

South Bay Union School District

2010 - 2011 Family Handbook

For

Pine Hill Elementary School



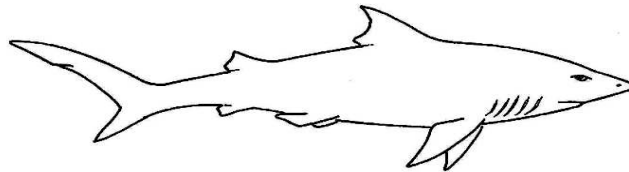
Home of the Pine Hill Pandas

Phone (707) 443-4596

Website: www.pinehillschool.org

AND

South Bay Elementary School



Home of the South Bay Sharks

Phone (707) 443-4828

Website: www.southbayschool.org

Greetings and Salutations – Welcome to the Pine Hill Elementary School Community!!

At South Bay Union School District we are dedicated to providing a safe and nurturing school environment for all of our students. We hope that you will be able to join us, depending on your schedule, to volunteer in the many activities we have planned for this school year. There are also opportunities to get involved by supporting your School Site Council and Parent Participation Organization. You are always welcome and we look forward to your input and suggestions.

This handbook provides a general overview of important information for your school. Please give us your feedback and call with any questions or concerns.

General Information

Office Hours: 7:45 A.M. – 4:00 P.M.

- Children are asked not to arrive any earlier than 7:45 A.M.
- All children are expected to go directly home or to EXPLORE at the end of school unless special arrangements have been made. Please be on time to pick up your student.

Visitors

- Families are welcome and encouraged to visit our school.
- All visitors, including families, must sign in at the school office and obtain a Visitor Badge, no matter what the reason (e.g., to volunteer, pick up a student, deliver something).
- Please sign out when leaving.
- To insure safety, other individuals, unless approved by a staff member, are not permitted to visit classrooms or wander around the campus.
- Pets are permitted only with permission.

Medications

If your child is required to take medications while at school:

- The medication must be brought to the school office where it will be stored in a locked cabinet or refrigerator.
- The medication must be clearly identified and in its original container.
- The medication must carry a prescription label with child's name, drug name, dosage instructions, doctor's name and date, and must be current.
- A district form, signed and dated by the parent and physician, must accompany each medication.

Emergencies

It is *very important* that you keep your child's emergency card updated in case we cannot reach you at home or work in an emergency. This way we can contact other responsible adults, designated by you, if needed. Please phone the school whenever there are changes.

Parent Conferences/Report Cards

The school provides parents with a detailed report of the progress of all students three times during the school year. A less detailed mid-term report will be mailed to parents' half-way between each trimester to update parents on how their student is performing. Report cards are discussed with parents and students at conferences scheduled at the end of the first and second trimesters.

Field Trips

During the school year, teachers may take their classes on field trips. These trips are considered extensions of the classroom instruction. If space permits, parents are welcome to accompany classes. Permission slips and medical release forms must be on file for each student and parent.

Cafeteria

The cafeteria staff prepares nutritious meals every school day, both breakfast and lunch. Students may purchase breakfast for \$1.00 and lunch for \$1.75. Milk is \$.25. Please pay for your child's meals by the week or by the month.

At the beginning of the school year, parents will receive special lunch forms that allow for reduced or free lunch if certain criteria are met. Please make sure you fill out and return these forms as soon as possible.

Telephone Messages

Because delivering personal messages to students disrupts instructional time, messages will be taken in the office and delivered at the appropriate time, unless there is an emergency. Please be aware that it is often not possible to deliver messages minutes before school is out. **Students may only make calls to parents in an emergency or when directed to do so by a staff person.**

An answering machine will take your messages from 4:00 P.M. until 7:45 A.M. and during the day if staff is handling other calls or duties.

Leaving During School Hours

Both Pine Hill and South Bay Schools are closed campuses. This means that students are not allowed to leave the campus during the school day unless the student's parent or guardian signs them out, sends a note or calls the office. All students must be signed out.

Lost and Found

Please have your child's name plainly written on his or her lunch box, jackets, sweaters and other personal belongings. Each school has a Lost and Found located near the office where you can check for lost articles. Clothing not claimed is donated to a charitable organization at the end of each trimester.

Healthy Choices

South Bay Union School District has adopted a Wellness Policy that is in line with state mandates. The following are the goals of this policy:

- Child Nutrition Program, comply with federal, state and local requirements and are accessible to all children.
- All foods and beverages sold on campus during the school day are consistent with current federal, state local requirements.
- The school environment is safe, comfortable and pleasing with ample time and space allocated for eating meals.
- Sequential and interdisciplinary nutrition education and physical education are provided to promote student wellness.
- All students are provided the opportunity to be physically active on a regular basis through physical education and physical activity programs designed to meet or exceed the California department of Education regulations.
- All school based activities are consistent with SBUSD Wellness Policy goals.

Rewards, Celebrations, Marketing

The school district will encourage the use of healthy foods and/or activities for school celebrations.

- School staff and parents will be notified of the school's preference for healthy food or activity based celebrations.
- School will inform parents of healthy alternatives whenever possible.
- Celebrations should occur after the class's lunch period.
- School personnel will take opportunities to model healthy food choices while engaged in school and/or district activities.
- The school district will discourage the use of food or beverages as a reward for student accomplishments nor will they withhold food or beverages as punishment.
- The school will limit the marketing and advertising of unhealthy food and beverages.
- Food or beverages that do not meet the nutrition guidelines stated above will not be heavily promoted.

INTRODUCTION

Both Pine Hill and South Bay Elementary School are dedicated to serving our students, families, and staff. What does this mean? The best way to define that spirit is to refer to our district's Mission Statement and Family/School Compact developed by staff and parents on our School Site Councils:

South Bay Union School District Mission Statement

To prepare today's students to succeed in tomorrow's world. We develop life-long learners by:

- Providing a safe and nurturing environment
- Ensuring students learn those skills in math and language necessary for success
- Challenging students with technology and problem-solving
- Promoting civic responsibility and global awareness

Family–School Compact

We at Pine Hill and South Bay Schools commit ourselves to the success of each of our students. With our staff and each family assisting their children toward that end, we will all reach our goal.

The schools pledges to:

- Motivate and inspire each student to work to the best in themselves
- Provide an environment which builds academic success
- Work to establish those habits of self-discipline which are the key to maturity
- Maintain open lines of communication, and encourage parent involvement

Each family will:

- Ensure that children arrive on time every day, well-rested and ready to learn
- Demonstrate interest in student assignments and materials
- Provide a quiet time and place for homework
- Participate in school and community activities that support our children

Each student will:

- Behave in a safe manner by following commonly accepted rules
- Show respect and courtesy for each and every person at school
- Act responsibly, demonstrating care for our school and grounds

General Rules and Procedures

Before School:

- Supervision does not begin until 7:45 am. Students should not arrive at school before then.
- Breakfast is served from 7:45am until 8:15am.
- First bell is at 8:20 a.m. Students should walk to their classroom and line up by 8:25. Teachers should be at the door to meet and greet them
- Students need to get a late pass from the office if arriving after 8:25 a.m.
- Students will not be permitted to enter their classroom after 8:30am without a tardy pass.

During School

- Students are expected to follow school rules and procedures at all times. This includes respectful behavior at all times.
- Classroom teachers have their own classroom rules and will follow the school's discipline policy for sending students out of class.
- Healthy snacks are encouraged. Food should be eaten only in designated areas (not in the bathroom, in hallways, or on the playground). No gum or candy.
- Electronics and toys are not allowed at school. If found, they will not be returned until the end of school and only to a parent or guardian.
- Cellular phones are only allowed if they are checked in daily in the office. If they are found, they will not be returned until the end of the day and only to a parent or guardian. (This includes bringing cell phones on field trips. The school secretary will be able to contact the teacher in case of an emergency.)
- Students are only able to leave campus with their parent, guardian or other authorized adult who has signed them out.

After School:

- Students should report to designated areas for pick up, (by parents or by the bus), report directly to the after school program or leave campus for home if walking or riding a bike. Students released at 2:25 who take the bus should wait in the library.
- Students must have permission to use the phone and must use the phone in the office and then only in an emergency.
- Students should wait at the pick up location until they see their family or the bus arrives. No students should be unsupervised after school.
- Students who ride the bus should sit down on the bench in an orderly fashion and wait for the supervising adult's instructions.

Student's Signature: _____ Parent's Signature: _____

South Bay Union School District

District Staff

Paul Meyers	Superintendent/ South Bay ES Principal
Kathy D'Or-Reid	Principal/Pine Hill ES
Arlene Spiers	Administrative Assistant
Susan Maschmeier	EXPLORE (After School Program) <i>and</i> Healthy Start Director

District Board Members

Leonard McLaughlin	
Dana McCanne	
Ross Nash	
Kelly Noga	
Michael Zwiker	

District Support Staff

Speech	Santa Birnbaum
Music	Peter Jain
Counseling	Deanna Moran
School Psychologist	Alex Bowman
School Nurse	Lynne Mahony
Technology Facilitator	Patty Valtensbergs
Food Service Director	Mason Clark
Food Service Worker	Porsha Jett
Food Service Worker	Rachael Trump
Lead Custodian/Maintenance	Irene Hensley

Pine Hill Elementary School

Grade Level/Program/Location	Name/Position
Principal	Kathy D'Or-Reid
Office	Deb Kamberg, School Secretary
Kindergarten – Room 9	Linden Lentz, Teacher Jennifer Wilson, Aide
Kindergarten – Room 10	Diane Blanchard, Teacher Colleen Harris, Aide
Kindergarten – Room 7	Heather Becksted, Teacher Hailey Koph, Aide
Grade 1 – Room 1	Barbara Moore
Grade 1 – Room 12	Cathy Scalvini
Grades 2 – Room 2	Maureen Horne
Grade 2 – Room 3	Marie Romick
Grades 3 – Room 8	Pete Springer
Grade 3 – Room 16	Shawna Roberts
Grades 4 – Room 00	Linda Burghart
Grades 4/5 – Room 4	Betsy Rains
Grade 5 – Room 6	Fred Moore
Grade 6 – Room 5	Gary Storts
Resource – Room 14	Vickie Storts, Teacher/Diane Schorlig, Aide
Reading Intervention Room 15	Nancy Carswell, Aide
Library	Shannon Wilson
Playground Monitors	Susie Jewell, Tim Burwell, Corrine Cathey
Custodial Staff	Michelle Livingston, Keri Swanson
EXPLORE After School Staff	Marie Milano

South Bay Elementary School

Grade Level/Program/Location	Name/Position
Principal/Superintendent	Paul Meyers
Office	Hanne Heilmann/School Secretary
K/1 Room 17	Tammy Lindblom
2/3 Room 18	Kathy Tedrow
3/4 Room 10	Jack Haase
4/5 Room 9	Alisa Ross
5/6 Room 6	Kevin Trone
Special Day Room 5	Deborah Dukes
Resource Room 3	Paul Rickard
Custodial Staff	Michelle Livingston, Joe Maschmeier
EXPLORE After School Staff	Anna Arsic

Library

Kristina Darby

PINE HILL BELL SCHEDULE

8:20 a.m. - First Bell

8:25 a.m. - Instructional Bell

Recesses:

9:30 - 9:50 a.m. - Mrs. Blanchard's Kindergarten

9:50 - 10:10 a.m. - Mr. Lentz's Kindergarten

9:50 - 10:10 a.m. - Mrs. Becksted's Kindergarten

10:15 - 10:35 a.m. - Primary Grades Recess (1st - 3rd grades)

10:40 - 11:00 a.m. - Upper Grades Recess (4 - 6th grade)

Lunches:

11:00 a.m. - Preschool

11:15 - 11:55 a.m. - Kindergarten & 1st Grade

11:45 a.m. - 12:25p.m. - 2nd & 3rd grades

12:15 - 12:55p.m. - 4th - 6th grades

Dismissal:

1:20 p.m. - Kindergarten (through December)

2:20 p.m. - 1st - 3rd grades (+ Kindergarten after Jan. 1st)

3:05 p.m. - 4th - 6th grades

NOTE:

Wednesdays are Early Release Days: All students are dismissed at 1:30 p.m., except Kindergarten classes, which end their day at 1:20 p.m. through December.

SOUTH BAY SCHOOL
2010-2011

REGULAR DAY

8:20		Warning Bell
8:25		School Begins
10:00-10:20	K-3	Recess
10:20-10:40	4-6	Recess
11:20-12:00	K/1	Lunchtime
11:25-12:05	2/3	Lunchtime
11:55-12:35	4/6	Lunchtime
1:20	K	Dismissal (August-December)
2:20	K	Dismissal (January-June)
2:20	1-3	Dismissal
3:05	4-6	Dismissal

NOTE:

Wednesdays are Early Release Days: All students are dismissed at 1:30 p.m., except Kindergarten classes, which end their day at 1:20 p.m. through December.

HOLIDAYS, SPECIAL EVENTS, & MEETINGS

SCHOOL HOLIDAYS FOR 2010-2011:

November 11 – 12	Veteran's Day
November 22 - 26	Thanksgiving Break
December 20 – Dec. 31	Winter Break (2 weeks)
January 17	Martin Luther King Day
February 21 - 25	Presidents' Holiday Break
April 18 - 22	Spring Break
May 30	Memorial Day

Wednesdays are scheduled as early release days. Dismissal time on early release days is 1:30 p.m. Days scheduled for parent/teacher conferences are also early release days. This year conferences are scheduled for:

November 15-19, Dec. 1	Fall Parent Teacher Conferences
March 14-18, 23	Spring Parent Teacher Conferences

There are two times at the end of the school year when the early release day will **not** be scheduled on Wednesday but a Friday. These two days are:

June 3	PTO Carnival (not Wednesday June 1)
June 17	LAST DAY OF SCHOOL (not Wednesday, June 15)

Regular Monthly Meetings:

School Board*	2 nd Thursday of each month
PTO*	3 rd Thursday of each month
School Site Council	TBA by each school

**PTO and School Board meetings alternate between South Bay and Pine Hill Schools.*

PROGRAMS AND SERVICES

We offer many programs and services for our students. Many are optional and some are part of our regular curricular program.

Literacy: a program that promotes language proficiency, working with identified students in reading and writing, particularly with our English Language Learners.

G.A.T.E. (Gifted and Talented Education): an enhanced curriculum delivered in class with differentiated program for identified students in grades 3-6.

EXPLORE: funded by our ASES Grant. The district offers an after school program at Pine Hill Monday-Friday (excluding school holidays) from dismissal to 6:00 P.M. The program is free for all students. A \$50 materials fee is charged every trimester; scholarships are available.

Resource: a pullout program providing academic support for identified students with learning challenges.

Speech: a pullout program to assist with the development of speech articulation and communication skills.

Counseling: a program that focuses on children's social development with lessons on empathy training, conflict resolution, and anger management. Students work in small groups or one-on-one with the school counselor.

Music: available to 4th-6th grade students; participating students receive music instruction from our music teacher: chorus, beginning band, concert band, and song flutes.

Reading/Math Intervention: a program that provides identified students (through regularly administered assessments) additional support in math and/or reading.

Learn to Earn: a voluntary banking program through Umpqua Bank that provides weekly on-site savings account services to students.

Healthy Start: on-site coordination of school based and school-linked services for children and families.

In addition to these school/district sponsored programs and services, the Indian Action Council of Northern California provides tutoring services for Native American students.

CODE OF CONDUCT

In the spirit of our Mission Statement and Family-School Compact, we strive to help our students develop as honorable individuals and contributing members of society.

To help all of us move in this direction, we abide by generally recognized behavioral expectations:

- Ø attendance and punctuality
- Ø appropriate dress
- Ø fair and respectful treatment of ourselves and others

In addition, all cell phones and other electronic devices (e.g., iPods, video games, etc.) must be turned in to the office before school and should be picked up at the end of the day.

Attendance and Punctuality:

Regular attendance at school is very important for our children. Research shows that children who are in school learn more and interact more easily with others. When scheduling medical appointments, please arrange times that don't interfere with the regular school day.

Being late for school hurts a child's education. Our school day begins at 8:25 a.m. When a child arrives late, she/he has lost precious instructional time – and the rest of the class suffers the interruption of a late arrival and the necessity to get that child “caught up” with the day. (If a child is just 5 minutes late every day, that child has been robbed of 900 minutes of learning in a year!)

Appropriate Dress:

We encourage our students to develop a sense of personal worth and dignity. Grooming and attire are an important part of a child's self image. We believe that our dress code helps students become responsible for and concerned about their personal appearance.

Clothing must provide protection, warmth, and modesty. Parents will be notified if a child's apparel is inappropriate and will be required to bring an appropriate change of clothes before a child will be allowed in class.

Students will not be allowed to wear the following attire:

- Short-shorts (fingertips must touch bottom of pant leg) and extreme mini-skirts; sagging pants worn below the undershorts level (belts are required on loose pants)
- Bare midriffs, spaghetti straps, halter-tops, or beach-type apparel; sandals without heel straps.
- Clothing with suggestive words and/or obscene pictures; that display drugs, alcohol or tobacco products; or that advocate racial, ethnic or religious prejudice.
- Hats or hoods within buildings

Acceptable Behavior:

Pine Hill and South Bay Elementary Schools believe that every student and adult has the right to:

- Safety from physical harm and intimidation
- Learn and teach in a quiet, productive, and cooperative environment, free of distractions and disruptions.
- Freedom from sexual harassment
- Work in a clean, neat, and orderly school and classroom environment
- Have his or her private property respected
- Be addressed courteously, free from profane and foul language
- Attend school in an environment that respects individual differences
- Expect others to listen respectfully to appropriate questions, opinions, and suggestions
- Inclusion in all activities for which they are eligible
- Report any unsafe or inappropriate behavior without fear of threat or ridicule.

Teachers use elements of Second Step, a behavior awareness curriculum, to highlight and support school norms. The staff also utilizes a series of steps when infractions of rules occur. The general sequence includes: counseling/warning; an appropriate consequence for minor infractions; family contact; and referral to the principal for serious infractions or repeat behaviors.

The principal will interview students sent to the office and assign appropriate consequences, if deemed necessary. Consequences may include: lunchtime detention, campus improvement duties, behavior contracts, self-reflective writings, or parent/student/staff conferences.

Some serious infractions that can result in suspension, or in some cases expulsion (*ref. Ed. Code 48900*):

- Ø disrespect or defiance of authority
- Ø profanity
- Ø fighting
- Ø bullying
- Ø cheating
- Ø smoking
- Ø threats or attacks on others
- Ø sexual harassment
- Ø vandalism
- Ø possession or consumption of any controlled substances
- Ø possession of a weapon or dangerous object, possessing a firearm
- Ø extortion
- Ø arson
- Ø theft
- Ø brandishing a knife at another person
- Ø selling or providing a controlled substance or alcohol to another

HEALTHY CHOICES

South Bay District's Wellness Policy

The South Bay District's Wellness Policy is aligned with state mandates providing that:

1. The Child Nutrition Program complies with federal, state and local requirements and is accessible to all children.
2. All food and beverages sold on campus during the school day are consistent with current federal, state and local requirements.
3. Our school environment is safe, comfortable and pleasing, with ample time and space allocated for eating meals.
4. Nutrition education and physical activity are provided to promote student health.
5. All students have the opportunity to be physically active on a regular basis through physical education programs.
6. All school-based activities are consistent with our SBUSD Wellness Policy goals

Celebrations and Rewards

1. The school district encourages the use of healthy foods and activities for school celebrations.
 - a. Staff and parents will be notified of the school's preference for healthy food and activity-based celebrations.
 - b. The school will inform parents of healthy alternatives.
 - c. Celebrations should occur after the class's lunch period.
 - d. School personnel will model healthy food choices while engaged in school and/or district activities.
2. The school district discourages the use of food or beverages as a reward for student accomplishments, and the withholding of food or beverages as punishment.
3. Invitations to parties: Invitations to private parties (e.g., birthday parties) may be passed out at school **only** if the entire class is invited, and everyone in the class receives an invitation.
4. Birthday celebrations at school must not disrupt class – please make arrangements with your child's teacher well ahead of time.

Kindergarten and First Grade Dental Screenings

California Education Code Section 49452.8 went into effect Jan. 1, 2007. The goal of the law is to insure dental care for every child. Screenings will identify students who need further examination and dental treatment.

California law now requires a dental screening by May 31st of a student's first year in public school (kindergarten or first-grade).

A licensed dentist or other licensed or registered dental health professional must do the screening within 12 months of enrollment. If a dental check-up cannot be obtained, parents may get a waiver from this requirement by filling out a form.

A child's first teeth are very important to their health. Tooth decay is an infection that can cause pain if left untreated. Cavities are preventable.

Parents can promote their children's dental health by:

- Visiting a dentist twice a year.
- Brushing at least twice a day with toothpaste that contains fluoride.
- Limiting sodas and candy, which cause cavities and destroy tooth enamel
- Serving fresh healthy foods at home.

Parents who have questions about this dental screening requirement can call the school offices at 443-4596 PH or 443-4828 SB or Healthy Start at 445-5933.

District's Uniform Complaint Procedure (UCP)

You may contact your school office or the district office to obtain a copy of the district's complaint procedures.

The complaint procedure can be used for a variety of issues including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations.

Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence of when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence.

The following procedures shall be used to file complaints: [E.C. 56500.2]

- Ø Complaints made under this procedure shall be directed to the UCP officer who is responsible for processing the claims.
- Ø A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
- Ø You may contact the UCP officer to obtain a copy of the complaint process at (707) 476-8549.
- Ø You have the option of having your complaint mediated.
- Ø After receiving the complaint, there shall be an investigative meeting.
- Ø The compliance officer shall send a written report about the investigation and decision.
- Ø If you are not satisfied with the result, the complainant then has 15 days to appeal to the California Department of Education (CDE). The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
- Ø You may forward your complaint directly to CDE and it may choose to intervene immediately based on established criteria.
- Ø There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal action. Civil law remedies may include, but are not limited to injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

Rehabilitation Act Section 504—Office of Civil Rights

Child Abuse—Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services—U.S. Secretary of Agriculture

Employment Discrimination—Department of Fair Employment and Housing, Equal Employment Opportunity Commission

FERPA Requirements—U.S. Department of Education, Family Policy Compliance Office

General Education Provisions Act—U.S. Dept. of Health, Education, and Welfare

Health and Safety/Child Dev.—Department of Social Services

Student Records—Family Policy Compliance Office (FPCO), U.S. Department of Education [20 USC

7114(D)(7) (No Child Left Behind), 20 USC 11138; 20 U.S.C. 1232(e); 34 CFR 300.510-511, 300.513, 99.7;

E.C. 232. 262.3, 33031, 33032, 33381, 48985, 49063(j), 56000-56885, 59000-59300, 6400o(a); 5 CCR 4610; 5

CCR 4620-4632]