



**ROBERT H. DOWN
ELEMENTARY SCHOOL**

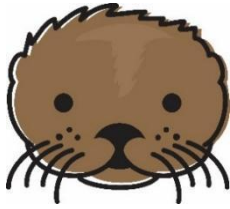
**PARENT ★ STUDENT
HANDBOOK**

2025-26

Table of Contents

RHD Mission Statement/Principal’s Message	3
Bell Schedules	4
PGUSD Calendar	5
School Registration/Class Placement/Arrival/Dismissal/Gates Open-Locked Times	6
Punctuality/Student Attendance	7
Procedure to Explain Absences/Attendance and Truancy Policies	7
Tardy Policy/Early Dismissal From School/Excused Absences/Allowable Credit/JAR	8
Attendance Codes	9
School-to-Home Communication and Parent Conferences/Homework	10
Homework Guidance/Visitors/ Medications at School/Mental Health Services	11
Oral Health/Emergency Messages/Lost and Found/BASRP/Dress Code	12
Electronic Devices	12
PGUSD Tech Agreement/General Guidelines	13
CA Assessment of Student Performance and Progress (CAASPP)/Interim Assessments	14
Library Policy	14
Physical Education	15
Campus Safety/Emergency Guidelines	16-17
Families in Transition	18
Playground Supervision and Guidelines	18
Lunch and Cafeteria Guidelines/Assembly Guidelines	19
Food Services/CA Universal Meals	20
Student Alternative Discipline	21
PGUSD Discipline Matrix	22
Toolbox Social-Emotional Support Program	22-23
Student Conflict Resolution: Stop-Walk-Talk	23
Good Otter Citizen Program/Caught Being Good Recognition	24
Student Big Buddies and Leadership Opportunities	25
Parent/Guardian Volunteer Opportunities and Guidelines	26
Parent Teacher Association (RHD PTA)	27
Parent Leadership Opportunities: Site Council	27
<u>Appendix</u>	28
School Staff	29-30
School Support Staff	31
Superintendent, District Staff, and P.G.U.S.D. Board	31
Map of RHD	32

Robert H. Down Elementary Mission Statement



The Mission of Robert Down Elementary School, in partnership with home and community, is to challenge every student to learn the skills, acquire the knowledge, and develop the insight and character that is necessary for a productive and rewarding life through a quality instructional program and a positive, stimulating environment with a clear commitment to the worth of every individual.

Principal's Message

Welcome to the Robert Down Family

For those families new to PGUSD, welcome! And for all of you returning families, welcome back! You are in a very special RHD family where your children become our children. Your children will be cared for and cherished. They will be taught not only academics, but caring and compassion. They will not only learn how to apply algorithms in mathematics, but also how to use tools to build resilience, self-mastery, and empathy for themselves and others. We see RHD as a family because we work together for the benefit of the child. We know this is hard work and are ready to dig in, knowing the fruits of our labors are completely worth it.

On behalf of the RHD Staff, we look forward to working alongside you in helping mold and guide your child for success and happiness. It is going to be an exciting year. And remember,
Once an Otter, always an Otter. Welcome!

Emily Tsai Brownfield

Principal, Robert Down Elementary

Robert H. Down Bell Schedules

Regular Schedule (1 st - 5 th grade)		Regular Schedule (TK & Kindergarten)	
8:40	Warning Bell	8:40	Warning Bell
8:45 - 10:00	Instruction	8:45 - 9:40	Instruction
10:00 - 10:10	Recess	9:40 - 9:55	Recess
10:10 - 12:15	Instruction	9:55 - 12:15	Instruction
12:15 - 1:00	Lunch	12:15 - 1:00	Lunch
1:00 - 2:05	Instruction	1:00 - 2:00	Instruction
2:05 - 2:15	Recess	2:00	Dismissal
2:15 - 3:15	Instruction		
3:15	Dismissal		



Thursday Schedule (ALL STUDENTS)	
8:40	Warning Bell
8:45 - 10:00	Instruction
10:00 - 10:10	Recess
10:10 - 12:15	Instruction
12:15 - 1:00	Lunch
1:00 - 2:00	Instruction
2:00	Dismissal

Minimum Day Schedule (All Students)	
8:40	Warning Bell
8:45 - 10:00	Instruction
10:00 - 10:10	Morning Recess
10:05 - 12:15	Instruction
12:15	Dismissal

Robert Down Elementary School Calendar 2025-26

August	5 14	Tuesday Thursday	First Day of School Back to School Night, Principal's Message 6:15 PM Session 1: 6:30-7:00 PM Session 2: 7:00-7:30 PM
September	1 6 24	Monday Saturday Wednesday	Labor Day (<i>no school</i>) PG PRIDE Walk with PRIDE, Lovers Point School Picture Day
October	4 13-17 31	Saturday Mon-Fri Friday	Butterfly Parade Fall Break (<i>no school</i>) Halloween Parade
November	3-7 10 11 14 26 27-28	Mon-Fri Monday Tuesday Friday Wednesday Thurs-Fri	Parent Conferences (minimum days) Veterans Day Assembly Veterans Day Holiday (<i>no school</i>) Ruby Bridges Walk to School Day Minimum Day Thanksgiving Holiday (<i>no school</i>)
December	2 19 22-31	Tuesday Friday Mon-Wed.	Winter Program TK-5 th Grades, Ottertorium Minimum Day Winter Break (<i>no school</i>)
January	1-2 5 15 19 20	Wed-Thurs. Monday Thursday Monday Tuesday	Winter Break (<i>no school</i>) Teacher Prep Day (Non Student Day) Picture Re-Take Day Martin Luther King, Jr. Holiday (<i>no school</i>) 100 th Day of School Celebration
February	13-20 23-27	Fri-Fri Mon-Fri	Presidents' Holiday (<i>no school</i>) Book Week
March	2 2-6 12 16 18 25	Monday Mon-Fri Thursday Monday Wednesday Wednesday	Read Across America Day Parent Conferences, TK/K all week. Gr. 1-5 W/TH/F STEM Night Professional Development Day, Non Student Day 5 th Grade Parent Orientation, PGMS Auditorium 6:00 PM PGUSD TK/Kindergarten Parent Orientation 6:00 PM
April	9 10 13-17 22 30	Thursday Friday Mon-Fri Wednesday Thursday	Month of the Military Child, Purple Up! Minimum Day Spring Break (<i>no school</i>) Volunteer Appreciation Breakfast, 8:00 AM Open House 6:00-7:15 PM
May	4-15 22 25 29	Mon-Fri Friday Monday Friday	CAASPP/SBAC Assessment Window 5 th Grade PGMS Student Orientation 9:15 AM, PGMS Memorial Day (<i>no school</i>) Last Day, Minimum Day, 5 th Grade Promotion

School Registration

PGUSD uses Synergy for online registration. All new families should contact the RHD front office to check on PGUSD residential requirements and submit a New Student Pre-Registration link on the front page of our website: <https://robertdown.pgusd.org/>

Classroom Placement

The placement of students each year is a task that our staff takes very seriously. Teachers from the current grade level work as a team with support staff and the principal to place students into classrooms each spring for the following year. Because of the many variables - academic, social, emotional - and delicate balance of each class, we cannot guarantee a particular placement for any child. Please do not contact the school or individual teachers requesting a specific teacher. Class placements are a team effort and a time-consuming task.

In the event of an exceptional case of misplacement after school has started, we require a two-week waiting period before any parent request for a class placement change will be considered. Concerns should be shared with the current teacher as soon as possible and a request for a meeting to discuss issues and determine if improvements should be made. If there are still concerns after a meeting with a teacher that has not resulted in improvements, then parents/guardians should contact the principal to discuss another class placement.

Arrival and Pick Up Times

Children should arrive at school between 8:30-8:40 A.M. Students arriving before 8:30 A.M. or not picked up 10 minutes after the dismissal bell will be sent to daycare for supervision. Parents/Guardians will be charged \$10.00 per hour (or any fraction thereof) for emergency day care services. Charges for emergency day care services are due and payable on the day of the occurrence. The warning bell rings at 8:40 A.M. Students are tardy if they are not in their classrooms at 8:45 A.M. and truant tardy if late 30 or more minutes (after 9:15 A.M.) without a note from a doctor or verification from guardian (See Punctuality, Attendance and Tardy Policy for more information). Please remind your child that, if tardy, he or she must check in at the office before proceeding to class. All students should go home immediately following the dismissal bell if there is no parent/guardian supervision.

Campus Access: Gates Opened and Locked

We understand that many parents would like to walk their student to the classroom, but because of noise, crowded hallways, and safety, we keep our gates locked and ask that all parents send their child to class from the sidewalks outside of the gates. Gates will be unlocked at 8:30 A.M. daily for student arrival. All morning intervention students should enter through the gate by the A-wing for their 8:00 A.M. courses. Gates will be locked at 8:45 A.M. after the first bell. Students who are tardy need to check in the main office. The gate by the A-wing will be unlocked for TK and kindergartners leaving at 2:00. While it is tempting to meet your child at their room, we ask that parents wait for their child at the gate as recess for the rest of the school begins at 2:05. Gates will be re-locked for the afternoon BASRP program at 3:30 P.M. No students should be left unsupervised after school, or they will be checked into the BASRP program if no parent/guardian is present. Gates will be unlocked for community use after 4:30 P.M., over the weekend, and during school breaks.

Robert Down has designated drop-off and pick-up areas, clearly marked crosswalks, sidewalks, and pedestrian pathways at both the front of the school on Pine as well as at Spruce, 13th, and Junipero at the back of the school. A crossing guard is stationed at the corner of Pine and 15th crosswalk and the corner of Pine and 13th during arrival and dismissal. We have also utilized volunteers when a crossing guard position is unfilled to support escorting individuals across the crosswalks and have placed orange flags at the corner for ease of use.

Students, families, staff, and visitors are asked to follow posted traffic signs, speed limits, and directions from school staff. School busses load and unload in designated areas only. When appropriate, the district may coordinate with local law enforcement to assist with traffic safety.

Attendance/Procedure for Parent to Explain Absences

Each time your child is absent, please call the absence line (831-646-6663) or report absence in Synergy's ParentVUE app, prior to 8:30 A.M. to explain the absence. Regular and prompt attendance is most important to success in school. Chronic attendance problems will result in a meeting with the principal and a possible referral to the District Attorney's office Truancy Abatement Program. Homework should be requested on the absence line or by emailing the teacher when reporting the student's absence. Homework will be available outside the front doors between 3:30 to 4:30 P.M. or through Google Classroom, whichever is the preferred method of the teacher. Please do not send your child to school sick as they are likely to infect others. Monterey County Office of Education (MCOE) policy states that a student must be fever- and vomit-free for 24 hours before returning to school.

Student Attendance Policy/Board Regulation 5113

Pacific Grove Unified School District adheres to a strict attendance policy. "Parents or guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy." A 24-hour voicemail system is available for calls at 646-6663. All absences must be cleared by a telephone call or note from the parent/guardian within 72 hours of the absence. It is important to advise the office as well as your child's teacher. Parents may verify student illnesses up to 14 days throughout the school year before a note from a doctor/clinic is required, including students who arrive at school after 9:15 A.M. for an illness/medical appointment or for an all-day absence for illness or medical appointment – or combination thereof. Each subsequent absence (15 or more) requires a note from a doctor/clinic.

Punctuality

It is vitally important that children arrive at school on time. It is a disruption to the entire class when a student arrives late. The student misses out on vital information as well as having a beneficial start to the day. Letters will be sent to parents if their child is tardy seven times or truant tardy three times (late after 9:15 A.M./30 minutes or more).

Truancy Mediation

Robert Down Elementary participates in the Truancy Mediation Program through the Monterey County District Attorney's Office. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period (truant tardy) during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Ed Code §48260) After three unexcused/unverified absences/truant tardies, the school is mandated to report these absences to the Monterey County District Attorney's Truancy Mediation Program and parents will receive a letter warning about further attendance violations. A mandated parent meeting with the principal will result if unexcused absences/truant tardies continue, along with a letter from the District Attorney's Office warning families about possible fines if students do not begin to arrive on time or attend school. The entire Regulation §5115 regarding Absences and Excuses may be viewed online at pgusd.org under Board Policy.

Tardy Policy

If a student will be late to school, parents are requested to call the school office prior to 9:30 a.m. to inform the school. Regardless of this call, the tardy will remain unexcused unless it qualifies as a justifiable or excused absence. Students arriving to school more than 30 minutes late or students leaving school early without prior consent (Independent Study Form -see page 6) or presenting a valid written excuse from a doctor, dentist, or orthodontist are considered truant, and report as an unexcused absence. All students arriving late to campus must report to the office before going to class. Students leaving school must be signed out at the office by a parent/guardian or an adult listed on the student's emergency card.

Early Dismissal from School

If a parent wishes to have a student dismissed from school early, the parent shall sign the student out of school at the school office prior to leaving. Students are not permitted to leave the building or school grounds without prior approval.

Excused Absences

The State of California considers illness, medical/dental/optometric/chiropractic appointments, and attendance for religious observance/instruction/exercise/or retreat (no more than four hours per semester), the funeral of an immediate family member, accompanying a guardian to a naturalization ceremony, court, or education conference offered by nonprofit on legislative or judicial process to be excused absences. Please see Board Regulation §5113 for full details and absences requiring prior written notice (Independent Study below). Fourteen excused absences are allowed per year for Illness (I). After the 14th excused absence, an illness will be considered excused only if documented by a physician/primary health provider. Absences beyond the 14th that are not excused by a physician/primary health provider's note will be considered unexcused absences.

Unexcused Absences

Any absences not covered in the Attendance Codes are considered unexcused absences. After three unexcused/unverified absences, the student is considered truant. Please see “Truancy Mediation” section (Page 5).

Allowable Credit Due to Unexcused Absences/ Independent Study (IS)

Parents or guardians may be allowed, on a limited basis, to have students submit pre-approved class work or assignments for partial or full credit due to an unexcused absence. To ensure that your request is received, the parent/guardian should deliver their written request to the school office two weeks in advance of the absence. Email requests are not recommended as the email may be lost in spam and not received. The written request should be directed to the school principal, not the classroom teacher.

- a. Approval for allowable credit due to an unexcused absence may be granted for up to fifteen (15) days per school year if the absence is due to business or travel that has demonstrable educational value and the student’s academic progress will not be impeded as a result.
- b. Teacher and Administrative pre-approved student absences for school-sponsored events may be eligible for full credit outside of the allowable days noted in (b) above.
- c. The maximum number of days of allowable credit shall be fifteen (15) days per school year, except in unusual circumstances.
- d. Make-up work and/or tests may not be provided for unexcused absences in excess of the established limits.
- e. To be considered for allowable credit due to an unexcused absence, please fill out an Independent Study Request Form found online at the following link: [Robert Down Justifiable Absence Request for Short-term Independent Study](#)

Attendance Codes

For clarification of various absences, the following attendance codes are used and can be viewed in SYNERGY:

Excused Marks	Unexcused Marks
B Bereavement of immediate family member	A Unverified – Waiting for parent verification
H Home hospital absences	C Truancy or intentional absence by the student over 30 minutes, during any part of the school day that is not excused. Three of these results in First Truancy Letter.
I Excused for illness, injury, medical and dental appointments (No doctor or dental notes on file, Up to 14 days per school year allowed.)	ISP Short-term Independent Study - Parent/Guardian generated by submitting a Short-term Independent Study form to administration <i>two weeks in advance</i> may allow the student to make up work. Allowable credit may be granted for up to 15 days per school year BP §5113.
ISS In school suspension - On campus	T Tardy Unexcused - Up to 30 minutes (such as Running late, oversleeping, alarm clock failure, car trouble, traffic jam)
M Excused for medical or dental reasons with a note from the doctor or dentist	T30 Tardy Unexcused - In excess of 30 minutes is an automatic truancy. Three of these will
Q Quarantine, usually for medical reasons	
R Religious instruction - Student must attend the minimum school day. No more than four school days per month. Ed Code 46014	
SUS Suspension - Off Campus	
SA School sponsored activity or appointment	
W Waiver - Submit a Justifiable Absence Request	

<p>for Short-term Independent Study Form for court appointment that is Documented by the court system, funeral for a person other than student’s immediate family, religious holiday or ceremony (no more than four days per semester), and Military Family Leave BP §5113, Ed Code §48205.</p> <p>TDX Tardy Excused - Must be validated with written documentation</p> <p>EOE Early Out Excused – Student attended part of the school day, but left for an excused reason (Elementary Schools Only)</p>	<p>result in First Truancy Letter.</p> <p>UNX Unexcused Absence – For family necessity or emergency, non-medical/ dental appointments, business or vacation travel</p> <p>EOU Early Out Unexcused – Student attended part of school day but left early for unexcused reason (Elementary Schools Only)</p> <p>*Per California Education Code §48260.(a), a student who misses 30 minutes or more of instruction 3 times in a school year is considered truant.</p>
---	--

School to Home Communication and Parent Conferences

To assist parents in receiving regular information, the RHD office and principal will send emails and texts to parents via our Smore system each Thursday regarding upcoming events and important announcements. Other announcements will be sent via the PGUSD Catapult System, which includes text messaging. Classroom communications are sent out on a regular basis from all teachers via emails or newsletters. Parent conferences will be formally held as noted in the calendar, and others will be scheduled as needed by either the parent or the teacher. Student report cards will be sent home during the fall and spring parent conference times, as well as at the end of the school year. If you need assistance in this area, contact your child’s teacher or call our office at 646-6540.

Homework

In consultation with parents and students, the elementary educators of Pacific Grove Unified School District have developed our homework policy. All groups recognize that quality homework should support the content being taught in classes and should develop a love of learning in students. Our homework plan seeks to build study skills in students as they progress through school while allowing students plenty of time after school to play with friends and spend time with their families.

Homework assignments are given Monday through Thursday. Long-term projects may be worked on during holidays or weekends; however, ample time is given so that every long-term project can be completed by consistently working on the project Monday through Thursday during the school weeks prior to the deadline.

Time spent on homework should be approximately 10 minutes times the grade level in 1st to 5th grades (1st grade = 10 minutes, 2nd grade = 20 minutes, 3rd grade = 30 minutes, 4th grade = 40 minutes, 5th grade = 50 minutes). For grades 1 and 2, the total homework time is exclusive of required reading time. For Grades 3 through 5, homework time is inclusive of required independent reading time. Should your child’s homework time consistently exceed the expected amount, please speak with your child’s teacher.

Weekly activities bags are sent home for kindergarten students. While completing activity bags is optional, daily reading with your kindergarten child is strongly recommended.

Some homework in the upper grades requires access to a computer and Wi-Fi outside of the school day. If you do not have a computer and/or a Wi-Fi connection available to you, please reach out to the RHD Computer Tech at [PGUSD Tech Support Link](#).

Grades on the report card for each subject area reflect mastery toward content standards. The report card homework grade reflects the student's completion, effort, and utilization of a growth mindset in all homework assignments.

Homework provides opportunities for all students to build study habits, self-discipline, and time management. Please contact your child's teacher if your child truly lacks understanding of a concept during the completion of homework. Always encourage your child and praise their efforts and improvements. If your student is absent, you may request homework when you call the absence line prior to 8:30 A.M. The absence line is available 24 hours a day at 646-6663.

Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete. Staff will assess and recommend any adjustments, as needed. If possible, teachers assigning technology-dependent homework assignments will offer non-technology-dependent homework assignments as an alternative, if possible.

For more information regarding homework, please see P.G.U.S.D. Board Policy §6154 at www.pgusd.org.

Homework Guidance

A consistent time and place for study is important to your child's learning. The area should be comfortable and quiet (free from distractions), and well lit. A small table can serve as a desk. To minimize interruptions during study, help your child organize supplies (pencils, erasers, rulers, dictionary, paper, crayons, etc.) and have these materials nearby and ready to use.

Be sure your child understands the homework and review the directions or work a problem together to reinforce the concept. Be available for your child during homework time and share the completed assignments before they are returned to school but DO NOT do the homework the child is to complete.

Visitors

For the safety and best interest of all concerned, visitors (including volunteers and parents) must enter the school through the front doors on Pine Avenue and check in with the office before going to classrooms, performances, or the playground. Please make sure to sign in and wear a visitor badge. Upon leaving the school, please sign out in the office and return the visitor badge. Please follow all rules and expectations as directed by staff to maintain a secure campus.

Medications and Health Considerations at School

Children may not bring medications of any kind to school unless there is a completed physician authorization form on file at school. If your child needs to have medication regularly administered during school hours, please pick up a form at the office. This includes

“over the counter” medications. Please do not send your child to school with aspirin, cough drops, allergy medicine, etc. If you have questions, please call Cindy Waznis, our Health Clerk, or District Nurse Katrina Powley (831) 646-6540 ext. 2303. At the start of each year, parents are asked to provide emergency contacts for each of their students. If a child has a condition that could result in an emergency during the school day or RHD is forced into evacuation with student release, we make every effort to contact the parent/guardian. If you believe this applies to your child, and would like to develop a plan, please contact our health clerk at 646-6540.

Mental Health Services

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Yolanda Cork-Anthony, Director of Student Services, (831) 646-6553 ext. 9213
435 Hillcrest Avenue
Pacific Grove, CA 93950

Oral Health Assessment

To make sure your child is ready for school, California Education Code **now requires** that your kindergarten or first grade child has an oral health assessment (dental check-up) by May 31, in either of those grades (whichever is his/her first year of school). Assessments that have happened within the 12 months before your child enters school also meet this requirement. The assessment must be done by a licensed dentist or registered health professional. A waiver is also available. If you did not complete the verification of this oral health assessment when you completed your child’s registration packet, please contact our health clerk at 646-6568 and she can provide you with any information you may need to complete the process.

Emergency Messages

All contacts with the classroom during the school day should go through the office. **Messages for children should be for emergencies only.** Keep in mind that each time the office has to call a classroom with a message, it interrupts instructional time. Be certain that after-school plans are made ahead of time and communicated clearly to your child.

Lost and Found

Labels on clothing, lunch boxes, eyeglass cases, etc. help to recover lost articles. The Lost and Found is located outside of the cafeteria near Room 20. All items are donated to a local charity before each major break (October, Thanksgiving, Winter, Presidents, Spring, Summer) and announced two weeks prior in the Daily Bulletin. Please try to help children keep track of their personal belongings.

Before and After School Recreation Program (BASRP)/Monarch Club

Before- and after-school care is available from 7:00 A.M. to 6:00 P.M. Call Jeff Erickson at 646-6548 for more information or email him at jerickson@pgusd.org or visit the web page at [Robert Down BASRP link](#)

Dress Code

A students' dress and appearance should be compatible with an effective elementary learning environment. Clothes and shoes should allow for free movement during recess and P.E. Hats may be worn outside buildings only unless worn for religious purposes. Likewise, sunglasses may be worn only outside buildings. Inappropriate words, sponsors, pictures, sagging pants, exposed underwear, and revealing clothing are not allowed. A student may be asked to call a parent/guardian if they are not following the dress code so appropriate clothing can be brought to school.

Electronic Devices/Cell Phone Policy and Regulation

Per Board Regulation §5131.8, except with prior consent for health reasons, electronic signaling or imaging devices must be turned off and put away throughout the school day in a student's backpack. These include, but are not limited to, cell phones, gaming devices, smart watches with the ability to audio or video record. Students may not carry excluded electronic devices with them on campus during the school day without expressed permission from the principal. Devices are not to be used during the school day for phone calls. PLEASE DO NOT CALL OR TEXT YOUR STUDENT DURING THE SCHOOL DAY. Call the office and we will quickly contact your student. Phones are located in each classroom that students may request to use. On those days when a particular lesson or project would be enhanced with such devices, the teacher will notify the parents and students that they are allowed to bring their device to school. These devices will be collected and stored by the teacher on that day. Activity trackers have been approved by the district to be used; these are devices that do not have the ability to call/text nor provide camera/video options such as Fitbits, Garmins, etc.

Any time a student found to be using a cell phone or other electronic device, or with the item on or out during the school day, will receive a disciplinary intervention.

- *First offense, the student will be issued a warning, and may reclaim the item no sooner than the end of the school day from the teacher and a parent will be contacted.*
- *Second offense, the student will be issued a referral and the parent must pick up the item from the Principal.*
- *Third offense, the student will be issued a referral, a parent conference will take place with the Principal, and the student will lose the privilege of having the cell phone/device on campus for the remainder of that quarter. Phone storage agreements will be made at the parent conference.*

PGUSD Technology Responsible Use Agreement

During online registration, parents and guardians should discuss the PGUSD Technology Responsible Use Agreement with their student(s). This agreement explains the responsibilities of students while they are using the District's Google Suite products in addition to any district or school purchased software. Emails and documents should be used for academic purposes only. Please note that all district owned technology and software is checked regularly by our site technicians and Securly, our student safety and wellness filter and monitoring program. We urge families to sign up to smartsocial.com to help their students navigate their outside social media and phone use as well.

General Guidelines

1. Parents are asked to wait for their student(s) outside of the gates at dismissal time for pick up. Please do not go to your child's classroom to pick them up at any time during the school day. This is to ensure campus security. If you require an "early pick up", please come to the office and sign them out. Your student(s) will be sent from class.
2. Bicycles and skateboards will be walked on all parts of the school campus, including the sidewalk in front of the school. Bikes should be parked in the provided bicycle racks. Bike locks are strongly recommended. Rollerblades are not allowed on school grounds. California law currently requires children to wear helmets while riding bikes, scooters, skateboards, or skates. Regular shoes must be worn on school grounds. Wheeled shoes are acceptable footwear, but the wheels may NOT be used at school.
3. Toys, stuffed animals, etc. are to remain at home unless the teacher or principal gives special permission. Only classroom equipment and materials will be allowed at school.
4. So that no child feels overlooked, please do not distribute party invitations or thank-you cards at school. **Please follow the guidelines of the district's Wellness Policy when sending treats to classroom celebrations**, but RHD's preference is to have birthday celebrations with food off campus after school or on weekends. Board Policy §5030 states, "Parents are encouraged to support the District's nutrition education efforts by considering nutritional quality when selecting foods sent to school, either for individual or for class consumption." The entire board policy as well as §5030 may be viewed online at [PGUSD Board Policy link](#). Pencils and erasers (school supplies) are great alternatives for celebration treats!
5. Students are not to leave the school grounds during school hours without being signed out in the office. If you know ahead of time that your child will be leaving early, please call or email the office. The child is then called from the classroom to meet the parent in the office. **Only people listed on the emergency card may pick up the child unless we have a written, signed note from the parent/guardian. If office staff do not know the person coming to pick up a child, the adult will need to show identification before the child will be released.**
6. Students must not bring gum, candy, coffee drinks, or soda/energy drinks to school.
7. **DO NOT DOUBLE PARK** in front of the school to pick up or drop off your child. This is illegal. There are many safe places to park around the side streets and the back of the school that do not increase the congestion in front of the school. For the safety of all children, please park and meet your child in a safe place.
8. Please adhere to the 3-minute parking rule in front of Robert Down School (on Pine Avenue) between 8:20-8:50 A.M. Do not park here if you need to come into the school. **Drop-off/pick-up zones:** Pine Ave. Near the Co-Op and Spruce Avenue between 12th and 13th streets. No parking to walk students to gates should occur in these zones.
9. Students who ride the bus to school are required to purchase a bus pass through the P.G.U.S.D. District Office. The cost per student is \$100 per year (\$150 for two or more students), or \$80 per semester (\$120 for two or more students). Students who fail to follow the directions of the bus driver may lose the privilege of bus transportation.
10. Dogs are not permitted on campus with the exception of service dogs.
11. In accordance with state and federal law, smoking and vaping is prohibited in all district facilities and vehicles. (20 U.S.C. §6083, Labor Code §6406.5) The Board further prohibits the use of tobacco products and e-cigarettes at all times on district grounds and facilities.

CA Assessment of Student Performance and Progress/Smarter Balanced Test (SBAC)

CAASPP/SBAC testing is administered to students in grades 3, 4, and 5 every year. These are state-mandated tests which are not used to determine report card grades. The results are used by the district as one factor in course placement in grades 6-12. This testing data is used by the 23 California State University campuses as English and Math placement tools. It is vital that students participate and give their best effort; however, parents/guardians may opt out their student(s) by sending communications to the principal indicating which specific tests should not be taken by their child: Computer Adaptive Test (CAT) ELA, Performance Tasks (PT) ELA, CAT Math, PT Math, and/or CA Science Tests (CAST - 5th grade only). RHD's results have provided opportunities for our school to be eligible for Blue Ribbon recognition at the state and national level.

Interim Assessments

RHD also uses interim assessments to help identify which students need support for reading, writing, and math skills within the classroom as well as Intervention services. These include ESGI for kindergarteners (Basic letter name and sound identification), Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for grades 1st-5th, the Scholastic Reading and Math Inventories (SRI & SMI) for 4th-5th graders possibly attending READ 180, and NWEA Measurements of Academic Progress (MAP) reading and math assessments. None of these assessments are used for classroom grading.

Library Policy

The library is open from 8:30 A.M. to 3:00 P.M. daily. Please use inside voices. Food or drink while visiting the library are not allowed. Students may be in the library outside of their regular class visit with a note from their teacher when the librarian is present.

Library books may be checked out for one week at a time and then must be renewed or returned. Students must take responsibility for the replacement of damaged or lost materials. Additional items will not be checked out for use outside of school until the lost item is returned, paid for, or replaced. Replacement copies are acceptable as approved by the librarian.

Students may use the Library Web Page to access the catalog and reference resources. Students must have a Technology User Agreement on file with the school in order to use the Internet. Misuse may result in disciplinary consequences and the loss of privileges.

Physical Education

All K-5 students participate in Physical Education for thirty minutes each day. The State Board of Education requires each elementary aged child (Grades 1-5) to participate in a minimum of 200 minutes of Physical Education every ten days.

1. APPROPRIATE DRESS—It is very important that your child wears comfortable, loose clothing that allows movement. It is even more important that comfortable, supportive, closed-toe, athletic shoes are worn. UGGS, CROCS, SANDALS, FLIP-

FLOPS, SLIPPERS, DRESS SHOES, HIGH HEELS, and BOOTS are not acceptable. If your child does not wear appropriate shoes, he/she will not be allowed to fully participate in our Physical Education class and will not get credit for that day. Some students opt to bring a change of shoes in their backpacks for physical education.

2. JACKETS, SWEATSHIRTS, AND SWEATERS—In Pacific Grove, the weather is constantly changing: foggy, hot, windy, drizzly, gorgeous, etc. Our students tend to dress in layers. Please put your child's first and last name on the inside of jackets, sweatshirts, and sweaters. If something has been left or forgotten at school, remember to check the Lost and Found, which is located outside the Cafeteria near Room 20.
3. MEDICAL EXCUSES AND NOTES—If your child cannot participate in Physical Education class due to an illness or injury, the parent or guardian should send a written note to school. If your child needs to be excused from class for more than three days, a note is needed from your child's doctor stating the nature of the illness or injury, and approximately when the child can return to Physical Education class. For an extended illness or injury (four weeks or longer), a written release from the doctor stating your child is healthy and able to return to Physical Education is required.
4. EQUIPMENT & SAFETY—Your child's safety and that of others is our primary concern. Any unsafe behavior or misuse of equipment will cause a student to sit out from the class activity. Parents will be notified of serious incidents or when their child is having repeated difficulty staying safe in Physical Education class.
5. PHYSICAL EDUCATION EXPECTATIONS OF BEHAVIOR—As with all classrooms, the Physical Education program has a behavior policy that is provided to each student. This policy teaches moving with control, respecting self and others, developing self-esteem, communication skills, and solving conflicts.
6. PHYSICAL FITNESS TESTING (5th Grade)—Per Education Code Section §60800, each spring, 5th-graders participate in the CA Physical Fitness Testing in six categories: Aerobic Capacity, Body Composition, Abdominal Strength and Endurance, Trunk Extensor Strength and Flexibility, Upper Body Strength and Endurance, and Flexibility. All results are confidential and only shared with the CA Dept. of Education and P.G.U.S.D. Physical Education staff. For more information, please visit [CA Ed Code for PE testing link](#).
7. CA HEALTHY YOUTH ACT requires presentations in nutrition, physical activity, and growth/development. Most of these lessons will be taught by our Physical Education teacher but may also be presented in the homeroom classroom. The PGUSD Nurse also provides lessons regarding Growth/Development and Sexual Health/Family Life Education in two 50-60 minute sessions: Puberty and Maturation and HIV/Aids. Presentations are available for parents in the health office. Parents/Guardians may opt out their student(s) from these lessons by contacting the principal or district nurse.
8. OFFICE HOURS AND CONFERENCES—The Physical Education teacher, Ms. Tobin, is available before and after school and during prep time. Please call or email the teacher at ptobin@pgusd.org if you wish to schedule an appointment.

Campus Safety and Emergency Guidelines

In the event of a serious emergency:

1. RHD staff has been trained in the Big Five School Safety Protocols (Shelter in Place; Drop, Cover, and Hold On; Secure Campus; Lockdown/Barricade; and Evacuation) and will take appropriate actions in any emergency. The office will establish a

communication center along with a first aid center, if needed, during an evacuation on Jen Hinton Field near the PE shed/intermediate playground/center stairs.

2. Teachers will keep all of their students together until a family member or individual listed on their emergency card arrives to pick up their child.
3. **Evacuation:** When coming to the school to pick up children after an evacuation to Jen Hinton Field, TK-2nd grade parents/guardians should come with proper ID to Gate A (Spruce/13th Street gate), and 3rd-5th grade parents/guardians to the Junipero Avenue (field) gate. RHD staff must identify everyone from emergency cards before students are released and will guide students to the proper gate for pick up. Junipero may be the only pick up area if emergency personnel deem Spruce and 13th unsafe. Adults should not enter campus through any other entrances due to emergency personnel's need to access the area to investigate the emergency. Do not add yourself to the problem (fire, gas leak, falling debris, etc.). Keep yourself safe in order to bring your student home.
 - Alternative sites for student release will be the PGMS pick-up circle
 - o TK-2nd grades use the Sinex side
 - o 3rd-5th grades use the Hillcrest side)
 - o **OR** the PG Community Center/tennis courts if PGMS is not available.
4. **Secure Campus and Dismissal:** If RHD is on a secure campus safety protocol during TK/Kindergarten or 1st-5th dismissal, then students will be brought to the closest gate from their classroom. If your child is not present at the expected gate, please ask a staff member with a radio to call the other gates and your student will be escorted to your location.
 - a. Gate A (Spruce/13th): E-Wing classrooms and Rooms 18 and 19
 - b. Gate B (Spruce/Fountain): C Wing and Southwest classrooms 6-10
 - c. Gate C (Pine/15th): Rooms 2-5
 - d. Gate D (Pine/13th): A wing and Rooms 11-17
5. Parents will not be able to pick up students directly from the classroom (unless this has been determined as a safe pick-up area) and are discouraged from entering campus. Students will be called to the office or student-release area to meet their parents. Students will be dismissed directly to parents by the classroom teacher only if the parent has checked in with office personnel at the proper gate during an evacuation/student release, or through the office if another location has been determined for pickup.
6. Please visit [PGUSD Safety and Big 5 link](#) for more information about the Big Five protocols and PGUSD's safety goals and policies.



Information for Families in Transition

The Local Education Agency (LEA) provides the parents or guardians of homeless children and youth opportunities to participate in the education of their children. (42 USC 11432[g][6][A][iv])

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their school of origin or enroll in a new school. If this describes your family's living situation or if you are a student not living with a parent or guardian, please contact the principal at Robert Down School or PGUSD Homeless Liaison, Ms. Yolanda Cork-Anthony at the District Office at (831) 646-6523.

Playground Supervision and Guidelines

Our playground will be properly supervised for the safety and welfare of our students. We have some wonderful places for children to play with the following supervision and guidelines to be maintained:

1. TK and Kindergarten will remain on the primary playground.
2. During the 10-minute recess periods (10:00-10:10 and 2:05-2:15) and lunch play time, classes should play in their designated areas: field or blacktop.
3. The recesses are designed to allow children to have a snack, go to the restroom, play, and socialize. During this time, chasing and tag games or other rough activities are not allowed in order to avoid children running into others or receiving injuries through falls. (We have made a special effort to have extra equipment such as balls, jump ropes, etc. available to give the children as many options as possible.)
4. Do not climb the trees or hang on branches.
5. At recess time, students must be on the playground and not in the building unless directed to the office by an adult.
6. Students should go across the bars in one direction at a time and never on top of the bars.
7. Play safely at all times.
8. When using the slide, walk up the stairs and slide down the slide only in a sitting position facing forward.
9. Keep hands, feet, and objects to self.
10. Follow all P.E. rules for game playing.
11. Children are to eat their snacks at the benches or picnic tables before playing. We encourage fruits, vegetables, dairy, lean protein, whole grains, and nutritionally rich foods to give children lasting energy. Please do not send children with soda, gum, or candy, which do not provide the nutrition needed to be the best student possible.
12. Toys are to be left at home unless there is special permission given by the teacher.
13. At the end of the recess, a bell will sound. The children are to immediately stop what they are doing and stand still (freeze) until released by the staff on yard duty. The children will be instructed to walk to their class line. This is important as a safety factor (if we need to quickly get their attention) as well as calming before class.
14. Play areas are only within the red chalk lines.

Lunch and Cafeteria Guidelines

All students are entitled to a free meal both at snack time and lunch.

- ◆ The District has adopted a wellness program, which asks parents to send healthy foods for snacks, lunch and classroom celebrations.
- ◆ Lunch is from 12:15-1:00 for 1st-5th for all students.
- ◆ Each morning, students will be asked by their teacher if they would like a school lunch or breakfast meal so the cafeteria staff can make sure there is enough food.
- ◆ Students will eat outside, weather permitting.
- ◆ When finished eating, students will clean their area, raise their hand to be excused and, when excused, will recycle their trash and walk to the play area. We applaud students who are able to bring a “zero-waste” lunch to school.

Additional Guidelines for Students

- ◆ While waiting in line for hot lunch and during lunch, keep your hands to yourself and use quiet voices.
- ◆ Always walk in the building.
- ◆ You may talk quietly in the cafeteria – use small, quiet voices.
- ◆ While eating, remain seated and use appropriate table manners.
- ◆ When students are finished eating they should wait to be excused.
- ◆ Once prompted, all students in the eating area should stand up on the east side of each table so noon duty can check under tables before excusing students; 5th graders eating on the wall should wait to be excused.

Assembly Guidelines

Before Assembly:

- All students must walk into the “Ottertorium” in a quiet, orderly manner.
- Teachers will direct students to their assigned seating area.
- Parents are to sit in the back of the “Ottertorium,” behind the fifth-grade classes.

During Assembly:

- Give the performers the courtesy of proper attention
- Clap at the appropriate time.

After Assembly:

- When the assembly is over, students will leave in a quiet, orderly manner under the direction of their teacher.

(Assembly Song)

We Are the Otters

R-H-D is the school for me
R-H-D we are a great big family
R-H-D a fun school in PG
We are the Otters
Getting Smarter
Each Day

Food Services

CA Universal Meals

The Food Service Department is committed to providing students with nutritious meals and is aware of the importance and impact good nutrition has on student learning and achievement. We are happy to continue to offer free school meals. We will make available one (1) breakfast meal and one (1) lunch meal to every PGUSD student every school day.

A reimbursable breakfast or lunch meal consists of at least three of the five food items offered.

- Choose three items from milk, fruit, vegetable, protein, and grain (one item must be fruit/vegetable).
- Milk is optional

If the student wishes to take milk to complement their meal from home, we encourage the student to take two more food items to make the meal free and reimbursable.

Meal Application

The District encourages each household to complete a meal application every school year on or after July 1 as the previous year's eligibility expires 30 days into the new school year. While a meal application is not required to receive free school meals, your household may qualify for education benefits (including access to free BASRP/Monarch Club services) or reduced utility and broadband rates if you qualify for free or reduced-priced meals by completing a meal application.

[Online meal applications](#) are available during registration as well as on the District website throughout the year. Paper applications are available at school offices and the District Office. We encourage online meal applications to ensure all fields are completed accurately. Completed meal applications will be processed within 10-business days of receiving and a notice of eligibility will be sent via mail or email.

Student Alternative Discipline

The goal of discipline is to maintain a positive atmosphere for learning while teaching students to be responsible citizens. Like citizens in any community, students must obey the rules to assure that individual rights are not violated by the misconduct or disruptive acts of others. Administration and staff are delegated the authority and responsibility to ensure that the desired goals of educational opportunities and an environment conducive to learning are achieved. When students misbehave, we give them the opportunity to correct their inappropriate behavior and to find a way to make better choices for themselves. Home and school share the responsibility of helping students develop the life-enhancing capability of self-discipline through the learning and use of the Toolbox Tools.

When students are sent to the office to meet with the principal, a three-pronged approach will be used to correct their behavior: Restorative, Reflective, and Instructional.

- When it is appropriate, an opportunity for the student to restore the relationship between themselves and the stakeholder/offended will occur through a Restorative Meeting. This is where the Toolbox “Apology and Forgiveness Tool” is used to repair harm. Our staff has been trained in Restorative Justice Practices. [Restorative Justice Link](#).
- An opportunity for the student to reflect on decisions and behaviors verbally and/or through writing. Three questions will be asked regarding the student’s behavior(s):
 - Was it safe? Be Safe
 - Was it kind? Be Kind
 - Was it my personal best? Be Your Personal Best
- A teaching opportunity will occur to target the function of the behavior and to help the student learn the skills (Toolbox) needed to not engage in the behavior again. Suspension is seen as a last resort for student discipline if alternatives are not working to end unnecessary behaviors. Students are suspended only for very serious violations of CA Ed Code §48900. Suspended students shall be excluded from all school-related extracurricular activities during the period of off-campus suspension. A suspension may also include, but is not limited to, the loss of participation in school-related activities (such as field trips, school performances, sporting events, classroom/school celebrations, etc.).

District-Wide Discipline

Entire discipline matrix document can be found at [PGUSD student discipline link](#)

OFFENSE	MINIMUM	MAXIMUM
1. Damage to school property	Parent contact/conference, restitution, Restorative meeting	Alternative placement, Suspension, Expulsion
2. Cheating	Parent contact/conference, Grade adjustment, Restorative meeting	“U” in citizenship, possible removal from class, Detention, 1 Day in-school Suspension
3. Defiance to staff, Disruption of Learning Environment	Parent contact/conference, Restorative meeting	Parent visitation, possible removal from class, in-school Suspension, Expulsion
4. Hazing, harassment, threatening	Parent contact/conference, Reflective practices, Restorative meeting	Alternative placement, possible Suspension, Expulsion
5. Use or possession of illegal substances	Parent contact/conference, Police notification, Suspension	Alternative placement, Expulsion
6. Theft of school or private property	Parent contact/conference, Restitution, Restorative meeting	Alternative placement, Suspension, Expulsion
7. Fighting	Parent contact/conference, Restorative meeting (if appropriate) Suspension (principal recommendation K-5)	Alternative placement, possible removal from class, Expulsion
8. Disrespect toward others	Parent contact/conference, Restorative meeting	Parent visitation, Suspension Alternative placement
9. Inappropriate language	Parent contact/conference	Detention, Possible Suspension

Toolbox Training ~ Building Resilience, Self-Mastery and Empathy for Others

We believe in empowering your children to learn how to manage their emotions and solve their own problems. We teach students how to strengthen and develop their own innate capacity to form a cohesive and caring community at school. The Toolbox social-emotional program gives the staff and students a common language and methods of fostering healthy relationships and well-being for each student. Toolbox lessons are taught within grade level homerooms as well as once per week during P.E.



Three-Step Plan for Conflict Resolution (Stop, Walk, and Talk)

On the playground, the students are taught to use Rock, Paper, Scissors to keep games moving along, as well as the Three-Step Plan for Conflict Management:

1. Use Your Words and Tell Students to **Stop**

Students are encouraged to tell others what they think and feel in a respectful manner, but when that does not work to tell the other student(s) to Stop while holding their hand up.

2. **Walk** Away to Speak with an Adult and Share What is Happening

Walk away when you can't manage a situation or solve a problem (cool off). It is hard to fight or argue with someone if you are not there – but find an adult.

3. With Help from the Adult. **Talk** About How You Don't Appreciate Being Treated That Way

If students cannot solve the problem, seek adult help. On the playground, find a staff member in the role of Yellow Jacket.

Good Citizen Program
“You Otter Be A Good Citizen”
Otter Club



Effective the first day of school, we will establish the Robert Down Good Citizen Otter Club. This is a club established to encourage and recognize appropriate school attitudes and behaviors.

The following criteria are suggested for monthly selection of Otter Club members:

- Students will do their best on assigned work at school and at home.
- Students will be respectful to others; no fighting, name-calling, put -owns, teasing, etc.
- Students will show proper respect for all adults.
- Students will be kind to others and engage in safe activities.
- Students will avoid vulgarity by using appropriate language and gestures.
- Students will respect all personal and school property.
- Students will be helpful and considerate to others.
- Students will arrive at school on time.

Recognition and Awards

Each month, teachers will select students from their class to receive the Monthly Otter Award and will provide the principal with the names of those students. The principal will make monthly presentations in each classroom, whenever possible, to announce the Otter Award recipients. Outstanding acts of kindness as well as 5th grade Toolbox Honors will be presented during the 5th grade promotion ceremony and Classroom Celebrations at the end of the year. All 5th graders present in the spring are eligible for handprints in the hallways.

Caught Being Good Recognition

The entire staff of Robert Down School will be on the lookout for students performing acts of kindness and playing with sportsmanship during the school day and how students are utilizing their toolbox tools. Students “caught being good” and “being a good sport” will be given a recognition card and a well-deserved pat on the back. Students may put their cards in the “Caught Being Good” can in the school lobby. At every Toolbox assembly/video, all are acknowledged for their good deeds and 12 students’ names are drawn from the “Otter” box for a special lunch with the principal.

Attendance Recognition

During the monthly classroom presentation of Otter Awards in each classroom, students who have met the criteria for Attendance Recognition for the previous month will also be recognized with a charm for the Attendance bracelets. Students earn this by being present each day with no more than one tardy and no more than two medical appointments with notes during the month.

Big Buddies and Student Leadership Opportunities

Our 3rd, 4th, and 5th grade classes match with a TK, Kindergarten, 1st, and 2nd grade classroom each year to host Big Buddy opportunities where mentor students read, create art, and get to know their younger schoolmates. 3rd grade is matched with kindergarten, 4th with 1st grade, and 5th with 2nd grade. 4th and 5th graders have the opportunity to continue their mentoring during recess and lunch by volunteering as a Playground Captain and wearing a blue jacket to help guide playground play and work on Toolbox Tools during conflicts. 3rd, 4th, and 5th grade students have the opportunity to volunteer as Garden Rangers to help with RHD's cafeteria sustainability program and work closely with the Garden Coordinator to plant, nourish, and eat our vegetables, fruits, and plants in the garden. The RHD principal also meets with groups of 4th and 5th graders to discuss issues as part of the student Site Plan advisory group.

Volunteer Opportunities

We need you to partner with us in the education of your child. It is essential that you be involved in your child's schooling. There are two places where you can be involved: at home and at school. First and foremost, your consistent involvement at home will have the most positive impact on your child's learning and is the most realistic for most parents. Please make sure that you are reading the notes coming home from school and are aware of the work being assigned. Make sure your child, not you, does the work. Offer your assistance only if necessary. Secondly, volunteering at the school during school hours or after school and on weekends is an extremely useful and gratifying way to help. For the safety of our students and volunteers, all volunteers are required to complete Live Scan Fingerprinting at the Pacific Grove District Office. Paperwork can be picked up in the Robert Down lobby or online at pgusd.org. Please call 646-6593 to schedule your appointment. Once clearance has been verified, volunteers will be under the direct supervision of a staff member and will not work alone with students. See below for some suggestions and how you might help.

- ◆ Classroom helpers for a variety of subject areas (reading, writing, spelling, math, art, etc.), listening to children read, working with particular groups or stations as the students rotate, or doing drill and practice with individuals or groups. Parents who can help on a regular basis in this way should contact your teacher to see what is needed.
- ◆ Assist with classroom projects, work on the bulletin boards, or other special needs.
- ◆ Assist with costumes for the Butterfly Parade or drama productions.
- ◆ Participate in P.T.A.
- ◆ Assist in the library, on the playground, crosswalk, or morning gate.
- ◆ Help on Pride Days, which are held on a weekend to paint, build, clean, garden, fix, and beautify our school buildings and campus. (Board Policy §7230)

- ◆ Be an art or garden docent.
- ◆ Chaperone a field trip.
- ◆ Assist the office or teacher with clerical work.
- ◆ Sign up to be your classroom PTA liaison.
- ◆ Assist the classroom liaison in special schoolwide projects sponsored by your child's grade-level team.



Guidelines for Robert H. Down School Volunteers and Parents/Guests



We love our parents and volunteers, and are thankful for your effective involvement. The staff has put together some guidelines to develop a healthy climate of respect and professionalism.

1. Your role in the classroom is important. Please remember to:
 - Give appropriate praise and motivation.
 - Use tutoring strategies such as: repeat directions to the student, allow the student to complete tasks on his/her own, take a different approach, model a correct response, use visuals, etc.
 - Use appropriate language to guide students rather than just give the answer.
 - Avoid negative comments such as, "Don't act like a baby" or "You should know this."
 - Let children make a mistake and say, "Try that again."
 - When a child says, "I don't get it" or "I don't know what we're doing," state the activity in a new way. The teacher will be available should a student need additional help that the parent or volunteer may not be able to provide.
 - Help all students, not just your own child.
 - Allow your own child to be self-reliant in the classroom.
2. Volunteers need to be trained on the operation of all machines and where/how supplies are utilized. There will be group training at the beginning of each school year. New volunteers should contact the office manager and make an appointment for training since there will be periodic training times available during the school year.
3. Volunteers and parents should display appropriate behavior in the hallways. We would appreciate the hallways being clear during school time (8:45 A.M. to 3:15 P.M.).
4. Student behavior is private and is to be dealt with by the teachers and other authorized personnel. Volunteers and parents should adhere to confidentiality in regard to all students. Due to Individual Education Plans and other behavior contracts, some students have different expectations and goals. Being respectful toward all students is expected by all volunteers and parents.
5. Volunteers and guests should wear appropriate professional attire: No tank tops, shorts, revealing necklines, hats (indoors), or inappropriate sayings on clothing. Use professional language. No slang, please.
6. Do not discipline. Let the teacher take over in that area since he/she knows what the child may be working on behaviorally, or if the child has issues affecting behavior that day.

7. Volunteers and parents should be actively engaged in the activity at hand. Please save conversations for outside of school rather than the back of the classroom. If a phone conversation or text must be answered, please step outside of the classroom/building.
8. Let the teacher be in charge of the lesson and the expectations. Volunteers should take the teacher's lead and, if there's a question, ask the teacher privately. Classroom protocols are to be followed by everyone.
9. Younger siblings should not be brought to school during volunteer time in the classroom.
10. In assemblies, parents and volunteers (unless they are specifically helping with a student) should sit behind all of the classes and follow all assembly rules.
11. All of the rules and regulations that govern staff and students at Robert Down apply equally to volunteers and parents. Being on campus is a privilege, not a right, for parents and volunteers. This privilege can be revoked by the administration.
12. Your classroom teacher may have additional rules that will be given to the parents and volunteers.

Parent Teacher Association – PTA

The PTA is an essential part of the education of all children at Robert Down School. While many PTAs function as a fundraising vehicle, our PTA assists the school in many significant ways. The Robert Down PTA not only provides volunteer and monetary support to every classroom, it also sponsors family fun and educational nights, the annual family dinner and silent auction, book fairs, campus pride days, Dr. Seuss Day, Teacher Appreciation Week, and many other events that enhance the overall climate of Robert Down School.

The PTA membership drive begins in August, and all families and staff are encouraged to join. To learn more about or to volunteer in the PTA, please email info@robertdownpta.org, or see your classroom liaison, and attend the PTA meetings virtually or in the school library. Dates and times of meetings are posted on the signs outside of the school. Additional PTA information will be coming to you via the RHD Weekly Principal's Update or *The Otter Times*, our PTA-sponsored school newsletter.

Parent Leadership Opportunities: School Site Council

The Robert Down School Site Council develops the Single Plan for Student Achievement (SPSA), which is a plan of action to raise the academic performance of all students, the Safety Plan as well as analyzing parent and student survey results to help with financial decisions. This advisory council made up of RHD staff and parents meets on the third Tuesday of the month from September through May at 3:30 P.M. All meetings are open to the public. Please contact any member of the site council for more information.

Appendix

Robert H. Down Office and Certificated Staff

Main Office - (831) 646-6540 Fax - (831) 648-8414

Name	Email	Position	Location	Contact Number
Emily Tsai-Brownfield	ebrownfield@pgusd.org	Principal	Office	(831) 646-6540
Amy Riedel	ariedel@pgusd.org	Office Manager	Office	(831) 646-6540
Annie Deis	adeis@pgusd.org	Attendance Clerk	Office	(831) 646-6663
Cindy Waznis	cwaznis@pgusd.org	Health Clerk	Office	(831)646-6540
Maurisa Alt	malt@pgusd.org	Transitional Kindergarten	A-2	
Tanya Fadem	tfadem@pgusd.org	Transitional Kindergarten	E Building.	
Erica Chavez	echavez@pgusd.org	Kindergarten	A-1	
Christina Renteria	crenteria@@pgusd.org	Kindergarten	A-3	
Julie Kelly	jkelly@pgusd.org	Kindergarten	C Building	
Michelle Evans	mevans@pgusd.org	1 st Grade	B-2	
Jacqueline Perkins	jperkins@pgusd.org	1 st Grade	B-1	
Rachel McNickle	rmcnickle@pgusd.org	1st Grade	B-3	
Katie Spadoni	kspadoni@pgusd.org	1st Grade	B-3	
Denise Johnson	denise.johnson@pgusd.org	2 nd Grade	13	
Anna Darnell	adarnell@pgusd.org	2 nd Grade	15	
Alex Jenner	ajenner@pgusd.org	3 rd Grade	5	
Stephanie Perlstein	sperlstein@pgusd.org	3 rd Grade	3	
Steven Ibrahim	sibrahim@pgusd.org	3 rd Grade	8	
Page Gilmore	pgilmore@pgusd.org	4 th Grade	4	
Angelee Brockmeyer	abrockmeyer@pgusd.org	4 th Grade	10	
Janet Bingham	jbingham@pgusd.org	4 th Grade	2	
Stefanie Pechan	spechan@pgusd.org	5 th Grade	7	

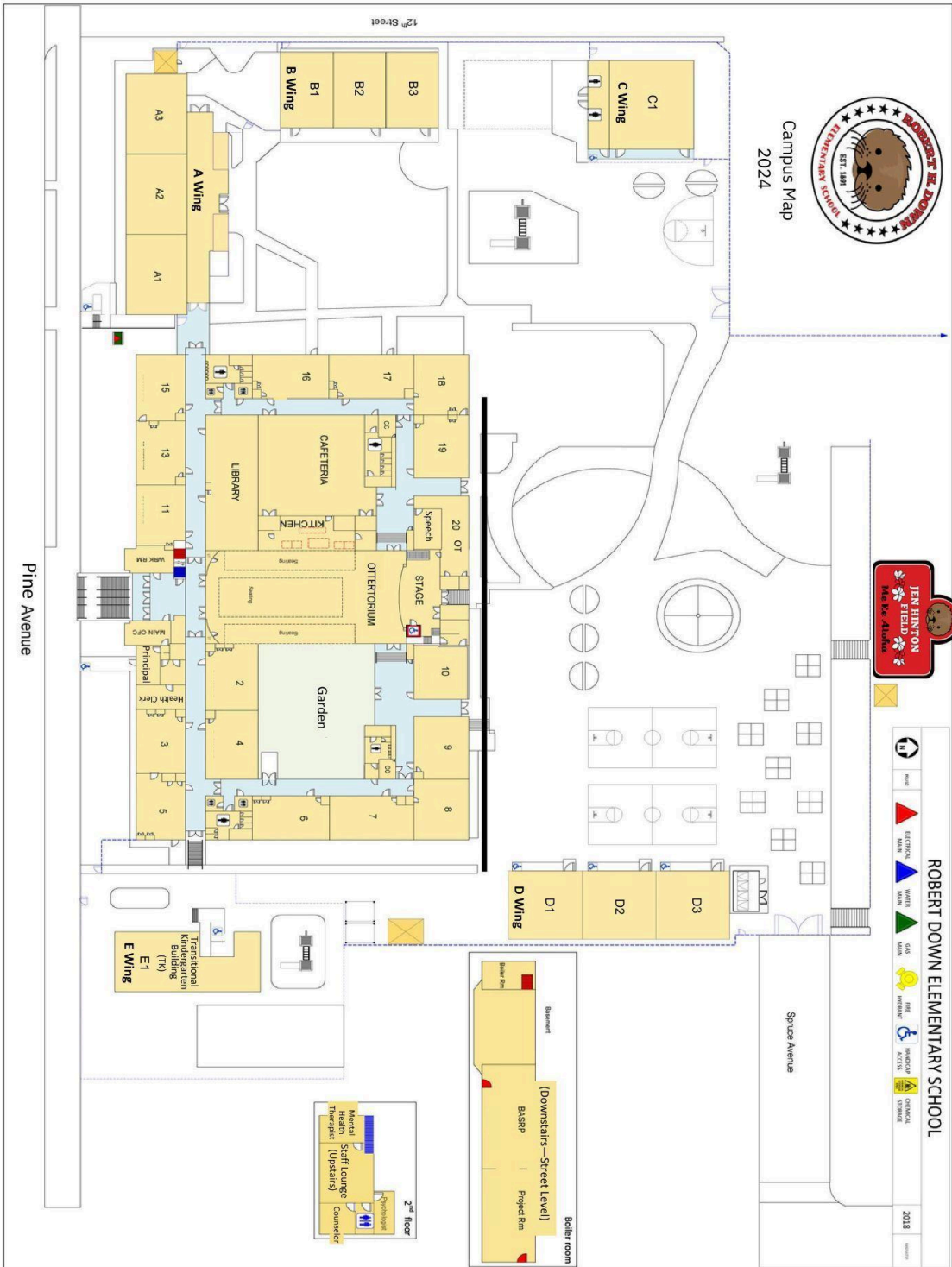
Robert H. Down Office and Certificated Staff

Main Office - (831) 646-6540 Fax - (831) 648-8414

Sydney Dacuyan	sdacuyan@pgusd.org	5 th Grade	9	
Anne Hober	ahober@pgusd.org	5 th Grade	6	
Patty Bloomer	pbloomer@pgusd.org	SDC Moderate/Severe	18	
Andrea Webb	awebb@pgusd.org	Resource Specialist 4 th /5 th	17	
Jennifer Lauchaire	jlauchaire@pgusd.org	Speech Therapist	20	
Lauren Davis	ldavis@pgusd.org	Resource Specialist 2 nd /3 rd	16	
Linda Williams	lwilliams@pgusd.org	ELD	Loft	
Megan Roach/Lauren Heflin	mroach@pgusd.org lheflin@pgusd.org	Occupational Therapy	20	
Peggy Tobin	ptobin@pgusd.org	Physical Education	D-2	
Jared Masar	jmasar@pgusd.org	Choral Music	D-2	
Liliana Nunez	lnunez@pgusd.org	Spanish	Project Room	
Heather Zunguze	hzunguze@pgusd.org	Intervention	19	
Thalia Jones	tjones@pgusd.org	Psychologist	Loft - 2	
Sonda Frudden	sfrudden@pgusd.org	Counselor	Loft - 3	
Julia Triplett	jttriplett@pgusd.org	Mental Health Therapist	Loft - 1	

Robert H. Down Support Staff				
Name	Email	Position	Location	Contact Number
Anne Scanlon	ascanlon@pgusd.org	Librarian	Library	
Jonathan Fordham	jfordham@pgusd.org	Computer Tech	D-1	
Rosa Diaz	rdiaz@pgusd.org	Food Service	Cafeteria	
Vanessa Phelps	vphelps@pgusd.org	Food Service	Cafeteria	
Jeff Erickson	jerickson@pgusd.org	BASRP Director	Downstairs	(831) 646-6548
Jennifer Fuqua	jfuqua@pgusd.org	BASRP/Noon Duty	Downstairs	
Ryan Rodewald	rrodewald@pgusd.org	BASRP afternoons	Downstairs	
Tammie Kirmil	tkirmil@pgusd.org	BASRP afternoons	Downstairs	
Heidi Feldman	rdgarden@pgusd.org	Garden Coordinator	Garden	(831) 646-6540
Eddie Overstreet	eoverstreet@pgusd.org	Head Otterstodian		
Andrew Terry	aterry@pgusd.org	Head Night Custodian		
Anthony Johnson	ajohnson@pgusd.org	Night Custodian		
RHD Instructional Aides and Paraprofessionals				
Brynn Stanley	bstanley@pgusd.org	Transitional Kindergarten	Various	
Lauren Banaszek	lbanaszek@pgusd.org	Transitional Kindergarten	Various	
Sally Jones	sjones@pgusd.org	Kindergarten	Various	(831) 646-6540
Caroline Wade	cwade@pgusd.org	Kindergarten/Noon Duty	Various	
Ginger Root	ginger.root@pgusd.org	2 nd /5 th	Various	
Nargess Akhavi	nakhavi@pgusd.org	1 st /4 th /Noon Duty	Various	
Leslie Horn	lhorn@pgusd.org	RSP/Noon Duty	Various	
Kristin Sells	ksells@pgusd.org	Various/Noon Duty	Various	
Audrey Kitayama	akitayama@pgusd.org	RSP	Various	
Margot Grant	mgrant@pgusd.org	Various	Various	
Nancy Javier	njavier@pgusd.org	SDC	Various	
April Gabriel	agabriel@pgusd.org	SDC	18	
Naomi Hernandez	nhernandez@pgusd.org	SDC	18	
Madeline Koers	mkoers@pgusd.org	SDC	18	
Tara Al Ayoubi	talayoubi@pgusd.org	SDC	17	
DeAnna Bradford	dbradford@pgusd.org	SDC	18	
Cole Van Schoick	cvanschoick@pgusd.org	SDC	18	

Mikayla Nolte	mnolte@pgusd.org	SDC	Various	
Roberto Dixon	rdixon@pgusd.org	Physical Ed/Noon duty	PE	
PGUSD District Office and Board of Education				
Linda Adamson	Superintendent ladamson@pgusd.org	Mike Wachs	Trustee mwachs@pgusd.org	
Josh Jorn	Assistant Superintendent jjorn@pgusd.org	Jennifer McNary	Clerk jmcnary@pgusd.org	
Buck Roggeman	Chief Human Resources Officer broggeman@pgusd.org	Beth Shammass	Trustee bshammass@pgusd.org	
Larry Haggquist	Director of Educational Services lhaggquist@pgusd.org	Laura Ottmar	Trustee lottmar@pgusd.org	
Louis Algaze	Technology Director lalgaze@pgusd.org	Elliot Hazen	President ehazen@pgusd.org	
Matthew Binder	Director of Digital Learning Director mbinder@pgusd.org	Jon Anderson	Maintenance/ Transportation janderson@pgusd.org	
Robert Silveria	Nutrition Director rsilveria@pgusd.org	Yolanda Cork-Anthony	Student Services Director yclarkanthony@pgusd.org	



*A hundred years from now
it will not matter
what my bank account was,
the sort of house I lived in,
or the kind of car I drove.
But the world may be different,
because I was important
in the life of a
Robert H. Down Student!*

- Forest E. Witcraft, Teacher & Scholar (With an RHD twist!)

