



2016-2017 Family Handbook

Programs, Philosophy, & Procedures

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

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



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Pacific Elementary School District Board of Trustees

Gwyan Rhabyt, President gwyan.rhabyt@csueastbay.edu Term Expires: 11/2020
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

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District Office Manager
School Secretary
Office Aide

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Preschool Co-Teacher
Preschool Co-Teacher
Preschool Aide
Kindergarten Teacher
Kindergarten Aide
First/Second Grade Teacher
First/Second Grade Aide
First/Second Grade Aide
Third/Fourth Grade Teacher
Third/Fourth Grade Aide
Third/Fourth Grade Aide
Fifth/Sixth Grade Teacher
Fifth/Sixth Grade Aide
Independent Study Kindergarten/First Grade Teacher
Independent Study Second-Sixth Grade Teacher
Independent Study Second-Sixth Grade Aide

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Resource Specialist
Food Services Director
FoodLab Aide
Food Lab Custodian
Technology / GATE Coordinator
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After Care Coordinators

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Maria Cornejo
Heather McDougal hmcDougal@pacificesd.org
Astrid Huala (violin)
Renata Bratt (cello)
Kristin Allen-Farmer (marimba, Orff, chorus)

After School Recreation Coordinator
Speech & Language Therapist
School Psychologist
Occupational Therapist
Custodian

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Will Rosse
Joan Lerner
Lucy Aguilera

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

Preschool 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. - 2:40 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. Preschool 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. Students who are not picked up promptly will be automatically enrolled in After Care or After School Recreation and parents will be charged for their care.

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 doctors' 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 8:45 a.m.) must 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 in part, "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 they 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 until 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 you 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).

When Students Will Be Sent Home: If a student exhibits any of the symptoms listed above while at school, parents and/or emergency contacts will be asked to remove the student from school.

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. All vaccination requirements apply equally to 5-day and independent studies students.

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. New students entering Pacific Elementary School for the first time, including preschool, kindergarten, and transfer students, must show documentation of all state required vaccinations or appropriate medical exemption from a doctor. Please note that there are more vaccinations required for kindergarteners than preschoolers. For more information about vaccinations, consult your doctor. To better understand California school vaccine laws, see www.shotsforschools.org.

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

Dientes Dental Care: Dientes Community Dental can provide on-site dental care for preschool through sixth grade students. Interested parents should complete the appropriate application at the beginning of the school year.

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 **\$70 for 20 lunches (\$3.50 per lunch) paid in advance**. ALL FAMILIES are requested to please complete the CONFIDENTIAL application for free or reduced price (\$0.40) meals. Doing so will not hurt the finances of the school and allows us to have accurate information about our student body when applying for grants and government programs. The free and reduced price lunch application form is provided to all students at the beginning of the year and may also be obtained at any time from the school website (<http://www.pacificesd.org/forms-for-families.html>) or in the school office.

Parents may purchase a school lunch for **\$5.00 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, Afterschool Recreation, and Chorus. 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: All adults must purchase one or more meals **in advance** from the school office.

Preschool: Tuition is due for the nine months, September through May. (Note that tuition increases in January 2017.) Families should pay in advance for each month. The easiest option is to provide nine post-dated checks at the beginning of the year. The office will deposit each check in the first half of the appropriate month. Families will be invoiced by email only if necessary. Families are also welcome to pay for multiple months in advance.

After School Recreation (Rec): Fees for the previous 4 weeks 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.

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

Chorus: Parents should pay in advance for the semester. Financial aid is available if needed, email Molly (mtierney@pacificesd.org) if you are interested.

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 IS 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. Families should provide a \$75 sign-up fee at the time of registration, which will be credited toward your use of the program this year, and will only be deposited after your first use of the program.

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). **If payment is greater than 30 days late, the student will not be able to attend the program until all fees are paid in full.**

Rules, behavior expectations, and consequences are listed on the back of the After Care Program Application, and available on the website (<http://www.pacificesd.org/after-school.html>). **Students who are unable to follow the rules may be removed from the program.**

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 2:40-5:30 Monday, Tuesday, Thursday, and Friday and 12:30-5:30 on Wednesdays and during Parent/Teacher conference weeks.

- Fees for Mon, Tues, Thurs, Fri are \$5 if picked up by 3:29 p.m. and \$10 if picked up between 3:30 and 5:30 p.m.
- Fees for Wednesday are \$5 if picked up by 2:00 p.m., \$10 if picked up by 3:29 p.m., and \$15 if picked up between 3:30 and 5:30 p.m.
- Late Fees of \$1 per minute will be charged when students are picked up after 5:30 p.m.

Families will be invoiced every 4 weeks by email and should pay promptly (within two weeks of the email date). **If payment is greater than 30 days late, the student will not be able to attend the program until all fees are paid in full.**

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.

Rules, behavior expectations, and consequences are listed on the back of the Recreation Program Application, and available on the website (<http://www.pacificesd.org/after-school.html>). **Students who are unable to follow the rules may be removed from the program.**

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 5 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.

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 school Google calendar, current menu, copies of school forms, the school memo, 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 emailed monthly; it describes upcoming events and informs parents of important school issues. **PLEASE READ THE MEMO.** 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 gate bulletin board. 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 several times each school year.

SCHOOL PROGRAMS

Independent Study: The Independent Study Program is offered to students 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 IS 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. IS 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 Programs: 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.



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 actively investigating 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.pacificschoolifeflab.com.

FoodLab and the School Lunch Program: In 1984, Pacific School began a very unique lunch program, which has since received the prestigious California School Board Association Golden Bell Award. Under the direction of Food Services Director, 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.

Music Program: Pacific School's Parents' Club supports the school's music program, which includes weekly Orff Music for students in Preschool through third 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 during school hours. Orchestra is offered for advanced students on Wednesdays from 12:45 – 1:30 p.m. All instrumental music students are expected to practice a minimum of 120 minutes each week, or approximately 15-20 minutes each day. The music teachers request that students practice daily, rather than in one or two large chunks. Two formal concerts and occasional fun recitals are given for parents and peers each school year.



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. Students in grades 1-6 must agree to and follow the Internet Acceptable Use Policy and Agreement (available on our website here: <http://www.pacificesd.org/forms-for-families.html>)

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.

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 would benefit from stimulation above and beyond the regular classroom. The program is run by Coordinator Heather McDougal.

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

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. The psychologist's 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, or 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. The speech and language therapist assists children in meeting developmental milestones and better succeeding in the classroom.

Occupational Therapy Program: Pacific School has the services of an occupational therapist approximately one day per week. The occupational therapist assists children in meeting developmental milestones and better succeeding in the classroom.

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 offers learning options and assistance.

PROMOTION POLICY

The Pacific School District 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 may 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 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.

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 2016-17 club president, Michelle King, at thequeenking@gmail.com.

To volunteer for Parents' Club, come to a Parents' Club meeting! You can also join their Google Group to receive email updates about meetings, fundraisers, etc. To do so, click on this link <https://groups.google.com/forum/#!forum/psfparentsclub> and then click on "Join Group to Post". To find out more about Parents' Club, you can also visit their Facebook page, "PSF/Parents Club."

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. Some 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. You must sign and adhere to the guidelines in the Volunteer Confidentiality Agreement (found on our website here: <http://www.pacificesd.org/forms-for-families.html>).

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).

Library Volunteers: Volunteer Librarian Noel Bock can always use help shelving and cataloging books, keeping things organized, putting out seasonal displays, etc. If you are interested, contact her at ngbock@sbcglobal.net.

Field Trip Drivers: Our program is greatly enhanced by numerous curriculum-related field trips during the school year. These memorable real-world learning opportunities are only possible 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. You must complete this electronic form (<https://forms.doc-tracking.com/47280/47283/1444>) at the beginning of the year to drive on field trips, even if driving only your own child. The form is now ONLINE. If possible, please use the online version. You are welcome to use computers at the school if needed. You will need to include copies of your driver's license, proof of insurance, and your driving record from the DMV. These can be attached electronically to the form or delivered to the school office.

We ask parents not to make changes once teachers have assigned drivers and passengers. No siblings, guests, or pets are allowed on field trips. When driving, you must follow all seatbelt, car seat, and driving laws, and refrain from any cell phone use, even hands-free.

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. Monthly meetings are announced in the school memo and all are welcome to attend. To learn more, visit <http://www.pacificesd.org/site-council.html>.

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 explained to 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 are explained to 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, profanity) toward peers or adults
4. Defacing school property (vandalism, graffiti)
5. Defiance of authority
6. Actions that might cause physical harm to another person
7. 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, soft drinks, candy, sport equipment, toys, games 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, pets should be accompanied at all times by a responsible adult. The adult should remove the pet from school when the activity is complete.) Money should only be brought to school with parents' knowledge for a specific school-related purpose. 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 and out of sight 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 quiet 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 adult supervision to be in the kitchen, janitor's room, supply closets, staff 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.

STUDENT EMERGENCY FORM

ALL STUDENTS must have a completed emergency form before attending school. The form is now ONLINE and available here <https://forms.doc-tracking.com/47280/47283/1441>. If possible, please complete the online version. You are welcome to use computers at the school if needed.

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 of 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 from emergency personnel.
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, severe weather, or dangerous road conditions. If this occurs before the start of the school day, the school administration will contact the County Office of Education, who will send public service announcements 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's 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), 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:

Eric Gross, 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.



Pacific Elementary School

www.pacificesd.org
50 Ocean Street/P.O. Box H
Davenport, CA 95017
831-425-7002

SIGNATURE REQUIRED: PLEASE READ & SIGN LAST PAGE

STUDENTS', PARENTS' & GUARDIANS' RIGHTS AND RESPONSIBILITIES, 2016-17

Students enrolled in this District, and their parent/guardians, have certain rights and responsibilities protected by law. This bulletin is provided to inform you of these rights, as required by law. If you wish to obtain further information, please contact the school office at 831-425-7002.

1. **ABSENCES FROM SCHOOL** – It is important that students attend school regularly and punctually. In the event your student must be absent, it is your responsibility to notify the school office. With your consent, your child may be excused to attend religious instruction in accordance with district policy (Education Code 46014). In such instances, the student shall attend at least the minimum school day. The student shall be excused for this purpose for no more than four school days per month. With your consent, your child may be excused from school for the following reasons: court appearances, observances of religious holidays, attendance at religious retreats, student illness, medical/dental appointments, funerals or jury duty. Absences for vacations or other parent approved reasons will not be considered excused and are, therefore, subject to truancy laws. The student shall be allowed to complete all assignments missed during the absence. Excessive unexcused absences will result in referral to the Student Attendance Review Board (SARB). Calif. Education Code 48205, 48980. A list of Excused Absences is attached for your reference.
2. **IMMUNIZATION OF PUPILS** – No child will be admitted to a district school without written verification of a completed immunization record as required by law unless otherwise medically exempted. (Ed. Codes 49403, 48980)
3. **ADMINISTRATION OF PRESCRIBED OR OVER-THE-COUNTER MEDICATION** – The school nurse or other designated school personnel may assist your child in taking medication during school hours as prescribed by a licensed physician in the State of California **provided** the “Authorization for Medication Administration” form is (a) completed by the parent/guardian and physician and, (b) on file in the School Health Office. Medication must be brought to school by a parent/guardian. The container must have an original prescription label from the pharmacy with child’s full name, medication name, dose schedule, route of administration, name of prescribing physician, and expiration date. (Ed. Codes 49423, 49480, 48980)
4. **HEALTH EXAMINATIONS** – Unless waived in writing by the parent/guardian, students will receive vision and hearing examinations on a regular basis. (Ed. Code 48980, 49451)
5. **MEDICAL INSURANCE FOR PUPILS** – Information about free or low cost health insurance for students may be obtained at the school office @ 425-7002 or through the school website, www.pacificesd.org.
6. **INSTRUCTION FOR HOME-BOUND OR HOSPITALIZED STUDENTS** - A pupil with a temporary disability who is residing at home or in a hospital or health facility may be eligible to receive individualized instruction from the school district in which the hospital is located. The parent/guardian of the student must notify the school district in such cases. (Ed. Codes 48206.3, 48207, 48208, 48980)
7. **HEALTH AND SEX EDUCATION INSTRUCTION** – If such instruction is to be given to a student, parent/guardian will be notified and given an opportunity to review materials to be used in the class. Parent/Guardian may request in writing that student be excused from instruction in health, family life, or sex education classes. (Ed. Codes 51150, 51240)

8. **CLASSROOM OBSERVATIONS** – Parents/Guardians have the right to visit their child’s classroom to observe activities. The time and date of the visitation shall be arranged in advance with the school. (Ed. Codes 51101, 49091.10)
9. **TEACHER CONFERENCES** – Parents/Guardians have the right to request a conference with their child’s teacher(s) or the principal. Parents/Guardians should contact the school or teacher to schedule a date and time convenient to all participants. (Ed. Code 51101)
10. **VOLUNTEERING** – Parents/Guardians have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. Parents/Guardians who volunteer in any capacity which involves interacting with students must sign and follow the volunteer confidentiality agreement, which can be found on the district website: http://www.pacificesd.org/uploads/4/5/6/8/45684839/2016_volunteer_conf_agree.pdf (Ed. Code 51101)
11. **STUDENT TESTING** – Parents/Guardians have the right to be notified of their child’s performance on standardized testing required by the State of California. Under other state law, parents/guardians may request that their child not participate in certain statewide test (Ed. Code 51101).
12. **SAFE SCHOOL ENVIRONMENT** – Parents/Guardians have the right and are entitled to the assurance of a safe and supportive learning environment for their child. (Ed. Code 51101)
13. **CURRICULUM MATERIALS** – Parents/Guardians have the right to examine the curriculum materials of the class or classes in which their child is enrolled. (Ed. Codes 51101, 49091.10)
14. **STANDARDS** – Parents/Guardians have the right to receive information regarding the academic standards their child is expected to meet. (Ed. Code 51101) For more information regarding academic standards, visit www.cde.ca.gov/be/st/ss/index.asp
15. **TREATMENT OF ANIMALS** – Any pupil with a moral objection to dissecting or otherwise harming animals should notify the teacher of this objection, substantiated by a note from the parent/guardian. (Ed Code 32255)
16. **SCHOOL DISCIPLINE RULES** – The District has developed and adopted rules and procedures for school discipline. These rules are available in the handbook and on our website. (Ed. Codes 35291, 48980)
17. **STUDENT RECORDS** – The District recognizes the importance of keeping accurate, comprehensive student records as required by law. It is the parent/guardian responsibility to ensure that parent/guardian contact, residence, and demographic information is current and accurate. Procedures for maintaining confidentiality of student records shall be consistent with state and federal law. These regulations shall ensure parental/guardian rights to review, inspect and photocopy student records and shall protect the student and the student’s family from invasion of privacy. (Ed. Codes 48904, 48904.3, 49060-49078, 49408)
18. **NOTIFICATION OF PRIVACY RIGHTS** – The District complies with all State and Federal laws pertaining to the privacy of students and to the right of parents/guardians to full access to student records. Parents/Guardians or an eligible student may review individual records by making a request to the principal. When a student moves to a new district, records will be forwarded on the request of the new school district. Release of directory information to non-authorized individuals or organizations requires prior approval. (Ed. Code 49063)
19. **STUDENT EXPULSION** – In order to assure safe and orderly schools, certain offenses must be reported to the Governing Board and will result in expulsion or severe disciplinary measures. Offenses involved are: possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; selling a controlled substance; committing or attempting to commit sexual assault or sexual battery; or possession of an explosive. (Ed. Code 48915)
20. **EQUAL OPPORTUNITY** – The District provides equal opportunities for both sexes in all education programs and employment practices. The District does not discriminate against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics.

21. **STUDENT LUNCH PROGRAM** – The District provides nutrition breaks and a lunch program daily. Free and reduced-priced meals may be obtained for families who qualify. Application forms are included in the annual Registration materials, are available on the school website, and in the school office. (Ed. Codes 49520, 48980)
22. **SPECIAL EDUCATION SERVICES** – The District provides a full continuum of program options to meet the education and service needs in the least restrictive environment for qualified handicapped students and students with special education needs. Parents/guardians have the right to make referrals for special education evaluations, file grievances and pursue due process. If you wish further information on these rights, please contact the Superintendent/Principal at 831-425-7002, ext. 102. Disabled students also have rights under Section 504 of the Rehabilitation Act of 1973. Please contact the Superintendent/Principal regarding 504 issues. (Ed. Codes 56301, 56034, C.F.R. 104.32(b))
23. **ENGLISH LEARNER SERVICES** – The District offers English language education to the meet the needs of students identified as English Learners (ELs). The goal of the program is for ELs to acquire full proficiency in English as rapidly and effectively as possible and to meet state standards for academic achievement (20 USC 1703[f], 6893; Ed. Code 300[f]; 5 CCR 11302[a].) Parents/guardians are to receive timely notification of language proficiency assessment results, program descriptions, as well as criteria for reclassification. (Ed. Code 52164.1 [C], 5 CCR 11511.5)
24. **ALTERNATIVE SCHOOLS** – California State law authorizes all school districts to provide for alternative schools. Alternative schools are defined as schools or separate class groups within a school that are operated in a manner designed to (a) maximize the opportunity for students to develop positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, and responsibility; (b) recognize that the best learning takes place when the student learns because of his/her desire to learn; (c) maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests; (d) maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter; and (e) maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located. Pacific Elementary School District operates a regular 5-day classroom program and a hybrid independent study program, as described on the school website, www.pacificesd.org. (Ed. Code 58501, 48980)
25. **UNIFORM COMPLAINT PROCEDURES** – The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance. (5 CCR [4610](#)) The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs, and special education programs. For more information about Pacific Elementary School District's Uniform Complaint Procedures, see the parent handbook. (Title 5, Section 4600-4671)
26. **HARASSMENT POLICY** – The Santa Cruz City School District is committed to providing all employees, students, and their families with a safe and supportive school environment in which all members of the school community are treated with respect. It is the policy of the District to prohibit harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity and expression, disability, or on the basis of association with others identified by these categories. Any student who feels that he/she is being harassed should immediately contact the Superintendent/Principal and/or the Resource Specialist.
28. **SCHOOL ACCOUNTABILITY REPORT CARD** – Pacific Elementary School District publishes an annual School Accountability Report Card which can inform the community about conditions, needs and progress at school. If you would like to access School Accountability Report Cards, go to the District website link: <http://www.pacificesd.org/reports.html> or contact the school office. (Ed. Code 35256)

29. **STUDENT ACCESS TO THE INTERNET** – Before accessing the Internet at school, students and parents must complete and sign a copy of the school’s student technology acceptable use agreement. Use of the District’s Internet service is conditional upon compliance with District policy and regulations. All users must be continuously on guard for unacceptable uses. View the Student Technology Acceptable Use Agreement at http://www.pacificesd.org/uploads/4/5/6/8/45684839/2015-16_internet_use_agreement.pdf

30. **PARTICIPATION IN ASSESSMENT** – Parents/guardians of district students have the right to refuse to submit to or participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student’s home life; any form of parental/guardian screening or testing; any nonacademic home-based counseling program; parent/guardian training; or any prescribed family education service plan. (Ed. Code 49091.12)

31. **LIMITATIONS TO PARENTS/GUARDIANS’ RIGHTS** – Parent/guardian rights are not unlimited. Parents/guardians do not have an unlimited right to access public schools. Parents/guardians do not have the right to (a) abuse or intimidate school personnel; (b) disrupt classroom and/or school activities; (c) ignore school rules and/or district policies/procedures regarding access to school grounds. 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. (Ed. Code 32210)

32. **PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS** – Parents/guardians may request information on the professional qualifications and credentials possessed by their children’s classroom teachers. Requests should be directed to the school principal. (20 USC 6311, 34 CFR 200.61)

33. **REPORT CARDS** – Report cards are distributed to families three times per year, typically November, March, and June.

34. **SEX OFFENDER NOTIFICATION** – To protect students and maintain a safe and secure campus, California Penal Code prohibits registered sex offenders from entering any school facility without prior written permission. Law enforcement is the agency best able to assess the relative danger of a sex offender. Additional information on Megan’s Law is available at meganslaw.ca.gov, including the location of registered sex offenders in your neighborhood.

PARENTS/GUARDIANS’ RESPONSIBILITIES

1. Ensuring that parent/guardian contact, residence and demographic information is current and accurate.
2. Monitoring attendance of their children.
3. Ensuring that homework is completed and turned in on time.
4. Encouraging their children to participate in extracurricular and co-curricular activities.
5. Monitoring and regulating the television, electronic gaming and internet use of their children.
6. Working with their children at home in learning activities that extend the classroom learning.
7. Volunteering in their children’s classroom(s) or for other school activities.
8. Participating in decisions related to the education of their own children or the total school program as appropriate.

Revised 8-21-2016



Pacific Elementary School

www.pacificesd.org
50 Ocean Street/P.O. Box H
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831-425-7002

PLEASE SIGN THIS PAGE AND RETURN IT TO YOUR STUDENT'S SCHOOL

PLEASE RETAIN THE PREVIOUS PAGES FOR YOUR REFERENCE

Your signature is your acknowledgement that you have been informed of the rights outlined in the foregoing **Students', Parents' & Guardians' Rights and Responsibilities for the 2016-17 school year.**

Your signature does not indicate consent for your child's participation or nonparticipation in any specific school program. (Ed. Code 48982)

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Print Name of Student(s)

Revised 8-21-2016