

Forest Grove Elementary School Falcons



2017-2018

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 Common Core State 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 kids. Many of our support personnel have been at our school for more than 10 years because they enjoy working with children and recognize that Forest Grove is a special place.

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.

More importantly, we invite you to stay involved in your child's education. We provide many opportunities for parents to volunteer on campus, to help shape the culture of our school through its School Site Council (SSC) and English Language Advisory Committee (ELAC), and to contribute to building our connection to our community by joining our Parent Teacher Association (PTA).

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:


We believe that parents are our partners in educating their children. We strive to create an atmosphere where honest, open, two-way communication with parents 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 2017 – 2018

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.	School Dismissed

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

CERTIFICATED STAFF

Office: 831-646-6560

Mr. Buck Roggeman –Principal
Mrs. Deborah Marchese – Office Manager

Voice Mail Line: 831-646-6559

Teaching Staff	Grade	Room	Phone Ext.	Email
Mrs. Maurisa Alt	TK	K-3	123	malt@pgusd.org
Mrs. Nicki Klevan	TK	K-3	123	nklevan@pgusd.org
Mrs. Debbie Engles	K	K-1	121	debbie@pgusd.org
Mrs. Kathy Hunter	K	K-2	106	khunter@pgusd.org
Mrs. Kristen Sweeney	K	G-5	152	ksweeney@pgusd.org
Mrs. Summer Wright	K	K-4	124	swright@pgusd.org
Ms. Theresa McDaniel	1	G-6	104	tmcdaniel@pgusd.org
Mrs. Lynn Moore	1	G-1	105	lmoore@pgusd.org
Mrs. Hetal Patel	1	G-2	101	hpatel@pgusd.org
Mr. Nate Welch	1	G-3	128	nwelch@pgusd.org
Mrs. Beth Cina	2	B-1	109	bcina@pgusd.org
Mrs. Jeanie DeTomaso	2	C-4	111	jdetomaso@pgusd.org
Mrs. Barbara Hirst	2	B-2	108	bhirst@pgusd.org
Mrs. Sarah Gordon	3	C-3	118	sgordon@pgusd.org
Ms. Shannon McCarty	3	B-4	135	smccarty@pgusd.org
Mrs. Mary Lee Newman	3	C-2	112	mnewman@pgusd.org
Ms. Kayla Naylor	4	E-2	114	knaylor@pgusd.org
Ms. Kari Serpa	4	D-3	113	kserpa@pgusd.org
Ms. Irene Valdez	4	D-4	117	ivaldez@pgusd.org
Ms. Melanie Cardinalli	5	D-2	119	malawne@pgusd.org
Ms. Danielle Davenport	5	D-2	119	ddavenport@pgusd.org
Mrs. Maryn Sanchez	5	D-1	115	msanchez@pgusd.org
Mrs. Kathryn Yant	5	C-1	110	kyant@pgusd.org
Mrs. Glynis Barrett	1, 2 & 3	B-3	107	gbarrett@pgusd.org
Mrs. Michelle Knight	4-5	E-4	102	mknight@pgusd.org
Mrs. Mary Quindimil	RSP	G-4	129	mquindimil@pgusd.org
Mrs. Aina Gessaman	Speech		154	agessaman@pgusd.org
Mr. Jeff Gray	P.E.		233	jgray@pgusd.org
Mr. Jared Masar	Vocal Music/Multi		116	jmasar@pgusd.org
Mr. ReNae Jackson	Inst. Music/ Multi		116	rjackson@pgusd.org
Mrs. Lynn Clements	Reading Specialist		224	lclements@pgusd.org
Mrs. Jayne Lord	ELD Program		103	jlord@pgusd.org
Mrs. Mindy Faia	Psychologist		126	mfaia@pgusd.org
Mrs. Sonda Frudden	Counselor		126	sfrudden@pgusd.org

FOREST GROVE SCHOOL

SUPPORT STAFF

Office: 831-646-6560

Voice Mail Line: 831-646-6559

Mr. Buck Roggeman—Principal - 200
Mrs. Deborah Marchese – Office Manager - 201
Mrs. Nancy Da Silva – Clerk - 202

Support Staff	Assignment	Room	Phone Ext.
Mrs. Christine Gruber	Library Technician	Library	204
Mr. Carey Parker	Computer Technician	E-3	213
Ms. Michelle Hinners	Health Clerk	Health Center	646-6558
Mr. Oscar Orozco	Head Custodian		207
Mr. Senen Baguio	Night Custodian		205
Mrs. Fran Castorina	Cafeteria Supervisor	Cafeteria	646-6567
Mrs. Jeanette Odenbrett	Food Service	“	“
Mrs. Evelyn Franco	Special Ed Aide	G-4	129
Mrs. Michelle Haney	Special Ed Aide	B-3	107
Ms. Elizabeth Cambra	Special Ed. Aide	G-4	102
Mr. Leonard West	P.E. Aide		223
Ms. Lena Moore	Title I Aide	A-2	224
Mr. Ron Longueria	Title I Aide	A-2	224
TBD	Title I Aide	A-2	224
Mrs. Suzanne Ellzey	Instructional Aide	BASRP/A-1	224 & 103
Mrs. Resha Jadeja	Instructional Aide	Misc.	240
Mrs. Dana Jones	Instructional Aide	Misc. K	106
Mrs. Silvia Mah	Instructional Aide	K-3	123
Mrs. Habiba Malik	Instructional Aide	Misc.	240
Mrs. Cherie Mares	Instructional Aide	K-1	121
Mrs. Christie Shell	Instructional Aide	Misc. K	240
Mrs. Marisa Tegerdal	Instructional Aide	Misc.	240
Mrs. Shirley Ushakoff	Instructional Aide	Misc.	106
Mrs. Betty Minor	Clerk	Office	240
Mrs. Marlene Roman	B.A.S.R.P. Leader	A-4	646-6501
Mrs. Habiba Malik	B.A.S.R.P. Attendant		646-6501
Mrs. Fran Petty	B.A.S.R.P. Attendant		646-6501
Mrs. Debbie Pinheiro	B.A.S.R.P. Attendant		646-6501
Mrs. Maria Taschner	B.A.S.R.P. Attendant		646-6501

School Board and District Staff

Dr. Ralph Gomez Porras	Superintendent	Phone: 831-646-6520
Mr. Rick Miller	Assistant Superintendent	Phone: 831-646-6509
Mr. John Paff	Board President	
Ms. Christy Dawson	Board Member	
Mrs. Debbie Crandell	Board Member	
Mr. Brian Swanson	Board Member	

Forest Grove Elementary School Calendar 2017-2018

August	8 8 9 23 21-25	Tuesday Tuesday Tuesday Wednesday Wednesday- Friday	Class Lists posted - all grades - 2:50 pm- Office Windows All Grades - "Meet and Greet" 3:00 - 4:00 pm First Day of School & Welcome Back Coffee (time TBD) Back to School Night - 6:00 - 7:00 pm Book Fair
September	4 16 27	Monday Saturday Wednesday	Labor Day Holiday (<i>no school</i>) Walk With PRIDE - Lover's Point Trail, 10:00 am School Pictures
October	7 16-20 27 30	Saturday Monday - Friday Friday Monday - Friday (11/3)	Butterfly Parade & Bazaar Fall Break (<i>no school</i>) End of the 1 st trimester Parent - Teacher Conferences begin - (minimum days)
November	1-3 10 22-24	Wednesday - Friday Friday Wed, Thurs, Friday	Parent - Teacher Conferences cont. (minimum days) Veterans Day Holiday (<i>no school</i>) Thanksgiving Holiday (<i>no school</i>)
December	13 14 21 22-29	Wednesday Thursday Thursday Friday-Friday	Holiday Program TK-2nd ~ PGMS - 6 - 7 pm Holiday Program 3 rd - 5 th ~ PGMS - 6-7 pm Minimum Day Winter Break (<i>no school</i>)
January	1-5 8 15 22-26 26	Monday-Friday Monday Monday Monday - Friday Friday	Winter Break cont. (<i>no school</i>) Teacher Prep Day (<i>no class for students</i>) Martin Luther King Holiday - (<i>no school</i>) Kindness Week 100 th Day Celebration
February	15-19 20 23	Thursday-Monday Tuesday Friday	Presidents' Holidays & Break (<i>no school</i>) Staff Dev. Day (Non Student Day) End of the 2 nd trimester
March	2 5-9 21	Friday Monday - Friday Wednesday	Dr. Seuss' Birthday Parent Teacher conferences (minimum days - TK & K all week/ 1 st - 5 th grades ~ Wed, Thurs & Fri only) Spring Photos ~ Kindergarten Enrollment Night 6:00 - 7:00 pm
April	4 6 9-13 TBD 22 25	Wednesday Friday Monday - Friday TBD Sunday Wednesday	5 th Grade Parent Orientation PGMS Auditorium 6:00 pm Minimum Day - School is released at 12:10 pm Spring Break (no school) Book SHARE Taste of PG Open House 6:00 - 7:00 pm
May	7-11 14-18 25 28	Monday - Friday Monday - Friday Friday Monday	State Testing State Testing Falcon Fest & 5 th Grade Student Orientation, 9-11:00 Memorial Day (<i>no school</i>)
June	1	Friday	Last Day of School - (minimum day)

Attendance

Each time your child is absent please call the absence line (646-6559 ext. 222) **prior to 9:00 a.m.** explaining the absence. Regular and prompt attendance is a critical element for success in school. Chronic attendance problems may result in a meeting with the teacher and principal and possible referral to the District Attorney's office. Homework may be requested **on the second day of the student's absence** by leaving a message on the absence line by 9:00 a.m. and will be available for pick up in the school office between 3:15 and 4:00 p.m. **Please do not send a sick child to school as he or she may well be contagious. Please call the office if you need further guidance or assistance.**



Arrival and Pick-up Times

Children should not arrive at school before 8:30 AM as there is no staff supervision at that time.

All students should go home immediately following the dismissal bell. **Students not picked up within 15 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 drop-in daycare services. Charges for drop-in daycare services are due and payable on the day of the occurrence.

Student Attendance Policy

Pacific Grove Unified School District adheres to a strict attendance policy. Please see School Board policy 5113 for further information. "Parents/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 voice mail 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 48 hours of the absence. It is important to advise the office as well as your child's teacher.

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.

Family Leave

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.

- a. The parent/guardian must request approval from the site principal in **2 weeks in advance** of the planned absence. 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.
- b. Approval for allowable credit due to an unexcused absence may be granted for up to ten (10) days per school year.

Tardy/Early Pick up Policy

Any student arriving late to class is considered tardy. Tardies that are more than 30 minutes late without 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 reporting to class.**

Any students being picked up early from school must be signed out in the office. If the early pickup is more than 30 minutes of time and is not for a valid reason due to illness, medical appointment, or the funeral of an immediate family member, it will be considered Truancy. Doctor notes must be provided to the office for any appointment that requires the student to be signed out from school.

Attendance Codes

<p>I Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)</p> <p>M Excused for medical or dental reasons with a note from the doctor or dentist</p> <p>B Bereavement of immediate family member</p> <p>Q Quarantine, usually for medical reasons</p> <p>R Religious holiday</p> <p>S Suspension</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>F Family absence was waived/excused by the administration. <u>Justifiable Absence form must be submitted two weeks in advance.</u> A visit to another school. A court appointment that is documented by the court system. Military family leave per BP5113</p> <p>A Unverified—Waiting for parent verification</p> <p>E Excessive absence over the 14 day limit for illness without medical or dental notes on file</p> <p>V School sponsored activity or appointment</p> <p>H Home hospital absences</p> <p>T Tardy--Unexcused up to 30 minutes</p> <p>X Tardy—Excused Must be validated with written documentation</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>
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Attendance

-continued-

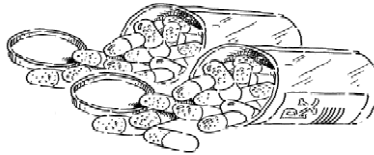
Truancy Mediation

Forest Grove Elementary School participates in the Truancy Mediation Program through the Monterey County District Attorney's office. After three unexcused/unverified absences or truant tardies the school is mandated to report these absences to the Monterey County District Attorney's truancy mediation program.

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, performance, 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.

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. (We realize that exceptions arise and are happy to accommodate in these cases.) 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 pails, 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.

Dress Code



Students' 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. Any 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.

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, the District's Wellness Policy, is available online at www.pgusd.org.
 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.**
 6. Students are not to bring gum, candy and soda pop to school.
 7. Students are discouraged from bringing cellular telephones to school. If it is absolutely necessary for your student to have a cell phone, please understand that the school does not accept any responsibility for the loss or damage to a student's cell phone. Under no circumstances shall the cell phone be turned "on" at school. Cell phones must be kept in the student's backpack during the school day.
- 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.)

General Guidelines

– Continued –

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, or \$80 per semester. 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. All PGUSD school campuses are tobacco free, *e-cigarette free and vaping device free*. This means that no one who enters the school grounds and/or building may smoke or use *tobacco products, e-cigarettes, and vaping device products of any kind*.

Emergency Guidelines

In the event of a serious emergency:

1. The school will reference its District School Safety Plan and take appropriate actions depending on the emergency. The office will establish a communication center, with a telephone and communication devices. A first aid center will be established.
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. 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.

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 your District Homeless Liaison.

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.
- ◆ Forty-five 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.
- ◆ Parents 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 or the cafeteria.
- ◆ Every student has a lunch account.
- ◆ Parents are responsible for their student's lunch account.
- ◆ Meals should be pre-paid and accounts should be kept current.
- ◆ 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.
- ◆ Students are reminded when their balance is low and also when the accounts become overdrawn.
- ◆ The Nutrition Director will also notify parents when accounts are overdrawn. Payments can be made using either cash or checks (made payable to PGUSD Food Service).

Lunch and Cafeteria Guidelines

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- ◆ Parents can create an account on EZSchoolPay.com using your student name and student number and pre-pay using a debit or credit card. Allowing charges to accumulate can lead to financial losses to the food service program and is unfair to the families that do pay for their meals. If unpaid charges become excessive, the District reserves the right to take steps deemed necessary to collect charges owed and to prevent further loss to the District. These actions can include, but are not limited to;
 - offering an alternative meal
 - initiating collective agency actions proceedings, which may affect a parent's personal credit rating
 - Or denying campus activities

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
- ◆ Food may not be taken out of the cafeteria.

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

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.
- Whistling is not permitted.

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.

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.

Look the person in the eye
Say their name
Tell them how you feel



Newsletters 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 the school 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.

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.

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 child.

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

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

District-Wide Discipline



OFFENSE	MINIMUM	MAXIMUM
1. Damage to school property	Parent contact/conference restitution, suspension	Alternative placement Expulsion
2. Cheating	Parent contact/conference Grade adjustment	Course grade adjustment, schedule change Alternative Placement
3. Defiance to staff	Parent contact/conference Suspension	Parent visitation Alternative placement Expulsion
4. Hazing, harassment, threatening	Parent contact/conference Suspension	Alternative placement Expulsion
5. Use or possession of illegal substances	Parent contact/conference Police notification Suspension	Alternative placement Expulsion
6. Theft of school or private property	Parent contact/conference Restitution Suspension	Alternative placement Expulsion
7. Fighting	Parent contact/conference Suspension (principal recommendation K-5) Suspension (6-12)	Alternative placement Expulsion
8. Disrespect toward others	Parent contact/conference	Parent visitation Suspension Alternative placement
9. Inappropriate language	Parent contact/conference	Suspension

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 which 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 opportunity 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.

District-Wide Discipline

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Students are suspended for very serious violations of school rules, based on the Ed Code of California. Suspended students shall be excluded from all school-related extra-curricular activities during the period of suspension. A suspension may also include but is not limited to the loss of participation in school-related activities (such as field trips, science school, school performances, sporting events, classroom/school celebrations, etc.).



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:

Kelly Van Houtan kvanhoutan@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 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 teacher in regard to bringing younger siblings to class. Some activities may not be appropriate for younger siblings.

Guidelines for Forest Grove School Volunteers and Parents/Guests

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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: the Me & My Guy Dance, Mums & Chums Night, the Fun Fest, Scholastic Book Fair, Scary 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.

The PTA meetings are generally scheduled once a month at 7:00 p.m. in the library. They work very hard in a variety of ways and can always use extra help, particularly for special events.