

Old Adobe Elementary Charter School Handbook



2025-2026

Dear Old Adobe Elementary Charter Community,

Welcome to Old Adobe Elementary Charter School! This handbook contains important information regarding school policies and procedures. Please read it carefully and share the information with your family. Communication and teamwork between home and school are essential to provide a high quality educational program. By working together we can provide an optimal learning environment and school experience for our students.

As parents and guardians, you are encouraged to be actively involved in your child's education. By talking to your child about school, volunteering whenever possible, attending as many school functions as you are able, and participating in the Old Adobe Elementary Charter Parent Teacher Organization (PTO), you demonstrate to your child that education is important! Your involvement and partnership with the school will contribute to all of our students' mastery of the core curriculum and to their development into kind, responsible citizens. We look forward to collaborating with you in providing an outstanding education for your children.

Please feel free to contact me if you have questions, need more information, and/or want to celebrate successes.

Warm regards,

Kristen Vogel

Principal

kvogel@oldadobe.org

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ARRIVAL AND DEPARTURE FROM SCHOOL

Students in all grade levels arrive and are dismissed from the gate in the back parking lot only. Do not park in the drop off/pick up lane. When walking in the parking lot, please use the crosswalk and do not send children through the parking lot without an adult.

All students arrive and are dismissed at the gate at the side of the school.

Here are some things that you can do to help keep traffic moving and everyone safe:

- When using the drop off/pick up lane, pull as far forward, toward the cones, as far as possible prior to loading/unloading students.
- Keep students with you, and be vigilant, when crossing the parking lot. Do not allow students to cross the parking lot without an adult escort.
- Use only the painted crosswalks when crossing the parking lot
- Drive slowly in the parking lot.
- Please be patient.

For Arrival:

- Students should not arrive to campus prior to 8:10 am. Any students on campus prior to 8:10 am, must be actively supervised by their parents/guardians until our morning supervision begins at 8:10 am.
- When using the 'drop off line' please help your student(s) to be prepared to exit the car quickly.
- Students should exit the car on the curb side only.

- Students will be asked to line up on their classroom lines (on the blacktop near the arrival gate) at 8:25 am each morning.

For Dismissal:

- All families are strongly encouraged to park in the parking lot and walk to campus to pick up students from the black top near the arrival/dismissal gate. Parking and walking to pick up your students will be much quicker for you than waiting in the car pick up line. This will also give you an opportunity to say “Hello” to other OA community members!
- Parents/Guardians who park must walk to campus to pick up your student and escort them across the parking lot. Please do not call your students to cross the parking lot to come to your car, unescorted, during dismissal.
- If you are picking up students from both upper and lower grades, please do not pull into the pick up line until the later dismissal time (1:50 on Wednesdays, 3:05 all other days). Pulling into the pick up line before the later dismissal time causes traffic to back up onto Adobe Road and is a safety hazard. It is recommended you park and walk to campus when picking up students from multiple grade levels.

Students are to leave school grounds promptly at the end of the day. They may wait in the bus line or on their class line. Children may not use the play equipment as they wait for their parents or an older sibling.

ATTENDANCE AND ABSENCES

If your child is going to be absent or late, you must call the **main phone number at (707) 765-4301 before 9:00** each day of your child’s absence, and leave the following information:

- Your name
- Your child’s name
- Your child’s teacher’s name
- Reason for absence
- Date of absence

Please be aware that all absences, both excused and unexcused, result in a loss of funding for the school. When children do not attend school punctually or are absent the entire school day, the reason must be identified and recorded as either excused or unexcused.

Truancy

Students absent without a valid excuse (unexcused absence) for three full school days in one school year or tardy or absent in excess of thirty minutes during a school day on any three school days in one year without a valid excuse, or any combination thereof, shall be classified as truant and reported to the attendance supervisor or designee.

Independent Study

A short term independent study agreement is an optional alternative instructional strategy by which students may reach curriculum objectives and fulfill requirements. An independent study agreement is a means of individualizing the educational plan for students who are going to be out of school for three (3) or more consecutive days, not to exceed fourteen (14) school days for reasons other than illness or injury.

An Independent Study Form will be prepared to provide education activities that your child can complete during his/her absence. Learning occurs best when students are present at school, but an Independent Study provides some pieces of an educational program for your child and avoids a financial loss for our school. The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school.

1. The Short Term Independent Study Agreement length is not to exceed fourteen (14) school days.
2. A Short Term Independent Study Agreement is required and must be signed by the parent, student, teacher and site administrator prior to commencing Independent Study.
3. The agreement specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned into the teacher, and how the work will be evaluated.
4. A Short Term Independent Study Agreement must be requested at least 5 school days prior to a planned absence to ensure teachers can prepare materials.
5. A Short Term Independent Study Agreement WILL NOT be issued for the first two weeks or the last two weeks of the school year.
6. The Independent Study Agreement must be approved and completed BEFORE the student is out of school.
7. Refer to Board Policy and Administrative Regulation 6158 for further information.

Leaving School During the Day

If your child is to leave school during the day, please email his/her teacher and the office or send a signed note indicating when your child will be picked up from the office.

Parents and guardians must come to the office to sign out their child. If someone other than a parent is to pick up your child, please include that information in your email or written communication. The office staff will call your child's classroom to let the teacher know that the child is being picked up early.

Picking up students early for appointments

Please try to schedule medical appointments outside of the school day. We recognize that this is not always possible. In the event that you need to pick your student up early from school for an appointment, please allow yourself extra time to make it to the appointment. Students will be called to the office for pick up once you arrive at the office. Our school days are rich with learning and activities and we want our students to be engaged in them. Students will not be called to the office until you have arrived at school and it may take a few minutes for them to come from class to the office to meet you. Please be sure to come directly to the office once you arrive on campus to sign your student out.

Tardies

If your child arrives at school after 8:30 am, for any reason, **they must check in at the office.** The student will be given a "Tardy Pass" by our office staff to present to his/her teacher. No late student will be admitted to class without a pass.

BEHAVIORAL EXPECTATIONS

At Old Adobe Elementary Charter, we believe that every member of our school community contributes to making our school a safe, positive place to learn. We have four overarching expectations:

We are Kind We are Safe We are Respectful We are Responsible

The following chart outlines our behavioral expectations for each school area and/or time of day:

We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
On Campus All the Time	<ul style="list-style-type: none"> We walk in hallways, breezeways, and on paths. We stay on designated paths. We respect personal space. We stay in supervised areas. 	<ul style="list-style-type: none"> We listen to and follow directions of all adults the first time. We respect personal space, belongings and school property. We use kind words. We keep our hands and feet to ourselves. We treat nature respectfully. 	<ul style="list-style-type: none"> We take care of our school We encourage others by setting an example. We tell an adult if we see anything we feel is unsafe. Cell phones and smart watches are powered off and away during school hours.
We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Arrival Before School	<ul style="list-style-type: none"> We wait for our teacher on the upper-grade blacktop. We go into our classroom if our teacher allows us. We walk with an adult when in the parking lot. We use walkways and crosswalks in the parking lot. We are aware of our surroundings and the people around us. 	<ul style="list-style-type: none"> We greet others in a friendly way. We listen to and follow directions of all adults the first time. We keep our school clean - pick up trash and clean up after ourselves. 	<ul style="list-style-type: none"> We stay in a supervised area. We remind our friends where they are supposed to be. We return found playground equipment to an adult. We eat breakfast as soon as we arrive. We are at our classroom by 8:30.

We are Kind

Area/Time	We are Safe	We are Respectful	We are Responsible
Dismissal After School	<ul style="list-style-type: none"> • We stay seated in the bus line. • We wait by the gate to be picked up. • We walk in hallways, breezeways, and on paths. • We use walkways and crosswalk in the parking lot. • We only go beyond the fencing when with an adult. • We are aware of our surroundings and the people around us. 	<ul style="list-style-type: none"> • We say goodbye to our teachers and classmates. • We stay on designated paths. • We listen to and follow directions of all adults the first time. • We are polite. • We wait our turn in line when getting on the bus. • We keep our school clean - pick up trash and clean up after ourselves. 	<ul style="list-style-type: none"> • We leave recess equipment in the cart. • We return equipment if it is out of place. • We keep our belongings with us. • We use phones only when we have permission.

We are Kind

Area/Time	We are Safe	We are Respectful	We are Responsible
Classrooms	<ul style="list-style-type: none"> • We are aware of our bodies and those around us. • We walk. • We keep four chair legs on the floor. • We push in chairs. • We use materials for their intended purpose. 	<ul style="list-style-type: none"> • We follow directions. • We listen with our eyes, ears, & heart. • We use positive and supportive words. • We take turns. • We are helpful. • We are patient. • We practice compassion and empathy. 	<ul style="list-style-type: none"> • We come prepared with materials. • We follow classroom procedures. • We stay on task. • We finish our work. • We ask for help when needed.

We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Playground Recess	<ul style="list-style-type: none"> • We follow posted playground rules. • We use equipment properly. • We do not throw bark or sticks. • We kick balls only on the grass. • We do not play-fight. • We ride tricycles on the marked track. 	<ul style="list-style-type: none"> • We follow game rules. • We ask adults for help with disagreements. • We take turns. • We use kind words. • We include others. 	<ul style="list-style-type: none"> • We use the restroom and get a drink at the 5 minute bell. • After the 5 minute bell we get help from our teacher instead of yard duty. • We return balls and equipment. • We keep toys and personal equipment at home.
We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Play Structure	<ul style="list-style-type: none"> • We follow posted rules. • We sit down on the slide. • We swing forward and backward only. • We have 4 students maximum on the group swing. • We use equipment as intended. 	<ul style="list-style-type: none"> • We take turns. • We use kind words. • We include everyone. • We are patient. • We use good manners. • We give TK students priority on the small play structure. 	<ul style="list-style-type: none"> • We are aware of others around us. • We apologize when we do something wrong • We follow the rules.
We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Cafeteria Lunch	<ul style="list-style-type: none"> • We walk at all times. • We stay seated until excused. • We clean up any spills or ask for help. • We eat our own lunches and do not share food. 	<ul style="list-style-type: none"> • We use inside voices. • We raise our hands for help. • We wait patiently in line. • We use "please" and "thank you." • We respect personal space and belongings. • We welcome others to the table. • We remove hats and hoods in the cafeteria/multi. 	<ul style="list-style-type: none"> • We clean up after ourselves. • We eat while sitting at the tables. • We use our time for eating.

We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Assemblies	<ul style="list-style-type: none"> We remain seated. We enter from the back, and exit from the side. We carry chairs safely. We leave aisles and exits open. 	<ul style="list-style-type: none"> We use theater etiquette. We clap appropriately. We raise our hands to speak. We take off hats and hoods. We do not talk with others during performances. We keep exits clear. Adults stay on the side or in the back. 	<ul style="list-style-type: none"> We keep our hands and feet to ourselves. We remind our friends to listen. We bring chairs when needed (Whole school assemblies TK-2 on floor, 3-6 bring chairs).
We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Garden	<ul style="list-style-type: none"> We use tools/gloves for their intended use only. We walk on paths. We ask permission to enter the shed. We enter and exit the gathering circle through the openings. One person sits on each stump. We keep our feet on the ground. 	<ul style="list-style-type: none"> We listen to and follow directions of all adults the first time. We listen to our teammates. We listen to nature. We do the right thing -integrity. We care for plants We enjoy creatures by looking only and do not touch or catch them. 	<ul style="list-style-type: none"> We return tools where directed. If you see something wrong, say it. We ask if we're unsure about something. We communicate.
We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Library	<ul style="list-style-type: none"> We walk. We follow directions. We keep our feet on the floor. We keep hands and feet to ourselves. 	<ul style="list-style-type: none"> We wait to be invited in. We enter quietly. We listen to the story. We treat books with care. We use quiet voices. We sit and read quietly. 	<ul style="list-style-type: none"> We use the place-holders. We take care of our books. We return books on time and in good condition.

We are Kind			
Area/Time	We are Safe	We are Respectful	We are Responsible
Bathrooms & Drinking Fountains	<ul style="list-style-type: none"> We always flush the toilet. We wash our hands. We use sanitary disposal bins appropriately. 	<ul style="list-style-type: none"> We honor privacy. We use quiet voices. If we can't wait, we find another bathroom. We take turns and hydrate quickly for others. 	<ul style="list-style-type: none"> We use facilities appropriately. We keep the area clean for the next person and for the custodian. We wait outside for friends. We get in & out quickly.

It is our goal to foster a culture that reinforces caring, self-discipline and respect. The majority of our students follow our school expectations all the time. We focus on encouraging positive behavior both in and out of the classroom by recognizing and reinforcing it consistently. Old Adobe uses Positive Behavior Intervention Systems (PBIS) to reinforce Safe, Respectful, Responsible and Kind behavior.

Old Adobe "ROADRUNNERS" are given to students by all staff for following our school behavioral expectations. Students have the opportunity to either place Roadrunner tickets they have earned into their class raffle box or save their Roadrunner tickets as tender to spend at the monthly Roadrunner student store. Two raffle tickets are drawn for each class at the Morning Gathering assemblies. Students whose raffle tickets are pulled at the Morning Gathering are publicly celebrated and the student is able to choose a prize from the principal's treasure chest.

Office Referrals

As much as possible, discipline issues will be addressed in the classroom or on the playground. For serious issues such as repeated violation of rules, disruption to teaching or learning, fighting, discourtesy or defiance of school adults, abusive language towards others, abusive physical action towards others, etc., students are referred to the principal. Behavior is an opportunity to teach the child kindness, self-discipline, honesty and respect. Our goal is to help our students to develop self management skills and a conscience to guide them in the future. We take a restorative approach to discipline, doing what we can to repair any harm that was done to the community through the student's actions.

Depending on the circumstances, any combination of the following may occur as a result of an office referral:

- Principal conference with student
- Completion of restorative discipline reflection form
- Restorative action/community service assigned
- Principal contact with parent/caregiver
- Participation in a Restorative Circle with the individuals who may have been harmed.
- School activity restricted
- Student suspended to the office
- Student suspended at home (in accordance with Ed Code 48900)
- Student referred to authorities

Bell Schedule

TK- 3rd grade:

School day - 8:30-2:55 pm

Dismissal 2:55

Wed. Dismissal at 1:40

4th, 5th and 6th grades:

School day: 8:30-3:05 pm

Wed. Dismissal at 1:50

TK

TK Recess 9:30-10:00 am

TK Lunch 11:35-12:20 pm

TK, Kindergarten and 1st grades:

Recess 10:00-10:20 am

Lunch 11:35-12:20 pm

2nd, 3rd & 4th grades:

Recess- 10:25-10:45 am

Lunch- 12:00-12:45 pm

5th & 6th grades:

Recess 11:00-11:20 am

Lunch 12:25-1:10 pm

School begins at 8:30 on minimum days and during conference week.
Minimum day dismissal time is 11:50 for all grades.

Conference week dismissal time is 1:25 for all grades (fall and spring).
Dismissal on Wednesday of Fall and Spring conference weeks remains at 1:40 and 1:50.

School begins at 8:30 AM daily (including minimum days and during conference week)
Minimum day dismissal time is 11:50 for all grades.

Conference week dismissal time is at 1:25 for all grades.

Dismissal on Wednesday of both Fall and Spring conference weeks are at 1:40 (TK-3rd) and 1:50 (4th-6th).

Please call the Old Adobe Office at 765-4301 if you have any questions or email:

Sophia Nepal, School Secretary/Health Clerk, at Snepal@oldadobe.org

Ruby Pardella, Office Manager, at Rpardella@oldadobe.org

BUS TRANSPORTATION AND EXPECTATIONS

For information on how the Old Adobe Union School District bus system operates, please contact the district office at (707) 765-4308.

The following school bus rules are issued by the Old Adobe Union School District. These rules apply to both home-to-school-to-home transportation and to bus field trips.

- Remain in seat while bus is in motion
- Be respectful to the bus driver
- No horseplay or getting out of seat
- No food or drink
- Keep head and limbs inside the bus (not out the window)
- Do not throw objects in or out of the bus
- No unnecessary noise, inappropriate language or gestures

CELEBRATIONS

Classroom parties planned and organized by room parents under the direction of classroom teachers are held in celebration of holidays and special events (incentives, curriculum, etc.).

We love to celebrate birthdays, but If you want to send something for the class, please see the following celebrations policy:

- Do not send food. Cupcakes, sweet treats and candy are not in alignment with the [OAUSD Wellness Policy](#), and many of our students have food allergies.
- Make arrangements with the teacher ahead of time if you plan on sending something in.
- Consider the following alternative ideas:
 - Donate a book to the classroom library in honor of your child's birthday
 - Birthday pencils/erasers
 - Party favors
 - Take home favor bag
 - Plan an art activity or game for the class

Birthday invitations **may not** be distributed at school unless given to every child in a classroom.

CELL PHONES & SMART WATCHES

CELL PHONES AND SMART WATCHES School Policy:

We understand that many families want their children to have a cell phone to contact parents before or after school hours. However, students are encouraged to leave cell phones and smartwatches at home due to the possibility of loss, theft, or damage. The school is not responsible for lost, stolen or damaged cell phones and smart watches.

If a student brings a cell phone or smart watch to school, it must be powered down and placed where it will not be accessed during the instructional day. Cell phones and smart watches must not be visible to other students or staff during the instructional day. If a student needs to contact a parent or check for messages, they must ask permission from teachers or staff and use the device in their presence. If a student does not follow these rules, the smart devices will be confiscated and turned into the office. Parents or guardians will be asked to come to school and pick up the device at their convenience.

Students are not permitted to use personal devices such as cell phones and smart watches to take pictures or record videos while on campus.

CHARTER FOCUS

Old Adobe's Elementary's charter is focused on ecology and arts integration. The arts excite and engage the students while providing many ways for them to demonstrate what they are learning. Creative expression develops a myriad of competencies while using and developing many parts of a child's brain. Our emphasis on ecology develops the students' understanding of natural systems and our interconnectedness with the natural world and each other. Science is brought to life through regular work in our edible garden, where the children learn valuable lessons about caring for our planet, nutrition, and the rewarding results of careful planning and hard work. Field trips, guest speakers and hands-on lessons in the classroom deepen their appreciation and caring for our environment.

CHILD ABUSE

It is mandatory that school personnel report all cases where child abuse may be a factor. We have no right or authority to deny a social worker or police officer access to children alleged to be victims. The school may be required to delay contacting the parents and or the principal may be required to provide necessary information to the authorities without any parental contact.

CLASSROOM PLACEMENT

The process of making up classes begins in May. Our priority in determining classroom placement is to ensure balanced classes that take into consideration the needs of all of our students. Some of the many factors considered in creating balanced classes include: academic performance, social relationships, behavior, special needs, gender, English language learners. our district policy is that we do not accept requests for specific teachers

Parents frequently have information concerning their child that they wish to have considered during the placement process. Parents with such information are asked to complete a "Student Information Form." These forms are available in the school office at the beginning of April. They are due by the last Friday in April. This is the only method available to provide input in the placement process.

Class placements are posted at 4:00 pm the Friday before school begins outside of room 8.

COMMUNICABLE DISEASE NOTICES

If your child is sick with one of the following communicable diseases, please inform our office staff so that notification can be sent to the other students in the classroom. This gives parents the information that their child may have been exposed so that proactive measures can be taken. The communicable conditions that require us to notify parents regarding possible exposure are:

- Covid 19
- Chicken Pox
- Hand, Foot and Mouth Disease
- Measles
- Mumps
- Scabies
- Slap Cheek
- Streptococcal (Scarlet Fever and Strep Throat)
- Whooping Cough
- Pink Eye
- Shingles
- Ringworm

COMMUNICATION

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher, support staff member, office staff, or principal. In addition, any time you want to celebrate a success and/or share something that you are pleased about, you are encouraged to communicate with a staff member.

Our school office number is (707) 765-4301.

Our Office Manager is Ruby Pardella- Rpardella@oldadobe.org

Our School Secretary is Sophie Nepal- Snepal@oldadobe.org

All Old Adobe staff members have email addresses. The format is as follows: initial of first name + full last name @oldadobe.org For example: kvogel@oldadobe.org

Please understand that teachers and staff members are working with students all day, and may not access email during the school day. Teachers and staff will respond to emails within 24-48 hours.

If you need to get a message to your child regarding pick up, riding the bus, etc. **please call the school BEFORE 2:00 PM.**

Our main communication platform is Parentsquare. It is very important that all families are registered with Parentsquare to ensure you are receiving school communications.

The school uses the following methods to communicate with families:

- Emails, robocalls, text messages from the principal via Parent Square
- OA News (from PTO) sent via email and Parent Square
- Back-to-School Night, Open House, parent-teacher conferences
- [Old Adobe School website](#) (Calendar, schedules, information about our school, etc.)
- [Old Adobe Elementary School Facebook page](#)
- Classroom newsletters sent via Parentsquare
- Emails, phone calls and scheduled in person meetings with classroom teachers

Teachers conference with all parents during November conference days. Voluntary conferences are conducted in March, but conferences can be arranged at any other time during the year when/if they are necessary.

COMMUNITY GATHERINGS, ASSEMBLIES, AND PERFORMANCES

Almost every Friday morning at 8:30 am, our entire school community gathers in the multipurpose room or on the lower playground blacktop (weather permitting) to sing a song, make announcements and celebrate our Roadrunner Raffle winners!

At times there will be special assemblies, performances or student Pep-Rallies during the school day. These special opportunities enhance learning for all students. Parents and guardians are always welcome to join us for our Morning Gathering and student performances!

CURRICULUM

The curriculum focus at Old Adobe Elementary Charter School is aligned with the Common Core State Standards. Teachers have high expectations for student learning and achievement, and they emphasize the importance of a strong academic foundation in reading, writing, mathematics, social studies, science, and critical thinking. There is also an emphasis on Social Emotional Learning and Development to teach the core competencies of Self-Awareness, Self-Management, Responsible Decision Making, Social Awareness and Relationship Skills.

DOGS AND OTHER FURRY FRIENDS

California Education Code states **dogs are prohibited from school campuses, whether or not the dogs are leashed.** Please do not bring dogs on campus when visiting, dropping off or picking up children.

Arrangements may be made for registered therapy dogs to be permitted on campus based on permission by the principal. Annual notification of therapy dogs on campus will be sent to families prior to therapy dogs coming to campus. Families may opt out of their student(s) coming into contact with therapy dogs.

When permission is given and an animal is on campus, the health, safety, and welfare of the students, staff, and the animals are protected.

DRESS CODE

It is important that students come to school in comfortable clothes that allow them to be safe and engage in all of the wonderful learning activities each school day holds. Please take a moment to review our dress code and help your student(s) to make decisions that are in alignment with our dress code.

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Students must wear shoes so that they are able to participate in physical education/recess activities everyday.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or insignias which are crude, vulgar, profane or sexually suggestive, or which bear drug, alcohol

- or tobacco company advertising, promotion, or likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
 4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

School staff may impose more stringent dress requirements to accommodate the special needs of certain sports and/or activities.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.
(Education Code 212.1)

EMERGENCY CONTACT INFORMATION

Current emergency contact information is extremely important.

To keep the information up to date, we ask parents and guardians to keep emergency contact information up to date in our student information system Aeries. We ask that parents and guardians review this information at the beginning of each year to ensure the information is current. Please notify the office staff if there is a change in home or work phone or address during the school year, or a change in the person(s) you would like us to contact if you are not available. It is best to list people who are available locally, should your child become ill or injured and need to be picked up.

Please remember, only people listed as emergency contacts may pick up a child

from school.

EMERGENCY PLAN

Our school has an Emergency Operations Plan that is part of our Comprehensive School Safety Plan. This plan guides staff and public safety partners to respond swiftly should a crisis occur in our schools. Should a school emergency, closing, or cancellation occur, a phone message will inform you of the most current information available at that time. If it is an ongoing event, updates will be sent to you. In addition, local media will provide information in the event of an emergency.

Students will be kept at school, if safe, until picked up by a parent or the person designated on the emergency card. If the school is not safe, students will be evacuated and be kept at a place deemed safe by the local authorities.

Drill procedures for emergencies and disasters are regularly practiced. Procedures include earthquake, fire/evacuation, and soft and hard lockdown drills. Supplies are maintained to provide a prepared response to an emergency.

In order for our Emergency Operations Plan to be effective, we depend on the cooperation and assistance of many people, such as the police, fire department, and other local agencies. We also depend on parents to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all students and school employees.

In particular, we ask parents to observe the following procedures:

1. Talk to your child and emphasize how important it is for him/her to **follow instructions** from their teachers and school officials during an emergency. Please emphasize the purpose and importance of appropriate behavior during practice drills.
2. As a parent, it is important to provide accurate **emergency contact information** to our school and notify the school office staff if it changes. This will allow school staff to provide you with timely updates using our notification system. It is critical that we are able to contact you or your designated representatives in the event of an emergency (students will only be released to adults designated on your child's Emergency Card).
3. **Please do not telephone** the school at the time of a disaster. We truly and sincerely understand and respect your concern, but it is essential that the phone system be available for emergency communications.

We are proud that our school is a safe school, and we appreciate parent cooperation and support.

FIELD TRIPS

Field trips are planned during the school year to extend the curriculum into the real world and to allow students opportunities for unique experiences. Student permission slips will be sent home and must be signed by parent or guardian.

- When a parent or guardian uses their vehicle to transport children on field trips, it is required that they have a minimum liability coverage of \$100,000/\$300,000 and indicate so on a signed, district form (with proof of insurance). All drivers must complete this paperwork at least two weeks before the field trip (get paperwork in at the beginning of the year so that you are ready to drive/chaperone at any time!).
- In addition, drivers must have completed all of the volunteer paperwork and this must be on file in the office.
- Seatbelts are mandatory and no child may ride in the front seat of a car that is equipped with an airbag.
- Younger siblings are not allowed to participate in school field trips.

FOOD ALLERGIES

Some Old Adobe students are allergic, and in some cases, seriously allergic, to peanuts, tree nuts, dairy products, wheat, and eggs. While we have plans in place to address the needs of these students, it's important that our entire school community be aware of what causes allergies and what we can do to prevent allergic reactions, which for some children, can be life-threatening.

We encourage parent or guardian support by asking you to join us in communicating the following messages to your children:

1. Never take food allergies lightly. Joking about it and teasing kids who have food allergies are inappropriate behaviors and can have serious consequences.
2. Don't share your food. This advice runs counter to the environment of "sharing" we like to enjoy. However, sharing food can be very dangerous to students who have food allergies. Also, many families prefer that their children only eat or be exposed to certain types of food – therefore, sharing food with students who don't have allergies can have negative consequences as well.
3. Wash hands before and after eating. Washing hands after you eat is very

important. Touching certain foods can cause an allergic reaction in some students.

4. Ask friends if they are allergic to foods and help them avoid it. Learning what someone is allergic to is easy (just ask them!). Finding out if foods are safe to eat is more difficult. Usually, students who are allergic are very careful about what to eat, but it's a good idea to remind friends who have food allergies to be extra careful of foods that are not brought from their own homes.
5. Limit the number of allergens on our campus. We request that families pay careful attention to food items brought on campus. Please voluntarily refrain from sending items for snack, lunch, or for class celebrations that contain peanut or tree nut products.

GIFTED AND TALENTED EDUCATION (GATE)

The Old Adobe Union School District offers a GATE Program for qualifying students in grades 4-6. Qualification is based on intellectual potential or outstanding creativity coupled with outstanding achievement. Students are referred by classroom teachers and then screened by the district GATE teacher. Identified students are eligible to participate in the GATE Program which takes place during the school day at La Tercera Elementary School. Students take a district bus to the GATE Program.

HOMEWORK

Homework is one of the key links between home and school and is assigned to reinforce and extend skills taught in class. Homework is also critical for providing opportunities for students to assume responsibility and establish solid working habits.

To ensure that homework is an effective part of the educational process, we believe that open communication among teachers, parents or guardians and students is critical.

Suggested Guidelines to Support Student Homework Success:

- Communicate to your children that completing homework on time and putting in their best effort is valued and important.
- Establish a regular time for homework during which the child can work with a minimum of interruptions.
- Provide a quiet, well-lighted study area with a desk or table and chair.

- Keep a supply of “study tools” available: pencils, pen, paper, ruler, etc.
- Provide a healthy balance between homework, extra and co-curricular activities and family commitments.
- Encourage student responsibility and independence, and provide support as necessary.
- Offer your student planning support when completing long-term assignments.
- Contact the teacher if a child is consistently unable to do the homework or if challenges or questions arise.

Reading

Reading is an integral part of learning, and students are expected to read daily at home. The recommended guidelines are 20 minutes or more of reading daily in grades TK-2 and 30 minutes or more of reading daily in grades 3-6.

Students can be read to (adult modeling reading), read with (taking turns reading aloud), or may read independently (silently or aloud). The most important thing is to develop the joy of reading everyday, so that reading becomes a lifelong habit.

Follow this link for more information and resources on [how you can help your child become a better reader](#).

Homework During Illness

If you wish to request homework for a child who is ill, *please contact the school office by 9:00 am* on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child’s assignments, which may be picked up in the office after 3:00 pm on the day that you phone and every day thereafter throughout the duration of the illness.

ILLNESS

Use common sense and good judgment when making a decision about your child’s attendance at school relative to illness. Children should not attend school if:

- They have a fever. Students may return to school when they are fever free for

24 hours without the use of a fever reducing medicine (even if they feel better).

- They are vomiting.
- They have a communicable disease (see list under Communicable Disease heading).

Parents are responsible to keep their child home until the child is no longer contagious, and must also notify the school if their child is diagnosed with a contagious disease.

If your child is going to be absent due to illness, you must call the **main phone number at (707) 765-4301 before 9:00** each day of your child's absence, and leave the following information:

- Your name
- Your child's name
- Your child's teacher's name
- Reason for absence
- Date of absence

KIDS CARE

Kids Care is an on site extended day program. Kids Care is run by paid staff that supervise students in various activities. It is open from 6:30 am to 8:15 am and from 2:55 pm to 6:00 pm (earlier on Wednesdays, conference days and minimum days). For information, please visit the [Old Adobe District website](#) or contact the site director, Rebecca Hatchmeyer at (707) 975-8931.

LCAP ADVISORY COUNCIL

This group of parents, teachers, support staff, and principal work to implement the school's state mandated and approved Local Control Accountability Plan. This plan outlines the school budget and goals to be used to maintain a quality educational program for the students of Old Adobe Elementary Charter School. The council meets regularly to discuss, evaluate, and monitor our program. Parents are invited to participate in the council. Meetings are held four times per year, and dates will be published in school communications.

LIBRARY

The Marie Hinton Library includes a rich selection of books of varying genres, and a

wonderful Library Manager, who is passionate about books and reading! The library is open from noon until the end of the school day, Monday-Friday. Classes are scheduled for weekly visits during the school day. Students and parents or guardians are always welcome to come in and check out a book.

Overdue books are compiled by the Library Manager and given to teachers who remind students to return them. After a period of time, a letter will be sent home with the child listing the title and the cost to encourage the child to find and return the book. It is the responsibility of the family to pay for a replacement book should a book become damaged or lost.

LICE PREVENTION

Lice are not strangers to school campuses. Although lice do not carry disease, they are tenacious, bothersome, and easily spread from one person to another. Help your child to avoid coming in contact with lice by encouraging them not to share combs, hats, hair ribbons, or other personal items.

If lice or eggs (called “nits”) are found on a student, a parent/guardian is notified, information regarding treatment is sent home, and they are encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the

student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

LOST AND FOUND

Any lost clothing or personal items will be placed on the rack outside of the multi-use room. Students and parents or guardians are encouraged to check the cart for lost items. Names on clothing, books, and lunch boxes are very helpful. They are then bagged and kept for a few weeks before being donated to charity.

LUNCH

School Lunch Program

Our kitchen staff serves nutritional meals everyday, and all food is prepared on site in our kitchen. Menus are sent home at the beginning of each month and are also available on our website.

Breakfast and lunch meals will be served FREE OF CHARGE to ALL students for the entire 2025-26 school year.

- **Breakfast** is served daily from the outside food services “pick up” multi window. Breakfast is served between 8:10 am - 8:30 am. It will be served in a brown bag. Students eat outside in the quad at tables or inside the multi on cold/rainy days.
- **Lunch** is served daily from our food area in the multi. Students eat outside in our quad or inside the multi (weather dependent).

Food from Home

When packing a lunch for school, please be mindful of a healthy, nutritional lunch. All families are encouraged to pack lunches in recyclable, Earth friendly materials and limit waste as much as possible.

Lunch Schedule

TK- 1st grades- 11:35- 12:20 pm

2nd - 4th Grades: 12:00-12:45 pm

5th & 6th Grades: 12:25- 1:10 pm

MEDICATION AT SCHOOL

If it is necessary for your child to take medication during the school day, these district medication procedures must be followed:

1. ALL medications will be kept in the school office under the supervision of the office staff. This includes “over the counter” medications. A student may not have medication in their possession or in the classroom without a specific doctor’s written statement on file in the office to that effect.
2. ALL medications must be in the original containers – this includes Tylenol-type medications, throat lozenges, etc. Prescription medication must have the original pharmacy label.
3. A signed [“Authorization for Administering Medication”](#) form is needed for ANY medication (prescription or over the counter) that your child may need at school. This form is available in the office or may be downloaded from the link above.
4. The administration of all medications will be supervised by the office staff or other designated school personnel.

We realize that the requirement for a physician’s signature and written directions may be burdensome, but this will help assure proper administration of any and all medications for students.

MESSAGES

Messages for students are to be left with the office where they will be delivered to the classroom.

To minimize class disruption, any lunches or other forgotten items are to be left in the office. The office staff will make sure the child receives the items. Please make sure it is clearly marked with your child’s name.

OFFICE HOURS

The office hours at Old Adobe Elementary Charter School are 7:30 am to 4:00 pm. Our phone number is (707) 765-4301.

OUTDOOR EDUCATION

Every year in late April/early May, our sixth grade students participate in the Old Adobe Union School District's Outdoor Education Program. For more information about our outdoor education program, please visit the [sixth grade camp information page](http://adobecamp6.weebly.com).
<http://adobecamp6.weebly.com>

NURSE

We have a school district nurse for specific state mandated services such as vision and hearing screening and immunizations. She is also a resource for health education, works with families who have students with life-threatening allergies, monitors medication for students, and is available for small scale emergencies such as lice checking. Our district nurse is on campus one day per week.

PARENT TEACHER ORGANIZATION (PTO)

Old Adobe Elementary Charter School PTO would like to welcome you and invite you to become an active member. Our PTO coordinates school clubs, school community events, and a variety of fundraising activities. PTO fundraisers are organized to support and enhance the educational and social programs at our school.

The continued success of our PTO hinges on parent or guardian involvement. There are so many ways you can help, from working in our garden to coordinating events! All parents/caregivers are urged to become members of the OAPTO and encouraged to participate in PTO meetings and PTO sponsored events.

PARKING AND TRAFFIC PROCEDURES

As it is at most school sites, our parking is limited. For special events, and when the field is dry, we will open the field for overflow parking.

All students arrive and are dismissed at the gate at the side of the school.

Here are some things that you can do to help keep traffic moving and everyone safe:

- When using the drop off/pick up lane, pull as far forward, toward the cones, as far as possible prior to loading/unloading students.
- Keep students with you, and be vigilant, when crossing the parking lot. Do not allow students to cross the parking lot without an adult escort.
- Use only the painted crosswalks when crossing the parking lot
- Drive slowly in the parking lot.
- Please be patient.

For Arrival:

- If you arrive to campus prior to 8:10 am, please stay with your student(s) and actively supervise them until our morning supervision begins at 8:10 am.
- When using the 'drop off line' please help your student(s) to be prepared to exit the car quickly.
- Students should exit the car on the curb side only.
- Students will be asked to line up on their classroom lines (on the blacktop near the arrival gate) at 8:20 am each morning.

For Dismissal:

- All families are strongly encouraged to park in the parking lot and walk to campus to pick up students from the black top near the arrival/dismissal gate. Parking and walking to pick up your students will be much quicker for you than waiting in the car pick up line. This will also give you an opportunity to say "Hello" to other OA community members!
- Parents/Guardians who park must walk to campus to pick up your student and escort them across the parking lot. Please do not call your students to cross the parking lot to come to your car, unescorted, during dismissal.
- If you are picking up students from both upper and lower grades, please do not pull into the pick up line until the later dismissal time (1:50 on Wednesdays, 3:05 all other days). Pulling into the pick up line before the later dismissal time causes traffic to back up onto Adobe Road and is a safety hazard. It is recommended you park and walk to campus when picking up students from multiple grade levels.
- Please park in the back parking lot except when picking up a child during the

school day, when you may park in the front lot. Be sure to keep the Handicap crosswalk in the front parking lot clear at all times and do not block it with your car.

- Do not park or leave your vehicle unattended in the drop off/pick up lane. **Do not make U turns from the drop off/pick up lane.**
- Do not park on Adobe Road if at all possible. It is very busy and unsafe for pedestrians.

Please remember...

Our school staff is here to serve to ensure the safety of your children. Please be respectful of their directions; they are here to help. Thank you for your consideration of and attention to these policies and procedures. Your support is appreciated!

PERSONAL PROPERTY

Toys and personal property may only be brought to school by individual teacher request or permission. Electronic devices are not to be brought to school as they often become a distraction in the classrooms and may be subject to theft. See Cell Phone policy included in this handbook. Students may not bring play equipment and/or balls for recess use from home.

PHYSICAL EDUCATION

All students participate in PE instruction during the week. Classes have two designated class times each week with our PE Technician. Please make sure that you know when your child has PE instruction so that they are dressed appropriately for the activities.

PLAYGROUND RULES

All Playgrounds:

Expectations for the Playground to Promote Safe, Respectful, and Responsible Behavior:

- Students are to be a good sport and use good sportsmanship.
- Ride tricycles only on the marked track.
- Students must be respectful of peers by sharing and encouraging others to play. There are no “closed” games.

- Students are to obey and respect the Campus Supervisors or teachers assigned to yard duty.
- Students are to use the playground equipment for its intended purpose. When on the bars, students must hold on with at least one hand. Students must not sit on the bars or equipment and may not jump off the structure. In addition, one person is on the slide at a time and must slide down with feet first.
- Students are not to play any tackle football and sliding/slide tackles.
- Students are to kick and throw balls appropriately. No balls or objects are to be kicked or thrown randomly at any time or against the buildings.
- Students must only use school playground supplies at school. This prevents arguments and encourages sharing. No equipment or toys from home are allowed.
- Students are not to perform or pretend to perform any type of wrestling/fighting.
- The following games must have adult supervision: flag football, touch football, softball/baseball, and soccer.
- Snacks are to be eaten in the table area during recess. Snacks are not to be eaten on the play areas or play structures.
- Students are not to play in or loiter near the restrooms.
- Students are not to be in the courtyard areas during recess unless under authorized adult supervision. Students must have a pass if visiting the library or office during recess.
- Kick balls only on the grass or ball walls near the field.
- Put equipment away calmly, get drinks, and use the restroom at the 5 minute bell.
- Stay within supervised boundaries.
- Adults on duty are to spread out and actively supervise children.
- Staff are not to use telephones for personal use while on duty.

Play structure rules

- Tag or tag-like games may take place on the grass and blacktop areas only.
- Leave tanbark on the ground.
- TK students are not allowed on boulders, spinners or large play structure.
- TK students get priority on the small play structure.
- No sitting or climbing on top of monkey bars.
- One person on the slide at a time.
- Slide in a seated, forward position.
- No stopping while on the slide.
- Swing forward and backward only.
- Sit on the swings only.
- No more than 4 on the group swing and 1 person pushing.
- No underdogs, jumping off of the swings or climbing up the swing poles .

Students may “count” to 100 (at a normal pace) on someone swinging and then it is

your turn on that swing. The student counting must be standing near the swings while counting. The person getting off the swing cannot count back on the same person, but must go to a different swing.

RUNNING CLUB

Our PTO sponsors a Running Club every Friday during lunch recess for all students. Volunteers keep track of laps run and these laps are converted to miles. Students earn charms to keep on a necklace for the number of miles run.

All students are invited to participate, whether running or walking. Please help by making sure that your child dresses appropriately for running/walking, wears sunblock, and brings plenty of water to stay hydrated.

Running Club is a program for students. Parents, grandparents, and caregivers are welcome to volunteer and cheer on our student runners!

STUDENT SUPPORT SERVICES

Counselor: Our school counselor is on site three days per week. The counseling program is designed to promote positive attitudes, social skills, and the emotional well being of our students. The program includes classroom visits as well as small group and individual sessions.

English Language Learner Support: English Language Learners are students who have acquired their primary listening and speaking skills in a language other than English. Integrated and Designated English Language Development is provided to them to meet their unique needs.

Resource Program: Special education services are provided through our resource program staffed by our Education Specialist and a paraprofessional. Qualifying students receive special help on a regular scheduled basis, according to their Individualized Education Plan (IEP).

RTI: Our Response to Intervention Program provides intervention services to students needing literacy support based on a series of eligibility criteria.

Speech and Language: Our Speech and Language Therapists provide services in the

area of language, articulation, and fluency disorders to those students who qualify. Students must be referred by either a teacher or another staff member and then assessed by our therapists to determine qualification.

STUDENT SUCCESS TEAM (SST)

The purpose of this team is to assist teachers and parents in understanding and meeting the needs of a student when there are academic, behavioral, emotional, and social challenges that are impacting learning in the classroom. In a caring and supportive atmosphere, the team that consists of parents, teachers, and principal collectively discusses strengths and reviews areas of concern. A plan is developed and put into place to support the student and a follow up meeting is generally scheduled several weeks later to determine the success of the plan and determine next steps.

VISITOR GUIDELINES

Visitors **MUST** check in at the front office upon arrival to campus and before going to classrooms, on field trips, to the multipurpose room, to the playground or when dropping something off on campus. For performances, assemblies or school-wide fundraisers visitors are not required to check in.

All visitors must wear a “Visitor Pass” sticker so that they can be identified by staff and students. Adults not wearing these stickers will be asked by school personnel to check in at the office. These measures are put in place to ensure student and staff safety at all times.

VOLUNTEER GUIDELINES

Below are listed guidelines and helpful hints for our volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the school as a whole. Understanding how grateful we are for parents’ and guardian’s time and support, please accept the following guidelines with our thanks!

Below are listed guidelines and helpful hints for our essential volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the school as a whole. Understanding how grateful we are for parents’ time and support, please accept the following guidelines with our thanks!

Please be sure to follow the updated guidelines regarding Essential Volunteer clearance:

- Complete the School Volunteer Application and Volunteer Code of Conduct.
- Bring and/or email the following to the school office:
 - School Volunteer Application
 - Volunteer Code of Conduct
 - A copy of your driver's license
 - TB Test Verification or [TB Risk Assessment Certificate](#) (filled out by your health provider)

Volunteer forms are available on the district website.

When serving as a school volunteer, please:

- Sign in at the office. There is a "Volunteer Log" on the front counter in the office for this purpose.
- Wear a "Volunteer Pass" badge while on campus. Badges are available in the office and must be worn by all visiting adults as a safety measure.
- Model school rules and procedures – including stopping and listening while the teacher is speaking.
- Maintain confidentiality especially when working with students. Please keep information about your assistance with students of varying needs and levels in the classroom confidential.
- Use the cell phone golden rule – turn it off or on "vibrate" when you are working in a classroom.
- Have fun! Enjoying yourself while volunteering also facilitates a safe and nurturing learning environment for all students.

The entire staff at Old Adobe appreciates the time and effort you provide for all students. Thank you for your positive contributions of the great learning community at Old Adobe.