

# **Pinetree School Handbook**

## **For Students & Parents**



**Pinetree Empowers All!**

Pinetree Community School provides an exceptional education that addresses students' unique learning styles, cultivates critical thinking skills, builds strong character, and enables our students to contribute to their communities in meaningful and positive ways.

29156 Lotusgarden Drive  
Canyon Country, CA 91387  
<https://www.sssd.k12.ca.us/Pinetree>  
661-298-2280 Office  
661-298-0331 FAX

## GENERAL INFORMATION

### ARRIVAL/DISMISSAL

Students...

- arriving by car, must follow the valet line procedures for exiting and entering a car.
- walking to school, must use the crosswalk at all times and follow the crossing guard's directions; only crossing when told to do so.
- walking home, need to leave campus immediately after dismissal.
- taking the bus home, need to walk quickly down to the bus stop.
- getting picked up in the valet line, need to be seated in the "Yellow Box". Your child should be looking for your car. No eating or playing while waiting.
- riding a bike or scooter, must have an annual permit and follow all safety rules.

Parents...

- drop off students between 7:25 and 7:40.
- follow all directional signs when leaving parking lot. Be sure to turn right when exiting the parking lot.
- do not enter courtyard/playgrounds between the hours of 7:25 and 2:15.

### BELL SCHEDULE

<b>7:42</b>	<b><i>Warning Bell</i></b>
7:45	Start of School
9:10-9:30	Recess Kindergarten
9:30-9:50	Recess Grade 1-3
9:50-10:10	Recess Grade 4-6
11:10-11:50	Kindergarten Lunch
11:40-12:20	Primary Lunch (1 <sup>st</sup> -3 <sup>rd</sup> )
12:10-12:50	Upper Lunch (4 <sup>th</sup> -6 <sup>th</sup> )
1:15	Tuesday Dismissal
2:15	Dismissal – Mon., Wed., Thurs., Fri.

**\*\*Minimum Day Release Time – 11:45 A.M.\*\***

**Your child is encouraged to be at school by 7:30 a.m.** Punctuality is a life skill that carries over into the workplace. Every minute of instruction is valuable.

**If your child arrives after 7:45 A.M., he or she must stop at the office to get their green tardy pass. Parents will not be allowed to walk their child to class after the bell rings.**

### 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 taken care of until supervision begins. Students are expected to be in line and ready to enter their classrooms when the warning bell rings.

### 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. There are no classroom interruptions from 8:00am to 12:00pm. If you need to pick up your child for any reason during school hours, you will need to come into the office, show identification, and sign out your child.

## APPEARANCE

Students shall wear appropriate clothing and maintain good personal hygiene in a manner that 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. Flip-flops, backless shoes, sandals, high heel, platforms, wedges, sneaker heels, or roller shoes (wheelies) are not acceptable. Appropriate shoes for running and playing must be worn at all times.
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, sexually suggestive, or which contain drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Dangling jewelry, such as large hoop earrings, necklaces, spikes through ears, and hoops in noses or eyes are not permitted for safety reasons.
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, low-cut tops, and bare midriffs are prohibited.
5. Skirts and shorts should not be shorter than mid-thigh. The appropriate length recommendation is that the hem of the skirt/short should be the same length as the end of your hand when your arms are extended on the side of you body.
6. Bottoms of pants may not drag on the ground. Pants should not hang low enough to see undergarments or skin.
7. Hair should be clean and groomed. Hair may not be sprayed by any coloring that would drip when wet.

## ATTENDANCE

Every absence or tardy, even for part of the day, can interfere with your child's progress in school. It is especially important that your child be at school on time every day because you are establishing academic expectations for subsequent years.

You are encouraged to schedule medical/dental appointments during non-school hours and non-pupil days. If your child has an appointment during school hours, contact the office so we can anticipate your child's arrival. Please bring your child to school before and/or promptly after your appointment. The office may request that you bring/send in a note from your doctor indicating the visit. Attendance incentives will be planned throughout the year. Perfect attendance will be rewarded each trimester.

## REPORTING ABSENCES

If your child is going to be absent, call the school at 298-2280 or email [lcole@sssd.k12.ca.us](mailto:lcole@sssd.k12.ca.us) by 8:45 A.M. If you do not clear the absence, your child will be marked as "unexcused."

## REPORTING TARDIES

Punctuality is an important part of success in education. We understand there are times when being late is unavoidable. Please reinforce that punctuality is an important expected behavior. 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 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. Pinetree Community School will comply with the Education Code procedures. After receiving 3 letters, a meeting will be scheduled to put the student and parent/guardian on a **SART (School Attendance Review Team)** contract. The contract is valid for the current school year. If additional unexcused absences or tardies occur, the student and parent/guardian will then be referred to the Sulphur Springs Union School District and a **DART (District Attendance Review Team)** contract will be put in place. Should the absence/tardy number continue to increase the case will be referred to the **SARB (Student Attendance Review Board)**, which is an extension of the Superior Court.

## INDEPENDENT STUDY CONTRACT

If your child has to be out of school for 5 consecutive days due to circumstances beyond your control, please obtain an **Independent Study Contract** from the school. Advanced notice of one week is required to allow time for teachers and the school office to process paperwork. **ALL work must be completed the day of child's return to school.** The teacher will grade the work and indicate if all assignments were completed for full credit. If the work is not returned within the time frame, the dates will be marked as unexcused.

## BICYCLES AND SCOOTERS

Students in grades 3-6 may 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 also complete a bicycle safety course**, offered by the school. Students must obey all traffic rules and wear a helmet, which is required by California State Law. Please make certain that your child/children are fully informed of all safety factors. If they do not follow the rules their permit will be revoked. Bicycles and scooters must be locked in the bicycle racks. **Students must provide a lock for their own bicycle or scooter. The school is not responsible for any bicycle or scooter that is stolen.**

- Students must walk their bicycle on/off campus grounds.
- Students must have her/his helmet on before she/he walks off campus.

**\*\* Skateboards, Hoverboards, rollerblades, and roller shoes are not permitted on campus.**

## CAFETERIA EXPECTATIONS

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. Clean your eating area and throw away your trash.
9. Ask permission to use the restroom.
10. Put outside play equipment in the ball rack.

## CELL PHONES/ELECTRONIC DEVICES

**The school is not responsible for lost or stolen personal devices.** Devices include, but are not limited to, smart watches, cell phones, tablets, and gaming systems. These must be turned off in class and put away in the child's backpack, except when being used for a valid instructional or other school-related purpose, as determined by the teacher. **If a student's phone rings during class, or is used without the teacher's permission, the phone will be sent to the front office.** The phone may be picked up at the end of the day in the office by parent or guardian.

**\*\*Adults and Students:** Any device with camera, video, or voice recording function shall not be used in any manner that infringes on the privacy rights of any other person.

## CLASSROOM EXPECTATIONS

Each classroom has a set of rules, consequences, and rewards for students. Students are expected to be responsible for their actions, be involved in their own learning, set goals, and work cooperatively with their peers.

## DOGS

To ensure the safety of our students, no dogs, with the exception of a certified service dog, are allowed on campus at any time.

## EARLY STUDENT SIGN-OUT

All students leaving early for any reason must be signed out through the office. Parents/guardians are not to go to the classroom to retrieve their child. Student will not be called to the office until parent/guardian signs the student out.

## 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. The PTA Comfort Kit bags can be accessed during emergencies if parents have provided them.

## STUDENT RELEASE PROCEDURES IN AN EMERGENCY

1. Students will remain with their class at their designated area on the grass.
2. The parent or designated adult picking up student(s) must report to the front of the school where designated school personnel (they will all be wearing safety vests) will direct you to your child's line-up area. The parent or authorized adult must sign the Emergency/Disaster Release Form before the student will be released. In the event of an emergency the school principal or designee has the authority to dismiss student(s) to any adult providing the following conditions are met: (a) the adult is listed on the Emergency Card (b) the adult has identification (c) the adult will sign the Emergency Release Form accepting responsibility for the student and indicate where they are taking the child.

Please make sure your child's emergency card is current at all times. It is the district's policy to release students only to those adults listed on the emergency card. **Notify the school office immediately if there is a change in the home address or phone number.**

## FOOD FOR THOUGHT - CELEBRATIONS

The Sulphur Springs Board of Trustees has a Student Wellness Policy in coordination with the Federal Nutrition Regulations. To meet these guidelines, we ask that you send in a birthday treat option that is low in sugar and fat, or consider a non-food option. **Only store-bought items that are individually packaged with ingredients listed will be allowed.** Please contact the teacher beforehand to check for food allergies (i.e. dairy, nuts, and gluten, etc...). With your support we can ensure the health of our children.

Here are some suggestions:

1. Cut up fruit and veggies with dip (prepackaged)
2. Non-food treats, such as pencils, erasers, notebooks or bookmarks
3. You can donate a book or recess equipment in the child's name to the teacher

## HOMEWORK POLICY

Homework occupies an important place in the educational program. The program has definite value in assisting children to develop self-direction and self-discipline by promoting study habits and study skills, which will serve as an important link between the home and the school. An important aspect of the homework policy is keeping parents informed of the school's curriculum and their child's progress.

The desired outcomes of homework include:

1. Providing practice in needed skills.
2. Increasing awareness and training pupils in good independent study habits and the ability to budget time.
3. Expanding knowledge through diverse activities.
4. Strengthening parents' understanding and awareness of grade level curriculum and content standards.
5. Strengthening the connection between school and home.

## ILLNESS

**\*\* Be sure to report communicable diseases to the office. Pinetree telephone number is 661-298-2280.**

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 needs to be picked up as soon as possible. Students must 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 diagnose.

## LIBRARY

- Classes have a regularly scheduled block of time.
- 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.
- Parents/Guardians are responsible to pay for lost and/or damaged books.

Readers Are Leaders! Students in grades TK through 6th participate in the Accelerated Reader Program. Each student is given their reading level and a reading goal. Students read books at their level and earn points.

You can access your child's reading progress using Renaissance Home Connect.

<https://hosted18.renlearn.com/266296/HomeConnect/Login.aspx> Log in to view the books your child has been reading and their test scores. Help motivate your child by talking to him or her about the books they read.

## 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. Unclaimed items are periodically donated to local charities.

## MEDICATION

The following procedures must be followed to ensure student safety.

1. No medication can be administered to students without physician and parental consent. This includes over-the-counter drugs (i.e. cough drops, Tylenol, etc.) 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 student medications must be brought in to the office 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 administer the medication will record the date, time, and dosage on the student's medication record.

The medication must be picked up no later than one (1) week after the last day of school. If not picked up, all medication will be disposed of by the school nurse.

## 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 email the teachers with the information.

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

## PARKING LOT / AFTER SCHOOL 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 adhere to the following safety rules:

- Obey the crosswalk attendant's directions.
- Cars may only enter the Valet Line turning right from Lotusgarden.
- The speed limit is **NO MORE THAN 5 MPH**.
- Students must be dropped off and picked up in the valet lane.
- No student is allowed to exit or enter a car parked in the lot unless accompanied by an adult and escorted across the crosswalk.
- Do not park in the **FIRE LANE**- your car may be ticketed and towed.
- Cars must be parked in a designated parking space.
- There is **NO PARKING** in the valet or drive through lanes.
- You must keep your car engine running while you are dropping off or picking up your child in the valet lane. Please pay attention to the cars and pedestrians around you and obey cell phone laws.
- You must exit the valet lane immediately after dropping off/picking up your child.
- For after school pick-up, cars must stop by the "X" mark on the ground (before the red curb) on Lotusgarden and wait for an adult to motion you forward.

- If your child is not in the Yellow Box, you must park your car in a designated parking spot, use the crosswalk, collect child, and then escort child back using the crosswalk.
- Children are **not allowed** on the play equipment while waiting for their parents to pick them up.

### 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. If your child brings an electronic reading device to school, we do not assume any responsibility for its loss or damage. You are encouraged to check the Lost and Found for personal items. Unclaimed items are donated to local charities.

### 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 the Yard - assigned to a detention.
- Visit to Principal, parent notification, and consequences.

### 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 are to 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.
- Balls should be carried and not bounced while waiting in line going to and from class.
- Gum is not permitted at school (except when permission is given by the teacher).
- No running on the black top, only on the grass fields.

\* See Playground & Game Handbook on our website. <https://www.sssd.k12.ca.us/Page/1027>

### PTA

We have a very active PTA [www.pinetrepta.org](http://www.pinetrepta.org) at Pinetree Community School. Our PTA provides funds from fundraisers for family activities, classroom resources, and school wide improvements and rewards. They also host enrichment classes (i.e. art, music, and dance/theater).

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.

## 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. Be honest
5. Play safely
6. Keep our school clean
7. Wear safe and appropriate attire.

### PERSONAL STANDARDS

These skills are relevant at school and at home. We believe that these standards help teach lifelong social skills, encourage positive behavior, and boosts intrinsic motivation.

**Make Good Decisions**

**Solve Problems**

**Show Respect**

### PINETREE PLEDGE

Students recite the Pinetree Character Pledge weekly. We ask that you help us reinforce that actions are as powerful as our words. Our goal is to reinforce and build strong character traits. Students receive “Caught Being Good” tickets when they demonstrate positive character traits. Every Friday, students’ names are drawn, and these students are recognized and awarded a certificate from a local community partner.

### 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.

## SUSPENSION

Inappropriate behaviors, such as fighting, threatening or endangering others, bringing any kind of weapon, and using racial slurs, may result in a suspension and possible expulsion from school per California Education Code 48900.

## TECHNOLOGY AND INTERNET

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

Before using online services, the student and parent/guardian need to 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.

## VALET

During drop-off and pick-up, you are to follow the Sheriff department's recommendation and drive up Lotusgarden Drive and turn right into the Valet line. Please pull into the designated area for students to enter and exit the car. As you leave the parking lot be sure to make a right turn to help the flow of traffic.

## VOLUNTEERS

### STUDENT VOLUNTEERS

Honor students in junior high and high school who need community service hours must contact the school office and get approval a week before they want to volunteer. The student needs to provide paperwork from the organization indicating the number of hours needed. The office will verify the paperwork before placing the student with a teacher.

### PARENT/GUARDIAN VOLUNTEERS

To ensure the safety of our students, only registered and authorized individuals are allowed to work in our classrooms. Please read the Volunteer Handbook that is posted on the school website:

<https://www.sssd.k12.ca.us/Page/1026> If you need more information contact the Pinetree office.

Volunteers **MUST** sign-in at the office and will receive a visitor sticker with name and date on it. The visitor sticker must be worn at all times in a visible area. When you are done volunteering you need to sign-out and return the sticker. Failure to repeatedly comply with our safety procedures will result in the volunteer not being allowed to volunteer on our campus. Due to safety regulations, children who are not registered as students may not accompany our volunteers.

When on campus, our volunteers are under the supervision of the teacher, a certificated employee.

Volunteers are not allowed to be in a classroom without the teacher present and volunteers are not allowed to accompany students to the office and/or restroom.