

Forest Grove Elementary School Falcons



2021 -2022

Parent-Student Handbook

Principal's Message



Dear Forest Grove Families,

We are excited to welcome you to Forest Grove Elementary School, and on behalf of our entire staff, I thank you for entrusting us with the education of your child. Since 1959, our school has been delivering a top tier educational program in a loving atmosphere where caring professionals work daily to develop the whole child. While we place an emphasis on providing a rigorous academic program securely rooted in the California Content Standards, we are ever mindful that our first job is to teach students to love learning and develop character traits that lead to good citizenship. Simply put, we want our students to grow into good people who live happy lives.

Our teaching staff embodies a blend of seasoned professionals and youthful enthusiasm. This combination of rich experience and fresh ideas makes for a dynamic educational atmosphere for students and adults. Our first priority will be to establish a safe, positive, and engaging learning environment. When these three elements are present, students can focus on learning and will look forward to coming to school each day.

All of our aides, custodians, food service workers, and office staff share this same affinity for children. Many of our support personnel have been at our school for more than 10 years because they enjoy working with students and recognize that Forest Grove is a special place.

Our staff uses a social emotional learning program called The Toolbox. The 12 tools for social interaction and resilience will be taught to all of our students and implemented across all educational settings. Our goal is to have a common language to help students learn to build positive relationships and handle conflict effectively when it arises.

We look forward to partnering with our parents in the education of your children. To that end, we encourage you to read this entire student-parent handbook, so you can familiarize yourself with our routines and rules. Our handbook is packed with valuable information and many answers to your questions are found in these pages.

We are all proud to be Falcons, and whether your child is returning to Forest Grove or a newcomer to our nest, we believe that your child will soon learn to soar.

Go Falcons!
Buck Roggeman, Principal
831-646-6560 ext. 200
broggeman@pgusd.org

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Core Value Statements

Regarding Students:

We believe that all students are best served when each feels that he/she is valued and appreciated as an important citizen of our school and community. Further, we know that all students enjoy success in learning and acknowledgement of their achievements. To that end, we will provide the time, methods and materials necessary to support our students as they strive toward their full potential.

Regarding Staff:

We believe that all staff members work best in a friendly, positive, and mutually supportive environment - one which fosters collaboration and professionalism. We agree to work toward consensus, differ respectfully, and treat one another as we ourselves wish to be treated.

Regarding Parents/Guardians:


We believe that parents/guardians are our partners in educating their children. We strive to create an atmosphere where honest, open, two-way communication with families takes place. This is an essential element in providing a successful learning experience for all students.

Regarding Community:

As educators, we believe that we should broaden our experiences toward providing for the thoughtful service to and stewardship of local and global communities. Further, we feel that we have an obligation to serve as role models for our students in this regard.

Bell Schedule 2021-22

TK & Kindergarten Regular Schedule	
8:45	School starts
8:45 – 10:40	Instruction
10:40 – 10:55	*Recess
10:35 – 12:10	Instruction
12:10 – 12:55	Lunch / recess
12:55 – 2:00	Instruction
2:00	Dismissal
* Kindergarten recess times will vary according to class needs.	



1st – 5th Grades Regular Schedule	
8:45	School starts
8:45 – 10:15 Grades 4 & 5	Instruction
8:45 – 10:30 Grades 1, 2 & 3	Instruction
10:15 – 10:25 Grades 4 & 5	Recess
10:30 – 10:40 Grades 1, 2 & 3	Recess
10:25 – 12:10 Grades 4 & 5	Instruction
10:40 – 12:10 Grades 1, 2 & 3	Instruction
12:10 – 12:55	Lunch / Recess
12:55 – 1:55 ALL	Instruction
1:55 – 2:05 ALL	Recess
2:05 – 3:10 ALL	Instruction
3:10	School Dismissed

Thursday Schedule (1st – 5th students)	8:45 a.m.	School Starts
		2:00 p.m.

Minimum Day Schedule (all students)	8:45 a.m.	School Starts
		12:10 p.m.

Forest Grove Elementary School Calendar 2021-2022

August	2-4 3 4 5 26	Monday - Wednesday Tuesday Wednesday Thursday Thursday	Staff Professional Development days (non student days) Class Lists emailed & posted @ 2:50 pm, Playground All Grades - "Meet and Greet" 3:00 – 4:00 pm First Day of School Back to School Night – 6:00 – 7:00 pm
September	6 22	Monday Wednesday	Labor Day Holiday (<i>no school</i>) School Photos
October	2 11-15 29	Saturday Monday - Friday Friday	Butterfly Parade & Bazaar Fall Break (<i>no school</i>) End of the 1 st trimester
November	1-5 3 11 24 25-26	Monday - Friday Wednesday Thursday Wednesday Thursday - Friday	Parent – Teacher Conferences cont. (minimum days) Retake / Absent Picture Day Veterans Day Holiday (<i>no school</i>) Minimum Day for Students Thanksgiving Holiday (<i>no school</i>)
December	8 9 17 20-31	Wednesday Thursday Friday Monday - Friday	Winter Program TK–2nd Winter Program 3 rd – 5 th Minimum Day Winter Break (<i>no school</i>)
January	1-3 4 17 20	Monday Tuesday Monday Thursday	Winter Break cont. (<i>no school</i>) School Resumes Martin Luther King Holiday – (<i>no school</i>) 100 th Day Celebration
February	2 7-11 14-18 21	Wednesday Monday - Friday Monday - Friday Monday	5th Grade Panoramic Photo, 9:00 am Kindness Week Presidents' Holidays & Break (<i>no school</i>) Teacher Work Day (<i>no school</i>)
March	4 7-11 16 16 TBD	Friday Monday - Friday Wednesday Wednesday	End Second Trimester Parent Teacher conferences (minimum days - TK & K all week/ 1 st – 5 th grades ~ Wed, Thurs & Fri only) Spring Photos Kindergarten Orientation Night 6:00 – 7:00 pm 5 th Grade Parent Orientation PGMS Auditorium 6 pm
April	8 11-15 20	Friday Monday - Friday Wednesday	Minimum Day – School is released at 12:10 pm Spring Break (no school) Open House 5:45 – 7:00 pm
May	2-6 9-13 20 27	Monday - Friday Monday - Friday Friday Friday	State Testing State Testing Falcon Fest & 5 th Grade Student Orientation, 9-11:00 Last Day of School (<i>minimum day</i>)

Arrival and Pick-up Times

Children should not arrive at school before 8:30 a.m. as there is no adult supervision. All students should go home immediately following the dismissal bell. Students arriving before 8:30 a.m. or not picked up 10 minutes after the dismissal bell will be sent to daycare for supervision. Parents/Guardians will be charged \$10.00 per hour (or any fraction thereof) for emergency day care services. Charges for emergency day care services are due and payable on the day of the occurrence. The warning bell rings at 8:42 a.m. Students are tardy if they are not in their classrooms at 8:45 a.m. and truant tardy if late 30 or more minutes (after 9:15 a.m.) without a doctor's note or verification from guardian (See Punctuality, Attendance and Tardy Policy for more information). Please remind your child that, if tardy, he or she must check in at the office before proceeding to class.

Campus Access: Gates Opened and Locked

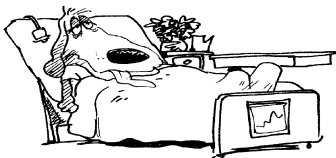
Gates will be unlocked before school for student drop off and locked at 9 a.m. All parents and non-Forest Grove Elementary children should leave campus until gates are reopened at 3:10 p.m. for the final bell dismissal if older siblings are still in school. Families still on campus are asked to play on the third level field or an area not designated for BASRP until BASRP moves to its indoor location. No students should be left unsupervised after school; they will be checked into the BASRP program if no parent is present. Gates will be unlocked for community use after 3:10 p.m., over the weekend, and during school breaks. Adults should never ask students to open gates for convenience from the inside or ask students to climb over fences or reach through/under gates to unlock handles. Please help keep Forest Grove safe at all times.

Attendance/Procedure for Parent to Explain Absences

Each time your child is absent please call the absence line (646-6559 ext. 222) **prior to 9:00 a.m.** Regular and prompt attendance is important to success in school. Chronic attendance problems will result in a meeting with the principal and a possible referral to the District Attorney's Truancy Abatement Program. Homework should be requested on the absence line when reporting the student's absence. Homework will be available in the homework basket located in the school lobby between 3:30-4:30 p.m. Please do not send your child to school sick as they are likely to infect others. Monterey County Office of Education policy states that a student must be fever- and vomit-free for 24 hours before returning to school.

Student Attendance Policy/Board Regulation 5113

Pacific Grove Unified School District adheres to a strict attendance policy. "Parents or guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy." A 24-hour voicemail system is available for calls at 646-6559 ext. 222. All absences must be cleared by a telephone call or note from the parent/guardian within 72 hours of the absence. It is important to advise the office as well as your child's teacher. Parents/Guardians may verify student illnesses up to 14 days throughout the school year before a note from a doctor/clinic is required, including students who arrive at school after 9:15 a.m. for an illness/medical appointment or for an all-day absence for illness or medical appointment - or combination thereof. Each subsequent absence (15 or more) requires a note from a doctor/clinic.



Punctuality

It is vitally important that children arrive at school on time. It is a disruption to the entire class when a student arrives late. The student misses out on vital information as well as having a beneficial start to the day. Letters will be sent to parents if their child is tardy seven times or truant tardy three times (late after 9:15 A.M./30 minutes or more).

Truancy Mediation

Forest Grove Elementary participates in the Truancy Mediation Program through the Monterey County District Attorney's Office. After three unexcused/unverified absences, the school is mandated to report these absences to the Monterey County District Attorney's Truancy Mediation Program and parents will receive a letter warning about further attendance violations. A mandated parent meeting with the principal will result if unexcused absences/truant tardies continue, along with a letter from the District Attorney's Office warning families about possible fines if students do not begin to arrive on time or attend school. The entire Regulation #5113 regarding Absences and Excuses may be viewed online at pgusd.org under Board Policy.

Tardy Policy

Any students arriving late to class are considered tardy. Students arriving to school more than 30 minutes late or students leaving school early without presenting a valid written excuse from a doctor, dentist, or orthodontist are considered truant, and report as an unexcused absence. All students arriving late to campus must report to the office before going to class. Students leaving school must be signed out at the office by a parent or an adult listed on the student's emergency card.

Excused Absences

The State of California considers illness, medical appointment, and the funeral of an immediate family member to be excused absences. Fourteen excused absences due to illness are allowed per year. After the 14th excused absence, an illness will be considered excused only if documented by a physician. Absences beyond the 14th that are not excused by a physician's note will be considered unexcused absences.

Unexcused absences

Any absences not covered in the categories listed above are considered unexcused absences. This includes vacations, out of town trips, personal reasons, and any unverified absence.

Allowable Credit Due to Unexcused Absences/ Justifiable Absence Request (JAR)

Parents or guardians may be allowed, on a limited basis, to have students submit pre-approved class work or assignments for partial or full credit due to an unexcused absence. To ensure that your request is received, the parent/guardian should deliver their written request to the school office two weeks in advance of the absence. Email requests are

not recommended as the email may be lost in spam and not received. The written request should be directed to the school principal, not the classroom teacher. Parents are strongly discouraged from scheduling non-medical appointments, business, or vacation travel during times when school is in session, as these are considered unexcused absences. Any parent contemplating family travel during school must contact the principal at least two weeks prior to the absence to ascertain its probable impact on their child’s academic and credit situation.

- a. Approval for allowable credit due to an unexcused absence may be granted for up to ten (10) days per school year if the absence is due to business or travel that has demonstrable educational value and the student’s academic progress will not be impeded as a result. Justifiable Absence Request (JAR) forms should be filled out at least two weeks in advance and turned in to the attendance clerk.
- b. Teacher and Administrative pre-approved student absences for school-sponsored events may be eligible for full credit outside of the allowable days noted in (a) above.
- c. The maximum number of days of allowable credit shall be ten (10) days per school year, except in unusual circumstances.
- d. Make-up work and/or tests may not be provided for unexcused absences in excess of the established limits.
- e. To be considered for allowable credit due to an unexcused absence, please fill out the Justifiable Absence Request found online at www.robertdown.pgusd.org.

Attendance Codes

<p>I - Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)</p>	<p>A Unverified—Waiting for parent verification</p>
<p>M - Excused for medical or dental reason with a note from the doctor or dentist</p>	<p>E Excessive absence over the 14 day limit for illness without medical or dental notes on file</p>
<p>B- Bereavement of immediate family member</p>	<p>V School sponsored activity or appointment</p>
<p>Q - Quarantine, usually for medical reasons</p>	<p>H Home hospital absences</p>
<p>R - Religious holiday</p>	<p>T Tardy--Unexcused up to 30 minutes</p>
<p>S – Suspension</p>	<p>X Tardy—Excused Must be validated with written documentation</p>
<p>L - Allowed by parent, but <i>unexcused by the state</i>, for family necessity or emergency, appointments other than medical or dental, or out of town travel, that was not approved by the administration ahead of time</p>	<p>C Truancy, or intentional absence by the student over 30 minutes, during any part of the school day, that is not excused</p>

Visitors

For the safety and best interests of all concerned, visitors, including volunteers and parents, must enter through the front of the school and check in with the office before going to classrooms, performances, or the playground. Please make sure you sign in and wear a visitor badge while on campus, and be sure to sign out when you leave.

Medications at School

Children may not bring medications of any kind to school unless there is a completed physician authorization form on file at school. If your child needs to have medication regularly administered during school hours, please pick up a form at the office. This includes “over the counter” medications. Please do not send your child to school with aspirin, cough drops, allergy medicine, etc. If you have questions, please call our site Health Clerk at 831-646-6558 or District Nurse Katrina Powley (831) 646-6514.

Oral Health Assessment

To make sure your child is ready for school, California Education Code **now requires** that your kindergarten or first grade child has an oral health assessment (dental check-up) by May 31, in either of those grades (whichever is his/her first year of school). Assessments that have happened within the 12 months before your child enters school also meet this requirement. The assessment must be done by a licensed dentist or registered health professional. A waiver is also available. If you did not complete the verification of this oral health assessment when you completed your child’s registration packet, please contact our health clerk at 646-6568 and she can provide you with any information you may need to complete the process.

Emergency Messages

All contacts with the classroom during the school day should go through the office. **Messages for children should be for emergency only.** Keep in mind each time the office has to call a classroom with a message, it interrupts instruction time. Make sure that your child has a lunch or has lunch money available on his/her lunch card. Please be certain that after school plans are made ahead of time and communicated to your child.

Lost and Found

Labels on clothing, lunch boxes, eyeglass cases, etc. help recover lost articles. Lost items will be sent to the office. “Found” clothes will be placed on our clothes rack in the cafeteria. During our winter break, spring break and after school is out in June, we will give the remaining clothes to a local charity. Please try to help children keep track of their things.

Before and After School Recreation Program

A before and after school program is available from 7:00 a.m. to 6:00 p.m. Please call Mrs. Marlene Roman, the BASRP Leader at 646-6501 for more information or visit the web page at <https://forestgrove.pgusd.org/basrp/>.

On the occasions where students do not have a bus pass, have missed the bus, or just not yet picked up, please follow these steps:

1. Office staff will contact parents. If contact is made and the parent agrees to have the student released to BASRP and agrees to pay the fee, the student may be released to BASRP. Office to document date and time of parent phone agreement. BASRP will collect a fee that evening at time of pick up.
2. If BASRP is not an option for the parent, the parent may give permission to walk home or to a friend’s house or have a friend/emergency contact come pick up the student. This would be via email or verbal agreement with the parent and should be documented with name of parent, date, time and to whom the student should be released.

3. If parental contact is not made within a reasonable amount of time, the office staff will start to call emergency contacts to come and pick up the student.
4. If no emergency contact is available, the student will remain in the office until parent or emergency contact arrives. Students may not be allowed outside without adult supervision.
5. If a student is still there when it is time for office staff to end their day, if the principal is available, the principal shall take over responsibility of the student until such time the parent or emergency contact arrives.
6. If the office staff's shift is over and the principal is not available, the other elementary principal (or see list a.- d. below) would be called in that order, to the site to take over the student supervision until such time the parent or emergency contact arrives.
7. If the BASRP shift has ended and student/s remain, the principal would take over supervision. Options for this occurrence would be as follows:
 - a. Site principal
 - b. Other elementary principal
 - c. Other site administrator
 - d. District administrator

This extreme circumstance should be rare. Administration should take over supervision of the student/s beginning at 6:15 p.m. if parents are late to pick up students. A warning call or text should be sent by a BASRP attendant at 6 p.m. notifying the administration of this possibility.

Dress Code

A student's dress and appearance should be compatible with an effective, elementary learning environment. Clothes and shoes should allow for free-movement during recess and PE. We strongly discourage makeup as well as hair dye that is distracting. Hats should not be worn inside the school building. Inappropriate words, sponsors, or pictures, bare midriffs, sagging pants, exposed underwear, and revealing tank tops are not allowed. The length of students' clothes (such as shorts, dresses, skirts) should minimally be as long as a student's fingertips when the student's arms are extended down the side of the body. Dress or appearance which disrupts the class or learning activity may require a student to call a parent so that appropriate clothing can be brought to school for the child.

We strongly recommend that children come to school in comfortable sneakers that will provide proper support and traction for running and other physical activities for both recess and PE. Heels of any height are unstable and can cause injury to the foot, ankle and leg. Open toed shoes leave toes exposed to the rough pavement. If a hat must be worn at school, it may be worn outdoors only.

Falcon Fridays

Students, staff, and parents are encouraged to wear Forest Grove Spirit Gear (available for purchase through the PTA) or Forest Grove GREEN on Fridays and at school – wide events.

Electronic Devices/Cell Phone Policy and Regulation

Per Board Regulation 5146, except with prior consent for health reasons, electronic signaling or imaging devices must be turned off and put away throughout the school day. (These include, but are not limited to, cell phones, gaming devices, dokiWatch, FiLIP, VTech Kidizoom Plus, and Gizmos.) Students may not carry personal devices with them on campus during the school day without express permission from the principal. Devices are not to be used during the school day for phone calls. Phones are located in each classroom that students may request to use. On those days when a particular lesson or project would be enhanced with such devices, the teacher will notify the parents and students that they are allowed to bring their device to school. These devices will be collected and stored by the teacher on that day. Devices will be used only during the time frame of the particular lesson/project and will be returned to the student at the end of the day. Activity trackers have been approved by the district to be used; these are devices that do not have the ability to call/text nor provide camera/video options such as Fitbits, Garmin VivoFit, Jr., and UNICEFs.

General Guidelines

1. Parents are asked to wait for their children in front of the school by the office or in the back of the school at dismissal time for pick up. Please do not go to your child's classroom to pick him/her up at any time of the school day. This is to help ensure campus security. If you require an "early pick up" please come to the office, sign him/her out and we will have your child sent from class.
2. Bicycles and skateboards will be walked on all parts of the school campus, including the sidewalk in front of school. Bikes should be parked in the provided bicycle racks. Bike locks are strongly recommended. Rollerblades are discouraged but if they must be used, they have to be taken off before entering school grounds. California law currently requires children to wear helmets while riding bikes, scooters, skateboards or skates. Wearing pads can also protect from cuts and scrapes. Parents, please review traffic and safety rules with your child so their trip to and from school will be safe. Regular shoes must be worn on school grounds. Wheeled shoes are acceptable footwear, but the wheels may NOT be used at school in the hallways or on the playground.
3. Toys are to remain at home unless the teacher or principal gives special permission. Only classroom equipment and materials will be allowed at school.
4. So that no child feels overlooked, please do not distribute party invitations at school. **Please follow the guidelines of the district's Wellness Policy when sending treats to classroom celebrations.** Board Policy 5030 states, "Parents are encouraged to support the District's nutrition education efforts by considering nutritional quality when selecting foods sent to school, either for individual or for class consumption." The entire board policy may be viewed online at <https://boardpolicy.pgusd.org/2015/12/22/5030-student-student-wellness-health-and-physical-education/>.
5. Students are not to leave the school grounds during school hours without being signed out in the office. If you know ahead of time that your child is leaving early, please send a note to the teacher. The child is then called from the classroom to meet the parent in the office. **Only people listed on**

the emergency card may pick up the child unless we have a written, signed note from the parent. If office staff does not know the person coming to pick up a child, the adult will need to show identification before the child will be released.

6. Students are not to bring gum, candy and soda pop to school.

7. Pursuant to Education Code 48901.5 (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. (Amended by Stats. 2002, Ch. 253, Sec. 2.)

8. When pulling into the large parking lot (adjacent to the high school tennis courts above our third level field) to drop off children, please pull all the way in to the designated drop off space along the sidewalk. Please walk with your children to reach your car if you park.

9. Students who ride the bus to school are required to purchase a bus pass through the PGUSD District Office. The cost per student is \$100 per year (\$150 for two or more students), or \$80 per semester (\$120 for two or more students). Students waiting for the bus are to remain in line at the front of the school until the bus arrives and wait for the bus driver to invite them onto the bus. Students who fail to follow the directions of the bus driver may lose the privilege of riding the bus.



10. Dogs are not permitted on campus with the exception of service dogs.

11. In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (20 U.S.C. 6083, Labor Code 6406.5) The Board further prohibits the use of tobacco products and e-cigarettes at all times on district grounds and facilities.

CA Assessment of Student Performance and Progress/Smarter Balanced Test (SBAC)

CAASPP/SBAC testing is administered to students in grades 3, 4, and 5 every year. These are state-mandated tests which are not used to determine report card grades. The results are used by the district as one factor in course placement in grades 6-12. It is vital that students participate and give their best effort; however, parents/guardians may opt out their student(s) by sending communications to the principal indicating which specific tests should not be taken by their child: Computer Adaptive Test (CAT) ELA, Performance Tasks (PT) ELA, CAT Math, PT Math, and/or CA Science Tests (CAST - 5th grade only).

Library Policy

The library is open from 9:00 A.M. to 3:00 P.M. daily. Please use inside voices and do not bring food or drink while visiting. Students may be in the library outside of their regular class visit with a note from their teacher and if the librarian is present.

Library books may be checked out for one week at a time and then must be renewed or returned. Students must take responsibility for the replacement of damaged or lost

materials. Additional items will not be checked out for use outside of school until the lost item is returned, paid for, or replaced. Replacement copies are acceptable as approved by the librarian.

Computers are available with access to the Internet. Students may use the Library Web Page to access the catalog and reference resources. Students must have a Technology User Agreement on file with the school in order to use the Internet. Misuse may result in disciplinary consequences and the loss of privileges.

Physical Education

All K-5 students participate in Physical Education for thirty minutes each day. The State Board of Education requires each elementary aged child (Grades 1-5) to participate in a minimum of 200 minutes of Physical Education every ten days.

1. **APPROPRIATE DRESS**—It is very important that your child wears comfortable, loose clothing that allows movement. It is even more important that comfortable, supportive, closed-toe, athletic shoes are worn. UGGS, CROCS, SANDALS, FLIP- FLOPS, DRESS SHOES, HIGH HEELS, and BOOTS are not acceptable. If your child does not wear appropriate shoes, he/she will not be allowed to fully participate in our Physical Education class and will not get credit for that day. Some students opt to bring a change of shoes in their backpacks for physical education.
2. **JACKETS, SWEATSHIRTS, AND SWEATERS**—In Pacific Grove, the weather is constantly changing: foggy, hot, windy, drizzly, gorgeous, etc. Our students tend to dress in layers. Please put your child's first and last name on the inside of jackets, sweatshirts, and sweaters. If something has been left or forgotten at school, remember to check the Lost and Found, which is located inside the Multipurpose Room.
3. **MEDICAL EXCUSES AND NOTES**—If your child cannot participate in Physical Education class due to an illness or injury, the parent or guardian should send a written note to school. If your child needs to be excused from class for more than three days, a note is needed from your child's doctor stating the nature of the illness or injury, and approximately when the child can return to Physical Education class. For an extended illness or injury (four weeks or longer), a written release from the doctor stating your child is healthy and able to return to physical education is required.
4. **EQUIPMENT & SAFETY**—Your child's safety and that of others is our primary concern. Any unsafe behavior or misuse of equipment will cause a student to sit out from the class activity. Parents will be notified of serious incidents or when their child is having repeated difficulty staying safe in Physical Education class.
5. **PHYSICAL EDUCATION EXPECTATIONS OF BEHAVIOR**—As with all classrooms, the Physical Education program has a behavior policy that is provided to each student. This policy teaches moving with control, respecting self and others, developing self-esteem, communication skills, and solving conflicts.
6. **PHYSICAL FITNESS TESTING (5th Grade)**—Per Education Code Section 60800, each spring, 5th-graders participate in the CA Physical Fitness Testing in six categories: Aerobic Capacity, Body Composition, Abdominal Strength and Endurance, Trunk Extensor Strength and Flexibility, Upper Body Strength and Endurance, and Flexibility. All results are confidential and only shared with the CA Dept. of Education and P.G.U.S.D. Physical Education staff. For more information, please visit <https://www.cde.ca.gov/ta/tg/pf/>.
7. **CA HEALTHY YOUTH ACT** requires presentations in nutrition, physical activity, and growth/development. Most of these lessons will be taught by our Physical Education teacher

but may also be presented in the homeroom classroom. The PGUSD Nurse also provides lessons regarding Growth/Development and Sexual Health/Family Life Education in two 50-60 minute sessions: Puberty and Maturation and HIV/Aids. Presentations are available for parents in the health office. Parents/Guardians may opt out their student(s) from these lessons by contacting the principal or district nurse.

8. OFFICE HOURS AND CONFERENCES—The Physical Education teacher, Mr. Gray, is available before and after school and during prep time. Please call or email the teacher at jgray@pgusd.org if you wish to schedule an appointment.

Emergency Guidelines

In the event of a serious emergency:

1. FG staff has been trained in the Big Five School Safety Protocols (Shelter in Place; Drop, Cover, and Hold On; Secure Campus; Lockdown/Barricade; and Evacuation) and will take appropriate actions in any emergency. The office will establish a communication center along with a first aid center, if needed, during an evacuation on the third level.
2. Teachers will keep all of their students together until a family member arrives to pick up his/her child. **Only people listed on the Emergency Card will be allowed to pick up a student.**
3. Parents will not be able to pick up students directly from the classroom (unless this has been determined as a safe pick-up area) and are discouraged from entering campus. Students will be called to the office or student-release area to meet their parents. Students will be dismissed directly to parents by the classroom teacher only if the parent has checked in with office personnel at the proper gate during an evacuation/student release, or through the office if another location has been determined for pickup.
4. When coming to the school to pick up children, parents should go directly to the office for further instruction and to sign their student out. Parents will not be allowed to pick up students from the classroom and are not permitted to enter the classrooms. Students will be called to the office to meet their parents. **NO STUDENTS** will be dismissed directly to the parents by the classroom teacher.
5. Alternative sites for student release will be the parking lot in back of Country Club Gate that parents would enter off of Forest Lodge Road. The alternative evacuation area would be First United Church on Sunset.
6. Please visit <https://pgusd.org/safety/> for more information about the Big Five protocols and PGUSD's safety goals and policies.

Information for Families in Transition

The Local Education Agency (LEA) provides the parents or guardians of homeless children and youth opportunities to participate in the education of their children. (42 USC 11432[g][6][A][iv])

The evidence that is reviewed for documentation of this item includes board policies, parent handbooks, and other communications. Two years ago MCOE worked with the Alisal USD and Salinas City ESD District Liaisons to develop a statement of rights that could be included in parent handbooks or other registration or back-to-school material that is provided to all parents. The following statement is compliant with federal law.

Families in Transition/Homeless

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and

youth. (42 USC 11431[1]) If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. (42 USC 11432[g] [6][A][iv]) If this describes your family's living situation, or if you are a student not living with a parent or guardian, please contact Clare Davies our District Homeless Liaison at 831-646-6523.

Student Mental Health Services

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Clare Davies
Director of Student Services
[435 Hillcrest Avenue](#)
[Pacific Grove, CA 93950](#)
(831) 646-6523

Playground Supervision and Guidelines **SCHOOL RULES * STUDENT CONDUCT**

Playground Rules

1. Levels 1 and 2 - Play on the black top only: no tag or kicking games: Level 3 - Play on the grass only, no playing with sticks or pine cones.
2. Walk down the steps between the levels
3. The sloping banks between levels are OFF LIMITS.
4. Do not climb the trees or hang on branches.
5. At recess time, students must be on the playground and out of the hallways unless directed to the office by an adult.
6. Students should go across the bars in one direction at a time and never on top of the bars.
7. Do not stand, crawl, or jump from the top on any of the playground equipment.
8. No jumping off the playground structure.
9. When using the slide go up the stairs and down the slide only in a sitting position.
10. When using the playground structure on 2nd level, students are to stay in "pit" area where there is bark. Do not throw bark, dirt or rocks.
11. No roughhousing, including play fighting or wrestling.
12. Stay off the fences.
13. Follow P.E. rules when using the fitness course and playing handball.
14. "Crack the Whip," Horseback," or tackle football is forbidden.
15. Soccer goals are off limits.
16. Students are to freeze when the bell rings, then **walk** to lines when directed by an adult.
17. Handball only in marked areas.
18. Students are expected to speak and interact with others in a positive manner.
19. Students will observe the "No Touching" rule.

Lunch and Cafeteria Guidelines

Cafeteria Guidelines

- ◆ The District has adopted a wellness program, which asks parents to send healthy foods for snacks, lunch and classroom celebrations.
- ◆ Lunch is from 12:10 - 12:55 for all students.
- ◆ 45 minutes are scheduled for children to eat lunch and have recess.
- ◆ Students may purchase a hot lunch for \$3.00.
- ◆ Milk may be purchased for \$0.50 for those not purchasing lunch.
- ◆ Families are encouraged to apply for free and reduced meals at any time during the school year. Free and reduced meal applications are available in the school office, the cafeteria, and at this link [Free and Reduced Lunch Application](#)
- ◆ Every student has a lunch account.
- ◆ Parents are responsible for their student's lunch account.
- ◆ Parents are encouraged to pay in advance for meals. At any time during the school year, parents may pay online at www.EZSchoolPay.com or by sending money to school to be applied to their student's meal account. You will need your child's student ID number in order to pay online. You can get this number by calling the school office. If you send money with your child, it needs to be dropped at the office in the morning and clearly labeled with your child's name and teacher's name so the money is applied appropriately. As the student makes purchases in the cafeteria, the amount will be deducted from the balance.
- ◆ If there is no money on your child's account and they are not eligible for free meals, the purchase of meals and food items will be charged to their account.
- ◆ If the balance reaches a negative \$10.00 the student will only be allowed to charge a full meal until the balance is paid in full. No other item e.g. milk or water will be allowed to be purchased.
- ◆ Site Principals will be notified when student's negative balances reach \$25.00.
- ◆ As a courtesy, the Food Service Program emails and calls overdue information at least once a week, using the School Messenger system.

Additional Guidelines:

- ◆ While waiting in line for hot lunch, keep your hands to yourself and use quiet voices.
- ◆ Walk in the cafeteria at all times.
- ◆ You may talk quietly in the cafeteria – use small voices.
- ◆ Food or paper throwers will help clean the cafeteria.
- ◆ While eating, remain seated and use appropriate table manners.
- ◆ Students must stay seated in the cafeteria at least ten minutes.
- ◆ When you are finished eating and wish to be excused:
 - Clean your area
 - Raise your hand to be excused and wait to be excused
 - Throw away trash using our Zero Waste Guidelines
 - Walk to the playground

Pacific Grove Unified School District Food & Nutrition Services
Meal Charge Policy

Pacific Grove Unified School District’s Food & Nutrition Services Department recognizes that occasionally students may forget their lunch money. The Food & Nutrition Services Department is committed to providing students with nutritious meals and is aware of the importance and impact good nutrition has on student learning and achievement.

We will continue to provide meals to all of our students even when their account is not current and will work with parents to clear any outstanding balance.

- If a student’s account balance is \$0.00 or in the negative, the student will only be allowed to charge a meal.
 - “A la carte” items, including individual milk, may not be charged to an already insufficient account
 - A meal includes an entrée, fruit/juice, vegetable sides, and milk
- Parents are notified via text message daily of a negative account balance. The Nutrition Director also makes phone calls to insufficient accounts.
 - Parents are responsible for updating their primary phone number on Illuminate or by contacting the School Nutrition Director
- Parents are encouraged to take advantage of our online prepayment system, EZSchoolPay.com, which helps alleviate the problem of low meal account balances.
 - Parents can upload funds via credit cards and can see their child’s account activity and transactions
- Parents may send cash or checks made out to PGUSD to the District Office, school office, or cafeteria
 - Ensure student’s full name is on the memo

Parents are ultimately responsible for checking and keeping their child’s account balance current.

If you have any questions or concerns, please free to call the Nutrition Director at (831) 646-6521

Meal Accounts

Every student has a meal account automatically linked to his/her name and student ID number. The meal account is a DEBIT account, not a credit account.

Payments on Accounts

- Cash or check payments can be made out to PGUSD Food Services and can be dropped off at the school sites or District Office.
- Online pre-payments via credit/debit card can be made on EZSchoolPay.com and will be automatically updated on the student's account.

Meal Policy

Any student who comes to the cafeteria during meal periods and requests a meal will not be turned away for lack of funds.

The student will be provided with the *reimbursable meal* of the day regardless of the presence or absence of funds on hand or in his/her account. A reimbursable meal consists of an entrée, vegetable, fruit, and milk. If the cafeteria is sold out of the meal of the day, the staff will then offer the student a different reimbursable meal. The full cost of the meal will be charged to the student's account, and parents/guardians will be notified and asked to resolve any charges from meals requested by the student.

The cafeteria will continue to provide a fully reimbursable meal to a student regardless of the status of his/her school meals account. Cafeteria staff will never treat a student differently due to lack of funds or an overdrawn account.

The cafeteria staff are unable to identify when a student rejects his/her own meal brought from home and desires one from the cafeteria instead. However, if a staff member suspects that that may be happening, he/she will bring the matter to the attention of school site administration and to District administration. Parents/guardians are ultimately responsible for educating their children on family-specific rules regarding meal purchases in the cafeteria.

A la Carte or Second Meal Purchases with Insufficient Funds

A la carte items are sold at Pacific Grove Middle School and Pacific Grove High School. Purchases of a la carte items are not allowed unless funds are available at the time of purchase. If a student wishes to make an a la carte purchase but does not have sufficient funds, he/she will be directed to get a reimbursable meal instead.

Individual milk and bottled water are sold at Forest Grove and Robert Down Elementary Schools. They can only be purchased individually with sufficient funds. Milk is included in a full reimbursable meal if the student chooses the meal, however bottled water is not. Drinking water is made readily available for the students during meal time.

Second meals are sold in the cafeterias and do not qualify as a reimbursable meal. Students will always be served a reimbursable meal first. Second meals can be purchased at full price with sufficient funds.

Assembly Guidelines

Before Assembly:

- All students must walk into the multi-purpose room in a quiet, orderly manner.
- Teachers will direct students to their seating area.

During Assembly:

- Give the performers the courtesy of proper attention.
- Clap at the appropriate time.

After Assembly:

- When the assembly is over students will leave in a quiet, orderly manner after they have been directed to do so by their teacher



Fabulous Falcon Award

Forest Grove Elementary School staff members look for ways to reward students for exceptional conduct. One vehicle is the Fabulous Falcon Award, which recognizes students for one or more of the following behaviors:

- ◆ unsolicited acts of kindness toward peers or school personnel
- ◆ significant improvement in the areas of academics, attitude, and/or attendance (including punctuality)
- ◆ on-going adherence to school rules, polite manners, and acting as a role model for other students

Awards are presented by school personnel only. Students receiving this award will be honored with a certificate and have their picture displayed in the office.

Toolbox Training ~ Building Resilience, Self-Mastery and Empathy for Others

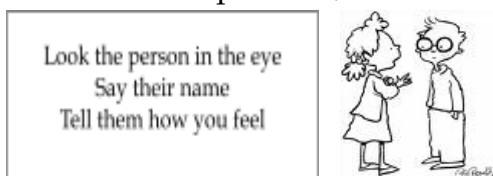
We believe in empowering your children to learn how to manage their emotions and solve their own problems. We teach students how to strengthen and develop their own innate capacity to form a cohesive and caring community at school. The Toolbox social-emotional program gives the staff and students a common language and methods of fostering healthy relationships and well-being for each student.

Three Step Plan for Conflict Resolution

We believe in empowering your children to learn to manage their emotions and solve their own problems. We teach them the Three Step Plan for Crisis Management.

- ◆ **Use Your Words**
Students are encouraged to tell others what they think and feel in a respectful manner.
- ◆ **Walk Away**
Students are encouraged to walk away when they can't manage a situation or solve a problem (cool off). It is hard to fight or argue with someone if you are not there.
- ◆ **Get Some Help**

If students cannot solve the problem, seek adult help. On the playground find a Yellow Jacket.



School to Home Communication and Parent Conferences

To assist parents in receiving regular information about what is happening at school and in the classroom, newsletters will be sent out from Forest Grove via email. Parent conferences will be formally held as noted in the calendar and others will be scheduled as needed by either the parent or the teacher. Student report cards will be sent home during the fall and spring parent conferences as well as at the end of the school year. If you need assistance in this area, contact your child's teacher or call our office at 646-6540.

Homework Policy

In consultation with parents and students, the elementary educators of Pacific Grove Unified School District have developed our homework policy. All groups recognize that quality homework should support the content being taught in classes and develop a love of learning in students. Our homework plan seeks to build study skills in students as they progress through school while allowing students plenty of time after school to play with friends and spend time with their families.

Homework assignments are given Monday through Thursday. Long term projects may be worked on during holidays or weekends; however, ample time is given so that every long-term project can be completed by consistently working on the project Monday through Thursday during the school weeks prior to the deadline.

Time spent on homework should be approximately 10 minutes times the grade level in 1st to 5th grades, (1st grade=10 minutes, 2nd grade=20 minutes, 3rd grade=30 minutes, 4th grade=40 minutes, 5th grade=50 minutes.) For 1st and 2nd grades, the total homework time is exclusive of required reading time. For Grades 3rd through 5th, homework time is inclusive of required independent reading time. Should your child's homework time consistently exceed the expected amount, please speak with your child's teacher.

While homework is optional in kindergarten, daily reading with your kindergarten child is recommended. Some homework in the upper grades requires access to a computer and wi-fi outside of the school day. If you do not have a computer and/or wi-fi connection available to you, please see your child's teacher.

Grades on the report card for each subject area reflect mastery toward content standards. The report card homework grade reflects the student's completion, effort, and utilization of a growth mindset in all homework assignments.

Homework provides opportunities for all students to build study habits, self-discipline, and time management. Please contact your child's teacher if your child truly lacks understanding of a concept during the completion of homework. Always encourage your child and praise their efforts and improvements. If your student is absent, you may request homework when you call the absence line prior to 8:30 AM. The absence line is available 24 hours a day at 646-6559 ext. 222.

Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete. Staff will assess and recommend any adjustments, as needed. If possible, teachers assigning technology-dependent homework assignments will offer non-technology-dependent homework assignments as an alternative, if possible.

School staff will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

For more information regarding homework, please see P.G.U.S.D. Board Policy 6154 at www.pgusd.org.

Homework Guidance

A consistent time and place for study is important to your child's learning. The area should be comfortable and quiet (free from distractions), and well lit. A small table can serve as a desk. To minimize interruptions during study, help your child organize supplies (pencils, erasers, rulers, dictionary, paper, crayons, etc.) and have these materials nearby and ready to use. Be sure your child understands the homework and review the directions or work a problem together to reinforce the concept. Be available for your child during homework time and share the completed assignments before they are returned to school but DO NOT do the homework the child is to complete.

Rules of Conduct

We believe that:

All teachers have a right to teach without interruptions.

All students have a right to learn without being disturbed by others.

In support of our beliefs, the following Rules of Conduct apply to all students:

- Students will come into the school building quietly and on time.
- Students will follow the directions of all teachers and other school personnel, the first time they are given.
- Students will be polite and respectful to adults and other students at all times.
- Students will not use inappropriate language (swearing, teasing, name calling, put downs) at any time.
- Students will not bring candy or gum to school at any time.
- Students will keep their hands, feet and other objects to themselves.
- Students will show respect for the property of the school and the belongings of others.
- Students will settle differences without fighting.
- Students will arrive at school punctually and with homework completed as assigned.

Consequences:

1st Occurrence: Teacher notified and staff member speaks with the child.

2nd Occurrence: Student disciplinary referral is sent to parent, teacher and principal.

3rd Occurrence: Teacher speaks with the principal and the principal contacts the parents.

Note: Our staff seeks teachable moments for students as well as appropriate consequences.

Student Alternative Discipline

The goal of discipline is to maintain a positive atmosphere for learning while teaching students to be responsible citizens. Like citizens in any community, students must obey the rules to assure that individual rights are not violated by the misconduct or disruptive acts of others. Administrators and staff are delegated the authority and responsibility to ensure that the desired goals of equal educational opportunities and an environment conducive to learning are achieved. When students misbehave, we give them the opportunity to correct their inappropriate behavior and to find a way to make better choices for themselves. Home and school share the responsibility of helping students develop the life-enhancing capability of self-discipline.

When students are sent to the office to meet with the principal for a violation of CA Ed Code, a three-pronged approach will be used to correct their behavior: Restorative, Reflective, and Instructional.

- When it is appropriate, an opportunity for the student to **restore** the relationship between themselves and the stakeholder/offended will occur. This is where the Toolbox “Apology and Forgiveness Tool” is used to repair harm.
- An opportunity for the student to reflect on decisions and behaviors verbally and/or through writing. Three questions may be asked regarding the student’s behavior(s):
 - Was it safe?
 - Was it kind?
 - Was it my personal best?
- A teaching opportunity will occur to target the function of the behavior and to help the student learn the skills (Toolbox) needed to not engage in the behavior again.

Suspension is seen as a last resort for student discipline if alternatives are not working to end unnecessary behaviors. Students are suspended for very serious violations of CA Ed Code 48900 in accordance with the following PGUSD Discipline Matrix. Suspended students shall be excluded from all school-related extracurricular activities during the period of off-campus suspension. A suspension may also include, but is not limited to, the loss of participation in school-related activities (such as field trips, school performances, sporting events, classroom/school celebrations, etc.).

District-Wide Discipline Policy

The PGUSD Board approved a district-wide discipline matrix which is available in the office and online at

<https://boardpolicy.pgusd.org/2019/04/30/5144-student-student-welfare-discipline-3/>



We can use your help in the education of your child. It is absolutely essential that you be involved in your child's schooling. There are two places that you can be involved: at home and at school. First and foremost, your consistent involvement at home will have the most positive impact on your child's learning and is the most realistic for most parents. The trick is to make sure that you are reading the notes coming home from school and are aware of the work being assigned. Make sure your child, not you, does the work. Offer your assistance only if necessary. Secondly, volunteering at the school both during school hours and after school and on weekends is an extremely useful and gratifying way to help.

For the safety of our students and volunteers, all volunteers must be fingerprinted and pass a security clearance at the PGUSD district office. To schedule an appointment, please contact:

Kimberly Ortiz kortiz@pgusd.org 646-6553 or Angela Lippert alippert@pgusd.org 646-6593.

Guidelines for Forest Grove School Volunteers and Parents/Guests

These guidelines will be given to and reviewed with each classroom volunteer/parent by the classroom teacher.

We love our parents and volunteers and are thankful for your effective involvement. The staff has put together some guidelines to develop a healthy climate of respect and professionalism.

1. Your role in the classroom is important. Please remember:

- ◆ Give appropriate praise and motivation.
- ◆ Use tutoring strategies such as: repeat directions to child, allow child to complete task on his/her own, take a different approach, model a correct response, use visuals, etc.
- ◆ Use appropriate language to guide students rather than just give the answer.
- ◆ Avoid negative comments like: "don't act like a baby, you should know this,"
- ◆ Let children make a mistake and say, "try that again."
- ◆ When a child says, "I don't get it" or "I don't know what we're doing," state the activity in a new way. The teacher will be available should a student need additional help which the parent or volunteer can't provide.
- ◆ Help all students, not just your own child.

◆ Allow your own child to be self-reliant in the classroom.

2. Volunteers need to be trained on the operation of all machines and where/how supplies are utilized.
3. Student behavior at school is private and to be dealt with by the teachers and other authorized personnel. Volunteers and parents should adhere to confidentiality in regard to all students. Due to IEPs and other behavior contracts, some students have different expectations and goals. Respecting all students is expected of all volunteers and parents.
4. Volunteers and guests should wear appropriate professional attire: No tank tops, shorts, hats (indoors), or inappropriate sayings on clothing. Use professional language.
Volunteers and guests shall not possess or use tobacco products, e-cigarettes, and vaping device products of any kind.
5. Do not discipline, but let the teacher take over in that area since he/she knows what the child may be working on behaviorally or if the child has issues affecting behavior that day, etc.
6. Volunteers and parents should be actively engaged in the activity at hand. Please save social conversations for outside of school rather than the back of the classroom.
7. The teacher is in charge of the lesson and the expectations. Volunteers should take the teacher's lead. If there is a question, ask the teacher privately. Classroom protocols are to be followed by everyone.
8. Check with the teacher in regard to bringing younger siblings to class. Some activities may not be appropriate for younger siblings.
9. In assemblies, parents and volunteers (unless they are specifically helping with a student) should sit behind all of the classes and follow all assembly rules.
10. All rules and regulations governing staff and students at Forest Grove School apply equally to volunteers and parents. See the Forest Grove School handbook for details.
11. Each classroom teacher may have additional rules, which will be given to the parents and volunteers of their classroom.



Parent Teacher Association (PTA)

The PTA is an essential part of the education of all children at Forest Grove School. While it does raise money for countless needs in and out of the classroom, our PTA also sponsors the fun activities such as: Trunk or Treat, Girls Night, Boys Night, the Fun Fest, Scholastic Book Fair, Movie Night, Ice Cream Social, Family Reading Nights, campus pride days and many other events. In addition, the PTA sponsors parent education evenings that often precede the regular meetings. The PTA should be your first stop as you look for ways to help the school.

PTA meetings are generally scheduled once a month at 6 p.m. in the library. They work very hard in a variety of ways and can always use extra help, particularly for special events.

School Site Council

The School Site Council is an advisory committee that provided valuable input regarding decisions that affect Forest Grove. The council is comprised of the principal, teachers, classified staff, and parents. At our monthly meetings, we report on progress of our school goals and decide which aspects of our educational program should be emphasized for the current school year. If you are interested in serving on the School Site Council contact Principal Buck Roggeman at broggeman@pgusd.org or call 831-646-6560.

Safety Committee

Forest Grove's safety committee meets twice a year or as needed. The role of the safety committee is to review the school's safety protocols to ensure that they are working as designed. The committee also considers or proposes potential physical safety improvements to Forest Grove. Our committee consists of administration, our lead custodian, the Site Leadership Team, and parent volunteers. If you are interested in becoming a member of our Safety Committee contact Principal Buck Roggeman at broggeman@pgusd.org or call 831-646-6560.

Appendix

Forest Grove Elementary Staff Main Office - (831) 646-6560 Fax - (831) 648-8415				
NAME	EMAIL	POSITION	LOCATION	EXTENSION
Buck Roggeman	broggeman@pgusd.org	Principal	Office	200
Desiree Babas	dbabas@pgusd.org	Office Manager	Office	201
Nancy DaSilva	ndasilva@pgusd.org	Attendance Clerk / Noon Duty	Office	202
Natalie Adams	nadams@pgusd.org	Health Clerk	Office	221 or 646-6658
Theresa McDaniel	tmcdaniel@pgusd.org	Transitional Kindergarten	K-1	121
Kristen Sweeney	ksweeney@pgusd.org	Kindergarten	K-2	106
Kristen Dempsey	kdempsey@pgusd.org	Kindergarten	K-2	106
Tanya Fadem	tfadem@pgusd.org	Kindergarten	K-3	123
Summer Wright	swright@pgusd.org	Kindergarten	K-4	124
Kayla Gordono	kgordano@pgusd.org	1st Grade		
Christina Luciano	cluciano@pgusd.org	1st Grade	G-1	105
Shannon McCarty	smccarty@pgusd.org	1st Grade	G-2	101
Camilla Miller	camilla.miller@pgusd.org	1st Grade	G-3	128
Beth Cina	bcina@pgusd.org	2nd Grade	B-1	109
Hetal Patel	hpatel@pgusd.org	2nd Grade	B-2	108
Nate Welch	nwelch@pgusd.org	2nd Grade	B-3	107
Melissa Flores	mflores@pgusd.org	3rd Grade	C-2	112
Sarah Gordon	sgordon@pgusd.org	3rd Grade	C-3	118
Melissa Anderson	mandersen@pgusd.org	3rd Grade	C-4	111
Kari Serpa	kserpa@pgusd.org	4th Grade	D-3	113
Irene Valdez	ivaldez@pgusd.org	4th Grade	D-4	117
Marc Russo	mrusso@pgusd.org	4th Grade	E-2	
Maryn Sanchez	msanchez@pgusd.org	5th Grade	D-1	115
Danielle Condit	ddavenport@pgusd.org	5th Grade	D-2	119
Kathryn Yant	kyant@pgusd.org	5th Grade	C-1	110
Gretchen Kelly	grkelly@pgusd.org	SDC (4th & 5th grade)	E-4	102
Rebecca Boston	rboston@pgusd.org	SDC (K-3)	G-6	104
Jarad Masar	jmasar@pgusd.org	Music - Vocal	K-5	210

TBD	TBD	Music - Instrumental	K-5	210
Jeff Gray	jgray@pgusd.org	Physical Education	A-1	230
Molly Kriva	mkriva@pgusd.org	Speech	G-8	154
Jennifer Smallwood	jsmallwood@pgusd.org	ELD	A-1	103
Katie Kreeger	kkreeger@pgusd.org	Resource Specialist	G-4	129
Mary Quindimil	mquindimil@pgusd.org	Title 1	G-5	152
Diane McCluskey	dmccluskey@pgusd.org	Occupational Therapist	A-5	233
Zoe Roach	zroach@pgusd.org	Counselor	G	126
Thalia Jones	thjones@pgusd.org	Psychologist	A-1	228
Christine Gruber	cgruber@pgusd.org	Librarian	Library	204
Carey Parker	cparker@pgusd.org	Computer Tech	E-3	213
Fran Castorina	fcastorina@pgusd.org	Food Service - Supervisor	Cafeteria	203 or (831) 646-6567
Jeanette Odenbrett	jodenbrett@pgusd.org	Food Service	Cafeteria	
Marlene Roman	mroman@pgusd.org	BASRP Leader	A-4	224 or (831) 646-6501
Fran Petty	fpetty@pgusd.org	BASRP Attendant	A-4	
Debbie Pinheiro	dpinheiro@pgusd.org	BASRP Attendant	A-4	
Ryan Rodewald	rrodewald@pgusd.org	BASRP Attendant/ Noon Duty	A-4	
Oscar Orozco	oorozco@pgusd.org	Head Custodian	B-5	207
Danny Mamaclay	dmamaclay@pgusd.org	Night Custodian	B-5	207
Thomas DeBruin	tdebruin@pgusd.org	Custodian	B-5	207
FGE Instructional Aides				
Evelyn Franco	efranco@pgusd.org	SPED / Noon Duty	G-4	129
Christine Pappani	cpappani@pgusd.org	SPED	E-4	102
Natalie Montgomery	nmontgomery@pgusd.org	Title I	G-6	104
Ron Longueria	rlongueira@pgusd.org	Title I / ELD / Noon Duty	G-5	152
Amy Killett	akillett@pgusd.org	Title I / ELD	A-1 & G-5	152 & 103
Silvia Mah	smah@pgusd.org	Instructional Aide	Various	(831) 646-6560
Cherie Mares	cmares@pgusd.org	Instructional Aide/ Noon Duty	Various	
Michelle Mitchel	mmitchell@pgusd.org	Instructional Aide	Various	
Kathleen Poet	kpoet@pgusd.org	Instructional Aide/ Noon Duty	Various	
Tina Tavares	ttavares@pgusd.org	Instructional Aide	Various	
Shirley Ushakoff	sushakoff@pgusd.org	Instructional Aide	Various	
Leonard West	lwest@pgusd.org	P.E. / Noon Duty	Various	230

PGUSD District Office and Board of Education

Dr. Ralph Gomez Porras	Superintendent rporras@pgusd.org	John Paff	President jpaff@pgusd.org
Song Chin-Bendib	Assistant Superintendent schinbendib@pgusd.org	Brian Swanson	Clerk, Trustee bswanson@pgusd.org
Ani Silva	Curriculum Director asilva@pgusd.org	Cristy Dawson	Trustee cdawson@pgusd.org
Claire Davies	Director of Special Education/Student Services cdavies@pgusd.org	Carolyn Swanson	Trustee carolyn.swanson@pgusd.org
Matthew Binder	Director of Educational Technology mbinder@pgusd.org	Dr. Frank Rivera	Trustee frivera@pgusd.org