

Pacific Drive Elementary School

Escuela Pacific Drive



Student Handbook 2020-2021 *Manual del Estudiante 2020-2021*

1501 W. Valencia Drive, Fullerton, CA 92833
Telephone: (714) 447-7735
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Principal *Directora*, Dr. Kelly S. Castillo
Assistant Principal *Subdirectora*, Ms. Suzanne Guidi

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Welcome to Pacific Drive Elementary School

Pacific Drive's Mission Statement

Pacific Drive fosters collaborative experiences where all students are inspired to reach their full potential as contributing members of a changing society through 21st Century Learning.

Principal's Message

Welcome to the 2020-2021 School Year!!

We are looking forward to another exciting year here at Pacific Drive. This year, we will continue our Computer Science and Innovation Program. The Pacific Drive Computer Science and Innovation program provides thematic computer science opportunities and collaborative experiences embedded at all grade levels for all students. This program fosters critical, creative, and computational thinking skills to support students academically, vocationally, and, most important, personally.

It is an exciting time at Pacific Drive and we would all encourage our families to join us in supporting our children's education.

Sincerely,
Dr. Kelly Castillo
Principal

All About Pacific Drive Elementary School

Pacific Drive School is a place where students, staff, families and the community work together to maximize the learning potential of all students. The school staff focuses on providing a rigorous and engaging learning environment where every child experiences success.

Parents are encouraged to become an active part of their child's education. This can be done by participating in the Parent Teacher Association (PTA), School Site Council (SSC), English Learner Advisory Committee (ELAC) as well as the classroom and school volunteer program.

We offer support services for students that require additional assistance. Identified students may receive one or several of the services described in this handbook. If your child is experiencing difficulties, please make an appointment with your child's teacher to discuss your child's academic and behavior concerns.

The following pages include policies and procedures for our school. Students are expected to follow these guidelines throughout the school year. We trust that students will complete high quality work, cooperate, and show respect towards all. Parents are an important part of the school community. We invite and encourage families to take an active role in your child's education.

Pacific Drive Connections

Connecting with Pacific Drive

School Website: <http://www.fullertonsd.org/pacific/>

School Facebook: <http://www.facebook.com/pacdriveinnov8>

School Twitter: @pacdriveinnov8

School Instagram: @pacdriveinnov8/

Office Information:

Address: 1501 W. Valencia Drive,

Fullerton, CA 92833

Phone: (714)447-7735 Fax:

(714)447-7585

Principal: Dr. Kelly S. Castillo

Assistant Principal: Ms. Suzanne Guidi

Office Manager: Ms. Sandy Contreras

Office Clerks: Ms. Angie Perez

Office Hours: 7:30A.M.—4:00 P.M.

School Personnel:

School Psychologist: Mrs. Melodie Ross

School Counselor: Ms. Elizabeth Diaz

School Nurse: Mrs. Esther Hudson

Health Assistant: Ms. Leslie Michel

RtI Coach: Mrs. Jennifer Brkich

Media Center Asst: Mrs. Hanna Chon

School Spirit:

School Mascot: Dolphins

School Colors: Navy blue, Sky Blue, and Grey

GENERAL INFORMATION

Absences:

At Pacific Drive, it is our goal to have all students at school, on time and ready to learn each day. Fullerton School District Board Policy states that parents/guardians should contact the school to verify a student absence during the first day of the absence from school or class. Absences that are not verified within 5 school days of the absence should be classified as unexcused absences and reported as such to the Superintendent or designee and if appropriate to the School Attendance Review Board. There are several ways to report a student's absence:

1. Have your child bring a note to the office upon return to school stating the reason for the absence.
2. Email our office at office_pacific@myfsd.org
3. Call our office at (714) 447-7735. If you leave a message, be sure to state the reason for the absence.

Academic Honesty:

Dishonesty, cheating, or plagiarism involves an attempt by a student to show a level of knowledge or skill that does not reflect his/her own learning. Consequences for breach of academic honesty will include: no credit on assignment or test, notification of parents, lowered citizenship grade, and progressive discipline as necessary.

Attendance Policy:

Students receive the best education possible when they are on time and in attendance every day. We ask your cooperation in seeing that your child attends school each day he/she is physically able. Each absence means an important lesson missed. Attendance Recovery Credit can be earned by attending Saturday School (SSOAR) and counts towards perfect attendance awards. Please try to schedule family trips during school holidays and appointments as late in the day as possible to ensure student attendance.

Perfect Attendance Criteria for the Trimester

In order for your student to qualify for perfect attendance, he/she must be at school, on time and all day, every day, for the entire trimester. This means that a student has no tardies or absences. Students may have up to **two** excused early sign-outs with doctor notes provided. Achieving perfect attendance is an important achievement, however, there is nothing more important than your student's health; so please do not send your child to school ill.

Saturday School (SSOAR)

In the event your child misses school, Saturday School dates will be announced as they become available

Bikes and Wheeled Transportation:

Please be reminded that children under 18 are required to wear bicycle helmets while riding. Students in grades 4, 5, and 6 may ride a bicycle to school. Bikes are to be locked in the bicycle racks located behind Room 34 west of the school office. Everyone must WALK their bicycles while on school grounds and avoid going through the parking lot area. The school is not responsible for damaged or stolen bicycles.

Please be reminded that skateboards, roller skates, roller blades, and scooters or motor scooters are not permitted at school at any time. Shoes with “wheels” may only be worn without the wheels during school hours.

Birthdays:

We realize that birthdays are exciting times for children. However, it is the school policy that you do NOT bring sweets such as cookies or cupcakes to share when he/she has a birthday due to other students having allergies, etc. In order to develop good nutritional habits, we would prefer that you help us celebrate your child's birthday in another way. If you so choose, we would like to suggest that you instead bring a colorful pencil for each classmate or donate a book in your child's name to his/her classroom library or to our school library. If you do choose to provide an item for each classmate, we ask that you contact the teacher at least one week prior to make arrangements.

Breakfast and Lunch:

Breakfast and lunch are available for purchase daily. Breakfast hours are from 7:40 A.M. to 8:10 A.M. Your child is welcome to bring lunch or purchase lunch in the cafeteria. If you would like to apply for the free/reduced lunch program, you may visit the Nutrition Office at 389 W. Truslow Avenue, in Fullerton. Applications are available online at: <http://fsd.k12.ca.us/~nutritionservices>.

Campus Hours:

Supervision is available 30 minutes before the students' start time. Students should arrive no earlier than 7:40 A.M. for breakfast and no later than 8:10 A.M. Our goal is for students to be in their seats ready to learn at the 8:15 A.M. bell. For the students' safety, please do not drop off or send your child to school any earlier than the designated times. *We ask that students not arrive before 7:40 am since there is no supervision available.* After school, the playground is closed and students should proceed directly home or to a supervised program.

Closed Campus

In order to ensure the safety of our students and to maximize morning instructional time, Pacific Drive School will continue its closed campus policy. Any parents, volunteers and other school visitors having business must enter through the office and sign-in before going onto the school campus. Students are expected to go home following dismissal unless directed to stay by school personnel.

Cell Phones:

If necessary, students may carry a cell phone in their backpack or in a pocket for use outside of school hours. Cell phones must be turned off, powered down, and put away at all times while on campus. The school is not responsible for lost or damaged cell phones. Phones within eyesight of a school official will be confiscated, and parents will be required to pick up the phone from the office. Phones left on will result in an infraction. If a student needs to use a phone during school hours, they must report to the office and use the office phone.

- *First offense:* Phone will be confiscated and given back at the end of the day
- *Second offense and any more:* Phone will be confiscated and given back only when a parent comes to pick it up from the principal.

Clothing and Grooming:

Clothing and grooming should reflect the combined attitudes and high expectations of Pacific Drive students, parents, and faculty for an academic learning environment. Appropriate dress and grooming in preparation for the school day has a positive effect on each student's attitude toward school. Clothing that is distracting or inappropriate for a learning environment will not be allowed. Please review your child's clothing throughout the year to account for growth and body changes.

Dress Code:

- Skirts and shorts must be modest and align with, or be longer than the thumb when arms are straight at sides. Holes in shorts are not allowed.
- No exposed midriff or cleavage.
- Closed back shoes are required. No open toed shoes are allowed. Athletic shoes must be worn on PE days.
- Pants must be worn at the waist and must fit the waist without a belt. Belts must be appropriate to the student's waist size. Undergarments should not be showing. Holes in pants below the knee only.
- Shirts must have at least a 2" wide strap over the shoulder. Spaghetti strap shirts are not acceptable. Shirts with sleeves are preferred.
- Accessories and jewelry, including earrings, must be suitable for all activities.
- Alcohol, tobacco, and gang slogans or symbols are not allowed.
- Students are encouraged to use sunscreen protection on a regular basis. Students are also allowed to wear school-approved hats to protect themselves from hazards related to sun exposure (SB310). The Pacific Drive School hat policy is intended for outdoor use only as sun protection. Hoods are not considered sun protection and are to be worn down at all times. All hats/hoods should be removed upon entering a building.

Repeated dress code violations will result in progressive discipline as necessary.

Early Release from School:

In the event that a child must be picked up during school hours, an authorized adult listed on the child's emergency card must first come to the office to sign the student out. Please note that the school office staff will only release student to their parents or adults listed on the emergency card. *Adults picking up students will be asked to show*

current California Identification in order to ensure the student is being released to the appropriate adult.

Please note that school is dismissed early on Wednesday, therefore, we ask you to do your best to make doctor, dentist and other needed appointments on Wednesday afternoons.

Emergency Card Information:

It is imperative that in case of an emergency, the parents of the student or an authorized adult be reached. For this reason, every effort should be made to keep the office informed of any changes in address or telephone numbers. The names and telephone numbers of friends, relatives, and babysitters listed on the card also need to be kept current.

Health:

A school district nurse is on call for emergencies.

If a student is to (1) take any medication at school, or (2) have restricted activity, a doctor's note is required. Forms for dispensing medication are available in the office.

At NO time are students allowed to carry medication. This includes over the counter remedies such as cough drops, pain relievers, etc. **Any changes in a student's medication must be submitted on a new form for dispensing medication and must be signed by the student's doctor and submitted to the office.**

Growth and development films are presented to fifth grade girls and sixth grade boys in the Spring with written parent consent.

Homework Policy:

Homework shall be a regular school activity. Homework will:

- encourage students to practice needed skills
- develop independent study habits and responsible attitudes
- enrich, extend, and enhance school experiences

Students are responsible for completing the assignments and turning them in to their teachers. They should listen carefully to instructions, get needed materials, and schedule needed time. Students are responsible for the proper care of books and materials that are taken home.

Parents are responsible for providing an environment in which work can be completed. They are encouraged to help with scheduling time, finding a quiet workspace, and reinforcing good work habits. Parents should contact the teacher whenever there are questions about homework. They should check the work to see it is completed neatly and ready to turn in.

Home/School Communication:

Every teacher has an online communication app such as SeeSaw, Remind, Class Dojo, etc. By signing up with your child's teacher, you can receive updates on your child's progress, behavior, and class activities in a timely manner. The school also sends out flyers on Peachjar. Make sure to keep your contact information up to date with the school and the teacher in order to stay informed.

Lunch/Snacks:

Pacific Drive Elementary School encourages a healthy lifestyle. We hope to inspire this lifestyle by encouraging healthy snacks, breakfast and lunch.

We support the following:

- Encouraging students to bring healthy snacks
- No soda or carbonated drinks (as required by the State of California)
- No candy, gum, or hot seasoning.

Food Services:

- Students are encouraged to eat a nutritional lunch. School breakfast and lunch is served daily in the cafeteria and includes a balanced meal of an entrée, fruit and/or vegetable, and choice of 1% white milk or fat-free chocolate milk.
- A lunch menu is available online at <http://fsd.k12.ca.us/~nutritionservices/> or you can follow the Twitter feed at @fsdnutrition
- You can check the balance of your account at <http://www.myschoolbuck.com/>

Lunch Rules:

- Walk into the eating area quietly
- Each student should memorize his or her personal lunch number
- Listen to lunch supervisors
- Use appropriate table manners
- Lunch and snacks (K-6) must be eaten at the lunch tables
- No sharing food
- If a student has no lunch, the cafeteria staff will provide an emergency lunch.
- Classes will not be interrupted for lunch deliveries; parents can drop off lunches at the table in front of the office
- Students sit at assigned tables, raise hands, throw away all trash in the area, wait to be dismissed, and WALK to the playground.

Lunch Drop-off:

Student lunches dropped off in the school office will remain in the office until the student picks it up during their lunch time. Please make sure the lunch has the name of the student and teacher. Please help us with lunch deliveries by making prior arrangements with your child. If a student does not have a lunch or funds for lunch, the teacher will refer the student to the office to contact a parent/guardian.

Positive Behavior Interventions and Supports (P.B.I.S.)

At Pacific Drive Elementary School we have high expectations for student conduct. We are a P.B.I.S. school. P.B.I.S. is a program that helps promote a positive school culture by having clear expectations for student behavior to enhance their learning experience. Our expectation is that students are safe, responsible, respectful and ready to learn. In addition to clear expectations, we provide interventions to guide students to make positive choices. Students also have the opportunity to earn P.B.I.S. rewards and recognition when they make good choices.

Personal Property:

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. Backpacks should be zipped up at all times. Toys and other prohibited items should not be brought to school. Large sums of money and articles of real or sentimental value should not be brought to school. If items of value must be brought to school, they should be taken to the office for safekeeping until needed.

Playground Rules:

When the first bell rings, stop playing and immediately take a knee.

When the second bell rings, immediately return all equipment and line up for class.

On the Playground:

- We solve our own problems.
- We go to an adult on duty for help when needed.
- We keep our hands to ourselves at all times.
- We walk on the blacktop and run on the grass.
- When the grass is wet, we will remain on the blacktop and out of puddles.
- We report any harmful objects found on the school grounds, such as broken glass or broken equipment to an adult on duty.
- We follow the rules of each game and demonstrate good sportsmanship.

Prohibited Items:

Weapons

At Pacific Drive and within the Fullerton School District, there is a policy of NO WEAPONS of any kind. This is done for the safety and welfare of all who are at our school. Don't bring weapons to school or near school.

Electronics and other items

Electronic games, toys, trading cards, practical joke paraphernalia, radios, MP3/CD/Tape players, electronic signaling devices, eReaders, laser pointers, scooters, and skateboards are not allowed on school campus and will be confiscated. The school is not responsible for personal property that is lost, stolen, or damaged.

Report Cards and Conferences:

Report cards are issued three times during the school year. Parent conferences will be scheduled twice during the year. You will receive notification prior to conference

times. Feel free to contact your child's teacher at any time throughout the year if you have a question or concern regarding his/her progress.

Secure Campus Policy:

The safety of our students is our highest priority, and our Secure Campus Policy provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must electronically sign in at the office using the Raptor system. See below for more information. In addition, all students will enter onto campus using the front gate near the office. The front gate will close at 8:15 A.M. Students entering campus after 8:15 A.M. will check in at the office and receive a late pass. Parents will need to say goodbye at the welcome gates and will not be allowed to wait in line with their student without a pass.

During the first week of school, parents will be able to escort students onto campus. Beginning August 15th, parent goodbyes will take place at the front gate, and all parent visitors will need to sign in at the office.

RAPTOR

Safety of our students is our highest priority. Therefore, we will be utilizing the Raptor visitor registration system to track visitors and volunteers while keeping away people who present a danger to students and staff members. When you arrive at the office to check-in, you will be asked to present a valid state issued ID for entering into the RAPTOR system. The system has the ability to provide alerts on people who may jeopardize the safety of those on campus. Once the ID has been scanned, the system will quickly print a visitor badge that includes a photo, the name of the visitor, time and date. We feel certain this will help us keep our campus a little safer, and ask for your cooperation in presenting your valid state issued ID when checking in at the school.

Tardiness:

One of our goals at Pacific Drive is to begin instruction promptly each day. It is absolutely necessary to have all students seated in class by 8:15 A.M. in order to instill responsibility for promptness in each student, the following guidelines are in place:

1. Students who are not seated when the bell rings must check in tardy at the office before attending class.
2. A note must be sent with the student explaining any reason for a tardy. Only illness, doctor/dental appointment, or family emergency will be excused.

Volunteers/Visitors:

We appreciate parents and relatives who are able to donate their time and energy to volunteer at Pacific Drive. Volunteers include those who help in the classroom, supervise before and after school, assist with the loading zone area and with our lunch time exercise program. Please contact the school office, or your child's teacher if you are able to volunteer. All visitors must enter through the office and be cleared through the RAPTOR system.

PARENT AND COMMUNITY INVOLVEMENT

English Language Advisory Committee (ELAC):

ELAC is a parent committee designed to ensure representation of bilingual parents and to keep them informed of educational issues and policies. The committee meets at least three times a year.

Parent Teacher Association (PTA)& Safety Team:

The Pacific Drive PTA & Safety Team is made up of parents, teachers, staff members and community members who promote the welfare of children and youth in the home, school and community. Both groups contribute to a positive campus atmosphere.

School Site Council (SSC):

The School Site Council is comprised of parents and staff members. They work together to: assist and advise in identifying needs of students and adopting educational goals for Pacific Drive School. They also assist and advise in the review of the annual school budget and school plan.

SEXUAL HARASSMENT POLICY

The Fullerton School District and Pacific Drive School shall not tolerate the sexual harassment of any student by any other student or employee. Any student or employee who is found to have engaged in sexual harassment shall be subject to disciplinary action. Students and staff are to immediately report incidents of sexual harassment to the principal, principal's designee, or school counselor. A copy of these rules and procedures for reporting charges of sexual harassment may be obtained from the school office or from the school district office.

SUSPENSION AND EXPULSION

- The Governing Board recognizes that maintaining an environment that promotes learning and protects the health, safety, and welfare of all students may require the suspension and/or expulsion of a student from regular classroom instruction. District policies and school site rules clearly identify district behavior standards.
- Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code section 48900.5)
- Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, as provided by law, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. (Education Code section, 48915)

- The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in an administrative regulation. Each Principal shall annually inform all students and parents/guardians of the school's discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension, and expulsion. (Education Code Sections 35291, 35291.5)
- Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

GROUNDINGS FOR SUSPENSION AND EXPULSION

Students may be subject to suspension or expulsion if the principal determines the student has:
(Education Code 48900)

- ___ EC 48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person, including a school employee. OR:
- ___ EC 48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- ___ EC 48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, including a laser pointer, per Penal Code Section 417.27(b).
- ___ EC 48900(c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, the prescription drug Soma, an alcoholic beverage, or intoxicant of any kind.
- ___ EC 48900(d) Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- ___ EC 48900(e) Committed or attempted to commit robbery or extortion.
- ___ EC 48900(f) Caused or attempted to cause damage to school property or private property, including electronic files and databases.
- ___ EC 48900(g), (l) Stole, attempted to steal (g) or knowingly received (l) stolen school property or private property, including electronic files and databases. ___ EC 48900(h), 48901 Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- ___ EC 48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- ___ EC 48900(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- ___ EC 48900(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- ___ EC 48900(m) Possessed an imitation firearm.
- ___ EC 48900(n) Committed, or attempted to commit sexual assault or sexual battery.
- ___ EC 48900(o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing the student from being a witness and/or retaliating against the student.
- ___ EC 48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- ___ EC 48900(q) Engaged in, or attempting to engage in, hazing as defined in EC 32050.
- ___ EC 48900(r) Engaged in an act of bullying, including, but not limited to, bullying by means of electronic act directed specifically toward pupil or school personnel.
- ___ EC 48900(s) Aided and/or abetted the infliction or attempted affliction of physical injury to another person.
- ___ EC 48900.2, 212.5 Committed sexual harassment. (gr. 4-8)
- ___ EC 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (gr. 4-8)

- _____ EC 48900.4 Engaged in harassment, threats, or intimidation against student(s) or school district employee(s), creating an intimidating or hostile educational environment. (gr. 4-8)
- _____ EC 48900.7 Made terroristic threats against school officials, school property, or both. A terroristic threat is a statement, whether written or oral, willfully threatening to commit a crime which will result in death, great bodily injury, or property damaged in excess of \$1,000 with the intent that the statement be taken as a threat, and, under the circumstances in which the statement is made, is so unequivocal, unconditional, immediate and specific as to convey a gravity of purpose of execution, thereby causing the person threatened reasonably to be in sustained fear for his/her safety or that of his/ her immediate family, or for the protection of district property of his/her personal property or that of his/her family. (Education Code section 48900.7)

No student shall be suspended or expelled for any acts enumerated unless that act is related to a school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- While on school grounds.
- While going or coming to school.
- During, or while going or coming from a school sponsored activity.

***Please note: the California education code pages are included as required and for your information.

Pacific Drive Elementary School Student Handbook 2019-2020

-- Signature Page --



1501 W. Valencia Avenue Fullerton, CA 92833
Telephone: (714) 447-7735
Fax Number: (714) 447-7585

This handbook is also posted and available for download on the Pacific Drive website: <http://www.fullertonsd.org/pacific>

I have received and read all of the policies listed in the Student Handbook.

Please sign and return this page to your child's homeroom teacher

Print Student's Name

Classroom Teacher

Student's Signature

Date

Parent/Guardian's Signature

Date