

PARENT HANDBOOK

2011-2012



Learners today...Leaders Tomorrow

SCHOOL MISSION STATEMENT

Pinetree Community School students will be proficient or advanced in essential state content level standards. They will acquire life skills and positive behaviors to become successful human beings. Student learning is a shared responsibility that involves parents, teachers, classified staff, and students. Grade level collaboration and analysis of common assessments drives instruction for enrichment and intervention.

29156 Lotusgarden Drive
Canyon Country, CA 91387
661-298-2280 Office
661-298-0331 Fax

GENERAL INFORMATION

ARRIVAL/DISMISSAL

Students who arrive by car to school must follow the valet line procedures for exiting and entering a car.

Students walking to school must use the crosswalk at all times.

Students who walk home need to leave campus immediately after dismissal.

Students who take the bus home need to walk quickly down to the bus stop.

Students who are picked up need to be seated in the "Yellow Box".

BELL SCHEDULE

7:40	<i>Warning Bell</i>
7:45	Start of School
9:10-9:30	Recess Kindergarten
9:35-9:55	Recess 1-6
11:10-11:50	Kindergarten Lunch
11:40-12:20	Primary Lunch (1 st -3 rd)
12:25-1:05	Upper Lunch (4 th -6 th)
1:15	Tuesday Dismissal
2:10	<i>Warning Bell</i>
2:15	Dismissal - Mon., Wed., Thurs., Fri.

*****Minimum Day Release Time - 12:30 p.m.*****

Please leave your house in enough time for your child to be in line for the warning bell at 7:40 a.m. It is important that all students be on time for the start of school. Punctuality is a life skill that carries over into the work force. Every minute of instruction is valuable. We don't want your child to lose any instructional minutes.

If your child arrives after 7:45 a.m., he or she will be marked tardy.

SCHOOL OFFICE

The office is open from 7:15 a.m. until 3:45 p.m. Monday through Friday. Phones are answered during office hours only. Our office staff strives to provide the best possible services.

If you need to pick up your child for any reason during school hours, please come to the school office.

PROTECTED INSTRUCTIONAL BLOCK FROM 8:00-11:40 A.M. NO INTERRUPTIONS ALLOWED, UNLESS AN EMERGENCY

There will be no interruptions to teachers' classes during the protected instructional block 8:00-11:40 unless in the event of an emergency. This block is dedicated to core content instruction.

You are encouraged to schedule medical/dental appointments during non-school hours. If your student has an appointment during school hours, please bring your student to school promptly after your appointment. You may be requested to have a note from your doctor indicating the visit.

STUDENT SUPERVISION

Supervision of students begins at 7:25 a.m. To ensure the safety of all children, students **SHOULD NOT** be on the school grounds before that time. If you leave for work early, please make necessary arrangements to have your child(ren) taken care of until supervision begins.

Students are expected to be in line and ready to enter their classrooms when the warning bell rings at 7:40 a.m.

STUDENT EXPECTATIONS

School-Wide Rules

1. Respect the rights, feelings and property of others.
2. Keep hands, feet and other objects to yourself.
3. Follow directions of all school personnel.
4. Tell the truth.
5. Play safely.
 - * Running only in organized activities supervised by school personnel
 - * Climbing on apparatus only at lunch and P.E. with supervision
 - * Play and stay in designated areas
 - * Play equipment is used properly and stays in appropriate areas
 - * Eat only in designated eating areas
6. Keep our school clean.
7. Do not bring items that are inappropriate for school or detract from the learning process.
8. Safe and appropriate dress.

At Pinetree Community School we uphold the Six Pillars of Character.

TRUSTWORTHINESS - I WILL DO THE RIGHT THING.

Students will

- be honest and tell the truth.
- be reliable and do their own work.
- have the courage to do the right thing.
- respect the school buildings and grounds.
- take care of books, supplies, and computers.
- talk to an adult if they can't solve a problem with another student.

RESPECT - I WILL BE KIND TO MYSELF AND OTHER STUDENTS.

Students will

- use social courtesies (i.e. "please, thank you, excuse me, etc.").
- use good manners and appropriate language.
- listen and follow directions of the school staff and their parents.
- keep low voices in covered walkways around classrooms.
- watch games in progress until it is time for them to join.
- always put forth their best effort.

RESPONSIBILITY - I WILL USE SELF-DISCIPLINE AND ACCEPT RESPONSIBILITY FOR MY OWN ACTIONS.

Students will:

- use self-control.
- follow the rules on the yard and in the classroom.
- think before acting and consider consequences.
- be accountable for their actions.
- keep hand, feet, and objects to themselves.
- use time wisely.
- turn in lost and found articles.
- use all play equipment appropriately.

FAIRNESS - I WILL PLAY BY THE RULES.

Students will:

- take turns and share.
- be tolerant of differences.
- follow the rules of the games.

CARING - I WILL SHOW RESPECT TO EVERYONE.

Students will:

- keep voices at proper levels for all situations.
- be kind.
- listen.
- be courteous of others' games and activities.

CITIZENSHIP - I WILL COOPERATE AND FOLLOW DIRECTIONS.

Students will:

- keep our school clean.
- protect school property.
- follow directions and rules.
- report all injuries to an adult on duty.
- help maintain a positive learning environment.

Every morning students recite the Pinetree Character Pledge (the following page). Our goal is to reinforce and build on these character traits. Please review the Pillars of Character with your child(ren).

It is important that our children learn that our actions are also as powerful as our words.

Pinetree Character Pledge

Respect, Responsibility and Citizenship too,

they bring out the best in me and you.

Trustworthiness and being fair,

helps to show others that we really care.

We all know what's right.

We all know what's good.

We will do the things we know we should.

APPEARANCE

Students shall wear appropriate clothing and groom themselves in a manner which reflects a respect for the learning environment and does not distract from the educational setting. Therefore, the following expectations apply:

1. Shoes must be worn at all times. Shoes must cover toes and have a back strap. Thongs, backless shoes or sandals are not acceptable. This is crucial for physical fitness activities that involve running and kicking. Appropriate shoes for running and playing must be worn at all time.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Skirts and shorts need to be of appropriate length. Students should wear shorts under skirts, as they don't have an opportunity to change for PE.
6. Bottoms of pants may not drag on the ground. Pants should not hang low enough to see undergarments or skin.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Sunglasses may only be worn during school hours for medical reasons per Doctor's note or principal.
9. Chain wallets and watches are not permitted. Belts must be of appropriate length and without initials or inappropriate symbols.

ATTENDANCE

Reporting Absences and Tardies

Every absence, even for part of the day, interferes with your child's progress in school, because each subject is taught step-by-step in sequence geared to the child's readiness and ability. Each skill must be built on carefully developed previous ones. It is especially important that all children be in school regularly because the foundation for all subsequent years is being put into place.

If your child is going to be absent, call the school at 298-2280.

Please call the school if you have any doubts about your child being in school. Be sure to report communicable diseases to the office.

When you are sure your child is going to be tardy

Please send a note with your child and have them report to the office. We know there are times when tardies are unavoidable. Punctuality is an important part of success in education. Students miss school announcements, assignments, as well as being disruptive to the class and office procedures when they are tardy. Please reinforce that punctuality is an important expected behavior and that there is a district policy regarding excessive absences and/or tardies.

If your child is on an intra-district or inter-district transfer they must maintain satisfactory academic achievement, attendance, behavior, and be punctual in arriving to class. If any of these conditions are not met, the transfer permit may be revoked.

SCHOOL ATTENDANCE LAWS AND REGULATIONS

State law permits students to be absent for justifiable reasons, which include, but are not limited to: funerals for an immediate family member, quarantine, illness, religious holidays and for medical/dental appointments. However, when a student is frequently absent or tardy from school due to illness, the school may request that the parent/guardian provide written verification of the illness from the family physician. If we are not aware of any medical conditions that would keep your child from attending school, our only alternative is to comply with the Education Code procedures and the following attendance notification process:

First attendance letter is sent after **3** unexcused absences or tardies.

Second attendance letter is sent after **6** unexcused absences or tardies.
Third attendance letter is sent after **9** unexcused absences or tardies.

After receiving 3 letters a meeting will be scheduled to put the student on a **SART (School Attendance Review Team)** contract. The contract is valid for the current school year.

If additional unexcused absences/tardies more than 30 minutes occur the student and parent/guardian will be referred to the **SARB (Student Attendance Review Board)**, which is an extension of the Superior Court.

Independent Study Contract

If your student has to be absent for 5 consecutive days or more, please obtain an **Independent Study Contract** from the school. Whenever possible, a minimum of 3 days advance notice is required, to allow time for teachers and the school office to process paperwork. Upon returning to school your student is required to have **ALL work completed within a week** for full credit and to have those absences excused.

BICYCLES AND SCOOTERS

Students in grades 3-6 shall be permitted to ride bicycles and scooters to and from school. Students must submit a bicycle permission form (available in the school office) signed by parents. Students must obey all traffic rules and wear a helmet, which is required by California State Law. Bicycles and scooters must be locked in the bicycle racks. **Students must provide a lock for their own bicycle or scooter.** Please express the importance of this to your children. Please make certain that your children have been fully informed of all safety factors. Children's safety is the most important thing. **The school is not responsible for any bicycle or scooter that is stolen.**

Skateboards, roller blades, roller shoes are not permitted on campus.

CAFETERIA EXPECTANCIES - "THE BIG TEN!"

1. Be a good citizen - remember your manners!
2. Walk at all times.
3. Talk quietly.
4. Lights out - stop everything and listen.

5. Only eat your own food.
6. Stay in your seat the entire lunch period.
7. Raise your hand to be dismissed.
8. Pick up trash!
9. Ask permission to use the restroom.
10. Put outside play equipment in the Ball Barrel.

CELL PHONES

Students shall be permitted to carry cell phones in their back packs. They must be turned off during the school day and may only be used after school hours.

CLASSROOM EXPECTATIONS

Each classroom displays rules, consequences, and reward systems for students.

EARLY STUDENT SIGN-OUT/UPDATE INFORMATION

All students need to be signed out through the office. After signing your student out, the office staff will call the classroom and have your student come to the office.

Parents/guardians are not to go to the classroom first.

There will be no interruptions to teachers' classes during the protected instructional block 8:00-11:40 unless in the event of an emergency. This block is dedicated to core content instruction.

EMERGENCY PROCEDURES

We will be conducting emergency fire and lock down drills during the school year. We feel it is important to have our children prepared for any emergency that may arise, such as an earthquake, fire, animals on campus, etc. All students are to be picked up at our evacuation center at the front gate.

FOOD FOR THOUGHT - BIRTHDAY CELEBRATIONS

In October of 2006, the Sulphur Springs Board of Trustees approved the Student Wellness Policy in coordination with the Federal Nutrition Regulations. To meet

these guidelines, please send in a birthday treat option that is lower in sugar and fat, or consider a nonfood option. Here are some suggestions:

1. Apple, carrot, banana, pumpkin, blueberry or other muffins in child serving sizes instead of cupcakes
2. Cut up fruit and veggies with dip
3. Soft pretzels
4. Nonfood treats, such as pencils, erasers, notebooks or book marks
5. Parents could donate a book, a rubber ball or classroom materials for the child to feel special.

Classrooms can have two holiday parties each year and individual teachers may continue to offer class incentive (marble) parties. Teachers are incorporating the Wellness Policy by providing nonfood rewards in classrooms, when possible. With your support we can ensure health of our children.

ILLNESS

If a child has a fever or is displaying other symptoms of illness, the parent/guardian or the person listed by the parent/guardian on the yellow emergency form, as “**Emergency Number**” will be notified. The child should be picked up as soon as possible. Students should have a normal temperature for 24 hours before returning to school. In the event of an injury, the procedures outlined above will be followed. **School personnel including the District Nurse, are not permitted to administer treatment or to diagnose.**

LIBRARY

The library is open from 8:00 a.m. to 2:30 p.m., Monday through Friday. There is a weekly schedule for classes. Books are checked out for one week and may be renewed for an additional week. Students are responsible for returning books by the due date. Students are expected to pay for lost or damaged books. Students will be warned and asked to leave for inappropriate behavior. Teachers will be told if inappropriate behavior continues.

LOST AND FOUND

Articles of clothing and lunch boxes that are left on the playground or field areas will be taken to the front of the cafeteria. They will be put in the lost and found cabinet. Please label all articles with name and room number. At the end of each month, students will view the articles, before they are donated to charity.

LUNCH

Lunch is served daily in our cafeteria. Lunch may be purchased for \$2.75. There are snacks available for purchase on the Red Cart (limit 2 items).

MEDICATION

The following procedures must be followed when a parent requests that a student be permitted to take medication at school.

1. No medication can be administered to students without physician and parent consent. This includes over-the-counter drugs as well as prescription medications.
2. A District Medication Consent form, must be completed by the physician and signed by the student's parent or guardian. New forms must be completed each school year.
3. All medications must be brought in by a parent or guardian. They need to be in the container dispensed by the pharmacy and the information on the label must coincide with the physician's order. They will be kept in the school health office and administered by one of the office staff.
4. Office staff who administers the medication will record the date, time, and dosage on the student's medication record.

At the end of the school year, parents or guardians will be advised that the student's medication will be discarded if it is not picked up by the last day of the school year.

MESSAGES FOR STUDENTS OR DROPPING OFF ITEMS/ETC.

We value each moment of uninterrupted classroom instruction to help insure academic success of our students. For this reason the office staff will place messages in teachers' boxes and e-mail the teachers with the information.

Telephone calls to teachers and students will **NOT** be put through to the classroom. Teachers check their boxes and e-mail regularly throughout the day. It is important that you and your child plan for after school activities before you child comes to school.

PROTECTED INSTRUCTIONAL BLOCK

8:00-11:40 a.m. There will be no interruptions to teachers' classes during the protected instructional block. This block is dedicated to core content instruction.

PTA

We have a very active PTA at Pinetree Community School. Our PTA provides funds from fundraisers for family activities, classroom needs, and school wide improvements.

Our PTA goals are:

1. To help provide the best possible education for our children;
2. To promote the welfare of children and youth in home, school and community;
3. To build a sense of community between families and school, that parents and teachers may cooperate intelligently in the education of children and youth.

PARKING LOT SAFETY

Only students accompanied by an adult are allowed in the parking lot. The parking lot crosswalk is to be used when crossing the parking lot.

Please follow the following safety rules:

- The speed limit is **NO MORE THAN 5 MPH.**
- Have your child ready to exit the car when you arrive in the parking lot.

- Students must be dropped off and picked up in the valet lane. No student is allowed to exit or enter a car that is not parked in a designated parking space or is not in the valet lane.
- There is **NO PARKING** in the valet or drive through lanes.
- You must exit the valet lane immediately after dropping off/picking up your child.
- You must keep your car engine running while you are dropping off or picking up your child. Please pay attention to the cars around you.

PERSONAL ITEMS

Toys, including electronics, are not allowed at school unless brought for sharing in the classroom or other special educational purposes. They **WILL NOT** be allowed on the playground. If your child brings a toy to school without permission, it will be taken away and placed in the office where you may pick it up after school. Valuables should be left at home. It is our belief that they are not necessary for the educational process and may be lost.

PLAYGROUND EXPECTATIONS

- Keep hands, feet, and objects to yourself. Fighting, play fighting, gymnastics or karate moves are not allowed.
- Use play equipment such as balls appropriately. Toys, electronic devices, collectibles, or sports equipment from home are not permitted.
- No dangerous objects may be brought to school (guns, knives, bullets) whether real or fake.
- Sand or rock throwing will always result in a serious consequence.
- Football, softball, and dodge ball are to be played only at PE or by special arrangement.
- Snacks at recess should be eaten in the cafeteria and may not be eaten on the yard or walking to and from the cafeteria.
- Students are never to leave the playground area without the permission and knowledge of a yard supervisor or teacher.
- Students **MAY NOT** go room to room asking teachers if they want help.
- Balls should be carried and not bounced while waiting in line going to and from class.
- Gum is not permitted at school.
- Students with a cast **WILL NOT** be permitted on the playground.

PLAYGROUND CONSEQUENCES

Each student is responsible for knowing and understanding the consequences of their actions. Consequences may be:

Warning - an explanation of what rule was broken

Time Out - sit out from playing for a short period of time.

Loss of playtime for entire recess - notify teacher

Off Yard - assigned to a detention

Visit to Principal (reflection letter) Parent notification and consequences.

SUSPENSION

Educational codes define behaviors inappropriate on campus. Some behaviors are but not limited too: Defiance of authority, fighting, threatening or endangering others, bringing any kind of weapon or explosives (such as firecrackers, stink bombs or facsimile of), racial slurs, may result in suspension and possible expulsion from school.

TECHNOLOGY AND INTERNET

Students are provided opportunities to use technology (i.e. computers/internet/SmartBoard) to practice skills and develop reasoning and problem-solving abilities.

Before using on-line services, the student and parent/guardian shall sign the district's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Students shall receive instruction in the proper use of these resources.

VISITING SCHOOL

The school staff welcomes visits to the school from parents and guardians. You must identify yourself and sign in at the office prior to visiting the classroom. You will receive a visitor sticker, which needs to be worn while you are on campus. This request is made to protect the children from unauthorized visitors, and to help locate the teacher for you if the class is out of the room.

You may be asked to leave if your presence disrupts the teacher's lesson and instructional process.

VOLUNTEERS

Student Volunteers

Students that need to volunteer for Honor Community Services Hours need to contact the school office a week before they want to volunteer. We will need to see paperwork verifying the hours needed and the organization.

Parent/Guardian Volunteers

You need to be a registered Pinetree Volunteer in order to work in a Pinetree classroom. A Volunteer Guide Packet will be given to you once your Volunteer Request has been received. The Volunteer Guide Packet acknowledgment form must be returned to the office signed by you.