

# ***Pine Grove Elementary School***



## ***Parent/Student Handbook***

Dear Superstar Families,

Welcome to the 2022-2023 school year! I am honored to be a leader and team member at this outstanding school. The Pine Grove staff is excited to be part of your child's school experience. Our goal is to partner with you to create an enriching educational experience for your student.

The belief that all children can achieve high levels of learning is the cornerstone of Pine Grove Elementary School. We also believe that students perform best when they feel confident about themselves and connected to a positive school environment. We will work hard to guide our school toward continued academic success and further foster a supportive learning environment for our students.

This handbook has been developed to help you get acquainted with the services, policies, and procedures of our school. We ask that you keep it handy and use it as a reference throughout the year.

As the year progresses and questions arise, please call the school and seek assistance. Thank you for your support in making Pine Grove a place for Superstar students to flourish.

Respectfully,

Michelle Boyd  
Principal

## School Facts

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Pine Grove Elementary School  
1050 East Rice Ranch Road  
Santa Maria, CA 93455

Main Line: (805) 938-8800  
Absence Reporting Line: (805) 938-8835  
FAX: (805) 938-8849

**\*School hours: Mon., Tues., Thurs., Fri. 8 a.m.-2:15 p.m., Wed. 8 a.m.-1 p.m.**

**\*DAILY RECESS SCHEDULE:**

9:40-9:55 a.m. – Grades 1, 2, 3

9:55-10:06 a.m. – Grades 4, 5, 6

**\*LUNCH SCHEDULE:**

11:10-11:55 a.m. – Grade 1

11:20 a.m.-noon - Kindergarten

11:20 a.m.-12:05 p.m. – Grade 2

11:40 a.m.-12:25 p.m. – Grade 3

11:50 a.m.-12:30 p.m. – Grades 4, 5

Noon-12:40 p.m. – Grade 6

**\*SHORTENED DAY SCHEDULE: (conference days, etc.)**

**Grades K – 6 8 a.m.-12:25 p.m.**

**\*SHORTENED DAY LUNCH SCHEDULE:**

11:10-11:40 a.m. – Grades 1, 2, 3

11:45 a.m.-12:15 p.m. – Grades 4, 5, 6

**\*RAINY DAY LUNCH SCHEDULE:**

11-11:30 a.m. – Grades 1, 2

11:20-11:50 a.m. – Kindergarten

11:30 a.m.-noon – Grades 3, 4

Noon-12:30 p.m. – Grades 5, 6

**\*Please note all schedules are subject to change  
for the 2022-2023 school year.**

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## School Staff

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Principal	Michelle Boyd	938-8800
Office Manager	Megan Flick	938-8800
Office Assistant	Susi McArthur	938-8800
District Nurse	Michelle Romine	938-8932

(Classroom staffing subject to change)

<u>Room</u>	<u>Teacher</u>	<u>Phone</u>
K1		938-8838
K2	Mrs. Cassidy O'Leary	938-8839
K3	Ms. Elizabeth Tymn	938-8837
1	Mrs. Meredith Jones	938-8801
2	Ms. Austria Ryken	938-8802
3	Mrs. Julie Silva	938-8803
4	Mrs. Dawn May	938-8804
5	Mrs. Kiersten Torres	938-8805
6	Mrs. Jennifer Hildebrant	938-8806
7	Mrs. Allie Doerksen	938-8807
8	Miss Katie Mussell	938-8508
9	Miss Devin Riezebos	938-8809
10	Miss Kateri Milanesa	938-8810
11	Miss Alyssa Wogahn	938-8811
12	Mr. Ron Maderas	938-8812
12A		938-8833
13	Mrs. Kirstin Boeken	938-8813
14	Ms. Liz Zimmerman	938-8814
15	Mrs. Rebecca Belanger	938-8815
16	Art	938-8816
17	Kalea Henry	938-8817
18	Michelle Day	938-8818/938-8848
20	Mrs. Jamie Fraser	938-8820
21	Library	938-8821
22	Mrs. Jeri Sharpe & Mr. Allen Smithson	938-8822
	Health Office	938-8843
	Counselor	938-8819
	Speech	938-8847

The best way to reach teachers is to send them a message via ParentSquare. You may also call the classroom directly and leave a voicemail. Calls will be returned either during a break in the school day or after school (within 24 hours). Written notes may be sent with students, or office staff may place messages in the teacher's mailbox in the faculty lounge.

## Behavior Expectations

Students at Pine Grove Elementary School are expected to show courtesy, respect, and concern for adults, fellow students, and their campus. Rules must be followed for the safety and welfare of all students.

With input from all students, staff, and families, Pine Grove Elementary School has adopted school-wide behavioral expectations to help provide instruction and learning opportunities regarding positive behavior while at school and within the world around them. The student expectations center on the acronym of “STAR” (**S**afe everywhere, **T**ake responsibility, **A**lways be kind, **R**espect everyone) behavior in all areas of the school. The following are the behavior expectations and the matrix that will be used in teaching these behaviors in all school areas.



## Pine Grove STAR Behavior



**Safe everywhere - Take responsibility - Always be kind - Respect everyone**

	All Settings Voice Level appropriate for area	Cafeteria Voice Level 0 - 2	Playground Voice Level 0-4	Bathrooms Voice Level 0-1	Common Outdoor Areas Voice Level 0-2	Assemblies Voice Level 0-1	<b>Voice Levels</b> <b>4</b> Outside Voice Playground Talk <b>3</b> Loud Proud Voice Classroom Talk <b>2</b> Normal Voice Table Talk <b>1</b> Whisper Voice Partner Talk <b>0</b> Silent Voice No Talking
<b>Safe everywhere</b>	Be aware	Keep hands and feet to self Eat only your food Use walking feet	Use equipment appropriately Stay in designated areas Keep hands and feet to self Report unsafe behavior	Wash your hands Maintain personal space	Walk Keep hands and feet to self Watch where you're going	Enter/exit quietly and calmly Keep hands and feet to self Follow directions	
<b>Take responsibility</b>	Be accountable	Be prepared Follow adult directions Use time wisely	Follow adult directions Line up at the signal Use restroom Take care of equipment	Go, flush, wash, leave Use water and supplies wisely	Honor our learning environment Only during designated times Stay on walkways	Face forward Sit flat	
<b>Always be kind</b>	Be inclusive	Say please and thank you Wait your turn	Include others Use appropriate language Show sportsmanship	Take turns Wait patiently	Have a positive attitude Be mindful of nature	Positive attitude Be mindful of others Participate when asked	
<b>Respect everyone</b>	Be honest	Clean up Use manners Follow adult directions	Clean up Take turns Be a problem solver Use appropriate words	Clean up Give others privacy	Hold equipment Use quiet voices Respect personal space	Give appropriate applause Be an active listener Leave hats outside	

## School Rules

The following general rules should be followed at all times:

1. Students are to show respect to adults and to peers.
2. Students are to show respect to all school property, including buildings, restrooms, classroom furniture, textbooks, and school supplies.
3. Students are to show respect to the property of other students.
4. Once on the school grounds, students are to remain on campus. Office authorization is required to exit campus prior to dismissal.
5. Teacher permission is required for students to leave the classroom.

6. Students must have adult supervision while in classrooms and other school buildings.

7. The following are **not** permissible:

- Swearing/curse words
- Verbal, physical, or cyber harassment/bullying
- Fighting
- Play-fighting or wrestling
- Tackle football
- Biting, spitting
- Throwing rocks, dirt, or other objects
- Climbing on trees, fences, roofs, etc.
- Running in the halls
- Chasing, except in organized games supervised by a teacher
- Playing in or near restrooms
- Stealing
- Littering
- Electronic toys and devices
- Cellphone use of any kind during school hours
- Weapons or other dangerous objects
- Playing in unauthorized areas
- (Please read *Student Dress* on pages 13-14.)

### **Responsibility for School Property**

Except when caused by accident, students are to be held liable for damage or loss to school property. Parents are liable for willful damage and for property loaned to students as set forth in California Education Code Section 10606.

Article 5, Section 44, Title 5 of the California Education Code allows for the governing board of each school district to prescribe and enforce rules for the care of textbooks, library books, and the collection of money in payment of “willful or negligent damage to or loss of state textbooks.”

### **Arrival Time**

Students are allowed on the school grounds **no earlier than 7:45 a.m.** Students need to wait in designated areas until the 7:45 a.m. bell rings. If your child needs supervision before that time, on-campus childcare is offered through the district’s Campus Connection Program.

### **Bus Conduct**

Students transported in a school bus will be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation.

### **Detentions**

Students with minor disciplinary infractions might be given detentions at recess or before school. Parents will receive a detention notification if their child is assigned morning detention. This form must be signed by a parent and turned in when the child serves detention.

### **Grounds for Suspension or Expulsion**

Students may be suspended or expelled based on causes stipulated in the California Education Code. These include “continued willful disobedience or open and persistent defiance of the authority of the teacher.”

## **Confidentiality**

School disciplinary matters, including consequences administered, are kept confidential by school staff. They are not considered public information.

## **Student Safety**

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Parents often ask about various issues concerning student safety. Here are some often-discussed topics:

### **Bullying and Threats**

The principal and Pine Grove's classroom teachers are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment. They are very diligent about involving parents and applying appropriate consequences. They often remind students to let teachers or the supervising adult (i.e., Noon Duty) know immediately about any problems with threats or bullying.

### **Emergency Drills**

Each month, the school conducts a fire drill. Earthquake drills are held twice a year. At least three times a year, the school practices lockdown procedures. Once a year, the district runs a school evacuation drill.

### **Animals on School Grounds**

For the safety of children and adults, dogs and other family pets should not be brought onto the school grounds or into the school office. Parents should not walk or bring their dogs or pets to school when picking up their children. Students who wish to "share" pets with their class must seek special permission from the principal.

### **Closed Campus**

During school hours, from approximately 8 a.m. to approximately 2:15 p.m., gates on the perimeter of the school will be locked. All visitors need to enter the campus through the central hallway, where they must check in with the office (see policy on "Visitation"). Gates are locked to protect the campus from unauthorized visitors or intruders.

## **Transportation to/from School**

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### **By Car**

Parents who drive their children to/from school are asked to drop off and pick up their children using the two school parking lots – upper and lower. For safety reasons, students may not walk through the parking lot without being accompanied by an adult. There are designated loading zones in each parking lot.

Parents are reminded to obey the rules of the road, and not block the flow of traffic, the intersection, or driveways.

The California Highway Patrol would like to emphasize the following rules:

1. Drivers should not drop off or pick up students while in the roadway – even in heavy traffic. Drivers must pull over to the side of the road to let out or collect their children.
2. Drivers may not park in the middle of a crosswalk to drop off or pick up students.

3. Drivers may not let out or pick up students at a stop sign.
4. Drivers may not stop – even momentarily – in any red zones.
5. As per state law, drivers may not use handheld cellphone devices while operating a motor vehicle.

### **By Bus**

Orcutt Union School District Transportation Department sets the bus routes, stops, and estimated times at the beginning of each school year.

As of the writing of this handbook, bus stops will be provided at the following locations:

- 7:25 a.m. – Orcutt Jr. High Parking Lot
- 7:35 a.m. – Stillwell @ Canyon Creek
- 7:40 a.m. – Ken @ Michael Street (northeast corner)
- 7:20 a.m. – Hitching Post Point Sal Road
- 7:35 a.m. – Elkhorn Estates @ Impala Trail
- 7:37 a.m. – Little Oak Court (southwest corner)
- 7:38 a.m. – Shilo Court @ Greenbelt

NOTE: Bus stops and times are subject to change.

Pine Grove's bus loading and unloading zone is located in the lower parking lot.

Parents with any questions regarding bus transportation may phone the Orcutt Union School District Transportation Department at (805) 938-8978.

### **By Foot**

If parents approve, children are invited to walk to campus.

For safety, we emphasize the following rules:

1. When walking to/from school, students should stay on sidewalks.
2. When crossing streets, students should use crosswalks.
3. It is best for students to walk to/from school with at least one other student.

### **By Bicycle or Scooter**

Students in grades 3-6 who wish to ride a bicycle or scooter to school are permitted to do so. Younger students may ride a bicycle or scooter to school with an older sibling.

For your child's safety, please be sure that your child understands and can follow these bicycle/scooter rules:

1. All students must wear helmets.
2. Bicycles/scooters must be walked on the school campus.
3. Bicycles/scooters must be kept off the playground.
4. Bicycles/scooters must be parked in the racks and must be locked.
5. Every bike/scooter must have its own individual lock.

An area is provided for the parking of student bicycles and scooters. ***The school is not responsible for damage or theft of any bicycle or scooter brought to school.***

### **Skateboards and Skates**

For your child's safety, students are not allowed to ride skateboards, skates, or "shoe skates" ("heelies") on school grounds.

## **School-Home Communication**

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### **Communication to Parents**

At Pine Grove, we work hard to be as communicative as possible with parents. The Superstar News, our school newsletter, is sent via ParentSquare every other week. Teachers use ParentSquare, Google Classroom, Seesaw, district e-mail, printed communication, and phone calls to inform parents about classroom news and other important student information.

### **Communication from Parents**

We also invite communication from parents. Parents should feel free to contact your child's teacher or the principal with any questions, ideas, or concerns that they have. Parents are encouraged to use ParentSquare to communicate with the school. ParentSquare can be used to send messages to any of our teachers, the school office and the attendance office. Our phone system has been set up to include classroom phone numbers with voicemail for teachers, and our teachers have their own e-mail addresses, all of which helps greatly with parent-teacher communication.

We have adopted ParentSquare, which is a communication and organization tool designed to keep parents informed and involved in their children's learning and school activities. ParentSquare may be set-up in your preferred language.

Through ParentSquare parents may:

- Receive all school, classroom and group communication via email, text or app notification
- See important calendar events and RSVP
- See photos, links and attachments
- Sign up to volunteer or bring items
- Send private messages to teachers or staff
- Appreciate those who post messages (please give them generously!)

Please register for ParentSquare.

### **Report Cards**

Kindergarten through sixth grade teachers use district, standards-based report cards to inform parents about their child's progress. These report cards are sent home three times a year – at the end of each trimester. Parents who have any questions about how their child is doing should contact the teacher to request a conference.

### **School Website**

A variety of information about our school is available on our school website. The site can be accessed by going to the Orcutt Union School District web site, [www.orcutt-schools.net](http://www.orcutt-schools.net), and clicking on "Schools."

## School Attendance

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Consistent school attendance is absolutely essential for your child's success at school. Attendance problems hinder your child's progress and teach him/her that school is not important. The following are some guidelines and information regarding attendance:

### Absences

If your child is absent, please phone the attendance reporting line at (805) 938-8835 each morning your child is not at school. Please give a reason for the absence, as we must list it for state auditors. The only excused absences are for illness, medical appointment, quarantine, attendance at a funeral of one's immediate family, or a religious service. If you know in advance that your child will be absent for any amount of time, please phone the office and send your child's teacher a note asking for school work for your child. We can arrange for your child to receive assignments for the day(s) that he/she will be missing. If your child will be absent from school for five or more days, please contact your child's teacher at least 2 weeks in advance to arrange for an Independent Study Agreement.

### Truancy

State law requires us to report truancy. Any student who is absent from school without a valid excuse for three full days, or who is tardy 30 minutes or later on three occasions, or who has any combination of three or more unexcused absences or over-30-minute tardies, is considered truant (Section 48260 of the California Education Code). In this case, parents will receive a letter from the principal that is inserted in the child's permanent record. If truancy continues, then referrals may be made to the School Attendance Review Board and the Santa Barbara County District Attorney.

### Excessive Absences for Illness

When a student has been absent from school 10% or more of the total days enrolled due to illness, any further absences for illness need to be verified by a physician (Orcutt Union School District Board Policy 5113).

### Tardiness

Getting to school on time is an important responsibility of parents and students, and at our school tardiness is regarded as a serious problem. Our teachers use the first few minutes of every day to complete necessary routines (attendance, lunch count, homework collection, and announcements) and to go over the day's schedule. Missing this time can leave your child uninformed, confused, or out-of-step with classmates. Moreover, many teachers use this time early in the day for review and practice exercises to activate thinking and creativity. **All** of our students need to participate in these valuable experiences. Please make sure your children arrive at school on time – and ideally, well ahead of our 8 a.m. start. If you transport your child to school each day, you may consider dropping off your child 10-15 minutes early.

If a student has a pattern of habitual tardiness we will be contacting parents via phone calls, letters and District Truancy meetings. We have found in the past that being proactive encourages a better effort for the student to be at school on time. Students who are tardy to school must check in at the office before going to class.

### Release of Students to Parents

Prior to leaving campus during the school day, students must be released by the office. When parents need to take a student from school for part of the day, the parents must sign the student

out in the office and then sign the student back in upon returning. Please do not disturb the classroom; the office will send for the student. Be prepared to present ID at the time of pick up.

## **School Policies**

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### *Campus Visitors*

#### **Visitation**

We are very proud of the educational program being carried out at Pine Grove Elementary School. It is our pleasure to allow parents to visit their child's classroom. To have these visits carried out with as little disruption in the instructional program as possible, the following Board Policy and Administrative Regulations (BP/AR 1250) apply:

1. All classroom visits will be arranged with the teacher or principal prior to the actual visit at a time and date mutually agreed upon.
2. Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties.
3. There will be no more than one classroom visit per trimester unless mutually agreed to by all parties.
4. Visitors must check in with the office prior to any visit and will be given a visitor badge, which must be worn while on campus. When leaving the school premises, parents are asked to sign out in the office. It is important that the office be aware of the identity and location of anyone on the school campus when classes are in session.
5. The principal or designee may refuse to register any outsider or ask a visitor to leave. (BP/AR 3515.2 disruptions).
6. The principal or designee can accompany the visitor to the classroom and stay during the visit.
7. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission.
8. Small children are often distracting to classroom learning, therefore, parents are asked to leave preschool-aged children at home.

#### **PTA and Parent Volunteers**

Many classrooms and special events use volunteers. Please indicate your interest on the parent volunteer letter sent home or talk to a teacher, office staff or a PTA board member. Volunteer hours are logged in the office and used for PTA records. Please be sure to sign in at the office and note time donated. Classroom volunteers are required annually to complete a volunteer form and to provide a copy of their driver's license. Forms are available in the school office.

#### **Working in the Classroom**

**BE PROMPT AND DEPENDABLE:** The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, please try to make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, please leave a voicemail for the teacher so he/she can make necessary accommodations.

**BE FLEXIBLE:** Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour.

Sometimes, a job that seems tedious to you is a big timesaver for the teacher. Please be open and flexible about whatever the teacher asks you to do.

**HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS:** Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or during class time.

**BE CONFIDENTIAL AND RESPECTFUL:** Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is **CONFIDENTIAL**. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. For example, if you are working with a child on spelling words, and that child is struggling and not doing well, it would be wrong for you to report that later to the child's parent. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school. Because confidential issues are sometimes discussed in our Staff Room/Lounge, we ask that parent volunteers not use the room during staff break and lunch periods.

**NO CELL PHONE INTERRUPTIONS:** Please turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls or texts during your classroom volunteer time. Due to student confidentiality, **please DO NOT video record during school.**

**BE POSITIVE:** Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it. Student discipline is the responsibility of the teacher. It can put a volunteer in an uncomfortable position to become involved in disciplining a child in any fashion. If you observe student behavior that concerns you, please inform the teacher. Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline.

**DRESS APPROPRIATELY:** The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher.

### *School Records*

#### **Student Emergency Contact Information**

During the school day, students will be released only to parents or those parties listed as emergency contacts in the Aeries student data program and/or on the student information card kept on file in the office. Parents are asked to keep the student emergency contact information up to date.

#### **Change of Address and Phone Numbers**

It is imperative in case of an emergency that we can reach parents. Please notify the office of any changes in address or telephone numbers as soon as possible. If your address changes you will be required to provide two proofs of residency in the form of utility bills, mortgage or rental agreement.

## **Cumulative Record**

Information concerning students' progress is recorded in their cumulative record each year. This record is available for review by parents, and the principal can help interpret this information for parents upon request. Copies of the contents may be requested at a rate of \$0.25 per page.

### *Health Information*

## **Communicable Diseases**

Please notify the school immediately in case of contagious conditions such as COVID-19, measles, mumps, chicken pox, lice, etc.

## **Medication**

When absolutely necessary, medicine will be dispensed to students with written authorization and explicit direction from parent and physician. Forms can be picked up from the school office. Parents should note that most antibiotics on a three-dose-per-day schedule can be administered upon the student's return home from school and parents should check with their physician or pharmacist about doing so.

### *Other Policies*

## **Adults on Campus for Student Dismissal**

To minimize interruptions on campus and distractions to classrooms, parents and other adults picking up students at the 2:15 p.m. (or 1 p.m. on Wednesdays) dismissal time should remain off the school playground, blacktop, and common areas until 2:15 (or 1 p.m. on Wednesdays). Gates around campus will remain locked until after school dismissal. Parents and adults can enter the grounds at that time.

## **Messages for Students**

Please avoid calling the office and leaving messages for students unless the message is critical. We have an interest in keeping classroom interruptions to a minimum.

## **Student Dress**

Students attending school must be clean and presentable. All clothing must fit; shall be neat, clean, and acceptable in repair and appearance; and shall be worn within the bounds of decency and good taste as appropriate for school. Clothes shall be sufficient to conceal undergarments at all times. Each school principal reserves the right to determine and enforce appropriate dress at school and at school sponsored events. School principals or designees may prohibit any apparel, accessory, hairstyle, or cosmetic, even if not specifically mentioned below, that

1. Creates a safety concern
2. Draws undue attention to the wearer
3. Detracts from the learning process
4. Causes disturbances among other students
5. Is considered gang-related
6. Includes hate speech or vulgarity
7. Promotes illegal activity including drug, alcohol, and tobacco use

The dress guidelines may be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the school administrator. In addition, the school principal may impose dress requirements to accommodate

the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

Bona fide religious objections or medical reasons, when verified, may be grounds for an exemption to a specific portion of the dress guidelines. A written request for an exemption from enforcement of a specified portion of the district's dress guidelines must be submitted to the school principal.

Please note: The State of California has determined that "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (California Administrative Code, Title V, Section 302, 1994.)

### **Specific Dress Guidelines**

#### **Clothing:**

- Students must wear appropriately sized clothing that protects and covers personal body parts including midriff
- Sleeveless shirts are permitted provided that they have straps of at least 1 inch
- Students' lower garment (pants, shorts, skirts, dress) must be worn at the waist and extend to mid-thigh
- Lower garment should feature no rips above mid-thigh area

#### **Shoes/footwear:**

- Students should wear closed-toe footwear with closed heel or strap (grades TK-8); slippers are not permitted
- For physical education activities, students must wear appropriate shoes for their safety and comfort

#### **Hats/headwear:**

- Students may wear hats, including religious headwear
- Helmets, hoods or other headgear that obscures a student's identity (except as a religious observance) may not be worn; hoods that obscure a student's ears may not be worn in class
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require removal of a hood and/or hat

#### **Hair:**

- Hair must be clean and show evidence of having been neatly groomed for school
- Hair may not be sprayed by any temporary hair dye or coloring that would drip when wet

Students are encouraged to wear PG sportswear on Fridays, which are our "Spirit Days."

#### **Party Invitations**

Invitations to parties are not to be distributed during school hours. For student information to remain confidential, class rosters with phone numbers and addresses are not distributed.

## **Cellphones/Electronic Devices**

Students are discouraged from bringing cellphones to school and students are not permitted to use cellphones in any way on campus during school hours. If a student needs to have a cellphone to contact parents after school, the cellphone must remain “off” and in the student’s backpack during school hours. Violations of the above policies will result in confiscation of the cellphone, with parents requested to pick up their child’s cellphone in the office. Students are not required and not encouraged to bring personal electronic devices to school. If students do bring such devices to school, they are bringing them at their own risk. The school is not responsible for personal equipment.

## **School Programs**

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### *Educational Programs*

#### **Academic Standards**

Students at Pine Grove are expected to master the academic standards for their respective grade levels. The California Department of Education and the State Board of Education have adopted the Common Core standards. The District provides continuous training for teachers in the required standards.

#### **Art and Music Programs**

The arts are a vital part of Pine Grove’s educational program. Students will receive music and art instruction from credentialed teachers. The Orcutt Children’s Arts Foundation supports the Arts Attack visual arts curriculum/program of lessons to be taught in grades K-6<sup>th</sup> by a trained adult.

#### **Band**

Students in grades 5 and 6 have the opportunity to participate in the Orcutt Union School District’s Band Program. In band, students can learn a musical instrument in the brass, percussion, or woodwind families.

#### **Technology Devices**

Orcutt Union School District is a one-to-one district; each student is issued a district provided technology device (iPad or Chromebook) to be used during the school year. The district will offer parents the opportunity to purchase an optional insurance policy to cover device damages or loss.

#### **Internet Use**

The internet is an educational resource that is used by teachers to support the curriculum. Before students access the internet at school, students and parents need to sign a district Acceptable Use Agreement. Teachers closely supervise all student internet use.

#### **Field Trips**

Field trips are an important part of a child’s educational program. Teachers schedule field trips in support of the classroom curriculum. As needed, parents may be asked to provide a donation to help defray transportation costs or the cost of the trip. No student will be turned away due to financial need. Also, parents who choose to transport their children home from field trips must fill out a Field Trip Responsibility Waiver form beforehand. This form is available from the school office. Siblings are not allowed to attend field trips.

## **Outdoor School**

Sixth graders participate in Outdoor School, a four-day curriculum-based camping experience hosted at a local camp facility. Parents pay the cost. Parents of fifth graders are encouraged to begin to make payments for camp. Fund-raising opportunities are available to fifth and sixth graders. A limited number of scholarships are available to families with financial need.

## **Student Testing**

The California Department of Education's Smarter Balanced assessment is administered annually at Pine Grove. Students in grades 3-6 will participate in the online test during the spring in the areas of English/language arts, mathematics, as well as science for fifth grade students. Parents are asked to do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours during the testing window. Additionally, we administer NWEA (Northwest Evaluation Association) assessments to document student achievement of standards on report cards. We employ other tests throughout the year as diagnostic tools and as indicators of overall progress. For more information on tests that are used in your child's classroom, please ask your child's teacher.

## *Student Nutrition*

### **Lunch Program**

Nutritious lunches are served in the cafeteria each day. In addition to a main entrée, each lunch features a salad and fruit bar. Students preferring to bring a sack lunch from home may purchase a milk.

Student meals are tracked by a computerized accounting system. Each student has his/her own code number to enter on a keypad before each meal. Parents can pay for the meals ahead of time. Information on free and reduced-price meals is available on the district website and in the school office.

Each day's lunch count is based on a morning lunch count taken by classroom teachers. Once they have indicated whether they will be having hot or cold lunch, students may not change their lunch preference.

### **Snacks**

Students are invited to bring a nutritious snack, which may be eaten at the mid-morning recess. To encourage students to control litter, snacks are to be eaten at the outside eating areas. Students may not play or participate in games while eating a snack.

### **Cold Lunches**

Students are invited to bring a lunch from home to be eaten at school. Parents are asked to avoid the distraction of dropping off fast-food lunches for their children. Parents may only provide food for their own children.

### **School Parties and Activities**

Refreshments provided to students at class parties and activities must meet the District's Wellness Policy standards. Food must be purchased from a store, and must be individually wrapped with nutrition information on the label. Sugar-filled snacks such as cupcakes, doughnuts, candy and ice cream may not be served during the school day. Students may not be served homemade foods such as barbecue or potluck. Parents may bring food to school for their student, but it must not be served to any other students because of allergy concerns. These guidelines are

for the health and safety of all students. Below are excerpts from the District Wellness Policy. The policy in its entirety is found on the district website.

*For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b) In order to maximize the district's ability to provide nutritious meals and snacks, all schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.*

*The Board believes that foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages, student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.*

*The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior. School staff shall encourage school organizations to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.*

### *Student Support Programs*

#### **Student Success Team**

The Student Success Team is available to help students with any kind of issue or challenge: academic, behavioral, emotional, social, physical, or medical. Parents and/or teachers may refer a student to the team for discussion after interventions have already been utilized without success or desired growth. Team members including the principal, the district psychologist, resource specialist, and classroom teachers – examine each student's situation, brainstorm ideas, and recommend next steps. Parents of referred students are invited to attend.

#### **Psychological Services**

Our psychologist is available on campus one day a week and is on-call all week to provide consultation and/or direct service as required. They attend Student Success Team meetings and are available to talk with parents about situations regarding their children.

#### **Counseling Services**

Counselors from our district and Fighting Back Santa Maria Valley are available one day a week on campus to meet with students. Students are referred for counseling through the Student Success Team or through the principal.

#### **Speech Therapy**

A speech therapist is on campus during the week. The speech therapist works closely with teachers to screen students for speech challenges. Parents and/or teachers may request a speech assessment for students.

## **Special Education**

The California Education Code (Section 56031) defines special education as:

- Specially designed instruction to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the general instruction program; and
- Related services that help individuals with special needs to benefit from specially designed instruction. Special education is an integral part of the total public education system.
- Other features of special education are:
  - It is provided in a way that promotes maximum interaction between students with and without disabilities in a manner which is appropriate to the needs of both.
  - Services are provided at no cost to parents.
  - It provides a full range of program options to meet the educational and service requirements of individuals with exceptional needs in the least restrictive environment (LRE). The LRE is generally the setting that is most similar to those attended by general education.

## **Retention/Promotion Policy**

During the 1999 California legislative session, Assembly Bills 1626 and 1639 were passed into law. These companion bills require school districts to implement retention and promotion guidelines for students transitioning from grades 2-8. The Orcutt Union School District has a Retention/Promotion program that meets the guidelines established by the legislation. Students are identified as “at risk of being retained” in grades 2 and 3 for academic deficits in reading. Students transitioning from grades 4-8 can be considered as “at risk of being retained” for academic deficits in reading, language arts, and/or math. The school will attempt to provide intervention support and services to identified students.

At the conclusion of the school year, teachers and parents will review the progress of identified students. Classroom teachers may recommend students for retention if they do not meet promotion requirements.

Students who have Individual Education Plans (IEPs) and/or Section 504 accommodation plans will be evaluated based upon the goals/guidelines in their plans. English learners will be evaluated based upon their overall progress, not solely upon English proficiency.

## **English Learners’ Program**

English Language Development resources are available to help students who are English learners. These resources include specialized English Language Development instruction in reading and language arts. Pine Grove has a Community Liaison that is available for English-Spanish translation.

## **District Nurse**

The district nurse is on call for emergencies during the school day. The nurse maintains all school health records and oversees health screenings. All students in grades K, 2, and 5 are tested for vision, and all students in grades K, 2, and 5 are tested for hearing. Parents are notified when a possible vision or hearing problem is detected. Parents and teachers may also request vision and hearing tests for students.

## *Student Involvement*

### **Student Council**

Students in grades 4-6 are invited to participate in Student Council. Election are held in the fall and spring. Students serve for a semester. Only 6<sup>th</sup> graders are eligible to serve as president.

## *Student Recognition*

### **Positive Referrals**

Students in all grades are recognized for doing positive, good deeds in their classrooms and on our campus. These students receive a Positive Referral and meet with the principal.

### **SuperSTAR Award**

Students in all grades are recognized for STAR behavior by earning STAR Bucks. The STAR Bucks are collected in classrooms for a weekly raffle with prizes.

### **Attendance Awards**

Students are eligible to receive the PANDA award (Perfect Attendance No Days Absent) for achieving perfect attendance throughout the year. The award is given in June. Students also receive a special incentive if they achieve perfect attendance at the end of each trimester.

## *Other Programs*

### **Campus Connection Childcare Program**

On-campus childcare is offered before school from 6:30-7:45 a.m. and after school from dismissal-6 p.m. Campus Connection also offers “camp” programs during Winter Break, Spring Break, and summer. For more information, phone the Campus Connection main office at (805) 938-8950.

### ***Expanded Learning Opportunity (ELOP)***

Orcutt Union School District is pleased to announce opportunities for **no cost** child care and expanded learning for TK-6th grade students! New state funding (ELOP) will allow families that qualify to participate in the Campus Connection Program at no cost. This funding will also allow OUSD to enhance the experience for ALL students enrolled in the child care program. The program is provided by our Campus Connection Staff and will be offered at all OUSD elementary school sites. A healthy meal(s), education, literacy, physical activities, and enrichment elements are all part of the program.

***The primary goal of the Expanded Learning Opportunities Program in OUSD is academic support, enrichment, and connections for students beyond the regular school day.***

To see if you qualify, please fill out the application that is located on the OUSD website.

### **Room Parents**

Room parents are selected by each teacher. Responsibilities vary from teacher to teacher, but generally room parents are responsible for organizing classroom parties and activities, and they are involved in PTA events as well.

### **School Site Council**

The School Site Council is a committee of elected staff members and parents that provides leadership and input regarding all school programs and initiatives. Its chief duty is to provide input for the School Plan for Student Achievement and Safe Schools Plan. Meeting agendas and minutes are sent home to parents serving on the council, however, all parents are invited to attend.

## **School Donations**

The Pine Grove staff is very appreciative of parents and community members who donate items to either individual classrooms or the school as a whole. For questions about how and what to donate, contact the school office.

## **Yearbooks**

Pine Grove publishes a school yearbook each spring. Our yearbook sales campaign runs for two weeks during the spring of each year. This is the only time yearbooks may be pre-ordered. The yearbook is distributed during the last week of school. Additional yearbooks are available for sale in the school office during the last week of school.

## **Orcutt Children's Arts Foundation**

Parents are invited to join the Orcutt Children's Arts Foundation, which supports the arts at Pine Grove and in the Orcutt Union School District. Annual membership fees\* are as follows: \$5 for students, \$10 for individuals, \$20 for families, \$100 for community groups, and \$500 for corporate memberships. You can join online by going to the district website ([www.orcutt-schools.net](http://www.orcutt-schools.net)) and clicking on OCAF. (\*subject to change)

## *Special Events*

### **Back to School Night**

Hosted early in the school year, this evening gives parents the opportunity to visit classrooms, meet their children's teachers, and hear firsthand the teachers' emphasis and priorities for the year. **This night is for parents only.**

### **Book Fair**

In partnership with Scholastic Books, the PTA organizes book fairs in the fall and spring as a service to students and families.

### **Box Tops for Education**

The PTA collects Box Tops for Education coupons clipped from General Mills products to redeem funds for school use.

### **Carnival**

This is a PTA-sponsored family night that features games and prizes in a carnival atmosphere.

### **Family Nights**

Occurring throughout the year and sponsored by the PTA, these evenings include activities such as Movie Night and Bingo with the intent of bringing our families together, and strengthening our sense of community.

### **Open House**

Hosted one evening in the spring, students have an opportunity to share their class activities with parents. Open House is a fun and pride-filled night for all family members.

### **PTA Jog-A-Thon/Apex Fun Run**

The PTA Jog-A-Thon not only is an important fundraiser, it is a school wide unity-builder that involves students, staff, and parents. The program includes character education lessons and motivational presentations.

**Red Ribbon Week**

This community-wide celebration of a drug-free lifestyle comes to campus with in-class discussions and symbolic red ribbons.

**Spirit Days**

On Fridays, students are encouraged to wear their Pine Grove T-shirts or blue, the school color.

**Pine Grove PTA (Parent Teacher Association)**

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All parents and teachers are welcome to join and become active in the Pine Grove PTA (Parent Teacher Association). Pine Grove PTA membership dues includes a membership in the national PTA. The membership drive is early in the fall. Numerous programs supported by the Pine Grove PTA include student awards, enrichment assemblies, classroom supplies, and much more. Information about PTA meetings, programs, and events will be distributed via ParentSquare.

The Pine Grove PTA general membership meetings will be hosted on Back to School Night, Open House, and other dates as advertised. Everyone is invited to attend. Your participation is vital to the programs that PTA provides to Pine Grove. You are always welcome to contact any member of the Pine Grove PTA board to discuss a specific interest or concern, or volunteer a talent or idea.

Each school year the Pine Grove PTA has two major fundraising projects, the Jog-A-Thon (Apex Fun Run) and the carnival. Proceeds from these projects support programs such as field trips, Walk Through California/Revolution/Ancient World, Robotics, Battle of the Books, Math Bowl, and classroom grants.