



Oxford Elementary School  
**HANDBOOK**  
2009-2010



# Oxford Elementary School

Principal Janet Levenson,

1130 Oxford Street, Berkeley California 94707

Phone (510) 644-6300 FAX (510) 644-4869 [www.oxfordelementary.org](http://www.oxfordelementary.org)

## Daily Schedule

7:45	Students begin to arrive at school. <b>PLEASE NOTE: THERE IS NO PLAYGROUND SUPERVISION BEFORE 7:45AM</b>
8:00	<b>School begins</b>
9:15 – 9:30	Kindergarten and 1 <sup>st</sup> grade <b>recess</b>
9:35 – 9:55	2 <sup>nd</sup> and 3 <sup>rd</sup> grade <b>recess</b>
10:00 – 10:15	4 <sup>th</sup> and 5 <sup>th</sup> grade <b>recess</b>
11:00 – 11:50	Kindergarten, 1 <sup>st</sup> and 2 <sup>nd</sup> grade <b>lunch</b>
11:40 – 12:25	3 <sup>rd</sup> grade <b>lunch</b>
11:45 – 12:25	4 <sup>th</sup> and 5 <sup>th</sup> grade <b>lunch</b>
1:20	Kindergarten <b>dismissal</b>
1:15 Weds.	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> grade <b>early dismissal Wednesdays only</b>
1:20 Weds.	4 <sup>th</sup> and 5 <sup>th</sup> grade <b>early dismissal Wednesdays only</b>
2:05	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> grade <b>dismissal</b>
2:10	4 <sup>th</sup> and 5 <sup>th</sup> grade <b>dismissal</b>

- Children are always met on the upper yard at 8am by their teachers and walked to class.
- We cannot be responsible for children dropped off before 7:45 am, as there is no yard supervision.
- After school, students may be met on the upper yard, or teachers walk students down to the school bus at the Walnut Street gate.
- Students may NOT wait in front of the school on Oxford Street after school.
- If you are late picking up your student, you can find them in the office.

## STAFF ROSTER

Kindergarten	Christa Henderson	Room 4	Principal	Janet Levenson	
	Jaime Vines-Aquino	Room 6	Secretary	Lety Marquez	
	Renee Harris	Room 7	Resource Specialist	Bill Joyce	Rm. 19
1 <sup>st</sup> Grade	Donna Snell	Room 2	Full Inclusion	Andrea Hosmer	Rm. 11
	Shay McGilvrey	Room 8	Speech Therapist	Randi Rucker	Rm. 21
2 <sup>nd</sup> Grade	Michael Della Penna	Room 10	Speech Therapist	Serene McCabe	Rm. 11
	Cheryl Sheppard	Room 25	Psychologist	Michael Meyers	Rm. 21
	J. Omania/L. Nielson	Room 27	Counselor	Cathy Carr	Rm. 17
3 <sup>rd</sup> Grade	Alison Owens	Room 22	Reading Specialist	Mary Burmester	Rm. 12
	Susan Archuletta	Room 28	Literacy Coach	Joal Arvanigian	
4 <sup>th</sup> Grade	Virginia Muller	Room 20	Librarian	Ilene Sheng	Library
	Julie Blackburn	Room 26	Art	Zoe Kalkanis	
5 <sup>th</sup> Grade	Alison Merz	Room 23	Recess Coordinator	Jason Goode	
	Carla Inniss	Room 24	AM Custodian	Rodney Hill	
Science	Ray Adams		PM Custodian	Gerald Williams	
Music (1-3)	Mabel Dong		Food Service	Nikkyia Harris	Rm. 15
Music (4-5)	Henry Viets, Merlyn Katechis, Michael Hammond, Mary Dougherty		O.A.S.I.S.	Aaron Grayson III	Rm. 14

## Oxford Elementary Important Dates, 2009-2010

Month	Day	Date	Event
<b>September</b>	W	2	First Day of School Coffee - PTA refreshments on the yard
	Th-W	3-9	8am Morning Coffee outside
	M	7	No school - Labor Day
	Th	10	Back to School Night, 6:45-8pm
	T	15	PTA Meeting, 6:30-8:00pm
	Sa	26	Welcome Back BBQ
<b>October</b>	M	12	No school - Staff Development Day
	T	13	PTA Meeting, 6:30-8:00pm
	Th	15	Picture Day
	Sa	17	Harvest Faire & Book Faire, 11am-3pm
	F	30	Halloween Parade
<b>November</b>	M	2	Early dismissal - parent-teacher conferences
	T	3	Early dismissal
	W	4	Early dismissal
	Th	5	Early dismissal
	F	6	No school - parent-teacher conference day
	T	10	PTA meeting, 6:30-8:00pm
	W	11	No school - Veterans Day
	F	20	Spell-a-thon
	W	25	No school - Thanksgiving
	Th	26	No school - Thanksgiving
<b>December</b>	F	27	No school - Thanksgiving
	Th	17	Winter Faire
	Sa	19	Holiday Basket Deliveries
<b>January</b>	M	21	No school - Winter Break until Monday January 4
	M	4	Back to school 2010!
	T	12	PTA Meeting, 6:30-8:00pm
<b>February</b>	M	18	No school - Martin Luther King Jr. Birthday
	M	1	No school - Staff Development Day
	Th	4	Creativity Fair
	T	9	PTA Meeting - All Hands Needed to Prepare for the Raffle!
<b>March</b>	F	12	No school - Lincoln's Birthday
	M	15	No school - President's Day
	F	1	Raffle Begins
	T	9	PTA Meeting, 6:30-8:00pm
	Th	18	Spring Dance, Raffle Drawing & Silent Auction
<b>April</b>	M	29	No school - Spring Recess until Monday April 2
	Th	13	PTA Meeting - PTA Officer Elections
<b>May</b>	F	23	Talent Show & Bake Sale, 7:00pm
	W	5	Staff Appreciation Luncheon
	T	11	PTA Meeting, 6:30-8:00pm
	Th	13	Oxford Open House
<b>June</b>	M	17	No school - Malcolm X's Birthday
	M	31	No school - Memorial Day
	F	4	Multicultural Potluck
	F	18	LAST DAY OF SCHOOL!!!

\*\*\* Please be sure to read the Weekly Oxford Newsletter for any date changes! \*\*\*\*

# Welcome

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This handbook is designed to paint a quick picture of the many activities at Oxford School as well as to serve as a resource for some of the rules and procedures parents and students need to know. Additional information will also be distributed throughout the year to supplement this document. It is our hope that this handbook provides an overview of who we

are as a school community and the opportunities available both for your children and for your parental involvement. Our school is a constantly changing, thriving environment, so there is always room for new ideas and projects! We welcome your feedback on this document and would love to have your help on it in the future!

## Who We Are

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Oxford is one of the oldest schools in Berkeley, first opening its doors in 1910. It has gone from originally being a K–6 grade school to a K-3 school and now a K–5 school. In 1965 the old school was replaced with the current one and in 1994, thanks to support from the community, major improvements were made giving us a new library, an elevator, two classrooms to support class-size reduction needs, a science resource room and teacher workrooms. From this facility, nestled in the hillside, we provide a well-rounded education to roughly 300 students. That means we have about 245 families who comprise our Oxford school/community.

Our school is diverse in many ways. The composition of the school is 29% African American, 34% White, 21% multi-racial/decline to state, 11% Hispanic, 4% Asian, 1% Native American. Children come all the way from homes neighboring Tilden Park in the Berkeley hills and neighborhoods close to the San Francisco Bay as well as from homes near the school itself. Roughly 15% come from out-of-zone neighborhoods.

Oxford School has a talented and committed staff who maintain a strong developmental focus. The staff and teachers are prepared to do whatever it takes to meet the needs of all students and to work in partnership with families to make sure that early school experiences are happy and productive, and that each student develops a solid foundation for lifelong learning.

The curriculum at Oxford is developmental,

aligned with both State and District standards for student achievement. Children work both independently and cooperatively, learning in small groups, entire class and individually. Students are guided in their learning by classroom teachers, support personnel, parent volunteers, tutors, and collaborators from community service organizations.

A top priority for all Oxford staff is expressing and teaching a deep appreciation of and tolerance for diversity and differences. We encourage positive self-image and high self-esteem for all our students, we insist on respect for self and others, and promote concern for our environment here and elsewhere. These qualities that we strive to nurture in our children make it possible for us to have a school environment where teachers teach and students learn.

Oxford prides itself on the excellent teaching that goes on in all of its classrooms. The teachers work together to create feedback and support one another. They have a weekly staff meeting to cross-fertilize and share ideas about what is working and what needs improvement. All of the teachers are also involved in “in-service trainings” that provide skills such as best practices in teaching reading and conflict resolution. Many parents volunteer in their child’s classroom to provide education around specific skills such as cooking, yoga, pottery, science experiments, and other hands-on activities.

## Arriving at Oxford

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If you have questions regarding the bus to or from Oxford, call the **BUSD Transportation Office at 644-6182**. If your child is taking a bus to visit a friend, please send a signed note with your child. Have him/her bring the note to the office during the morning recess. The secretary will issue a "one day pass" to your child to give to the driver.

### Bus Rules

Please take time to review and discuss the following safety regulations with your child.

Children will:

- Stay seated the entire time on the bus
- Talk in quiet voices at all times
- Keep hands inside the windows
- Keep hands, feet and belongings to themselves and respect other riders
- Listen to and follow adult directions at all times
- Only get up when the driver has stopped the bus and given permission to get off
- Not bring animals on the bus
- Not eat or drink while riding the bus

These "rules of the road" are for the safety of every single child on the bus, as well as pedestrians and drivers.

### Traffic Safety: Coming by Car

Students arriving at school by car should use the passenger side of the car for safety reasons. Students should always get out of the car onto the sidewalk. Drop students on Walnut St. or on the school side of Oxford St. It is important to remember to be "good neighbors" with those who live adjacent to and around our school. Please follow the directions below or you could end up with serious traffic fines.

#### **PLEASE NOTE:**

- **Don't block anyone's driveway**
- **Don't make a U-Turn in the middle of the block or using driveways**
- **Don't leave your car unattended in the loading zone. This may lead to tickets!**

*Thank you for your consideration of our neighbors and our children's safety!*

## Communication

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There are a number of ways that parents and staff communicate with each other.

### Telephone: Outgoing calls

Children may only use the school telephone for emergency calls. If your child has a problem, the office staff will call you. Students may not use cell phones during the school day.

### Telephone: Incoming calls

The office is such a busy place and staff must be available for the needs of students and teachers. Please avoid calls that can be handled by a note. We make every effort not to interrupt classroom teaching time. You can help us by making after school destinations and pick-up information clear to your children before they leave home in the morning. The office number is 644-6300. The after school program (O.A.S.I.S.) office number is 644-8883.

### Emergencies

If you must contact your child during the school day, telephone or visit the school office.

### Weekly Newsletter

School announcements go out every Thursday in a newsletter of important dates and events. Check your child's backpack for important communications from the school. The newsletter is also sent via the e-tree and is posted on the school website, [www.oxfordelementary.org](http://www.oxfordelementary.org)

### Meet with the Principal

If any parent would like to have a one-on-one meeting with the principal, appointments should be made through the school secretary.

## **Meet with your child's teacher**

Parent-teacher conferences are scheduled for every child the week of November 2<sup>nd</sup>-6<sup>th</sup>. It is best to communicate directly with your child's teacher about how they would like to handle individual appointments you may wish to make throughout the rest of the year.

## **Room parents**

Each classroom has one or more room parents who work closely with the teacher and act as a liaison to the other parents in that classroom. These are parents who help organize other parents to volunteer for classroom and special school events, such as field trips, the Harvest Faire and Winter Faire, Halloween parties, etc. The room parent may also help the teacher with calendars, email lists and phone trees.

## **Oxford's Web Site**

Our website can be found at:  
[www.oxfordelementary.org](http://www.oxfordelementary.org).

There is a lot of information about the school and activities on the site, including a link to sign up for the e-Tree, and a copy of the school calendar. However, the website is not updated to reflect all of the changes that are communicated through the Weekly Newsletter.

## **Annual Survey**

Each year the main method of collecting information about which programs the school community considers the most important to fund is through a survey of all parents. A lengthy questionnaire will be sent home with your child in February or March, and **YOUR**

**INPUT IS ESSENTIAL** to help the various school committees and administration decide the school's priorities. The survey is anonymous so feel free to express yourself. The survey also asks for ethnic self-identification. This information is **ONLY** used to verify that the surveys returned are representative of the school community.

## **Visits & Visitors**

You are welcome to visit your child's classroom. However, as a courtesy, you need to notify the teacher that you are coming. In addition, BUSD regulations require that anyone entering the school at any time must report to the office first thing and receive a "Visitor's" permit and sign our "Guest Book." NOTE: A city ordinance makes it unlawful for dogs to be on the school grounds, even pets on a leash. Please keep your dogs at home.

## Lost and Found

**PLEASE, PLEASE, LABEL ALL YOUR CHILD'S CLOTHING, LUNCH ITEMS, AND OTHER POSSESSIONS WITH YOUR CHILD'S NAME.**

Check the Lost and Found, located outside the cafeteria, whenever you come into the building. Often there are nearly new things in the Lost and Found box for many days, and because our city wide community faces such critical needs in helping people, we donate whatever unclaimed clothing is in the Lost and Found to a local charity at the END OF EACH MONTH.

## Emergency Information

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Parents need to fill out new Emergency Cards every year and update that card when address or phone numbers change.

In case of serious injury at school, the following procedure is followed:

- The office is notified.
- Parents are called immediately.
- If a parent cannot be reached, people listed on the emergency card are called.

Be sure the information on your emergency card is up to date, and that people listed are available during school hours, and that they know how to contact the child's doctor!

- If parent and emergency contacts are unavailable, the child's doctor is contacted.
- Be sure the doctor and the people listed on the emergency card have a written release authorizing them to approve medical treatment necessary in your absence.
- In case of extreme emergency, if none of the above persons is available, we will call 911 and your child will be taken by ambulance to Children's Hospital in Oakland.

*Note: In most emergencies, children cannot be treated without parental consent.*

## Disaster Procedures

In the case of an extremely severe earthquake or other disaster, children will be kept at Oxford until you and your children can be reunited. We have school-wide procedures, a plan to care for the safety and well-being of all students, and some supplies for the emergency. If the building needs to be evacuated, we will "set up camp" on the lower playground. At no time will your child be left unattended. Should the entire school site including the lower playground be unsafe, your child will be transported, upon instruction from the Superintendent, to another site. If telephone service is disrupted, parents will be notified by the AM radio stations KCBS/740, KRE/1400, KSFO/560, KGO/810 where school populations have been placed. Parents should tell their children what to do if an earthquake occurs while he/she is walking to school or returning home.

## Parental Involvement Makes a Difference

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When researchers have compared the characteristics of high performing schools with low performing schools, one of the main differences they have found is the amount of parental involvement. High performing schools have plans for involving parents and welcome parents as partners. Schools that find ways to work well with families have:

- Improved teacher morale
- Higher ratings of teachers by parents
- More support from families
- Better reputation in the community

This has been shown to be true in communities with adequate and inadequate resources. Research has also shown that students develop better attitudes toward their school and school work when their parents are involved in the school's instructional program. This effect has been found to carry over to benefit ALL students, not just those whose parents volunteer in the classroom.

There are lots of ways for parents to get involved at Oxford, some of which take very little time and effort:

- Volunteer in your child's class/or at another grade level
- Help your child's teacher prepare class materials
- Come along on a field trip
- Offer to work one-on-one with a child who needs extra help
- Volunteer to help organize an all-school event or project

- Join a committee to help raise funds and or make decisions at school
- Write an article for our weekly newsletter
- Help to develop and update the school website

These are just some of the ways you can get involved. Let your child's teacher know that you are interested or check-in with the PTA or another school committee. Together, we can make a huge difference for all of the children of Oxford School!

## **Oxford P.T.A. (Parent-Teacher Association)**

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Oxford's PTA meetings are usually held on the second Tuesday of the month, from 6:30 P.M. to 8:00 p.m. (see school calendars for each month's meeting date).

The goal of the P.T.A. is to assist families in maintaining a two-way connection between home and school, to provide a forum for ideas and information, and to be a vehicle for active parent involvement. Our P.T.A. has traditionally been an important part of our school program, providing both a forum for discussion and information exchange between staff and parents.

The school staff urges ALL PARENTS to attend meetings and other functions, and get involved in community building activities.

### **PTA Fundraising and Spending**

Each year the PTA raises about \$40,000 per year to spend on school programs. Our fundraisers include:

- Spell-a-Thon (fall), (new this year)
- Harvest Faire and Book Faire (fall), \$2,000
- Raffle and Auction (spring), \$19,000 (see below for description)
- E-Scrip, \$2,000 (see below for description)
- T-Shirt Sales, \$250
- Ink Cartridge Recycling, \$350
- Target "1% Take Charge of Education" program, \$200

Programs and events that the PTA supports with these funds include:

- Funds to teachers for classroom supplies and fieldtrips, \$10,000
- Art classes, \$10,000
- Scholars Program, \$10,000
- Kindergarten Music, \$5220
- Reading is Fundamental (RIF), \$3,000
- Oxford Holiday Food Drive, \$2,500
- Support for meetings, events and celebrations (supplies, refreshments, babysitting), school emergency supply updates, printing and mailing, insurance, etc.

The details of the budget and actual spending are reported at the PTA meetings.

### **Individual Donations**

The P.T.A. encourages each family to give what they can to the **Oxford Enrichment Fund**. These funds support core school programs such as Gardening, Reading Coaches, P.E., and Counseling Services. Donations can be done either through a monthly pledge or a onetime donation. This fund is administered by the Berkeley Public Education Foundation (Federal Tax ID Number 94-2918219). Checks can be made out to "Berkeley Public Education Foundation". Be sure to write "Oxford Enrichment Fund" on the memo line.

The Oxford P.T.A. also welcomes individual donations directly to our PTA. To make a tax deductible donation please

leave it at the office for the PTA Treasurer, Liz Ruhland. The Oxford PTA Federal Tax ID number is 94-6183804. You can specify the classroom or program that you would like the donation to go to.

### **Spring Raffle, Auction and Dance**

In March we begin the raffle, which is a major fundraiser for the school. A variety of prizes are donated by local merchants, parents and staff – such as dinners out to restaurants, tickets to events, etc. – and each child has an opportunity to sell raffle tickets to friends and family. At the same time, an online auction begins with more donations. This online auction continues until the evening of the Spring Dance, when parents have an opportunity to continue bidding on some of the items at the silent auction during the dance throughout the evening. During the Spring Dance, the raffle tickets are drawn by the kids and announced, and the silent auction is closed and the winners announced. The theme of the dance is chosen by the 5<sup>th</sup> graders, but all the kids – and their families – have a great time at this event! If you would like to help with the event, please contact PTA Co-Presidents Melanie Green and Chrissy Meuris.

### **E-Scrip**

The eScrip program is a fundraising program that allows participating merchants including Safeway, Andronico's, Orchard Supply Hardware, and many more to contribute a percentage of purchases to the school or organization of your choice when you use a credit card, debit card or store charge card. It is a very easy way for us to earn money for the school.

Here is how to sign up for escrip:

- 1) On the internet, go to [www.escrip.com](http://www.escrip.com)
- 2) Click on "sign up" --they will actually lead you through the process, but here is the information.

- 3) Find Oxford School as the group you want to support (Caution: There are many Oxford schools, but just one in Berkeley with the Group ID = 137106327).
  - 4) Enter your personal information (name, address etc.).
  - 5) Enter any store cards (e.g. Safeway card) you use and your credit and/or debit card information.
  - 6) Register a password so that you can keep track of your activity if you like.
- For more information or assistance, please call or e-mail Genevieve Nonet.

### **Other easy ways to help Oxford**

During the school year, the Weekly Newsletter will also have reminders of the many ways that we all can easily help Oxford. Programs such as Target's "Take Charge of Education" program, using Oxford's Office Depot number, or bringing in used Printer Ink Cartridges and "Box Tops for Education" all contribute significantly to our funding.

As with any community group the PTA is only as good as the members and their contributions. Your ideas and participation are needed! If you have questions or suggestions, you can contact one of the following parents for information:

- |                          |   |
|--------------------------|---|
| • <b>Co-Presidents</b>   | <b>Melanie Green</b><br><b>Chrissy Meuris</b>   |
| • <b>Vice Presidents</b> | <b>Ceci Bowman</b><br><b>Paulette Butler</b><br><b>Jean Fichtenkort</b><br><b>Paula Webster</b><br><b>Liz Ruhland</b> |
| • <b>Treasurer</b>       |   |
| • <b>Secretary</b>       |   |
| • <b>Auditor</b>         | <b>Sandy Harris</b>   |

## **Educational Enrichment**

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Oxford School's learning opportunities are not limited to the classroom. The following lists some of the ways we offer further educational enrichment.

### **Field Trips**

Each class designs its own field trip opportunities based on what fits best into the teacher's curriculum, but most teachers welcome ideas from parents. Room parents are the teachers' partners on these and should be contacted for the schedule of field trips and involvement needed from parents.

### **Oxford PTA's Reading Is Fundamental (RIF) Program**

The PTA, in conjunction with Oxford's librarian, participates in the nation-wide RIF program which sponsors literacy through activities designed to spark children's interest in reading and book distributions at which each child chooses a new book to take home and keep. We hold book distributions four times a year during the school day. If you would like to help select books, plan activities or help distribute books to the children, please contact Tricia Kerr.

### **Library Time**

Each class goes to the Oxford library once a week on a regularly scheduled day to check out and return books. After returning a signed permission slip, children may check out one or two books from the school library for one week at a time. Unfinished books may be renewed each week until they are completed. Students who do not clear their library book accounts will have their report cards held at the end of the year. Parents will be charged for replacement of lost or damaged books.

### **Music in the Schools**

This district-wide music program provides all 4<sup>th</sup> and 5<sup>th</sup> graders with instrumental instruction twice a week. Students choose to learn a wind, brass or string instrument. Performances are an important part of the program. Students can continue their music training in the Berkeley middle schools as an elective where they can also participate in band or orchestra. Oxford children in lower grades have music once a week with Mabel Dong, who is trained and does Orff music with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> graders. Kindergartners get a music rotation of dance, movement, and rhythm through Performance Arts Workshop.

### **Afterschool (O.A.S.I.S.)**

The Oxford after school program is called O.A.S.I.S., which stands for "Oxford After School Inspires Students". It has been designed to provide after school opportunities for all Oxford students. The program supports children in reaching their potential by providing academic support, recreational activities, and enrichment classes. Located at the school site, we provide a safe and nurturing environment, which gives students a chance to explore their interests and experience new areas of learning. We offer a variety of enrichment classes provided by program staff and outside specialists. The classes include dance, chess, recorder, chorus, art, science, cooking, and sports. All students are welcome and fees are based on a sliding scale.

The Oxford after school program runs Monday through Friday, from the end of the school day to 6:00 pm. The after school program does not take place during school holidays.

## Community Building Activities

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**Welcome Back BBQ**, *Saturday September 26, 11 am – 2 pm*: This event is a chance to meet new families and greet returning families at a casual BBQ at San Pablo Park. The PTA provides food to be grilled and families bring drinks or side dishes. There is plenty of park space for kids of all ages to play.

**Harvest Faire**, *Saturday October 17, 11 am – 3 pm*: Each fall the whole school comes together for a Saturday of outdoor fun, with carnival games such as bobbing for apples, ring toss, face painting, a bake sale, and the book fair. Each classroom sponsors its own activity - your child's class might be in charge of the fishing game, ring toss, prizes, or other fun activities. Room parents or teachers send home information and sign up sheets for their class booth at the beginning of October. To get involved, contact: Ceci Bowman.

**The Book Fair**, held at the same time as the Harvest Fair, is a literacy awareness event as well as a fundraiser for the Oxford PTA, which receives 25% of all sales. This is a great opportunity for families to buy books at greatly reduced prices for their children. You can also buy books for your child's classroom library through the Classroom Wish List program. Each teacher selects books they would like for their classes and these are placed on their Classroom Wish Lists. Volunteers are needed to help set up, run and dismantle the Book Fair. For more information please contact Sally McLaughlin at 981-0579, email [sallymcl@mindspring.com](mailto:sallymcl@mindspring.com).

**Halloween Parade**, *Friday, October 30*: Each year, Oxford celebrates Halloween with a parade! The children first strut their stuff on the lower playground while parents, friends and staff cheer them on. Then they proceed down Walnut Street to Rose Street to Shattuck Street so all the merchants and local community can applaud them before they return the parade up the hill and back to their classrooms for class parties. To help out with the parade or class parties, please contact your Room Parent or Teacher.

**Winter Faire**, *Thursday, December 17*: The Winter Faire gives the Oxford community a chance to celebrate the range of cultures and winter traditions that are observed. The evening begins with presentations by some of our enrichment classes (such as drumming, choir or dance), and then each classroom hosts a project for kids and families to make together, such as holiday wreaths, snowflakes, holiday cards and wrapping paper, pine cone bird feeders for the winter, etc. This is a very special evening to enjoy all the classrooms and crafts throughout the school! Teachers and Room Parents will organize parents and students to help with their class activity.

**Creativity Fair**, *Thursday February 4*: This year we are bringing back an old Oxford tradition---a Creativity Fair! Students may choose to display science experiments, art projects or inventions. They will get to show off their creativity at an evening event where families can marvel at the work set up in the cafetorium.

**Spring Dance**, *Thursday March 18*: This fun evening is also the Raffle Drawing and final Silent Auction. Music, food, Raffle announcements and fierce bidding on Silent Auction items make this a fun evening for both students and their families!

**Talent Show**, *Friday April 23*: This is a very popular event. Students prepare their own entertainment, audition, practice, and present their show on this exciting evening. Families and friends come enjoy the result of their hard work, and to applaud their performances.

**Spring Open House**, *Thursday, May 13*: Oxford's Spring Open House is an excellent opportunity to have your child show you all the hard work and progress made during the year. All the classrooms are open, and teachers and students show their families what they have done during the year. Ms. Muller's class hosts

an Ice Cream Social (benefitting the Oxford Library) in the cafetorium after classroom visits are completed.

**Heritage Potluck, Friday, June 4<sup>th</sup>:**

Oxford’s Heritage Potluck Dinner has evolved into our community wide celebration of the end of the school year. Each family contributes a dish made from a treasured family recipe. We eat at tables set up on the playground and say goodbye to any retiring staff members. To

volunteer contact Erika or Darryl Varize, or Bernardo or Maria Newsom.

**5<sup>th</sup> Grade Promotion, Thursday, June 17<sup>th</sup>:**

Each year, Oxford is proud to send off to middle school a class of accomplished, hard-working 5<sup>th</sup> graders with a promotion ceremony in the cafetorium. This ceremony and follow-up celebration is open to all 5<sup>th</sup> grade parents and family as well as special invitees.

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## Oxford School Policies & Information

### Homework Policy

The amount of homework varies by teacher and grade level. Some teachers assign homework daily while others give students packets to be completed over time. The time a student spends on homework varies with the individual and may be affected by how quickly a student works and the difficulty of the assignment. The suggested amount of time spent varies by grade level with this guideline (these times include silent reading each night):

- Kindergarten and First grade: 10 – 20 minutes
- Second grade: 10 – 25 minutes
- Third and Fourth grades: 30 – 45 minutes
- Fifth grade: 45 – 90 minutes

### Parent -Teacher Conferences

A parent-teacher conference is held once during the school year at the end of the first report period. This year, conference days will be in November. November 2-5 will be early dismissal days. Your child’s teacher will arrange a mutually convenient time for you to meet. At the conference, you will receive a written report of your child’s progress, and his or her first report card for the year. A second report will be sent home WITH YOUR CHILD in late February, and the final report will come to you in June. Appointments for additional conferences may be made by contacting your child’s teacher.

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## Administrative Policies

### Attendance

Children are to arrive at school between 7:45 a.m. and 8:00 a.m. prepared to go to class and start the day as part of the class community. Daily instruction begins at 8:00 a.m. When children are late, they disrupt the learning of other students.

**IT IS THE PARENT’S RESPONSIBILITY TO HAVE CHILDREN AT SCHOOL ON TIME.**

Students coming to school late must sign in at the office and get a pass to class. Please be advised that children who have three unexcused absences are truant according to the California Education Code.

### Cell Phones

The Berkeley Unified District Board policy states that elementary students must turn off their cell phones during the day. Any cell phones that are found to be on will be confiscated and a parent/guardian must pick it up from the principal. No exceptions.

### Discipline

The State of California Education Code lists offenses which may be grounds for restricting or suspending a child from school.

As parents and teachers, our first goal is to help children understand why certain behaviors are unacceptable, and to give them appropriate ways to solve problems they encounter.

### **We have zero tolerance for fighting of any kind at Oxford School.**

Note: If you choose to teach your child to fight back, be aware that your child will be disciplined and suspended.

### **A Note About Suspension**

When other means of correction fail to bring about good conduct that allows teachers to teach and all students to learn, California's Education Code, Section 48900 provides for suspension from school of students who have "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." Suspension requires that students remain at home.

### **Schoolwide Expectations**

The expectations that students are taught and reminded of daily are:

**BE SAFE, BE RESPECTFUL, AND BE RESPONSIBLE.**

To help remember these expectations we now start every Friday Community Meeting with this cheer:

*"O to the X, F-O-R-D  
C'mon everybody and chant with me.  
I'm smart and oh so nice  
On top of all that I'm cool as ice.  
Be safe, that's what you ought to do  
Respect  
Responsibility, yeah that's the key  
At O to the X, F-O-R-D."*

### **Conflict Resolution at Oxford**

To help children settle their problems in a successful, healthy way, Oxford teachers and staff have are committed to promoting development of conflict resolution skills with all our students.

In a process called "**TALK IT OUT**" the children are directed to:

- 1) Stop. Cool off.
- 2) Talk and listen to each other.
- 3) Find out what you both need.
- 4) Brainstorm solutions.
- 5) Choose the idea you both like.
- 6) Make a plan. Go for it.

Adults are available whenever students, after trying themselves, are not able to resolve an issue or solve a problem.

## **Food**

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### **Breakfast**

All students may eat a free nutritious breakfast every day as part of the Universal Breakfast Program.

### **Lunch**

At Oxford, a hot lunch is served each day. Each family receives an Elementary School Menu at the beginning of the school year which shows the breakfasts and lunches for the entire school year. More information about the BUSD Nutrition Services is contained in this annual menu. The price of a hot lunch is \$3.25 per day/\$5.00 for adults. Lunch "fast passes" may be purchased for a monthly fee determined by the number of school days in the month. Free

and reduced price lunches are available to those who qualify. For children bringing their own lunch, organic milk is available for 50 cents. Your child does not need to use lunch tickets on consecutive days. Money and checks should be given to the classroom teacher on Monday mornings. Checks should be made payable to "Berkeley Unified School District," and write your child's first and last name on the check to be certain the money is deposited into the correct student's account. Please keep a record so that you know when tickets need to be renewed.

**Candy, soda, gum, and sunflower seeds are not allowed at school.**

## Health Policies

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Please keep your child home if he/she is sick. Children should remain home for 24 hours after a fever breaks. Be sure to list on the emergency cards the names of people who are available and willing to pick up your child in case your child gets sick at school and we are unable to reach you.

### Communicable Diseases

If your child has been exposed to a communicable disease, please inform the school immediately. Incubation and isolation dates can then be verified and the health needs of all children can be protected. Communicable and sometimes serious diseases include chicken pox, diphtheria, polio, German measles, measles, mumps, whooping cough, strep infections, scarlet fever, herpes, hepatitis, ringworm, and head lice. In case of head lice, children must be rid of live lice before returning to school.

### Medicine

The office staff cannot give a child medicine without a signed official statement from you

AND your doctor. We need the dosage, the times medication is to be given, and the name of the drug. Please bring the medicine to the office to assure that it does not inadvertently get into other children's hands.

### Acute Conjunctivitis/Pink Eye

A doctor's note is required before your child may return to school.

Finally, Oxford School has specific responsibilities concerning suspected child abuse, physical or emotional. Teachers, nurses, counselors, principals, supervisors of child welfare and attendance, and other designated school personnel are mandated to report suspected child abuse cases under The Child Abuse Reporting Law (Penal Code #11166). Early detection and reporting of suspected child abuse may save a child from repeated injuries and mistreatment. The school's duty is to report, not investigate. Those who ignore this law are subject to dismissal from teaching and/or loss of professional certification.

## Berkeley Unified School District (BUSD) Policies

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### Nondiscrimination

In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, Title XI of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and BUSD policy, no qualified person shall, on the basis of race, color, national origin, religion, sex, handicap, age, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in the Berkeley Unified School District.

### Sexual Harassment

It is the policy of the BUSD to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual

harassment, as defined and otherwise prohibited by state and federal law. It is both unlawful and a violation of this policy for anyone who is authorized to recommend or take educational action affecting a student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the BUSD, to engage in sexual harassment as defined under this policy. Within the educational environment, sexual harassment is unlawful and is prohibited between students, between employees and students, and between students and non-employees.

The complete sexual harassment policy is available at school sites and at the BUSD Administration Building 2134 Martin Luther King Jr. Way, in both the Human Resources and Educational Services Offices. If questions arise

concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be followed in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints, you should first contact the site Administrator (Principal or designee).

If the issue is not resolved to your satisfaction there, and

- a) if the incident involves students only, please contact the office of Student Services at 644-6315.
- b) if the incident involves a BUSD employee, please contact the Director of certificated Personnel, Human Resources Department, at 644-6150.

### **Uniform Complaint Procedures**

Short version, full procedures and form are available from the school office or BUSD.

**Step 1:** Complainant fills out form and contacts school principal, or site or advisory council, to seek resolution of any problem. If complaint is unresolved, proceed to next step.

**Step 2:** The complainant shall file a written complaint with the designated compliance officer. This person, in cooperation with the

program administrator, chairperson, and the principal shall investigate the complaint and provide an opportunity within five days of receiving the complaint to present evidence relevant to the complaint, including an opportunity to question the parties involved. Within thirty days of receiving the complaint, the District's compliance officer, in cooperation with the program administrator, the chairperson, and the principal shall prepare and send to the complainant a written report summarizing the findings and disposition of the complaint, including corrective actions, if any; the rationale for such disposition; and notice of the complainant's right and procedures to appeal.

If complainant is dissatisfied with the compliance officer's written response, s/he may file within five calendar days of receipt of the written report his/her complaint with the Board of Education.

The Board has a sixty-day limit within which to answer the matter. Board decisions to not hear the complaint are final. If heard, Board decisions will be sent to the complainant by the compliance officer within sixty days.

**Step 3:** If the complainant is dissatisfied with the resolution, s/he may appeal to the State Department of education within 15 days of receipt of final written report.