



# **Addison Handbook**

## **2023-2024**

# TABLE OF CONTENTS

Principal's Letter

Vision / Mission

PAUSD Board of Education

Addison Staff Directory

Addison Parent Groups

2023-2024 District Calendar

Addison Daily Bell Schedule

## Maintaining Safe & Welcoming Schools

- Conduct
- Sexual Harassment
- Title IX Sexual Harassment Complaint Procedures
- Nondiscrimination/ Harassment
- Discipline
- Bullying Prevention
- Bullying Complaint Procedures
- Tobacco
- Uniform Complaint Procedures
- Williams Complaint Procedures
- Complaints concerning Instructional Materials

## Academic Matters

- The PAUSD Promise
- Homework Policy
- Progress Reports (Report Cards)
- Psychologist
- Reading Support
- English Language Learner (ELL) Support
- Resource Specialist Support
- Student Success Team (SST)
- Project Cornerstone - Social Emotional program

## Code of Conduct

- Behavior Expectations
- Discipline
- Technology
- Inappropriate Objects/ Personal Items

## Attendance Policies

- Absences: Excused or Not Excused
- Tardies
- Leaving Early

## Student Health & Safety

- Disaster Plan
- Accidents at School
- Medicine At School/Field Trips
- Allergies
- Useful links

## Other Information

- Link to School Brunch & Lunch Menus
- Title One Designation
- Visitors to Campus
- After School Care and Classes
- Lost and Found

## Addison School Song

# WELCOME

Dear Addison Families,

Welcome to Addison Elementary School! We are excited to have you and your family be apart of this vibrant and diverse school community. Addison has a rich history going back to 1925 and is known as the “downtown school”. Many of our families walk, ride, or scoot to campus and spend time on the weekends playing on our field and playground. This makes Addison a hub for the community.

We are a high performing school with our test scores consistently among the highest in the state, while we continue to honor our long tradition of balanced curricula. Addison supports the whole child – academically, socially and emotionally. The students at Addison not only learn, they have fun as well, supported by a dedicated staff and a caring community that puts the welfare and achievement of its students at the center of everything it does.

Our goal at Addison School is for each child to learn and grow academically, socially, emotionally and physically so that they will be better prepared to be citizens of the 21<sup>st</sup> century. While the staff and I shoulder a big part of that responsibility, we relish the partnership with you, our students’ families. It’s what makes Addison work so well.

This handbook contains useful information about our school’s policies and procedures. Equally important is information which will help you connect with Addison’s vibrant, engaging and powerful community. Please don’t hesitate to ask me or members from our PTA or School Site Council (SSC) if you have any questions about Addison. I look forward to our journey together!

Sincerely,



**PALO ALTO**  
UNIFIED SCHOOL DISTRICT

**Jeff Downing**  
Elementary School Principal  
Addison Elementary

# VISION / MISSION STATEMENT

---

## VISION

As an Addison community we develop our students' knowledge, critical thinking, and problem-solving skills. We nurture curiosity, creativity, empathy and resilience. We empower every child to reach their full intellectual, social/emotional, and creative potential to become a lifelong learner.

## MISSION

The Addison community supports students' learning and growth through clear and open communication, collaboration, taking risks, and building on the assets of one another with open minds.

# BOARD OF EDUCATION

Palo Alto Unified School District



**Jennifer DiBrienza**

(917) 501-0930

[jdibrienza@pausd.org](mailto:jdibrienza@pausd.org)

Term expires 2024

**Jesse Ladomirak**

[jladamirak@pausd.org](mailto:jladamirak@pausd.org)

Term expires 2024

**Todd Collins**

(650) 403-2084

[tcollins@pausd.org](mailto:tcollins@pausd.org)

Term expires 2024

**Shounak Dharap**

(650) 575-6485

[sdharap@pausd.org](mailto:sdharap@pausd.org)

Term expires 2026

**Shana Castelli**

[ssegal@pausd.org](mailto:ssegal@pausd.org)

Term expires 2026

**Superintendent**

**Dr. Donald B. Austin**

(650) 329-3737

School Board meetings are generally held on the second and fourth Tuesdays of the month at 7 p.m. in the Board Room at 25 Churchill Avenue.

# ADDISON STAFF

Jeff Downing, *Principal*  
 Melinda Zchietzchmann, *Secretary*  
 Valerie Rainey, *Clerk*  
 Lina Castaneda, *Head Custodian*  
 Tony Valencia, *Evening Custodian*

CLASSROOM TEACHERS		
<p><b>KINDERGARTEN</b>                      Lee Mitchell, Room 1                      Athena Foley, Room 2                      Joanne Fong, Room 3</p> <p><b>FIRST GRADE</b>                      Aman Multani, Room 5                      Annie Harrier, Room 7</p> <p><b>FIRST/SECOND COMBO</b>                      Laura Wright, Room 8</p>	<p><b>SECOND GRADE</b>                      Nancy Sanchez, Room 9                      Lynn Beck, Rm 15</p> <p><b>THIRD GRADE</b>                      Lindsey DeVargas, Room 4                      Addison Lucia, Room 16                      Sylvie Cordova, Room 17                      Susie Deutsch, Room 17</p>	<p><b>FOURTH GRADE</b>                      Nikki Davidson, Room 13                      Cindy Ando, Room 14                      Susan Deutsch, Room 14                      Terese Walls, Room 13</p> <p><b>FIFTH GRADE</b>                      Taline Cox, Room 18                      Desiree Rudd, Room 19</p>
CLASSROOM AIDES		
<p>Sue Crown                      Anita Fiedel                      Leslie Gehring                      Karleen Lykken                      Linda Nguyen</p>	<p>Ana Picazo                      Jeanny Punzalan                      Pallavi Ramamanthy                      Marilyn Uzan</p>	
STUDENT ATTENDANTS		
<p>Annabell Frost                      Vera Mazurov                      William Gray</p>	<p>Brenda Ngo                      Shilpa Ranganath                      Tamlin Santos</p>	
SUPPORT STAFF		
<p>Amy Kageyama                      Scott Yarbrough                      Theresa Vanacore                      Sabrina Cheng                      Kim Peckenpaugh                      Britt Brown                      Mandy Gantley                      Marissa Tessman                      Jonathan Kessler                      Leah Musker                      Zamir Zamora                      Claudia Quiroga Cortez</p> <p>Jeanny Punzalan, Julius Phu</p>	<p><i>Librarian</i>  <i>School Psychologist</i>  <i>Counselor</i>  <i>Speech/Language Specialist</i>  <i>Reading Specialist - Grades K-2</i>  <i>Reading Specialist - Grades 3-5</i>  <i>ELD</i>  <i>Resource Specialist</i>  <i>PE</i>  <i>Music (K-4)</i>  <i>IT Tech</i>  <i>Family Engagement Specialist</i>  <i>Occupational Therapist</i>  <i>Food Service</i></p>	

For contact information go to <https://addison.pausd.org/connecting/directory>

# PARENT GROUPS

## PARTNERS IN EDUCATION

Partners in Education (PiE) is a non-profit foundation dedicated to sustaining Palo Alto's community tradition of extraordinary public education (<https://papie.org>). PiE makes it possible for us to provide instructional aides in every classroom, supplemental science instruction from the Junior Museum and Zoo, Spectra art lessons in all classrooms, and additional staffing support for the students and teachers at Addison. PiE is entirely funded by parents and other community members. Please consider donating to PiE to support our curriculum. Thank you.

## SCHOOL SITE COUNCIL (SSC)

The Addison School Site Council is responsible for establishing school goals, and allocating the School Improvement Program (SIP) funds received annually from the state for prioritized school improvements. The Site Council is composed of parents and staff serving two-year terms. The Site Council meets once a month; meetings are open to all parents and staff members.

## Parent & Teacher Association (PTA)

The Addison PTA (<https://addison.paloaltopta.org>) is an essential component of school, providing three key functions to the school: classroom, financial and community support.

**Classroom Support** - The PTA recruits and manages parent and community volunteers, ensuring that the teachers and staff have the resources they need to provide our students with the best education possible.

**Financial Support** - The PTA raises a critical portion of the annual school budget covering such essential items as classroom supplies, technology support, supplemental funds for field trips, scholarship student needs, staff development, and operational needs.

**Community Support** - The Addison PTA is a central link in the Addison community, building community through its many events and programs. The PTA President may be reached via email at: [addisonschoolpta@gmail.com](mailto:addisonschoolpta@gmail.com).



# DISTRICT CALENDAR

## Palo Alto Unified School District SCHOOL YEAR CALENDAR FOR 2023-24

July							Important Dates							JANUARY 2024 M&H 16/E 17										
S	M	T	W	T	F	S	Aug 9	First Day for 6-12 Students K-5 Teacher Work Day No school for K-5 students	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	Aug 10	First Day for K-5 Students	7	8	9	10	11	12	13	7	8	9	10	11	12	13		
2	3	4	5	6	7	8	Jan 8	K-5 Students Return to School 6-12 Teacher Work Day No school for 6-12 students	14	15	16	17	18	19	20	14	15	16	17	18	19	20		
9	10	11	12	13	14	15	Jan 9	6-12 Students Return to School	21	22	23	24	25	26	27	21	22	23	24	25	26	27		
16	17	18	19	20	21	22	May 30	Last Day of School	28	29	30	31			28	29	30	31						
23/30	24/31	25	26	27	28	29	<b>No School Days</b>							FEBRUARY 2024 19 days										
AUGUST 2023 M&H16/E 15							Aug 21	Staff Development Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
S	M	T	W	T	F	S	Sept 4	Labor Day					1	2	3					1	2	3		
		1	2	3	4	5	Sept 25	Local Holiday	4	5	6	7	8	9	10	4	5	6	7	8	9	10		
6	DD	WD	9 <sup>NS</sup>	10	11	12	Oct 9	Staff Development Day	11	12	13	14	15	NS	17	11	12	13	14	15	NS	17		
13	14	15	16	17	18	19	Nov 10	Veterans Day observed	18	H	20	21	22	23	24	18	H	20	21	22	23	24		
20	SD	22	23	24	25	26	Nov 20-24	Thanksgiving Break	25	26	27	28	29			25	26	27	28	29				
27	28	29	30	31			Dec 25 - Jan 7,8	Winter Break	MARCH 2024 19 days															
SEPTEMBER 2023 19 days							Jan 15	Martin Luther King Jr. Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
S	M	T	W	T	F	S	Feb 16	Local Holiday						1	2						1	2		
					1	2	Feb 19	Washington's Birthday observed	3	4	5	6	7	SD	9	3	4	5	6	7	SD	9		
3	H	5	6	7	8	9	Mar 8	Staff Development Day	10	NS	12	13	14	15	16	10	NS	12	13	14	15	16		
10	11	12	13	14	15	16	Mar 11	Local Holiday	17	18	19	20	21	22	23	17	18	19	20	21	22	23		
17	18	19	20	21	22	23	Apr 1-5	Spring Break	24/31	25	26	27	28	29	30	24/31	25	26	27	28	29	30		
24	NS	26	27	28	29	30	May 27	Memorial Day	APRIL 2024 17 days															
OCTOBER 2023 21 days							<b>Quarters/Semesters</b>							S	M	T	W	T	F	S				
S	M	T	W	T	F	S	Oct 6	End of 1 <sup>st</sup> Quarter		NS	NS	NS	NS	NS	6									
1	2	3	4	5	6	7	Nov 3	End of 1 <sup>st</sup> Trimester	7	8	9	10	11	12	13	7	8	9	10	11	12	13		
8	SD	10	11	12	13	14	Dec 22	End of 1 <sup>st</sup> Semester 88 days - secondary End of 2 <sup>nd</sup> Quarter	14	15	16	17	18	19	20	14	15	16	17	18	19	20		
15	16	17	18	19	20	21	Feb 23	End of 2 <sup>nd</sup> Trimester	21	22	23	24	25	26	27	21	22	23	24	25	26	27		
22	23	24	25	26	27	28	Mar 15	End of 3 <sup>rd</sup> Quarter	28	29	30				28	29	30							
29	30	31					May 30	End of 2 <sup>nd</sup> Semester 92 days - secondary End of 3 <sup>rd</sup> Trimester End of 4 <sup>th</sup> Quarter	MAY 2024 21 days															
NOVEMBER 2023 16 days							<b>Legend</b>							S	M	T	W	T	F	S				
S	M	T	W	T	F	S	H	Federal/State Holiday					1	2	3	4								
						1	NS	No School	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
3	4	5	6	7	8	9	WD	Teacher Work Day	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
10	11	12	13	14	15	16	SD	Staff Professional Development Day	19	NS	NS	NS	H	NS	25	19	NS	NS	NS	H	NS	25		
17	18	19	20	21	22	23	All Schools Minimum Day	26	H	28	29	30	WD		26	H	28	29	30	WD				
24/31	H	NS	NS	NS	NS	30	Last day of School & Minimum Day	JUNE 2024																
DECEMBER 2023 16 days							S							M	T	W	T	F	S					
S	M	T	W	T	F	S	S							M	T	W	T	F	S					
					1	2													1					
3	4	5	6	7	8	9	2							3	4	5	6	7	8					
10	11	12	13	14	15	16	9							10	11	12	13	14	15					
17	18	19	20	21	22	23	16							17	18	19	20	21	22					
24/31	H	NS	NS	NS	NS	30	23/30							24	25	26	27	28	29					

Adopted

# ADDISON SCHEDULE

**BEFORE SCHOOL:** Adult supervision of students on campus outside begins at 8:00, 15 minutes before classes begin. Do not leave your child unsupervised on or adjacent to campus prior to then. Parents who must leave for work at an early hour are encouraged to seek the help of other Addison parents who might be willing and able to care for a child and escort them to school at the appropriate time.

**FIRST BELL** is at 8:12am and signals students to hustle to their classroom to hang up their things and get into their line.

**SECOND BELL** is at 8:15am and signals the start of class time. Students are expected to be lined up outside of their classroom door, ready to enter into their classroom to begin school.

	<b>Kinder</b>	<b>Grades 1-3</b>	<b>Grades 4-5</b>
<b>Start time</b>	8:15 AM	8:15 AM	8:15 AM
Recess	10-10:20 AM	10-10:20 AM	10-10:20 AM
Lunch	12-12:45 PM, starting Oct 10	12:15-1:00 PM	12:15-1:00 PM
<b>Dismissal</b>	12 PM, until Oct 10 2:20 PM, starting Oct 10 Wed & Min Days 1:25 PM	2:20 PM Wed & Min Days 1:25 PM	2:45 PM Wed & Min Days 1:25 PM

Brunch and Lunch Menus may be found here:

<https://www.pausd.org/school-life/food-services/menu>

**DISMISSAL.** Whether your child's dismissal time is 12 p.m., 2:20 p.m., or 2:45 p.m., parents/guardians must be prompt in picking up their children.

Our campus is closed to the public until 2:45pm with the dismissal of grades 4 and 5. Therefore, there is no playing on the playground until after 2:45pm. An adult is expected to be on campus to supervise children after school dismissal, as the school does not provide supervision then.

# MAINTAINING SAFE & WELCOMING SCHOOLS

**To view all policies, please visit: <https://www.pausd.org/policies#/browse>**

Type	Number	Title
BP	5131	<a href="#">Conduct</a>
BP	6154	<a href="#">Homework</a>
AR	6154	<a href="#">Homework</a>
BP	5145.7	<a href="#">Sexual Harassment</a>
AR	5145.71	<a href="#">Title IX Sexual Harassment Complaint Procedures</a>
BP	5145.3	<a href="#">Nondiscrimination/Harassment</a>
AR	5145.3	<a href="#">Nondiscrimination/Harassment</a>
BP	5144	<a href="#">Discipline</a>
AR	5144	<a href="#">Discipline</a>
BP	5131.2	<a href="#">Bullying Prevention</a>
AR	5131.2	<a href="#">Bullying Complaint Procedures</a>
BP	5131.62	<a href="#">Tobacco</a>
AR	5131.62	<a href="#">Tobacco</a>
BP	1312.3	<a href="#">Uniform Complaint Procedures</a>
AR	1312.3	<a href="#">Uniform Complaint Procedures</a>
AR	1312.4	<a href="#">Williams Complaint Procedures</a>
BP	1312.2	<a href="#">Complaints concerning Instructional Materials</a>
AR	1312.2	<a href="#">Complaints concerning Instructional Materials</a>

# ACADEMIC MATTERS

---

## PAUSD PROMISE

<https://www.pausd.org/promise>

## HOMEWORK

[\*Administration Regulation 6154\*](#)

## PROGRESS REPORTS

(Report Cards)

Assessing and reporting student progress is a priority in our school district. Progress reports are issued three times a year. Formal conferences with parents, the teacher, and possibly the student are held twice a year, the first in October/November and the second in February/March. However, parents will find teachers open to additional conferences as needs and situations dictate. Appointments arranged in advanced are best.

## PSYCHOLOGIST

Scott Yarbrough is assigned to Addison on a part-time basis. Focusing on learning, social, and emotional issues, the psychologist works with staff to provide the best possible environment for all students. Parents with questions or concerns about their children should contact the main office to schedule an appointment with the psychologist or contact Dr. Yarbrough at [syarbrough@pausd.org](mailto:syarbrough@pausd.org).

## READING SUPPORT

Thanks to funding from PAUSD, PiE, and our Title One budget, Reading Specialists Kim Peckenpaugh (grades K-2) and Britt Brown (grades 3-5) support students that are struggling with reading. Individual reading assessments administered by classroom teachers help identify students who need this service. Instruction is typically provided in small groups. If you have questions about your child's reading abilities, please discuss with your classroom teacher or contact Ms. Peckenpaugh at [kpeckenpaugh@pausd.org](mailto:kpeckenpaugh@pausd.org) or Ms. Brown at [bbrown@pausd.org](mailto:bbrown@pausd.org).

## ENGLISH LANGUAGE LEARNER (ELL) SUPPORT

In order to support second language learners, Amanda Gantley works at Addison three days per week. Ms. Gantley will administer the annual CELDT assessment for second language learners in early Fall to determine student language proficiency levels in reading, writing, listening, and speaking. Based on the results of the assessment, students will be supported in the classroom by Ms. Gantley or in some cases, a primary language tutor. For more information about ELL services, please contact Ms. Gantley at [agantley@pausd.org](mailto:agantley@pausd.org).

## RESOURCE SPECIALIST SUPPORT

The Resource Specialist Program is a special education intervention designed to serve students that have qualified for services via assessments administered by the psychologist, the resource specialist, Marissa Tessman, the speech and language specialist, Sabrina Cheng, and other specialists. Before services can begin, parents must agree to the RSP placement and approve an Individual Education Plan (IEP) for their child, as developed by the Individual Education Planning Team. The IEP team is composed of the Resource Specialist, the school Psychologist, the Principal, the Speech/ Language Therapist, classroom teachers, and the parents of the student being studied or assessed. IEPs for students receiving RSP support are subject to annual and triennial review and parent approval.

## STUDENT SUCCESS TEAM (SST)

When a student has a special need or there is a concern raised about the child, the Student Study Team is convened. Parents or staff may request the meeting. The team is usually comprised of the student's parents, the classroom teacher, the resource specialist, the psychologist, the principal, and other school specialists, as needed. The team does what its name implies – discusses ways to ensure student success. The team gathers as much information as it can on the student and brainstorms ways to support him/her. Occasionally, the parents may request or approve assessments by the psychologist, the resource specialist, and others to better identify a student's strengths or areas of concern.

# Project Cornerstone

## SOCIAL-EMOTIONAL PROGRAM

Addison is a Project Cornerstone School. Project Cornerstone is a social-emotional program that is built upon the idea that the community as a whole works together to build developmental assets in our students. The 41 developmental assets have been adopted by PAUSD and the City of Palo Alto. We participate in the ABC (Assets Building Champions) Reading program where parent volunteers read and discuss common character education books. Parents are encouraged to get involved as a parent reader.

The staff also encourages the individual child to develop desirable qualities and characteristics through monthly "Life Skills". The entire school is engaged in learning and practicing life skills as the platform for a positive school climate. Each month the school focuses on a particular skill - respect, generosity, responsibility, acceptance, courage, perseverance, honesty, cooperation, citizenship, etc. These monthly life skills will be highlighted on the back of the activities calendar sent home each month. Students are encouraged to develop and practice each life skill all year long.

# STUDENT CODE OF CONDUCT

## Behavior Expectations

Children are responsible for complying with behavioral expectations in the classroom, on the playground, at lunch, and on the bus. When a problem arises, the parents, teachers, student, and principal come together to address it and to help the student practice conflict resolution, responsibility and self-control.

We make every effort to solve these issues at the school level. However, if the problem is of a highly serious nature or constitutes a pattern of inappropriate behavior, school district involvement may be required.

While it is extremely rare, students are sometimes suspended or expelled from campus. The standard used is the California Education Code. The principal can provide more information identifying the grounds for these actions.

## Discipline Policy

The Addison School discipline policy is based on the following Addison Core Values.

We expect our students, staff, parents and community members:

- To display RESPECT by being courteous, sensitive and civil to other people, property and the environment.
- To display HONESTY by demonstrating a commitment to the truth in our principles, intentions and actions. Honesty builds and maintains trusting relationships. Honesty requires courage and integrity.
- To display RESPONSIBILITY by fulfilling obligations to ourselves, our family, our community and the environment. We will be held accountable for the choices we make and for the tasks we have accepted or have been assigned.
- To display KINDNESS by being gentle, compassionate, empathetic, friendly and caring toward ourselves and others.

The general Addison School Rules are:

- Be Safe
- Be Respectful
- Be Responsible

# Playground / Classroom Expectations

In addition to our three basic rules of safety, responsibility, and respect, a few additional guidelines are necessary to ensure that students enjoy a safe, fun playground experience:

- Games that involve hitting, grabbing, tackling, pushing, shoving, tripping, biting, clawing, scratching, lifting another student, kicking or other dangerous physical activity are prohibited.
- Dodge ball-like games that involve “head-hunting” or throwing a ball to hurt another student are dangerous, thus prohibited. Any game that becomes too large or unsafe may be limited in size temporarily or permanently by the teacher on duty or by the principal.
- Students may only walk in the hallways and play structures to avoid collisions and the risk of falling from elevated surfaces. Students may only play in areas designated as play areas.
- All equipment such as playground balls, soccer goals, and any property must be treated respectfully. Any kicking games that involve balls must be played on the field. If a child brings a ball from home, it must be larger than a child’s head (i.e. no tennis balls) and shared with other students (no exclusions).
- Tag games must be played on the field. Students can only use two fingers to tag another student.

Yard duty supervision is performed by teachers during the 10 a.m. recess, and normally the principal and paid or volunteer campus supervisors at lunch recess. They are easily seen by their orange sashes.

Each teacher creates with students a classroom discipline plan, based in part on the three school BEHAVIORAL EXPECTATIONS. When problems arise in the classroom, teachers may seek resolution by the following:

- Speaking with the child individually
- Conferring with the parents
- Conferring with the principal
- Referring the student to the principal for additional consequences/ SST meeting



Consequences from the teacher or principal may include structured recess time, restriction from school-related activities, and suspension from school for the remainder of the school day or for more than one day.

Extreme behaviors such as fighting, harassment, or abuse will require the immediate attention of the principal or designee and result in appropriate consequences for a student.

## Inappropriate Objects/ Personal Items

Objects that are not directly related to a classroom project or assignment and approved by a staff member are not permitted on campus.

This may include but is not limited to: toys, Pokemon cards, stuffed animals, balls smaller than a child's head, lighters, matches, sharp objects, laser pointers, noise makers, water balloons, squirt guns, paint balls, eggs, pocket knives, box cutters, pepper spray, poppers, firecrackers, spray cans of any type. The presence of inappropriate objects can create a disruption. If a student accidentally brings an inappropriate object to school in their backpack, the child is expected to turn in it into their teacher or school office immediately. The school cannot assume responsibility for lost/stolen personal items.

## Technology

Students have the right to bring cell phones and smartwatch devices to school (Ed Code 48901.5). However, phones must be turned off once a student is on campus during school hours or a staff member will take the phone to the office to have it picked up at the end of the day. Smartwatches must have "Schooltime" or "School Mode" turned on during school hours. Smartwatches being used to record, used as a walkie-talkie, text, or a phone may be confiscated and turned into the front office for parental pickup.

Addison is committed to monitoring and protecting student exposure to unknown websites, inappropriate use of recording devices, and unapproved communications throughout the school day that could cause a distraction and disruption to the learning environment for all students.

If a student needs to contact their parent for an emergency, they should request this at the front office.

While the above is the school policy regarding mobile communication devices, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Ed Code 48901.5, 48901.7)

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or an administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being. A signed note from the doctor must be presented verifying this need
- When the possession or use is required by the student's Individualized Education Plan (IEP).

Please note that PAUSD, Addison, or school staff do not assume responsibility for a student's personal technology which is brought on campus or to a school activity and is lost, stolen, or damaged.

# ATTENDANCE POLICY

**Highlights of PAUSD Attendance Policy are listed below for your convenience. For additional information, please go to: <https://www.pausd.org/about-us/policies-procedures/attendance-welfare>**

## **Attendance Expectations**

The Palo Alto Unified School District (PAUSD) recognizes that success in school is related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern (*Board Policy, BP 5113*).

The following are attendance expectations for all students:

- Attend school daily and on time to promote academic and social success.
- Be accounted for at all times throughout the school day, to promote safety.
- Remain after school when directed by a school official to complete disciplinary or other requirements.
- Abide by district policies related to school attendance.

## **Absence Reporting Procedure**

It is the parent/guardian's responsibility to report their student's absences. Only parents/guardians can excuse a student's absence. Parents/guardians must call or email the School Office on the first day of absence.

- 650-322-5935 ext 1
- [addisonattendance@pausd.org](mailto:addisonattendance@pausd.org)

If a student is absent from class for any reason and the absence has not been cleared with the school staff, parents/guardians will receive a call or email from school staff. Any absence not cleared by the student's parent/guardian within 72 hours will be treated as an unexcused absence.

Detailed student attendance information is available for parents/guardians to review through the Infinite Campus Parent/Student Portal.

**Absences, including Tardies or absences during the school day for more than any 30-minute period count as an Absence.**

<b>Excused</b> (PAUSD AR 5113)	<b>Not Excused</b> (Education Code §48260)
<p>Health – Absences due to illness, medical appointments, or quarantine.</p> <p>Warranted – These include, but are not limited to the following: (<i>Education Code, 48205</i>)</p> <ul style="list-style-type: none"> <li>• Funeral service for member of immediate family members who reside in same residence</li> <li>• Religious Purposes</li> <li>• Court Appearances</li> </ul>	<p>Absences that do not qualify as excused as defined in Education Code have the potential to accrue toward truancy – 3 unexcused absences in one school year <i>Education Code, 48260, subd. (a)</i>.</p> <ul style="list-style-type: none"> <li>• <b>Family Trips/Travel/Travel Fatigue/Passport-Visa appointments.</b> We realize there are times families need to travel during the school year. However, family trips are not considered excused absences by Education Code §48205.</li> </ul>

**My child is sick, should I send them to school?**

For the safety and protection of all, students should not attend school with any of the symptoms listed below. If a student is at school with these symptoms, the parent/guardian will be called to pick up the student.

- Productive cough and yellow or green nasal discharge
- Fever of 100 degrees or higher. Students who have been ill with a fever need to be fever-free, without the use of medication, for 24 hours before returning to school
- Eyes that are red, swollen, crusting, or draining
- Untreated, draining ears or earache
- Diarrhea or vomiting. Keep student home for 24 hours before returning to school
- Severe nausea
- Severe sore throat
- Head lice
- Other Childhood communicable disease – contact the district nurse (email: [health@pausd.org](mailto:health@pausd.org))

As always, the choice to keep your student at home belongs to the parent. Please know that if your child does not have any of the aforementioned symptoms, they are encouraged to come to school.

### ***Notes are Required***

The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate support to students with situational or chronic health issues, the following procedures apply.

- In health related cases, in which the student is absent five (5) consecutive days, a physician's note is requested in order to excuse the absences.
- In cases where the student is absent over five (5) days (non-consecutive) or the equivalent of 10% of the semester (after state enrollment date) for health reasons, a physician's note is requested in order to excuse the absences.
- Health related absences may not be excused without appropriate medical documentation provided by an authorized health care provider (AR 5113).
- Students returning to school from a medical, dental, Covid-19 related, optometric, or chiropractic appointment must provide a written note from their medical professional.

### ***Health Appointments***

Parents/guardians should make every effort to schedule appointments outside of school hours.

- If a student must leave during the day for a doctor/dentist appointment, the parent/guardian should come to the school office to sign out the student from school.
- If a student returns to school the same day, they are required to report to the school office before returning to class to provide verification of the health visit.
- Students returning to school from a medical, dental, Covid-19 related, optometric, or chiropractic appointment must provide a written note from their medical professional.

### ***Leaving Early***

Parents may take their student out of school early, i.e. before dismissal. An email to both the teacher and the front desk stating the reason for early pick-up would be appreciated. Leaving early for a health-related or warranted reason is excused; for travel or other reason, leaving early is not excused. When a student is picked up with >30 minutes left in the day, their

early pick-up is considered an absence and will count towards their attendance record. Parents must come into the office to sign out their student - students are not permitted to wait "at the curb" pick up.

### ***Tardy Policy***

Children should be at school on time. Arriving after school has started is considered tardy. When the student is tardy, he/she should come to the office to check in.

Being on time and ready to begin the day is an important habit for life. Since parents/guardians are largely responsible for getting children to school on time in elementary school, we ask you to plan a morning routine which ensures that your child arrives at school on-time, well-rested, and well-fed to start the day off strong.

### ***Habitual Truancy and Chronic Absenteeism***

Families of students who are repeatedly tardy or absent, as per Education Code definitions, will be sent a letter to raise awareness of the situation. If the pattern of tardiness or absenteeism persists, the family will receive a second notice and the school will ask to meet with the parents to see how the situation can be resolved.

If attendance does not improve over a reasonable period of time and the repeated tardiness and absences persist, the situation may be referred to the PAUSD Student Attendance Review Board. Please refer to the PAUSD School Attendance Review Board Brochure.

### ***Actions to Address Poor Attendance***

Given the importance of school attendance to academic success and the requirements put forth by the Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school.

The following actions may be taken to address poor school attendance:

- Parent contact/meetings to discuss school attendance
- Development of attendance contracts
- Attendance at a District Attorney Mediation
- Referral to SARB, Student Attendance Review Board

# HEALTH AND SAFETY

## Disaster Plan

Each PAUSD school site has an emergency preparedness plan that is reviewed annually with staff. Assignment of roles and responsibilities and a plan of response are discussed and practiced. A storage locker of disaster supplies is located on our playground in a shed between rooms 15-16.

During or pursuant to an emergency or disaster, students will be closely supervised by staff and released only to adults listed on the emergency cards (generated through Infinite Campus in early September from emergency contacts). Parents must make sure that the contact information provided on Infinite Campus is accurate and inform the office if the information changes after Sept. 1.

In the event of an emergency on campus and when parents/guardians are asked to come to school to pick up their child, please **line up at the Kinder Gate on Addison Avenue**. Please be prepared to wait as students will be dismissed in a controlled manner to their guardian, as listed in Infinite Campus.

## Accidents at School

**It is essential that all children have a current emergency card on file.** These cards are generated from Infinite Campus at the beginning of the year so it's imperative that all emergency information is accurate on Infinite Campus. If there are **any** changes in insurance, work phone, home phone, etc. (whether temporary or permanent); please update your profile in Infinite Campus.

## Medication Authorization Forms

- [Medication Authorization - General for School Hours, Field Trips, and Disasters - English | Spanish | Mandarin.](#)
- [Medication Authorization - Anaphylaxis - English | Spanish | Mandarin.](#)
- [Medication Authorization - Asthma - English | Spanish | Mandarin.](#)
- [Medication Authorization - Emergency Anti-Seizure - English | Spanish | Mandarin.](#)

# OTHER INFORMATION

## Student Meals Program

For the 2022-23 school year, all California schools are mandated to offer one Breakfast and one Lunch to all students at no cost. For elementary sites, breakfast will be served at the RECESS time so we can make sure all students are on campus to have access. Breakfast will continue to be a cold "grab and go" style meal. Brunch and Lunch Menus may be found here:

<https://www.pausd.org/school-life/food-services/menu>

## Title One Designation

During the 2015-16 school year, Addison School was designated a Title One School. Our designation entitled us to a Title One budget that pays for an Intervention Teacher and support materials for struggling students. Any student that is not meeting academic benchmarks can receive additional support and services provided by the Intervention teacher.

## Visitors

Visitors to school need to sign in at the office and wear a visitor's name tag. Even parents volunteering in classrooms on a regular basis must sign in. It's our way of keeping track of who's on campus especially if there were an emergency. Staff members will approach parents without name tags to redirect them to the office in order to sign in.

Please be advised that vacationing or visiting students from other school districts may not attend our school.

## Child Care

There are two after school child care options at Addison Elementary.

- Addison Kids Club (AKC) is handled by Palo Alto Community Child Care (PACCC). The PACCC program serves children in grades K-5. The limited number of spaces are filled in the order applications are received. For fees and other information about PACCC's program at Addison, please contact Melissa Stevens, AKC's School-Age Program Director, at (650) 323-4007 or [akc@paccc.org](mailto:akc@paccc.org).



- Right at School which offers care before and after school. For fees and other information about Right at School's program at Addison, please contact Area Manager, Denise Herrera at [denise.herrera@rightatschool.com](mailto:denise.herrera@rightatschool.com) .  
[www.rightatschool.com](http://www.rightatschool.com).

## Lost & Found

We encourage parents to label everything a child brings to school, as things do get lost. Most "found items" are kept in a small shed next to Room 2, close to the entrance on Addison Avenue. Small or valuable "found items" are held in the office. Unclaimed clothing remaining in the Lost and Found for a long period of time will be donated.

# ADDISON SCHOOL SONG

## The Leaders of Tomorrow Addison School Theme Song

The ar - ches of Ad - di - son wel - come ev - ery one  
Lead - ing us to learn - ing as we grow  
Spe - cial tea - chers, spe - cial friends, here with us to - day  
Help us be the Lead - ers of to - mor - row, we're  
proud to be at Ad - di - son See how far we go  
Here we are the Lead - ers of To - mor - row

E A E A  
E E/D A/C# B  
A B7 A B7  
E C#m D B7  
A G#m F#m B7  
E A B7 E

© 1995 Janis Stevenson