

Pine Grove Elementary School



**Parent/Student Handbook
2026-2027**

Dear Superstar Families,

Welcome to the 2026-2027 school year! Stepping into the role of Principal at Pine Grove Elementary is an absolute honor, and I am thrilled to join this incredible community. Our amazing staff is already gearing up to partner with you to make this an unforgettable, enriching year for your child.

Here at Pine Grove, we know that every single student is capable of reaching high levels of learning. We also know that kids do their best when they feel safe, confident, and deeply connected to their school. My commitment to you is to keep driving our academic success forward while ensuring our campus remains a fiercely supportive place for everyone.

Inside this handbook, you'll find all the nuts and bolts—our services, policies, and procedures. Please keep it handy as a quick reference as the year goes on.

My door is always open, so if a question pops up, please give us a call. Thank you for partnering with us to help our Superstar students truly shine!

Respectfully,
Adam Alcoser

School Facts

Pine Grove Elementary School 1050 East Rice Ranch Road Santa Maria, CA 93455

Main Line: (805) 938-8800
Absence Reporting Line: (805) 938-8835
FAX: (805) 938-8849

SCHOOL HOURS:

Grades K-6

Monday, Tuesday, Thursday, Friday 8:00-2:15 "Early Out" Wednesday 8:00-1:00

Transitional Kindergarten (TK)

AM Session 8:00-11:30 (Wednesday 8:00-11:00)
PM Session 10:45-2:15 (Wednesday 10:00-1:00)

SHORTENED/MINIMUM DAY SCHEDULE:

GRADES K-6 8:00-12:25
AM & PM Transitional Kindergarten 8:00-11:

Schedules

MORNING SNACK RECESS/Second Chance Breakfast 9:30-10:30

9:30-9:45	Transitional Kindergarten
9:45-10:00	Kindergarten
9:45-10:00	Grades 1, 2, 3
10:15-10:28	Grades 4, 5, 6

AFTERNOON RECESS

1:05-1:20	Kindergarten
1:00-1:15	PM TK
1:00-1:10	Grades 1 & 2 (Optional)
1:20-1:30	Grade 3 (Optional)

LUNCH

11:00-11:40	Grades 1 & 2
11:20-12:00	Kindergarten
11:40-12:20	Grades 3 & 4
12:00-12:40	Grades 5 & 6

SHORTENED/MINIMUM DAY LUNCH

11:10-11:40	Grades 1, 2, 3
11:20-11:50	Kindergarten
11:45-12:15	Grades 4, 5, 6

RAINY DAY LUNCH SCHEDULE

11:00-11:30	Grades 1, 2
11:15-11:45	Kindergarten
11:40-12:10	Grades 3, 4
12:15-12:45	Grades 5, 6

**Please note all schedules are subject to change for the 2026-2027 school year*

School Staff

Title	Name	Phone
Principal	Mr. Adam Alcoser	938-8800
Vice Principal	Mrs. Kiersten Lopes	938-8800
Office Manager	Mrs. Kathleen Stevenson	938-8800
Office Assistant	Mrs. Susi McArthur	938-8800
District Nurse	Mrs. Laci Johnson	938-8932

Room	Name	Phone
K1	Mrs. Christina Gordillo & Mrs. Ludmila Nol	938-8838
K2	Mrs. Cassidy O'Leary	938-8839
K3	Mrs. Brittaney Thompson	938-8837
1	Miss Morgan Daniels	938-8801
2	Mrs. Austria Ryken	938-8802
3	Mrs. Julie Silva	938-8803
4	Mrs. Dawn May	938-8804
5	Ms. Evelyn Soto	938-8805
6	Mrs. Jennifer Hildebrant	938-8806
7	Mrs. Emily Ramirez	938-8807
8	Mrs. Katie Jimenez	938-8508
9	Miss Devin Riezebos	938-8809
10	Miss Kateri Milanese	938-8810
11	Miss Alyssa Wogahn	938-8811
12	Mr. Ron Maderas	938-8812
12A	SIPPS: Mrs. Cornejo & Mrs. Arent	938-8833
13	Mrs. Kirstin Boeken	938-8813
14	Ms. Liz Zimmerman	938-8814
15	Ms. Rebecca Belanger	938-8815
16	Mrs. Kiersten Torres	938-8816
17	Orcutt Expanded Learning Program	938-8817
19	Mrs. Amanda Ramirez	938-8819
20	Jamie Fraser & Kimberly Kincaid	938-8820
21	Library: Mrs. Jewel Kennedy	938-8821
22	Art, Music & PE: Mrs. Katie Sullivan, Mrs. Josie Coburn, Mrs. Betty Martin & Mrs. Jeri Sharpe	938-8822
	Health Office: Mrs. Laci Johnson	938-8843
	School Psychologist: Mrs. Madalyn Wilson	938-8996
	School Counselor: Mrs. Yana Washington	938-8824
	Speech: Mr. Daniel Thompson	938-8847
	Community Liaison: Mrs. Imelda Castro-Diaz	938-8831

The best way to reach teachers is to send them a message via ParentSquare. You may also call the classroom directly and leave a voicemail. Calls will be returned either during a break in the school day or after school (within 24 hours). Written notes may be sent with students, or office staff may place messages in the teacher's mailbox in the faculty lounge.

Behavior Expectations

Students at Pine Grove Elementary School are expected to show courtesy, respect, and concern for adults, fellow students, and their campus. Rules must be followed for the safety and welfare of all students.

With input from all students, staff, and families, Pine Grove Elementary School has adopted school-wide behavioral expectations to help provide instruction and learning opportunities regarding positive behavior while at school and within the world around them. The student expectations center on the acronym of “STAR” (Safe everywhere, Take responsibility, Always be kind, Respect everyone) behavior in all areas of the school. The following are the behavior expectations and the matrix that will be used in teaching these behaviors in all school areas.



Pine Grove STAR Behavior



Safe everywhere - Take responsibility - Always be kind - Respect everyone

	All Settings	Cafeteria	Playground	Bathrooms	Common Outdoor Areas	Assemblies	
	Voice Level appropriate for area	Voice Level 0 - 2	Voice Level 0-4	Voice Level 0-1	Voice Level 0-2	Voice Level 0-1	Voice Levels
Safe everywhere	Be aware	Keep hands and feet to self Eat only your food Use walking feet	Use equipment appropriately Stay in designated areas Keep hands and feet to self Report unsafe behavior	Wash your hands Maintain personal space	Walk Keep hands and feet to self Watch where you're going	Enter/exit quietly and calmly Keep hands and feet to self Follow directions	4 Outside Voice Playground Talk
Take responsibility	Be accountable	Be prepared Follow adult directions Use time wisely	Follow adult directions Line up at the signal Use restroom Take care of equipment	Go, flush, wash, leave Use water and supplies wisely	Honor our learning environment Only during designated times Stay on walkways	Face forward Sit flat	3 Loud Proud Voice Classroom Talk
Always be kind	Be inclusive	Say please and thank you Wait your turn	Include others Use appropriate language Show sportsmanship	Take turns Wait patiently	Have a positive attitude Be mindful of nature	Positive attitude Be mindful of others Participate when asked	2 Normal Voice Table Talk
Respect everyone	Be honest	Clean up Use manners Follow adult directions	Clean up Take turns Be a problem solver Use appropriate words	Clean up Give others privacy	Hold equipment Use quiet voices Respect personal space	Give appropriate applause Be an active listener Leave hats outside	1 Whisper Voice Partner Talk
							0 Silent Voice No Talking

School Rules

The following general rules should be followed at all times:

1. Students are to show respect to adults and to peers.
2. Students are to show respect to all school property, including buildings, restrooms, classroom furniture, textbooks, and school supplies.
3. Students are to show respect to the property of other students.
4. Once on the school grounds, students are to remain on campus. Office authorization is required to exit campus prior to dismissal.
5. Teacher permission is required for students to leave the classroom.
6. Students must have adult supervision while in classrooms and other school buildings.

The following are not permissible:

- Swearing/curse words
- Verbal, physical, or cyber harassment/bullying
- Fighting
- Play-fighting or wrestling
- Tackle football
- Biting, spitting, kicking or hitting
- Throwing rocks, dirt, or other objects
- Climbing on trees, fences, roofs, etc.
- Playing in unauthorized areas
- Running in the halls
- Chasing, except in organized games supervised by a teacher
- Playing in or near restrooms
- Stealing
- Littering
- Electronic toys and devices
- Cellphone use of any kind during school hours
- Please read Student Dress on pages 15-16.

Responsibility for School Property

Except when caused by accident, students are to be held liable for damage or loss to school property. Parents are liable for willful damage and for property loaned to students as set forth in California Education Code Section 10606. Article 5, Section 44, Title 5 of the California Education Code allows for the governing board of each school district to prescribe and enforce rules for the care of textbooks, library books, and the collection of money in payment of “willful or negligent damage to or loss of state textbooks.”

Arrival Time

Students are allowed on the school grounds ***no earlier than 7:45 a.m.*** Students need to wait in designated areas until the 7:45 a.m. bell rings. If your child needs supervision before that time, on-campus childcare is offered through the district’s Orcutt Expanded Learning Program.

Bus Conduct

Students transported in a school bus will be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation.

Detentions

Students with minor disciplinary infractions might be given detentions before/after school or afternoon recess. Parents will be notified if their child is assigned detention.

Grounds for Suspension or Expulsion

Students may be suspended or expelled based on causes stipulated in the California Education Code. These include “continued willful disobedience or open and persistent defiance of the authority of the teacher.”

Confidentiality

School disciplinary matters, including consequences administered, are kept confidential by school staff. They are not considered public information.

Student Safety

Parents often ask about various issues concerning student safety. Here are some often-discussed topics:

Bullying and Threats

The principal and Pine Grove's classroom teachers are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment. They are very diligent about involving parents and applying appropriate consequences. They often remind students to let teachers or the supervising adult (i.e., Noon Duty) know immediately about any problems with threats or bullying.

See Something? Say Something! [LINK](#)

Report a bullying situation, a threat to student safety, or any other non-emergency safety concern. Information submitted will be sent to the school principal. This form is anonymous, but you will be given an opportunity to provide your name and contact information if you wish. While this is not a 24/7 monitoring system, we review reports as quickly as possible when school is in session.

Emergency Drills

Each month, the school conducts a fire drill. Earthquake drills are held twice a year. At least three times a year, the school practices lockdown procedures. Once a year, the district runs a school evacuation drill.

Animals on School Grounds

For the safety of children and adults, dogs and other family pets should not be brought onto the school grounds or into the school office. Parents should not walk or bring their dogs or pets to school when picking up their children. Students who wish to "share" pets with their class must seek special permission from the principal.

Closed Campus

During school hours, from approximately 8 a.m. to approximately 2:15 p.m., gates on the perimeter of the school will be locked. All visitors need to enter the campus through the central hallway, where they must check in with the office (see policy on "Visitation"). Gates are locked to protect the campus from unauthorized visitors or intruders.

Transportation to/from School

By Car

Parents who drive their children to/from school are asked to drop off and pick up their children using the two school parking lots – upper and lower. For safety reasons, students may not walk through the parking lot without being accompanied by an adult. There are designated loading zones in each parking lot. Parents are reminded to obey the rules of the road, and not block the flow of traffic, the intersection, or driveways.

The California Highway Patrol would like to emphasize the following rules:

1. Drivers should not drop off or pick up students while in the roadway – even in heavy traffic.
2. Drivers must pull over to the side of the road to let out or collect their children.

3. Drivers may not park in the middle of a crosswalk to drop off or pick up students.
4. Drivers may not let out or pick up students at a stop sign.
5. Drivers may not stop – even momentarily – in any red zones.
6. As per state law, drivers may not use handheld cellphone devices while operating a motor vehicle.

By Bus

Orcutt Union School District Transportation Department sets the bus routes, stops, and estimated times at the beginning of each school year.

As of the writing of this handbook, bus stops will be provided at the following locations:

- 7:25 - Orcutt Jr. High Parking Lot 7:27- Crescent and El Ceritto
- 7:30- Via Esmeralda and Esplanda 7:35 - Stillwell @ Canyon Creek
- 7:40 - Ken @ Michael Street (northeast corner) 7:20 - Hitching Post Point Sal Road
- 7:35 - Elkorn Estates@ Impala trail
- 7:37 - Little Oak Court (southwest corner) 7:38 - Shilo Court @ Greenbelt

NOTE: *Bus stops and times are subject to change.*

Pine Grove's bus loading and unloading zone is located in the lower parking lot.

Parents with any questions regarding bus transportation may phone the Orcutt Union School District Transportation Department at (805) 938-8978.

By Foot

If parents approve, children are invited to walk to campus. For safety, we emphasize the following rules:

1. When walking to/from school, students should stay on sidewalks.
2. When crossing streets, students should use crosswalks.
3. It is best for students to walk to/from school with at least one other student.

By Bicycle or Scooter

Students in grades 3-6 who wish to ride a bicycle or scooter to school are permitted to do so. Younger students may ride a bicycle or scooter to school with an older sibling.

For your child's safety, please be sure that your child understands and can follow these bicycle/scooter rules:

1. All students must wear helmets.
2. Bicycles/scooters must be walked on the school campus.
3. Bicycles/scooters must be kept off the playground.
4. Bicycles/scooters must be parked in the racks and must be locked.
5. Every bike/scooter must have its own individual lock.

An area is provided for the parking of student bicycles and scooters. ***The school is not responsible for damage or theft of any bicycle or scooter brought to school.***

Skateboards and Skates

For your child's safety, students are not allowed to ride hoverboards, skateboards, skates, "shoe skates" ("heelies"), or electric bikes/scooters on school grounds.

School-Home Communication

Communication to Parents

At Pine Grove, we work hard to be as communicative as possible with parents. Staff use ParentSquare, Google Classroom, Seesaw, district e-mail, printed communication, and phone calls to inform parents about school/classroom news and other important student information.

Communication from Parents

We also invite communication from parents. Parents should feel free to contact your child's teacher or the principal with any questions, ideas, or concerns that they have. Parents are encouraged to use ParentSquare to communicate with the school. ParentSquare can be used to send messages to any of our teachers, the school office and the attendance office. Our phone system has been set up to include classroom phone numbers with voicemail for teachers, and our teachers have their own e-mail addresses, all of which helps greatly with parent-teacher communication.

ParentSquare is our primary communication tool to keep parents informed and involved in their children's learning and school activities. ParentSquare may be set-up in your preferred language. Through

ParentSquare parents may:

- Receive all school, classroom and group communication via email, text or app notification
- See important calendar events and RSVP
- See photos, links and attachments
- Sign up to volunteer or bring items
- Send private messages to teachers or staff
- Appreciate those who post messages (please give them generously!) Please register for ParentSquare.

Report Cards

Transitional Kindergarten through sixth grade teachers use district, standards-based report cards to inform parents about their child's progress. These report cards are sent home three times a year – at the end of each trimester. Parents who have any questions about how their child is doing should contact the teacher to request a conference.

School Website

A variety of information about our school is available on our school website. The site can be accessed by going to the Orcutt Union School District web site, www.orcutt-schools.net, and clicking on "Schools."

School Attendance

Consistent school attendance is absolutely essential for your child's success at school. Daily school attendance improves student achievement, and research shows that a student who is absent 10 percent of the time is more likely to have difficulty learning and achieving. Furthermore, the school district only receives state funding for actual attendance; the state does not fund districts for excused absences. Attendance problems hinder your child's progress and teach them that school is not important.

Reporting Absences

If your child is absent, please phone the attendance reporting line at (805) 938-8835 each morning your child is not at school. Please give a reason for the absence, as we must list it for state auditors. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents and guardians have the right to be notified on a timely basis if their child is absent from school without permission.

Excused Absences Student absences from school shall be excused for the following reasons:

- **Medical reasons:** The student's own illness or the illness of their child; quarantine; mental or behavioral health services; medical, dental, optometric, or chiropractic services.
- **Family reasons:** To spend time with a family member leaving for or returning from active military duty; observance of a holiday or ceremony of their religion; attendance at a religious retreat (maximum 1 day); participating in a cultural ceremony or event; or by parent/guardian request in writing and approved by the designated representative pursuant to governing board standards.
- **Grieving or attending a funeral:** Of an immediate family member (maximum 5 days); a person the parent/guardian determines to be closely associated enough to be considered an immediate family member (maximum 3 days); or accessing victim services, grief support services, or safety planning services for the student/family.
- **Personal business reasons:** Jury duty; attendance or appearance in court; attendance at an employment conference; attendance at a nonprofit organization's educational conference on the legislative or judicial process; serving as a member of an election precinct board; attending their own naturalization ceremony; engaging in a civic or political event (with prior school notification); or participation in military entrance processing.

Students shall be allowed to complete all assignments and tests missed during an excused absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The classroom teacher will determine which assignments and tests are reasonably equivalent to those missed during the absence.

Unexcused Absences and Truancy When a student misses school without a valid excuse, they are considered truant. State law requires us to report truancy. The state defines three levels of truancy, each carrying more severe penalties:

- **Truant:** Missing three days of school or three 30-minute periods without a valid excuse.
- **Habitual Truant:** Truant three or more times in a school year after an effort has been made by the school/district to meet with parents.
- **Chronic Truant:** Missing 10 percent or more of the school days from the date of enrollment or the start of the school year without a valid excuse.

Students and parents face penalties for truancy, including referral to a School Attendance Review Board (SARB), a community service program, the county probation department, the District Attorney's office, or the Juvenile Court. Parents or guardians who fail to ensure their student's attendance may be guilty of an

infraction and face fines ranging from \$100 to \$500, or be required to attend parent education or counseling programs.

Excessive Absences for Illness When a student has been absent from school 10% or more of the total days enrolled due to illness, any further absences for illness need to be verified by a physician (Orcutt Union School District Board Policy 5113).

Tardiness Getting to school on time is an important responsibility of parents and students, and at our school, tardiness is regarded as a serious problem. Our teachers use the first few minutes of every day to complete necessary routines (attendance, lunch count, homework collection, and announcements) and to go over the day's schedule. Missing this time can leave your child uninformed, confused, or out-of-step with classmates. Please make sure your children arrive at school well ahead of our 8 a.m. start.

If a student has a pattern of habitual tardiness, we will contact parents via phone calls, letters, and District Truancy meetings. Students who are tardy to school must check in at the office before going to class.

Release of Students to Parents Prior to leaving campus during the school day, students must be released by the office. When parents need to take a student from school for part of the day, the parents must sign the student out in the office and then sign the student back in upon returning. Please do not disturb the classroom; the office will send for the student. Be prepared to present ID at the time of pick up.

Independent Study Agreements (ISAs) For anticipated absences of 1 to 15 days, parents may request a Short-Term Independent Study Agreement (ISA). An ISA is a voluntary educational option, and students must commit to completing a full day's schoolwork for each day they are absent.

- **Advance Notice:** Requests must be submitted to the school office at least 5 school days before the planned absence.
- **Parent Responsibilities:** Parents must directly supervise the student's learning and assume financial liability for the replacement cost of any lost or damaged books, technology, or other school property checked out to the child.
- **Submission of Work:** To receive attendance credit, all completed assignments must be submitted at the beginning of the first school day immediately following the end of the ISA contract. ISAs cannot be extended. If work is not returned on time, the student will forfeit academic credit for the missed days, and may lose eligibility for future independent study opportunities.
- **Students with IEPs:** If a student has an active Individualized Education Program (IEP), an IEP meeting must be held prior to enrollment to determine that independent study is an appropriate educational option. By opting for an ISA, parents voluntarily suspend their child's access to Special Education services for the duration of the agreement, and those missed services will not be made up.

School Policies

Campus Visitors

Visitation

We are very proud of the educational program being carried out at Pine Grove Elementary School. It is our pleasure to allow parents to visit their child's classroom. To have these visits carried out with as little disruption in the instructional program as possible, the following Board Policy and Administrative Regulations (BP/AR 1250) apply:

1. All classroom visits will be arranged with the teacher or principal prior to the actual visit at a time and date mutually agreed upon.
2. Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties.
3. There will be no more than one classroom visit per trimester unless mutually agreed to by all parties.
4. Visitors must check in with the office prior to any visit and will be given a visitor badge, which must be worn while on campus. You will need to bring your Driver's License, state issued ID, or Passport. When leaving the school premises, parents are asked to sign out in the office. It is important that the office be aware of the identity and location of anyone on the school campus when classes are in session.
5. The principal or designee may refuse to register any outsider or ask a visitor to leave. (BP/AR 3515.2 disruptions).
6. The principal or designee can accompany the visitor to the classroom and stay during the visit.
7. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission.
8. Small children are often distracting to classroom learning, therefore, parents are asked to leave preschool-aged children/infants at home.

PTA and Parent Volunteers

Many classrooms and special events use volunteers. Please indicate your interest on the parent volunteer letter sent home or talk to a teacher, office staff or a PTA board member. Classroom volunteers are required to check in through the office, with the Securly program provided, using a state issued ID or Driver's License.

Volunteers need a photo ID and must check in with the office prior to any visit and will be given a visitor badge, which must be worn while on campus. When leaving the school premises, parents are asked to sign out in the office. It is important that the office be aware of the identity and location of anyone on the school campus when classes are in session.

Room Parents

Room parents are selected by each teacher. Responsibilities vary from teacher to teacher, but generally room parents are responsible for organizing classroom parties and activities, and they are involved in PTA events as well.

Classroom/School Volunteers

- **BE PROMPT AND DEPENDABLE:** The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, please try to make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, please send the teacher a ParentSquare message so he/she can make necessary accommodations.
- **BE FLEXIBLE:** Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher. Please be open and flexible about whatever the teacher asks you to do.
- **HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS:** Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize during class time.
- **BE CONFIDENTIAL AND RESPECTFUL:** Confidentiality is crucial and is the cornerstone of a successful classroom/school volunteer program. Information about every child is CONFIDENTIAL. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. For example, if you are working with a child on spelling words, and that child is struggling and not doing well, it would be wrong for you to report that later to the child's parent. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school. Because confidential issues are sometimes discussed in our Staff Room/Lounge, we ask that parent volunteers not use the room during staff break (9:30-10:30AM) and lunch periods (11:00-12:45).
- **NO CELL PHONE INTERRUPTIONS:** Please turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls or texts during your classroom volunteer time. Due to student confidentiality, please DO NOT video record during school. Taking pictures of students other than your own is prohibited unless that child's parent has given you permission.
- **BE POSITIVE:** Student discipline is the responsibility of the teacher. It can put a volunteer in an uncomfortable position to become involved in disciplining a child in any fashion. If you observe student behavior that concerns you, please inform the teacher. Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline. Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it.
- **DRESS APPROPRIATELY:** The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher and learning.

School Records

Student Emergency Contact Information

During the school day, students will be released only to parents or those parties listed as emergency contacts in the Aeries student data program and/or on the student information card kept on file in the office. Parents are asked to keep the student emergency contact information up to date.

Change of Address and Phone Numbers

It is imperative in case of an emergency that we can reach parents. Please notify the office of any changes in address or telephone numbers as soon as possible. If your address changes you will be required to provide two proofs of residency in the form of utility bills, or rental agreement.

Cumulative Record

Information concerning students' progress is recorded in their cumulative record each year. This record is available for review by parents, and the principal can help interpret this information for parents upon request. Copies of the contents may be requested at a rate of \$0.25 per page.

Health Information

Communicable Diseases

Please notify the school immediately in case of contagious conditions such as COVID-19, measles, mumps, chicken pox, lice, etc.

Medication

When absolutely necessary, medicine will be dispensed to students with written authorization and explicit direction from parent and physician. Forms can be picked up from the school office.

Parents should note that most antibiotics on a three-dose-per-day schedule can be administered upon the student's return home from school and parents should check with their physician or pharmacist about doing so.

The 24-Hour Illness Rule

If your child has a fever or is vomiting, please do not send them to school. Students must be symptom-free and fever-free for a minimum of 24 hours (without the use of medication) before returning to class.

Other Policies

Adults on Campus for Student Dismissal

To minimize interruptions on campus and distractions to classrooms, parents and other adults picking up students at the 2:15 p.m. (or 1 p.m. on Wednesdays) dismissal time should remain off the school playground, blacktop, and common areas until 2:15 (or 1 p.m. on Wednesdays). Gates around campus will remain locked until after school dismissal. Parents and adults can enter the grounds at that time.

Messages for Students

Please avoid calling the office and leaving messages for students unless the message is critical. We have an interest in keeping classroom interruptions to a minimum.

Student Dress

Students attending school must be clean and presentable. All clothing must fit; shall be neat, clean, and acceptable in repair and appearance; and shall be worn within the bounds of decency and good taste as appropriate for school. Clothes shall be sufficient to conceal undergarments at all times. Each school principal reserves the right to determine and enforce appropriate dress at school and at school sponsored events. School principals or designees may prohibit any apparel, accessory, hairstyle, or cosmetic, even if not specifically mentioned below, that

1. Creates a safety concern
2. Draws undue attention to the wearer
3. Detracts from the learning process
4. Causes disturbances among other students
5. Is considered gang-related
6. Includes hate speech or vulgarity
7. Promotes illegal activity including drug, alcohol, and tobacco use

The dress guidelines may be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the school administrator. In addition, the school principal may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

Bona fide religious objections or medical reasons, when verified, may be grounds for an exemption to a specific portion of the dress guidelines. A written request for an exemption from enforcement of a specified portion of the district's dress guidelines must be submitted to the school principal.

Please note: The State of California has determined that "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (California Administrative Code, Title V, Section 302, 1994.)

Specific Dress Guidelines

Clothing:

- Students must wear appropriately sized clothing that protects and covers personal body parts including midriff
- Sleeveless shirts are permitted provided that they have straps of at least 1 inch
- Students' lower garment (pants, shorts, skirts, dress) must be worn at the waist and extend to mid-thigh
- Lower garment should feature no rips above mid-thigh area
- Pajamas are not permitted

Shoes/footwear:

- Students should wear closed-toe footwear with closed heel or strap and a hard sole that covers the entire foot; soft-soled shoes (such as Crocs) are not permitted; and slippers are not permitted
- For physical education activities, students must wear appropriate shoes for their safety and comfort

Hats/headwear:

- Students may wear hats, including religious headwear
- Helmets, hoods or other headgear that obscures a student's identity (except as a religious observance) may not be worn; hoods that obscure a student's ears may not be worn in class
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require removal of a hood and/or hat

Hair:

- Hair must be clean and show evidence of having been neatly groomed for school
- Hair may not be sprayed by any temporary hair dye or coloring that would drip when wet. Students are encouraged to wear PG sportswear on Fridays, which are our "Spirit Days."

Party Invitations

Invitations to parties are not to be distributed during school hours. For student information to remain confidential, class rosters with phone numbers and addresses are not distributed.

Cellphones/Cellular Watches/Electronic Devices

Students are discouraged from bringing cellphones/cellular watches to school, and students are not permitted to use cellphones/cellular watches in any way on campus during school hours. If a student needs to have a cellphone/cellular watch to contact parents after school, the cellphone/cellular watch must remain “off” and in the student’s backpack during school hours.

Violations of the above policies will result in confiscation of the cellphone/cellular watch, with parents requested to pick up their child’s device in the office. Students are not required and not encouraged to bring personal electronic devices to school. If students do bring such devices to school, they are bringing them at their own risk. The school is not responsible for personal equipment.

Items Brought From Home

Toys, collectible cards, electronic devices, money, expensive bicycles/scooters, and other valuable personal items may be lost, damaged, or stolen at school. Students are entirely responsible for the items they bring to school. Pine Grove Elementary and the Orcutt Union School District assume no liability or responsibility for any personal items that are lost, stolen, or damaged on campus. It is the explicit preference of the school that such items be left at home to avoid the risk of loss.

Lost and Found Policy

Each year, many coats, jackets, sweatshirts, and other clothing items are lost or misplaced at school. Writing your child’s name on their clothing makes it much easier to locate a missing item and return it. Lost items are stored in the cafeteria. Unclaimed clothing is regularly donated to a local charity. Donation times will be announced on ParentSquare prior to the items being removed.

Assertive Discipline/Suspension

A student may be suspended or recommended for expulsion for any reason stated in Ed Code 48900. A pupil in violation of Ed Code 48900 may be suspended or recommended for expulsion while on school grounds, while going to or coming from school, during the lunch period, whether on or off campus, and during or while going to or coming from a school sponsored activity. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance .
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

School Programs

Educational Programs

Academic Standards

Students at Pine Grove are expected to master the academic standards for their respective grade levels. The California Department of Education and the State Board of Education have adopted the Common Core standards. The District provides continuous training for teachers in the required standards.

Art and Music Programs

The arts are a vital part of Pine Grove's educational program. Students will receive music and art instruction from credentialed teachers. The Orcutt Children's Arts Foundation supports the Arts Attack visual arts curriculum/program of lessons to be taught in grades K-6th by a trained adult.

Band

Students in grades 5 and 6 have the opportunity to participate in the Orcutt Union School District's Band Program. In band, students can learn a musical instrument in the brass, percussion, or woodwind families.

Technology Devices

Orcutt Union School District is a one-to-one district; each student is issued a district provided technology device (iPad or Chromebook) to be used during the school year.

Internet Use

The internet is an educational resource that is used by teachers to support the curriculum. Before students access the internet at school, students and parents need to sign a district Acceptable Use Agreement. Teachers closely supervise all student internet use.

Field Trips

Field trips are an important part of a child's educational program. Teachers schedule field trips in support of the classroom curriculum. As needed, parents may be asked to provide a donation to help defray transportation costs or the cost of the trip. No student will be turned away due to financial need. Also, parents who choose to transport their children home from field trips must fill out a Field Trip Responsibility Waiver form beforehand. This form is available from the school office. Siblings are not allowed to attend field trips.

Outdoor School

Sixth graders participate in Outdoor School, a four-day curriculum-based camping experience hosted at a local camp facility. Parents pay the cost. Parents of fifth graders are encouraged to begin to make payments for camp. Fund-raising opportunities are available to fifth and sixth graders.

Student Testing

The California Department of Education's Smarter Balanced assessment is administered annually at Pine Grove. Students in grades 3-6 will participate in the online test during the spring in the areas of English/language arts, mathematics, as well as science for fifth grade students. Parents are asked to do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours during the testing window. Additionally, we administer NWEA (Northwest Evaluation Association) assessments to document student achievement of standards on report cards. We employ other tests throughout the year as diagnostic tools and as indicators of overall progress. For more information on tests that are used in your child's classroom, please ask your child's teacher.

Student Nutrition

Breakfast & Lunch Program

Nutritious breakfasts (before school breakfast or second-chance breakfast at morning recess) and lunches are served in the cafeteria each day. In addition to a main entrée, each lunch features a salad and fruit bar. Students preferring to bring a sack lunch from home may purchase milk.

Each day's lunch count is based on a morning lunch count taken by classroom teachers. Once they have indicated whether they will be having hot or cold lunch, students may not change their lunch preference.

Snacks

Students are invited to bring a nutritious snack, which may be eaten at the mid-morning recess. To encourage students to control litter, snacks are to be eaten at the outside eating areas. Students may not play or participate in games while eating a snack.

Cold Lunches

Students are invited to bring a lunch from home to be eaten at school. Parents are asked to avoid the distraction of dropping off fast-food lunches for their children. Parents may only provide food for their own children.

School Parties and Activities

Several years ago, Orcutt Union School District, and many other school districts across the country, adopted a Wellness Policy. **To align with the program, and respect students with food allergies, diabetes, and other dietary restrictions, Pine Grove Elementary School will only allow nonfood items for honoring birthdays and other celebrations.** Please coordinate with your child's teacher if you'd like to send something to share with the class or plan another nonfood celebration. These guidelines are for the health and safety of all students. Below are excerpts from the District Wellness Policy. The policy in its entirety is found on the district website.

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b) In order to maximize the district's ability to provide nutritious meals and snacks, all schools shall participate in

available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

The Board believes that foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages, student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior. School staff shall encourage school organizations to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Student Support Programs

Student Success Team

The Student Success Team is available to help students with any kind of issue or challenge: academic, behavioral, emotional, social, physical, or medical. Parents and/or teachers may refer a student to the team for discussion after interventions have already been utilized without success or desired growth. Team members including the principal, the district psychologist, resource specialist, and classroom teachers – examine each student's situation, brainstorm ideas, and recommend next steps. Parents of referred students are invited to attend.

Psychological Services

Our district psychologist is available on campus to provide consultation and/or direct service as required. They actively participate in Individualized Education Program (IEP) and Student Success Team (SST) meetings. The school psychologist is also available to talk with parents about specific situations or concerns regarding their children.

Counseling Services

The School Counselor is on our campus during the week. Students are referred for counseling through the Student Success Team, their teacher or through the administration.

Speech Therapy

A speech therapist is on campus during the week. The speech therapist works closely with teachers to screen students for speech challenges. Parents and/or teachers may request a speech assessment for students.

Special Education

The California Education Code (Section 56031) defines special education as:

1. Specially designed instruction to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the general instruction program.
2. Related services that help individuals with special needs to benefit from specially designed

instruction. Special education is an integral part of the total public education system.

3. Other features of special education are:
 - a. It is provided in a way that promotes maximum interaction between students with and without disabilities in a manner which is appropriate to the needs of both.
 - b. Services are provided at no cost to parents.
4. It provides a full range of program options to meet the educational and service requirements of individuals with exceptional needs in the least restrictive environment (LRE). The LRE is generally the setting that is most similar to those attended by general education.

Retention/Promotion Policy

During the 1999 California legislative session, Assembly Bills 1626 and 1639 were passed into law. These companion bills require school districts to implement retention and promotion guidelines for students transitioning from grades 2-8. The Orcutt Union School District has a Retention/Promotion program that meets the guidelines established by the legislation. Students are identified as “at risk of being retained” in grades 2 and 3 for academic deficits in reading.

Students transitioning from grades 4-8 can be considered as “at risk of being retained” for academic deficits in reading, language arts, and/or math. The school will attempt to provide intervention support and services to identified students.

At the conclusion of the school year, teachers and parents will review the progress of identified students. Classroom teachers may recommend students for retention if they do not meet promotion requirements. Students who have Individual Education Plans (IEPs) and/or Section 504 accommodation plans will be evaluated based upon the goals/guidelines in their plans. English learners will be evaluated based upon their overall progress, not solely upon English proficiency.

English Learners’ Program

English Language Development resources are available to help students who are English learners. These resources include specialized English Language Development instruction in reading and language arts. Pine Grove has a Community Liaison that is available for English-Spanish translation.

District Nurse

The district nurse is on call for emergencies during the school day. The nurse maintains all school health records and oversees health screenings. All students in grades K, 2, and 5 are tested for vision, and all students in grades K, 2, and 5 are tested for hearing. Parents are notified when a possible vision or hearing problem is detected. Parents and teachers may also request vision and hearing tests for students.

Student Involvement

Student Council

Students in grades 4-6 are invited to participate in Student Council. Election are held in the fall and spring. Students serve for a semester. Only 6th graders are eligible to serve as president.

Student Recognition

Positive Referrals

Students in all grades are recognized for doing positive, good deeds in their classrooms and on our campus. These students receive a Positive Referral and meet with the principal.

SuperSTAR Award

Students in all grades are recognized for STAR behavior by earning STAR Bucks. The STAR Bucks are collected in classrooms for a weekly raffle with prizes.

Attendance Awards

Students receive the PANDA award (Perfect Attendance No Days Absent) for achieving perfect attendance each trimester and for the entire school year.

Other Programs

Orcutt Expanded Learning Program Childcare Program

On-campus childcare is offered before school from 6:30-7:45 a.m. and after school from dismissal-6 p.m. Orcutt Expanded Learning Program also offers “camp” programs during Winter Break, Spring Break, and summer. For more information, phone the Orcutt Expanded Learning Program main office at (805) 938-8950.

Expanded Learning Opportunity (ELOP)

Orcutt Union School District is pleased to announce opportunities for **no cost** child care and expanded learning for TK-6th grade students! New state funding (ELOP) will allow families that qualify to participate in the Orcutt Expanded Learning Program Program at no cost. This funding will also allow OUSD to enhance the experience for ALL students enrolled in the child care program.

The program is provided by our Orcutt Expanded Learning Program Staff and will be offered at all OUSD elementary school sites. A healthy meal(s), education, literacy, physical activities, and enrichment elements are all part of the program. The primary goal of the Expanded Learning Opportunities Program in OUSD is academic support, enrichment, and connections for students beyond the regular school day. To see if you qualify, please fill out the application that is located on the OUSD website.

School Site Council

The School Site Council is a committee of elected staff members and parents that provides leadership and input regarding all school programs and initiatives. Its chief duty is to provide input for the School Plan for Student Achievement and Safe Schools Plan. Meeting agendas and minutes are sent home to parents serving on the council, however, all parents are invited to attend.

School Donations

The Pine Grove staff is very appreciative of parents and community members who donate items to either individual classrooms or the school as a whole. For questions about how and what to donate, contact the school office.

Yearbooks

Pine Grove publishes a school yearbook each spring. Our yearbook sales are primarily online. Watch ParentSquare for details on when and how to order. The yearbook is distributed during the last week of school. Additional yearbooks might be available for sale in the school office during the last week of school.

Orcutt Children's Arts Foundation

Parents are invited to join the Orcutt Children's Arts Foundation, which supports the arts at Pine Grove and in the Orcutt Union School District. Annual membership fees* are as follows: \$5 for students, \$10 for individuals, \$20 for families, \$100 for community groups, and \$500 for corporate memberships. You can join online by going to the district website (www.orcutt-schools.net) and clicking on OCAF. (*subject to change)

Special Events

Back to School Night

Hosted early in the school year, this evening gives parents the opportunity to visit classrooms, meet their children's teachers, and hear firsthand the teachers' emphasis and priorities for the year. **This night is for parents only.**

Book Fair

In partnership with Scholastic Books, the PTA organizes book fairs in the fall and spring as a service to students and families.

Carnival

This is a PTA-sponsored family event that features games and prizes in a carnival atmosphere.

Family Nights

Occurring throughout the year and sponsored by the PTA, these evenings include activities such as Movie Night and Bingo with the intent of bringing our families together, and strengthening our sense of community.

Open House

Hosted one evening in the spring, students have an opportunity to share their class activities with parents. Open House is a fun and pride-filled night for all family members.

PTA Jog-A-Thon/Apex Fun Run

The PTA Fun Run not only is an important fundraiser, it is a school wide unity-builder that involves students, staff, and parents. The program includes character education lessons and motivational presentations.

Red Ribbon Week

This community-wide celebration of a drug-free lifestyle comes to campus with in-class discussions and symbolic red ribbons.

Spirit Days

On Fridays, students are encouraged to wear their Pine Grove T-shirts or blue, the school color. Student Council schedules additional themed days throughout the school year.

Pine Grove PTA (Parent Teacher Association)

All parents and teachers are welcome to join and become active in the Pine Grove PTA (Parent Teacher Association). Pine Grove PTA membership dues includes a membership in the national PTA. The membership drive is early in the fall. Numerous programs supported by the Pine Grove PTA include student awards, enrichment assemblies, classroom supplies, and much more.

Information about PTA meetings, programs, and events will be distributed via ParentSquare.

The Pine Grove PTA general membership meetings will be hosted on Back to School Night, Open House, and other dates as advertised. Everyone is invited to attend. Your participation is vital to the programs that PTA provides to Pine Grove. You are always welcome to contact any member of the Pine Grove PTA board to discuss a specific interest or concern, or volunteer a talent or idea.

Each school year the Pine Grove PTA has two major fundraising projects, the Jog-A-Thon (Apex Fun Run) and the carnival. Proceeds from these projects support programs such as field trips, Walk Through California/Revolution/Ancient World, Robotics, Battle of the Books, Math Bowl, and classroom grants.