

August 2016

Dear Tomales Elementary School Families,

Welcome to the 2016-2017 school year. We hope this handbook answers many of the questions you may have about procedures and activities here at Tomales Elementary School.

It is important for students to see their parents involved at school. We have four active parent groups: School Site Council (SSC), English Learners Advisory Committee (ELAC), Parent Teacher Association (PTA), and our Title 1/Family Engagement Committee (FEC). Each group meets monthly and you can attend any of the meetings. Look for dates and times on the yellow monthly calendar or on the website. If you aren't interested in meetings there are opportunities to volunteer doing projects in the Family Center or in classrooms in a variety of ways. You can also participate by attending school events throughout the school year.

If you find you have additional questions about Tomales Elementary School please don't hesitate to call your child's teacher or the school office at 878-2214. In addition, our Family Center, staffed by Cristina Salcedo, is ready and willing to assist all families with questions or needs. Cristina is bilingual and can be reached directly by calling 878-2105.

Sincerely,

Jim Patterson
Interim Principal

TABLE OF CONTENTS

	PAGE
Staff	3
Attendance	4
Release of Students	5
Educational Programs	6
Pupil Progress and Records	7
Discipline Plan	8
Health Procedures	11
Site Disaster Procedure	14
Safety to and from School	15
Important Information	16
Ideas for Helping Your Child	18
Committees and Organizations	19
Additional Activities	19
District and School Personnel	20

Tomales Elementary School

2016/17

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**Interim Principal
Secretary
Kindergarten
First grade
Second grade
Third grade
Fourth grade
Fifth grade
Sixth grade
Seventh grade
6-8 Science
Eighth grade
Music
Spanish
Physical Education
Art
Resource Specialist K-8
SDC
School Psychologist/Counselor
Speech & Language Therapist
Intervention Tutor
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Technically Skilled Maintenance
Custodian
Custodian
Food Service
Family Center**

ATTENDANCE/ABSENCES

Perfect Attendance:

Consistent daily attendance is important to your child's educational progress and success. If your child is absent for any reason, contact the school secretary (878-2214) that same morning or send a note with the child when he/she returns to school. A telephone call or a written excuse should provide the following:

1. The name of the child (first and last)
2. The date(s) of absence
3. The reason for the absence (state kind of illness or other reason)
4. The signature of the parent or guardian (if a note is sent).

By state law (Education Code 48205) and local school board policy, student absences are considered excused for these reasons only:

- a) due to quarantine, illness or injury of the student
- b) for the purpose of receiving medical, dental, optometrical or chiropractic services
- c) for the purpose of attending the funeral services of a member of the student's own immediate family, so long as such absence is not more than one day in California and not more than three days outside of California

You are strongly encouraged to make your vacation plans to coincide with those scheduled on the school calendar.

We no longer offer independent study contracts. With two weeks advance notice some teachers may provide school work for you. Otherwise all missed assignments will need to be completed upon your return. Students will be given time to complete assignments equal to the number of days they are out. The absences are considered unexcused due to state requirements.

RELEASE OF STUDENTS TO PARENTS

CLOSED CAMPUS

Students are expected to be in their classrooms at 8:30 a.m. The campus is unsupervised until 8:15 a.m. Once a child arrives on campus he/she will not be allowed to leave again until the regular hour of school closing unless checked out through the school office. Dismissal for grades K-3 is at 2:45 and for grades 4-8 at 2:50 p.m. Exceptions to this policy will be granted by the Principal or designee on an individual emergency basis, as requested by a parent or guardian. Another exception would be if you have given permission for your student to participate in a walking field trip to Tomales.

Early Check-Out

If it is necessary to check-out your child before the end of the school day, a parent or guardian must come to the office to sign student out. You will receive an early check out note to give to your child's teacher. **State law requires that a child be released only to a parent or legal guardian unless special arrangements have been made with the office.**

Emergency Dismissal

Parents are advised to establish with their children a family emergency plan. These plans should include instructions for students in the event of early release from school because of an emergency.

It is the responsibility of parents to provide for the care of children released from school when parents are not at home to greet them. Provisions for doing this should be communicated to the school on the emergency card distributed and collected at the beginning of each school year. Please keep emergency cards updated.

Emergency Information

Parents must keep emergency procedure information up-to-date to ensure their child's safety. A change in any of the following should be reported to the school immediately:

1. Home phone number
2. Parent's work phone number or address
3. Doctor's name and address
4. Name, address, and phone number of a friend or relative you have designated to be notified in case of an emergency
5. Disaster/Emergency early dismissal arrangement information

It is essential that the school be able to reach parents quickly in case of emergency. For this reason, parents should make every effort to keep the school office informed of any changes in the emergency information.

EDUCATIONAL PROGRAMS

Music: Parcel Tax funds ensure that students in grades K-8 receive regular music instruction from Mrs. Considine. Students will participate in activities that build musical skills, foster creativity and develop the special talents of each student. Shows are put on throughout the year to highlight what the students are learning.

Technology: The parcel Tax has allowed TES to provide an IPAD for every student. Students also have access to a computer lab where they are offered keyboarding, word processing, problem solving, graphics, and online testing. Some of the things offered are keyboarding, word processing, problem solving, and graphics. Internet access in our lab and library has improved student research capabilities. A description of the standards covered at each grade level has been developed by the districtwide technology committee.

Art: Parcel Tax funds also provide money to purchase art materials for teachers in grades K-8. The Parcel Tax has paid for an additional part time art instructor for the past four years. We plan to offer specialized classes from an artist in residence this year. You will see many examples of the fine art activities at our spring art show.

Fitness: The whole school starts the day with “My School in Motion” as part of our brain fitness program. Grades K-5 will participate in a fitness program. The instructor will facilitate warm up exercises, skill practice and games, many of which will be noncompetitive. Grades 6-8 will have physical education a minimum of 4 times a week. Youth Fitness combines health/nutrition/fitness activities and games to help students develop healthy lifelong habits.

Special Education: Classes are offered to specially identified students in basic skills, speech and language. Teachers, parents and administrators can request evaluation for eligibility. No testing is done without parental consent. Parents have the right to initiate a written referral for assessment after the resources of the regular education program have been considered and used (**Education Code 56029**).

Title 1: Additional services in reading are offered to students who score below the proficient category on the Smarter Balance test. These students receive additional support from an instructional assistant, the classroom teacher, or our intervention staff.

Family Life: Tomales Elementary School offers Family Life, Aids/HIV, drug and alcohol education as part of our regular curriculum. Generally, our school nurse and school counselor present the special units in these areas in the spring, but they are also addressed as part of our physical education, health science and social science classes. If you do not want your student to participate, please circle specific areas as exceptions on the Receipt Page.

Field Trips: As a regular part of our curriculum, classroom teachers arrange field trips for their classes to extend and reinforce classroom activities. Trips that require transportation will need your written permission. You will be given a permission slip explaining all the details of the trip. For

permission for walking field trips such as to the Tomales Park, Diekmann's General Store, Tomales Fire Station or Tomales Post Office, just circle yes on the Receipt Page.

PUPIL PROGRESS AND RECORDS

Reporting To Parents:

Frequent communication about student progress between the school and the home is a very important part of your child's education. In an effort to assure this communication, Tomales Elementary School issues a report card at the end of each trimester to the parents of all students. Teachers may also issue an interim report in the middle of each trimester to inform you of your student's progress. In addition, parent-teacher conferences may be scheduled at any time. If you are interested in a conference, please notify the school office or send a note to your child's teacher. You will be contacted by your teacher in the fall and early spring for a formal conference.

Student Records:

Parents or legal guardians of students have the right of access to any school records relating to their own children. To review a student's records, the parent must submit a written request to the Principal. Permission to view the records must be granted no later than five days following the date of request. (Education Code 49069)

Following any review of a student's records, the parent or guardian may challenge the content of any record. A challenge to a student's record must be submitted in writing to the Superintendent. Within thirty days of the receipt of a challenge, the Superintendent will meet with the parent to discuss the record and the challenge. (Education Code 49069)

Academic Honors Grades 4-8

Tomales Elementary School students who achieve a Grade Point Average of 3.0 to 3.49 are placed on the school Honor Roll. Students achieving a 3.5-3.99 are considered to be on the High Honor Roll and students who achieve a 4.0 are placed on the Principal's List. An Honor Roll List is made each report card period. Certificates are issued to those students meeting the above standards.

TOMALES ELEMENTARY SCHOOL DISCIPLINE PLAN

A primary goal at Tomales Elementary School is to create a positive and safe environment where students are able to learn self regulation and increase their executive function. We want our students to grow and develop responsibility and respect for themselves and others. Discipline is a **SHARED RESPONSIBILITY** of students, staff, parents and administration. Learning is enhanced by a well-disciplined school. At Tomales Elementary School the following will apply:

- All students can show courtesy, respect and cooperation with fellow students and staff.
- All students can value school equipment and materials.
- All students can use appropriate voice levels and language.

School Rules Adopted by Staff and SSC 10/19/93

- 1. T.E.S. students are expected to show courtesy, good manners, and concern for others.**
 - Use proper language. Swearing is not allowed.
 - Listen carefully and follow adult's directions.
 - No "Lock-Out" games.
 - Use "Please" and "Thank you"
 - No "Put Downs"
- 2. T.E.S. students are expected to be safe.**
 - Do not hurt other students-verbally or physically.
 - Fighting, teasing, and ganging up are not allowed.
 - Play only in the designated areas during school time where supervision is provided. (Students are not allowed in the halls, gym or classrooms during recess or lunch unless supervised).
 - Chewing gum is not allowed on campus.
 - Hats are not worn inside buildings.
 - Leave toys/items at home.
 - No contact sports, such as tackle football. No hardball is allowed.
- 3. T.E.S. students are expected to show respect toward people and property.**
 - Do not use or touch property without permission of the owner.
 - Use bathrooms correctly.
 - Keep the campus clean. Help out by picking up litter.
 - Do not vandalize the building or equipment. Students and/or parents are responsible for paying for any damage that occurs from a student who damages property.

- Food should be in appropriate areas.
- Mobile devices such as cells phones, MP3, iPods, etc., which are discouraged, are to stay in backpacks during school hours.

All behavior-good or bad is maintained by its consequences. All too often we simply expect positive behavior and seem to let it go unnoticed or unappreciated. Positive consequences are awarded for exemplary behavior/effort. Negative consequences must be enforced for misbehavior. Students are taught that the way they choose to behave leads to certain consequences.

The first line of intervention is always the supervising teacher or adult. An appropriate warning will be given in all but the most severe cases. A **Discipline Referral Procedure** may be used to address certain types of behavior and is helpful to maintain communication between home and school. Each referral will be sent to the office and handled by the Principal or designee.

Students may receive a **Discipline Referral** for:

1. Continued misbehavior in a class, hall or playground after attempts to correct by teacher or supervisor.
2. Severe misbehavior such as fighting, defiance, rudeness, foul language, or destruction of property.

Possible Consequences:

detention break/lunch/after school
 school service break/lunch/after school
 loss of special privileges
 in school suspension
 student immediately calls a parent and shares referral information

Parents will always be informed of serious situations, but not every lunchtime detention offense. We encourage parents to support our discipline policy by reviewing the rules with their children.

Children are under the legal auspices of the school from the time they leave home for school until they check in with parent/guardian in the afternoon. During that time, it is expected that school rules will be followed and that safety rules pertaining to school will be observed.

We rarely need to suspend or expel students from Tomales Elementary. It is important for you to be aware of behaviors and actions that result in severe consequences. Historically the most common infractions have been students threatening one another, harassment and intimidation. Explanation of what these behaviors look and sound like are worth a conversation with your child.

EDUCATION CODE
SECTION 48900-48926

48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in

this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

HEALTH PROCEDURES AND POLICIES

Immunizations:

A child enrolling for the first time in a public school must present documentation from a healthcare provider certifying that he/she has received all immunizations required for his/her age or grade level as specified by the California Department of Public Health (CDPH). Information on immunization requirements can be found here: <http://eziz.org/assets/docs/IMM-231.pdf>

A child who has not been immunized as specified by the CDPH will NOT be admitted to public school with the following exceptions:

MEDICAL EXEMPTION: Pursuant to SB 277, after January 1, 2016, the Personal Beliefs Exemption (PBE) is no longer available for first-time entry into public school. In addition, Personal Beliefs Exemptions on file for current students will remain in force only until the child enters the 7th grade, at which time it is no longer valid. After January 1, 2016, the parent/guardian must provide a written statement by a licensed physician stating that the child's medical circumstances are such that immunization is not considered safe. The statement must include the specific nature and probable duration of the medical condition or circumstances. The exemption may be temporary or permanent, and must be on file with the district prior to the first day of school. More information on medical exemptions can be found here: <http://www.shotsforschool.org/laws/exemptions/>

Health Services and First Aid:

A nurse is assigned to Tomales Elementary School for one day a week. First aid will be provided by the nurse if she is here or other school personnel when the nurse is not here. Pupils will be referred to their parents or guardians for additional medical help when necessary. In case of sickness or serious injury to a student, the parents of the child will be notified immediately. **Remember**, it is important that we know where to reach you at all hours. Keep your emergency information current with the school office. Please make sure the school has your **current** phone number. Also, when filling out the emergency card, please list only people with phones, who would be able to assist us in cases of an emergency. For example, do not list people who work and would not be home. Please make every effort to make arrangements to either pick up your child or have him/her picked up when they are sick.

Vision Screening and Hearing Tests:

Students' vision and hearing is checked several times while they are in elementary school. These examinations may be waived by providing the school with a certificate from a doctor indicating the results of the child's vision tests, including visual acuity and color vision. This section does not apply for parents who file a written note with the principal stating they belong to a recognized faith or religion that depends upon prayer for healing. (Education Code 49455)

Exclusion from Physical and Medical Exams:

Parents wishing to have their children excused from routine health examinations (including vision, hearing, and dental inspection) conducted at the school must submit a written request for exemption **each school year**. This request should be submitted to the Principal in the first week of student attendance. (Education Code 49451)

Pupil Medication:

Since medical treatment is the responsibility of the parents and the family doctor, medications including over the counter medicines, should rarely be given at school. We encourage you to work out a schedule with your child's doctor for giving medication outside of school hours. The only exceptions involve special or serious problems. This will be permitted only on the written request of the parents with the written authorization and explicit directions of the doctor (Education Code 49423), (A prescription label is sufficient). The school secretary should be contacted when this situation arises and any medication, even Tylenol and other acceptable pain medication, should be left with the school secretary. Tylenol cannot be provided by the school. Please send some to the office if your child will be needing it that day, along with permission to administer. Only authorized personnel can dispense medication.

Contagious Diseases:

While regular school attendance is important to a quality education, if your child is ill or becomes ill, it is in the best interest of your child and the other children that he/she remain at home. For the safety and welfare of all students, it is requested that children remain at home until you are sure they are better.

Please notify the school immediately in case of any contagious disease such as measles, mumps, chicken pox, strep throat, etc., in order that the school may notify the parents of any children who may have been exposed.

Any student having a communicable disease may be re-admitted only by the school nurse or other certificated personnel. The California Administrative Code, Section 6S, declares, "Pupils who have any contagious disease **must** be sent home."

Head Lice:

Head lice checks will be conducted in September and January. From time to time students may be found to have head lice. Please help by regularly checking your child's scalp. Please notify the school office **immediately** if you find your child does have head lice. Children may return to school as soon as they have been treated and all nits are removed. If you have questions about how to identify head lice, please call your doctor or call the school office.

Nutrition and Health:

The Tomales Elementary School staff encourages all families to help their children understand the importance and the relationship between health practices and learning. Proper rest and nutrition are

vital to a child's educational as well as physical development. Adequate sleep and a good breakfast will help your child begin his or her school day enthusiastically.

When to Miss School

School starts in an hour, and your child says she/he doesn't feel well. Should you send your child to school or keep her/him home? Ask yourself, "If my child were healthy, would I want her/him near someone with these symptoms?" Robert Hoekelman, M.D., contributing editor of *The Merck Manual of Medical Information - Home Edition*, offers these guidelines to help you decide what to do. Of course, if symptoms last longer than 24 hours or worsen, call your pediatrician.

Symptom:

Keep Your Child Home IF:

Fever

Your child has a morning temperature of 100 degrees Fahrenheit or higher, or has a temperature below 100 but is achy, pale or tired.

Stomach Ache

Your child has had two or more episodes of vomiting or diarrhea or has had one in the past 24 hours and feels tired or ill.

Sneezing or Runny Nose

Your child is sneezing a lot and her/his nose won't stop running.

Sore Throat

Your child has tender, swollen glands and a fever of 100 or higher.

Cough

Your child coughs frequently, coughs up phlegm, or the cough sounds like a bark or is accompanied by a sore throat or wheezing.

Ear Ache

Your child's pain is consistent or severe.

Rash

The rash blisters, develops pus, or is uncomfortable, which would signal chicken pox or impetigo.

From our experience we have learned that sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their parents, and the school staff.

SITE DISASTER PROCEDURE

The TES Staff continues to practice and train for Disaster Preparedness and Student Release situations. We'd like to remind all TES families to update student emergency card information anytime there are changes such as: Address, phone numbers, contact person, or medical conditions. In the event of a student release situation a **photo ID** is required especially if the person picking up the child is not known by TES staff. Also, anyone picking up a student must enter from the east entrance on Irvin Lane. The west entrance (from the Tomales end) is reserved for emergency vehicles only and no foot or vehicle traffic will be permitted in this area.

The 4-Step Student Release Process

1. Release of students may be authorized whenever a condition exists warranting such action. Such conditions include earthquake, flood, severe winter storm, etc. When the decision has been made to release students, local Fire and Police Departments will be notified, along with the Marin County Office of Education. School closure and reopening will also be reported to radio stations by the school administrator. Radio stations to listen to are: English – KSRO 1350AM, KZST 100.1 FM, KWMR 90.5 AND 89.3FM Spanish – KRRS 1460AM, KBBF 89.1FM,
2. All students will remain under supervision and care of the school until released to a parent or authorized designee.
3. Students who are not picked up or who are unable to proceed home will be kept at the school.
4. Following is the Release Procedure:
 - a. Fill out Student Request Form.
 - b. Show **photo I.D.** at designated REQUEST GATE.
 - c. Move to RELEASE GATE to wait for students.
 - d. Leave campus immediately after student is released into your custody.

We ask that EVERY child bring in a Comfort Kit

The School Comfort Kit is simply a cache of food and drink items that can be purchased from our PTA or at any market or outdoor store. You can purchase the items separately or you may find prepacked bags. The following items are recommended for your child's School Comfort Kit:

- 2 cans of meat (flip top only)
- 2 granola bars (no chocolate)
- 2 fruit cups (flip top only)
- 2 cans of juice (flip top only)
- 2 cheese and crackers
- 2 napkins and 2 plastic spoons
- A note/picture from family

If your child has a specific medical need requiring special medication, please send or bring it to school in its original container with clear instructions in a plastic bag clearly marked with your child's name. Optional items might be a small flashlight with batteries, a packet of handiwipes, and a mylar space blanket. These kits will be kept at school with your child's name on it. The intent is to provide each child with nourishment to sustain them if we are isolated at school for any length of time. The kit will be used only in the event of an earthquake, or other emergency during school hours. Obviously, we hope that this will never happen, but if it does, we will be better prepared to handle unforeseen circumstances. The kit belongs to you and will be returned at the end of the school year.

Kits need to be sent by the end of September. If you have any questions or concerns, please feel free to contact the school office (878-2214), Family Center (878-2105).

SAFETY TO AND FROM SCHOOL

Transportation:

Students use a variety of methods to get to school. Bus service is provided by the District. For transportation questions please call George Borges at the bus garage (707) 878-2221. Bus drivers are responsible for providing safe and efficient service. Students are responsible for maintaining safe behavior on the bus which allows the drivers to concentrate on driving. **School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** For TES students, if you wish your child to take another bus home, you must **send a note to school** giving your permission. All 4th through 8th graders should bring these bus notes to the school secretary when they arrive at school. Kindergarten through 3rd grade should turn notes into their teachers. Students **will not** be allowed to get on another bus or get off at another stop other than their own without a note from a parent or guardian. TES students may not get off at the High School unless their parent will be there to supervise them.

Bicycles:

Children riding bicycles to school are required by law to wear a bicycle helmet. Children are not permitted to leave the school until all the buses have arrived and are parked. Bicycles should always be walked on campus. Bicycles must be parked in the proper bicycle parking area and left there until the end of the school day.

Skateboards:

Skateboards are not allowed on campus. Students are not allowed to ride skateboards to and from school.

Safety:

Student safety in going to and from school is of concern to parents and school personnel alike. Please help your child remember the following:

1. Take the safest route to and from school.
2. Do not accept rides or stop to talk with strangers.
3. Always cross at crosswalks, where available.

4. Be considerate of personal property. Do not cut through yards, litter or play on private property.

IMPORTANT INFORMATION

Student Dress:

Student dress should be comfortable and in good taste. Shoreline Unified School District feels that clothing advertising alcoholic beverages, tobacco products or containing inappropriate language or messages is not appropriate for school. Parents are asked to help students select clothing that will not cause embarrassment or limit the student's ability to participate in a wide range of activities. Bare midriffs, spaghetti straps, very short skirts or shorts, oversized sagged pants are not appropriate for the school setting. Underclothing should not be visible. Students are expected to dress appropriately for the school setting.

Telephone Calls:

Children will not be allowed to use the school telephone for personal or social reasons (ex: arrange play dates or overnights). School phones are to be used by students only in an emergency. Parents likewise should avoid using the school in order to pass routine messages to their children. We appreciate you making arrangements with or for your children the night before. Except for the school issued IPAD, all handheld electronic devices including **cell phones** are not permitted to be used during the school day. This includes school fieldtrips. Cell phones should remain turned off and inside of backpacks at all times. The school recommends against students having cell phones while at school since they are easily lost or stolen. Should a student choose to have a cell phone out, it will be taken by a staff member and placed in the school safe until a parent or guardian member can pick it up. We appreciate your support of this policy. (adopted SSC 2011)

Lost and Found:

We request that all coats, caps, lunch pails and other personal belongings be labeled with the owner's name. We have a "Lost and Found" in the gym and in the hall outside primary student restrooms where lost articles may be claimed.

Materials and Supplies:

The school program provides basic educational supplies for all students. As these supplies are not limitless, we ask that you help us educate the children about the importance of using supplies wisely and conservatively. Textbooks are issued to students as appropriate. Reasonable care of these books is

expected. Students will be billed for excessive wear or loss at the end of the school year. Unpaid bills remain in student files and will need to be paid before graduation.

If you choose to send additional materials with your child, please make sure they are clearly and permanently labeled. Three ring binders are appropriate for students in Grades 3-8. Pocket type folders will help first and second graders keep track of important papers and begin practicing organizational skills. We request that students in grades 4-8 provide their own binder paper. Each teacher will inform you of what your child will need for class.

Food Program:

Students may bring a sack lunch from home. There is no refrigeration available so please keep this in mind when packing a lunch. Breakfast and lunches are provided by the Tomales High School cafeteria. Lunch for \$3.75 per day is served at lunch time. Breakfast is \$2.00 and served at 8:15 am

for grades K-3 and 10:30 for grades 4-8. We do offer a Food Program. If you feel you may qualify, please complete the food application form you will receive in your student's first day of school packet and return it to the school office. Students will eat outdoors except during rainy day schedule. (Primary students will eat indoors). Milk may be purchased daily for 50 cents. A menu calendar will be sent home monthly. To order lunch, circle the days you wish your child to receive school lunch and send the menu and money back to school.

Preschool:

Shoreline Acres, Inc. offers a preschool program, Monday through Friday, from 8:30 am to 12:15 pm. for children ages 2.9 years and toilet trained to 5 years old. For enrollment information please write or call: Daphne Cummings, Shoreline Acres, Inc., P.O. Box 161, Tomales, CA 94971, 878-9442. En Español - Elvira DeSantiago – 878-9442.

Parent Visitation:

We encourage parents/guardians and interested members of the community to visit our school and view the educational program. To ensure minimum interruption of the instructional program, we request that visits be made in the following manner:

1. As small children are often distracting to regular classroom work, parents are requested to leave them at home if they are planning to make a classroom visitation.
2. Visits during school hours should first be arranged with the teacher and/or principal.
3. All visitors must check in with the school office upon entering school grounds to ensure the safety of students and staff.

4. Unless invited to do so by the teacher, visitors should remember not to talk, walk around the room or in any other way provide a distraction to the students or the teacher.
5. After class or between classes, visitors should remember not to engage the teacher in conversation, as this would prevent the teacher from greeting students and preparing the next lesson. Conferences with teachers are encouraged, but they need to be arranged for a time before or after school. The school staff can assist in making appointments.

TES K-3

8:25 First Bell

8:30-10:30 Instruction

10:30-10:45 Recess

10:45-12:25 Instruction

12:25-1:10 Lunch

1:00-2:45 Instruction

12:15 dismissal on minimum day

TES 4-8th Grades

8:25 First Bell

8:30-10:30 Instruction

10:30-10:45 Recess

10:45-12:25 Instruction

12:25-1:10 Lunch

1:10-2:50 Instruction

12:20 dismissal on minimum day

IDEAS FOR HELPING YOUR CHILD

The staff of Tomales Elementary School is dedicated to providing the best quality education for your child. Teachers and parents who understand what to do to actively encourage learning get results. We know that two major indicators of academic success are vocabulary development and oral language. We also know that 80% of vocabulary development comes from reading. Reading activities will benefit children the most. Reading aloud, being read to or reading silently every day will significantly impact achievement.

Activities to do at home:

Parents, you can support the school and help your child achieve more success by doing the following:

1. Make sure your child read every night for 20+ minutes.

Students who read 20 minutes each day, read 3,660 minutes in a school year, or 1,800,000 words.

Students who read 5 minutes each day, read 900 minutes in a school year, or 282,000 words.

By the end of 6th grade the first student will have read for over 60 entire school days. The other students will have read for 12 school days.

WHICH STUDENT WILL HAVE THE BETTER VOCABULARY AND BE MORE SUCCESSFUL IN SCHOOL?

2. Talk to your child-

Oral Language develops when a child is having a meaningful conversation with an adult or another child. When your child finishes their reading, ask them about the story. Engage their brains, but try to avoid yes or no questions. Some examples of questions are as follows:

What was the main character like?

What was the plot of the story?

What did you think of the main character?

3. Encouraging your child. Notice and acknowledge small improvements. If you wait for perfection, you may never find anything to praise and your child may feel discouraged to try.
4. Play number or math games with your child. Have them use a math facts app on their IPAD.

COMMITTEES AND ORGANIZATIONS

P.T.A.

The Tomales Elementary School P.T.A. welcomes all families to become members. The P.T.A. sponsors social, educational, and fundraising events for parents and their children. We hope we can count on you.

School Site Council: (SSC)

Parents and staff are members of this council. The Council oversees the implementation of the School Improvement Plan. Look for dates on the monthly calendar and feel free to join us.

English Learners Advisory Council (ELAC)

This group oversees and advises on issues of second language acquisition. Look for dates on the monthly calendar and feel free to join us.

Family Engagement Committee (FEC)

Have you noticed the red wooden signs around the school? How about the yellow foot prints that start in the primary and lead all the way to the school office? These and other “user friendly” improvements are outcomes from FEC. The committee works very hard to make the school a more friendly and welcoming place.

ADDITIONAL ACTIVITIES

We look forward to providing additional activities and opportunities throughout the school year. While not every activity occurs every year, examples are listed below. Please watch for dates on your monthly calendar or in the newsletters for these events.

Back to School Night (Fall)
Art Show
Christmas Bazaar
Book Fair
Family Literacy Activities
Parent Conferences
Jog-A-Thon
PTA Meetings
Parent Workshops
Food Collection Drive (Dec.)
Field Trips
Cross Country

Halloween Parade
Trach
Achievement Testing
Flag Football
Awards Assemblies
School Pictures
Open House (Spring)
Family Fun Nights
Music Concerts
Soccer
Intramurals (upper grades)
Family

You will receive a 2016/17 SUSD school calendar that will give you dates of minimum days, teacher workdays, legal and local holidays, Winter Break and Spring Break. Monthly calendars will give dates of important meetings and special events. If you don't receive your monthly calendar, please have your student pick one up from the office. These calendars are also available on our website www.shorelineunified.org.

TOMALES ELEMENTARY SCHOOL Board of Trustees

**Bob Raines
Tim Kehoe
Jane Healy
Jim Lino
Avito Miranda
Vonda Jensen
Jill Manning Sartori
Clarette McDonald**

The Shoreline Unified School District conducts open meetings the third Thursday of each month. Agendas are posted in the school offices and at the District Office. The Board welcomes you to attend these meetings.

DISTRICT OFFICE PERSONNEL

Main Office: 878-2266

Bob Raines, SUPERINTENDENT 878-2257

Bruce Abbott, Chief Business Official 878-2226

Dani Bidia, District Clerk 878-2308

Jeannie Moody, District/Personnel Secretary 878-2225

