RHD School's Mission Statement

Robert H. Down Elementary School and Pacific Grove Unified School District, in partnership with the community, will challenge every student by providing a quality instructional program in a positive, safe, and stimulating environment. The School and District will ensure opportunities for students to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

Principal's Message

Welcome to the Robert H. Down Family

Robert Down Elementary School is located in the heart of Pacific Grove, California, beautifully surrounded by the Pacific Ocean and Monterey Bay. Our K-5 program focuses on a standards-aligned curriculum. We are a "Community of Caring" and "Mega Skills" school with a strong spotlight on the development of each individual's character and the sense of community among all students. The dedicated staff strives to develop students who are appreciated as individuals and challenged to do their best each day.

Children, families, and schools all benefit when we work together. We are grateful for the support of parents and community. Please take the time to learn more about our exciting programs and how you can make your child's 2011-12 school year even more successful.

Looking forward to a great year with you,
Mrs. Linda Williams, Principal

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A Hundred Years From Now….

….. it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove….

……. but the world may be different because I was important in the life of a *Robert Down Child!*

Robert H. Down Bell Schedule

Regular Schedule (1st - 5th grade)		Regular Schedule (Kindergarten)	
8:40	**Warning Bell**	**8:40**	**Warning Bell**
8:45 - 9:55	Instruction	8:45 - 9:45	Instruction
9:55 - 10:05	Recess	9:45 – 9:55	Recess / late birds begin*
10:05 - 12:05	Instruction	9:55 – 11:55	Instruction
12:05 - 12:50	Lunch / recess	11:55 - 12:25	Lunch / recess
12:50 - 1:55	Instruction	12:25 - 1:20	Instruction
1:55 - 2:05	Recess	1:20 - 1:30	Recess / early bird release*
2:05 - 3:10	Instruction	1:30 - 2:25	Instruction
3:10	**School Ends**	**2:25**	**School Ends**

Thursday Schedule (1st - 5th grade)		Thursday Schedule (Kindergarten)	
8:40	**Warning Bell**	**8:40**	**Warning Bell**
8:45 - 9:55	Instruction	8:45 - 9:45	Instruction
9:55 - 10:05	Recess	9:45 – 9:55	Recess
10:05 - 12:05	Instruction	9:55 – 11:55	Instruction
12:05 - 12:50	Lunch / recess	11:55 - 12:25	Lunch / recess
12:50 - 1:55	Instruction	12:25 - 1:20	Instruction
1:55	**School Ends**	**1:20**	**School Ends**

Minimum Day Schedule

(All Students)

8:40	**Warning Bell**
8:45 - 9:55	Instruction
9:55 - 10:05	Recess
10:05 - 12:10	Instruction
12:10	School Ends

Robert H. Down Staff 646-6540

Mrs. Linda Williams - Principal
Mrs. Deanna Karasek - Office Manager

TEACHING STAFF	GRADE LEVEL	ROOM#	EXT.
Mrs. Eloise Guidara	Kindergarten	A-2	122
Ms. Christine Revelas	Kindergarten	A-1	121
Mr. Gary Williams	Kindergarten	A-3	123
Ms. Juliana Dacuyan	1st grade	E-3	134
Mrs. Michelle Evans	1st grade	E-2	133
Mrs. Jacqueline Perkins	1st grade	E-1	132
Mr. John Hiserman	2nd grade	11	111
Mrs. Denise Johnson	2nd grade	13	113
Mrs. Nancy Spade	2nd grade	15	115
Mrs. Stephanie Perlstein	3rd grade	6	106
Mr. David Jones	3rd grade	5	105
Mrs. Kris Stejskal	3rd grade	3	103
Ms. Sydney Dacuyan	4th grade	9	109
Mrs. Karen Levy	4th grade	2	102
Mrs. Stefanie Pechan	4th/5th grade	7	107
Mrs. Mary Hiserman	5th grade	4	104
Mr. Steven Ibrahim	5th grade	8	108
Ms. Carole Barbic	SPED	19	119
Mrs. Renate Griffin	SPED	18	118
Ms. Linda Shingu	Speech	20	220
Mrs. Maria Miller	ELL	D4	142
Ms. Stephanie Magers	O.T.	20	320
Ms. Jennifer Hinton	P.E.	Playground	129
Mrs. Denise Hedlind	Vocal Music/Chorus	10	110
Mrs. Jayne Lord	Title I	16	116
Mrs. Lynn Clements	Title I	16	116
Ms. Diane Beron	State Preschool	S-1	646-6547
Mrs. Jennifer Ross	Co-op Preschool	Co-op	646-6583
Ms. Larise Baker	Co-op Preschool	Co-op	646-6583

Robert H. Down Support Staff

SUPPORT STAFF	ASSIGNMENT	ROOM	PHONE EXT.
Miss Anne Scanlon	Library Media Tech.	Library	112
Mrs. Dessie Zanger	Psychologist	Resource Room	140
Mrs. Linda Jones	Computers	Comp Lab	124
Mrs. Sonda Frudden	Counselor	Counseling	139
Mrs. Jennifer Nelson	School Nurse	Front Office	303
Mrs. Nancy Skager	School Nurse	Front Office	303
Mrs. Julie Leon-Guerrero	Health Clerk	Front Office	303
Mrs. Dana Moldenhauer	Attendance Clerk	Front Office	301
Mrs. Joanne Dougherty	Cafeteria	Cafeteria	131
Mrs. Genelle Longueira	Cafeteria	Cafeteria	131
Mrs. Henrietta Rivera	BASRP	Day Care Bldg.	646-6548
Mr. Dominador Lagmay	Head Custodian		646-6540
Mr. Jason Hobbs	Evening Custodian		646-6540

INSTRUCTIONAL AIDES

Ms. Aimee Alling
Mrs. Pam Chrislock
Mr. Roberto Dixon
Mrs. Marge Falknor
Mrs. Toni Jacobsen
Mrs. Joanie Rodewald
Mrs. Caroline Wade
Mrs. Monique Barr
Ms. Tina Cole
Mrs. Sue Ellzey
Mrs. Leslie Horn
Mrs. Audrey Kitayama
Ms. Adrienne Taylor

SUPERINTENDENTS AND BOARD MEMBERS

Dr. Ralph Gomez Porras, Superintendent — Phone: 646-6520
Mr. Robin Blakley, Assistant Superintendent — Phone: 646-6509
Mr. Mike Niccum, Board President
Mr. Bill Phillips
Mr. Tony Sollecito
Mr. John Thibeau
Ms. Joanne Vanderhorst

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Robert H. Down Elementary School

2011-2012

	M	T	W	T	F				
Aug	1	2	3	4	5				
	8	9	10	11	12	8/10	First Day of School		
	15	16	17	18	19				
	22	23	24	25	26	8/24	Back to School Night 6:30pm-7:30pm		
	29	30	31						
Sept				1	2				
	~~5~~	6	7	8	9	**9/5**	**Labor Day Holiday**		
	12	13	14	15	16				
	19	20	21	22	23	9/22	School Pictures		
	26	27	28	29	30	9/26	C Of Caring 10:10 (Responsibility~4th)		
Oct	3	4	5	6	7	10/1	Butterfly Parade 10:30am		
	~~10~~	~~11~~	~~12~~	~~13~~	~~14~~	**10/10-14**	**Fall Break**		
	17	18	19	20	21	10/21	TOAP: Spirit of America 10:15/11:15		
	24	25	26	27	28				
	31								
Nov		1	2	3	4	10/31-11/4	Parent Conferences (12:10 Dismissal)		
	7	8	9	10	~~11~~	**11/11**	**Veterans Day Holiday**		
	14	15	16	17	18	11/15	C of Caring 10:10 (Respect–2nd)		
	21	22	23*	~~24~~	~~25~~	**11/24–25**	**Thanksgiving Holiday**		
	28	29	30						
Dec				1	2	12/2	TOAP: Scrooge 10:15/11:15		
	5	6	7	8	9				
	12	13	14	15	16				
	19	20	21	22	23*	12/20	Holiday Program 6:30pm		
	~~26~~	~~27~~	~~28~~	~~29~~	~~30~~	**12/26 – 1/06**	**Winter Break**		
Jan	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~				
	9	10	11	12	13	1/9	Staff Development (Non Student Day)		
	~~16~~	17	18	19	20	**1/16**	**Martin Luther King Holiday**		
	23	24	25	26	27	1/25	100th Day of School		
	30	31							
Feb			1	2	3	2/1	C of Caring 10:10 (Trust – Kinders)		
	6	7	8	9	10	2/10	TOAP: Heroes 10:15/11:15		
	13	14	15	16	~~17~~	**2/17–2/20**	**Presidents' Holiday**		
	~~20~~	21	22	23	24	2/24	Talent Show (1-3) ~ Ottertorium		
	27	28	29						
Mar				1	2	3/2	Dr. Seuss' Birthday		
	5	6	7	8	9	3/7-9	1st-5th Conferences (Kinder 3/5-9) 12:10 Dismissal		
	12	13	14	15	16	3/13	C of Caring 10:10 (Caring – 3rd)		
	19	20	21	22	23	3/21	New Kinder – Parent Orientation-2012/13, 6:30pm		
	26	27	28	29	30*	3/23	TOAP: CA or Bust 10:15/11:15		
Apr	~~2~~	~~3~~	~~4~~	~~5~~	~~6~~	**4/2-6**	**Spring Break (Easter is 4/8)**		
	9	10	11	12	13	4/9	Enrollment Begins ~ New Students 2012/13		
	16	17	18	19	20	4/11	Open House 6:30-8 (Bookfaire 4/9-13)		
	23	24	25	26	27	**4/16-27**	STAR TESTING		
	30					4/26	C of Caring 9am (Family – 1st)		
May		1	2	3	4	4/30-5/4	Science School (5th Gr.)		
	7	8	9	10	11	5/15	Otter Club 4th/5th	**5/16**	**Otter Club 1st-3rd**
	14	15	16	17	18	5/22	C of Caring 10:10 (5th Gr.)		
	21	22	23	24	25*	5/23	Raging Waters (5th)	**5/25**	**Spring Dance 10am**
	~~28~~					5/25	Last Day of School		

* Minimum day for students

C of Caring = Community of Caring

Arrival/Pick-up Times

Children should not arrive at school before 8:30 AM as there is no adult supervision. All students should go home immediately following the dismissal bell. Students arriving before 8:30 (9:50 for late birds), or not picked up 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 emergency daycare services. Charges for emergency daycare services are due and payable on the day of the occurrence. The warning bell rings at 8:40 AM. Students are tardy if they are not in their classrooms at 8:45 AM. Please remind your child that if they are tardy, he or she must check in at the office before proceeding to class.

Punctuality

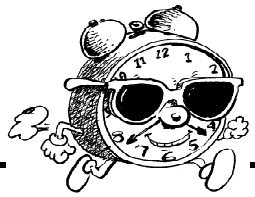
It is vitally important that children arrive at school on time. It is a disruption to the entire class when a student arrives late. The student misses out on vital information as well as having a good start to the day. Letters will be sent to parents if their child is tardy seven times or truant tardy three times. Parents of students with truant tardies will be required to meet with the principal.

Attendance

Each time your child is absent please *call the absence line* (646-6663), prior to 9:00 AM explaining the absence. Regular and prompt attendance is most important to success in school. Chronic attendance problems will result in a meeting with the teacher, principal, school nurse, and possible referral to the District Attorney's office. 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 to 4:30 PM. Please do not send your child to school sick as they are likely to infect others. MCOE policy states that a student must be fever and vomit free for 24 hours before returning to school.

Student Attendance Policy

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 voice mail system is available for calls at 646-6663. 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 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 advance of the 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. 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.
b. Approval for allowable credit due to an unexcused absence may be granted for up to five (5) days per school year.
c. Approval for allowable credit due to an unexcused absence may be granted in excess of five (5) days per school year if the absence is due to business or travel than has demonstrated educational value and the student's academic progress will not be impeded as a result. Please see School Board policy 5113 for further information. It is available at www.pgusd.org.

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 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.

Tardy 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.

Truancy Mediation

Robert Down Elementary participates in the Truancy Mediation Program through the Monterey County District Attorney's office. <u>After three unexcused/unverified absences the school is mandated to report these absences to the Monterey County District Attorney's truancy mediation program.</u>

Visitors

For the safety and best interest of all concerned, visitors, including volunteers and parents, must enter the school through the front doors on Pine Avenue and check in with the office before visiting classrooms. Please make sure you sign in and wear a visitor badge. Upon leaving the school, please sign out in the office and return your visitor badge.

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 Julie Leon-Guerrero, our district Health Clerk or School Nurses, Jennifer Nelson and Nancy Skager.

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 their 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 to recover lost articles. Small items will be sent to the lost and found basket in the office, while clothing and larger items will be placed on our clothes rack outside the cafeteria. All items are donated to a local charity two days before each major break (October, Thanksgiving, Winter, Presidents, Spring, Summer). Please try to help children keep track of their personal belongings.

Before and After School Recreation Program

Before and after school care is available from 7:30 AM - 5:30 PM. Call Henrietta Rivera at 646-6548 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, 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.

General Guidelines

1. Students should not arrive at school earlier than 8:30 AM, as there is no adult supervision (9:50 for late birds). All students should go home immediately following the dismissal bell. Students arriving before 8:30 (9:50 for late birds) or not picked up 15 minutes after the dismissal bell will be sent to daycare for supervision. Parents/Guardians will be charge $10.00 per hour (or any fraction thereof) for emergency daycare services. Charges for emergency daycare services are due and payable on the day of the occurrence.
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 not allowed on school grounds. California law currently requires children to wear helmets while riding bikes, scooters, skateboards or skates. Regular shoes must be worn on school grounds. 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.
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 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**.

6. Students are not to bring gum, candy, and soda pop to school.
7. Students should not be picked up at their classroom. Please find a convenient, safe place out the building to meet your child after school.
8. Students should not bring cellular telephones to school. If it is absolutely necessary for your student to have a cell phone, the cell phone needs to be "off" and kept in the student's backpack during the school day. The school does not accept any responsibility for the loss or damage to a student's cell phone. Cell phones may be used after school to call parents/guardians only outside the playground gates or on the front sidewalk.
9. PLEASE, PLEASE, PLEASE - **DO NOT DOUBLE PARK** in front of the school to pick up or drop off your child. This is illegal. There are many safe places to park around the side streets and back of the school that do not increase the congestion in front of the school. For the safety of all children, please park and meet your child in a safe place.
10. Please adhere to the 3-minute parking rule in front of Robert Down School. Do not park here if you need to come into the school. This area is strictly a quick drop-off/pick-up zone.
11. Students who ride the bus to school are required to purchase a bus pass through the P.G.U.S.D. District Office. The cost per student is $100 per year, or $80 per semester. Students who fail to follow the directions of the bus driver may lose the privilege of bus transportation.
12. Dogs are not permitted on campus with the exception of service dogs.
13. All PGUSD school campuses are tobacco free. This means no one who enters the school grounds and/or buildings may smoke or use tobacco products of any kind.
14. 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, (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 have not completed the oral health assessment, please contact the school office and you will be provided the information needed to complete the process.
15. At the start of each year, parents are asked to complete an emergency card for each of their children. If a child has a condition that could result in an emergency situation during the school day, we make every effort to contact the parent to develop a specific emergency plan and attach a copy to the emergency card. If you believe this applies to your child, and would like to develop a plan, please contact our health clerk at 646-6540.

Physical Education

Students participate in Physical Education for thirty minutes each day. The State Board of Education requires each elementary aged child 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 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, & SWEATERS - In Pacific Grove, the weather is constantly changing: foggy, hot, windy, drizzle, 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 outside the Cafeteria.

3. MEDICAL EXCUSES & 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 which is provided to each student. This policy teaches moving in control, respecting self and others, developing self esteem, communication skills, and solving conflicts.

6. OFFICE HOURS AND CONFERENCES – The Physical Education teacher, Ms. Hinton, is available before and after school and during prep time. Please call or email the school- jhinton@pgusd.org if you wish to schedule an appointment

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. A first aid center will be established.
2. Teachers will keep all of their students together until a family member or individual listed on their emergency card arrives to pick up their child.
3. When coming to the school to pick up children, parents should go directly to the office or student release area for further instruction and to sign their student out. Parents will not be able to pick up students directly from the classroom or safety location and are discouraged from entering either area. Students will be called to the office or student release area to meet their parents. **NO STUDENTS** will be dismissed directly to parents by their classroom teacher.
4. In the event of any emergency situation, **STUDENTS WILL ONLY BE RELEASED TO THOSE PEOPLE LISTED ON THE CHILD'S EMERGENCY CARD.**

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.

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. 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 school of origin or enroll in a new school. If this describes your family's living situation or if you are a student not living with a parent or guardian, please contact Principal Williams at Robert Down School or PGUSD Homeless Liaison, Ms. Cindy Gallo, at the district office.

Playground Supervision and Guidelines

Our playground will be properly supervised for the safety and welfare of our students. We have some wonderful places for children to play with the following supervision and guidelines to be maintained:

1. **Grade K-1 will remain on the primary playground. Grade 2 may play on primary or the intermediate playground and Grades 3-5 will remain on the intermediate playground.**
2. **During the short recess periods (9:55 - 10:05 and 1:55 - 2:05), intermediate students are to remain on the blacktop areas only. The upper field is open during lunch recess with designated areas for Grades 2-5 students.**
3. **The recesses are designed to allow the children to have a snack, go to the restroom, play, and socialize. During this time, chasing and tag games or other rough activities are not allowed in order to avoid children running into others or receiving injuries through falls. (We have made a special effort to have extra equipment such as balls, jump ropes, etc. available to give the children as many options as possible.)**
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 <u>never on top of the bars</u>.**
7. **No jumping off the playground structure.**
8. **When using the slide, walk up the stairs and slide down the slide only in a sitting position.**
9. **Follow all PE rules for game playing.**
10. **Children are to eat their snacks at the benches or picnic tables before playing. We encourage fruits, vegetables, dairy, lean protein, whole grains, and nutritionally-rich foods to give children lasting energy. Please do not send children with soda, gum or candy which does not provide the nutrition needed to be the best student possible.**
11. **Toys are to be left at home unless there is special permission given by the teacher.**
12. **At the end of the recess a bell will sound. The children are to immediately stop what they are doing and stand still until released by the teachers on yard duty. The children will be instructed to walk to their line. Students who do not freeze at the bell will be benched for the next recess period.**

<u>Off-Limit Play Areas:</u>
Bleachers (behind the baseball backstop)
Pre-School area on the side of the main building
Outside fenced playground area ~ Let a supervisor know if a ball goes over the fence

Lunch and Cafeteria Guidelines

- **Lunch is from 12:05 - 12:50 for 1st - 5th grade students and from 11:55-12:25 for kindergarten students.**
- **Students may purchase a hot lunch for $2.75.**
- **Milk may be purchased for $0.50 for those not purchasing lunch.**
- **Students may apply for free and reduced meals at <u>any time during the school year.</u> Free and reduced meal applications are available in the school office or the cafeteria.**
- **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.**
- **There is no charging for meals in the cafeteria; so please make sure your student has money on their lunch account or has cash to pay for their meal.**
- **For more information regarding the cafeteria lunch, please call 646-6521.**
- **The District has adopted a wellness program, which asks parents to send healthy foods for snacks, lunch, and classroom celebrations. If you send your student to school with a lunch, please make sure to send nutritious portions. Please no soda, candy, or gum**
- **When finished eating, students will clean their area, raise their hand to be excused, and when excused, recycle their trash, and walk to the play area. We applaud students who are able to bring a "zero waste" lunch to school.**

<u>ADDITIONAL GUIDELINES</u>

- **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 "inside" voices.**
- **While eating, remain seated and use appropriate table manners.**
- **Students must stay seated in the cafeteria at least twenty minutes.**
- **When you are finished eating and wish to be excused:**
  - **Clean your area**
  - **Raise your hand**
  - **Wait to be excused**
  - **Walk to the playground**

Assembly Guidelines

Before Assembly:

- All students must walk into the "Ottertorium" in a quiet, orderly manner.
- Teachers will direct students to their assigned seating area.
- Parents are to sit in the back of the "Ottertorium", behind the fifth grade classes.

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 under the direction of their teacher.

Three Step Plan for Conflict Management

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 Conflict Management.

1. **Use Your Words**

   Students are encouraged to tell others what they think and feel in a respectful manner.

2. **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.

3. **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, the Otter Times school newsletter will be sent to every family. Classroom newsletters are sent out on a regular basis from all teachers. 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/ Home Study Center

Homework provides opportunities for all students to develop a sense of responsibility towards their work. Building good study habits, self-discipline, managing time, and meeting deadlines are important skills to develop.

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. 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 for your child. Please contact your child's teacher with a note, email or phone call if your child truly lacks understanding of a concept. Please review returned homework for any teacher comments and discuss it with your child if necessary. 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 8:45 AM. The absence line is available 24 hours a day at 646-6663.

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:

1. Students will come into the school building quietly and on time.
2. Students will follow the directions of all teachers and other school personnel, the first time they are given.
3. Students will be polite and respectful to adults and other students at all times.*
4. Students will not use inappropriate language (swearing*, teasing, name calling, put-downs) at any time.
5. Students will not bring candy or gum to school at any time.
6. Students will keep their hands, feet, and other objects to themselves.
7. Students will show respect for the property of the school and the belongings of others.
8. Students will settle differences without fighting. **
9. 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: Teacher speaks with child's parent and informs principal.

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

Note: Consequences may include benching, work detail such as sweeping, cleaning, shoveling or pickup as appropriate.

* In the case of swearing and/or obvious disrespect, the student may be suspended immediately.

** In case of fighting, students will be suspended.

Is it safe?
Is it nice?
Is it my personal best?

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, Principal's letter	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.

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.).

Good Citizen Programs

"You Otter Be A Good Citizen"

Otter Club

Effective the first day of school, we will establish the Robert Down Good Citizen Otter Club. This will be a good citizen club established to encourage and recognize appropriate school attitude and behaviors.

The following criteria are suggested for monthly selection of Otter Club members.

1. Students will do their best on assigned work at school and at home.
2. Students will be respectful to others; no name calling, put downs, teasing, etc.
3. Students will show proper respect for all adults.
4. Students will not hurt others or engage in activities that might be unsafe.
5. Students will not use vulgar or inappropriate language or gestures.
6. Students will not fight.
7. Students will respect all personal and school property.
8. Students will use appropriate table manners when eating.
9. Students will be helpful and considerate to others.
10. Students will arrive to school on time.

Procedures

Each month teachers will select good citizens from their class to participate in the Otter Club and will provide the principal with the list of names of those students.

Recognition and Awards

The principal will make monthly presentations in each classroom whenever possible to those who make the Otter Club. Those students who have made the club for seven months or more will be invited to a special celebration at the end of the school year.

Caught Being Good

The entire staff of Robert Down School will be on the lookout for students performing acts of kindness during the school day. Students "caught being good" will be given a recognition card and a well-deserved pat on the back. Students may put their cards in the Caught Being Good box in the school lobby. At every Community of Caring assembly, all are acknowledge for their good deeds and 12 students names are drawn from the "Otter" box for a special get-together with the Principal.

Some Ways in Which Volunteers Help

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. Please 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 will be under the direct supervision of a staff member and will not work alone with students. See below for some suggestions and how you might help.

- Classroom helpers for a variety of subject areas (reading, writing, spelling, math, art, etc.), listening to children read, working with particular groups or stations as the students rotate, or doing drill and practice with individuals or groups. Parents who can help on a regular basis in this way should contact your teacher to see what is needed.
- Assist with classroom projects, work on the bulletin boards, or other special needs.
- Assist with costumes for the Butterfly Parade or plays the class might put on.
- Participate in P.T.A.
- Assist in the library.
- Help on Pride Days held twice per year on a weekend to paint, build, clean, garden, fix and beautify our school building and campus. (Board Policy #7230)
- Be an art or garden docent.
- Chaperone a field trip
- Assist the office or teacher with clerical work
- Sign up to be your classroom PTA liaison
- Assist the classroom liaison in special school wide projects sponsored by your child's grade level team

Guidelines for Robert H. Down School Volunteers and Parents/Guests

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 the student, allow the student 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. There will be group training at the beginning of each school year. New volunteers should contact the office manager and make an appointment for training as there will be periodic training times available during the school year.
3. Volunteers and parents should display appropriate behavior in the hallways. We would appreciate the hallways being clear during school time (8:45 AM – 3:10 PM).
4. Student behavior is private and is 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. Being respectful towards all students is expected by all volunteers and parents.
5. Volunteers and guests should wear appropriate professional attire: No tank tops, shorts, revealing necklines, hats (indoors), or inappropriate sayings on clothing. Inappropriate tattoos should be covered. Use professional language. No slang.
6. Do not discipline. 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.
7. Volunteers and parents should be actively engaged in the activity at hand. Please save conversations for outside of school rather than the back of the classroom.

8. Let the teacher be in charge of the lesson and the expectations. Volunteers should take the teacher's lead and if there's a question, ask the teacher privately. Classroom protocols are to be followed by everyone.
9. Younger siblings should not be brought to school during your volunteer time in the classroom.
10. 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.
11. All rules and regulations governing staff and students at Robert Down apply equally to volunteers and parents. Being on campus is a privilege not a right for parents and volunteers. This privilege can be revoked by the administration.
12. Your classroom teacher may have additional rules, which will be given to the parents and volunteers.

Parent Teacher Association – PTA

The PTA is an essential part of the education of all children at Robert Down School. While many PTAs function as a fundraising vehicle, our PTA assists the school in many ways. The Robert Down PTA provides volunteer and monetary support to every classroom, sponsors family fun and educational nights, the annual family dinner and silent auction, book fairs, campus pride days, Dr. Seuss Day, Teacher Appreciation Week, and many other events which enhance the overall climate of Robert Down School.

The PTA membership drive will begin in August and all families and staff are encouraged to join the PTA. To learn more about the PTA, please see your classroom liaison and attend the PTA meetings on the fourth Monday of the month at 7:00 PM in the school library. Additional PTA information will be coming to you via the Otter Times, our PTA sponsored quarterly school newsletter. Messages can be left for the PTA by calling 646-6540 x357.

School Site Council

The Robert Down School Site Council develops the Single Plan for Student Achievement (SPSA) which is a plan of action to raise the academic performance of all students. The site council meets on the third Wednesday of the month at 3:30PM in the school library. All meetings are open to the public. Please contact any member of the site council for more information.

School Site Council Membership

Names of Members	Principal	School Staff	Parent or Community Member
Parent Election to be held in May			
Stacy Jacobs			x
Audrey Kitayama			x
Krista Tadlock			x
Staff Elections to be held in September			
Carole Barbic		x	
Linda Jones		x	
Kris Stejskal		x	
Linda Williams	x		

Robert Down School 2011-12 Handbook Signature Page

Please complete and sign below.

Student's Last Name	First Name	Grade Level
_____	_____	_____

Welcome to a new school year. The Robert Down Handbook contains a great deal of information for Parents and Students.

We have read and discussed the 2011-2012 Robert H. Down, including the "Attendance/Absence/Tardy/Truant" section on pages 7 & 8. We understand the significance of this information and will encourage our student to abide by it. We also understand that it is the clear expectations of Robert H. Down Elementary School that all students/parents will commit to the policies and procedures outlined in this handbook.

Student Signature: _____

Mother/Guardian Signature: _____

Father/Guardian Signature: _____

Date: _____

Note: The above signatures may be used to verify the validity of notes submitted to the school to excuse absences.

Return this signed form to your child's classroom teacher.