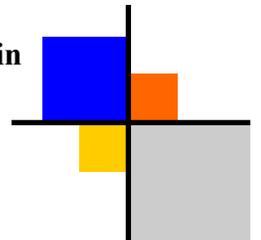
Students should not arrive at school prior to 8:10 am breakfast start time. Upon arrival for breakfast, students are to go directly to the multi-purpose room and not to the playground as there is **NO playground supervision.**

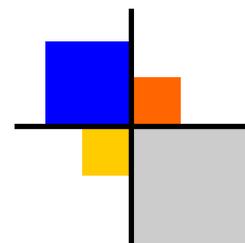
Playground supervision begins at 8:30 am

School begins for students at 8:40 am with a warning bell ringing at 8:35 am and students are expected to be in line by the 8:40 am bell.

Students are dismissed at 2:55 p.m. on Monday, Tuesday, Thursday and Friday. Minimum day is Wednesday and students are dismissed at 1:25 p.m. **Pick your child up within 10 minutes of dismissal times.**

Unless you have an Early Release form from the Main Office, please remain near the Main Entrance until teachers walk students down to meet you.





WELCOME TO

Carl B. Munck Elementary School

The place where **TOGETHER WE WIN!!**

We welcome and encourage each of you as active members of our community.

Our Vision

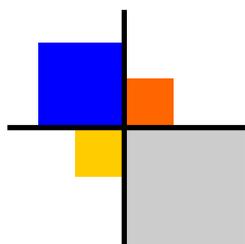
The collective Carl B. Munck community is united in our commitment to provide students with a caring and challenging learning environment, which empowers them to become responsible and productive citizens in a global society. Our school community ensures a safe, nurturing environment that enables students to actively engage in powerful, rigorous learning, and consistently demonstrate their academic success by multiple measures. Our students thrive when they are thinking critically, creatively, and solving complex problems while also being respectful, responsible, caring and compassionate.

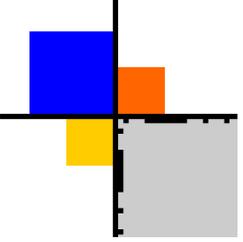
Munck-at-a-Glance

Carl B. Munck Elementary School is a diverse learning community. Our students natural creative talents have led to various performing arts opportunities. Munck hosts annually its own Dr. Martin Luther King, Jr. Site Oratorical Fest with several of our students being invited to the Regional and District Competitions. We offer on-site library services, instructional technology media center, physical education, art instruction, introduction to music, and a wealth of other cultural activities.

UJIMAA Foundation After School Program, provides academic homework hour, an enrichment block which may include technology media center, visual performing arts, sports, gardening, leadership and respect and responsibility. Family Reading/Math/Science nights, and parent workshops are held in partnership with the after school program and PTA.

The Parent Teachers Association (PTA) is open to anyone committed to enriching the learning environment for students at Carl B. Munck. PTA supports instruction by raising funds and organizing volunteers.



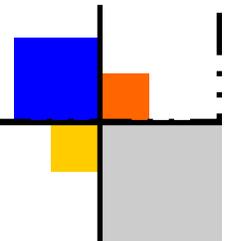


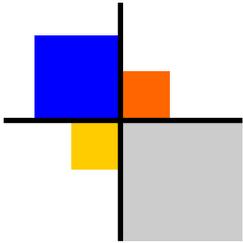
**Carl B. Munck Elementary School
Faculty & Staff Commitment to Students**

- Help each student reach his/her academic potential by addressing his/her individual needs.
- Build a sense of community, citizenship, and self-esteem.
- Create a safe and positive learning environment.
- Foster internal motivation towards independent learning.
- Respect all cultures.

**Caring Schools Community
School-Wide Pledge**

Today is a new day.
Today I believe in myself.
Today I will respect myself and others.
Today I will help solve problems with kindness.
Today I will work hard to learn all I can learn.
I am Intelligent
I am Wonderful
I am Special
Today will be a Great Day





VISITORS/OBSERVERS TO THE SCHOOL

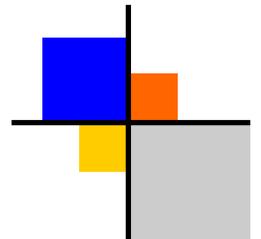
Visitors are welcome and to ensure the safety of our faculty, staff and students, all visitors, including parents, (whether volunteering or observing) must first sign-in and obtain a visitor's pass from the office. Please display the visitor's pass at all times while on the school grounds, and sign-out upon departure.

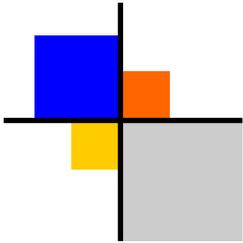
We encourage parents to visit the school to support their child's learning experience. Maintaining good conduct and a peaceful learning environment at our site is critical in order for all students to learn and for teachers and staff to do their best job. All visitors/observers can assist us with keeping our campus safe by adhering to the following Visitors/Observers Guidelines:

- Adults only
- Check into the office, sign-in and put on a visitors badge
- Proceed to the classroom only when the office staff gives confirmation
- Reasonable notice per Ed. Code 49091.10 Recommended courtesy 24 hour advance notice to teacher
- Adhere to agreed upon time, if prior time arranged and agreed upon with parent
- Be inconspicuous, sit or stand near rear of classroom
- Don't expect interaction with the teacher (Schedule a parent/teacher conference, if needed)
- Avoid student interactions, unless scheduled as a volunteer and under the teacher's direction
- Avoid cell phone use (turn it off or place in vibrate mode)
- Avoid bringing food or drinks into the classroom

Campus Disruptions

Principal or designee may direct a visitor to leave the school and not return per Penal Code sections 626.7 and 626.8 for seven (7) days, if it is determined the visitor has interfered with the good order or peaceful conduct of the school, (includes but not limited to: profanity, obscenities or threats).



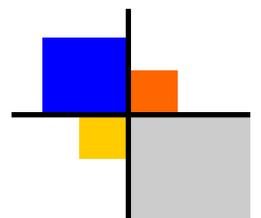


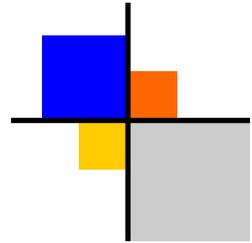
VOLUNTEER POLICY

Ways you can support our school community:

- Join the PTA
- Become a classroom volunteer
- Assist with yard supervision before school and during am/pm and lunch recess
- Become a traffic monitor before or after school
- Adhere to school-wide master schedule of teacher requested times for volunteers
- Attend any available and scheduled parent trainings to gain proficiency as a volunteer
- Be flexible with assignment and schedule depending on teacher needs
- Follow the teacher's guidance when volunteering in the classroom or other areas of the school while assisting with students
- Be willing to volunteer in a classroom, or other area of the school, other than your child's classroom (playground, multi-purpose room, hallways, tutor, read with or to students).
- Commit to time and arrive on time
- Use positive and constructive redirection with students only when necessary. In the case of obvious safety issues, immediately refer situation to school site personnel.
- For more information about volunteering with the Oakland Unified School District please check out the website:

www.Oaklandschoolvolunteers.com





Parent Volunteer Agreement

Dear Parents and Friends,

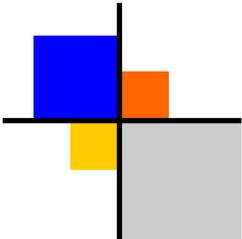
We value “parents as partners” in academic literacy. **Thank you for volunteering to join us in our classroom** to help make this a joyful and successful year for all of our children. Please read over the following guidelines and talk to me about anything that may not be clear. Then sign this Professionalism Commitment. (It is **absolutely essential** that we can trust teachers and volunteers to be just as respectful of privacy as our doctors are.)

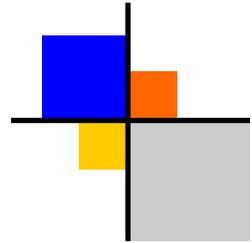
- Our school is a safe and happy environment: *We respect each child’s individual rate and style of learning. We are very professional and respectful of the privacy of our children and their families: We do not talk about individual students outside of the classroom.*
- **Before coming to the classroom, all volunteers must sign in at the school office.** Please check in at the office each time before you join us and wear a visitor’s nametag. This is for the safety of our children and our staff.
- **Always use a soft, friendly voice** when working in the classroom.
- **Encourage the children to do a much of the work as they can.** Invite them to tell you about what they are doing. Assist only when you feel a child has done all he or she can; then provide the support the child needs to be successful.
- If you are working with a small group, move from child to child, giving each **encouraging feedback**. See [Language That Encourages Children](#)
- Please remember to **focus on the children** and save adult conversations for later. **Information about individual learners is only discussed with the teacher.**
- **Be enthusiastic and enjoy the children.** Know that your work makes a difference in the lives of our children and the richness of our classroom.

I understand and am committed to these guidelines.

Volunteer Signature

*Permission granted for teachers to use or adapt for families with credits noted.
A Nellie Edge Parent Information Letter © 2006.*





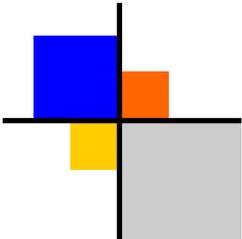
How to Use **Language that Encourages Children** Information for Parents and Volunteers

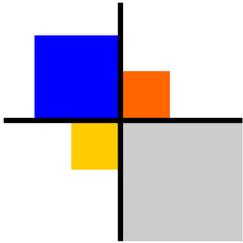
To Help children develop internal motivation to learn and positive social-emotional skills, we give specific, encouraging feedback rather than just praise.

Examples:

- You put a lot of effort into that project. It must feel good to see the result of your hard work.
- You used all lowercase letters and spaces between words. That makes it easy to read. You are sure growing as a writer.
- You really helped your friend clean up the block area in a hurry. Every block is back in its place—that's called organization.
- It shows kindness when you...
- You waited politely and patiently for your turn to share. Thanks for cooperating.
- You used lots of colors and imagination in that painting. Can you tell me about it?
- You sure love to sing. It's fun to have a singer like you in this class!
- You spent several days writing that book—that's called perseverance. That's just what adult writers do!
- You worked hard...
- You remembered to put your name on the paper! That's an important skill.
- Thanks for helping...
- You sure look like a happy learner.
- How did you think through that problem?
- Tell me about...
- What was the hardest part?
- How do you feel about finishing your book?
- What did you enjoy most...?

For additional information see Positive Discipline books by Jane Nelson





EARLY PICK-UP POLICY



We understand the necessity to sometimes have students depart school before the instructional day ends, due to emergencies and various appointments; but this causes disruption to the classroom. Your cooperation in **minimizing** these requests is greatly appreciated.

When parents/guardians must pick up a student for doctor/dentist appointment, please do not go directly to the classroom. Go to the office to sign-out your child and receive an early dismissal slip. The office will contact the student's classroom and the student will be sent to the office for pickup.

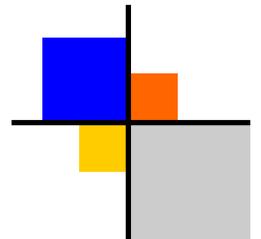
Your cooperation with these procedures will help keep our school community secure and safe.



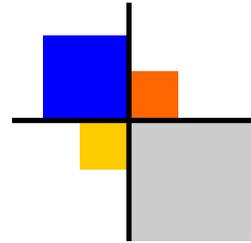
WELLNESS POLICY

See Oakland Unified School District Parent Guide, "Tips for healthy snacks and celebrations"

- Please do not send students with any food that requires being heated or microwaved.
- Avoid items in glass bottles or containers
- Please do not send any type of hot chips, fries, etc. with red dye "food coloring".
- No soda or candy
- Label your child's belongings, lunch bags, clothing etc.



ATTENDANCE



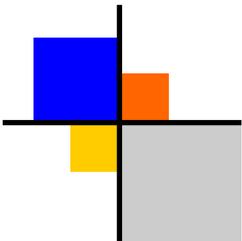
Parents are responsible for clearing students' absences. Our goal is to exceed 98% attendance for the year. Parents must clear student absences by:

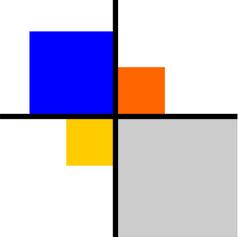
Verified Absences

- Under state law, absences are verified only for illness, quarantine, medical appointments, funeral service of any immediate family member, jury duty, and certain justifiable personal reasons. **When your child is absent for any amount of time, you must send him/her back to school with a note.** The note must include: (1) your signature; (2) your child's name; (3) the day/s and date/s of the absences; (4) the reason for the absence; and (5) your home, work and cell phone numbers. You may also verify the absence on the phone, in-person, or through a home visit with a designated school employee.
- If your child is absent three (3) or more days due to medical reasons, a doctor's note is required.
- If your child is sick and can't attend school for 30 days or longer, please ask for Home/Hospital instruction.
- If your child can't attend school for 5 or more days due to family emergency/vacation please request Independent Study work. **Request must be made in writing two weeks in advance of leave.**

Unverified Absences

- Some parents are unaware that "going out of town" or unforeseeable circumstances" are unverified absences. If you must go out of town for five (5) to twenty (20) days, please ask your school if Independent Study is an option. This will allow your child to keep up with his/her schoolwork and ensure that missed time does not count toward truancy. If Independent Study is granted, please encourage your child to complete his/her assignments.
- If your child is late any day, it will count as a tardy.
- After three (3) unverified absences or tardies of (30+ minutes or more) , your child will be classified as a truant. There are escalating consequences for truancy, including detention, Saturday school, community service, or referral to the OUSD School Attendance Review Board (SARB). Failure to address the problem may lead to a referral to the Alameda County District Attorney's Office, which may charge truant students and/or parents with violations of state law.





COORDINATION OF SERVICE TEAMS

A Coordination of Services Team (COST) is a site based multidisciplinary team composed of service providers, school administration, and school staff. COST members include principals, assistant principals, site coordinators, school counselors, school nurses, mental health therapists, special education teachers, afterschool providers, case managers, and family advocates. Weekly or biweekly COST meetings provide a regular opportunity to triage referrals, assess students' support needs, and develop and monitor interventions to ensure that these needs are met.

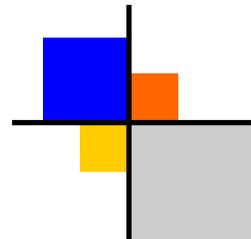
COST reviews multiple referrals and leverages a continuum of resources to meet the needs of each student referred, which may result in a formal SST.

What are the goals and outcomes of COST?

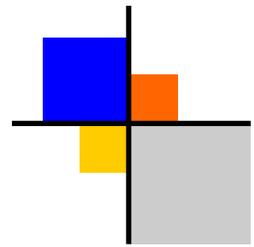
- Triage referrals link students and families to available services.
- Facilitate communication between multidisciplinary team of providers and school staff to ensure that interventions are coordinated and aligned.
- Monitor student progress over time and modify interventions as needed using data-based decision-making.

Student Success Team

The Student Success Team is a school site team that includes the parent and the student in a positive, problem solving intervention process. It assists students by ensuring that the school and community are doing everything possible to make students' school lives successful. Students are most successful when there is a strong spirit of cooperation between home, school, and community. The SST includes the most important people in the student's life: the parent or caregiver, teacher, counselor, specialists, school administrator or designee, and any other school or community members who can provide support. Because of this shared responsibility, the SST meets at school to explore possibilities and strategies that will best meet the educational needs of the student and support teachers and parents.



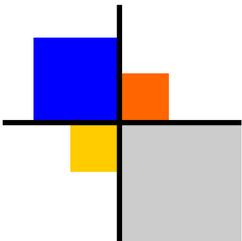
PUBLIC SAFETY—TRAFFIC GUIDELINES

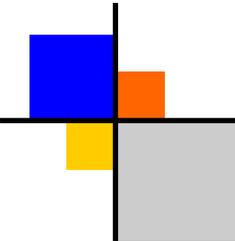


- **All parents/guardians are expected to use our drop off lane** located at the main entrance. This drop off zone will utilize both staff and parent volunteers. Accordingly, all parents will be expected to follow appropriate traffic rules when dropping off and picking up their children from our school site.
- **Be courteous towards staff and parent volunteers.** They are here to assist you with safely arriving and leaving the school site.
- **ALWAYS let your child out of the car in the drop off zone near the sidewalk;**

- **DO NOT** let your child out of the car in the far lane of the lot
- **DO NOT** let your child out on the driver's side of the vehicle
- **DO NOT** direct your child to run across the parking lot or down to the street level.

- **Please pay attention to all signage leading to and on the school grounds,** specifically, no parking in the red zone, which is restricted for the yellow bus during arrival and pickup times.
- **Parking and leaving your vehicle unattended in drop-off, drive-thru, fire lanes and red zones is prohibited.** You can and will be cited by school and city police authorities.
- **Parking in staff parking/blocking parking spaces** is prohibited, you are subject to being towed.
- **Leaving your car in the designated lane, which is for drop-off only,** to walk your child into the school is prohibited. Double-parking is prohibited.
- **When you are in the parking lot, your speed should be reduced to 10 mph.**
- **Unless you have a handicap permit,** parking in handicap zone is **ALWAYS** prohibited. You can and will be cited by school and city police authorities.
- **You are strongly encouraged** to parking in the following areas: **REDWOOD RD.** By parking on streets or areas other than the school parking lot, you reduce traffic congestion and can safely walk your child to the school campus.
- **When parked on Redwood Road,** or other legal parking near the school, you should always be parking as close to the curb as possible. *The California Vehicle code law is that your right tire should be no more than 18 inches from the curb (only applies to curb parking).*
- **Be courteous to drivers at all times;** everyone is or may be trying to drop-off/pick up their child at the same time.





DRESS CODE POLICY

Consistent with the district's educational goal of providing safe and secure schools, students shall dress and groom themselves in a manner which demonstrates respect for the learning environment.



Students must wear clothes that do not have inappropriate symbols, or advertise harmful products. Athletic shoes required for active play and no open-toed shoes or flip flops are allowed on PE days. Short shorts, revealing tops or bottoms (low cut or cropped so that midriff or cleavage is exposed), clothes that are too tight or too loose, sagging pants are not allowed. Underwear should NOT be exposed.

No open-toed shoes or flip flops are allowed on PE days!!

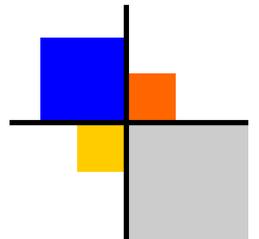
EMERGENCY CARDS

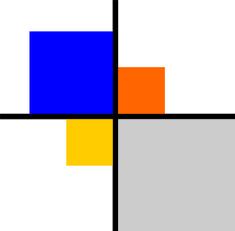
Each child **must have** a current Emergency Card on file in the office. Students will be excluded from field trips if the school does not have their emergency form. This card identifies others, authorized by you, that may be contacted in case of emergency and may take your child from school. This includes normal pick-up days in addition to any disaster situation. Your child will not be allowed to leave school with anyone other than you, the parent/legal guardian, unless you have listed them on the Emergency Card. This release **MUST** be changed and updated by the parent/guardian at all times during the school year. Updating your information when your contact information changes, is appreciated. Email addresses are much appreciated.



EMERGENCY PREPAREDNESS POLICY

In compliance with the California Education Code, an Emergency Policy has been prepared and may be reviewed at the site. The policy provides faculty and staff with a guide for emergency procedures and duties which will ensure the safety of pupils. This includes scheduled fire drills and earthquake drills.





MEDICATIONS GIVEN AT SCHOOL

All medications must be kept in the school office. **All medications must** be in the original pharmacy container, with the directions attached. Any medication to be administered during school hours must be accompanied by an ***Authorization for Administering Medication*** form signed by the parent and with instructions from the physician. Only a parent or legal guardian may give non-prescription medication (Ed. Code Section 49423 and 49489). Parents of children with severe food allergies or insect bite allergies must provide an Epi-pen to the school office.



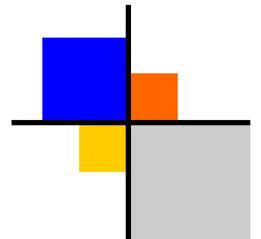
BANDAIDS

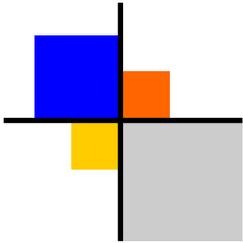


When a child has a minor scrape, they will be asked to wash it with soap and water and then the child will be given a Band-Aid to protect the scrape for the day. Parents will be called if the wound looks serious enough to warrant additional attention. **Parents will be notified in all cases of any type of head injury.**

HEAD LICE

Students will not be excluded from school if they have nits or head lice, as head lice are not a disease and do not carry any disease; nor should students with head lice stay home from school. Unnecessary absences can negatively impact students' ability to learn and succeed in school.





SCHOOL-WIDE DISCIPLINE POLICY

Carl B. Munck expects students to behave and be at their best at all times. Students will be redirected and consequences applied if necessary. Students are expected to demonstrate respect and consideration in their interactions with other students and staff. These guidelines for success in all school situations include: Patience, No Put-downs, Perseverance, Teamwork, Effort, maintain a “Bully Free Zone” and No Violence! Below are some general expectations that guide our student's choices here at Munck. We ask that you review them thoroughly with your child at home.

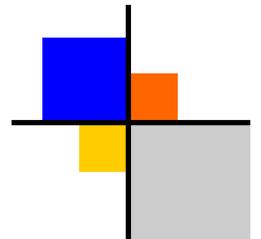
The list of behaviors that will be addressed by redirection by an adult at the time of occurrence without referral to the office: (See additional behaviors noted on Pre-referral Interventions Log)

- General off-task, inappropriate behavior
- Name-Calling
- “Horse Playing”
- Interrupting the learning of others
- Minor unsafe behavior in classroom or playground

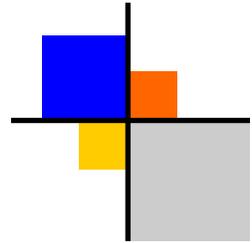
If expectations for behavior are not followed the following procedure will be followed:

Actions:

1. Opportunity given to student to redirect himself/herself
2. Redirection by teacher
3. One-on-one conference as necessary (one-on-ones should always be private)
4. Time-out for reflection (in-class or can take place in another class). Office will be notified if sent to another class.
5. Phone call home if this behavior happens consistently
6. Parent Conference



SCHOOL-WIDE DISCIPLINE POLICY



Unacceptable Behaviors

1. Bullying
2. Running in the hallways
3. Deliberate classroom disruption and defiance of authority
4. Physical or verbal threats against another person.
5. Fighting
6. Use of profanity or vulgarity
7. Stealing personal or school property
8. Any weapon (real or fake)
9. Playing or eating while waiting in front for parent pick-up
10. Hanging, sitting, or swinging on rails while waiting for parent pick-up
11. Walking up, jumping or playing tag on the slide or play structure
12. Toys, Electronic devices on campus (cell phones, included—must turn phones in to the office upon arrival and pick-up after school)
13. Defacing of school property



For specific behaviors, refer to the Pre-Referral Interventions Log, “Student Behaviors Managed by Principal or Teacher-in-Charge-Level 4”

Refer to Oakland Unified School District Parent Guide for additional “Grounds for Disciplinary Action”.

