

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PETERS K-3 ELEMENTARY



PARENT - STUDENT HANDBOOK 2018-2019

Dear Parents and Students:

The staff at Peters Elementary welcomes both new and returning students and their parents to the Peters family for the new school year. We are committed to continuing the exemplary programs established at this school as we provide the best educational experience possible for your children. As you will soon discover, Peters maintains close ties to the community through PTO, website, phone calls, notes, and special programs.

We believe that the education of your children requires a team approach on the part of students, parents, and teachers. Students must want to learn and put forth their very best. Parents must encourage and motivate students to learn and must model the learning and social behaviors that they expect from their children. Teachers must inspire and teach their students basic skills while encouraging them to develop independent thinking, self-discipline, respect for others, democratic ideals, and high self-esteem. All three team players must uphold their team responsibilities to insure a quality education. Working together we will provide each student an excellent, successful education in a warm, caring, and safe environment.

The staff and principal proudly present our Peters School procedures, rules, programs, and useful information in the Parent/Student Handbook. Parents, please read this handbook with your child. To acknowledge that you and your child have discussed the rules and discipline program, both of you should **sign and return the last page of this handbook to your child's teacher.** Please keep the handbook for future reference.

We look forward to working with you and your children this school year.

CLASS SCHEDULES

GRADE

STARTING AND ENDING TIMES

Grades: Kindergarten & 1 - 3 **7:55 – 2:15**
Monday, Tuesday, Thursday & Friday

Grades: Kindergarten & 1 – 3 **7:55 – 1:25**
Wednesday – Students are dismissed early every Wednesday.

LUNCH SCHEDULE

Grade 1	11:00 – 11:40
Grade 2	11:20 – 12:00
Grade 3	11:40 – 12:20
Kindergarten	12:10 – 12:50

CONFERENCE WEEK SCHEDULE

Grades: Kindergarten & 1-3 **7:55 – 1:00**

Lunch times:	11:00 – 11:35	Grade 1
	11:20 – 11:55	Grade 2
	11:40 – 12:15	Grade 3
	12:10 – 12:45	Kindergarten

PRINCIPAL: Kyle Benham

OFFICE STAFF

Secretary: Cheryl Jacot
Office Clerk: Michelle Honda
Office Clerk: Jackie Phan
Health Assistant: Christina Gonzalez
Community Liaison: Janet Ortiz
Community Liaison: Adriana Calderas
Community Liaison: Vicky Tu

OFFICE HOURS: 7:30-4:00
TELEPHONE #: 714-663-6085
ADDRESS: 13162 Newhope Street, Garden Grove, CA 92643
WEBSITE ADDRESS: www.ggusd.us

SCHOOL PROCEDURES

ABSENCES

When a student must be absent from school, please **call the K-3 office at 663-6085**. If your child is absent, and we have not heard from you, we will call to verify the reason for absence. When returning from an absence, a written note with the date, the reason for the absence and signature by parent or guardian is required. We must be able to verify absences **to the state**; these notes are filed in the office. As long as phone verification is written down and signed by the secretary or clerk, it is also considered a legal note. The office **must** receive a written note or phone call by the 2nd day after student returns to school or the absence will be considered unexcused.

Regular attendance at school is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

EXCUSED ABSENCE

The following list of circumstances is the only reasons for excused absence per state criteria:

1) Student illness, 2) doctor or dentist appointments, 3) funeral of an immediate family member, 4) quarantine by a city or county health officer, and 5) failure to meet immunization requirements.

TARDINESS AND TRUANCY

A tardy student misses important instructional time and disrupts the lesson being taught by entering the classroom late. Tardy students must be brought into the office by their parent who will need to sign them into school.

Any pupil who is absent from school without a valid excuse more than three days in one school year or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance officer or the superintendent of the school district. (E.C. 48264)

ABSENCE POLICY

The State of California considers 10 absences per year, or 1 per school month to be normal unless the child has suffered a serious illness or accident. This translates to approximately 3 each trimester.

SECURITY

Adults visiting need to get a visitor's pass in the office. Gates will lock at 7:55 and reopen at 2:15.

ARRIVAL AND DISMISSAL

Students may not be on campus before **7:35 a.m.** There is no supervision prior to this time, and the possibility of injury or problems is present. Students must promptly leave the campus at their dismissal time.

TRAFFIC SAFETY

When dropping off or picking up your child, we ask that you drive into the rear of the parking lot and drop off only in the yellow pole drop-off zone. Teachers are on duty to ensure student safety. Teachers will ask students to meet their rides in this zone rather than in the parking lot or in the front of the school. This curb in front of the school is for bus loading only. Double parking along the zone is not permitted. It is safer for your child to be dropped off at the yellow poles than to park and have them walk across the parking lot bus and traffic lanes to get to the playground. The lanes in the parking lot are not loading zones. **PLEASE THINK OF SAFETY FIRST WHEN DRIVING NEAR THE SCHOOL.**

BICYCLES, SKATEBOARDS, TOYS AND CELL PHONES

Skateboards, inline skates, and scooters are not allowed at school.

Toys, radios, CD players, cell phones and other personal items are not permitted at school unless a teacher has given permission for instructional purposes. **The school cannot be responsible for any damage or loss of personal property brought to school by a student.**

Students may not call home from campus unless they use an office phone. Cell phones are not allowed to be used during school hours or on the bus. Students may use cell phones on campus after school. If a cell phone is spotted by a teacher, it will be sent to the office. A parent will need to pick the phone up from the office. If your child needs to have a cell phone, please remind them it must remain in the backpack at all times and be turned off during school hours.

WALKERS

Students who walk to and from school are under the school jurisdiction from the time they leave home until they arrive home after school. School rules apply on the way to and from school.

RELEASE OF STUDENTS TO PARENTS/GUARDIANS

It is important that your child be at school all day, however, if it is necessary for you to pick up your child from school before regular dismissal time, please come to the office. Your child will be called from the classroom to meet you.

PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM. You **MUST** sign our check-out book in the office. For your child's safety, please remember that children will not be released to anyone who is not listed on the emergency card unless a note is sent giving permission.

EMERGENCY CARDS

Parents must fill out an emergency card for each child enrolled at Peters. For the safety of your child, it is very important that this card is accurate and kept up-to-date. If your child is sick or injured at school, we must have a way to contact you. **ANY CHANGE IN THE INFORMATION ON THE CARD SHOULD BE REPORTED TO THE SCHOOL IMMEDIATELY.**

STUDENT MEDICATION

If a student is taking any medication at school, the following four requirements must be met:

1. Parent/guardian must sign a statement requesting that medication be given during school hours.
2. Physician **must** sign a statement detailing the method, amount, and time for each medication.
3. Medicine bottles must have the prescription label complete with pupil's name and doctor's name.
4. Children are not to carry medication to school. It must be brought to the office by the parent

*School personnel cannot give out over the counter drugs (aspirin, etc.)

EMERGENCY PLAN PROCEDURES

The Peters Emergency Plan in case of fire, intruders on campus, earthquakes or other serious emergencies is designed to keep your children safe from injury. School safety inspections are regularly conducted to remove possible hazards. Also, students and staff receive instruction and drill in safety and disaster preparedness. Basic first aid supplies, blankets, and water are available at Peters School. Since Peters is a regional food service center, there is plenty of food on hand. Students do not need to bring emergency food.

STUDENT DISMISSAL IN CASE OF AN EMERGENCY

- Following evacuation to the field assembly area, students will remain under teacher supervision.
- Parents/Guardians are to proceed to the field assembly area where teachers will release students.

PARENT VISITATIONS

The Peter's staff and students are very proud of our school's educational program. We welcome parent visitations and believe that visits are valuable to develop an understanding of our program. We encourage you to attend BACK TO SCHOOL NIGHT in the fall, scheduled FALL AND SPRING CONFERENCES and OPEN HOUSE at the end of the year. Parent participation in all four of these events helps your child see that his/her education is important to you, and also gives you a better understanding of our program. Should you wish to visit your child's class to observe instruction, please feel free to do so. We ask that you make arrangements for your visit as suggested below:

1. Contact the office one day prior to the day you wish to visit so the teacher can be notified.
2. Sign in at the office to obtain a visitor's badge which authorizes you to be on campus.
3. Visits should not last beyond 30 minutes.
4. Parents are requested not to bring young children when visiting.

PARENT CLASSROOM VOLUNTEERS

The Peters faculty welcome parent volunteers to assist in the classroom to help with art and drama projects, special programs, field trips, and any other project where an extra hand is needed. Each teacher decides whether or not volunteers are necessary to help within their classroom and will contact you if you are needed. Throughout the year there are many opportunities to volunteer for PTO sponsored activities. **All volunteers need to have clearance. This means you need to fill out a volunteer form, provide an ID or Birth Certificate and have a current TB test.**

PARENT / TEACHER ORGANIZATION (P.T.O)

The Peters PTO is a very active group that supports Peters' students. If you are interested in joining, please contact the office. The PTO supports the school by providing educational field trips, cultural programs and assemblies, and promoting technology.

REPORT TO PARENTS OF STUDENT INJURY

It is the policy of Peters School to immediately notify parents of injuries that may require additional parent attention. At times, children hurt themselves and do not report the injury to a teacher. We encourage children to notify a staff member any time they are injured.

SCHOOL COMMUNICATIONS

All school notices and announcements will be sent home on **Thursday**. Please look for the Thursday Envelope which needs to be signed and returned the next day.

CAFETERIA PROCEDURES

A lunch including milk may be purchased daily for \$1.50. Milk alone may be purchased for 50 cents. **You may prepay for lunches in the school office or online at www.myLunchMoney.com. Prepayment must be turned into the office no later than 10:00 a.m. This will ensure your student will have money for lunch on that day.** Prepaying for lunches allows your child to eat lunch without the worry of bringing money daily and speeds up our lunch lines- Students who forget their lunch or lunch money can borrow money from the office but will not be allowed to borrow again until the money is repaid.

FREE/REDUCED LUNCHES

If you meet the eligibility requirements and would like your child to participate in this program, you must fill out an application which is in the folder sent home on the 1st day of school or contact the school office for a form. Please return it to the school office. Application approval or denial notification will be sent to you by the school as soon as we are notified by the district office.

LIBRARY PROGRAM

Students are responsible for the books they check out. Parents should also encourage the proper care of books. If students lose or damage a library or classroom textbook, the parent must pay for the book. The cost will be determined based on the replacement cost of the book.

LOST AND FOUND

Found jackets and backpacks are hung up on a cart located by the cafeteria. If the “Lost and Found” is overly crowded in December, we give the unclaimed items to the Garden Grove Assistance League. Please be sure you check within a few days of items being lost.

HOMEWORK

Homework is an extension of the learning process. Teachers have carefully developed plans to meet the specific needs of the students. Parent encouragement and assistance is vital to ensure success of homework. Your child's teacher will suggest appropriate activities that will extend learning at home. The Garden Grove Unified School District's suggested time schedule for homework is as follows: MONDAY THROUGH THURSDAY 30 minutes max for grades K-3. Each student in 3rd grade is given an agenda to record his/her homework assignments. Parents should check completed homework assignments against the agenda on a nightly basis.

CLASSROOM PARTIES

The GGUSD has a policy that there are only two parties a year. This policy is in effect to guarantee that instructional time is rarely interrupted.

BIRTHDAY CELEBRATION POLICY

Food and drink will **NOT** be accepted into the classroom unless it is for a school or PTO sponsored event. This includes but is not limited to birthday celebrations. This is to avoid any potential health risks. We don't want to overload students with sugar, disrupting the productivity in the class or ruin a student's appetite for lunch or dinner.

SPECIAL PROGRAMS AND SERVICES

ASSEMBLIES

Assemblies are planned periodically as special educational events on the school calendar. Typical assemblies include monthly awards; PTO sponsored cultural presentations, student music and art programs and District or County educational programs.

STUDENT COUNCIL

To give 3rd grade students' leadership skills, student representatives are selected from each class. The students meet regularly to plan special activities for all Peters K-3 students.

SCHOOL SITE COUNCIL/ENGLISH LANGUAGE ADVISORY COMMITTEE

The Peters School Site Council is composed of the principal, faculty members, staff members, and parents who serve as a governing body for the planning, implementing and evaluating of the School Improvement Plan. English Language Advisory committee (ELAC), a subcommittee of the Site Council, serves to advise and address the specific needs of our limited English speaking students within our school plan. Parents interested in serving on these councils should contact either principal for more details. A general election to select members of these councils is held in the fall.

FIELD TRIPS

During the school year, students will have the opportunity to go on educational field trips. Every student must have a signed permission slip on file in order to go. Teachers will distribute these up to a week in advance of the trip. On the day of the trip, students without a signed permission slip will be placed in another classroom for the day.

DRESS CODE

Peters expects students to come to school ready to study and learn. In order to do so, students should come to school neat, clean, and well-groomed wearing clothes appropriate for school activities

The principal and staff at Peters will enforce the following dress and grooming standards.

Students may NOT wear any clothing and/or accessories that are considered unsafe, dangerous, or a health hazard.

- No oversized pants, jeans, or shorts.
- No open-toed shoes (including sandals).
- No large, long or dangling earrings
- No “Wheelies” or shoes with wheels in them.
- No spaghetti straps.
- No bare midriff: Tops and bottoms must meet without bare skin showing.
- No short shorts or clothing that is too tight.
- **Students may NOT wear any clothing and/or accessories that contain offensive or obscene language, symbols, signs, or slogans oriented toward drugs, gangs, alcohol, tobacco, sex, violence or criminal activities such as vandalism. These include symbols or words degrading any gender, cultural, religious, or ethnic group**

By working together, we can promote an orderly school atmosphere and a safe instructional environment for our students. If students come to school wearing clothing that does not meet our standards, parents will be contacted to bring a change of clothing or, if they cannot be reached, clothing will be provided.

CAFETERIA AND LUNCH RULES

1. Students may talk quietly.
2. Students must sit in the cafeteria or at the lunch benches for at least 15 minutes before playing.
3. Students will follow appropriate “table” manners.
4. When ready to leave, students will pick up the trash on the table and floor around them.

Noon Duty Supervisors are in charge of the cafeteria and lunch recess. They will be shown respect and obeyed at all times to ensure safety.

Parents may not eat with their child during lunch. Please contact the school principal with questions or concerns.

BUS RULES

1. Students shall arrive at the bus stop not more than five minutes before the bus arrives.
2. Students are under the authority of and responsible to the driver of the bus. Bus drivers will issue citations for disorderly conduct or refusal to submit to the authority of the bus driver.

Receiving three citations in a school year is sufficient reason for a pupil to be denied bus transportation. Bus citations will result in consequences at school.

PLAYGROUND

There are 3 basic questions students are to ask about their behavior:

Is it safe? Is it courteous to others? Does it protect property?

The specific rules of behavior are easy to follow:

1. Keep hands, feet and objects to yourself; no rough housing
2. Follow directions of adults and be courteous and honest.
3. Use equipment properly. Approved games only.
4. No teasing or bothering other students. No profanity.
5. Use playground and restroom areas appropriately.
6. Chewing gum is prohibited at school. Consequently, no one should bring gum to school.

Ask for help or report the problem to the adult on duty.

STUDENT BEHAVIOR AT RECESS

- Students may be assigned to finish work or do a discipline assignment, at the benches.
- Students needing time out for behavior will be seated at the benches, office or participate in structured recess.

FREEZE BELL

When the recess ends the bell rings, students sit down. Primary students raise their right hand until the duty teacher blows the whistle. Students quietly walk to their classroom lines.

WATER

Water bottles are permitted in the classroom at the teacher's discretion. Bottles may not be brought out to recess or lunch. Students are to use the drinking fountain instead.

SNACK

Students may bring a healthy snack to eat during recess at the benches. Healthy snacks are items such as fruit, nuts or crackers. Inappropriate snacks would be cookies, sweets or chips.

PETERS ELEMENTARY COMPACT

School Pledge

We, the school staff, will **provide high-quality curriculum and instruction** and support children's learning and agree to carry out the following responsibilities to the best of my ability:

- ❖ Understand the importance of ongoing communication between parents and the school through, at a minimum, annual conferences, reports on student progress, access to staff, and opportunities to volunteer and participate in and observe the educational program.
- ❖ Make sure all students get help as soon as it's needed.
- ❖ Continually work on my teaching strategies so that I can successfully teach all children.
- ❖ Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make the school an accessible and welcoming place for families, helping each student achieve the school's high academic standards.
- ❖ Explain expectations, instructional goals, and grading systems to students and parents.

Parent Pledge

We, as parents, will **support our child's learning** and agree to carry out the following responsibilities to the best of our abilities:

- ❖ Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- ❖ Make sure the homework is completed.
- ❖ Promote positive use of my child's extracurricular time.
- ❖ Stay informed about my child's education and communicates with the school by promptly reading all notices from the school or the district, either received by my child or by mail, and responding as appropriate.
- ❖ Provide a quiet time and place for homework.
- ❖ Communicate with the teacher or the school when I have a concern.
- ❖ Regularly monitor my child's progress in school.
- ❖ Make every effort to attend school events, such as parent-teacher conferences, AVID parent meetings, Open House, and Back to School Night.

Student Pledge

I, as a student, will take responsibility for my learning and agree to carry out the following responsibilities to the best of my ability:

- ❖ Do my homework every day and ask for help when I need assistance.
- ❖ Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- ❖ Let my teacher and family know if I need any help.
- ❖ Read on my own and with my family every day.
- ❖ Write down assignments, do my homework every day, and turn it in when it's due.
- ❖ Come to school ready to learn and work hard.
- ❖ Know and follow school and classroom rules.
- ❖ Limit my TV watching, and computer/internet time, instead, study or read every day after school.
- ❖ Come to class on time, ready to learn, and with assignments completed.
- ❖ Set aside time every day to complete my homework.
- ❖ Follow the school's dress code.

**PARENT - STUDENT HANDBOOK
RETURN SLIP**

DIRECTIONS: PLEASE COMPLETE AND RETURN THIS SLIP TO YOUR CHILD'S HOMEROOM TEACHER.

I HAVE READ THE PETERS' PARENT - STUDENT HANDBOOK AND HAVE DISCUSSED ITS CONTENTS WITH MY CHILD. MY CHILD AND I UNDERSTAND THE SCHOOL'S EXPECTATIONS FOR BEHAVIOR

PARENT'S SIGNATURE _____

STUDENT'S SIGNATURE _____

DATE _____ ROOM NUMBER _____