2015-2016 Family Handbook

Programs, Philosophy, & Procedures

Pacific Elementary School
50 Ocean Street/P.O. Box H
Davenport, CA 95017

Phone: (831) 425-7002
Website: www.pacificesd.org
Kris Stanga, Principal/Superintendent

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Pacific Elementary School District Board of Trustees

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Don Croll	dcroll@ucsc.edu	Term Expires: 11/2018
Roger Knapp	roger@serenogroup.com	Term Expires: 11/2018

Board meetings are held at 4:00 p.m. on the third Thursday of each month except July and are open to the public.

Pacific School Staff

Principal / District Superintendent	Kris Stanga	kstanga@pacificesd.org
Administrative Assistant / Business Manager	Elizabeth Andrews	eandrews@pacificesd.org
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Kindergarten Teacher	Samira Hartje	shartje@pacificesd.org
Kindergarten Aide	Karen Villanueva	kvillanueva@pacificesd.org
First/Second Grade Teacher	Jennifer Tschirky	jtschirky@pacificesd.org
First/Second Grade Aide & Office Aide	Candace Tanner	ctanner@pacificesd.org
Third/Fourth Grade Teacher	Lowell Walker	lwalker@pacificesd.org
Third/Fourth Grade Aide	Patricia Morrison	pmorrison@pacificesd.org
Fifth/Sixth Grade Teacher	Anthea Shore	ashore@pacificesd.org
Fifth/Sixth Grade Aide	Michelle King	mking@pacificesd.org
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Independent Study Second-Sixth Grade Teacher	Terra Barsanti	tbarsanti@pacificesd.org
Independent Study Second-Sixth Grade Aide	Chyna Darby	cdarby@pacificesd.org
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Food Lab Aide	Violi Law	vlaw@pacificesd.org
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Technology / GATE Coordinator	Heather McDougal	hmcdougal@pacificesd.org
Music Instructors	Astrid Huala (violin) Renata Bratt (cello), Michael Glick (marimba & piano), Gwendolyn Boger (Orff and chorus)	
After Care Coordinators	Stacey Reynolds	sreynolds@pacificesd.org
	Martha Gagnier	mgagnier@pacificesd.org
	Violi Law	vlaw@pacificesd.org
After School Recreation Coordinator	Jerry Adame	jadame@pacificesd.org
Speech & Language Therapist	Sarah Ingraham	singraham@pacificesd.org
School Psychologist	Will Rosse	
Occupational Therapist	Joan Lerner	

SCHOOL MISSION

Pacific School's mission is to prepare children for life through experiential learning that addresses the needs of the whole child. We create a safe and secure school environment that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding.

SCHOOL VISION AND GOALS

Pacific School strives to give each child a lifelong appreciation of learning. Our rich educational environment provides every student with a broad foundation of knowledge and practical experience. The curriculum integrates with California State Standards and is delivered through multi-graded classroom programs. Well-rounded instruction is complemented by a variety of programs, including music, Life Lab, and physical education, as well as visual, performing, and culinary arts. Students develop a sense of community while maintaining individuality and creative self-expression. Our diverse community fosters cooperative skills, mutual respect, and pride in academic progress.

SCHOOL HOURS

Pre-School Students Monday through Friday:
8:30 a.m. – 12:30 p.m.
Dismissal recess occurs between 12:15 and 12:30.

Five-Day Students Mon, Tues, Thurs, Fri:
Kindergarten: 8:45 a.m. - 12:30 p.m.
First – Third Grades: 8:45 a.m. - 2:35 p.m.
Fourth – Sixth Grades: 8:45 a.m. - 3:05 p.m.

Five-Day Students Wednesdays:
Kindergarten – sixth grades: 8:45 a.m. – 12:30 p.m.

Independent Studies Students Mon, Tues, Thurs:
Kindergarten/1st Grades: 8:45 a.m. – 12:30 p.m.
Second – Sixth Grades: 8:45 a.m. – 3:00 p.m.
Independent studies students do not attend school Wednesdays or Fridays.

Arrival and Departure: The playground is open at 8:35 a.m. Children should not arrive before 8:35 a.m., as supervision cannot be provided. Pre-school children should arrive at 8:30 a.m. and must be accompanied to and from school by adults. All students should walk home or be picked up promptly upon dismissal, unless they are enrolled in our After Care or After School Recreation programs.

Minimum Days: On minimum days, all classes are dismissed at **12:30 p.m.** Minimum days are scheduled at the following times:

- All Wednesdays. (This allows for teacher meetings and planning time.)
- Parent/Teacher Conference weeks (These minimum days apply to 5-day students only. Upper independent studies students are dismissed at 3:00 p.m. as usual during Parent/Teacher Conference weeks.)
- The last day of school.

ATTENDANCE

Regular school attendance is one of the most important factors determining your child's academic success. The law states that regular school attendance is mandatory. Absences for the following reasons are considered *excused absences*: illness, quarantine, or medical/dental care; funeral for immediate family member; family emergency; required appearance in court; and observance of a religious holiday. Absences due to family trips or any other reasons not on the previous list are *unexcused absences*. When possible, please schedule doctor's appointments after school hours or towards the end of the school day.

In addition, California Education Code 48260 defines students who are *truant*: "Any pupil subject to full-time education who is absent from school without a valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district."

Absences: Sometimes students must miss school. It is important that the school knows when your child is not in attendance. **Please provide a written notification or call the school secretary at (831) 425-7002 before 9:00 a.m. each and every day your child will not be attending school, even during absences of multiple days.** Include the following information in your note or phone message:

- The student's full name
- The student's grade level or teacher's name
- Your name and relationship to the child
- The reason for the absence (sick, vacation, etc.)
- The duration of the absence (will be in by 10:30 a.m., etc.)

For safety reasons, we must determine why each absent student is missing from school every day. We begin calling families of absent students who have not communicated with us at 9:00 a.m. each morning. Please reduce the office's work load by providing us with all of the information above in a timely manner.

Late Arrival: Please ensure your student arrives on time to school every day. **Attendance is taken on the blacktop at 8:45 a.m. sharp. All students who arrive late to school (i.e. after the 8:45 a.m.) must to check in at the school's office to receive a tardy slip before going to class.** If your student will be arriving after 9:00 a.m., please call the office with the information described above for absences. Late-arriving students are one of the biggest disruptions we experience in our classrooms and in the school office. Signing in tardy students hinders the ability of the office staff to deal effectively with emergencies and other situations that come up each morning. The morning is also disrupted for their classmates, and classroom teachers are forced to repeat directions. The late student may feel embarrassed and miss crucial instruction. Thank you for helping your student arrive on time every day. Together we can make a difference!

Early Dismissal/Appointments: Please schedule appointments for the end of the school day if at all possible in order to decrease classroom disruptions and avoid unnecessary absences. Send a note with your child if he/she needs to leave early. He/she must be signed out by a parent/guardian using the early sign-out clipboard in the office. Children must be picked up from the office. Please do not go to the classroom to pick up your child unless otherwise directed by the office staff. Please sign your child back in through the office if returning him/her to school.

Truancy: In order to comply with state law and help our students receive a good education, the following procedures will be followed in the case of unexcused absences and/or excessive tardies (three times tardy 30 minutes or more, or more than five times late less than 30 minutes):

- **Step 1:** After the second unexcused absence, late over 30 minutes, or three times tardy under 30 minutes, parents will receive a phone call from the office urging improvement in attendance.
- **Step 2:** After three unexcused absences, three times late over 30 minutes, or more than five times tardy under 30 minutes, a letter will be mailed home informing the parent/guardian of the attendance record and possible consequences.
- **Step 3:** If additional unexcused absences, lates, or tardies occur, a second letter will be sent home and a conference will be scheduled with the superintendent/principal to develop an improvement plan.
- **Step 4:** If the attendance problem continues, a third letter will be mailed home and the parents/guardians and student will be referred to the Santa Cruz County Student Attendance and Review Board (S.A.R.B.) for action. The parent/guardian and student will be required to meet with the county S.A.R.B. panel, and the S.A.R.B. panel may refer the case to the Santa Cruz County District Attorney's office for legal action.

Interdistrict Transfer Students: Board Policy specifically states, **"**The Superintendent may deny or revoke an Interdistrict Attendance Agreement for any of the following reasons: . . . The student has a history of unsatisfactory attendance or fails to regularly attend Pacific School."

STUDENT HEALTH
We want Pacific School to be a healthy, positive, and joyful place for the students, staff, and volunteers. Students should come to school when they are well enough to do their schoolwork and when they are not contagious. There are important steps families can take to help us achieve this goal.

When to Keep a Child Home from School: Please keep your child home if the exhibit any of the following symptoms:

- **Vomiting or diarrhea** within the last 24 hours. Keep children home until stools are solid and there has been no vomiting for at least 24 hours (A child experiencing single episode of either vomiting or mild diarrhea with no other symptoms may be sent to school if the family has reason to believe the child is not sick.)
- **Fever** greater than 100.4 degrees Fahrenheit within the last 24 hours. Keep children home they have been fever-free without medication for at least 24 hours.
- **Runny nose and/or significant coughing.** Keep children home if they have significant green or yellow mucous, persistent or productive coughs, recent onset of symptoms, etc. Students with symptoms of allergies or mild lingering colds can be sent to school.
- **Sore throat with fever.** Students exhibiting symptoms of strep throat should be checked by a doctor. If confirmed, they should not return to school until 24 hours after antibiotics treatments have been started, and families should notify the office (see communicable diseases below).
- **Pink eye (conjunctivitis).** Students with very red eyes and thick yellow or greenish drainage should be checked by a doctor for pink eye. Students should remain at home until treatment has begun or the symptoms have cleared up. Families should notify the office (see communicable diseases below).
- **Unidentified rashes or open sores.** Some causes of rashes are contagious. If your student has a rash aren't certain about, keep the child home from school, consult a doctor, and follow the doctor's instructions for returning to school.
- **Lice.** Students can return to school after treatment with appropriate lice shampoo. Families should notify the office (see communicable diseases below).

Communicable Diseases: **Please notify the office immediately if your child has a communicable disease** such as lice, strep throat, scabies, pink eye (conjunctivitis), chicken pox, whooping cough (pertussis), etc. The office will send out an exposure notice so that other families will know their child may have been exposed, will look for symptoms, and can treat their children in a timely manner. This is a very important service to the entire school community, allowing everyone to stay healthier. **Your child will NOT be identified in the exposure notice.**

Vaccinations: Pacific Elementary School complies with all state laws regarding vaccinations. The state recently passed a new vaccination law which changes vaccination requirements for school children.

Parents who are enrolling students for the first time or what want to update their vaccination information and do not wish to have their child fully vaccinated have until December 31, 2015, to submit a personal beliefs exemption. The personal beliefs exemption form must be signed by the family and a doctor. Personal beliefs exemptions for students in kindergarten through sixth grade submitted by December 31, 2015, will remain in effect through the end of sixth grade. Personal beliefs exemptions for preschool students will remain in effect until the start of kindergarten. All vaccination requirements apply equally to 5-day and independent studies students.

For more information, see **www.shotsforschools.org**.

Vision, Hearing, and Dental Screenings: Vision tests and hearing tests are given to students in Kindergarten, second and fifth grade and to all special referrals. Dental Screening is given to Kindergarten students. Parents will be notified through the school memo of test dates, usually held in autumn.

Dogs and Animal Droppings: Please help keep our campus clean and protect our students from exposure to animal droppings (both wild and domestic). **Please keep gates closed at all times and keep dogs off school grounds.**

SNACKS AND SCHOOL LUNCHES

School Lunches: Pacific School is extremely proud of its award-winning school lunch program. School lunches are prepared fresh from scratch each day and feature organic and local ingredients as much as possible.

Students are encouraged to participate in the nutritious school lunch program and may purchase school lunches on a monthly basis at **$3.35** per lunch. Students who qualify for free or reduced price ($0.40) meals are encouraged to apply. The free and reduced price lunch application form is provided to all students at the beginning of the year and may be obtained at any time from the school website or in the school office. Staff, parents, and volunteers may purchase a school lunch for **$4.00 per lunch paid in advance** at the school office.

Students may also bring healthy lunches from home. Children may not bring candy or sodas to school. Lunchtime for all students is part of our curriculum as children sit with a staff member and practice table manners. Students also learn about nutrition at this time.

Snacks and the Wellness Policy: The Pacific School District Governing Board has adopted a Wellness Policy that addresses nutrition education, physical activity, environmental education, and student wellness. It establishes nutritional guidelines for the food served at school, including snacks and birthday treats. Food and beverages donated to school parties and school events shall be subject to the same nutritional guidelines as sold foods. Parents and staff are encouraged to provide snacks that are consistent with the goals of the policy. Each class will send home a list of appropriate snack foods, and parents will receive wellness information on a regular basis through the school memo. The full Wellness Policy can be found on the school website under *Governance; Plans & LCAP*.

BILLING PROCEDURE

The school collects money from parents for student and adult lunches and fees for Preschool, After Care, and Afterschool Recreation. The office **can only accept cash and checks**. (Note: The office staff has done extensive research about whether it would be possible to accept credit cards and/or online payments. At this time, the only solutions available would create significantly more costs, be more labor-intensive for office staff, create potential problems with the school auditor, and are therefore not feasible.)

To simplify our accounting and invoicing process, please use different checks for payments for each of the different programs listed below.

Student Lunches: Parents should pay in advance for a month or more of student lunches. Parents should check with the office monthly to determine whether they need to pay for the upcoming month. Families will not be billed unless they owe a significant amount.

Adult Lunches: As of 2015-16, all adults must purchase a single-lunch ticket or a multi-lunch punch card in advance from the school office. All payments must be received in advance. Families will not be billed.

Preschool: Tuition is due for the nine months, September through May. Families should pay in advance for each month. Families will be invoiced by email. Families are welcome to pay for multiple months in advance.

After Care and After School Recreation (Rec): Fees for the previous month (Rec. or After Care drop-in) or upcoming month (After Care prepaid) will be totaled and families will receive an invoice by email. Families should pay emailed invoices within two weeks from the date the invoice was emailed.

Late Payment Policy: Families who accrue unpaid balances for any Pacific School program may be asked to stop participating in that program until the balance is paid in full.

Please do your part and reduce the workload for the office staff by paying all fees promptly using cash or separate checks. Thank you.

AFTER SCHOOL PROGRAMS

Pacific School offers two after school recreation programs:

- After Care for Preschool, Kindergarten, and I.S. first graders
- After School Recreation, a.k.a. "Rec," for first through sixth graders.

After Care Program: Preschoolers, kindergarteners, and independent study first graders whose school day ends at 12:30 have the option to participate in After Care from 12:30-2:30. Children participate in inside and outside play separated from older students. Parents should provide a lunch for their child. The program is led by coordinators Stacey Reynolds (Mondays and Fridays), Martha Gagnier (Tuesdays and Thursdays), and Violy Law (Wednesdays).

The cost is $15 per day prepaid or $18 per day drop-in. Families must choose whether to prepay for specific days all year or to use the program on a drop-in basis. Families choosing to prepay will be guaranteed a space in the program during those days, however, they also must agree to pay for the space even if the student is sick or absent. There are NO refunds for prepaid slots, even if the slot is filled by another student. Changes to a student's scheduled prepaid days can be made on a space-available basis with two weeks' notice. Late Fees of $1 per minute will be charged when students are picked up after 2:45 p.m.

All students, prepaid or drop-in, must be signed up for the program in the After Care binder in the office. Enrollment is limited to 12 students per day and the program is often full, so drop-in space is not guaranteed. If you have signed up but your student will not be using the spot, please notify the office so another family can take the slot. Families will be invoiced monthly by email and should pay promptly (within two weeks of the email date). Families who incur unpaid balances will no longer be allowed to participate in the program until all bills are paid.

After School Recreation Program: As a service to working or busy parents, first through sixth graders can participate in After School Recreation, a.k.a. "Rec.," led by Recreation Coordinator Jerry Adame. Activities include games, sports, and free play. Kindergarteners and preschoolers cannot attend after school recreation.

The hours for the recreation program are 2:35-5:30 Monday, Tuesday, Thursday, and Friday and 12:30-5:30 on Wednesdays and during Parent/Teacher conference weeks. The fee is $3.50 per hour, and there is a minimum charge of 1 hour per day of attendance. Late Fees of $1 per minute will be charged when students are picked up after 5:30 p.m. Families will be invoiced monthly by email and should pay promptly (within two weeks of the email date). Families who incur unpaid balances will no longer be allowed to participate in the program until all bills are paid.

Students must be signed up for the program in the Recreation binder in the school office. To facilitate the program and student safety, families provide a schedule of the days and times they plan to regularly use the After School Rec. Program. Please notify Jerry and update the Recreation binder when there are changes to a student's schedule.

Enrichment Classes: Pacific School sponsors enrichment classes after school such as Spanish, Chorus, and Chess Club. There is an Enrichment Binder in the office to sign up for these classes and information will be included in the school memo.

Late Pick-Up: Students may not remain at school after dismissal unless supervised by an adult. If a student is still waiting at school more than 10 minutes after dismissal time, he/she will be placed in the After School Recreation or After Care program. The parent/guardian will be responsible for all charges incurred for time spent in the program.

Last Day of School: There is no Rec. or After Care available on the last day of school. Parents must make arrangements to pick up their students at 12:30 p.m.

Payment: Prompt payment in full of all fees owed is expected. Families who accrue unpaid balances may be asked to stop participating in after school programs until all fees are paid in full.

COMMUNICATIONS

School Website: Please visit our website: **www.pacificesd.org.** We are making an effort to keep our website useful and up-to-date. Please use it to obtain the current menu, copies of school memos, important announcements and upcoming events, and program and policy information.

Phone Calls to Office: (831) 425-7002. Office hours are:

- 8:30 a.m. to 3:20 p.m. Monday, Tuesday, Thursday, Friday
- 8:30 a.m. to 12:45 p.m. Wednesday

Please use the school office number for important school-related calls only. Many questions can be answered by reading the school website **www.pacificesd.org** and/or the school memo rather than calling the office. Also, please try to make child care and car pool arrangements before your child arrives at school. Your help in this area will allow the office staff to focus on school business.

School Memo and Lunch Menu: A school memo will be published monthly; it describes upcoming events and informs parents of important school issues. **PLEASE READ THE MEMO.** Parents are encouraged to receive the memo by email rather than paper copy. (Please let the office know if you prefer a paper copy.) The memo includes a monthly calendar, which lists the lunch menu and special events. An archive of school memos and the current school lunch menu are available on the Quick Links page of the school website (http://www.pacificesd.org/quick-links.html).

Front Office Table: The table in the front office is used for school announcements and fundraisers. Please check the table whenever you come into the office. In addition, school forms can be found on the wall by the table.

Bulletin Boards: Calendars, newsletters, meeting agendas, and notices of coming events will be posted on the bulletin board outside the school office and/or the front and back gate bulletin boards. These locations are for school-related announcements. Community announcements must be approved by school office staff before posting, and can only be posted when space is available.

Parent/Teacher Communication: Communication between parents and teachers is of the utmost importance. Please help us to know you by asking questions, voicing concerns, or visiting after class. It is also extremely useful to let your teacher know if there are any changes or situations at home which may be affecting your student at school. This information will be kept confidential, but it can allow teachers and staff to have greater sensitivity to your child's particular situation.

Formal parent/teacher conferences are scheduled two times during the school year in order to review each child's academic and social growth. The November conferences are for all students, and the spring conferences are on an as-needed basis. Parents are welcome to visit the classrooms in session, but an appointment for such visits should be made with your child's teacher, in advance.

Lost & Found: Please mark your child's clothing with his/her name. Lost and found clothes are placed on the Lost & Found rack outside the school office. Please check it regularly. Unclaimed clothing will be donated to charity at winter break and at the end of each school year.

SCHOOL PROGRAMS

Independent Study: The Independent Study Program is offered to children in Kindergarten through 6th grade. Parents or guardians sign an agreement before the first day of instruction that includes educational objectives and methods of study and evaluation. Independent Study students receive instruction in the I.S. classroom three days a week. Field trips enhance the curriculum on some of the off-campus days. Families meet with the teachers monthly to plan for the following month. I.S. students have the opportunity to participate in Pacific School's various enrichment programs and all-school activities. More information about the Independent Study Program can be found on the school's website at: **www.pacificesd.org/independent-study.html**.

Field Study Program: Pacific School is dedicated to hands-on real-world learning, including field trips. Teachers make extensive use of learning opportunities within walking distance, including citizen science projects using the local San Vicente Creek and the Davenport Beaches. Students in all grades have opportunities to participate in local and more distant field trips at various times during each school year which relate to and enhance the curriculum.

Environmental Living History Program: Fifth and sixth grade students participate in an Environmental Living History Program ("ELP"). The National Park Service and the State Park Service administer Environmental Living History Programs. The overnight programs offer the children the unique opportunity to "turn back the clock" and relive history at historic sites. Classroom preparation and follow-up are major parts of the program. The children respond with enormous enthusiasm to the opportunity to actively investigate history, culture, and environment.

Life Lab Program: Project Life Lab is Pacific School's gardening program, where the children learn nutrition and natural science in an integrated curriculum with gardening activities. Thanks to generous funding from Pacific School's Parents' Club and various grants and fundraisers, Life Lab is directed by John Fisher and assisted by Trish Hildinger. Students in most classrooms participate in weekly Life Lab activities. You can learn more about the Life Lab Program at: **www.pacificschoollifelab.com**.

FoodLab and the School Lunch Program: Pacific School began a very unique lunch program in September of 1984, which won the prestigious California School Board Association Golden Bell Award. Under the direction of Coordinator Emelia Miguel, students in grades 5-6 plan and prepare student lunches on a daily basis. Produce from the school garden/Life Lab is utilized together with other food sources. The students are actively involved in their meal program - planning, planting, harvesting, cooking, and eating! FoodLab depends on the generosity of donors through the annual Farm-to-Table fundraiser and other fundraising efforts. For more information about FoodLab, see: **foodlabprogram.wordpress.com**.

Music Program: Pacific School's Parents' Club supports the school's music program, which includes weekly Orff Music for students in Preschool through second grade and instrumental music for older students. Orff Music includes weekly lessons in singing, movement, and percussion. The 4th - 6th grade children have the opportunity to study marimba, cello, or violin. Group lessons are given once per week on Wednesdays. Two formal concerts and occasional fun recitals are given for parents and peers annually. Orchestra is offered for advanced students on Wednesdays from 12:45 – 1:30 p.m. Parents of 4th -6th graders are asked to have their students practice their instrument every night for at least 10 minutes.

Technology Program: Age-appropriate technology is used in all classrooms. In addition, children in grades 3-6 receive instruction in technology and media literacy on a regular basis from Program Coordinator Heather McDougal.

STUDENT SUPPORT PROGRAMS

Gifted and Talented Education Program (GATE): The Gifted and Talented Education Program is aimed at providing enrichment for students in grades 4-6 who need stimulation above and beyond the regular classroom. The program is run by Coordinator Heather McDougal.

Intervention Program: At the beginning of each school year, the staff looks at state test results and other measures of assessment to study individual students' needs and offer learning options and assistance.

Psychological Services: Our district psychologist provides a variety of services for children, parents and teachers. Parental permission is obtained before the psychologist works with a child. His duties include consulting with staff and parents, testing students, interpreting tests to parents, evaluating special education students, and seeking outside placements when necessary.

Resource Specialist Program: Pacific School's Resource Specialist Program provides assistance for children whose learning disabilities necessitate additional help with reading, language arts and math. The Resource Specialist works closely with the classroom teachers to provide learning programs best suited to the individual needs of each child in the program.

Speech and Language Program: Pacific School has the services of a speech and language therapist one and a half days per week.

Student Success Team (SST): Request for an SST may be made by a parent or teacher, which results in a team comprised of principal, parent and appropriate teachers to meet to study individual students' needs. Information about the student is gathered. An action plan is formed to assist students who need special support or assistance to meet social, emotional, or academic challenges, prior to any referrals to special education programs.

PROMOTION POLICY

The Governing Board expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

If it is determined that a student's performance is below the minimum level of proficiency in a grade as set by the Board of Trustees, the student must be retained in the current grade level unless the teacher makes a written determination that retention is not an appropriate intervention to address the student's academic shortcomings. The determination with respect to students in grades two and three shall be made primarily on the student's achievement in reading; the determination with respect to students in grades four, five and six shall be made primarily on the basis of the students' achievement in reading, English language arts, and mathematics.

If a determination is made that retention is not appropriate, the teacher must specify why and recommend other interventions to assist the student in attaining acceptable levels of performance. Such interventions include but are not limited to tutorial programs, after school programs, summer school programs, and the establishment of student success teams.

PARENT / COMMUNITY ACTIVITIES

Parents' Role: Remember, you are the single most influential person in your child's life. We hope you will become very active in your child's school life this year. You show your children how important school is by participating in their school community. There are many opportunities to be involved in your child's education by volunteering at Pacific School.

Pacific School Foundation / Parents' Club: **Parents Club needs your help. Parents Club can only raise sufficient funds to support the existing programs at the school with the dedication and effort of multiple parents from all parts of the school.** Pacific School depends on our Parents Club to raise needed funds to maintain our music, library, Life Lab, classroom aides and other programs. The main focus of Parents Club (officially titled "The Pacific School Foundation/Parents Club," or PSF) is to raise money for Pacific School so that the school will not have to cut any current programs. The Pacific School Foundation/Parents Club is a non-profit foundation established in 1990 to benefit Pacific School District. The PSF sponsors fund-raising activities throughout the year, seeks grants from businesses and foundations, and makes grants to Pacific School.

PSF has established an Endowment Fund for Pacific School. You will see our donors listed on the plaques in our lobby. Please ask about our memorial and honorary programs. All parents and community members are encouraged to become involved and help support the PSF efforts. PSF/Parents Club meetings are held monthly and are open to all parents. You can also contact the 2015-16 club president Michelle King at theequeenking@gmail.com.

Classroom Volunteers: We are eager to have parents volunteer in our classrooms, either on a regular basis or a one-time basis to discuss or demonstrate a particular interest or talent. Parents who volunteer on a regular weekly basis may listen to individual children read and generally assist the classroom teacher. If you are interested, contact your classroom teacher.

Gardening Volunteers: Parent volunteers maintain our beautiful Pacific School landscaping and help in the school garden. Volunteers can adopt areas of the landscape as their own maintenance areas, such as the picking garden, playground or sprinkler maintenance. If you are interested, contact John Fisher at hijuan@gmail.com (Life Lab garden) or Kris Stanga at kstanga@pacificesd.org (school grounds).

Library Volunteers: Librarian Anna West can always using help shelving and cataloging books, keeping things organized, putting out seasonal displays, etc. If you are interested, contact her at annawest@gmail.com.

Field Trip Drivers: We enjoy taking the students on numerous curriculum-related field trips during the school year with the help of pre-registered volunteer drivers. Since there are several precautions we strictly adhere to for the safety of your child, it is important to register in the office as a volunteer field trip driver early each school year. We ask parents not to make changes once teachers have assigned drivers and passengers. No siblings, guests or pets are allowed on field trips. A field trip driver form is available from the school office or the school website, with specific instructions on the steps to follow to become a field trip driver.

Birthday Book Club: Parents are encouraged to help us develop our school library by donating a book annually to honor their child's birthday. Teachers or the school librarian provide a recommended list and the child's name is put in the donated book.

School Site Council: The purpose of Pacific School's School Site Council is to assist in the planning, monitoring, and evaluation of the school's plans and programs and in an advisory capacity to the school board. The committee is made up of an even balance of Pacific School staff and parents or community members. Meetings are held monthly. All parents will be notified of the meetings and all are welcome to attend.

DISCIPLINE POLICIES

In order for children and staff to work together in an atmosphere of harmony and freedom, the following principles have been established:

1. Staff members of Pacific School treat each child with love and respect. Staff members serve as models of fair, loving, and mannerly human behavior.
2. The school rules (see next page) are clearly structured by staff members and fully understood by the children at the beginning of the year. The playground rules are firmly and consistently supervised by staff and provide a framework wherein the children enjoy freedom of movement and learn to exercise freedom of choice.
3. Consequences for failing to observe the school/playground rules are appropriate and understood by the children.
4. The opportunity to develop social skills is an important part of the curriculum. Teachers of each age group work with their students daily, both formally and informally, to achieve social and emotional growth. Throughout the day, staff members, serving as role models, are alert to difficult social situations and guide the children, giving them the tools to solve their own problems.
5. Happy, confident, interested, independent children develop self-discipline and can then regulate their own behavior harmoniously. Consequently, the staff of Pacific School provides a school environment wherein children can work actively and independently at tasks suited to their needs. Through success with concentrated, stimulating activities, the children develop self-esteem and self-direction. The opportunity to practice making choices in a prepared environment strengthens each child's growth toward independence.

Problem Solving: Children are expected to handle conflicts by means of verbal problem solving. The staff models this behavior daily and instructs children in problem solving and mediation techniques so that children can "use their words" to solve their conflicts. Children are encouraged to voice their concerns or complaints during class meetings and to work with staff through problem solving techniques or mediation appointments to achieve consensus.

Consequences for failure to respect the rights of others are agreed upon by all staff members and used consistently. Children are informed of the consequences for failure to maintain the school rules at the beginning of the year and are reminded throughout the school year of those rules and consequences. Staff members strive to create consequences that are positive and appropriate to each situation, such as time-out or the temporary loss of privileges. If inappropriate behavior continues, a parent/teacher conference is immediately called.

Suspension: Children are encouraged to make appropriate choices during each school day and are given many opportunities daily to learn behavior that leads to good citizenship. However, it should be noted, that as per California Education Code, the following actions can be **causes for suspension**:

1. Fighting
2. Physical assault on peers or adults
3. Verbal assault (name calling, taunts, sarcasm) on peers or adults
4. Defacing school property (vandalism, graffiti)
5. Defiance of authority
6. Actions that might cause physical harm to another person
7. Profanity
8. Threatening physical injury

Staff reserves the right to suspend any student for an infraction not listed, as per Education Code.

SCHOOL EXPECTATIONS & RULES

Pacific School is dedicated to creating a safe, supportive, and positive school culture. Students are expected to use good judgment and be respectful at all times while on the Pacific Elementary School campus. The guidelines below are examples of ways students are asked to demonstrate these qualities. Staff members who observe students failing to show respectfulness and good judgment will require the student to change their behavior. Please read and review these rules with your child.

Things from home: Students may not bring gum, soda pop, candy, sport equipment, toys, games, or money to school. Students must follow the Board adopted policy for dress and grooming, which includes wearing appropriate closed-toed shoes for the kitchen, garden, and physical activities, and clothing that does not reveal underwear or bare midriffs, nor depict profane or violent symbols or words. Hats shall not be worn indoors. Pets or other animals are not allowed at school. If brought to school for a specific academic activity, they should be accompanied at all times by a responsible adult. The adult should remove the pet from school when the activity is complete. Students should walk bikes in the playground and park them in the bike rack. Upon arrival, students should check skateboards into the office. Students who bring cell phones to school must keep them turned off during school and After School Recreation hours. Communication with parents should be handled through teachers or office staff.

Classroom Expectations: Each classroom establishes classroom rules at the beginning of each school year. Students are expected to follow these rules. Typically, these rules include placing hats, coats, lunches, and backpacks in designated locations, obtaining permission to use the bathroom, treating classmates and staff with respect, etc.

Expectations within School Buildings: Students walk and use quite voices inside. Students should use bathrooms appropriately. Students must obtain permission to use the phone, classroom or library computers, or to be inside during recess. Students must obtain permission AND have direct supervision to be in the kitchen, janitor's room, supply closets, teachers' room, or to access the Internet.

Lunchroom Expectations: Lunchtime is considered part of the class curriculum where the students learn manners and nutrition. Students must enter lunchrooms quietly and maintain quiet voices throughout lunch. Students are expected to use proper table manners, including removing hats, which will be taught in the classrooms and during lunchtime. Students should ask for permission to leave their seats during lunchtime and are expected to clean their tables after they have been excused.

Outside Expectations: Students must play in areas where they are visible to supervising staff, including the climbing equipment, blacktop area, and playing field. Students should stay out of the planted areas. Students may not exclude anyone in their games. Students must play in a safe manner. In particular, they should not throw sand, rocks, wood chips, or toys other than balls. Adults, not students, will retrieve balls that go out of the schoolyard. Jump ropes may only be used for jumping. Students should not climb trees or fences. All staff, parents, and students are asked to help keep all gates closed during and after school hours. This is a safety concern because open gates allow pets and wildlife to enter and defecate on the schoolyard.

EMERGENCY PROCEDURES

The following procedures will be in effect should an emergency situation occur while your child is at school. It is important that you discuss this information with your child. An emergency can generally be defined as a situation wherein it is either not safe or not possible to get children home from school because of earthquake, fallen trees, and/or wires which make roads impassable.

Emergency Procedures At School:

1. All students will remain at school under the direction of their classroom teacher, until the emergency situation no longer exists and it is safe to take them home or to another place safety.
2. During an earthquake or fire, students will be assisted in procedures to protect themselves and to move to a safe place. These procedures are practiced in monthly drills. If necessary, emergency dismissal and/or evacuation procedures will be initiated.
3. If school buildings are unsafe to occupy, teachers will assemble children in safe areas outside.
4. Children will not be allowed to call on the school telephone. The telephone lines will be kept open for in-coming calls.
5. No child will be released to anyone other than his or her parents or guardian unless the school has written consent or consent by telephone. Parents/guardians must officially sign students out with their teacher from the classroom or from the evacuation site.
6. Pacific School District will be in communication with the Santa Cruz County Office of Education, which will serve as Pacific School's liaison with the Santa Cruz County Disaster Communication Network.
7. All staff members will remain at school until all children are released to go home or are in a place of safety. The aid of the Davenport Fire Department or Cal Fire will be immediately sought in an emergency situation.
8. The school is equipped with emergency supplies prepared for a 48-hour period.

How You Can Help at Home:

1. Under some circumstances, school cannot open, or remain open due to loss of utilities – water, heat and electricity, severe weather or dangerous road conditions. If this occurs before the start of the school day, the school administration will also contact the County Office of Education, who will send public service announcement to be aired on local stations. The school will also initiate a phone tree to notify all families of the school closure.
2. Discuss the school and your family's emergency plans thoroughly with your child.
3. Make certain that the school has your current address, telephone numbers, and emergency contact information. Keep this information up-to-date in the school office.
4. Notify the school of an alternate person who can take your child home and who can safely care for your child, should it be necessary to close school early and you cannot be reached.
5. Emphasize to your child that he or she remain calm and cooperative. Under no circumstance is a child to leave school without permission.
6. A battery-operated radio in your home is a necessity. During an emergency, please listen to radio station KSCO (AM 1080, FM 99.1), as the radio stations will make periodic announcements about school closures. The district will notify the station should an emergency situation develop.
7. Please restrict your phone calls to the office during an emergency, as our few lines (if working) will need to be kept open for only the most essential communications.
8. If the emergency lasts longer than 48 hours, it will be necessary to ask for the assistance of outside agencies in order to ensure the safety and comfort of children who are remaining at school. The school is not presently equipped to house students for long periods of time.

UNIFORM COMPLAINT PROCEDURE

The district shall follow the uniform complaint procedure describe below when addressing complaints alleging unlawful discrimination based on actual or perceived gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The uniform complaint procedure described below shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, Career Technical and Technical Education and Training Programs, child care and developmental programs, child nutrition programs, special education programs and federal safety planning requirements. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint using this procedure described below. The district shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

Complaints must be filed in writing with the following compliance officer:

Kris Stanga, Principal / Superintendent,

P.O. Box H, 50 Ocean Street, Davenport, CA 95017

Complaints alleging discrimination must be filed not later that six (6) month from the date the alleging discrimination incurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent or his or her designee.

Complaints will be investigated and a written decision sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. The appeal to CDE must include a copy of the locally filed complaint and a copy of the District decision.

Complainants may also pursue available civil law remedies, including, but not limited to injunctions, restraining orders or other orders in federal or state court. Further information about such remedies may be available through a public or private interest attorney, the County lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

In order to promote fair and constructive communication, the Pacific School District Board of Trustees has adopted the following procedures to resolve complaints concerning school personnel. Every effort should be made to resolve a complaint at the earliest possible stage.

1. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the school administrator. When necessary, district administration shall assist in the preparation of the written complaint so as to meet the requirement of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. The administrator is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the administrator will so advise all concerned parties.
3. If the complaint remains unresolved after review, the administrator shall prepare a report and analysis of the situation that includes a written decision concerning the complaint. Complainants should consider and accept the administrator's decision as final. However, the complainant, the employee or administrator may ask to address the Governing Board regarding the complaint.
4. All written complaints regarding the district personnel other than administrators shall be initially filed with the administrator. If the written complaint concerns the administrator it shall be initially filed with the Governing Board.
5. Except when a complaint is directed against the administrator, no party to a complaint may address the Governing

Board, either in closed or open session, unless the Board has received the administrator's written report concerning the complaint. The administrator's report shall contain, but not be limited to:

a. The name of each employee involved.

b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Governing Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.

c. A copy of the signed original complaint.

d. A summary of the action taken by the administrator with his/her specific finding that disposition of the case at the administrator's level has not been possible and the reasons why.

All parties to a complaint, including the school administration, may be asked to attend a Governing Board Meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. Complaints concerning an employee shall be addressed in a closed session of the Governing Board unless the employee requests that the issue be addressed in open session. (Cf. 9321---Closed Sessions). The decision of the Governing Board following the hearing shall be final.

Annual Notices To Parents/Guardians

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300): Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(q)): Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183): The district is authorized to adopt a reasonable dress code.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1): If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917): Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students. (***See attached***.)

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256): Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy.

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act): Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page within 5 business days of the request. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232(g)).

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073): The district also makes student *directory information* available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077): Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)): Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085): Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455): The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 6th grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558): Needy children may be eligible for free or reduced price meals. Details are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and supplemental educational services pursuant to the federal No Child Left Behind Act.

COMMUNICABLE DISEASES (EC §49403): The district is authorized to administer immunizing agents to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

MEDICATION (EC §49423): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's parent and physician or surgeon.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472): The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208): Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care if an individualized instruction program is desired.

CONTINUING MEDICATION REGIMEN (EC §49480): Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. (**See attached form**.) With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5): School sites must allow for outdoor use of sun-protective clothing and must provide for the use of sunscreen by students during the school day by an established policy.

ASBESTOS (40 CFR 763.93): The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

USE OF PESTICIDES (EC §§17612 and 48980.3): School districts are required to inform parents about the use of pesticides on school grounds. [Pacific Elementary School does not use pesticides on school grounds.]

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289): A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

STUDENT SERVICES

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14): The curriculum of every course offered in each classroom is compiled annually by each teacher in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

ENGLISH LANGUAGE EDUCATION (EC §310): State law requires that all students be taught English by being taught in English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301): Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973): Federal law requires districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English

language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request. (**See attached**.)

FINGERPRINTING PROGRAM (EC §32390): Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435): Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

SEX EDUCATION

INSTRUCTION IN SEXUAL HEALTH EDUCATION (EC §51938): Written and audiovisual educational materials used in **Upper Grade** education are available for inspection. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive sexual health education.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(h)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification.

The Pacific Elementary School Board of Trustees recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.
(Cf. 5116.1 - Intradistrict Open Enrollment)

The Board desires to communicate with parents/guardians and students regarding the district's educational programs and services.

Upon request by students' parents/guardians, the Superintendent/Principal or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs. Basis for denial or revocation of interdistrict attendance agreements are described in Administrative Regulations (AR 5117).

The interdistrict attendance agreement shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600)

The Superintendent/Principal or designee may deny interdistrict attendance permits because of overcrowding within district schools or limited district resources.

Parents/guardians residing outside of the district who wish to attend school in the district shall submit an Interdistrict Transfer Request, either in writing or through contact with the Administrative staff at the district office. The Superintendent/Principal shall place students on a waiting list in the order in which interdistrict transfer requests are received.

Pacific School currently maintains a regular elementary school classroom program ("Regular Classroom Program") and a separate Independent Study Program. Applications for an interdistrict transfer should specify which program the student is applying for. If both, the student should specify a preference between the two.

Applications for Interdistrict Transfer Agreements into the Regular Classroom Program will be taken on an on-going, case-by-case basis with the classes being filled as necessary, according to grade level, based on the Administrative Regulations for approval, denial/revocation, and the following priorities:

1. Students currently attending Pacific School's Regular Program. Seniority is based on date of entry.
2. Preschool students currently attending Pacific Preschool. Seniority based on preschool enrollment prior to January 1 of the final preschool year.
3. Siblings of students currently attending Pacific School's Regular Program. Seniority is based on sibling's seniority.
4. Students currently attending Pacific School's Independent Study Program. Seniority based on the earliest date on the waiting list.
5. Students placed on a chronological waiting list for the Regular Classroom Program. Seniority based on the earliest date.

Applications for Interdistrict Transfer Agreements into the Independent Study Program will be taken on an on-going basis with the classes being filled as necessary, according to grade level, based on the Administrative Regulations for approval, denial/revocation, and the following priorities:

1. Students currently attending Pacific School's Independent Study Program. Seniority is based on date of entry.
2. Preschool students currently attending Pacific Preschool. Seniority based on preschool enrollment prior to January 1 of the final preschool year.
3. Siblings of students currently attending Pacific School's Independent Study Program. Seniority is based on sibling's seniority.
4. Students currently attending Pacific School's Regular Classroom Program. Seniority based on the earliest date on the waiting list.
5. Students placed on a chronological waiting list for the Independent Study Program. Seniority based on the earliest date.

Interdistrict Transfer Requests and Agreements shall expire at the end of each school year, and must be resubmitted each year, in order to be considered. The waiting list shall expire at the end of each school year and parents/guardians must request that they be placed on the new waiting list, beginning August 1st.

The Superintendent/Principal may deny applications for interdistrict transfers because of overcrowding within the district's school or limited resources.

The parent/guardian of a student who is denied an Interdistrict Transfer Request pursuant to Education Code Section 46600-46611 shall receive timely written notice regarding their right to appeal the denial to the County Board of Education. This notice shall be provided but the district denying the request, or, in absence of an agreement between the districts, by the district of residence.

Choosing a School Outside District in Which Parent Lives:

Parents have two different options for choosing a school outside the district in which they live. The options are:

Option 1: Other Interdistrict Transfers (EC §§46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Option 2: Parental Employment in Lieu of Residency Transfers (EC §48204(b)): If at least one parent or legal guardian of a student is physically employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of EC §48204(b) include:

1. Either the district in which the parent or legal guardian live or the district in which the parent or legal guardian works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district.
2. The district in which the parent or legal guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
3. There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
4. There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent or legal guardian the specific reasons for denying the transfer.

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
4. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
5. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the *County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance area* shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs in each district.

EXCUSED ABSENCES (EC §48205): Students may be absent for justifiable reasons and may complete missed assignments.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(j)): No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed. (***See text of EC §48205 attached***.)

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent; however, district implementation of this law is permissive. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014): Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)): The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school. (***See attached.***)

MISCELLANEOUS

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18): Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§32255 et seq.): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §§6301 et seq.): Under the NCLB, parents have the following rights:

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Limited English Proficient Students: The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.

Program Improvement Schools: Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. A copy of the district's policy is available upon request.

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5): Districts are required to provide safety regulations to all new students.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4): Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

EDUCATION CODE SECTION 48205

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county/city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
    a. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
    b. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
    c. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
    d. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

NOTICE OF NON-DISCRIMINATION

The Pacific Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Kris Stanga, Superintendent, P.O. Box H/50 Ocean Street, Davenport, CA 95017.