



2011 - 2012

Cragmont Parent Handbook

Handy Phone Numbers

Absence Reporting Hotline (24 hours/day)	644 6333
Cragmont Principal, Evelyn Tamondong-Bradley	644 8810
Cragmont Secretary, Lorraine Mahley: Hours: M-F 8:30-4:00	644 8810
	FAX 644 7717
BUSD Nutrition	644 6200
BUSD General Information	644 6348/644 6320
BUSD Transportation	644 6182
Cragmont After School Director: Sara Rosenfeld	644-4892
Cragmont Cafeteria Supervisor: Bonita Everfield	644-8810
PTA President: Stephanie Wade	705-8632
PTA Co-Vice Presidents: Jenny Fosket	676-1344
Bethany Schoenfeld	841-1912
PTA Treasurer: Kim Seashore	681-5726
PTA Financial Secretary: Nicole Chee	524-2804
PTA Secretary: Liane Wong	415 601-3670
PTA Historian: Ellen Evangeliste	883-9020
PTA Parliamentarian: Suzanne Coffee	637-9641
PTA Auditor: Erica Rojo	644-8810
PTA Annual giving Campaign Chair:	
Family Outreach: Carol Pacheco (se habla Español)	644-8810
Volunteer Coordinator: Susan Jardin	644 8810
Cragnet Email and Website: Scott Hilton	843-2102
PTA Website	www.cragmont.org

Daily Schedule

8:57		Opening Bell Rings
9:00		Instruction Begins
10:25-10:45		Activity Time Kindergarten
10:25-10:45	Activity Time 1-2	
10:45-11:05	Activity Time 3	
10:50-11:05	Activity Time 4-5	
		Play/Eat
11:40-12:20	Lunch Kindergarten	11:40-12:00/12:00-12:20
12:00-12:50	Lunch 1	12:00-12:20/12:20-12:50
12:20-1:10	Lunch 2-3	12:20-12:50/12:50- 1:10
12:50-1:30	Lunch 4-5	12:50- 1:10/ 1:10- 1:30
2:15	Dismissal Kindergarten (Monday-Friday)	
3:05	Dismissal 1-3 (Mon, Tues, Thurs, Friday)	
3:10	Dismissal 4-5 (Mon, Tues, Thurs, Friday)	
2:15	Dismissal 1-3 (Wed only)	
2:20	Dismissal 4-5 (Wed only)	

Introduction

Welcome to Cragmont Elementary School! Whether you are new to our school, or are returning with your child, we hope this PTA sponsored handbook will come in handy during the course of the school year. Let it be your resource for finding the names and contact info of administrators, teachers and staff, help you keep track of important all-school meetings and social events, give an overview of Cragmont's academic support programs, and assist you in discovering the many ways that you can be an active participant in your child's education through volunteering and attending school events.

We encourage you to keep this handbook in a convenient spot so that you can refer to it often. And if you have further questions or comments, please don't hesitate to call or e-mail us at 510-644-8810 or volunteeratcragmont@yahoo.com.

We look forward to getting to know you better!

Susan Jardin
Volunteer Coordinator

A Message from the Principal

Dear Cragmont Community,

Welcome to the 2011-2012 school year! Cragmont offers a rewarding and enriching educational experience for each and every one of our students as our children's academic, character and civic growth is our priority. Our dedicated and exceptional teachers and staff develop engaging, hands-on and creative academic experiences, preparing our students to be life-long learners. Our parents' commitment to their children and our school is evident each day as they visit their children's classroom, volunteer and attend student assemblies and PTA events. There is a special place for everyone at Cragmont, and everyone is welcome.

Cragmont is the place to be!

Best regards,

Evelyn Tamondong-Bradley
Principal Cragmont Elementary

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A Vision Statement for Cragmont

Who We Are: A Community with the Courage to Make Changes Worth Celebrating! We are Individuals with different abilities, characters, languages, and cultures – adults and children – a community of learners, enjoying and appreciating each other’s accomplishments and discoveries. We are a force in creating the greater community.

What We Do: We believe the hallmark of good teaching shows itself when students become active, eager learners, when pursuit of academic excellence becomes contagious, and when students feel empowered – with the confidence that they can master the challenges and the courage to make good choices. We work together as a community encouraging kids to discover what they need to know to reach their goals, then reflect what they’ve learned and evaluate their methods and progress.

How We Do It: We recognize each learner and teacher as different. Timely and meaningful assessments guide our instruction so that each learner is encouraged and supported to reach for his or her personal best. All our students are encouraged to explore their own interests, honoring their natural curiosity and wonder.

We have a strong sense of collaboration. Our teachers support each other, striving to practice in accord with the highest professional standards. We are one school working together for each child. All students are our students, and they are working together for themselves and each other.

Our Voice: Our voice is a passionate voice. It speaks with respect and listens with open-mindedness. Our voice encourages initiative and open debate and resolves conflicts. Our voice values divergent points of view within a democratic atmosphere. Our voices work together as a team, guiding our students to make good choices. Students’ voices are heard by all adults. They speak to us about how they learn best and what matters to them. Our voice includes the voices of parents, instructional assistants, bus drivers, custodians – all staff – all Cragmont community members.

Our Students: Our children leave Cragmont feeling embraced, loved and valued as individuals, knowing that they have mastered the necessary skills. They go on with the confidence that they can meet the challenges ahead, strong in their academics, competent as problem-solvers, knowing they can make a difference, knowing how to make themselves heard. They are vital, compassionate beings, caring and kind.

Cragmont Code of Conduct

I have the right to expect an excellent education at Cragmont Elementary School. Other students have the same right. The following rules have been discussed in the classroom by the teacher and at home with my parent or guardian.

I am at the right place at the right time doing my Personal Best.

- I report to school on time and leave promptly after being dismissed.
- I am in the right place at the right time.
- I stop playing immediately when the bell rings, and go to my class line.
- I will give my best effort in all that I do at Cragmont School.
- I do not loiter in halls before, during, or after school.

I am courteous, cooperative, and show respect for myself, others and my surroundings.

- I agree not to call people names or make fun of others.
- I do not use profane or obscene language.
- The buildings, equipment, and books are for all of us. I do not mark, steal, or destroy things.
- Physical and verbal abuse are not allowed.
- I respect all adults at Cragmont School.
- I play safely on the playground.
- In the cafeteria I walk at all times, sit and eat quietly at my assigned table, keep the table and floor clean, and am friendly.
- I behave appropriately.

I will not disrupt.

- I will bring my books, supplies, and homework to school daily.
- I will remain focused and on the task.
- I am ready to learn.
- I follow the school and classroom rules.
- I respect the rights of others to teach and learn.

I will not have unauthorized items.

- I will not bring candy, gum, soda or chips to Cragmont.
- I will not bring toys or electronic games to Cragmont.

I act safely at all times.

- I think about the safety of my actions.
- I make safe decisions in the classroom and in the school.
- I move quietly in the hall, and stay on the right. Running and pushing can hurt people.

Consequences for violating the code of conduct may include, but are not limited to: detention, parent conference, suspension and expulsion. The principal (or her designee) will determine any disciplinary action.

General School Information

Cragmont PTA

The Cragmont PTA is a school-based, non-profit organization that raises money and organizes volunteers to provide you with information and your children with extra support. We provide not only the basics like this parent handbook and directory information, but we also produce annual events such as the Ffall Ffling, Winter Faire and Spring Carnival. In addition, the PTA fundraises each year to provide enrichment programs that students and parents love, such as our amazing art and environmental science garden programs. We are dedicated to Cragmont's unified school plan, with emphasis on educating "the whole child."

PTA meetings usually take place from 6:30-8:00 p.m. on the third Thursday of the month, provide childcare and are generally held in the school library. Please join us to find out what is happening at school, express your unique thoughts and ideas, and find out what you can do to help!

We hope you will join us and consider volunteering, too. There are opportunities for all skill types and time commitments! The Parent/Teacher Association (PTA) is your voice.

Cragmont PTA 2011-12 School Calendar

8/30	First Day of School
9/8	Back to School Night
9/22	Community BBQ 6 pm
10/20	PTA Meeting
11/17	PTA Meeting
11/19	Fall Fling Fundraising Event
12/13	Winter Faire 6 pm
1/19	PTA Meeting
2/1	Read-a-Thon
2/8	Asian American Heritage Assembly 1:40 pm
2/15	African American Heritage Assembly 1:40 pm
2/16	Multi-Cultural Potluck/PTA Meeting 6 pm
3/15	Role Model Day
3/22	PTA Meeting
3/28	Cesar Chavez Day of Learning
4/19	PTA Meeting
5/5	Spring Carnival 4 pm
5/17	PTA Meeting
5/24	Open House, Science Fair & Art Show
6/15	Last Day of School

Berkeley Unified School District K-12 2011-2012 Calendar

v5 020111						Key	Human Resources Department			Stud-	Elemen-	Second-
	Mon	Tue	Wed	Thur	Fri	Dates	Highlights	ent Days	tary Teacher	ary Teacher		
JULY 2011					1							
	4	5	6	7	8	7/4	Independence Day Holiday***		Work Days	Work Days		
	11	12	13	14	15							
	18	19	20	21	22							
	25	26	27	28	29			0	0	0		
AUG 2011	1	2	3	4	5							
	8	9	10	11	12							
	15	16	17	18	19	8/26	Staff Development Day**@					
	22	23	24	25	26	8/29	Teacher Work Day (No school for students)					
	29	30	31			8/30	First Day of School for Students	2	4	4		
SEPT 2011				1	2							
	5	6	7	8	9	9/5	Labor Day Holiday*					
	12	13	14	15	16	9/8	Elementary Back to School Night					
	19	20	21	22	23	9/15	Middle School Back to School Night					
	26	27	28	29	30	9/22	High School Back to School Night	21	21	21		
OCT 2011	3	4	5	6	7							
	10	11	12	13	14	10/10	Staff Professional Development Day* (No school for students)					
	17	18	19	20	21							
	24	25	26	27	28	10/28	End of first grading period (K-12)					
	31							20	21	21		
NOV 2011		1	2	3	4	11/4-11/9	K-5 Parent Conferences (Shortened days)					
	7	8	9	10	11	11/7-11/9	Middle School Parent Teacher Conferences					
	14	15	16	17	18	11/10	K-5 Parent Conference Day and Secondary Staff Development Day (No school for students)					
	21	22	23	24	25							
	28	29	30			11/11	Veterans' Day Holiday*	17	18	18		
						11/23-11/25	Thanksgiving Holidays*					
DEC 2011				1	2							
	5	6	7	8	9							
	12	13	14	15	16							
	19	20	21	22	23	12/19-1/02	Winter Recess (No school for students)					
	26	27	28	29	30	12/22-12/26	Christmas & Winter Board Holidays* (District closed)	12	12	12		
JAN 2012	2	3	4	5	6	12/30-1/02	New Year's Holidays* (District closed)					
	9	10	11	12	13							
	16	17	18	19	20	1/16	Martin Luther King Jr. Birthday Holiday*					
	23	24	25	26	27	1/27	End of Second Grading Period/First Semester (Secondary)					
	30	31				1/30	Secondary Semester Break and Elementary Staff Development Day (No school for students)	19	20	19		
FEB 2012			1	2	3							
	6	7	8	9	10	2/9	High School Open House					
	13	14	15	16	17	2/17	Lincoln's Birthday Holiday*					
	20	21	22	23	24	2/20	President's Day Holiday*					
	27	28	29			2/24	End of Second Grading Period (Elementary)	19	19	19		
MAR 2012				1	2							
	5	6	7	8	9							
	12	13	14	15	16	3/29	Middle School Open House					
	19	20	21	22	23	3/30	Cesar Chavez Day of Service and Learning					
	26	27	28	29	30	3/30	End of Third Grading Period (Secondary)	22	22	22		
APR 2012	2	3	4	5	6	04/02-04/06	Spring Recess (No school for students)					
	9	10	11	12	13	4/6	Spring Board Holiday* (District closed)					
	16	17	18	19	20							
	23	24	25	26	27		State Testing for High School begins					
	30						State Testing for Elementary begins	16	16	16		
MAY 2012		1	2	3	4		State Testing for Middle School begins					
	7	8	9	10	11	5/21	Malcolm X's Birthday Holiday*					
	14	15	16	17	18	5/21	Staff Development Make-up Day					
	21	22	23	24	25	5/24	Elementary Open House					
	28	29	30	31		5/28	Memorial Day Holiday*	21	21	21		
JUN 2012					1							
	4	5	6	7	8							
	11	12	13	14	15	6/15	Last Day of School					
	18	19	20	21	22							
	25	26	27	28	29			11	11	11		
*Includes Classified Staff **Certificated Staff ***12 Month Classified Staff @Selected Classified Employees								Total Days	180	185	184	
k12calendar201112 v5 020111dr												

Cragmont Teachers for 2011-12

K-TWI	Erica Rojo	101
K	Kellie McElhaney	102
K	Michelle Johnson	103
1	Janine Tong	105
1-TWI	Ely Amador-Edelin	203
1	Adria Rosen	207
2	Kathleen Giustino	104
2	Carlos Cruciani	106
2-TWI	Jabari Anderson	108
2	Lang Luong/Rosemary Hannon	109
3	Kathy Freeburg/Nikki Moore	201
3	Eleanor Tiglao	202
3	Jill Montgomery	207
3/4-TWI	Greg Martin	205
3-TWI	Mayra Joseph	303
4	Claire Dugan	210
4/5-TWI	Nancy King	206
4/5	Carolyn Dobson	208
5	Carole Goyen	209
SDC/CE	Daniel Munda	110

Support Staff

Art:	Joe McClain:	107
After School Program Director:	Sara Rosenfeld:	220
Cafeteria:	Bonita Everfield and Joanne Halicam	
Custodians:	Jack Ray and Ollie Johnson	
Dance:	Rosemary Hannon: 1,2, 4, 5 Cathryn Irwin: K, 3	
Environmental Science/Gardening:	Dennis Hall	
Instructional Aides:	Tonette Carter, Peggy Ludwig, Caroline Damerall	
Learning Center:	Janene Barnewoldt,	224
	Mario Giarretto,	211
Library Tech:	Jacqueline Overlid	
Literacy Coach:	Lise Narath and Nikki Moore	112
School Secretary:	Lorraine Mahley	
Parent Liaison (se habla Espanol):	Carol Pacheco	
Volunteer Coordinator:	Susan Jardin	217A
Science:	Cherene Fillingim-Selk	221
Speech Therapy:	Cheryl Marsh	222

Communication with School Staff

Parents are encouraged to communicate with the school about any issues or concerns. Some of the staff phone numbers are listed on the inside front cover, others you may need to call the school office at 644-8810 and leave a message. Each teacher will be explaining to parents his or her own policy on how best to get in touch. This may include email, phone, note in the homework packet or conference outside of school hours. Generally, the BUSD staff email addresses are: firstnamelastname@berkeley.net

Communicating with You

Cragmont strives to make sure that all families stay informed about school life. For this reason, information is sent out in a variety of ways. Families will receive information about school events, general educational material and school services through the following channels:

- The phone system (all-school automated phone messages from principal)
- Written flyers that generally come home on Wednesdays in your child's backpack
- Phone calls and emails from room parents
- Translated materials in Spanish
- On-line "e-tree" (Cragnet) that you need to subscribe to (see next page)
- School website: www.cragmont.org

Report Cards and Parent Conferences

There are three grading periods during the school year. The first one ends at the beginning of November at which time the Parent Conferences are scheduled for each student. This is one of the most important meetings of the year. During this meeting the teacher reviews the Fall Report Card grades with the parent(s) or guardian(s), explaining all areas of study and performance with an overview of the student's goals for the school year.

For the other two grading periods, ending in February and June, report cards are sent home in the mail. A parent or guardian can request a conference with a student's teacher at any time during the school year.

Problem-Solving Contacts at School: "Who do I call, if...:"

Principal Evelyn Bradley is available for consultation on Tuesday mornings from 9:30 to 11:00 a.m. and Thursday afternoons from 1:30-3:00. Please make an appointment to meet with her by calling 510-644-8810. Do not talk to the children about other children's issues or problems. Additionally, even outside of school, please refrain from discussing school issues involving other people's children without the parents' permission.

In the event of a problem in the classroom, on the play yard, interpersonally, academically, psychologically, or physically, the following are some general guidelines to follow:

- If the problem is within the classroom or concerns a class member, please talk with the teacher first (and use all your diplomatic skills!), and then the principal if necessary;
- If the problem isn't being adequately addressed at school, you may contact the Director of Student Services to pursue a more formal complaint with the district (information available at that office or in the BUSD student/parent handbook);
- If the problem is on the bus, call the BUSD transportation office (510-644-6182);
- If the problem is concerning children/families who may need to seek outside counseling or assistance, please contact Susan Jardin, Volunteer Coordinator at 644-8810 or volunteeratcragmont@yahoo.com or Carol Pacheco at 510-644-8810 (se habla Espanol).
- If the problem concerns after or before school care, contact the After School Program Director, Sara Rosenfeld at 510-644-4892 and/or the principal, if necessary.

Cragmont's Website

Cragmont.org is Cragmont's website with information on the school, resources, life on campus and school community. www.cragmont.org

A school calendar is available on the website with continually updated dates and meeting times for all things Cragmont. Other links include school schedules, classroom info, archived meeting minutes and newsletters, information about how you can get involved, the school site plan and other resources, as well as fast access to key contact names & numbers.

You can also find information on how to register for Cragnet, our community listserv, where you can go to post information or announcements for the school community. Once you have registered for Cragnet, you will automatically start receiving e-mail messages from all members of the school community. Full directions are on the website.

Website comments or help requests should be directed to webmaster@cragmont.org.

Emergency Preparedness at Cragmont

Disaster preparedness is an essential element in assuring our school is a safe place in the earthquake and natural disaster prone San Francisco Bay Area. Cragmont staff, PTA and BUSD have combined resources to prepare our school in the event of an emergency.

Cragmont has a plan that provides step-by-step procedures for various types of emergencies. This includes the designation of "Emergency Teams" in which the staff provides services such as first aid, search and rescue, etc. Teacher and parent Claire Dugan plans a school-wide disaster drill during school year to test the emergency plan.

A cache of emergency supplies, stored water, and emergency backpacks are available throughout the campus for use during an emergency. School staff and students practice fire and earthquake drills throughout the school year and parents may be asked to come help organize supplies and water one or two weekends a year. If you would like to help this team, please contact Kim Seashore at kseashore@gmail.com

A copy of the plan is available in the school office or on the Cragmont website. If you would like to become a member of Cragmont's Earthquake Preparedness Committee, please contact teacher/parent Claire Dugan.

The School Day Itself

Children are allowed on the schoolyard at 8:45, fifteen minutes before the start of instruction. Students who are not in the morning program are not allowed on the yard before this time without a parent.

All classes line up on the playground at the first bell at 8:57 and are led single file to their classroom by their teacher. This is the official beginning of the school day.

Tardiness to School or Absence from School

If your child is late to school, she/he must report to the front office and ask for a late slip to give to her/his teacher. If your child is sick or absent for other reasons, please call the Absence Reporting Hotline at 510-644-6333 each day your child is absent from school, giving the reason for the absence. You may also send a note, however, if the note isn't received by the office your child's absence will not be excused. An absence is considered excused if your child is ill, injured, has a medical/dental appointment accompanied with a note from the doctor/dentist, is observing a religious holiday or is attending a funeral service of a mother, father, brother, sister, grandparent or any relative living in the household for one day for services in California and three days out of state.

If your child is absent from school without a valid excuse for three or more days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, your child will be considered truant and you will receive letters from the school, as directed by our Student Services Department.

Medication at School

If you want the school to administer ANY medication, over the counter or prescription to your child, you must have your child's pediatrician fill out a Medication Administration Form. The form is available on the school website (www.cragmont.org) under "resources" and at the school office. Please notify the office at 510-644-8810 when sending the Medication Administration Form and medication to school with your child or bring the medication and form to the office.

Bus and Transportation Information

Any child living in the central zone further than one and one-half miles from school has the opportunity to be picked up from and dropped off at a designated bus stop each day. All transportation details and questions can be discussed by calling the BUSD Office of Transportation at 510-644-6182. At the school itself you can obtain a 1-day bus pass for special circumstances (your child goes home with a designated friend, for example), and this needs to be completed and signed by a parent. See Lorraine Mahley, Front Desk.

Pick-Up and Drop-Off of Students at Cragmont

For safety reasons, we recommend that students be dropped off at the bottom of the stairs on Spruce Street, where a staff person waits in the morning to greet our students as they arrive.

If you deliver students to the entrance on Regal Road, park your car in a legal spot and walk in; you should be aware that there are often deliveries being made on this narrow roadway, and that traffic laws prevent stopping or idling in the red zone in front of the school. If you deliver students to the playground entrance on Marin Avenue, park your car and walk in; you should be aware that there is fast and dangerous traffic on Marin and that parking is prohibited in the driveway and fire zone pull-in. Traffic Officers often patrol these areas to encourage compliance with traffic and parking regulations.

Also, if you are parking in the neighborhood, be careful not to block any driveways. Your car may be towed as a result, but more importantly, we care about our neighbors and their relationship to our school.

Hot Lunch/Universal Snack Program

Every day our students are offered a hot lunch with a separate salad bar served in the cafeteria. BUSD Nutrition Services takes great care in providing the highest quality and nutritional lunches for our students. Lunch is available at free and reduced rates by filling out the application in the front office or in the packet of materials that comes home the first week of school. Universal breakfast is available everyday to all children free of charge. Our staff person, Bonita Everfield, runs the cafeteria along with Joanne Halicam.

The Playground and Activity Time

There are many different areas of the playground with varying activities for the students during Activity Time. Kindergarteners have their own playground structure and play area reserved for them until they are ready to venture to the larger play structure and playground. Students are encouraged to engage themselves in outdoor activities during Activity Time but they are also allowed to be quiet, alone or in small groups.

In addition, the PTA membership voted to allocate funds for an Activities Coordinator, Newton Casemiro, to provide our students with focused group activities on the playground during lunch. Students may join his activities or play their own games, though we have found Newton to be a very popular part of our Cragmont team!

Academics

Homework

The BUSD Handbook outlines curriculum for each grade level and you will receive a copy of this the first week of school. Your child's teacher will also give you an overview of the school year at Back-to-School Night.

Most students, even Kindergarteners, have homework on a daily basis. In addition, every child is expected to read or be read to on a daily basis.

Field Trips

Trips by bus are a special event in every classroom over the course of the year. Parent volunteers are usually required, and it's a lot of fun to experience and explore (Tilden, Crab Cove, San Francisco, Oakland Museum, Año Nuevo, etc.) with our children. Ask your teacher how you might help organize or supervise on these occasions.

Before/After School Programs

After School Homework Center: There are daily homework center classes with an average adult to student ratio of 1:5 with UC Berkeley and community volunteers. The center focuses on homework in reading, writing and math.

Intervention Classes: Certified teachers and support staff teach intervention classes for students who are behind in math or reading. Class times, grade levels and focus varies depending on the needs of the students.

Literacy Programs During School Hours

Cragmont School Library

All students K-5 visit the library weekly for stories, lessons and book checkout. The Cragmont library has over 13,000 books including fiction, non-fiction and reference books. Cragmont School Librarian, Jacqueline Overlid, can help your child find books and stories of personal interest.

Reading Railroad Tutoring Program

This program is a pull out program designed for students who need additional support in a specific area of reading. The program will provide additional reading time with just right text, using the Teacher College Reading Workshop materials to build targeted literacy skills. Classroom teachers and literacy coaches assess all students at the beginning of the academic year. From

these assessments a student will be referred to this program. The program provides students with 30 minutes of tutoring 2-4 times a week in the area of fluency, comprehension, orthography, or language development. The literacy coaches, Nikki Morre and Lise Narath and volunteer coordinator, Susan Jardin, provide orientations and training for those interested in volunteering in this program.

Learning Center

The Learning Center is a model that serves both students who have Individual Education Plans (IEP) and students who need specific academic support. Students work in small groups 3-5 times per week for 30-45 minutes.

Enrichment Programs

Visual Arts

Joe McClain, Cragmont's art instructor, works within the state arts standards in a variety of media and techniques. Kindergarten students receive 55 minutes per week during the school year, and 1st-5th graders receive almost 2 hours of art a week for half the year. Art is also offered in the After School Program throughout the week. Student work is featured at the Winter Faire in December and the Open House in May.

Dance

Cragmont's Dance Teachers, Rosemary Hannon and Cathryn Irwin, work with Kindergarten students who receive 30 minutes of dance per week while grades 1-5 receive 45 minutes per week. Students work on movement as well as traditional dance from many cultures. Student dance is featured throughout the year as well as at the Winter Faire, African-American Heritage Celebration and Cinco de Mayo.

Music

3rd grade receives 45 minutes of music instruction weekly; 4th and 5th receive 90 minutes with the district's music teachers. BUSD district music teachers work with Grades 3, 4 and 5. Grade 3 receives instruction on song flute/recorder and focuses on Orff-Kodaly methodology. In Grades 4 and 5 students choose an instrument and receive instrumental music instruction.

Science/Garden

All students receive science instruction not only from their teacher but from a specialist as well. Most K-3 classes receive Life Sciences/Garden instruction from Dennis Hall at various times through the year. Grades 4-5 classes receive at least 90 minutes of standards-based science from Cherene Fillingim-Selk and garden from Dennis Hall.

After School Program

The fundamental goal of Cragmont's After School Program is to support children in reaching their full potential by providing academic, recreational and cultural/artistic enrichment. Students receive group and one-on-one assistance from staff, middle school and high school students, Cal students, volunteers, and parents.

The program runs after school until 6 p.m. Children living in South Berkeley have the option of going by bus at the end of the day to Longfellow Middle School or Rosa Parks Elementary. Parents of students in the After School Program are requested to volunteer 10 hours in the program during the course of the year. Ms. Rosenfeld is also eager to have other volunteers, regardless of whether or not their child is enrolled.

Contact: Sara Rosenfeld, Director, at: sararosenfeld@berkeley.net, 644-4892; Room 220

Community Building Curriculum

Positive Behavior Support (PBS)/Building Effective Schools Together (BEST)

Cragmont has school-wide rules and expectations for how students should behave in all common areas. This year Cragmont is in its second year of implementation of BEST program, which addresses school-wide, classroom, and individual student interventions, as well as family collaboration. One of the premises of the BEST program is that behavioral expectations are explicitly taught to students and reinforced throughout the school year. By using BEST in conjunction with our existing Cragmont CARES and newly district adopted Welcoming School Program, we aim to teach students how to safely solve conflicts and how to follow school-wide rules.

Cragmont CARES

Pioneered by a staff leadership group, the program focuses on: Courage, Active Listening, Respect, Excellence and Self-Control. These core values are high-lighted in school assemblies as well as in ongoing short classroom lessons K-5.

Dragon Time

Once a week, a dedicated portion of one day is set aside to devote to community building, conflict resolution, empathy work, and anti-bias curriculum.

MOSAIC

The program is a weeklong overnight in the Napa area for 4th Grade students. The program focuses on diversity, conflict resolution and self-empowerment.

Parent/Family Volunteer Opportunities

Ideally all parents and guardians of students at Cragmont are requested to volunteer at least 20 hours each year. There are so many different ways that you can be involved in your child's education, either in the classroom, at home, on a field trip or in a specialized tutoring program here at school. Please contact Susan Jardin at volunteeratcragmont@yahoo.com or 644-8810 with questions about opportunities, where help is most needed, etc. Office hours are Tuesday and Thursday, 9-1, and arrangements can be made to meet with them in the afternoon, if necessary.

If you volunteer at Cragmont, please stop by the main office, located on Regal Road, to sign-in using the green Volunteer Binder, located on the front desk (Lorraine Mahley, the school's secretary can assist you in finding the binder if you have trouble). If you are signing-in for the first time, go to the back of the binder, find a blank form, and put your name at the top. Now put this form in the binder in alphabetical order by your surname. You will record your volunteer time on campus on this form every time you come in.

Next, take a VOLUNTEER lanyard from the box next to the Volunteer Binder and wear it while you are on campus.

Please remember to sign-out in the binder when you leave and to return your lanyard to the box.

Please inform the teacher, front office or Volunteer Office Staff when you know that you will not be in to volunteer: 510-644-8810.

Here are a few great ways in which you can be involved!

ACADEMIC TUTORING

Depending on your interests and experience, you can be placed in any of the following programs:

Reading Railroad Program

Contacts: Literary Coach: Lise Narath, or Susan Jardin, volunteeratcragmont@yahoo.com

Individuals interested in being a tutor in this program will receive training and be part of a team of one or two other adults working with the same two to three students each week. This is a great way to provide an essential service to young readers– it's a very rewarding experience!

In the Classroom

Contacts: Susan Jardin, 510-644-8810 or volunteeratcragmont@yahoo.com or your child's classroom teacher

During the first month of school the teacher and students are getting to know one another. Teachers often prefer to start using parent volunteers in the classroom toward the end of September/early October. However, there will be a volunteer sign-up sheet in your child's classroom on Back-to-School Night, Thursday, September 8. This form will present ways in which you can be useful to the teacher/classroom.

As a volunteer, you can choose to work with a specific teacher at any grade level - in small groups, or with individual students. You might oversee skill building in reading, math or writing, and/or provide support for the teacher's classroom operations – such as correcting papers or preparing materials for class. You are welcome and encouraged to participate in field trips, supervise the playground at lunchtime, or enjoy lunch in the Multi-Purpose Room with your child's class. You may also be interested in bringing your expertise in a certain field or study into the classroom. Please speak with the teacher to find out more about any of these opportunities.

Be a Room Parent!

A great way to help your child's class is to be a Room Parent. Room Parents are especially helpful in making sure we are able to pull off school-wide events for the students, like Halloween and the Spring Carnival. They do this by organizing parents from each classroom to help.

Room parents also help the teacher in ways that he or she might need. Note: It can be very helpful to have two room parents, to provide back-up support, and to share the responsibilities. The job could be divided according to school-wide events and in-class support. The phone calling for school-wide events can be done by phone by a parent who is not able to be at school during the day.

Coordinating as a Room Parent in the Classroom

Teachers will want to work with their Room Parent(s) in different ways, but here are some examples of possible Room Parent roles:

- Help inform and coordinate parents to provide classroom support, such as special project supplies, curriculum enrichment, presentations, etc.
- Coordinate permission slips and parent chaperones for field trips, depending on need.
- General "networking" with classroom parents, to help everyone get to know each other better, and coordinate general "parent to parent" support where needed, e.g. yearly class picnic, transportation issues, car pooling, homework questions, etc.

Coordinating as a Room Parent for School-Wide Events

The Principal, the staff and the PTA organize several school-wide events during the year. Examples are: Winter Fair, Halloween, Heritage Celebrations, Role Model Day, Spring Carnival, Arts and Science Fair for students and families, and appreciation brunches for staff. Room parents are needed to coordinate volunteer help from among the parents in your child's class. For example:

- Each class is asked to run a "booth" at Spring Carnival (i.e. food, games, prize table), so Room Parents are asked to recruit parent volunteers to work specific time slots at your class's booth during the Carnival.
- Each grade takes a turn providing dishes for a staff appreciation brunch (which lasts all day) once during the year, so when your child's grade is up, Room Parents are asked to contact parents and coordinate a nice variety of dishes to be brought for the brunch.

General Volunteering Needs/Opportunities

Many of the general volunteer programs are overseen by the PTA. Would you like to get involved, but are not sure where you could best help? Please take a look at the following opportunities for a good fit. If you are still not sure where you'd like to help, or see another need, please contact a PTA officer to talk about what you'd like to do and your available time commitment. Many hands make light work, and we can tell you first-hand how good it feels to know you've contributed to your child's school community and made it better!

Room Parents

At least one needed per classroom.

Front Desk

Front desk coverage and helping the school secretary with notices and filing.

Playground

The playground is large and needs extra adults to monitor the children's activities.

Annual Giving Campaign

The Annual Giving Campaign committee runs our direct donations campaign, upon which we depend to raise almost 60% of our annual PTA budget. Your help is needed to draft fundraising messages and letters, update spreadsheets, send thank you letters, print and sign letters, make follow-up phone calls, and more. Involvement opportunities are flexible! Even if you only want to serve on our committee in an advisory capacity, we can use your help. Contact Deirdre Nurre: deirdre.nurre@gmail.com

Cragmont Diggers

The Cragmont Diggers meet once a month (usually the last Sunday) to plant, weed, and generally clean-up the gardens and landscape around the school. Contact Kristin Leimkuhler at 848-3111.

Cragmont Crew

The Cragmont Crew helps out around the school with various projects and efforts. Besides the popular Haunted Hallway, the Cragmont Crew has been known to build shelves, ramps and do general improvement projects around our great facility. They also play a large role each year at the Spring Carnival, including the creation and maintenance of our wonderful games. For information contact: cragmontcrew@cragmont.org.

Cragmont Internet Team

The Cragmont Internet Team manages the website, Cragnet, and the classroom email lists. It also helps publish the school printed directory and helps manage the fundraising database. For information contact internet@cragmont.org.

School Governance Council

The School Governance Council (which is separate from the PTA, but we often work together toward common goals) in collaboration with the School Advisory Council, has produced a new School Site Plan with five objectives for 2009-12 (a link to the current school site plan is available on www.cragmont.org).

- Continue to Increase Student Academic Achievement
- Support staff in Educating our Diverse Student Body
- Build a Cohesive Parent-Teacher Partnership
- Support the Development of the Whole Child through Enrichment Opportunities
- Continue to Improve School Climate

The goals, projects and programs developed by the principal, teachers, support staff, parents and community, are funded through federal and state monies, Measure A (our city's bond initiative for smaller class size, the arts, technology, libraries and outreach – managed by the BSEP committee) and grants.

If you are looking to make a difference at our school, or have a project you would like to start for Cragmont, this committee is the place to be! At the beginning of the school year elections will be held for the SGC. There are four open spaces for parents on this year's ballot. This is a two-year commitment, with meetings once a month and work to do in-between the meetings. Look for nomination forms at Back-to-School Night or in the front office. Please contact Jessica Hilton: jesshilton2@gmail.com for more information.

Grant Committee

The Grant Committee meets on a monthly basis to discuss potential grants to fund various programs at Cragmont. The Committee welcomes any and all parents who are interested in researching, writing, and partnering with teachers to submit grant applications to both private/public organizations. Contact Debra Kopelman at: debra.kopelman@comcast.net

Graduation

Graduation ceremony is restricted by the size of the Multi-Purpose Room. Only guests of the graduating class are invited to the ceremony. Fourth grade parents organize the event, following the basic structure of the previous year.

Art/Science Shows

Volunteers are always needed to help set up for special events such as the December Art Show and the May Science Fair/Art Show. Please see Joe McClain, Art Instructor, or Cherene Filligim-Selk, Science Teacher, for more information about how you can assist them.

Fundraising

Cragmont is a remarkable school for many reasons, but high among them is that families at the school provide the financial resources for critical additional programs not funded by the Berkeley school district. These additional programs include the amazing art program, dynamic garden program, the Volunteer Coordinator who directs and encourages parent involvement, the Sports Activities Coordinator who conducts activities for students at lunch recess, assemblies, field trips and plus many other activities and materials at a cost of approximately \$350 per student per year. There are many ways you can help Cragmont with its fundraising - we encourage you to make a donation that is significant to you to support these programs during the 2011-12 school year.

The money contributed by Cragmont families to the PTA is substantial - last year it totaled over \$100,000: approximately \$55,000 came from direct donations from about one third of Cragmont families, in response to letters sent out in the fall and again in early winter to every child's family; \$40,000 came from the Fall Fling, Spring Carnival and Quilt Raffle; and \$10,000+ came from other sources.

This money is crucial to maintain the programs which have become the hallmark of Cragmont's excellence, along with the outstanding work of our teachers and staff, our families - and our kids. We encourage you to make a donation that is significant to you to support these programs during the 2011-12 school year. We need every Cragmont family to help financially, at whatever possible!

Annual Giving Campaign / Donations

Every year a campaign is conducted to raise what amounts to two-thirds of the PTA budget through direct donations of money (about \$55,000 annually). This effort is led by the Fundraising Team, whose members are Cragmont parents. We welcome your participation in this important group. Annual Giving Campaign Contact: Deirdre Nurre deirdre.nurre@gmail.com

Employer Matching Gift Programs

Many Bay Area companies match donations their employees make to nonprofit organizations, such as the Cragmont PTA. Please check to see if a matching gift program exists at your place of business. Contact PTA Treasurer Kim Seashore: ptatreasurer@cragmont.org for more information.

eScrip (www.escrip.com)

Escrip is the easiest, most painless way to raise money for school. If you register your credit card, Safeway card, ATM card on-line onto escrip, there are many businesses which automatically give a percentage of your purchase back to our school every time you pay for your purchase with this card. You can register at escrip.com and look for Cragmont school as your charity recipient.

Fall Fling

The Fall Fling is our school's vibrant fall fundraiser. It is an adult-only evening event with food, wine and beer, live and silent auctions and live music. It's a great chance to socialize with the Cragmont parent community!

Read-A-Thon

This school-wide event promotes reading and raises funds for school programs. Students gather pledges based on amount of time they read, then settle in for the day with some good books. This event raises about \$8,000 each year!

Spring Carnival

Our main fundraising event is in early May and usually coincides with the Cinco de Mayo celebration. This late afternoon/early evening event is open to the community and features live music, game booths, cake and wine walk, prize booth and delicious food.

The General Coordinator oversees the event, ordering the necessary equipment (such as tables) and prizes, and the Games Coordinator assigns and oversees classroom parent volunteers for each game, including set-up and clean-up. The Cragmont Crew sets up and makes sure the games are in working order before the event. The Food Coordinator oversees purchasing, set-up, serving and clean-up of the Food Court.

During the event, musicians from our community perform for all of us to enjoy.

Quilt Raffle

In January, a group of parents decide on the annual quilt design then sewn by many helping hands. Sewing can be done at home or with the group. The Quilt Raffle Team also organizes packets of tickets for each student to sell to win this quilt and other prizes to raise money for our school. The Team also counts and refreshes packets each morning for three to four weeks prior to the event. They love to have extra hands during the counting -- ten to thirty minutes in the morning is very helpful. The Quilt Raffle Drawing takes place at the end of the Carnival. The winner does not need to be present to win.

Boxtops for Education

Please save those little coupons on the top of cereal boxes and various products and ask your child to give them to her/his teacher – or you can drop them off in the envelope marked Boptops for Education in the Front Office at school. We redeem them and receive a couple hundred dollars each year.

Parent and All-School Events

Workshops for Families

Cragmont will offer periodic workshops for families on topics including reading, math, homework and special services available to them in the community. These workshops will be announced on-line and through fliers sent home in your child's backpack.

Back-to-School Night

Parents and guardians are invited to visit the classrooms as teachers present the classroom curriculum and expectations for the school year. There is an all-staff presentation and introduction in the Multi-Purpose Room on Thursday, September 8 at 6:00 p.m. We request that you do not bring children to this event.

Teacher/Staff Appreciation Brunches

Potluck brunches for Teachers and Staff are hosted by grade during the course of the year. Grades will be contacted when it is their turn to host the brunch. Coordinated by Ellen Evangeliste and Bethany Schoenfeld.

Halloween

There is a costume parade around the field and individual class activities. The Cragmont Crew and volunteers work the afternoon before Halloween to create the annual Haunted Hallway in the area outside the Kindergarten classrooms. Parent volunteers are needed Halloween morning to staff the Haunted Hallway. Coordinated by Tony Marienthal.

Winter Faire

The Winter Arts Faire is a family event with crafts, music and delicious pots of soup. All students and their families are invited. Parents can volunteer to help make soup the morning of Winter Faire. There is a display of student artwork throughout the halls, thanks to our Art Teacher Joe McClain.

Role Model Day

Members from the local community are invited to visit our classrooms in the morning and speak about their lives, challenges and work. An early-afternoon assembly is presented by our children and the celebration may continue in the evening with a potluck dinner at 6 pm followed by performances by participating classrooms. Look in your child's backpack or check the website for this year's schedule.

Open House/Science Fair/Art Show

An opportunity to come to your child's class and see examples of work and projects from the school year. Also the Spring Art Show and 4th/5th grade science projects are on display. This is a good opportunity to visit classrooms for the coming year, too. It is usually scheduled in May.

Spring Carnival

As previously described under Fundraising.