



PORTOLA
PANDAS

Portola Elementary School
San Bruno School District

Student/Parent Handbook
2017-2018

Portola Staff

Instructional Staff

Karen Byrne	Kindergarten
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Natalie Beane	1 st Grade
Marjorie Duffner	1 st Grade
Danielle Kehr	4 th Grade
Annette Lemons	3 rd Grade
Lisa Louie	2 nd Grade
Barbara Millett	Kindergarten
Mychel Navales	Special Day Class
Michelle Pastor	5 th Grade
Virginia Powers	5 th Grade
Erika Ventrua	3 rd Grade
Nancy Volkman	1 st Grade
Ray Yap	2 nd Grade
Mychel Navales	Special Education
Jennifer Guererro	Speech and Language
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Ashley Waters	Counselor
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Teresa Hoyer	Instructional Aide
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Paula McAndrew	Behaviorist Aide
Pat Gerhauser	Instructional Aide
Jessica Louie	Instructional Aide
Hiep Phan	PE
TBD	Music
Kristie Postel	Library/Media Aide

Office

Barbara Alford	Principal
Lisa Chapman	Office Manager
Deni Meyerhoff	Parent Liaison
Kristie Postel	Office Clerk

Cafeteria

Peggy Brown	Cook
Gloria Catanach	Point of Sales

Custodial

Robert Sherlock	Day Custodian
Jim Fanning	Night Custodian

Superintendent

Dr. Stella Kemp

Board of Trustees

Jennifer Blanco

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John Marinos

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San Bruno Park School District Mission

San Bruno Park School District educates and empowers all students to thrive academically, socially and emotionally and to be contributing members of society.

Portola Elementary School Background

Portola Elementary School, a K-5 school, is proud of its high academic achievement, diverse student body, and dedicated and engaged staff. Portola's nurturing and academically challenging environment is the result of an active and supportive family community working in concert with experienced teachers and staff.

Portola Practices

The school encourages students, staff, and community to always

- Be Respectful
- Be Productive
- Be Safe

Decisions are made keeping the best interest of all students in mind.

How to Use this Handbook

Main Sections (I-IX) are **ALL CAPS** bolded, capitalized and underlined, in alphabetical order. Subsections are **bolded** and in alphabetical order under the main section.

Sections	Page
I. <u>ACADEMICS</u>	1
II. <u>ATTENDANCE</u>	4
III. <u>CELEBRATIONS</u>	5
IV. <u>COMMUNICATIONS</u>	6
V. <u>DISCIPLINE AND CONSEQUENCES</u>	7
VI. <u>HARASSMENT</u>	7
VII. <u>MISCELLANEOUS</u>	8
VIII. <u>SAFETY</u>	11
IX. <u>VOLUNTEERING</u>	12
X. <u>SCHOOL GUIDELINES/RULES</u>	13

I. ACADEMICS

Assessments

Portola participates in the new California Assessment of Student Performance and Progress (CAASPP), which has replaced the old STAR testing. Fifth graders continue to be assessed in science with the California Standards Tests (CST) science test. Click on the link below for further information about statewide testing. Additionally, SBPSD is adding benchmarks assessments in math and reading. <http://caaspp.cde.ca.gov/>

Curriculum

Portola follows the California Standards. Please refer to the Common Core State Standards at this link for more information. <http://www.cde.ca.gov/re/cc/>

Field Trips

Permission forms will be sent home for each field trip. If you are planning to be a scheduled field trip driver, contact the office to complete the necessary permission forms. Field trips, the school picnic, assemblies, class and school activities, etc. are privileges and must be earned. All assignments are expected to be done thoroughly, submitted on time and behavior must be consistently acceptable to participate in these privileges. Siblings may not attend field trips, as the undivided attention of all chaperones is needed to supervise our students.

We are grateful that our PTA works hard to help supplement the cost of field trips. No child will be excluded from a field trip due to the cost of the trip. Please contact your child's teacher or the principal if you have financial concerns regarding a field trip.

Homework

Please partner with your child's teacher to support and supervise homework. If you have questions or concerns, please contact your child's teacher.

The type of homework assignments and length should vary according to the nature of the activity and the grade level. Generally, homework should have different purposes at different grades. It should reinforce the objectives of the lesson taught in class. For younger students, homework should foster positive attitudes, habits, character traits and connectivity to learning. For older students, it should facilitate knowledge acquisition and application in specific topics.

All classes have an outside reading homework requirement of at least 15 minutes daily, either by the student or from the parent. In grades four and five, the requirement is up to 30 minutes of outside reading daily.

Kindergarten	one to two hours per week
1 st – 3 rd grades	two to four hours per week
4 th – 5 th grades	up to six hours per week

Please supervise homework:

- Establish a specific homework time and monitor television and video gaming.
- Communicate with teachers. Share concerns about amount or type of homework.
- Limit after school events to allow time for both homework and family activities.
- Praise effort, but work through examples rather than just giving answers. Giving answers and completing your student's work does not help your student.
- Check completed assignments nightly as needed.

Outdoor Education www.smcoe.k12.ca.us/outdoored/

This week long, sleep away camp for fifth graders is held at Jones Gulch YMCA Camp in La Honda. Extensive information will be provided to fifth grade families. Help your children be successful by having them sleep away from home before Outdoor Ed. Be sure to visit the website to see menus, maps, and photos. No child will be excluded from a field trip due to the cost of the trip. Please contact your child's teacher or the principal if you have financial concerns regarding a field trip.

Mail at Outdoor Ed. is very important. Ask friends and family to send letters and cards. To make sure your child receives a letter on the first day of camp, please mail a letter at least one week before.

Your Child's Name

Portola School [DATE OF PORTOLA'S Outdoor Ed] SMCOE

Jones Gulch YMCA Camp

11000 Pescadero Road

La Honda, CA 94020

Promotion Ceremony

The 5th grade promotion ceremony recognizes the student's accomplishment of completing elementary school. This is just the first step in their progress in school. The ceremony is a celebration and is an earned privilege. Any student with significant discipline concerns, having a suspension during the school year, or having documented behaviors that show this type of ceremony is not appropriate, will only be allowed to participate under the discretion of the principal. The principal or teacher will notify parents if their child will be excluded from participating in the ceremony.

Report Cards, Conferences, Progress Reports

Report cards are distributed in December, March, and June.

October conferences are required. Teachers will notify families to schedule an appointment. Conferences at the March and June trimesters are optional and may be initiated by parents or teachers. Parents may request a conference at anytime. If you have concerns, speak to the teacher immediately.

II. ATTENDANCE

Absences

Please call the office, 650-624-3175, before 9:00 a.m. if your child is absent. If you do not contact the office, your child will be marked unexcused and truant. Schedule family vacations to coincide with school holidays. If you know ahead of time that your child will be absent, please make sure you tell our office manager. We appreciate you informing the teacher, but it is the parents' responsibility to inform the office.

Appointments

Please plan medical and dental appointments for after school. To be readmitted to school after an appointment, students are required to bring notices from their doctors or dentists.

Drop off/Pick up

Morning supervision begins at 8:00 am. Students may play on the blacktop only and no ball playing is allowed in the morning due to the number of people, strollers, etc. On rainy mornings, all students report to the cafeteria. At dismissal, please wait for your student near the flagpole, not outside classrooms. Students are expected to meet their caregiver immediately upon being dismissed from class. This is not a school-supervised play time. Unsupervised children will be directed to the office to call home. Parents/guardian/childcare must then come into the office to sign the student out. For Late Bird Kindergarten, there is no supervision before school and parents must remain with their child. Parents must also pick up their child promptly at the pick up location discussed with the teacher.

Illness

While consistent attendance is important, if your child is not feeling well, please keep him or her home. Children must be fever free (without aid of fever-reducers) and have not vomited for 24 hours before returning to school. You will be called if your child becomes ill at school.

Independent Study

If there is an unavoidable situation in which your child will be out of school for five or more days, please contact the office at least 10 school days in advance to arrange for an Independent Study contract. An Independent Study contract, when correctly completed, avoids your student being marked as having unexcused absences during the contract period. In the event of a family emergency in which it is not possible to give 10 school days' notice, please contact the office and we will work with the teacher to develop a contract. Family vacations during school days are discouraged.

Leaving School

No child will be permitted to leave school during school hours without written permission from a parent or guardian or unless called for by a parent, guardian or authorized person on the "Emergency Form." In the latter case, identification will be requested if the person is unknown to staff. No student will be allowed to leave campus unaccompanied by an adult.

Picking Up Early

Please call or write a note when your child is to be picked up early. The parent or guardian must come directly to the office to sign out the student. Students are not allowed to wait outside when being picked up early.

Punctuality

Please phone the office, 650-624-3175, if your child is going to be late. If tardy, a student must first report to the office before going to class. It is important that the school and families work together to instill the life skills of responsibility and punctuality in all our students.

Returning to School

State law requires a written note, phone call, or person-to-person contact stating the reason for your child's absence. Please include the following information: child's first and last names, date of absence, teacher's name, reason for the absence, and parent or guardian signature

Tardies

Students who are late to school three or more times within a four-week period will receive attendance letters. A meeting with the principal will be held when students are repeatedly late. Students must be in their seat and ready for instruction by the 8:15a.m. bell.

Truancy /Unexcused Absence

Truancy is defined as 31 minutes or more of an unexcused absence, three times during a school year. Chronic truanancies will result in notification from the principal and a parent meeting and/or notification from the School Attendance Review Board (SARB). If there is an unavoidable family matter that necessitates your child being absent from school 5 days or more, you must contact the office for an Independent Study contract at least five school days in advance. Incomplete or unfulfilled Independent Study contracts will result in unexcused absences.

III. CELEBRATIONS

Birthday

If you wish to recognize your child's birthday, please speak to the teacher ahead of time about acceptable healthy snacks and when you will bring them. Snacks must meet the Health and Wellness Policy found on the district website, in the school office, and distributed in "first day" packets. Snacks that do not meet the policy will be returned. Do not send snacks without first speaking to the teacher.

Teachers may not give out birthday invitations at school. Teachers may not put invitations in folders or hand invitations to students, as this could imply that the party is a school function. Parents may hand invitations out before or after school only if every child in the classroom receives an invitation. Do not send balloons, as they are distractions and interrupt instruction.

Class Parties

Four class celebrations are held during the school year: Halloween, Winter Holidays, Valentine's Day and End-of-the-Year. Currently, all snacks at these four parties must follow the district's Wellness Policy guidelines and Acceptable Foods List with the exception of one "non-compliant" item (approved by the teacher, which need not follow the guidelines). All items not adhering to these guidelines will be returned if practicable or thrown away.

IV. COMMUNICATION

Communication is essential to keep parents, staff, and students informed on what's going on. This year there will be several main forms of communication that will be used to ensure all parents have the information they need. We use email (Big Tent) for most school wide notices. Approximately every two weeks, the school newsletter, the *PawPrint*, is distributed electronically, posted on the school web page, and made available in the school office. Additionally, all teachers have regular communication (email, Shutterfly, printed newsletter, email, etc.) that they share with parents.

Blackboard Connect

A system used by the district or school used for global phone calls, generally used in emergencies.

Conferences

See **Report Cards, Conferences, Progress Reports**

Additionally, if there is a school-wide issue you would like to discuss with the principal, you may drop by the office to see if she is available, contact the office to make an appointment or email the principal directly at balford@sbpsd.k12.ca.us . Class or academic concerns should be discussed with your child's teacher before bringing the matter to the principal.

District/School Website

Please check the school or district web site for important district and school information, including district meeting notifications and communications from the Superintendent

Postings in Lobby

Meeting notices, *PawPrint*, and other information are posted in the school lobby.

PTA—Big Tent

Big Tent is an email notification system used by the PTA and the school to inform parents of important information in a timely manner. Contact our Parent Liaison, Deni Meyerhoff dmeyerhoff@sbpsd.k12.ca.us , to join Big Tent.

School Newsletter (*Portola PawPrint*)

The Portola *PawPrint* is distributed twice a month and is available via email, Big Tent, and the school website. A hard copy is available at the office front counter and is posted in the lobby.

V. DISCIPLINE and CONSEQUENCES

Infractions of established classroom/lunch/recess rules and procedures are handled by the teacher or lunch supervisors. If consistent inappropriate behavior continues, students are referred to the principal.

Minor Infractions

Minor consequences to school expectations may include:

- Consequences laid out in the individual class management plan
- Parent contact
- Loss of recess and/or specific class privilege
- Time out in the office or other classroom
- Behavior contract
- Referral to office

Major Infractions

In these situations, students may be suspended from school and possibly expelled.

Dangerous behavior will not be tolerated.

- Dangerous behavior; fighting, assault, intimidation, sexual or racial remarks.
- Possession of a knife, firearm, explosive; or facsimiles. Air soft guns are considered firearms and are never allowed on campus.
- Possession or sale of drugs or alcohol.
- Insubordinate behavior, defined as the direct and immediate refusal to comply with reasonable staff instruction.

VI. HARASSMENT

Sexual Harassment

Sexual harassment is considered to be a form of sex discrimination, and it is a violation of federal and state laws and school district policy. The school will endeavor to provide all students an environment free from sexual harassment and will not tolerate such conduct. Any student with a complaint of sexual harassment should immediately report it to a school official. All complaints will be promptly and thoroughly investigated in accordance with the district's sexual harassment policy.

District anti-bullying policy Governing Board Policy 5137 (a)

All students can feel safe, take pride in their school, and take pride in their achievements.

Board policy 5145.3(a) Anti-bullying, Anti-Harassment. All students have the right to come to school and feel safe, and to be free from harassment at school or at any off campus school activity.

- Recognizes: "...verbal, physical, written conduct, so severe that it inhibits a student's ability to participate in or benefit from an educational program or activity, where it creates an intimidating, threatening, hostile, or offensive educational environment."

- Bullying: inflicting physical or psychological distress as deliberate, unwanted, purposeful, written, verbal or nonverbal or physical behavior.

Not limited to:

- Unwanted teasing, threatening, intimidating, stalking, cyber-bullying, cyber-stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, rumor or spreading falsehoods.
- Any act of bullying is not tolerated on any San Bruno Park School District school campus.

VII. MISCELLANEOUS

Care of Property

District policy provides that parents or guardians of a student or other minors shall be liable for any and all damage to school buildings, equipment, supplies, or other property caused by the willful act of such student or other minor. The parent or guardian shall also be liable for any school property loaned to a student and not returned upon the request of an authorized district employee. We encourage children to take proper care of school property both in and about school and home. We appreciate your help.

Cell Phones/Personal Property

Generally, students in elementary school have no need for cell phones. If a parent feels a child needs a cell phone at school, it is required that the cell phone be turned off at all times and zipped in a backpack pocket. Students are not allowed to carry cell phones on their persons. Cell phones may not be used before or during school. Other personal property such as toys, trading/"magic" cards, skateboards, having no bearing on the academic program should not be brought to school.

Communicable Conditions/Diseases

For the health and well being of all our students, please report communicable diseases directly to the office. Exposure notices will then be sent to the families of the exposed children. The following are communicable diseases or conditions: chicken pox, mumps, scarlet fever, strep throat, measles, ringworm, German measles, whooping cough, pink eye, impetigo, slap cheek, scabies, and head lice.

Contacting your child during school hours

If you have an emergency and need to get a message to your child, call the school office (650-624-3175). Outside phone calls will not be transferred through to the classroom during school hours. Communicate transportation and pick up plans clearly with your child on a regular basis.

Dress/Hygiene

Students are expected to dress in ways that show pride in themselves and which acknowledge school as a place to work and learn. When a student's appearance/hygiene is

felt to be inappropriate, the student will be sent to the office and parents will be contacted. As students mature, extra attention is expected to be paid to hygiene (clean, odor-free clothes and bodies).

- Close-toed flat shoes must be worn at all times. Students must be able to run and do physical activities every day.
- Clothing, jewelry, backpacks, fanny packs, gym bags, water bottles, etc. shall be free of writing, pictures or insignia which are crude, vulgar, profane or sexually suggestive, or which bear drug, alcohol or tobacco symbols or advertising.
- Hats, caps and other head coverings shall not be worn indoors, except for documented religious or medical reasons.
- Clothes shall conceal undergarments at all times. Spaghetti straps, see-through fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid thigh are prohibited. Modesty shorts are encouraged.
- Sagging pants, excessively long shirts, pant chains, and bandanas are not permitted.
- Hair shall be clean and neatly groomed. Colored hair and extreme styles are appropriate on Halloween only.
- Make up is not permitted except on Halloween.

Field Trips

See **ACADEMICS Field Trips**

Homework

See **ACADEMICS Homework**

Identification of Belongings/Lost and Found

If your child's first and last name is on articles of clothing, lunch pails, sack lunches, etc., they can be returned immediately. Names on all articles brought to school save valuable time for all concerned. All "lost items" will be held in the "Lost and Found" cart in the cafeteria hallway. Periodically unclaimed articles will be given to those in need.

Medications at School

A doctor must complete a Medication Authorization form for any medication to be taken at school. This includes prescription and over-the-counter medications. Please pick up a medication form from the office. Medication will be kept and administered in the office. If you wish to personally give your child medication during the school day, please sign in at the office first.

Promotion

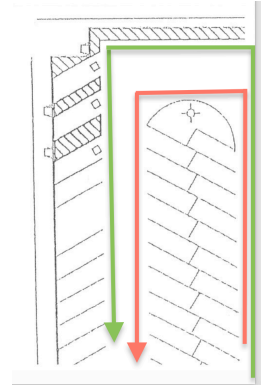
See **ACADEMICS—Promotion Ceremony**

Telephone

The school telephone is for school business use only. Students may only use the phone in case of emergency and after given permission by an authorized adult.

Traffic (See diagram)

- There are two driving zones. The inner loop (red or light gray line on diagram) is for driving only (do not have your child cut through cars to get into your vehicle). The outer loop (white zone on pavement; green or dark grey line on diagram) is for dropping off/picking up only.
- Drivers must stay behind the wheel of their vehicles and pull up as far as possible. Even though you may be in a hurry, please be respectful of others during this time.



Transfers

Any child transferring to another school district during the school year must notify the office. Notifying your school a day or two prior to withdrawal will save you from waiting for the clerical routine necessitated by the transfer.

Outdoor Education www.smcoe.k12.ca.us/outdoored/ See **ACADEMICS—Outdoor Ed.**

Personal Property

See **MISCELLANEOUS—Cell Phones/Personal Property**

Promotion

See **ACADEMICS—Promotion Ceremony**

Recess (See *Safety*)

- When the bell rings, play stops immediately and students walk quietly to line.
- Playground equipment is off limits when wet
- Snacks are to be eaten while seated
- Two teachers are generally on duty during recess and two noon aides at noontime.

Registering for school

The following information must be provided for all students when registering for school. Kindergarten registration begins in January. **Registration is not complete until all paperwork has been returned.** Original documents must be provided. Photocopies will not be accepted. Original documents will be photocopied in our office for school records and returned.

- birth certificate (original)
- two proofs of residency: PG&E bill, telephone bill, property tax bill with payment

receipts, rent payment receipts and executed lease/rental agreement, utility bill and payment receipt, or declaration of residency executed by the student's parent/guardian

- up-to-date immunizations (yellow card)

Report Cards, Conferences, Progress Reports

See **ACADEMICS—Report Cards, Conferences, Progress Reports**

Restrooms

- Use restrooms during recesses, before school and after school
- Students must have permission from a teacher to use restrooms during class; students may be directed to make up class time spent in the restroom.
- Use restrooms quietly, appropriately, and leave them clean.
- Report vandalism or inappropriate behavior to a teacher or staff member.
- Adult/staff restrooms are for adults only; student restrooms are for students only.

Visitors

- You are encouraged to become an active participant in our school community. For the safety of all, volunteers and visitors must sign in at the office upon arrival.
- If you are dropping off a lunch or homework, bring these items to the office. Make sure your child's name is clearly labeled. Do not go directly to the classroom or cafeteria.
- The school cannot be responsible for children who are not enrolled at Portola. Therefore, siblings or children visiting in your home are not permitted to spend the day at school.

Wellness Policy

Portola abides by the Wellness Policy outlined by the district. See **Celebrations**

VIII. SAFETY

Disaster Procedures

In the event of a major disaster, your child will be kept at school or at an alternative evacuation site in case the school structure is compromised. A student will only be released to those individuals listed on the student's emergency form. In the case of a major emergency, information can be reached on the following radio stations:

KCBS 740 AM (primary source for our district)

KGO 810 AM

KNBR 680 AM

Emergency Supplies

Each classroom has an emergency backpack, which contains medical supplies in the event of a brief emergency. Each student is also asked to bring in a plastic, "ziploc" type bag with

specific items for an emergency. Contact the office if you need help with this individual emergency bag. In the event of longer emergency periods, the school is equipped with emergency supplies in each wing of the building, including food, water and solar blankets.

Emergency Drills

Fire, earthquake, lockdown and evacuation drills are a regular part of the school program.

Emergency Information

Emergency forms are completed at the beginning of each school year. For your child's safety and welfare, please keep the emergency information current at all times. Notify the office of any changes. In the event of an emergency, your child will only be released only to those people listed on the emergency form.

Safety "rules"

See chart at end of this document.

IX. VOLUNTEERING

There are a number of ways any parent can become involved with the school, including, but not limited to: volunteering in the classroom, chaperoning a field trip, preparing items for the class, assisting at our many in-school special activities, including:

- Gingerbread Houses
- Hike-a-thon
- Hour of Code
- Jump Rope for Heart
- becoming part of one of the following school groups:

English Learners Advisory Council (ELAC)

The English Learner Advisory Committee works with the principal and staff to advise on programs and services for English learners.

PTA

Portola school has a welcoming and active PTA. Please check the school website for meeting dates. Meetings are published in advance and held in the staff room. Childcare is available for students age 4 and up. Parent coffees with the Principal are held monthly on the third Thursday at 8:30am.

School Site Council (SSC)

The purpose of the School Site Council is to ensure the school is continually engaged in identifying and implementing curriculum and instructional practices that result in both strengthening the core academic program and ensuring that students have access to and success in that program.