

## **SCHOOL VISION**

Kensington Elementary School is a cooperative partnership of students, teachers, staff, and parents, working together to maintain a strong learning environment and a caring school community. Our school vision is to use this partnership to meet the academic and social needs of all students.

## **KENSINGTON HILLTOP SCHOOL EDUCATIONAL COMMITMENT**

Kensington Hilltop School is part of the West Contra Costa Unified School District. Teachers, students, and parents are dedicated to creating a learning environment in which children can acquire an excellent, comprehensive education from kindergarten through grade six. Our ethnic make-up is approximately 7% African-American, 8% Hispanic, 19% Asian, and 64% White. Our students speak approximately eight primary languages in addition to English. This rich and complex mix of backgrounds encourages interaction and mutual respect. We are united in a common goal: a distinguished education for all students.

We, as a professional staff, believe that all students should progress as far and as fast as their effort and ability allow. We ask all students to demonstrate their mastery of Reading, Writing, Mathematics, Science, and Social Studies. We also expose our students to the visual and performing arts, computers, and physical education. All students have equal access to both core curriculum and supplemental programs. This is achieved through a partnership between the school and community. Working together, we use District, State, PTA, Dads' Club, and Kensington Education Foundation (KEF) funds to meet the rigorous program goals set by the professional staff and approved by the School Site Council and KEF each year.

Finally, we care deeply for our students and use proven methods to provide a consistent, school-wide environment where they can grow and learn each day. We encourage the early attainment of problem-solving skills, conflict-management skills, and respectful, supportive relationships, as our children learn to meet the challenges of daily living in a school that has high expectations for behavior and academic excellence.

# **Kensington Hilltop Elementary School**

**2016-2017**

## **Handbook for Students and Parents**

90 Highland Boulevard  
Kensington, CA 94708  
TEL (510) 231-1415  
FAX (510) 526-3189

[www.kensingtonhilltop.org](http://www.kensingtonhilltop.org)

Judy Sanders, Principal  
Megan Burnham, Co-Principal

# Kensington Hilltop School Student and Parent Handbook

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## **WELCOME TO KENSINGTON HILLTOP SCHOOL**

Dear Parents and Students,

Over the years, Kensington Hilltop has established a reputation for having high academic standards as well as a culture of kindness and respect. The cooperative partnership among teachers, students, and parents is what has made this possible.

The rules and procedures outlined in this handbook have been developed to allow the school to operate in a safe and orderly manner. Your cooperation in abiding by them allows staff to concentrate on providing the best possible educational experience for your child.

The spirit and enthusiasm of all students, parents, and staff has made Kensington a school in which everyone is committed to students' academic learning and the development of shared values. Teamwork is the key. Our hope is that you will become a willing and active member of the Kensington School community. Working together, we will ensure the best possible educational experience for all children at Kensington Hilltop Elementary School.

Sincerely,

Judy Sanders  
Principal

## KENSINGTON HILLTOP CALENDAR - 2016-2017

Monday, August 22	First Day of School (Minimum Day)
Monday, September 5	Labor Day (NO SCHOOL)
Thursday, September 8	Back To School Night (Minimum Day)
Monday, October 10	NO SCHOOL
Saturday, October 29	Garden Party
Monday, October 31	Minimum Day (Halloween Parade)
Tuesday, November 1	Parent Conference Day (No school for students)
Wed.-Tues., November 2-8	Parent Conferences (Minimum Days)
Wednesday, November 9	End of Trimester One
Friday, November 11	Veterans Day holiday (NO SCHOOL)
Thurs & Fri, Nov 24-26	Thanksgiving Holidays (NO SCHOOL)
Friday, December 16	Minimum Day
Mon. Dec. 19 – Mon. January 2	Winter Recess (NO SCHOOL)
Tuesday, January 3	Classes reconvene after Winter Recess
Monday, January 16	Martin Luther King, Jr. Day (NO SCHOOL)
Mon. – Fri., February 20- 24	Presidents' Week Recess (NO SCHOOL)
Friday, March 3	End of Trimester Two
Mon. – Fri., April 3-7	Spring Recess (NO SCHOOL)
Thursday, April 20	Open House (Minimum Day)
Saturday, May 6	Spring Carnival
Monday, May 29	Memorial Day (NO SCHOOL)
Thursday, June 8	Last Day of School (Noon dismissal)
Thursday, June 8	End of Trimester Three

## TESTING CALENDAR – 2016-2017

**CELDT** (current EL students) July 1 – October 31, 2016

**Physical Fitness** (Fifth Grade) March 6 – March 17, 2017

**SBAC Assessments – To Be Determined**

\*\*\*Please have your child/ren at school and on time during all testing windows.

## CLASS ATTENDANCE

### BELL SCHEDULE

(Every Wednesday is a minimum day for 1<sup>st</sup> – 6<sup>th</sup> grades)

#### School hours

Kindergarten	8:15 – 1:30 (No Minimum Days)
Grades 1, 2, 3	8:30 – 2:20 1:45 (Modified/Minimum Days)
Grades 4, 5, 6	8:30 – 2:40 2:05 (Modified/Minimum Days)

#### Daily schedule

Kindergarten	8:15 – 10:00	Instruction
	10:00 – 10:30	Recess/Activity time
	10:30 – 11:30	Instruction
	11:30 – 12:00	Lunch
	12:00 – 1:30	Instruction/Activity time
	1:30	Dismissal
Grades 1, 2, 3	8:30 - 10:00	Instruction
	10:00 - 10:20	Recess
	10:20 - 11:30	Instruction
	11:30 - 12:10	Lunch
	12:10 - 2:20	Instruction
	- 2:20 - 1:45	Regular Day Dismissal (M,T,Th,F) Modified Dismissal (W) Minimum Day
Grades 4, 5, 6	8:30 - 10:30	Instruction
	10:30 - 10:50	Recess
	10:50 - 12:10	Instruction
	12:10 - 12:50	Lunch
	12:50 - 2:40	Instruction
	- 2:40 - 2:05	Regular Day Dismissal (M,T,Th,F) Modified Dismissal (W) Minimum Day

## **MORNING ARRIVAL**

### **Playground expectations**

- The playground is not supervised before 8:20 a.m. Students should not be on the upper yard before 8:20 a.m.
- "Walking and talking" only is the rule on the upper playground before school.
- No playground games are permitted before school, and students may not be on the play structure.
- Students in grades 1-6 who want to participate in the Running Club meet on the lower playground at 8:00 unless it is raining.

### **Classroom Interruptions**

- To create and maintain the best learning environment, interruptions during instructional times should be avoided.
- Please make all necessary arrangements with your child concerning homework assignments, permission slips, books, and after-school arrangements before school begins.
- Students must be in the classroom during instruction time.

## **AFTERNOON DISMISSAL**

### **Kindergarten**

Kindergartners must be picked up at the front of the school. Teachers will escort the kindergartners to the front of the school at dismissal time. **BE ON TIME.** If you (or a caretaker) know that you will be delayed, please phone the office to reassure both child and staff. No students are to remain on the school playground.

### **Grades 1—6**

Students are not allowed on the schoolyard after school is dismissed unless they are enrolled at Neighborhood after school care. Students must go directly home. There is no supervision on the playground after school.

### **AFTER-SCHOOL WAITING**

Primary grade students waiting for older siblings may remain on the patio outside the MPR or in front of the school. The playground must be available for 4<sup>th</sup> – 6<sup>th</sup> grade P.E. after 1<sup>st</sup> – 3<sup>rd</sup> grade dismissal. There is no supervision on the yard after dismissal and the yard is not available for students to play unless they are enrolled in after school childcare at Neighborhood School. Please do not instruct your children to play on the yard after school while they are waiting for an older sibling or for an after school activity to begin. The campus is open for public use only after 3:30 p.m. Please instruct your children to go immediately to the office and ask for help if they miss their ride.

### **AFTER-SCHOOL CARE**

Neighborhood School provides on-site daycare for grades K-6. This is one option available to Kensington Hilltop families.

KASEP provides after school programs at the Kensington Recreation Center and the Kensington Community Center. Students in grades 1-6 enrolled in KASEP can walk directly to these classes. Check our school website for other after-school options.



# TRANSPORTATION

## DROP OFF AND PICK UP

- Safe and courteous driving is the key to the success of the traffic plan.
- Walking to school whenever possible will help the school ensure traffic control and safety.
- There is no parking or waiting in unauthorized areas during the hours of
  - 8:00 to 8:45 a.m.
  - 11:20 to 11:50 a.m.
  - 2:20 to 2:45 p.m.
  - minimum days: 1:45 to 2:05 p.m.
- The police, under the direction of the principal, will cite drivers who are parked or waiting in unauthorized areas. Staff parking spaces may not be used by parents for drop-off or pick up.
- If your student is not waiting when you arrive, please continue circling the school parking lot. Please follow the traffic pattern specified below.

## TRAFFIC FLOW PATTERNS

There are three ways to access Kensington Elementary School

- South side entrance (front of school on Highland Blvd.)
- Kensington Public Library parking lot on Arlington Ave. (walk up the hill on paved fire road)
- North side entrance (back of school on Highland Blvd.) This entrance is for pedestrians only – no vehicles other than staff vehicles are allowed in the staff parking lot before 3:30 PM.

### **South side entrance** (front of school)

Follow the one-way traffic pattern to ensure safety and respect for our neighbors.

From Arlington Ave., turn east onto Westminster, then turn right on Kenyon Ave., left on Willamette Ave., and left on Highland Blvd. Drop off in front of school, leave lot, then turn right on Kenyon Ave., and right (west) on Westminster to Arlington Ave. The parking lot is clearly marked with arrows and appropriate signage. One lane is provided for through traffic, and a drop-off area is provided at the front of campus. Cars may not be left unattended in drop-off areas. Staff members are on duty before school to assist with drop-off and student safety.

### **Library parking lot**

From Arlington Ave., turn into the Library/Church Parking lot and drop off students. Students can walk up the hill to school from there. (Parking is allowed at the library during the drop-off and pick-up times stated above).

### **North side entrance** (back of school)

From Arlington Ave., turn onto Highland Blvd. Continue until you reach the corner of Highland and Arlmont. Stop your vehicle. This is the drop off area. (Please do NOT park on Highland.) Students should walk to school using the right hand side of the street and crosswalk. After dropping off your child, continue down Arlmont taking a right on Arlington Ave. **Do not drive up Arlmont from Arlington.** Follow the posted traffic control signs.

**PARKING**

- Parents may not park in staff parking spaces.
- The best place to find parking is at the Kensington Public Library lot on Arlington Ave.
- The parking lot on the north side of campus (back of school) is for staff use only.
- Do not drive into the north side gate to drop off or pick up students, before or after school.

# **BEHAVIOR EXPECTATIONS**

## **STUDENT EXPECTATIONS**

Students are expected to:

- 1) Read and review the Handbook for Students and Parents.
- 2) Learn and be successful both academically and socially.
- 3) Follow all rules, both written and oral.
- 4) Be respectful, kind, and polite to others.
- 5) Be problem solvers.
- 6) Attend school regularly and arrive on time.
- 7) Be prepared for class.
- 8) Accept responsibility for their actions.
- 9) Help keep the school clean and safe.

## **PARENT AND VOLUNTEER EXPECTATIONS**

Parents and Volunteers are expected to:

- 1) Read and review the Handbook for Students and Parents.
- 2) Set a good example for students.
- 3) Follow all rules and procedures, both written and oral.
- 4) Be respectful, kind, and polite to others.
- 5) Be problem solvers.
- 6) Be involved.
- 7) Communicate concerns positively.
- 8) Accept responsibility for their actions.
- 9) Help keep the school clean and safe.

## COMMUNICATION

### OFFICE

- Most inquiries should go through the school office, where many questions can be answered and messages left.
- Office hours are: 8:00 am to 3:30 pm each school day.
- The office is the place for leaving lunches and other items that were forgotten at home, and for signing children in and out if they arrive late or leave school before the end of the day.

### PARENT COMMUNICATION WITH THE SCHOOL

The following procedure should be followed when addressing the needs of the student:

- Parents are to contact their child's teacher about educational programs and other classroom concerns.
- To contact your child's teacher you may:
  - Send a note with your child.
  - Call the office at (510-231-1415) to leave a message.
  - Stop by the classroom after school is dismissed to make an appointment.
- To contact any other staff member, please telephone or drop a note by the office.
- To contact the Principal, you may:
  - telephone the school office (231-1415)
  - complete a 48-Hour Communigram (available in the school office)
  - use email: [jsanders@wccusd.net](mailto:jsanders@wccusd.net)
- Parents can contact the Principal for school-wide educational program issues or if mediation is needed to resolve issues between parents and teachers.
- For issues that cannot be resolved by speaking with the Principal, parents may contact the District's Executive Director.

### SCHOOL COMMUNICATION WITH PARENTS

The following procedure will be followed by staff when addressing the needs of the student:

- Teachers will contact parents about any concerns they have, with suggestions for cooperative efforts to better meet the needs of the student. This will be done prior to any changes made with respect to the student.
- The Principal or office staff will contact parents when necessary to ensure that the educational needs of all students are being met.

Thursday is reserved as the day all school notices are sent home with students

- You should always expect some communication on Thursdays.
- All school-related communications to be included in the Thursday Packet must be delivered to the office by Monday, 9:30 a.m., for review by the Principal prior to reproduction and inclusion.

### VISITING THE SCHOOL

- All visitors must report to the office.
  - If you are on campus to volunteer, visit, assist, or observe, you must get a visitor badge and sign in at the office. We need to know exactly who is on campus at all times.

- Parents who are volunteering in the classroom on a regular basis (once a week or month) must get a badge from the District.
  - Information about volunteering is available on the school and District websites.
- If you wish to observe or volunteer in a classroom, please contact the teacher 24 hours in advance and make arrangements.
- Parents who are visiting or volunteering in classrooms are requested not to bring preschool-age children with them. Young children, no matter how well-behaved, are a distraction from our educational program.
- Please understand that for health and safety reasons, pets are not allowed on campus.

# **STUDENT LIFE - GENERAL GUIDELINES AND INFORMATION**

## **DISTRICT UNIFORM DRESS CODE**

(Refer to the District Basic Commitment Booklet)

Students attending Kensington Elementary School are required to dress according to the dress code. Failure to follow the dress code means the child will be required to wear a school uniform. Information about the school uniform is available in the school office.

## **KENSINGTON HILLTOP SCHOOL DRESS CODE**

Students who are neat, clean, and appropriately dressed contribute to a positive learning environment. Any attire that causes a distraction or a safety concern is inappropriate for school. It is the parents' responsibility to make sure their children are dressed according to the following Kensington School standards:

- Clothing must be neat and clean.
- Clothing must not be distracting or compromise safety.
- Pants may not sag. No spandex or pajama bottoms allowed.
- Shoes must be closed-toed and appropriate for P.E. activities. Rubber-soled shoes are suggested. Shoes with wheels are not allowed.
- Head coverings may be worn to and from school but not indoors except for religious or medical reasons.
- Hair coloring must not be distracting.
- Shorts and skirts must be of modest length (mid-thigh). Short shorts may be worn under dresses; short shorts or skirts may be worn over leggings or tights.
- Shirts must be modest. Students may not wear cropped shirts, see-through blouses or shirts, or spaghetti straps.
- Only school-appropriate emblems, logos, or decorations will be allowed. Clothing or buttons with obscene or inappropriate words or pictures are not allowed.
- Gang-affiliated or related clothing and paraphernalia are not allowed.
- Sunglasses may not be worn in class unless prescribed by a physician for medical reasons.

Any student not adhering to the Uniform or Dress Code Policies will receive:

1<sup>st</sup> infraction: Verbal reminder to student and/or phone call home.

2<sup>nd</sup> infraction: Phone call to parents or guardians.

3<sup>rd</sup> infraction: Conference with parents or guardians and requirement that student adhere to District Uniform Policy.

## **HOMEWORK** (Refer to the District Basic Commitment Booklet)

### **Guidelines**

- Homework will have a real purpose and will be related to the classroom program.
- Teachers will make every effort to ensure that students understand the assignment.
- The length of assignments will vary according to grade level and the ability of the individual student.

### **Suggestions**

- Provide a place and time for your children to do homework, and supervise them to see that this time is used wisely.
- Completion of homework is an important aspect of a student's education both now and for the rest of his or her academic career.
- Homework is assigned to teach the student responsibility and self-discipline as well as to reinforce subject matter.

## **TEXTBOOKS**

There is no charge for books or supplies at Kensington Hilltop School. However, in the event that a textbook or library book issued to a student is lost, damaged or destroyed, the student will be responsible for its repair or replacement.

## **REPORT CARDS**

WCCUSD uses standards-based report cards. Report card conferences will be scheduled during the school year. However, parents are asked to contact their child's teacher at any time if there is a question or concern. Report cards are sent home three times a year. If your child is not performing satisfactorily or is in danger of not meeting standards, a mid-term progress report will be sent home 15 days before the end of each trimester.

## **LUNCH PROGRAM**

Lunch and/or milk are available at school. Applications for reduced and free lunches are available in the office. Prices of Tickets:

Milk	-	\$ 0.50
5 milks	-	\$ 2.50
20 milks	-	\$10.00
Lunch	-	\$ 2.00
5 Lunches	-	\$10.00
10 Lunches	-	\$20.00
20 Lunches	-	\$40.00

(Milk is included with purchase of lunch)

- We prefer to collect lunch money on Tuesdays, but money is accepted any day.
- No more than twenty lunches or milks may be purchased at one time.
- Checks are preferred, made out to: West Contra Costa Unified School District

(WCCUSD), for the exact amount of purchase. No change can be made. If cash is used, send the exact amount.

- Lunch credits are not transferable to another person.
- No refunds. Credits may be used anytime during the school year. Keep a record of credits to avoid a balance at the end of the year (although credits will carry over to the following year).
- Payment must be enclosed in an envelope with the child's name, room number, and order indicated on the front. Example: Jane Smith, Room 1, 5 lunches - \$10.00.
- Please purchase a minimum of 5 lunches or milks at one time.
- Only 3 lunch "credits" will be given during the school year and must be paid promptly.

### **LOST AND FOUND**

Please periodically check for lost items in the MPR or the office. The contents of the lost and found container will be given to charity several times during the year. All personal items (clothing, lunch boxes, backpacks, etc.) should be labeled with your child's name. If you find a lost item on the school grounds, please turn it in to the office.

### **ASSEMBLIES**

Assemblies provide an excellent forum for developing dramatic talent, promoting speaking and musical ability, conveying information, and building school spirit. In addition, the PTA provides a number of cultural and educational assemblies throughout the year for all students (music, storytelling, dance, theater, science, etc.). Courtesy and good conduct are essential at every assembly so that everyone can enjoy the programs.

### **SUBSTITUTE TEACHERS**

When a substitute teacher is conducting a class, students must be even more courteous than usual. Such efforts reflect good citizenship. Substitute teachers are our guests while they are at Kensington School. All of our substitutes are qualified teachers whose job is to continue the educational program planned by the regular teacher.

### **CLASSROOM PARTIES**

Room parents coordinate the classroom parties in conjunction with classroom teachers. Notices will be sent home outlining the specific help needed. Parents need to check with the classroom teachers prior to sending in treats for the class. There are children who are allergic to certain foods. Please do not have flowers, balloon bouquets, etc. delivered or brought to the school. We are not able to accept such deliveries for students. Party invitations may not be passed out at school.



# STUDENT LIFE - DISCIPLINE

## GENERAL SCHOOL RULES AND POLICIES

It is our goal that every student participates actively in learning and takes pride in schoolwork. We also believe that every student has the right to a safe and positive learning environment. To ensure this right, each student must behave in a safe and positive manner. The following rules were developed to this end.

### Students must:

1. Respect and obey all school personnel.
2. Respect one another's right to an education.
3. Arrive on time.
4. Act safely and courteously at all times.
5. Resolve differences peacefully through compromise.
6. Use recess for going to the bathroom, getting drinks of water, and socializing.
7. Refrain from bringing gum and sunflower seeds on our campus. Candy is discouraged.
8. Students may not bring toys to school without prior approval by the teacher and/or principal. Electronic devices, other than cell phones, may not be brought to school.
9. Cell phones must be powered off before students enter the campus in the morning and may not be turned on until school is dismissed at the end of the day. Violation of this policy will result in your child's phone being confiscated and given to the principal who will contact the parent.
10. Unless there is an injury, go to the office only after receiving a note from the teacher or yard duty supervisor.

### Selling on School Grounds

No one, including students, parents and school personnel, is authorized to sell items for personal gain on school property. Parent organizations may sponsor sales on school grounds.

### Skateboards and Bicycles

1. Skateboards, rollerblades, and scooters are not allowed on school grounds.
2. Bicycles should be ridden on the street according to the usual traffic rules. Bicycles, skateboards, and scooters may not be ridden on school grounds and should be locked in the bike racks in front of the school.
3. In accordance with the law, students must wear helmets when riding bicycles, skateboards, or scooters to and from school.

## LUNCH RULES

1. Sit in assigned areas.
2. Remain seated while eating. Throw lunch garbage out when your table is excused.
4. Lunch/noon supervisors will make sure each class cleans its area before leaving.
5. Stay seated quietly until you are dismissed to the playground.

## PLAYGROUND RULES

1. Students are expected to demonstrate good sportsmanship and respect for one another and school personnel at all times. Don't exclude others from play ("You can't say you can't play"). Be gracious about losing games.

2. If difficulties or arguments arise on the playground and students are unable to resolve them, students should talk with the yard duty supervisor, teacher, peer mediators, or principal.
3. Before school, students may engage in controlled activities (walking and talking) as long as they are in their designated area. Students should not be at school before 8:15 a.m. unless they are participating in the running club on the lower playground.
4. All equipment is to be used safely and appropriately (do not sit or swing on the tetherballs; jump ropes are for jumping; no running in the play structure area, etc.). When using playground equipment, common sense will be the deciding factor with respect to student safety.
5. Climbing is restricted to the playground climbing equipment. Climbing or playing on the hill between upper and lower yards is not allowed.
6. Rough games are not allowed.
7. The school provides play equipment. Students may not bring other equipment from home. (This is an issue of insurance. If an accident occurs with equipment brought from home, we may not be covered by insurance.) If a parent wants to donate play equipment to a child's classroom, please check directly with the teacher before sending it to school.
8. Students may retrieve balls that leave the playground under yard duty teacher supervision.
9. Students are not to eat or drink on the playground. If snacks are allowed, students must eat them in the classroom.
10. School rules apply to tetherball, four square, and kickball.
11. At recess, students must stop playing immediately and "freeze" when the bell rings, then walk to line up when directed by yard duty staff. If students have playground balls, they must deposit them in the appropriate containers before they walk to line.
12. Chasing games and tag are not allowed at school.
13. Play on the playground ONLY—not between classrooms.
14. Students must obtain a library pass from the teacher before recess if they wish to go to the library during morning or noon recess.

### **PLAY STRUCTURE RULES**

1. Slides are DOWN only; slide only on your bottom, one person at a time. Wait until the person before you gets off the slide before sliding. Nothing may be thrown down the slides (balls, ropes, play equipment, etc.).
2. No jumping from the play structure.
3. No climbing on the play structure roof areas or on the outside of the fence on the bridge.
4. No hanging by the knees on the monkey bars; they are for climbing only.
5. All stairs and ladders go UP and all slides go DOWN.
6. No running in the play-structure area.
7. Travel in a clockwise direction on monkey bars and chain bridge.
8. No play equipment (balls, jump ropes, etc.) in the play-structure area.
9. When hanging by the knees on the turning bar you must also hold on with your hands.

### **BALL RULES**

1. Students may play wall ball (using the fist with a rubber ball) on the lower and upper playgrounds.
1. Kickball must be played in designated areas according to P.E. rules.
2. Basketball must be played on basketball courts only. All students must share basketball courts. Basketball must be played according to basketball rules.
3. Soccer is not allowed on school grounds unless a teacher is involved in the game during organized P.E. or recess activities.
4. Students may not bring personal balls or other play equipment from home.

### **PLAYGROUND VIOLATIONS**

Students who violate playground rules (i.e., not freezing, running to line up, etc.) may miss a portion of the next recess.

### **DISCIPLINE CONSEQUENCES**

1. Warning from yard duty staff or teacher.
2. Student misses a portion or all of the next recess.
3. If the infraction continues, the student will be sent to the principal and the parent will be contacted for a conference.

### **DISCIPLINARY POLICY**

(Refer to the District Basic Commitment Booklet)

WCCUSD has NO tolerance for guns (including toy, pellet, BB, stun guns, etc.), knives (large or small), or dangerous objects.

Violators face expulsion from the WCCUSD.

Administrator and teachers may use the following disciplinary actions:

1. Detention: A period of non-instructional time when the student is detained because of an infraction of school rules (e.g. being benched during lunch recess).
2. In-school suspension: Student is temporarily removed from class. The student remains on campus during this time and is given an alternative assignment for the day.
3. Suspension: Student is temporarily removed from school. A suspension may last from one (1) to five (5) days and is the result of one of the following student actions:
  - a. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b. Possessed, sold or furnished a firearm, knife, explosive, or other dangerous object, including mace, pepper spray, or animal repellent.
  - c. Unlawfully offered, arranged or negotiated to sell a substance represented to be a controlled substance, alcoholic beverage, or intoxicant of any kind and then either sold, delivered or attempted to commit or furnish to any person another liquid, substance, or material and represented the liquid, substance, or material to be a controlled substance, alcoholic beverage, or intoxicant.
  - d. Committed or attempted to commit robbery or extortion.
  - e. Caused or attempted to cause damage to school or private property.
  - f. Stole or attempted to steal school or private property.
  - g. Possessed or used tobacco or a product containing tobacco or nicotine products, including cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff,

- chew packets, or betel (this section does not prohibit use or possession by a student of his or her own prescription products).
- h. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - i. Unlawfully possessed, or unlawfully offered, arranged or negotiated to sell drug paraphernalia of any kind.
  - j. 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 (gr. 4-12).
  - k. Knowingly received stolen school or private property.
  - l. Committed sexual harassment sufficiently severe or pervasive to have a negative impact on the harassed individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (gr. 4-12)
  - m. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
  - n. Possessed an imitation firearm (replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
  - o. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (gr. 4-12).
  - p. Intentionally engaged in harassment, threats, or intimidation directed against a student or group of students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment (gr. 4-12).

A student may be suspended or expelled for acts related to school activity or attendance occurring at any time, including, but not limited to, any of the following:

- 1) While on school grounds.
- 2) While going to or coming from school. (Once student(s) have reached their pre-arranged destination, the school is no longer responsible.)
- 3) During or while going to or coming from a school-sponsored activity.

**Warning: Disruptive Conduct**

Penal Code Section 626.7(a) \$500 fine and / or 6 months in jail.

Pursuant to Penal Code Section 626.7(a), this directive addresses disruptive conduct and / or potential for disruptive conduct (by adults). The individuals in question are prohibited from coming onto the school campus without prior approval from the principal. If any individual violates this directive, police will be called and individuals will be subject to a \$500 fine and / or up to six months in jail.

## **PARENT INVOLVEMENT**

Kensington is able to offer enrichment programs because of the time, energy and financial resources provided by our parent community. There are four parent organizations: the Parent Teachers Association (PTA), the Kensington Education Foundation (KEF), the Dads' Club, and the School Site Council (SSC). The PTA, Dads' Club and KEF are open to all parents and can be joined at any time during the year.

We need the support of all parents to help with important decisions concerning the education of all children at Kensington. We hope to see you at these meetings.

### **PTA**

- The PTA is the main service group, staffing many school activities such as Room Parents, Emergency Preparedness, Library, teachers' luncheons, assemblies, Science Fair, Carnival and promotion activities.
- The monthly PTA newsletter of the school, The Kenvue, includes classroom news, parent activities, and information of general interest. The principal also distributes a monthly calendar of school events, deadlines, and special dates. To add items to this calendar, contact Pam Porter in the school office.
- The PTA meets every other month (beginning in September) on the first Thursday of the month at 7 p.m. in the school library (unless otherwise posted).

### **KEF**

- KEF focuses on fundraisers to support academic enrichment that is no longer provided by the State of California or the School District.
- KEF meets every month in the staff room on the second Tuesday of the month at 8 p.m.

### **THE DADS' CLUB**

- The Dads' Club provides physical and technical support for evening and weekend events, such as the Kensington Carnival and Movie Night, and school work parties.
- The Dads' Club meets every month in the multipurpose room on the second Tuesday of the month at 7 p.m.

### **SSC**

- The School Site Council (SSC) is a state-mandated organization made up of an equal number of community members (parents) and staff members elected to serve for a two-year term. The SSC studies achievement and enrollment data and suggests changes in the education program accordingly, directing the expenditure of state funds by forming an academic plan for the year ahead. Being familiar with academic needs, they also assemble a budget for any State or District funding that may be available for our school. To join the SSC, indicate your interest to the principal, who will put your name on the ballot. Elections are held in the spring for two-year terms beginning in the fall.
- The School Site Council meets every month in the staff room. The meeting schedule is posted on the SSC bulletin board in the front hallway.

## **OTHER WAYS TO GET INVOLVED**

If you do not wish to be a planner of events, your efforts will be welcome at Kensington in other ways. In addition to helping with special events, parents are asked to assist in a number of ways. Each classroom needs room parents, the Library needs volunteers, parents are needed as yard monitors on the playgrounds, and parents are encouraged to assist with Science/Computer labs or in the office. Contact the school with any questions.

The Outlook, a community-wide monthly publication, carries news of the school, the Kensington area, and announcements of groups or activities in which your family may be interested.

Check our school and parent websites for up-to-date information. The school website is <http://kensingtonhilltop.org>. An e-mail tree has also been created for sending out up-to-date school and community information. If you would like to be added to the School E-mail Tree, please send an e-mail to:

If you would like to be added to the Thursday Packet distribution list, the link is: <http://www.kensingtonhilltop.org/administration/school-mailing-lists/>

# HEALTH AND SAFETY

## **EMERGENCY CONTACT INFORMATION**

The school must be able to contact you or your designee if special circumstances arise. Fill out your child's emergency card and return it to the school promptly. If it needs to be updated, come to the school office to make changes. Please keep the Emergency Card up-to-date throughout the year.

## **EMERGENCIES**

Food, water, and supplies are stored in a container on campus. In the event of an evacuation due to fire or a major earthquake, children will remain with their teachers until each child is claimed. A major disaster triggers a strict child release policy; all parents will be asked for a photo ID to sign out their child and any others for whom they are designated as emergency contacts.

## **EMERGENCY EVACUATION**

In the event of an emergency, the area of safe refuge will be on the upper school playground on the west side of the school. On-site evacuation and fire drills will be held periodically to ensure that all children understand what to do in the event of an emergency.

## **CUSTODY**

In most cases, divorced parents continue to have equal rights, such as access to information. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.

# ATTENDANCE POLICY

(Refer to the District Basic Commitment Booklet)

Full-time school attendance is required by the state for children between the ages of 6 and 16. Help your child avoid attendance problems. Make sure your child arrives at school between 8:15 and 8:30 a.m. every school day. Send a note with your child whenever there is an absence, call the school office (510-231-1415), or email the secretary at [pporter@wccusd.net](mailto:pporter@wccusd.net). If your child has been absent and/or thirty minutes tardy without a valid excuse three or more times during the school year, you will receive a notification of truancy from the District. Valid excuses include: illness, funerals, and religious observances. Family trips are not valid excuses, even if you notify the school in advance. If you know of a scheduled absence, notify the school 10 days in advance to allow for the preparation of Independent Study material. A student must be absent 5 days or more in order for the teacher to complete an Independent Study Contract, and the work must be completed in a timely fashion. If your child is ill for more than five consecutive days, you need to get a doctor's note verifying your child's illness.

Average Daily Attendance (ADA) funding is based on the number of students present each day. The school loses approximately \$40.00 if a student is absent for the entire day. If a student will be absent from school five or more days, families are encouraged to contact the teacher 10 days in advance to arrange for an Independent Study Contract. Independent study allows the student to keep up with his/her class work, and allows the district to recover much-needed funds that would otherwise be lost. Once your child has received an Independent Study Contract it is important that the work is completed and returned to school in a timely fashion.

## ABSENCES

When your child is ill or absent for any other reason, please call the school office at 510-231-1415 – ext. 0. If no one answers the phone, leave a message. You may also send a note to the teacher explaining the reason for the absence, or email the school secretary: [pporter@wccusd.net](mailto:pporter@wccusd.net). Remember that Education Code requires parents to communicate with the school as to the reason for a student's absence. Education Code 48260 defines a truant as any student with three days of unexcused absences. Illness, religious observance, and attendance at a funeral are the only absences that are considered excused.

If your child will miss five or more consecutive school days for any reason, you may request an independent study contract from your child's teacher. Once the work is completed and returned to school, credit will be given as if your child had attended school. Independent study contracts must be arranged in advance; teachers must be given adequate time to prepare work. Under School Board Policy 5113(b) a principal may request medical verification for continued excessive absenteeism. Parents are responsible for their child's regular school attendance.



## **ILLNESS**

If your child has a fever, please keep him/her home for at least 24 hours after the fever has returned to normal. There is a bed in the office for a child to wait for pick-up if he/she becomes very sick at school. Make sure your emergency card is up-to-date, since this is the information we use to help your child.

1. Keep ill children at home.
2. Be certain the school has current, reachable numbers on your emergency card.
3. Have a family plan for illness.
4. No medication (even over-the-counter medicine) can be given at school without a Medication Form (available in the office) filled out and signed by the child's doctor.
5. If you believe your child might be using illness to avoid school, please talk to your child's teacher or the principal.
6. Any ongoing special health problems should be discussed with the teacher, principal and school secretary.

## RETURNING AFTER ABSENCE

If your child has had a communicable condition such as measles, chicken pox, or head lice, please check with the school secretary to see if your child has passed the required recovery period and may return to school. If the student has had a communicable disease requiring clearance by a medical provider before returning to school, a note of explanation signed by the parent is required on the day a student returns. The note should be given to the classroom teacher and contain:

- The student's name and grade level.
- Days and dates of absence.
- Reason for absence.
- Date the note is written.
- Parent signature and phone number.
- Relationship to child (mother, father, guardian, etc.).

### SAMPLE ABSENCE NOTE

Dear Teacher,

June 1, 2010

John Smith, Room 10, was absent on Friday, May 28, 2007.  
He had the flu and a bad cough.

Jane Smith, Mother  
Phone number 555-5555

### SAMPLE PHONE MESSAGE

*This is Jane Smith, the mother of John Smith in Room 10. John will be absent today, Friday, May 28, 2011 due to the flu and a bad cough. If you have any questions, you can reach me at 555-5555.*

## **TARDINESS**

Children are encouraged to establish a habit of punctuality. Students are at a disadvantage when they enter the classroom late, as they frequently miss directions given by the teacher. Students who arrive between 8:30 and 9:00 a.m (8:15-8:45 for kindergartners). are to go directly to class. However, after 9:00 a.m., students MUST get a tardy slip from the Office before entering their classroom. After excessive tardies, the student will be referred to the principal for further action. Meetings will be set up between the principal and the parent. Please help your child develop responsibility for being on time.

## **LEAVING SCHOOL EARLY**

Parents picking up children for an appointment must come into the office and sign their child out in the office notebook. No child will be allowed to leave early without a parent or individual designated as an emergency contact signing him/her out in the book. Both the teacher and the school secretary must know if someone is leaving before dismissal.

## **TRUANCY**

Any student who has had 3 or more unexcused absences, or is tardy (unexcused) by more than 30 minutes on 3 days in one year, is considered truant. Chronic truants will be reported to the district School Attendance Review Team (SART). You can expect to receive a truancy letter from the principal after three unexcused absences. Absences are excused for illness, religious observance, or attendance at a funeral. All other absences, whether reported in advance or not, are considered unexcused.

## **HEALTH CARE POLICIES**

(Refer to the District Basic Commitment Booklet)

### **When Illness Becomes Serious**

When children complain of stomachache, headache, cough, or congestion without an obvious fever, it is difficult to know the severity of an illness. For both your child and those he/she comes into contact with during the day, please be conservative about sending a child with a communicable (contagious) illness to school. If you decide the symptoms are not serious, assure your child that he/she can finish the full day. Do not send your child to school if he/she is sick.

### **Head Lice**

At some point your child may bring home a letter reporting that someone in his/her class has head lice. Although at that point the student in question is already treated, you will be advised to check your own child for this highly communicable infestation. Even without special notice, you should check for head lice periodically, since these insects are communicated through casual contact and are found in most concentrations of children.

The most common symptom of head lice is intense itching of the scalp. Although the tiny gray lice themselves are seldom visible, the tiny, grayish-white tear-shaped eggs (nits) can be seen firmly attached to the hair shaft (unlike dandruff) near the scalp. They are commonly found at the nape of the neck and above the ears, and do not lie directly on the scalp.

Medicated lice shampoos are available at drugstores. More effective treatment is available

by consulting your pediatrician or using the services of a professional. Once a child's head is medicated, combed, and picked free of all nits, the child may safely return to school. However, students should come to the office to have their hair checked by the school secretary before going to class. The follow-up shampoo must still be given. If your child is chemically sensitive, consult your doctor. Washing or bagging all clothing and bedding as well as frequent vacuuming and bathing can limit the spread of the lice in your home. Medicated shampoo and nit-picking is the only sure way to get rid of the lice.

If you find head lice on your child, please notify the school immediately and treat this condition as a communicable disease; keep your child's head away from others until your child has been medicated and picked free of nits. The school needs to know as a consideration to other class members. A cautionary letter will be sent out, with no names. Students found to have head lice at school will be sent home until they are treated and the condition no longer exists.

### **Immunizations**

Most children complete the required immunizations for kindergarten entry. If you have any questions regarding immunizations, please see the school secretary.

### **Medication**

If a student regularly requires medication, please see the school secretary. The medication will be kept in the office and dispensed to the student there. Students may not be in possession of medication at school. A district medication form must be completed and signed by the doctor. This form will be kept in the school office. Medication must be in a prescription bottle with student name, type of medication, and dosage on the label. Required forms for inhalers can be picked up in the office. The school must receive written permission by the student's personal physician to dispense medication.

### **Accidents**

Students must report all accidents and injuries to their teacher, yard duty supervisor, or another school employee. The school office and/or teacher will give emergency first aid. Parents will be notified if the injury is serious or requires medical attention. If parents cannot be reached, the physician named on the Emergency Card will be called for instructions. An ambulance will be called by the principal or a staff member if a student cannot or should not be moved, or if the situation is an emergency.

### **School Nurse Testing**

Each student will be given a vision and hearing-screening test in kindergarten, second, and fifth grades. The school will provide written notification of the test results to the parents or guardians of children who fail either screening and will recommend that a medical and audiological evaluation be obtained.



# TECHNOLOGY POLICY

Students are authorized to use the school's computers and on-line services as specified below once the Student Technology Agreement has been signed by both the student and his/her parent or guardian and returned to the school. This Use Policy must be renewed each school year.

1. Students shall not post any personal or private information, including addresses and phone numbers, on any school or district computer system, network, or Internet web page.
2. The system shall be used only for purposes directly related to education. Personal use of the district's system is strictly prohibited. Students and users understand that any work stored on district computer systems and servers is not private and may be monitored to ensure responsible use at any time.
3. Users shall not use the system to encourage the use or sale of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
4. Users shall not create or transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, gender, appearance, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Copyrighted material shall not be distributed or duplicated without the author's written permission.
6. Vandalism or blatant misuse will result in the cancellation of user privileges. This includes any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files without permission; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail or files.
8. Students and other users shall not participate in any act related to credit card fraud, online transactions, electronic forgery, or other forms of illegal and unacceptable behavior. The school and district will not be responsible for unauthorized costs incurred by students or users, nor will the school or district vouch for the accuracy of information obtained through the Internet, nor will the school or district be responsible for students' or users' negligence, violations of the acceptable use policy, or mistakes.
9. Users are expected to keep all network and e-mail messages brief and to use appropriate language and decorum.

Violations of these policies may result in the loss of computer usage. Parents may be held financially responsible for costs incurred as a result of their student's act of intentional vandalism or damage to software, computers, or related hardware.

# STUDENT TECHNOLOGY AGREEMENT

Student Name (please print): \_\_\_\_\_

Grade \_\_\_\_\_ Room \_\_\_\_\_

\_\_\_ **NO**, I do not give permission for my child to participate in the school district's electronic communications or computer systems.

\_\_\_ **YES**, I hereby give permission for my child to participate in the school district's electronic communications or computer systems. I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use, or inability to use, the system, including, without limitation, the types of damage identified in the school and district acceptable use policy(s) and administrative regulations.

This form must be completed and returned to the school before students will be permitted to use any computers or the Internet at the school site. This form will be kept in the student permanent cumulative record folder. This agreement must be renewed every school year.

We have read the district's acceptable use policy and, by signing below, both the parent and student agree to the terms of this policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PARENTS' PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

The school or district may wish to publish examples of student projects and other work on an Internet-accessible World Wide Web server. No student names will be published with such work. Please check one of the options below, understanding that this information is accessible by anyone who can access the Internet.

\_\_\_ My child's work with his/her initials can be published on the Internet.

\_\_\_ I would prefer that my child's work not be published on the Internet.

Parent Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*Please sign and return this form to the classroom teacher.*  
**THIS FORM WILL BE KEPT ON FILE**

# KENSINGTON SCHOOL PARENT/STUDENT HANDBOOK

## PARENT SIGNATURE FORM

Student's Name (Please Print)

\_\_\_\_\_

Grade: \_\_\_\_\_

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### TO: Parent or Guardian

The school is requiring that all parents/guardians return this sheet acknowledging that this document has been received and read.

This handbook is designed to guide our students and parents through a successful school experience by giving them a basic understanding of school rules and procedures, attendance, discipline, and dress policies, report cards, etc.

Please take advantage of the handbook and read it thoroughly. The handbook will tell you what is expected of Kensington students and parents. This handbook will also provide answers to many of the questions you may have and explain the benefits you might expect from our school.

Sincerely,

Judy Sanders  
Principal

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I have received and read a copy of the *Kensington Hilltop School Handbook for Students and Parents*, and I understand that if I have any questions I may consult the Principal.

Parent Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*Please sign and return this form to the classroom teacher.*  
**THIS FORM WILL BE KEPT ON FILE**