

# To Students, Parents, and Teachers

## About the Planner

### STUDENTS

This planner is available to you to help you know the school rules and guidelines, organize your classwork and homework assignments, and schedule your time. It is your responsibility to:

1. Record the day's assignments.
2. Record grades on assignments if you choose to do so.
3. Give to the teacher to check (if pre-arranged).
4. Add any special reminders.
5. Teacher and parent notes may be included.
6. Record when long-term assignments are due.
7. Show it to parent / guardian every evening.
8. Bring the planner every day to school and DO NOT lose it.
9. Keep the planner intact (do not rip pages out at any time).
10. Track your testing data, goals, and adjust your goals as needed during the school year.

### PARENTS

The planner is also for you to use. Knowing school rules and guidelines will help both you and your child stay on course and not be surprised about anything. Help your child by:

1. Reading and reviewing homework section of planner each night.
2. Study with your child each night (fluency, sight words, reading, writing, I-Ready, ST Math, etc.)
3. Discuss concerns with your child.
4. Communicate with your child's teacher as much as possible (use email, letter, text, or phone call).
5. Make sure your child uses planner in correct manner every day.

### TEACHERS

1. Arrange with students how and when you want the planner maintained.
2. If you are to check students' planner before they leave for the day, let them know the procedure.
3. Make notes to parents when needed.
4. Notify parents if work is not being completed or turned in on time, or share other concerns.
5. Notify parents if planner is not brought to school every day.

My parent(s) and I have read the Pacific Planner. We have thoroughly discussed the expectations of Pacific Elementary School and notify the school for further clarification, if necessary. Signing below shows our acknowledgement of having seen and discussed the use of this planner and school rules (Please don't tear away below...keep for future reference).

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# Pacific Elementary School

## Vision

**All students will learn at high levels.**

## Mission Statement

We will focus on student learning, using a collaborative culture to clearly define what every student needs to learn and we will constantly measure our effectiveness and respond when students need additional time and support.

## The Pacific Way

What is The Pacific Way? The Pacific Way is the way of life at Pacific Elementary School – follow it and you will be successful now and in the future. Students will be rewarded with Puma Paws when they follow these guidelines. Puma Paws can be exchanged for prizes at the Student Store.

Successful Pumas are:

### 1. Safe:

- Walk in the halls at a safe pace (no running) and walk to and from the playground.
- Keep hands, feet, and objects to yourself.
- Use appropriate voices to hear emergency alarms.
- Listen and respond politely and appropriately.
- Use put-ups, not put-downs.
- Always use a pass when out of the classroom.
- In the restroom, always keep water in sink, give people privacy, and always knock on stall door before entering.
- Remain seated in designated areas until adult dismisses.
- Stay on sidewalks and don't walk on the bark or grass.
- When the bell rings, stop and freeze. When whistle blows, walk to class in a timely and organized manner.

### 2. Respectful:

- Listen to speaker and follow adult directions.
- Clean up after yourself and put trash in the garbage.
- Include everyone and patiently wait for your turn.
- In the restroom, always keep water in sink, give people privacy, and always knock on stall door before entering.
- Use kind words and actions including put-ups, not put-downs.

### 3. Be Responsible:

- Always have school supplies to be successful in the classroom and complete work.
- Be on time to school every day.
- Take care of yourself, each other, and school property.
- Be honest.
- Ask for help when needed.
- Clean up after yourself before leaving any area.
- Go to dismissal area promptly, wait on the sidewalk, look for your family and wait patiently for pick up.

## The Pacific Way

### EVERY STUDENT MUST FOLLOW THESE GUIDELINES

**Follow the Pacific Way at all times.** Be safe. Be Respectful, and Be Responsible at all times (follow behavior matrix). Consequence: Reflection summary, loss of recess, suspensions, etc.

**SCHOOL UNIFORM POLICY must be followed every day.** Uniforms are to be worn daily unless it is communicated otherwise by school administration.

Consequence: Phone call home and loaner clothes traded.

**No food, candy, gum, or beverage consumption (other than water) during the school day, or after school program outside on the yard.**

Consequence: Food or beverages immediately thrown away and loss of recess.

**Electronic devices (cell phone, ipads, ipods, etc.) MUST be taken away if seen or heard (unless teacher approved for academic purposes).**

Consequence: Cell phone or electronic devices confiscated and turned into office. Only parent may pick up items in the office. Loss of recess.

**Profanity or discriminatory language is NOT allowed and will not be tolerated.**

Consequence: Teacher/Principal/Vice Principal intervention, parent contact, reflection, suspension.

**Sacred Instructional Time will be observed.**

We discourage parents from picking up students early especially during the last 30 minutes of the school day. This time is even more important as teachers are finishing instruction and assessment, preparing students with notices home, their planners and homework. Therefore, please schedule any appointment or activities after school hours.

**You MUST learn the Pacific Puma Pledge.** “Every day and everywhere, I will do my best... to be a caring, giving and helpful person....to seek justice, and fairness...to show leadership, initiative, and teamwork...to be respectful, responsible, and trustworthy. That is my Pacific Puma Pledge.”

**STAFF ROSTER – Pacific Elementary School 2017-2018**

<b>Staff</b>	<b>Grade/Position</b>	<b>Room</b>
Tara Lampkins	Interim Principal	Office
Julie Del Agua	Asst. Principal/Site Instruction Coordinator	Office
Rosy Garcia	School Office Manager	Office
Oscar Galvez	Plant Manager	SPOM Office
Mrs. Mahan / Mrs. Antone	Pre-School	18
Ms. Chivaro	Early Kinder Program	17
Mrs. Lao	K-AM	10
Mrs. Nigl	K-AM	11
Mrs. Hespeler	K-AM	12
Ms. Kanwal	K-AM	9
	1	16
	1	7
Mrs. Kapucinski	1	13
Mrs. SaeLee	1	14
Mrs. Awan	1	15
Mrs. Clark	2	1
Mrs. Bazett	2	3
Mrs. Auld	2	4
Mr. Love	2	2
Mr. Sanders	2	26
Mrs. Rosales-Garcia	3	6
Mrs. Nguyen	3	5
Mr. Sae Lee	3	8
Ms. Stinson	3	20
Mrs. Bettencourt	4	23
Mr. Augusta	4	24
Mr. Stansfield	4	25
Mrs. Heu	5	27
Mr. Martin	5	28
	5	29
Mr. Martinez	6	30
Mr. Herzfeldt	6	31
Mr. Zimmerman	6	32
Mr. Nelson	P.E. Prep	9
Mrs. Boyer	P.E. Prep-3 days	9
Ms. Reyes	RSP Spec Ed	22
Ms. Oskarson	RSP Spec Ed	22
Ms. Howard	SP. Ed. TA	22
Ms. Willet	Speech Therapist	Speech Room
Ms. Smoot	Nurse	Nurse Room
Ms. Cuellar	Bilingual Aide, Sp/Office Clerk	
Ms. Vazquez	Bilingual Aide, Sp	
Ms. Vue	Bilingual Aide, H	
Ms. Lopez	Bilingual Aide, Sp	
Ms. Nun	Bilingual Aide, Sp	
Mrs. Her	Clerk II – 6hrs	Office
Mrs. Gardner	Library Tech	Library
Mr. Johnny	Crossing Guard	

# Elementary School Calendar Summary

2017 – 2018 School Year

<b>FIRST TRIMESTER</b>	<b>60 Teaching Days</b>
<b>SCHOOLS OPEN</b> .....	<b>Thursday, August 31, 2017</b>
Labor Day Holiday.....	Monday, September 4, 2017
Veterans' Day Holiday .....	Friday, November 10, 2017
Thanksgiving Holidays .....	Saturday, November 18, 2017 through Sunday, November 26, 2017
<b>FIRST TRIMESTER ENDS</b> .....	<b>Friday, December 1, 2017</b>

<b>SECOND TRIMESTER</b>	<b>62 Teaching Days</b>
<b>SCHOOLS REOPEN FOR SECOND TRIMESTER</b> .....	<b>Monday, December 4, 2017</b>
Winter Holidays .....	Saturday, December 23, 2017 through Sunday, January 7, 2018
Martin Luther King, Jr. Day Holiday .....	Monday, January 15, 2018
Lincoln's Day Holiday .....	Monday, February 12, 2018
President's (Washington's) Day Holiday .....	Monday, February 19, 2018
<b>SECOND TRIMESTER ENDS</b> .....	<b>Friday, March 16, 2018</b>

<b>THIRD TRIMESTER</b>	<b>58 Teaching Days</b>
<b>SCHOOLS REOPEN FOR THIRD TRIMESTER</b> .....	<b>Monday, March 19, 2018</b>
Spring Holidays .....	Saturday, March 24, 2018 through Sunday, April 1, 2018
Memorial Holiday .....	Monday, May 28, 2018
Last Day of Instruction .....	Thursday, June 14, 2018
<b>THIRD TRIMESTER ENDS</b> .....	<b>Thursday, June 14, 2018</b>

## ELEMENTARY SHORTENED DAYS

Parent-Teacher Conferences	6 days:	November 13, 2017 through December 15, 2017
	5 days:	March 5, 2018 through April 6, 2018
Reports and Records	3 days:	December 1, 2017, March 16, 2018, and June 14, 2018

# Pacific Elementary

## Daily Schedule 2017-2018

<b>Pre-School AM</b>	<b>8:00-11:30</b>	Monday-Thursday
<b>Pre-School PM</b>	<b>12:00-3:00</b>	Monday-Friday

<b>Early Kinder AM</b>	<b>9:00-12:50</b>	<b>Lunch</b>	<b>12:25-12:50</b>
<b>Kindergarten AM</b>	<b>9:00-12:50</b>	<b>Lunch</b>	<b>10:55-11:30</b>

Grades 1 <sup>st</sup> -6 <sup>th</sup>	Regular Day	Shortened Day	Rainy Days
<b>School Starts*</b>	<b>9:00 AM</b>	<b>9:00 AM</b>	<b>9:00 AM</b>
<b>AM Recess/ Bathroom Break**</b>			
1 <sup>st</sup> /2 <sup>nd</sup> Grades	<b>10:30-10:45</b>	<b>10:30-10:45</b>	
3 <sup>rd</sup> Grade	<b>10:30-10:45</b>	<b>10:30-10:45</b>	
4 <sup>th</sup> Grade	<b>10:50-11:00</b>	<b>10:50-11:00</b>	
5 <sup>th</sup> /6 <sup>th</sup> Grades	<b>10:50-11:00</b>	<b>10:50-11:00</b>	
<b>Lunch***</b>			
1 <sup>st</sup> Grade	<b>11:20-12:00</b>	<b>11:20-11:50</b>	<b>11:20-11:50</b>
2 <sup>nd</sup> Grade	<b>11:35-12:15</b>	<b>11:35-12:05</b>	<b>11:35-12:05</b>
3 <sup>rd</sup> Grade	<b>11:50-12:30</b>	<b>11:50-12:20</b>	<b>11:50-12:20</b>
4 <sup>th</sup> Grade	<b>12:10-12:50</b>	<b>12:10-12:40</b>	<b>12:10-12:40</b>
5 <sup>th</sup> Grade	<b>12:25-1:05</b>	<b>12:25-12:55</b>	<b>12:25-12:55</b>
6 <sup>th</sup> Grade	<b>12:40-1:20</b>	<b>12:40-1:10</b>	<b>12:40-1:10</b>
<b>PM Recess/ Bathroom Break**</b>			
1 <sup>st</sup> /2 <sup>nd</sup> Grade	<b>1:30-1:45</b>		
3 <sup>rd</sup> Grade	<b>1:30-1:45</b>		
4 <sup>th</sup> Grade	---		
5 <sup>th</sup> /6 <sup>th</sup> Grade	---		
<b>Dismissal Times:</b>	<b>M., T., W., F.</b>	<b>Early Days Thursdays</b>	<b>Parent Conference Days</b>
1 <sup>st</sup> -3 <sup>rd</sup>	<b>3:07</b>	<b>2:07</b>	<b>1:35 -1<sup>st</sup> - 3<sup>rd</sup></b>
4 <sup>th</sup> -6 <sup>th</sup>	<b>3:07</b>	<b>2:07</b>	<b>1:49 - 4<sup>th</sup> -6<sup>th</sup></b>

\*Rainy Day Breakfast-Students will be released directly to teachers at 8:45. *Please be on time* to pick up your students from the cafeteria.

\*\*Rainy Day Recess-Please walk your students out for drinks and bathroom break or they may be sent in pairs. Office staff will attempt to visit each class to assist with teacher breaks.

\*\*\*Rainy Day Lunch-All students will remain in the cafeteria with supervision by noon duty. *Please be on time* to pick up your students from the cafeteria. You will still have ten minutes before or after lunch for students to use restrooms and get to the cafeteria.

→ Please notice that on M., T., W., and F, students are dismissed at 3:07 but every Thursdays dismissed at 2:07.

## **POLICIES & PROCEDURES**

### **ATTENDANCE:**

Regular school attendance is a key factor in school success. Students are expected to be in school every day unless it is absolutely necessary that they be absent.

Please note that even excused absences are not reimbursed by the state and each day a child is absent reduces the funding base which provides staff, resources and programs for your student.

A note is **required** for each absence, upon their return to school, which includes the student's full name, date of absence, reason for absence and parent or guardian signature. In addition, you may call the school office at 433-5089 each day your child is absent. The office has an answering machine that will record your message before and after office hours. Please leave your child's full name, grade/teacher, date of absence, reason for absence, name of person calling, and a phone number. Teachers are not obligated to provide homework for unexcused absences.

### **ARRIVAL AND DISMISSAL GUIDELINES:**

**Parents who drop-off or pick-up their student(s) before or after school, please drive with the utmost caution when nearing the school.**

We encourage all parents to use safety precautions bringing students to and from school. Parents may drop off students from 8:30-8:55. Classes start promptly at 9:00 AM. Students should not arrive at school prior to 8:30 AM, as there is no supervision. If a student does arrive before 8:30 AM, the parent will be contacted to come back to school to pick up the student. Students who arrive to their class after 9:00 AM, must check in at the office and get a tardy slip. For safety purposes, non-Pacific students are not allowed on campus at any time. Students will be in the cafeteria from 8:30-8:45 and then be dismissed to the yard.

We discourage parents from picking up students early especially during the last 30 minutes of the school day. This time is even more important as teachers are finishing instruction and assessment, preparing students with notices home, their planners and homework. Therefore, please schedule any appointment or activities after school hours.

Instruction ends at 3:07. At that time, teachers will walk students to the front of the school. If students are not picked up 15 minutes after dismissal, they will be taken to the office to call home.

For safety purposes, students will not be allowed to walk out to any vehicle without an adult.

Students are also NOT allowed to walk down the road to a parent's vehicle. Please help us to ensure our students' safety by adhering to these dismissal rules.

Students are to leave the campus immediately after school unless they are in a classroom for tutoring or participating in an after school program.

### **WEDNESDAY FOLDERS:**

Regular home-school communication is a most important part of your child's school success. A Pacific Elementary Wednesday Folder will be sent home each Wednesday. Inside will be classroom notices, teacher newsletters, and other school information. Parents are asked to review the contents of the folder, sign the cover, add any comments you would like to add, and send the folder back to school by Friday of the same week.

### **WEBSITE**

The Pacific website <http://pacific.scusd.edu/> will share information about the school, upcoming events, opportunities to volunteer, procedures and much more.

### **FACEBOOK**

We will regularly post updates, announcements and news about our super scholars. Make sure to "like" our page to stay updated: [www.facebook.com/PacificPumas](http://www.facebook.com/PacificPumas)

## SUNDAY NIGHT MESSENGER CALLS FROM PRINCIPAL

A weekly message is sent to all families and staff every Sunday at 6pm to share news about the upcoming week. It is helpful to note important dates and reminders. Please update your phone number in the office. Contact the office if you do not receive a Sunday Night Message at 6pm.

### STUDENT UNIFORM POLICY

The California Legislature has given school districts the authority to adopt a reasonable dress code policy that requires students to wear a school-wide uniform (EC 35183). The purpose of the uniform at Pacific is to

1. To focus on school as a workplace for students.
2. To prevent a focus on clothing label competition.
3. To prevent the wearing of inappropriate types of clothing
4. To develop a sense of school spirit and unity.

Uniforms are to be worn daily unless it is communicated otherwise by school administration.

Tops	-White or navy blue shirts (collars preferred). Short or long sleeves. -School shirts with school mascot/motto
Pants/Shorts/ Skirts/Jumpers	-Navy blue pants/shorts/skirts/skorts/jumpers/Blue Jeans okay. All pants must not have any holes in them.
Shoes/Socks/Tights	-Sneakers or oxfords (closed-toed shoes only, NO SANDALS) -White or navy blue socks or tights
Sweaters/Jackets	-White or navy blue
Coats	-Navy blue or solid colors preferred

### GENERAL GUIDELINES:

- All tops, white or navy blue (*no tank tops, camis, spaghetti straps, or halter tops*).
- All bottoms (pants, shorts, skirts, skorts, jumpers), navy blue-(*no words, pictures, or symbols*) Blue Jeans are okay. No holes in any pants.
- All socks/tights, white or navy blue
- Closed-toed shoes only
- NO inappropriate words, pictures or symbols on clothing.
- Clothing must fit appropriately, not too big, too small, too short, or too long.
- No bandanas or handkerchiefs
- Students should be neat, clean and appropriately dressed to participate in all school activities.
- Please mark all jackets and sweater with student name.
- If a student is out of uniform, a phone call home will be made and students will be given loaner clothing.

### RECOGNITION OPPORTUNITIES:

Monthly Awards (Perfect Attendance, Uniform, and Behavior), Trimester Awards, Puma Paws (use at student store), Classroom/Teacher Awards, Assemblies, etc...

### PARENT ENGAGEMENT OPPORTUNITIES:

Parent Coffee Chat, All Pro Dads / All Star Moms, Catwalk / Garden Clean Up, School Site Council, ELAC & Safety Meetings, Site Based Decision Making Team, PTA, Fundraising,



Volunteer in Classroom, Career Day, Community Reading Day, Parent / Teacher Conferences, Garden Community Work Days, etc...

### **EMERGENCY CARDS**

Every parent or guardian must fill out an emergency card for each child attending Pacific. Clear and up-to-date information on these cards makes it possible for immediate contact with the parent, guardian or baby-sitter in the event of an emergency. **Parents must notify the school immediately of any changes to the emergency information (baby-sitter, home, work phones, cell, etc.).** Only adults that are on the student's emergency card will be allowed to pick up children with proof of picture identification.

### **EMERGENCY PROCEDURES**

Although safety is our number one concern for students while on our campus, natural disasters and other emergencies may arise. In the event of a whole school emergency on campus, parents will be notified by an automated telephone system. If your telephone number has changed since registration, please update in the front office. Unless instructed to do so, please do not walk on school grounds during an emergency situation. If you arrive at school for drop off and the school is locked down, do not leave students. Wait in a safe designated area off campus until the school is cleared. If you arrive for pick up and the school is locked down, please wait off campus in a safe designated area. Students will only be released when the situation has cleared. Also, our students will practice many emergency drills during the school year: fire, earthquake, lockdown/intruder, etc....

### **VOLUNTEERING/VISITING ON CAMPUS**

Pacific has established the following procedures to ensure a safe and secure campus and to minimize any potential risks to our students by intruders. Every person on campus must display the appropriate badge.

- All visitors must sign-in at the front office (Penal Code 627-627.11) where they will be issued a visitor's badge. Visitors must sign-out at the end of the visit.
- No one under the age of 18 will be allowed to visit classrooms unless it is a school related project and has been approved by both principals.
- If you would like to visit a classroom, please make arrangements with the teacher ahead of time as a common courtesy.
- Parents who wish to visit with their children's teachers or to volunteer in the classroom during school hours must schedule the visit in advance.
- At Pacific, we realize the power and potential of parents being involved in their child's education. Parents, adult family members and community are encouraged to participate in school-wide activities and also in the classroom. We ask parents to try for at least 3 hours. There are many opportunities for adults to volunteer at school, such as School Site Council, English Learner Advisory Committee, classroom tutors, mentors, readers and library volunteers. Volunteers who come on a regular basis must have a copy of a negative TB test in the office. Finger printing is also required before certain volunteer assignment can be made. Please contact the Office Manager for a volunteer packet.

## HEALTH MATTERS AND MEDICATION

Education Code 49423 states that designated office personnel may give out medication prescribed by a doctor if the school receives:

1. A written statement from the physician detailing the method, amount and time schedule by which the medication is to be taken.
2. A written statement from the parent of guardian of the student indicating that the school may give out the medication.
3. Medication must be sent to the school in the prescription bottle or original container.

Forms are available in the office for you and your physician if your child must have medication during the school day. Over the counter and pain relievers are not available to students.

## STUDENT SUPPORT SERVICES

**Student Study Team:** Students may be referred to a Student Study Team evaluation due to learning, behavior or attendance concerns. The team consists of the classroom teacher(s), another site teacher/coordinator, Psychologist, Speech Therapist, and the Principal when possible. The team meets with parents to discuss concerns and solutions related to the student's progress in his/her program.

**Student Support Coordinator:** Our Student Support Coordinator coordinates support services for families at Pacific. Services range from counseling to families and students in crisis to information about housing, healthcare and parenting. The Healthy Start office also supports families in need with uniforms, backpacks and school supplies.

**Resource Specialist Program:** The Resource Specialist Teacher works collaboratively with the Intervention teachers to serve students for whom Special Education services have been recommended and authorized by the parent/guardian at a formal Individual Education Plan (IEP) meeting. The RSP teacher also serves students who need additional time and support to be successful.

**Speech and Language Specialist:** A Speech and Language Specialist is assigned two and one half days a week to assist identified children with articulation and fluency.

**After School Education Support (ASES):** The Center Afterschool Program is free to all Pacific students. The Center program is conducted Mon.-Friday from 3:00-6:00 pm in selected Pacific classrooms. The Center program provides tutoring, assistance with homework, and academic support.

## TEXTBOOKS & LIBRARY BOOKS

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.

4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student’s grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

### **HOMework POLICY**

The ability to work independently is a valued and necessary skill that is an integral part of the instructional program. The assignment of homework is one important means by which this skill may be developed. Each classroom teacher will inform parents of his/her individual homework guidelines during the Back to School Night Program in September. Homework may be assigned as an extension of the classroom assignment. In this instance, homework provides an important means of reinforcing and expanding skills taught in the classroom. Homework will be assigned as a result of extended student absence. Students are expected to complete homework even during an extended absence. Homework may be assigned to give needed additional time for a student to pursue a particular interest or project. Homework will not be assigned as a punitive measure.

### **BIRTHDAY OR CLASS CELEBRATIONS**

Each classroom teacher will inform parents of his/her individual birthday or class celebration guidelines during the Back to School Night Program in September. Previous arrangements must be made with the teacher before any treats or goodie bags are to be brought on campus or shared with the class. **We will not interrupt instruction for delivery of treats. Out of respect for all students and the educational process, items such as invitations, gifts, balloons, or flowers are not to be distributed at school. PLEASE DO NOT DELIVER FOODS CONTAINING PEANUTS/FISH OR MAY BE A HAZARD TO STUDENTS WITH ALLERGIES.**

## **BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES**

Bicycles may be ridden to school by first through sixth graders and must be locked to the racks provided. **It is the law for children to wear helmets. Students without helmets will have their item held in the office until a parent/guardian can arrange for pick up.**

A bicycle storage area is furnished for students who want to ride bicycles to school. IT IS THE RESPONSIBILITY OF THE STUDENT TO LOCK HIS/HER BICYCLE IN THE STORAGE AREA AT SCHOOL. There are not sufficient personnel available to monitor this area, and the school cannot assume responsibility for bikes. In the event that a bike is stolen from the bike rack, you must call the Police to file a report. Please walk all bikes while on school campus.

A first violation of these rules will result in removal of the equipment and require a parent to pick it up. A second violation will result in the item being taken from the student until June. Skateboards, skates or scooters are not permitted at school.

## **PHOTOGRAPHS AND TAPING**

Each year, photographs and videos are taken of students and families at school and events. Some of these pictures may be used outside of school or on social media for promotional purposes. Please notify the principal in writing if you do not want your child's image used. Parents and other volunteers must obtain permission from the classroom teacher and/or principal before photographing or taping on campus.

## **SCHOOL PROCEDURES**

### **Recess Procedures**

- Stay inside the boundary lines (red lines).
- Stay off all ramps during recess time (library, room 16, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade wings, etc.).
- Begin walking to class at the whistle.
- Walk in all hallways.
- Use ramps for the library, Healthy Start, room 16, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade wings.
- Stop playing tetherball and on the play structure at the whistle.

### **PLAYGROUND PROCEDURES**

- Teachers will walk their students to and from the playground.
- Stay out of the hallways and off the ramps and handrails.
- Stay in front of or inside the wood box.
- Once students leave the classroom, they remain outside.
- If you have a problem that you cannot solve, find a conflict manager or yard duty teacher.
- Do not pick up, throw, or kick woodchips. Leave them in wood box.
- **Do not bounce balls against the classroom walls or touch them- stay away from all classrooms.**
- No play fighting.
- Play structure is closed when wet.
- Go down the slide feet first and one student at a time.
- Start at the ladder for the monkey bars and end on the blue platform one at a time. No swinging or kicking while on the monkey bars.
- Walk while on the structure.
- No jumping from the play structure.

- Only chin-ups are allowed on the parallel bars. No swinging or standing up on the bars.
- Shovel and broom will be available for woodchip cleanup.
- **Return the balls to the classroom or ball cart after the bell rings.**

### **Bathroom Procedures**

- Students walk quietly, staying off benches and out of woodchip box.
- Use inside voices if speaking.
- No climbing on stalls or slamming doors.
- Keep toilet paper on rolls or in the toilet.
- Flush once only and check the toilet.
- Wash and dry hands.
- One student per gender per class allowed at a time.
- No playing with soap dispensers.
- No wetting hair.
- Clean and use bathroom appropriately.
- Only passes to be brought to the bathroom (no writing implements, etc.).

### **CAFETERIA PROCEDURES**

- Enter the cafeteria quietly.
- Follow the correct traffic flow from the service counter to your assigned table.
- Raise your hand for help.
- Use an “inside” voice.
- Do not pop napkin and spoon bags.
- Do not throw food.
- All food is to be eaten in the cafeteria; no food is to leave the cafeteria.
- Stay seated until dismissed.
- Clean up and throw trash away in an orderly manner from the table to the trash can and exit.
- Only one lunch please. If students bring a complete lunch from home, no school lunch.

### **WITHDRAWAL OF CONSENT**

If parents or visitors behave in a way that is threatening to others, a Withdrawal of Consent notice is sent to inform the person violating school rules that they are not allowed to enter school property for a two-week period.

California State Penal Code 415.5 – (a) Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, university of state university or challenges another person within any building or upon the grounds to fight, or (2) maliciously and willfully disturbs another person within any of these building or upon the ground by loud and unreasonable noise, or (3) uses offensive words within any of these building or upon the grounds which are inherently likely to provoke an immediate violent reaction is guilty of misdemeanor punishable by a fine not exceeding four hundred dollars (\$400). Or by imprisonment in the county jail for a period of not more than 90 days, or both. As well as Education Code 32210 - Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). (Amend. Stats. 1983, Ch. 1092.)

## **Pacific Game Rules**

### **Soccer Rules**

1. You must play in the game if you are standing on the soccer field (no kicking the ball around or standing around on the grass).
2. Student who checks out the ball from our school ball basket or teacher will select another captain and pick teams.
3. Choose a goalie.
4. Hands off the ball (only the goalkeeper may use hands).
5. Always keep plenty of space between you and other players.
6. No contact: No pushing, shoving, tripping, or any other form of contact between you and other players.
7. No put-downs. Have a positive attitude by using positive words of encouragement (good try, nice kick).
8. Stop playing immediately at the sound of the bell.
9. You will lose playing time if the rules above are NOT followed.

### **Basketball**

1. You must play in the game if you are standing on the basketball court (basketball, horse, or any other organized game is okay).
2. Student who checks out the ball from our school ball basket or teacher will select another captain and pick teams.
3. No contact: do not foul, charge, block, hit, push, slap, hold, or do an illegal pick/screen.
4. No put-downs. Have a positive attitude by using positive words of encouragement.
5. Stop playing immediately at the sound of the bell.
6. You will lose playing time if the rules above are NOT followed.

### **Tetherball**

1. You must play a match/game if you are standing in the tetherball playing area.
2. Rock-paper-scissors will be used to decide the player to serve first.
3. At the end of the game, the winner will be allowed to play a second game. The winner may only play two consecutive games in a row.
4. Only strike the ball with your hand or fist.
5. Each player must remain in his/her own playing zone.
6. No stopping the ball by holding or catching the ball.
7. No touch the rope or pole with your hands, arms or body.
8. The game is won by the player who first winds the rope completely around the pole OR by forfeit because of a foul committed by a player.
9. Play stops immediately after a foul is committed.
10. Stop playing immediately at the sound of the bell and step out of the court.
11. You will lose playing time if the rules above are NOT followed.

### **Four Square**

1. You must play a game if you are standing on or around the 4 squares area.
2. The server must bounce the ball once in his/her square before actually serving to another square.
3. A player may hit the ball before it bounces, if they choose to do so.
4. If a player hits the ball so that it misses another player's square, or fails to hit the ball before the second bounce after it has landed in their square, they are "out".
5. When a player is out, the other players move up to take their place, and that player moves to the last square, or end of the line, if there are more than four players.
6. The object of the game is to move up to and hold the server's position.
7. No contact between players.
8. No put-downs. Have a positive attitude by using positive words of encouragement.
9. Stop playing immediately at the sound of the bell and step out of the court.
10. You will lose playing time if the rules above are NOT followed.