

Glorietta

Student and Family

Handbook



2022 – 2023

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Before/After School Gopher Club: (925) 258-6015

Websites

Glorietta School: <https://gl-orinda-ca.schoolloop.com/>
Orinda Union School District: <https://www.orindaschools.org/>
Glorietta Parents' Club: <https://glorietapec.membershiptoolkit.com/home>
Orinda Network for Education: www.ONEOrinda.org



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Glorietta Vision

Principal's Message

Glorietta Elementary School is committed to helping students reach their greatest potential. Our dedicated staff, caring parents, and generous community partner together to create an educational program to support this endeavor.

At Glorietta Elementary School, we continually strive to create a positive, engaging, and inclusive educational experience. This handbook contains information that will acquaint you with procedures, routines, and schedules. Please visit the Glorietta Elementary School website to access monthly newsletters, calendars, and other important information. Additionally, please feel free to call or come into the office if you have any questions.

Thank you for being an integral part of the Glorietta Elementary School community. We look forward to working with you.

Tracey Lewis
Principal

Orinda Union and Glorietta Vision Statement

Building on a tradition of educational excellence and strong community support, we will inspire and challenge each student through strong academics and continuously improving programs that will develop the character and abilities needed to shape an ever-changing world.

Glorietta Mission Statement

Glorietta is a community of inventors, creators, explorers, thinkers, problem solvers, peacemakers, and friends. We support each child's educational journey through collaboration, communication, critical thinking, and creativity to foster lifelong learners and engaged, productive citizens in our ever-changing diverse society.



Front Office

The Glorietta school front office is open between the hours of 7:30 AM and 3:30 PM daily. Our front office staff assists parents in many ways. They also provide students with first aid, monitor late arrivals and early release, and handle other student issues that may arise during the school day. All visitors are required to check in and receive a visitors pass from the front office before coming onto campus. The office can be reached at [\(925\) 254-8770](tel:9252548770).

COVID Protocols

Click here for OUSD's [2022-23 COVID protocols](#)

Communication

We provide important information to parents through several avenues.

- **Glorietta Website** is a valuable resource (<http://glorietta.orindaschools.org>)
- **Parent Square** is the main communication platform for District and School messages and newsletters. Find out more on our website under School Communication.
- **AERIES** is the NEW student information used to update student demographics, contacts, medical conditions, view and agree to school policies, upload documents, and update authorization information.
- **Gabette**: Glorietta Parent's Club E-newsletter includes timely information, reminders, and community links
- **Friday Folder**: student work samples and flyers although we strive to 'go paperless'.
- **EMail/Voicemail**: unless urgent, incoming phone calls will be directed to the designated teacher's voice mail; staff are asked to respond to all inquiries in a timely fashion.

Parent Square

OUSD uses ParentSquare for school communication, primarily with email, text and App notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile App and update their preferences on when and how they are notified.

With ParentSquare, you can:

- Receive messages from the school via email, text or App notification
- Choose to receive information as it is sent out or consolidated at 6 pm daily
- Communicate in your preferred language
- Sign forms & permission slips, sign up to volunteer and more all from your phone or web portal



Complaint/Concerns Procedures

Every effort should be made to resolve a complaint at the earliest possible stage. Parents are asked to initially communicate concerns with the school employee directly involved.

Procedures for filing a formal complaint against a District employee are described in *Administrative Regulations 1312.1*

Oops! I Forgot It at Home

Parents may drop off items in our school office that students have accidentally left at home. Students will be notified to come to the office at recess to pick up belongings that have been left for them.

Lost and Found

Every day there are many personal items left at school. **To guard against loss of clothing and other personal property, please mark all items with your child's first and last name.**

Found items are located in the hallway leading to the Multi-Purpose Room. Smaller items such as eyeglasses will be kept in the office. All items are put on display prior to being and, if unclaimed, donated to charity.

Telephone Use

Students are able to contact parents during the school day for emergencies and school business only. The front office staff will call the parents on the student's behalf. Calls for last minute playdates will not be allowed.

Students may not use cell phones while on campus. If there is an urgent need for a student to use the phone, students will be sent to the front office to make such a call.

Cell Phones/Other Personal Electronic Devices

Personal electronic signaling devices (including cellular/digital telephones and smart watches) may not be used at any time during school hours without the express consent of an administrator, teacher, or other District employee. Electronic signaling devices shall be powered off (not left in the vibrating mode) and stored in backpacks. *Students may use the school office phone to contact parents/guardians if needed.*

In addition to the regular school day, personal electronic signaling devices may not be used during BASC (Before and After School Club) hours. To promote safety, students are prohibited from using cellular phones and other personal electronic signaling devices during drop off and pick up times.



No student shall use an electronic signaling device with a camera, video, or voice recording function, in a way or under circumstances, which infringe upon the privacy rights of others. If a student's use of an electronic signaling device violates this policy, a school or District employee may direct the student to turn off and store the device and/or confiscate the device. Students may be subject to other disciplinary measures in accordance with board policy and administrative regulation.

Visitors On Campus

All parents, volunteers, and campus guests are required to check in and out at the office. A Visitor Badge **MUST** be worn at all times while on the campus during school hours.

Visiting The Classroom

To maximize instructional time we request that all classroom visits and parent conferences be arranged ahead of time. This procedure will protect classroom instruction from unnecessary interruptions as well as provide you a focused visit with your child's teacher. We encourage parents to become involved as classroom volunteers. Please make sure to sign in at the office before going to your child's room for any reason.

Animals On Campus

For health and safety reasons, **dogs are not allowed on the school campus**. If you walk your child to school with the family dog please say goodbye before they enter the campus.
(Per *Administrative Regulation 1330, Section 4*)

The Board of Trustees recognizes that animals can contribute to the district's instructional program by being effective teaching aids to students and by assisting individuals with disabilities to access district programs and activities. In accordance with Board Policy 6163.2, you are requested to notify your child's teacher of any known allergies, asthma, or other health condition your child has that may be affected by allowing an animal into the classroom



Enrollment

Enrollment starts online on the OUSD website [Enrollment page](#).

Once enrolled and registered, a special orientation and welcome for families new to Glorietta will take place at our Glorietta Welcome Back Day, which occurs *before* the 1st day of school. Check our school website for more information.

AERIES

The Orinda Union School District has transitioned from PowerSchool to Aeries as our student information system. Parents will use the [OUSD Aeries Parent Portal](#) to complete a process known as *Parent Data Confirmation* prior to the start of each school year. The [OUSD Aeries Parent Portal](#) will also be used for *registration* later in the year.

Parent Data Confirmation is a feature of Aeries that allows parents to update student demographics, contacts, medical conditions, view and agree to school policies, upload documents, and update authorization information. Directions for AERIES can be found [here](#).

Health Examination (for Kindergarten and 1st Grade)

Parents or guardians should present the “Report of Health Examination” (PM171A) when registering their child for school. The report of health examination or a waiver must be presented within 90 days of entry into first grade. We encourage you to submit this information at kindergarten entry with your proof of immunizations - which are required when admitted to a California school.

Immunizations

In order to be admitted to school, children must be fully immunized in accordance with State law. Children shall be excluded from school or exempted from immunization requirements only as allowed by law. From a complete list of the required immunizations go to Board Policy 5141.31 or the Health sections of the OUSD website.

Proof of Residency

Proof of residency is required upon registration and again upon entering third grade. Directions and forms are available at the district website.



Dental Check-Ups

Proof of dental exam must be presented for all children entering public schools for the first time in either TK, kindergarten or first grade. This must be presented at the school office no later than May 31 of the child's first school year.

Medications

If your student requires medication to be administered during school hours, you must submit an OUSD "[Medication Permission Form](#)" which is available on the district website. All medications, including over the counter medications, must be accompanied by the permission form, and must be in the original packaging with a prescription label attached and physician's signature. Additional forms are required for students with asthma and/or severe allergies. At the end of the school year medicines are returned to you, and we start anew with forms and medications in the fall.

Food Allergies

It is important that our school community is acutely aware of the needs of students who are severely allergic to various nut products, in particular peanuts. Strict avoidance and contact of these products is the only way to prevent a life-threatening allergic reaction. Your assistance in maintaining safe environment for ALL students is requested, and adherence to the following health guidelines is expected:

- It is imperative that students do not share food.
- Take every precaution in keeping students from being exposed and causing an allergic reaction. Please follow the teacher's directives explicitly regarding these matters.
- Be mindful, and clean up any items that might contain traces of allergens since a reaction may be triggered by all forms of contact.



Daily Schedule and Attendance

Bell Schedule

Transitional Kindergarten			
Regular Schedule	Wednesday Early Release	Minimum/ Conference Day	Assessment Days (8/9 - 8/26)
School Begins: 8:00 am Dismissal: 11:30 am	School Begins: 8:00 am Dismissal: 11:30 am	School Begins: 8:00 am Dismissal: 11:30 am	School Begins: 8:45 am Dismissal: 12:00 pm
Kindergarten			
Regular Schedule	Wednesday Early Release	Minimum/ Conference Day	Assessment Days (8/9 - 8/26)
Early Bird School Begins: 8:00 am Dismissal: 1:10 pm Recess: 10:00 - 10:20am Lunch: 11:30 - 12:15 pm Late Bird School Begins: 8:45 am Dismissal: 1:55 pm	School Begins: 8:00 am Recess: 9:45 - 10:00 am Lunch: 11:20 - 12:00 pm Dismissal: 12:30 pm	School Begins: 8:00 am Recess: 9:45 - 10:00 am Dismissal: 11:30 am No Lunch Time	School Begins: 8:45 am Recess: 10:00 - 10:20am Lunch: 11:30 - 12:15 pm Dismissal: 1:10 pm
Grades 1-3			
Regular Schedule	Wednesday Early Release	Minimum/ Conference Day	Assessment Days (8/9 - 8/26)
Early Bird School Begins: 8:00 am Dismissal: 1:55 pm Recess: 10:10 - 10:30 am Grade 1 Lunch: 11:40 - 12:25 pm Grade 2 - 3 Lunch: 12:00 - 12:45pm Late Bird School Begins: 8:45 am Dismissal: 2:50 pm	School Begins: 8:00 am Recess: 9:45 - 10:00 am Grade 1 Lunch: 11:25 - 12:05 pm Grade 2 - 3 Lunch: 11:40 - 12:20 pm Dismissal: 1:10 pm	School Begins: 8:00 am Recess: 10:00 - 10:20am Dismissal: 12:20 pm No Lunch Time	School Begins: 8:00 am Recess: 10:10-10:30am Grade 1 Lunch: 11:40 - 12:25pm Grade 2 - 3 Lunch: 12:00 - 12:45 pm Dismissal: 1:55 pm
Grades 4 and 5			
Regular Schedule	Wednesday Early Release	Minimum/ Conference Day	Assessment Days (8/9 - 8/26)
School Begins: 8:00 am Recess: 10:10-10:30 am Lunch: 12:30 - 1:15 pm Dismissal: 2:50 pm	School Begins: 8:00 am Recess: 10:00 - 10:15 am Lunch: 12:10 - 12:50 pm Dismissal: 1:10 pm	School Begins: 8:00 am Recess: 10:25 - 10:45 am Dismissal: 12:20 am No Lunch Service	School Begins: 8:00 am Recess: 10:15 - 10:30am Lunch: 12:30 - 1:15 pm Dismissal: 1:55 pm



Special Schedules

During the year there are dates that require changes in the regular schedule. Some dates that have a minimum day schedule include: Back-to-School night, Parent Conference week, Open House, and Staff Development days. Please see the District calendar which can be found [here](#) and check the school and district mailings and websites regularly for changes that may be necessitated after the school year begins.

Student dismissal on **minimum days is 11:30 am TK/K and 12:20 p.m.** (grades 1-5). Hot lunch on minimum days is only available to students who receive free and reduced lunch or those who are signed in at Gopher.

Note:		
	MINIMUM DAYS (Gr K)	8:00 - 11:30am
	MINIMUM DAYS (Gr 1-5)	8:00 - 12:20pm
	EARLY RELEASE DAYS (Gr K)	8:00 - 12:30pm
	EARLY RELEASE DAYS (Gr 1-5)	8:00 - 1:10pm

Tardy and Late Arrival

Students are expected to be at school, ready to learn when the bell rings. Students who arrive late miss important beginning of the day rituals and instruction and may feel ill at ease entering class while others are engaged in learning. Their late arrival also interrupts the flow of instruction. **Promptness to class is extremely important and continued tardies are viewed as truancy.** Students are expected to be in their classrooms and ready for instruction when the bell rings.

The morning bell rings at 8:00 a.m. for all Early Bird students and students in the 4th and 5th grade. The morning bell for Late Bird students rings at 8:45 a.m.

The playground is open at 7:45 AM. Arriving early gives your child time to play and begin their day in a leisurely manner with their classmates.

If a child arrives late s/he will be marked as tardy. If a child arrives more than 10 minutes after the start time of his/her day, s/he must come directly to the front office to get a tardy slip before going on to class. If tardiness is a persistent problem, parents will be notified and the Student Attendance Review Team will convene to address the issue.



Absences

State law funds districts based on the daily attendance of students. This makes attendance at school important for the consistency of the educational experience of our children as well as for funding purposes. Parent contact is always required for all student absences for whatever the reason. If your child shows symptoms of illness, please do not send him/her to school. For ALL absences the school must have a parent contact. Please contact the 24-hour attendance line (258-6385) to notify the school that your child will be out of school that day by 9:15 am. **Your child should be fever free for 24 hours before returning to school.** Prolonged illness or communicable diseases should be reported to the school office as soon as possible.

Students' physical presence in class is critically important. Classroom instruction cannot adequately be replaced by independent make-up work. Please note that the District DOES NOT receive State funding for any absences other than Independent Study contacts; therefore, please try to avoid missing school. Absences result in loss of revenue, but also with the loss of instruction the students receive. **The playground is open at 7:45AM.** Arriving early gives your child a time to play and assimilate into the classroom appropriately with the group. Thank you for your attention to this.

EXCUSED/UNEXCUSED ABSENCES

According to Education Code Section 48205, the following types of absences are either excused or unexcused.

<u>Excused</u> Form for Prior Excused Absence	<u>Unexcused</u>
<ol style="list-style-type: none">1. Bereavement → Attending the funeral services of a member of the immediate family (1 day for California service, 3 days for out of state)2. Completed Independent Study → Must be for a minimum of 5 school days and must be arranged at least 10 school days in advance.3. Legal → Required appearance in court4. Illness or medical appointment Dr. note required after the 10th day.5. Religious holiday or ceremony	<ol style="list-style-type: none">1. Vacation/Trips → This includes vacations, retreats, family reunions, and trips planned far in advance.2. Unverified → Any absence that is not called in within 5 days is marked as unverified, even if the student is out for an excusable reason.3. Incomplete Independent Study → If independent study work is not complete, the absence is not excused.4. Suspensions5. Tardies greater than 30 minutes without a valid excuse.



California Education Code Section 48260.5 mandates that schools notify parents/guardians when a student's unexcused absences meet or exceed any combination of three (3) unexcused absences or excessive tardies (30 or more minutes) in one school year.

Health Services

The health of students is protected by providing care for emergency illness or injury, by providing control of communicable diseases, and by providing hearing and vision testing. The office staff is qualified to render basic first aid. Please assist us by keeping your children home when they are ill. Your child should be fever free for 24 hours before returning to school. Prolonged illness or communicable diseases should be reported to the school office as soon as possible. The OUSD provides vision and hearing screening at various grade levels/times. Any concerns noted during those screening will be reported to you. If you have questions about screening please contact the school office or refer to the district or school websites for information about dates and grades to be screened.

Illness

To protect the health of students, the school provides immediate care for emergency illness or injury, assists in control of communicable diseases, and administers hearing and vision testing. The office staff is qualified to render basic first aid. If your child becomes sick at school, the office staff will contact you and your child should go home.

Students **should not be sent to school** if they are showing signs of illness, such as fever (**100.5 degrees or above**), diarrhea, nausea, constant coughing, or sore throat.

Children **should be free of fever for 24 hours** without the aid of fever reducing medication before returning to school. Parents should notify the school office whenever their child is going to be absent from school due to illness or injury.

If your child has any long-term condition (such as asthma, allergies, diabetes, seizures, etc.) please be sure to note this on the emergency card and check with the office staff to learn if there are other forms to fill out.



Any student found to have any of the following contagious conditions will be sent home from school.

Strep Throat/Scarlet Fever	Excluded from school a full 24 hours after treatment, fever is gone.
Chicken Pox	Excluded from school until the blisters have dried into scabs, usually about 6 days after the rash appears.
Scabies	Excluded from school a full 24 hours after treatment has been started.
Pink Eye	If bacterial (with pus) exclude from school for 24 hours after treatment has started.
Impetigo	Excluded from school until the student has been treated with antibiotics for at least 24 hours.
Head Lice	A student who has active (adult) lice will be excluded from school until medicated treatment is completed and no live adult lice remain in their hair.
Pinworms or Ringworms	A student does not need to stay home after treatment is begun.
Open Wounds	Please cover any open and weeping wounds with gauze and or/bandages.

A note must be sent with your child if you believe that s/he should not participate in activities such as physical education, recess, or other activity because of their illness. If a child is unable to participate in an activity for more than three days, a doctor's note is needed.



Please note that the single most important act of prevention of colds/flu-like symptoms is good hand washing. Please help and encourage your child to practice good hand washing skills both at home and at school.

Leaving School During the Day

If your child will need to leave school during the day, please send a note or email to the teacher and front office in advance. Parents must come to the office to sign out and pick up their child. The office will call the classroom to have your child meet you in the office. If your child is returning to school on the same day, the parent must come to the office and sign the child back in.

Independent Study Program

For students who will be absent between five and ten school days for reasons other than illness, an Independent Study Contract should be completed. The process begins by making a request with the school office manager at least five days (5) in advance of your departure. Once approved by the principal, the teacher will prepare materials. An Independent Study Contract will provide a continuing education program for your child and will prevent a financial loss for the school. The signed contract and completed work must be returned to school upon the child's first day back. We urge you to minimize unnecessary absences by planning vacations during school holidays.

Emergency Information

Emergency Contact Information

Parent(s)/guardian(s) are required to provide emergency contact information every year in order to complete registration. This emergency information is duplicated and copies are kept on file for each child at Glorietta in their classroom, at Gopher Club, and in the office. **It is critical that this information be kept current for each child's safety and health should an unforeseen medical or other emergency require us to notify you.**

The emergency information sheet indicates the person(s) to whom your child may be released in the event of a natural disaster, such as a major earthquake or fire. Those chosen should live near Glorietta and need to be informed that they are designated to pick up your child in the event of an emergency. It is essential that each family has an out of state contact who can facilitate communication in case local systems are not functioning. Directions for confirming that your emergency contact information is up-to-date in **AERIES** can be found [here](#).



Emergency Preparedness Drills

Fire drills are held monthly to ensure an orderly exit from the buildings. Other emergency preparedness drills occur on a regular basis and provide students with knowledge and practice of our procedures and safe behaviors.

Disaster Information and Guidelines

We realize that In the event of a major earthquake parents will be arriving to be with their children and to take them home as soon as it is safe. Our first priorities are: move students to safety, account for all students and staff, find missing students or staff, and care for the injured. To maximize our attention to these vital tasks, **healthy, uninjured students will not be released to parents until all are accounted for and we have urgent situations under control.**

Parents with expertise in emergency situations, (fire fighters, law enforcement, medical personnel, construction workers), please present yourself at Student Release so that we can incorporate you into our efforts. Other parents wishing to help will be let on campus as we are able to integrate you into our prescribed procedures. Parents of injured children will be let on campus immediately.

Student Release:

1. Student release occurs on the lower playground. It is important to keep our campus ingress and egress uncongested to allow emergency vehicles to come on campus.
2. Students will be supervised at school until such time as parents/designated guardians pick them up. If students need to be moved to an alternate location, parents will be notified through an electronic communication.
3. After parking in a safe location, walk down to the upper grade playground. Check in at the Student Release Station. A staff member will release your student to you once urgent situations are under control.

Note: We can only release students to those who are listed on the Emergency Form. Please keep that information updated.

Emergency Preparedness

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The emergency information sheet indicates the person(s) to whom your child may be released in the event of a natural disaster, such as a major earthquake or fire. Those chosen should live near Glorietta and need to be informed that they are designated to pick up your child in the event of an emergency. It is essential that each family has an out of state contact who can facilitate communication in case local systems are not functioning.

AERIES is our new district wide student information data system. Parents are responsible for keeping this information current. Please contact the office if you have any questions or need to update your emergency release contact information. Directions for confirming that your emergency contact information is up-to-date in **AERIES** can be found [here](#).

School Procedures

Contacting Teachers

Teachers value regular communication between home and school and are typically the first point of contact if issues arise. During school hours all non-emergency calls for teachers are transferred to voicemail. All teachers have District email, which is accessed by using firstinitiallastname@orindaschools.org. (Example: mangelo@orindaschools.org). Teachers will generally respond within 24 hours.

Friday Folders

Every Friday your child will bring home a Friday Folder with schoolwork, teacher memos, Parents' Club notices, and timely school announcements. To reduce paper waste, if more than one child from your family attends GL, school fliers will only go home with the youngest child. The Friday Folder should be returned to school on the following Monday each week.

Visiting the School or Classroom

Purpose of Observations

We understand that as parents/guardians, you may wish to observe your child in the school setting, or that you may want private educators, physicians, psychologists, etc. to observe your child in school for the purposes of assessment, transition, or other aspects of your child's program. Following are the procedures which help facilitate these observations and allow for as little disruption to instruction as possible.

Scheduling an Observation

Please inform your child's site administrator, classroom teacher, and/or special education case manager you would like to schedule an observation. If the person observing is someone other



than yourself, you will be provided with an Authorization to Exchange Information form to be filled in by you with the observer's name and contact information. This form serves as your GLitten permission that the school staff can speak with the observer and allow him/her to visit the school and observe your child. Once you return this consent form, the observation will be scheduled at a mutually convenient time. All observers must receive permission from the site administrator or designee prior to an observation.

Length of Observation

Observations are limited to 30 minutes in length. Exceptions can be made at the discretion of the site administrator or designee. It is important to arrive on time, as the length of an observation will not be extended to accommodate a late arrival. All observers must adhere to the policies and procedures pertaining to campus visitors. Upon arrival, observers must sign in at the main office and obtain a visitor's badge.

During the Observation

Observers may be accompanied by staff, at the discretion of the site administrator or designee. The number of observers at any one time must not exceed two. Observers are asked to observe quietly and limit conversation until outside the classroom. No children are allowed to accompany a parent/guardian. An observer may not move about the classroom, as this may be distracting to the students and teacher. The observer may not conference with the teacher during an observation. Please silence cell phone(s) while on campus. As a matter of confidentiality, video and audio recordings are not permitted in the classroom. If an observation becomes disruptive to classroom instruction, the visitor may be asked to leave and future observation rights may be limited.

After the Observation

The District respectfully requests that observers leave campus at the conclusion of an observation. Follow-up questions can be directed to staff via voice or e-mail communication, or during a pre-arranged conference.

Playdates

Please plan playdates in advance of the school day. If plans change, please make sure teachers are aware if it affects your child's pick up or drop off. Students will not be allowed to use school phones to plan last minute play dates.



Food at School

Nutrition and Wellness

The Orinda Union School Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutrition standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks supplied for parties or events or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

The District shall encourage parents/guardians to support the District's nutrition education program. This support may include discussion of topics such as the influence of culture, media, technology and other factors related to nutrition, physical activity, diet and lifestyle choices. Parents are encouraged to support the nutrition program at home as well as at school.

Lunch Program

NEW SCHOOL LUNCH SERVICE - Universal Meal Program

All TK-12 California public schools will be participating in the Universal Meal Program, providing all students with free lunch. Sodexo will provide freshly cooked hot lunch choices and a fresh salad bar each day. In order to have the right amount of meals available, the lunch menu will be shared on the district website, and students will indicate whether or not they are getting school lunch in advance. We will need 2-3 parent volunteers to help with lunch each day. More information about the new lunch program and procedures will be forthcoming.



We strive to eat outdoors as often as possible. Kindergarteners will eat indoors at the beginning of the year and we will organize their seating to allow students to space themselves well in the Multi-Purpose Room. .

- Due to the prevalence of food allergies and the uncertainty of which food products might contain an ingredient that may cause an allergic reaction, students should not share their lunch or snacks with other students.
- Students are expected to use proper table manners, clean up after themselves, and talk in a soft voice when visiting the lunchroom.
- Students should only take food that they plan to consume; avoid wasting food please!

Snacks

At morning recess, students are encouraged to eat a nutritious snack. Please help your child to pack one every day. In helping your child develop healthy eating habits, the following items are not allowed at school: candy, gum, and soda.

Class Parties, Birthdays, and Celebrations

Class parties are typically scheduled for Halloween, Valentines Day, and the end of the year. The teachers and the room parents plan these parties. Funds for this purpose are collected in the fall at Jumpstart. Parents are encouraged to consider students' health and nutrition when planning class parties. For more information please see Board Policy 5030.

Teachers have specific practices and routines for celebrating birthdays. Celebrations that unduly interfere with instruction are not allowed. Birthdays are always food free. Examples of appropriate rituals include: reading and donating a favorite book to the class library, small trinkets for students, etc. For more specific information or guidelines, please check in with the teacher ahead of time.

To avoid hurt feelings, invitations to home parties will not be distributed at school.



Transportation

Lamorinda School Bus Program

Busing to school is a good option for many. School bus service is provided by the Lamorinda School Bus Program, which contracts with First Student, Inc. www.lamorindaschoolbus.org or 925-299-3216. All students must have a bus pass in order to ride. **Hotline for late buses or lost items is 925-926-0375.**

Parking

Parking at Glorietta is limited. **Please do not park in the staff parking lot** which is located at the front of the school. Visitor parking can be found along Hillcrest Dr. Please do not block driveways. Consider walking or biking to school if possible.

Carpool Procedures

The safety of children is our priority when looking at drop off and pick up procedures. We strive to keep students safe, be good neighbors and ensure that the drop off and pick-up process is efficient for drivers as well.

We have two carpool areas. The front of the school for grades TK-3 and lower playground for grades 4&5. Students in grades 4 and 5 with siblings in grades K-3 join them and get picked up at the front of the school.

Grades TK-3

Front of School Carpool Guidelines

- There is NO LEFT TURN into the main parking lot EVER during any carpool time.
- There is NO LEFT TURN out of the main parking lot AT ANY TIME. You must turn right and go to Glorietta Blvd.
- Make sure your child is able to exit the car on his/her own. We ask that parents not help their children out of the car, as this slows down carpool significantly.

8:00 AM DROP OFF/ 8:45 AM PM DROP OFF

- Children should be on the RIGHT SIDE, ready for drop off, before you enter the parking lot. When entering the lot, pull forward to the supervising teacher before students exit the vehicle.



- Do not let students exit the vehicle at the entrance to the parking lot. This impedes the flow of traffic.
- There is only ONE lane during drop-off. For the safety of our children, please DO NOT pass vehicles that are stopped.
- Children should cross only at marked crossings.
- Parents should immediately exit the lot.
- No vehicle should be left unattended during drop off or pick-up.
- After 7:45 AM and before 8:00AM, drivers must make their U turn in the upper parking lot. Note:
- Student drop-off is in the main parking lot. There is NO drop off in the upper lot.

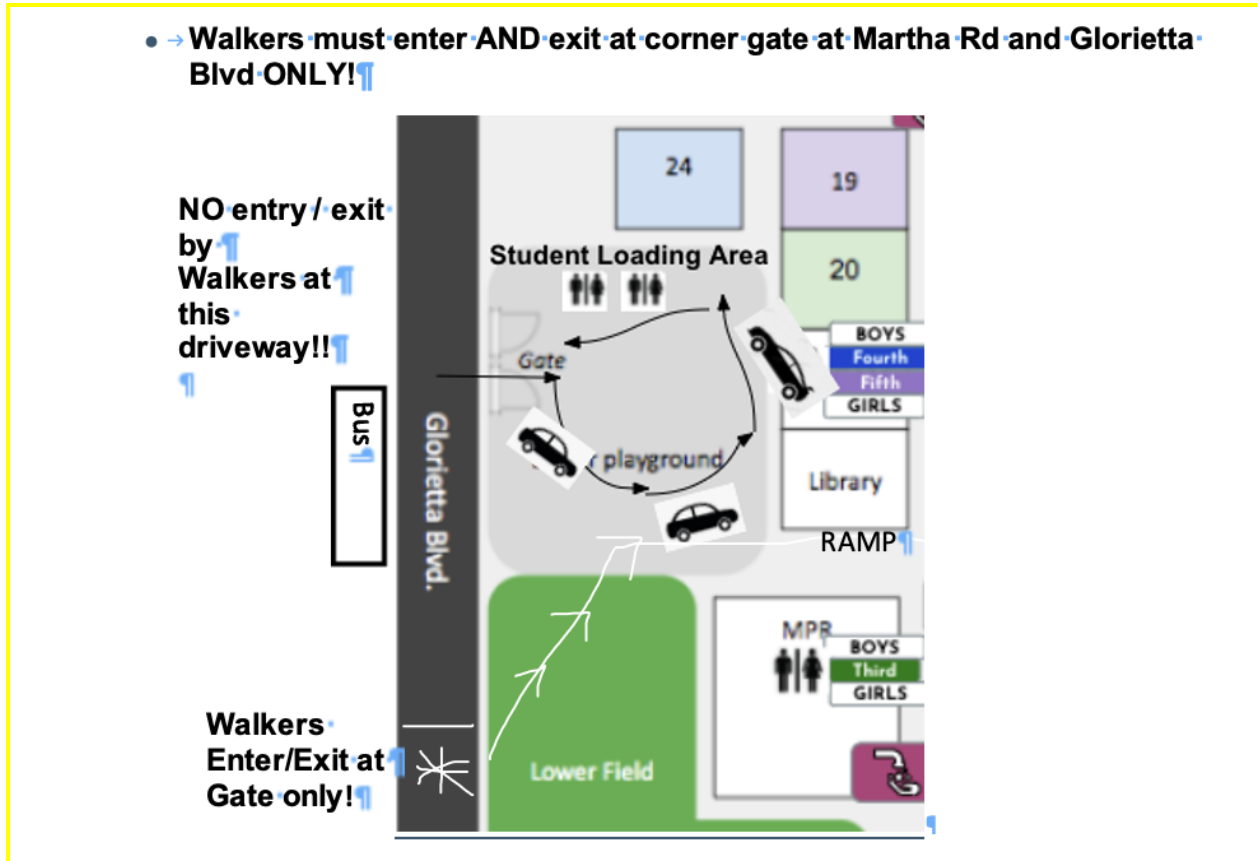
TK-3 Pick-up Procedures

- At the afternoon pick-up, drivers must make their U turn in the upper lot. Drivers should enter the lot and follow the directions of the supervising teachers.
- PLEASE HAVE YOUR PLACARD VISIBLE for assisting with locating your child.
- Children will be waiting in assigned areas. TK-1 near room C, Grade 2 near MPR. Siblings will be together.
- Cars must pull all the way forward in the carpool area. Children will be escorted to your car. Do not stop short. It impedes the efficiency of our carpool loading.
- Cars should carefully exit the parking lot.
- Please note that there is no left turn from the Glorietta parking lot.
- Please do not leave your car unattended when picking up students.
- If you cannot find or do not see your child when going through the carpool lane, please exit, circle again, or park your car.
- Children not picked up by the end of carpool will work with office staff to contact parents.



Grades 4 - 5

Grades 4-5 Lower Playground Carpool Guidelines



8:00 AM DROP OFF

- Enter the lower playground off of Glorietta Blvd and bear to the right, following the path of the orange cones. See map.
- Pull forward as far as possible and continue forward towards the loading area of the path. See map. Drop-off and pick-up students in the Student Loading area only. Children should be on the RIGHT SIDE, ready for drop off, before you enter the parking lot. When entering the lot, pull forward to the supervising teacher before students exit the vehicle.
- Do not let students exit the vehicle at the entrance to the parking lot. This impedes the flow of traffic.
- For the safety of our children, please DO NOT pass vehicles that are stopped.
- Parents should immediately exit the lot. No vehicle should be left unattended during drop off.



2:55 PM PICK-UP

- PLEASE HAVE YOUR PLACARD VISIBLE for assisting with locating your child during pick-up.
- Pull forward to the supervising teachers. Staff will locate your child(ren) and direct them to your car.
- Cars should carefully exit the lower playground. We will have a staff member assisting with traffic support for exiting the playground. At times, you may be directed to a right turn only to speed up the carpool exiting process.
- Parents should immediately exit the lot. No vehicle should be left unattended during pick-up.
- Children not picked up at the end of carpool will be assisted by the office to contact families.

Ride & Walk to School

We encourage students to use means other than autos to come to school. Cycling, or other wheeled devices, may be a good option – either independently for older children or accompanied by an adult for younger ones. State law requires that students wear a helmet when riding their bicycles. Bikes and the like need to be walked while on school grounds, including sidewalks at entry and exit. Bikes and scooters must be left at the bike rack on the lower playground. Students should also bring a sturdy lock, as the school is not responsible for loss or damage. If your child will be independently riding or walking to school, you must complete a permission slip which can be found in your registration enrollment packet.

Bicycles, Skateboards, Roller Blades & Scooters

It is the parent's responsibility to determine at what age his or her child is ready to ride a bicycle to school. Students must wear a helmet when riding their bicycles. They should be provided with a sturdy bicycle lock, as the school is not responsible for loss or damage. Please dismount and WALK bicycles to the bicycle rack. Bicycles should remain locked during the school day. For reasons of safety, and following a requirement of our district insurance program, no roller skates, skateboards, wheelies, scooters, roller blades, or bicycles are to be ridden on school property at any time.



Before and After School Gopher Club

(BASC)

The Glorietta BASC program is known as Gopher Club. Gopher Club provides quality adult supervision and planned activities for Glorietta students on all days when school is in session. Activities vary and may include art, cooking, science, sports, movies, computer, and supervised play. Nutritious snacks are served in the afternoon. Hours are 7:00 a.m. to 6:00 p.m. to serve students before and after their school day.

Gopher Club is available on a drop-in basis. All forms required to enroll in Gopher, including financial responsibility and behavior policy, can be found on School MInt registration. Detailed information regarding fees and hours can be found on our website. You may call Gopher Club directly at 925-258-6435.

After School Enrichment programs (ASE) are offered throughout the school year by the Glorietta Parents Club. Students can sign up for a variety of enrichment activities such as computer, art, dance, drama, foreign language, or chess for a small fee. (Please note classes vary each session) Watch for notices to sign up online. Children enrolled in an enrichment class have a supervised transition by the After School Instructors and Gopher Club. All students not picked up by a parent at the end of the class will be returned to Gopher Club.



Academic Information

In OUSD a great deal of our success is thanks to a highly developed, Common Core Standards aligned academic program and extensive, ongoing professional development for our teachers. We strive to present an engaging, rigorous program that supports and challenges all of our students.

Academic Enrichment Classes

To enhance their educational experience, all of our students are taught art, music, and physical education by certificated specialists. Orinda and Parents' Clubs provide funding for these programs. In addition, students visit our library, garden, and innovation lab on a regular basis. These experiences support, extend, and deepen students' learning.

Art

Funded by ONE and Orinda Arts Council, our credentialed art teacher provides standards-based art lessons to students in grades 1-5 weekly. The lessons are based on art fundamentals and personal expression. The lessons cover the CA State Standards of Visual Arts to ensure that our students receive an overall well-balanced arts education.

Vocal Music

All students have vocal music class once a week. Our music specialist teaches note reading, harmony, and music appreciation. Students perform at various school events.

The teacher also provides an optional **Ensemble** program for fourth and fifth grade students during their lunch periods.

Students in grades 4-5 may also sign up to participate in a musical in the spring.

Instrumental Music

Instrumental music is an option for fourth and fifth graders. A credentialed teacher provides weekly lessons on string, brass, woodwind, and percussion instruments. Students miss a bit of class time to participate in this program and are expected to make up missed work.



Physical Education

Students in Grades one through five receive 200 minutes of physical education every ten days. The P.E. teacher meets twice weekly with students in grades one through five, providing 60 minutes of PE. Training is provided in physical fitness exercises, cooperative games, team sports, and basic skill development. There is a strong emphasis on developing good sportsmanship. In addition, classroom teachers provide 40 minutes per week of PE instruction. Every spring, fifth graders take the State mandated physical fitness test.

It is important that children wear appropriate clothing and athletic shoes on P.E. days.

State law requires participation in physical education. Students will only be excused if they are visibly ill or injured or through a GLitten note by parent or doctor. PE excusals of more than a week will require a note from the child's doctor.

Students in grades three through five are invited to participate in Rotary Field Day, an annual all-Orinda event held in May.

Library

All students visit the library weekly to check out books. Visits may also include: read alouds, book talks, and instruction on library skills . The library is staffed by an instructional assistant and is greatly supported by parent volunteers. The library is often open to upper grade students during lunch and recess.

STEAM

STEAM is an educational movement that engages students in integrated learning as they explore the world around them, create innovative solutions to problems, and communicate their results while learning **Science, Technology, Engineering, Art and Math**. STEAM is more than the individual subjects. It is the intentional integration of core content with art inspiring all students to think deeply, develop creative solutions, and aspire to a greater future. Glorietta's STEAM Lab will provide students with a space to explore, innovate and create. For STEAM related resources and information visit:

http://www.ccoe.k12.ca.us/edsvcs/ci/career_pathways/steam_ahead.html

GL Garden

Teachers and Garden Instructional Assistant create activities to augment and extend classroom instruction. Classrooms visit the garden on a regular basis and experience hands-on activities and time in nature. The garden is located near Room 4.



Technology

All students actively engage in the learning and mastery of Common Core Standards using technology, when appropriate. They have equitable access to effective technology that is integrated into the learning environment and used to support teaching and learning activities. Students in grades TK - 2, have access to iPads and the computer lab. Students in grades 3- 5 have access to laptop computers and the computer lab.

Students participate in a variety of grade level Common Technology Experiences (CTE) including Digital Citizenship, various types of multimedia projects, research and informational fluency, and keyboard instruction. Below you will find Glorietta's guidelines and regulations for technology use on campus. [Technology - Acceptable Use Agreement](#)

Textbooks

All basic textbooks are loaned to students. Students are expected to keep the books clean and handle them carefully. Students are required to replace lost or damaged books.

Homework

Homework is designed to be relevant, meaningful assignments that reinforce learning objectives. Most students are assigned homework on a regular basis, including preparation of long-term assignments. Each classroom teacher will present homework expectations and procedures to students and parents during the opening weeks of school.

OUSD recommended allotment of homework per week is

K	10 minutes per week
1st	20 minutes homework, 20 minutes reading 4 times per week
2nd	20 minutes homework, 20 minutes reading 4 times per week
3rd	20 minutes homework, 20 minutes reading 4 times per week
4th	45 minutes homework, 30 minutes reading 4 times per week
5th	60 minutes homework, 30 minutes reading 4 times per week

If a student is experiencing undue difficulty with the homework assigned, parents should consult with their child's teacher.

When a child is absent, please consult the teacher regarding make-up work.



Parent Conferences and Report Cards

- **Fall Conferences** are goal-setting conferences held in fall. These conferences, held for every student, provide a forum for the Teacher/Parent/Student team to discuss goals set for the student. At fourth and fifth grade, students often participate in these conferences. These teachers will send out information about their practices. For this week, students will be on the minimum day schedule.
- **Spring Conferences** are held in spring. During the spring conference period, teachers do not conference with every family. Teachers hold conferences with parents at this time if they have a concern about a student's progress in academics or behavior. Parents are also welcome to request a conference.
- **Report Cards** are sent home in a special envelope in Friday Folders at the end of each trimester. Please sign and return the empty envelope to school to indicate that you have received and read the report. The final report cards are sent home on the last day of school.

Assessment and Standardized Testing

Teachers continually perform informal assessments to ascertain students' grasp of concepts being taught. This information guides teachers accelerate, provide support or modify lessons as needed.

Quizzes, unit tests, formal GLiting assessments, and district level assessments are also used to provide information on a child's level of mastery of current subject matter.

Standardized Testing: Smarter Balanced Assessment

The Smarter Balanced Assessment Consortium has developed a system of valid, reliable, and next-generation assessments aligned to the Common Core State Standards (CCSS) in English Language Arts/Literacy (ELA/Literacy) and Mathematics for grades. The *California Assessment of Student Performance and Progress (CAASPP)* uses computer adaptive testing technologies to the greatest extent possible to provide meaningful feedback and actionable data that teachers and other educators can use to help students succeed.

Smarter Balanced assessments go beyond multiple-choice questions to include extended response and technology enhanced items, as well as performance tasks that allow students to demonstrate critical-thinking and problem-solving skills.



Performance tasks challenge students to apply their knowledge and skills to respond to complex real-world problems. They can best be described as collections of questions and activities that are coherently connected to a single theme or scenario. These activities are meant to measure capacities such as depth of understanding, writing and research skills, and complex analysis, which cannot be adequately assessed with traditional assessment questions. The revised California standardized assessment for grades 3-8 and 11 was implemented Spring 2015

Supports for Students

Social Emotional Learning (SEL)

OUSD believes strongly in cultivating ethical and respectful citizens; kids who have great character. The effort is multi-faceted. One component is Character Education with the aim of fostering an ethical, responsible, and caring community. It is the intentional, proactive effort by the school and District to instill important core, ethical values through the modeling and teaching of good character traits. Each month, we will give special attention to one character trait to help our students deepen their understanding of the trait's importance in the development of their positive interpersonal skills and also give them opportunities to practice applying in their lives. The focus traits are respect, responsibility, caring and kindness, perseverance, positive attitude, empathy, integrity and trust.

Monthly Character Trait Assembly And Gopher Gold Award

To help foster and promote a caring school climate and culture, we will honor students monthly who demonstrate and serve as a role model for the character trait of the month character trait assembly. Classroom teachers nominate 2-3 students from their classroom. Recipients of the Character Trait Awards are announced and saluted during our monthly assembly. Gopher Gold Awards will be given throughout the year to students to recognize them for demonstrating citizenship, leadership and/or model great character. One winner from each class will be announced during the weekly school announcements and earn classroom rewards.

Building Character Through Books

A lending library of read aloud picture books related to our character traits are available for classroom use for class discussion and reflective class activity or project related to the story shared.



Student Involvement / Opportunities

- **Buddy Classes:** Many upper grade classes select a primary class as buddy class. Activities are planned by the teachers, which often involve the older buddy assisting the younger student in art, science, or creative writing projects; promoting understanding, self-esteem as well as school and community spirit.
- **Green Team:** Green Team members promote school wide recycling and help maintain a clean campus. Thanks to the effort of our upper grade student volunteers, Glorietta is a certified Contra Costa County Waste Busters School winner.
- **Safety Patrol:** Selected fifth grade students will provide assistance during student drop off and pick up. After receiving training, Safety Patrol monitors will be assigned to a weekly shift, and will be responsible for greeting students as they arrive at school and guiding students as they depart at the end of their school day.
- **Student Leader:** Selected fifth grade students volunteer to provide assistance on the primary playground during recess to help students to engage in positive playground games and activities, provide conflict resolution and serve as role models to younger peers.
- **Student Council:** Student Council representatives (two per class from grades 3-5) plan, organize and facilitate regular Student Body events that promote school spirit as well as community involvement and outreach.

Second Step

The Think First program is aligned with our instruction of character education that focuses on developing positive character traits in students. Students participate in small group discussions to learn decision-making skills. Students are given specific strategies for problem solving and dealing with empathy and anger as well as tobacco and alcohol awareness in grades 4-5. Lessons are based upon supplemental lessons developed by the publishers of Think First.



Students with Special Needs

Our goal as educators is to ensure that all students are learning. In the event that a child is not meeting academic standards, there is a pyramid of support that we have in place that provides both teachers and parents with strategies and a plan for how to support a particular child. The first level of support takes place in the regular classroom. Our teachers are well versed in differentiating curriculum for students and meeting their individual needs. However, sometimes a teacher's attempts to intervene and support may not be enough. In those cases we develop an intervention plan that provides the student with appropriate support in a least restrictive environment.

Student Study Team:

Students experiencing difficulties (academic and/or non-academic) may be referred to a Student Study Team (SST) by their teacher. The SST reviews the student's strengths and needs and recommends interventions to assist in supporting and promoting the student's success. The team may include the student's teacher, support personnel, and the principal. Parents/guardians are invited and encouraged to attend. Parents/guardians may also initiate a request that their child be discussed at an SST meeting based on their own particular concerns. Such requests should be put in writing and directed to the principal.

Section 504:

The Federal Rehabilitation Act of 1973 provides for the evaluation and determination of a plan to meet the assessed needs of students with disabilities. These students are assigned to general education classes and receive accommodations as outlined in their 504 Plan. As examples, a 504 Plan may specify a student's need for preferential seating, extra time on assignments, alternative settings for test-taking, and health-related protocols. Referrals for 504 eligibility testing can be made by an SST, or directly by parents/guardians. All parent/guardian requests for assessment should be made in writing and directed to the principal. Parents/guardians must provide their written consent for assessment and implementation of a 504 Plan.

Special Education:

The Individuals with Disabilities Education Improvement Act of 2004 (referred to as IDEA) ensures the provision of special education services and supports for all students who meet federal eligibility criteria. These services may include specialized academic instruction, speech and language therapy, occupational therapy, physical therapy, counseling, and other specialized services as required. Referrals for special education testing can be made by an SST, or directly by parents/guardians. All parent/guardian requests for assessment should be made in GLiting and directed to the principal. Parents/guardians must provide their GLitten consent for assessment and implementation of an IEP.



Guidance & Psychological Testing

Services are available to help assess a child's academic needs. Parents feeling a need for these services should contact the classroom teacher. All referrals for Special Education assistance or for psychological evaluation must be submitted in writing to the Principal.

Social/Emotional Supports

OUSD strives to nurture the social, emotional, and physical well being of all students. Students who are struggling can receive a variety of supports to help address their identified needs, including individual and group counseling, and at times, referrals to community agencies. Parents/guardians can refer students by contacting the student's teacher, school psychologist, school counselor, or site administrator. Teachers can refer students and students can self-refer or refer friends by speaking directly with an adult at school.

Tutoring

The Board of Trustees expects staff members to make every effort to resolve students' learning problems at school before recommending that parents engage a tutor or other professional help.

To preclude conflicts of interest, teachers may not accept any kind of remuneration for tutoring a student enrolled in any of their classes. Teachers who tutor other students must perform this service outside of school facilities and make their own arrangements with parents for the fees to be charged. (*Board Policy 4137*)

English Language Learners

All parents or guardians of children entering a California Public School must indicate the primary language of the child (the first language spoken). If the primary language is one other than English, the child is evaluated to determine his/her English language proficiency. The district provides additional English language assistance for those in need.



Behavior Guidance and Supports

At Glorietta, we are committed to creating a positive, safe and caring school climate in which students feel secure and comfortable. Our goal is to help children to be successful learners and responsible citizens who increasingly assume responsibility for their own actions. Conflicts will occur at school (just as they do at home and in the community). The process of problem solving is one of the most important lessons that we teach our children. Glorietta's use of the Character Education, Think First, and KidPower programs allow school staff and families to work together to help our students recognize problems, work through problem solving steps, identify appropriate alternative behaviors, understand consequences, and accept responsibility for decisions. These rules apply throughout the campus, as students make their way to and from school, and at all school events and outings.

Glorietta Rules

Our overarching philosophy at Glorietta is “Everyone Belongs Here.”

Glorietta emphasizes the Gopher High 5's to help everyone.

1. Be Kind
2. Be Safe
3. Be Respectful
4. Be Responsible
5. Be an Ally

Playground Supervision

Before school our playground is supervised from 7:45 a.m. - 8:00 a.m. **Students *should not* arrive at school before 7:45 a.m.** There is no supervision after the school dismissal time. Staff members and parent volunteers supervise children on the playground during morning and lunch recess. Parents are responsible for supervising their children on the playground after school hours & during weekends. The Gopher Club, a Parent Club sponsored program, provides before and after school activities for Glorietta students. Please refer to the Before and After School (BASC) pamphlet for additional information or call 254-1726. Note: Late Birds attending the Gopher Club (BASC) will be dismissed to their classrooms at the start of their school day.

Behavior

To ensure the success of students in a school environment, teachers, staff, parents, and administration must work cooperatively. Glorietta Staff will be responsible for modeling and



teaching students the behavioral standards desired in the classroom and in the school. Parent support is essential to our efforts to assure that students respect and follow the rules and regulations of the school. Students must be responsible for appropriate behavior, regular school attendance, and genuine academic effort. School rules apply (1) while on school grounds, (2) while going to and from school (3) during recess and lunch time, and (4) during, or while going to or coming from a school sponsored activity. In the Discipline section of this Handbook, citations from the California Education Code are referenced. When considering a disciplinary action for a student, the full Education Code will be used.

Behavior Expectations

1. Students that need to arrive earlier than 7:45 a.m. must check into the Gopher Club (BASC); there is no staff supervision provided prior to that time.
2. Students are expected to demonstrate respect for all staff members and each other (e.g., teachers, substitute teachers, instructional assistants, playground supervisors, office personnel, custodians, district staff, volunteers/visitors, students, the principal).
3. Fighting, swearing and name-calling are not acceptable behaviors at school and can result in disciplinary action including suspension, as outlined by the Education Code for the state of California.
4. Students are expected to play safely in designated areas that are in plain view of playground supervisors before school, during recess and lunch recess. Play is not allowed in the hallways, bathrooms, classrooms, or behind unsupervised buildings.
5. Students are expected to stop playing when the bell rings, drop to one knee when the whistle is blown, return checked out equipment, line up, and wait to be escorted to class.
6. A toy may be brought to school only on a child's sharing day, preferably in a bag. It needs to remain in the classroom after it is shared. If approved by the teacher, games may be brought for rainy day recess use.
7. Sports equipment, electronic devices, or valuables are not to be brought to school.
8. Students may not participate in play that involves rough, physical contact
9. Students are expected to walk quietly through the campus to their destinations without disturbing other classrooms or students.
10. Students are expected to exercise safe use and consideration for others when using/sharing outdoor equipment and/or playground apparatus.

Discipline Policy

To enhance our provision of a safe, nurturing learning environment for students at all times, we will continue to enforce a progressive discipline policy that outlines expectations for student behavior at school with a focus on being safe, responsible, and respectful at all times. School rules are taught to develop cooperation and consideration for others and to reinforce safe work and play decisions and habits. When disciplining students, the desired outcome is to correct behaviors through guidance, counseling, and appropriate and progressive levels of consequences in hopes that students learn from their mistakes and experiences.



Infraction & Progressive Levels Of Consequences

Misbehavior/Infractions	Possible Consequences
Failure to follow directions from, or be respectful to Glorietta staff, substitute teachers and supervising adults.	First level handled by teacher; parent notified; activity restriction, referral to the Principal; detention; suspension.
Violation of lunchroom rules; littering	Lunch room clean up; detention; parent notified; referral to Principal; lunchroom restrictions may be imposed.
Violation of playground rules and inappropriate play outdoors and within bathrooms.	Classroom teacher notified; activity restriction; parent notified; progressive discipline issued based upon repeated violation; Principal notified and suspension.
Boundary encroachment: "out-of-bounds". Students must remain in designated and supervised areas during school hours, and/or while on a school-sponsored event.	Activity restriction; parent notified; referral to the Principal; detention or campus clean up.
Disruptive behavior or inappropriate language while on campus or at a school sponsored event.	First levels handled by teacher and parent contacted; progressive discipline issued based upon repeated violation, referral to Principal; detention or campus clean up; parent conference; loss of school privileges; suspension.
Verbal abuse, put-downs, harassment, intimidation	First level handled by teacher and parent notified; referral to principal; detention; parent conference; suspension.
Cheating, plagiarism	First level handled by teacher and parent contacted; detention. May be referred to the Principal.
Tardy to class	First level handled by teacher and parent notified. Referral to Principal after multiple tardies; added consequences may be imposed.
Use of hand held electronic devices (i.e. iPod, cell phone) during school hours.	Items will be confiscated and held until a parent comes to claim it. For repeated offenses, items may be held for an extended period of time.
Inappropriate and unsafe physical activity: roughhousing, horseplay, disobeying playground rules/expectations	Activity restriction/time out; parent notified; referral to Principal; detention; suspension.
Nuisance and disruptive items/toys/electronics which create issues or cause distractions to the learning or social environment are not permitted.	Items confiscated by staff members and returned at the end of day. Item to be returned to parent if behavior is repeated.



Unauthorized sales on campus	Referral to Principal; confiscation of items; parent notification; detention; suspension
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The following are OUSD School Board policies and procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior.

Nondiscrimination / Harassment

Glorietta desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. Glorietta provides students with instruction that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

At any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics is prohibited per *Board Policy 5145.3*.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Glorietta also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately notify the Principal, any other staff member, or contact the Director of Curriculum and Instruction. In addition, any student who observes any such incident should report the incident to the principal whether or not the victim files a complaint. Any complaint of bullying shall be investigated, and if determined to be discriminatory, resolved in accordance with the law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures. If during the investigation,



it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Bullying

Glorietta recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. Student safety is a high priority and shall not tolerate bullying of any student.

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

Cyber bullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a phone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Bullying behaviors include:

- Physical bullying that inflicts harm upon a person's body or possessions, or making cruel or rude hand gestures
- Verbal bullying includes saying or writing hurt things such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
- Social/relational bullying that harms a person's reputation or relationship or social exclusion
- Cyber bullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with school level complaint process/grievance procedures specified in *Administrative Regulations (AR 5131.2.)*



Disciplinary Action

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Sexual Harassment

Glorietta is committed to maintaining a safe school-learning environment that is free of harassment and discrimination. Sexual harassment of students at school or at school sponsored or school related activities is prohibited per School Board Policy 5145.7. Retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes is also prohibited.

Complaints and Investigation

Any student who feels that he/she has been sexually harassed on school grounds, or at a school-sponsored or school-related activity, should immediately contact his/her teacher or any other employee. An employee who receives such a complaint will report it in accordance with administrative regulations.

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment Policy (*BP 5145.3*) shall be investigated and resolved in accordance with school level complaint process/grievance procedures specified in *AR 5145.7*.

Disciplinary Actions

Any student who engages in the sexual harassment of anyone at school, or at a school sponsored or a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-8, the disciplinary action may include suspension and/or expulsion provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Discipline: Infractions & Consequences Including Suspension

The Glorietta Discipline Policy is aligned with OUSD's "Think First" program core values. Consequences will be closely related to the behavior being addressed. These consequences may include a meeting with the principal, monitored counseling session with all involved, activity



restrictions, temporary or permanent loss of a privilege, conference with parents or suspension from class/school as outlined in the Orinda Union District Suspension Policy.

Disciplinary Procedures: Due Process

Before a student is suspended, an informal conference will be held between the student, the principal or principal's designee, the parent, and whenever practical, the teacher or supervisor who referred the student for disciplinary action. At this conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her defense. A student may be suspended without a conference if it is determined that an emergency situation exists. "Emergency situation" means that the situation presents a clear and present danger to the lives, safety, or health of students or school personnel. Under these circumstances, a conference will be held no later than 72 hours from the time of this suspension.

School Suspension

Suspension is defined as "removal of a pupil from ongoing classroom instruction for adjustment purposes." (Education Code 48925[d]) Students suspended from school are restricted from school activities for one month. Repeat offenders will be subject to additional sanctions.

Grounds For Suspension Or Expulsion (Education Code 48900):

- A.(1)Caused, attempted to cause, or threatened to cause physical injury to another person (*mutual combat, etc.*).
- A.(2)Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind. This does not include a first offense of possession of not more than one ounce of marijuana or possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for by the pupil.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Chapter 2 of Division 10 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and presented same as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any product containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and bete.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.



- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the Penal Code.
- O. Harassed, threatened, or intimidated a student witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Penal Code Section 245.6(b).
- R. Engaged in an act of bullying, which includes severe or pervasive physical or verbal act or conduct, including but not limited to, bullying committed in writing or by means of an electronic act, directed specifically toward one or more pupils.
- S. Aided or abetted the infliction or attempted infliction of physical injury to another person.

Additional Grounds for Suspension:

- Sexual Harassment by a student in grades 4-12 (Ed. Code § 48900.2).
- Hate violence committed by a student in grades 4-12 (Ed. Code § 48900.3).
- Harassment, threats, or intimidation by a student in grades 4-12 (Ed. Code § 48900.4).
- Terrorist threat against school official or school property (Ed. Code § 48900.7).

Suspension is Appropriate when:

- Student violated Education Code section 48900, subdivision (a), (b), (c), (d) or (e),
- Student violated Education Code section 48900, subdivision (f), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), (r), or (t); or section 48900.2, 48900.3, 48900.4 or 48900.7, *and* the pupil's presence causes a danger to persons.
- Student violated Education Code section 48900, subdivision (f), (g), (h), (i), (j), (k), (l), (m), (n), (o), (p), (q), (r), or (t); or section 48900.2, 48900.3, 48900.4 or 48900.7, and other means of correction have previously been utilized to address the pupil's misbehavior.

Right To Appeal

If a suspension is ordered by the principal or principal's designee, the student and parent(s) or guardian(s) shall have the right to request a meeting with the superintendent or the superintendent's designee. The meeting shall be held within three school days of the time such request is received by the superintendent or designee. (Education Code 48914)

Make-up Work While On Suspension

A suspended student shall be allowed to complete assignments and tests missed during the suspension that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The student must request the make-up work within three (3) days of his/her return from suspension, and make-up work must be completed and returned promptly.

Dress Code

The school dress code is consistent with district policy and regulations (*AR 5132*). Students are expected 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 process program. 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.

We expect parents to monitor and help enforce the following dress code guidelines:

- Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are vulgar, lewd, obscene, profane, or sexually suggestive, or which promote the use of alcohol, drugs, or tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Hats and caps and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal underwear and the abdomen/torso at all times.

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 co-curricular activities.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Note: For safety, flip flops should not be worn during recess play or Physical Education.

Cell Phones

Personal electronic signaling devices such as cell phones, smart watches, etc. may not be used at any time during school hours without consent of an administrator, teacher, or other District employee. Electronic signaling devices must be powered off (not left in vibrating mode) and stored in backpacks. Students may use the school office phone to contact parents/guardians if needed. Students are responsible for the personal electronic signaling devices they bring to school; Orinda Union School District is not responsible for theft, loss, or destruction of any device brought onto school property.

Please note the following additional important information:

- No student shall use an electronic signaling device with a camera, video, or voice recording function in a way or under circumstances which infringe upon the privacy rights of others.
- In addition to the regular school day, personal electronic signaling devices may not be used during BASC (Before and After School Gopher Club) hours.
- To promote safety, students are prohibited from using cellular phones and other personal electronic signaling devices during drop off and pick up times.



- If a student violates this policy, a school or District employee may direct the student to turn off and store the device and/or confiscate the device. Students may be subject to other disciplinary measures in accordance with board policy and administrative regulation.
- No student will be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.



Parent Involvement

Glorietta Coordinating Council - GCC School Site Council

The Glorietta Coordinating Council is composed of equal numbers of staff and parents who are appointed (for a two year term) to evaluate and revise school programs. Each year a Comprehensive Plan is developed outlining specific site based aims, goals and action plans that align and support OUSD Strategic Goals. All funding resources are coordinated to support identified targets for improvement. A copy of the Comprehensive School Level Plan is available in the school office and online at <https://gl-orinda-ca.schoolloop.com/> Site Council meetings are held monthly on a Thursday, and guests are always welcome to attend.

Glorietta Parents' Club (GPC)

The Glorietta Parents' Club (GPC) supports the educational mission of Glorietta Elementary School in three ways: **fundraising**: providing academic enrichment programs, capital improvements and supplies for students and the school. **Communication**: facilitating communication between parents, teachers, administration, and school district. **Community building**: fostering healthy relationships within the Glorietta school community, which contribute to the success of every student, and to facilitate parent volunteering.

The GPC raises funds primarily through various avenues: Annual Auction, 'Raise Your Paddle' giving campaign, Pay to Play, and the Gopher Club After School Program. Parents Club sponsors other fundraising activities such as the Funfest Carnival, the Drama Program, Spanish Language Instruction, and Wellness Challenge Day. The funds subsidize instructional assistants, grade level enrichment, technology integration, program support, Small Class Sizes, as well as essential materials and supplies.

The GPC maintains frequent communication with Glorietta families: the Glorietta website, the weekly Gabette e-newsletter, Constant Contact news announcement, periodic flyers, Friday Folder flyers and the Room Parent email network. A minimum of four GPC meetings offer parents a venue to discuss and obtain information about the school. The GPC lends support through Helping Hands, the Book Fair/Swap, Teacher Appreciation Week, Room Parent Liaison, Think First, and Hospitality/Welcoming Committee.



Fundraising And Charitable Collection

The Fundraising and Charitable Collection Policy is intended to provide guidance for fundraising benefiting registered non-profit charitable organizations and to ensure that any approved fundraising is in accordance with the mission of the school.

The Glorietta Parents Club and the Office of the Principal should be consulted for all fundraising activities. Individuals contemplating fundraisers or charitable collections must complete a request form and obtain approval from the Principal, the Glorietta Parents Club Co-Presidents, and the Student Council Leadership. All request forms must be submitted by September 15 in order for the activity to be considered for the academic calendar year.

All fundraising activities by groups within the school shall not be in conflict with the overall instructional program and shall be kept within a reasonable limit. All fundraising activities should be conducted outside school hours and participation should be voluntary with no student feeling compelled to make a purchase or contribution. Political activities and participation in any political campaigns are not permitted.

Note: This policy is not intended to limit the ability of any faculty, staff, student or parent to contribute personally to any charitable purpose.

Orinda Arts Council

The Orinda Arts Council has been stimulating, supporting, and advocating for the visual and performing arts in Orinda schools and community for the past sixty years. Funding for programs comes from members, supporters, and merchants in our community.

Orinda Network for Education (One Orinda)

One Orinda <http://www.oneorinda.org/> is a non-profit organization of parents and other community members which provides 100% of the funding for teacher salaries for Art, Choral and Instrumental Music classes in Orinda's elementary schools. In partnership with Parents' Clubs, One Orinda supports TK/K-3 class-size reduction. Please contact Glorietta's One Orinda representatives or the school district office for more information.



Glorietta Volunteers

Parent volunteers play an important role in supporting and enhancing the educational program at Glorietta. Volunteers provide an enthusiastic presence and help our students have varied and engaging experiences. Some ways parents support the school include: driving on field trips, working in the classroom, the library, and the lunch room, or participating in one of our many school functions.

Volunteer Ethics

As a parent volunteer you will be working closely with children and may be exposed to sensitive information. We expect volunteers to be respectful of student and staff privacy and use discretion when discussing school matters. Sensitive questions and concerns should always be referred to the teacher first, or to the principal if they cannot be addressed at the classroom level. To maximize focus and to ensure safety for all, volunteers may not have other children with them while working on site.

TB Clearance

If you plan to volunteer in any capacity, you must show you are free of communicable tuberculosis (TB). The Contra Costa Health Department requires all volunteers, whether in the classroom, on field trips, or in the hot lunch program, to provide proof of completing a TB assessment/screening.

To comply, you must bring a completed [Adult Tuberculosis Risk Assessment Questionnaire](#) to a registered health care provider and submit to Glorietta a copy of the [Adult Tuberculosis Risk Assessment Questionnaire Certificate of Completion](#). Your completed forms are filed in the Glorietta front office and are valid for four years. If you are unsure if you are current, please contact the front office.

If you plan to volunteer at multiple schools, please make a copy of your form and bring it to each school.

Fingerprint Clearance

Criminal background checks are necessary for volunteers who work at school without direct, constant oversight by a classroom teacher, drive on field trips, and those who chaperone overnight trips. Classroom volunteers and lunch helpers do not need to undergo a formal background check. Fingerprints gathered for any organization other than the Orinda Union School District do not transfer to the school district and a distinct background check must be done.



Here is the official [live scan form](#) which will refer you to various private institutions at which you can submit finger prints. (You will be asked to cover cost of fingerprinting. The results are sent electronically to the district office within a week or so. No further action is required by you to complete this step.

Driver Clearance

In order to drive on a field trip, you will need to submit to the office:

1. Signed [Driver Form](#)
2. Copy of Driver's License
3. Proof of Automobile insurance showing coverage of at least the following amounts:
(This is found on the "Declarations" page on your insurance statement, NOT the Insurance ID)
 - a. Bodily injury \$300,000
 - b. Property damage of \$50,000
 - c. Or combined single limit \$300,000
 - d. Medical payment \$5,000

Drop off the documents at the Glorietta Office or send via email [Glorietta Office Manager](#).



Field Trips

Occasionally teachers schedule field study trips designed to supplement and enrich the learning experience beyond the school community. School-sponsored trips must have educational objectives that are directly related to the current units of study (as stipulated in OUSD Board Policy 6153). Student participation is optional and all attending are required to submit a written permission slip prior to each trip. When transporting students by private vehicles, only parents who have filled out the "use of private cars" form will be allowed to transport students. Parents acting as chaperones are required to follow established District procedures and guidelines.

Parents must have fingerprint clearance and TB clearance on file as in all volunteer activities including volunteering as a chaperone for a field trip. Siblings may not accompany parent chaperones.

Note: Students may be excluded from field trips as a consequence for unsafe/poor behavior.

Chaperone Guidelines

When you volunteer to serve as a chaperone on your child's field trip, you will be helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities. The purpose of the Chaperone Guidelines is to provide you with an overview of a chaperone's responsibilities, and to make recommendations for appropriate responses to various situations that may arise during the course of a field trip.

Should you require any additional information, or have any other questions or concerns, you are invited to meet with your child's teacher or principal to discuss the matter.

- First and foremost is the safety of all students in your charge. Every child should be treated as your own. Always think of the children's safety first.
- Be alert to potential dangers - stray animals, strangers, etc. Do not take chances. If necessary, move children to a safe place and inform the teacher.
- A chaperone must be a parent or guardian of a child in the class taking the field trip. Exceptions must be approved by the principal prior to the trip.
- A chaperone must be willing and physically able to participate in all activities.
- It is important for all chaperones to arrive on time. Trips are planned to depart and return to school at specified times. Performances, tours, or activities during the trip are scheduled and delays may disrupt the field trip for everyone.
- All chaperones must list their cell phone number on driver's forms. Chaperones should exchange cell phone numbers prior to departing on the trip.
- Your responsibility is to the children in your group. Parent chaperones are not permitted to bring other family members on school field trips. Do not bring along siblings or other children.



- Introduce yourself and be sure that you know the names of the children in your group. Name tags or a list of students' names and emergency contacts will be supplied by the teacher. If a child refuses to follow your instructions, inform a teacher as soon as possible.
- Do not leave children alone or unescorted. It is your responsibility to keep the group together and when necessary, escort children to the lavatory or entry of the lavatory.
- Children are required to wear seat belts. We also need to follow California law with regard to booster seats. No child should be seated in the front seat. As you load your car, double check the seatbelts and remind students of car manners. Students may talk quietly, but must keep voices low. Students remain in their seats and buckled the entire car ride.
- Do not purchase souvenirs or food without prior permission of the teacher. This includes side trips! Your car should be fully gassed and your food prepared so that you don't need to stop while in transit. You must adhere to the field trip time lines.
- Do not smoke or drink alcoholic beverages during the field trip.
- Unless a child poses an imminent threat to the safety of him/herself or others, chaperones should never physically handle a youngster. Should a child refuse to follow your directions, inform the teacher immediately.
- Do not release students to anyone other than the teacher.
- Parents/guardians who want to take children home during a field trip must secure permission from the teacher.
- Do not administer ANY medications to a youngster.
- All medical situations must be referred to the classroom teacher.
- Don't hesitate to ask questions if you have doubts as to what should be done in a given situation. The teacher is in charge, and her/his directions must be followed at all times. Please speak to the teacher if you have any concerns.

Hopefully the guidelines in this handbook have been helpful for you to understand our school and the expectations we hold for students. We are dedicated to ensuring that students and their caregivers have a wonderful experience at Glorietta, and we work hard to live up to our motto that this truly is “a place for everyone!” If you have questions or concerns, or if issues arise, please do not hesitate to reach out to your child’s teacher, a Parent Club representative, the office staff, or the principal.