

Burckhalter Elementary School
Community Handbook
2026-2027



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Oakland, CA 94605
510.879.2105-office

PRINCIPAL'S GREETINGS

WELCOME to an amazing new school year at Burckhalter Elementary. We have many exciting school-wide and community activities planned for the year. We believe it takes our ENTIRE community to have a school where our children can grow, and we appreciate family and community collaboration.

Our school community seeks to build a positive school environment through our commitment to our Habits of Character:

- **COMPASSION:** We notice when a fellow Bobcat is hurting or having a hard time, and take action to help them.
- **COLLABORATION:** We unite as a team, combining unique skills and perspectives to achieve shared goals.
- **INTEGRITY:** Bobcats do the right thing for the right reasons, even when no one is watching.
- **PERSEVERANCE:** Bobcats keep trying and pushing forward, even when tasks are difficult, frustrating, or take longer than expected. We learn from mistakes and stick to a goal rather than giving up.

Our goal is to ensure that all students are connected in their classroom, ethical leaders on the playground, and positive influencers in their communities.

Our community handbook is a resource for you. It contains the routine schedules, procedures, and programs of Burckhalter Elementary.

If you have any questions or need additional information, please feel free to email me: carin.geathers@ousd.org. I wish you an amazing school year.

-Dr. Carin Geathers, Principal

OUR MISSION and VISION

Burckhalter MISSION

The mission of the Burckhalter Elementary School community is to create and maintain a learning environment that supports ALL students' needs and promotes their intellectual, interpersonal, and social growth. When we are successful, we equip our children to succeed in the dynamic, ever-changing world they live in

- At our school, EVERY CHILD gains the confidence to become a positive 'can do' learner and thrive.
- Our staff partners with our children, families, and community to guarantee each child an academically enriched education.
- We create this by providing rigorous instruction, and integrating collaboration, creativity, critical thinking, and problem-solving skills.
- Our curriculum is representative of who we are and supports real-world learning with a focus on both racial social justice and mastery of grade-level standards.
- Our school's wholly inclusive climate and culture elevates and honors learning, growth, and achievements, and celebrates our community's cultures and identities.

CLIMATE AND CULTURE

Our school vision for a positive climate and culture is to:

- ★ Provide a welcoming school environment
- ★ Keep students in the classroom to foster learning
- ★ Promote a safe and productive learning environment

In service of our vision, Burckhalter Elementary School is focused on implementing PBIS and Toolbox.

Positive Behavior Interventions and Supports (PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior.

It is a framework for creating customized school systems that support student outcomes and academic success. **PBIS is for the whole school**; it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions.

All teachers and staff are committed to using and following our PBIS plan. Families are also encouraged to be active members of our school community and participate in our PBIS model. **To help maintain our positive culture, families are encouraged to model appropriate behavior and be mindful of our behavioral expectations throughout the school.** We have established rewards and

celebrations throughout the year to give positive affirmation for students who are modeling **The Habits of Character: Compassion, Integrity, Collaboration, and Perseverance.**

Discipline and Office Referrals

Students are expected to demonstrate the Habits of Character (HOC), to show respect for themselves and the rights of others, and to assume responsibility for their own actions. The Burckhalter Elementary staff is committed to providing a positive and comfortable atmosphere. We want students to feel safe, secure, and happy so they have the maximum opportunity to learn and enjoy school. In an effort to accomplish this, a school discipline plan exists which includes expectations for behavior.

A student may be given an in-class consequence if:

- They are given a verbal warning about a behavior and the behavior continues
- They are off task or disruptive in class

A student may be given an office referral if:

- They have already been given in class warnings and redirection aligned to specific classroom expectations and the behavior has not improved.
- They have gone to a buddy class to do a reflection and when they returned the behavior did not improve.
- The teacher has called home and the behavior has not improved.
- Their behavior impacts the emotional and/or physical safety of another student.

Policies and Procedures

SCHOOL HOURS

Grades TK - 5.....Monday – Friday 8:30am – 2:45pm
Minimum Days Wednesdays 8:30am – 1:15pm
Other Scheduled Minimum Days 8:30am – 1:15pm
Office Hours Monday – Friday 8:00am – 4:00pm
Teacher/Principal Conference.....Arranged by appointment (call or email)

FIRST DAY OF SCHOOL

On the first day of school, the school campus will open at 7:30 a.m.

Please do not drop students off at school before 7:30 a.m. **Supervision is not provided before that time.** The Front Hall doors will open at 7:30 a.m. All students and families should go to the auditorium. Staff will meet students and families there.

Please do not proceed to classrooms. We understand that many families are anxious to meet teachers; however, it is imperative that our teachers properly prepare their classrooms and lessons for students to ensure a successful day. **All staff will be available to greet families on the playground at 8:20 a.m.**

DAILY ARRIVAL/DEPARTURE TIMES

Student supervision for school begins at 7:30 a.m. Please do not drop off your children before 7:30 a.m. All students arriving before 8:20 a.m. will report to the auditorium. At 8:20 a.m., all TK-Kindergarten students will remain in the auditorium; all 1st-5th grade students will walk to the cafeteria for breakfast, which begins at 8:30 a.m.

TK-Kindergarten students will walk to their classrooms at 8:30am. The morning instructional block begins at 8:30 a.m. At 8:45 a.m. TK-K students will walk to the cafeteria for breakfast. Students arriving between 8:30 a.m. and 8:45 a.m. may proceed to either the cafeteria (1st-5th) or to the classroom (TK-K) but are still considered tardy and will be marked down accordingly by their teacher. Any student arriving after 9:00 a.m. (see below) is considered tardy and is to report to the office for an admit slip. Students who arrive at school after 8:45 am must receive a tardy pass from the office to be admitted to class. Students are dismissed at 2:45 pm TK - 5th (except minimum days when dismissal is at 1:15 pm for all students). Families are asked to make arrangements for the timely pick-up of their child(ren), immediately after school.

PICKING-UP AND DROPPING-OFF STUDENTS

Drop-Off

- Students can be dropped off at the front of the school and enter through the front door.

Pick-Up

- All students not enrolled in the after-school program will be walked to the front of the school and should be picked up there.

Safe Driving Procedures for Drop-Off and Pick-Up

- Drive slowly at all times in school zone areas.
- Show courtesy in actions and speech. Our students follow our examples.
- Do not drop off or pick up students in the middle of the street; we want to practice safety.
- Do not block other drivers by corner parking or double parking.
- Contact the office if you will be late picking up your student.

It is unsafe for any child to be left after school without supervision. Students will be entered in the after-school program at 3:00 pm if they have not been picked up. Our after-school program is a FREE academic and enrichment opportunity for our students. If your child is not enrolled, you will be asked to enroll your student for participation.

PLEASE NOTE:

If students are left unattended for more than 30 minutes without contact with a parent or guardian, state regulations require that we contact the Oakland Police Department and Child Protective Services.

ATTENDANCE-WHY EVERY DAY MATTERS

At Burckhalter Elementary, we want every student to thrive! Building good attendance habits early sets your child up for lifelong academic success and college readiness. When children miss school frequently—especially in Transitional Kindergarten (TK) and Kindergarten—it is much harder for them to master foundational skills like reading. **Missing 10% or more of the school year (about 12 days total, including both excused and unexcused absences) is considered chronic absence and can significantly impact your child's growth.**

California State Law & Daily Reporting

California law requires all school-age children to attend school regularly and mandates that schools accurately track every absence and tardy.

What to Do If Your Child Is Absent

When your child returns to school after an absence, please contact us promptly with the specific dates and reason for the absence or tardiness:

- **Call the main office:** (510) 879-2105; after school hours, leave a message.
- **Send a written note:** Have your child hand a signed note to their teacher or bring it to the Attendance Specialist upon returning.

RELEASE OF PUPILS DURING SCHOOL HOURS

Once they arrive at school, students are not allowed to leave the school grounds without permission from an adult to ensure their safety. For safety reasons, the family and the police will be notified immediately if a student leaves the school grounds without permission.

Please maximize the learning time by scheduling doctor's appointments after school hours. If a child has an appointment during the school day, please bring them to school before or after the appointment so they don't miss a full day of instruction. If your child needs to leave school early, please come to the school office to sign them out. All persons must be at least 18 years of age and will be required to present a valid photo ID to verify that they are listed as an emergency contact.

EMERGENCY CONTACT AND RELEASE

Parents/guardians should ensure that the information on their Emergency Cards is current, so that the school can contact them when necessary. Children will only be released to people listed in Aeries as a contact. These people may be asked to present a driver's license or other photo ID.

AFTERSCHOOL PROGRAMMING (Extended Learning)



We have the pleasure of having Girls Inc, of Alameda County as our long standing afterschool program provider. With comprehensive services such as literacy enrichment, homework support, dance, sports, STEM, animation and more, students have fun while maximizing their extended learning time. so you know your student will have a safe and engaging time throughout the school year.

At Burckhalter, we would like for ALL of our students to be enrolled for Extended Learning through Girl's Inc. IF you are interested in locking in a space for your student, please feel free to contact our program coordinator, Te'Hara Wade (Ms. Tee) at 510-879-2105 or you can begin the process by completing the application link below:

[Girl's Inc. @ Burckhalter ASP Application 26-27](#)

BREAKFAST/LUNCH

Breakfast and lunch will be provided for all students. If you plan to drop off lunch for your child during the school day, please do so at the main office. Please do not disturb instructional time to drop off lunches.

Breakfast Hours 8:30am – 8:45am

Lunch Hours(TK-2nd) 11:30-12:00pm and (3rd-5th) 12:15 - 12:45pm

HEALTHY LUNCHES & SNACKS

We are committed to promoting healthy habits that support your child's learning and energy throughout the day! Please pack nutritious lunches and snacks for your student.

- **Prohibited Items:** Soda, candy, gum, sunflower seeds, and hot chips are **not allowed** at school. If brought, these items will be confiscated and returned to the student at the end of the school day.
- **No Food Sharing:** Because many students have serious food allergies, children are not permitted to share or swap food with classmates.

Food Preparation & Storage Rules

- **No Heating or Refrigeration:** Please do not send food that requires refrigeration, heating, or microwaving.
- **Staff Restrictions:** School staff is not permitted to heat food or provide hot water for students. Please use insulated thermoses or ice packs in lunchboxes to keep meals at the right temperature.

CLASSROOM VISITATIONS

We love partnering with our families and welcome you to visit your child's classroom! To ensure a safe and uninterrupted learning environment, please follow these guidelines:

- **Classroom visits MUST be scheduled in advance:** All classroom visits must be scheduled with the teacher or office beforehand to avoid conflicting with daily activities.
- **Check-in Required:** Before heading to the classroom, please report directly to the Main Office to sign the Visitor's Log Book and receive a visitor's pass.
- **Protect Instructional Time:** To protect valuable learning time, visitors must refrain from interrupting lessons. Teachers are not available to confer with families during class hours.
- **Connect Outside Class Hours:** If you would like to discuss your child's progress, please schedule a separate time to talk with the teacher before school, after school, or during their planning period.

FAMILY/TEACHER CONFERENCES

If you would like a conference with your child's teacher, please call, text, email, or send a note with your child stating the best time and date to schedule an appointment. Classroom interruptions and distractions must be kept to a minimum; therefore teachers are not able to hold impromptu conferences with family members during instructional periods.

VOLUNTEER PROCESS

Families are welcome to volunteer in classrooms with advance arrangements with the teacher.

For a one-time visit, advance notice is required, and families should sign in at the office before going to the classroom.

To volunteer more than once, OUSD requires fingerprinting and a background check. The front office staff will assist you in arranging these requirements. **Volunteer visits should only take place after Back-to-School Night, to allow teachers and students to establish a strong classroom culture.** Family volunteers should ensure that they speak with students, staff, and community appropriately at all times and refer any behavioral issues to the teacher.

Family volunteer opportunities include:

- supervision on the yard
- salad bar supervision
- maintaining bulletin boards around the school requested by staff
- organizing & supporting special events
- copying and other administrative projects

- fundraising
- participation on the School Site Council, PTO and other governing bodies
- chaperoning field trips
- maintaining the garden
- maintaining the school Lost and Found
- collecting donated consumable supplies (kleenex, hand sanitizer, etc.)
- other opportunities as the school needs expand

HEALTH AND SAFETY

Injury

In the event of an injury, school personnel can provide first aid treatment only (such as ice packs and band-aids). Students are given Ouch Reports for minor injuries. The family will be called to pick up their child to seek medical attention for all major injuries. In the event of an emergency or if a family cannot be located, 911 will be called.

Health

Please notify the office if your student has a doctor-identified health condition (asthma, seizures, allergies, etc).

Medications

School personnel may not administer medications without a form signed by the parent/guardian and the doctor. Forms are available in the office. If medication is to be administered at school, it is to be brought to the office, in its original container with the child's name on it. Please ensure that you check the expiration dates on all medications stored at the school site. Students are not permitted to have any medications in their possession during school hours without a doctor's authorization in the form of a prescription. *If your student has asthma, a physician must complete an asthma plan to support your student's use of inhalers on campus.*

Students with allergies or other medical problems must have a note from their parent or guardian to be able to stay in the school building during recesses or outdoor class activities.

Illness

If your child becomes ill while at school, a parent or guardian will be notified and asked to come pick them up. Please make plans for this kind of emergency in your family.

DOGS

According to the California Education Code, for the sake of student safety, dogs are not allowed on campus.

DRESS CODE

Since PE is a daily activity, shoes should be comfortable and secured to the foot (no flip flops or slides). Shorts and skirts should be worn at least to the mid-thigh for safety

during P.E. and dance. Midriffs should not be exposed. Parents/guardians of students who are dressed inappropriately may be called by the main office in order to address the matter. All students should be dressed to participate and be safe in their day.

Hoodies & Head Coverings

Head coverings, including but not limited to hats, caps, beanies, bandanas, do-rags, and sunglasses, may not be worn inside the school building. Hooded sweatshirts (hoodies) are permitted as outerwear or clothing, but hoods may not be worn over the head while inside the facility at any time. Exceptions are made for documented medical conditions or religious observances, subject to prior approval by school administration.

LOST AND FOUND

Please label your child's clothing and other personal property with their full name and room number on it. All lost personal items will be placed in the Lost and Found Area. All unclaimed lost and found items will be donated as needed to clear space at the end of each month.

PERSONAL POSSESSIONS

Students are not allowed to trade, sell or buy personal property at school. Items such as fidget spinners, candy, gum, trading cards, radios, electronics games or toys should be kept at home. Money should be limited as students earn "Burckhalter Bucks" as our school currency for Friday's Burkhalter Buck Store shopping opportunities. Any item confiscated from the student will only be returned to parents/guardians, following a principal/family/student conference.

Students may bring cell phones on campus, but they must be turned off and placed in the office during school hours. Any cell phone confiscated will only be returned to a parent/guardian.

PROMOTION/ RETENTION

Promotion is based on satisfactory academic achievement at grade level and a good attendance record. Students considered for retention are those who have not achieved mastery of grade level standards in major academic areas and/or have been chronically absent (more than 18 days in a school year). Families will be given notice whether a student is being considered for retention through progress reports and report cards, and retention will occur in collaboration with families following a Student Success Team meeting to identify additional support for the child.

Receipt of Burckhalter Community Handbook

Please acknowledge that you have received and read the Burckhalter Elementary Community Handbook. After signing and dating, please remove this page from your handbook, and return it to the school. If you have any questions, please reach out to the office staff and/or Community School Manager. Thank you for taking the time, and let's make it a wonderful school year!

I have received, read, and understood the Burckhalter Elementary Community Handbook for the school year 2026-2027.

Student's name:

Parent/ Guardian's Name:

Signature and Date:
