

Grover Beach Elementary School
International Baccalaureate School
365 South Tenth Street
Grover Beach, CA 93433
(805) 474 - 3770 FAX (805) 473 – 5502

Dear Grover Beach Families,

Thank you for choosing Grover Beach Elementary School to educate your children. The motto of Grover Beach Elementary is, "To engage, challenge and inspire^[US1] students through the power of learning," which reflects the significance of learning and achievement at Grover Beach Elementary. In the 2012 school year, Grover Beach began to adopt the International Baccalaureate (IB) Program at our school and thus changed our mission statement to reflect our educational beliefs and values:

Grover Beach Elementary School is a community of learners who welcome and encourage curiosity and multiple perspectives. Through a global focus, our program challenges and inspires students to discover their role in the ever-changing world and take action to promote peace and make a difference.

Grover Beach Elementary school is an Authorized IB World School, one of only a handful of IB schools on the whole central coast. This means that the incredible learning opportunities our students have benefitted from over the past 4 years will continue, and Grover Beach will continue to offer the most rigorous and balanced education possible.

In addition to being an Authorized IB World School, Grover Beach also offers many other opportunities for our students, including: GATE, Bright Futures, Spanish (Kinder-6th Grade), Music (5th and 6th grade) after school tutoring and our "Golden Leaders" the student leadership team at Grover Beach. In addition to this, Grover Beach offers campus-wide wi-fi and 60+ Chromebooks in addition to a fully stocked and functional Computer Lab.

Perhaps most importantly, Grover Beach School plays a large part in the surrounding communities of Grover Beach, Grover Heights and Arroyo Grande. Many parents, as well as the grandparents, are themselves alumni of Grover Beach Elementary and feel a strong bond to the school. In addition, most of our teachers are from the community themselves, and all feel a visceral attachment to the school and particularly to the students.

We are so happy to have you as a part of the Grover Beach family.

Sincerely,
Grover Beach Staff

LUCIA MAR UNIFIED SCHOOL DISTRICT

602 Orchard Street
Arroyo Grande, CA 93420
(805) 474-3000

2018 BOARD OF EDUCATION

Mr. Chad Robertson, , President

Ms. Vicki Meagher

Ms. Dee Santos

Mrs. Colleen Martin

Mr. Vern Dahl

Mr. Don Stewart

Mr. Mark Millis

Information about the Board of Education and the meeting calendar is available at

www.luciamarschools.org

Board meetings are open to the public.

DISTRICT ADMINISTRATION

Ms. Raynee Daley, Superintendent – 474-3000, ext. 1080

Mr. Paul Fawcett, Assistant Superintendent, Human Resources– 474-3000, ext. 1190

Mr. Andy Stenson, Assistant Superintendent, Business – 474-3000, ext. 1070

Ms. Hillery Dixon, Assistant Superintendent, Curriculum- 474-3700, ext 1090

Mr. Jim Empey, Director of Secondary Education – 474-3000, ext.1131

Mr. Brett Gimlin, Director of Elementary Education - 474-3000, ext.

Tentative 2018-2019 Calendar of Events

August 16, 2018	First Day of School
August 23, 2018	Back to School Night
September 3, 2018	Labor Day – No School
September 6, 2018	Parent Volunteer Meeting
September 14th, 2018	Minimum Day--Staff Safety Training **
September 21, 2018	Vision Screening-Kinder, 2 nd & 5 th Grade
September 28, 2018	District Wide Minimum Day**
October 2, 2018	Picture Day
October 5, 2018	Minimum Day
<i>October 10, 11 & 12 2018</i>	<i>Parent Teacher Conferences – Minimum Days**</i>
<i>October 10, 2018</i>	<i>Picture Retakes</i>
November 4, 2018	Daylight Savings Ends- Time Change
November 8, 2018	Hearing Screening- 1 st , 2 nd & 5 th Grade
November 9, 2018	End of Trimester
November 12, 2018	Veterans Day – No School
November 15, 2018	Report Cards Go Home
November 19-23, 2018	Thanksgiving Recess—No School
December 24 – Jan 11	Winter Break—No School
January 21, 2019	Martin Luther King Day – No School
February 11, 2019	Lincoln B-day – No School
February 12-15, 2019	6 th Grade Science Camp
February 18, 2019	President’s Day – No School
March 7, 2019	District-Wide Minimum Day**
March 7, 2019	Second Trimester Ends
March 8, 2019	Teacher Work Day – No School
March 10, 2019	Daylight Savings – Time Change
March 14, 2019	Report Cards Go Home
<i>March 14 & 15, 2019</i>	<i>Parent-Teacher Conferences – Minimum Days**</i>
April 2, 2019	Grover Beach Talent Show
April 5, 2019	Minimum Day**
April 22-April 26, 2019	Spring Break—No School
May 23, 2019	Open House
May 27, 2019	Memorial Day – No School
May 31, 2019	International Festival
June 5, 2019	6 th Promotion
June 7, 2019	Last Day of School
	End of Third Trimester
	<i>Report cards go home – Minimum Day**</i>

** Minimum School Days- all students dismissed at 12:00 noon

As Parents and Guardians of Students at an International Baccalaureate Candidate School, You may be wondering....

What is the IB Program?

The philosophy is the IB mission statement which states:

"The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right."

The IB organization is a non-profit foundation that was founded in 1968. IB came together to provide an internationally acceptable university admissions qualification suitable for the growing mobile population of young people whose parents were part of world diplomacy, international and multinational organizations. IB offers international standardized coursework for students in the DP programs. IB is headquartered in Geneva, Switzerland and offers a continuum of three educational programs. Diploma Program (DP), Middle Years Program (MYP), & Primary Years Program (PYP) ranging in ages from 3-19. Currently the IB works with 3,343 schools in **141** countries to offer the three IB programs to approximately **999,000** students.

What makes IB unique?

- IB offers a continuum of education, consisting of three programs for students aged 3 to 19.
- IB is proud of the reputation for high quality education sustained for over 35 years.
- IB encourages international-mindedness. To do this, students must first develop an understanding of their own cultural and national identity.
- IB encourages a positive attitude to learning by encouraging students to ask challenging questions, to critically reflect, to develop research skills, and to learn how to participate in community service.
- IB ensures that the programs offered are accessible to students in a wide variety of schools-national, international, public, and private worldwide.

Who is an IB learner?

An IB learner is a student who is showing and doing scholarly activities. An IB learner is aware of others, advocates for him or herself, and strives to be an independent thinker. IB Learners are not afraid to make mistakes, and constantly seek ways to improve themselves.

What is the Learner Profile?

Inquirers... They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Caring... They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Thinkers... They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Risk Takers... They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Knowledgeable... They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines

Balanced... They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Open-Minded... They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Communicators... They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled... They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Reflective... They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

What are the IB attitudes?

IB learners choose attitudes that contribute to the well being of the individual and the group. They strive to show: appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect, tolerance.

What does the IB Program bring to Grover Beach?

Grover Beach has always believed in the education of the “whole child” instead of strictly focusing on strictly academic skills. Through IB guidance, students will experience Science, Social Studies, Art, Music, Physical Education, Second Language, and Performance Arts. The IB PYP curriculum framework brings an inquiry or “learn by doing” approach to education.

Additionally, students will develop and use community skills which include: social communication, research, thinking, and self-management skills. All of these are critical in a 21st century thinker.

ATTENDANCE

Absences and Tardies

It is essential that students attend school regularly and arrive at school on time. Absenteeism and/or tardiness should not become a habit as it interferes with the learning of all students. Students who are legitimately ill, however, should not be in school.

A student returning to school after being absent must either bring a note signed by the parent or guardian giving the reason for the absence and the date(s) of absences or telephone the office stating the child's name, date(s) of absences and the reason for absence. When a student has been absent for more than five days due to illness, a note may be required from the child's physician if there are any further absences from school.

Any child leaving school during school hours **must be checked out through the school office by their parent or guardian**. Students may not leave the school grounds at recess, lunch time or before dismissal time **without being signed out through the office**.

Tardy Policy

School begins promptly at 8:30 AM., except on Late-Start Mondays when it begins at 9:30am. Students are tardy if they arrive at school after the first bell. Students arriving late must check into the office before going to class. As tardiness is a disruption to instruction for all students, parents of students who have more than five unexcused tardies during the school year will receive a letter. If the tardies continue, a meeting with the parent and the principal may be necessary to work out a solution to the tardy problem.

Perfect Attendance Policy

Any student who maintains perfect attendance during a trimester will be recognized at the awards assemblies. Those students who have perfect attendance for the entire year will receive a special honor and recognition from the principal.

ILLNESSES AND INJURIES AT SCHOOL

If a child is injured or becomes ill at school, every effort will be made to contact the parents of the child for information and instructions. If the parents cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the child will be taken to a doctor or to a hospital for treatment. For this reason, it is extremely important that the "Emergency Care Authorization" form be up-to-date and on file in the school office for every child at school.

INSURANCE

A group plan of pupil accident insurance is available on a voluntary basis to every pupil registered in the Lucia Mar Unified School District. Information is sent home with each child. Families qualifying for the Free Lunch program may receive medical services through Healthy Start and may be eligible for Medi-Cal benefits.

BEFORE AND AFTER SCHOOL SUPERVISION

Playground supervision before school begins at 8:15 AM. Students **may not** be on the playground before that time. Breakfast service and cafeteria supervision begins at 8:00 am, or Late Start Mondays, 8:45 am. *Students who come for breakfast and arrive before the 8:15 a.m. bell must go directly into the cafeteria. **No students may be on campus prior to 8:00 a.m.** After the dismissal bell, students are allowed to be on campus **ONLY** if they are enrolled a Bright Futures class, GATE, or are attending an after-school tutoring session. Supervision beyond 2:45 PM is provided **ONLY** for those students in the after-school programs. **Students may not return to the school campus to play or use the fields until after 6:00 p.m.**

BICYCLE RULES

According to California State Law, all students riding a bicycle to school must wear a bicycle helmet. School personnel are required to enforce this law and will do so by storing the bicycle on campus until a student brings a helmet. Students must park their bicycles or scooters in the gated rack provided and must keep them locked during school hours. For the safety of all, students must walk their bicycles to and from the bike rack. School insurance does not cover skateboard riders and therefore skateboards may not be used as transportation to and from school. **Bicycles, scooters and skateboards of any type are forbidden to be ridden through the hallways and on the playgrounds at any time.**

CLASSROOM VISITATIONS

Grover Beach Elementary School both welcomes and encourages parents to visit the classrooms. However, safety procedures require that parents register in the school office and be given an identification badge **before** entering a classroom.

Visitors must furnish the following information: name, address, occupation, purpose for entering school grounds, and proof of identity, to the Principal or designee. During classroom visits, the teacher will be teaching and may not be interrupted to answer questions. Questions may be answered during non-instructional times. It has been found that several shorter classroom visits prove to be more beneficial than one lengthy visit. When visiting a classroom, **younger children should not accompany parents as it may disturb instruction.**

Classroom volunteers are not the same as classroom visitors. Please read the guidelines for Classroom Volunteers below. The principal or designee may refuse to register any visitor, if he/she concludes that the visitor's presence would disrupt the classroom, students, school activities or staff. Any person who is denied registration may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing.

CLASSROOM VOLUNTEERS

At Grover Beach Elementary School parents and guardians are encouraged to help in the classrooms and volunteer in a variety of different ways on campus or even at home. The staff at Grover Beach Elementary believes that our volunteers provide a tremendous benefit to its educational program and value the time they give to help children learn.

Classroom volunteers are required by law to have a TB clearance and fingerprint clearance before volunteering in the classroom. Volunteers serve under the guidance and direction of the classroom teacher. Classroom volunteers are encouraged to attend a short information session regarding their responsibilities while on campus. The meeting is held at the beginning of the school year. Please check the calendar page for the date.

ALL VOLUNTEERS MUST REGISTER IN THE OFFICE BEFORE GOING TO A CLASSROOM EACH TIME THEY ARE ON CAMPUS.

DRESS CODE

In an effort to provide a safe and educationally sound environment free from undue distractions, the following dress code has been adopted by Lucia Mar Unified School District and Grover Beach Elementary School. All students shall dress and groom for school with attention to, and emphasis on, neatness, cleanliness, safety, and personal and public health. Such things as bare feet, bare chests, half shirts, tube tops, halter tops, spaghetti straps, sheer blouses, tank tops enlarged so that sides of the body are exposed are not acceptable for classroom wear. Pants must fit correctly at the waist and pant legs may not drag on the ground. Clothing may not be provocative, display profane or obscene language or pictures showing crude or vulgar gestures. Shirts and blouses must cover the torso adequately. Dress code guidelines:

- The school district desires to keep the school campuses free from threats or harmful influence of any groups of gangs which advocate violence, drug use, or disruptive behavior. The wearing or displaying of any apparel, jewelry, moniker, trademark, or any other by virtue of its color, arrangement, trademark, or any other attribute which implies affiliation or empathy with such group or gang shall not be permitted.
- **Hats of any type may not be worn at school. If there are extenuating circumstances, please see the principal.**
- Shorts are permitted to be worn to school. For school attire, shorts must be long enough so that when a student's arms are fully extended to his/her sides, the bottom of the shorts will be within +/- one inch of the end of his/her finger tips.
- Open-toed sandals or high-heeled shoes are NOT permitted to be worn to school for safety reasons. Students may injure themselves during recess or physical education in these types of foot attire.
- Only natural hair color is permitted (for example: No fluorescent colors).

EXPECTED BEHAVIORS/STUDENT DISCIPLINE

The goal of Grover Beach Elementary School is to provide the maximum educational opportunity for all students. To achieve this, the campus must maintain an atmosphere of safety for all students and an environment that is free of disruptions. The staff maintains that students are here to learn and teachers are here to teach. Our motto for good citizenship is:

Respect Yourself and Others!

Let's not cause problems by hurting a person's body, feelings, or things.

Parents and teachers can work together to help ensure good citizenship at school by maintaining good communication with one another and encouraging their children to:

Ø Be Respectful

Ø Be Responsible

Ø Be Safe

Students who choose to violate the rights of others and fail to accept his or her responsibility as a good citizen may receive the following consequences:

1. Verbal warning, counsel
2. Loss of a classroom privilege
3. Loss of the play portion of recess or other appropriate discipline

A Behavior Documentation slip will be sent home for parents to read and sign when a specific consequence for behavior has been given. Teachers and/or the principal will contact parents by phone when a student continues to violate the rules of good citizenship. When necessary, a behavior plan will be developed with the parent, the student and the teacher to help the student make healthy choices that ensures the safety of all students.

It is important to carefully review the following Suspension/Expulsion Policy (5140) with your child. Make sure your child understands that the behavior violations listed may result in suspensions and possible expulsion from the district.

Education Code 48900

- (a) 1-Caused, threatened to cause, attempted to cause serious physical injury.
2-Willfully used force or violence on another person
- (b) Possession of firearms, knives, explosives or other dangerous objects
- (c) Use, possession of, under the influence of, or sale of drugs or alcohol
- (d) Sale of look-a-like substance represented as alcohol/drugs
- (e) Committed or attempted to commit robbery or extortion
- (f) Caused or attempted to cause damage to public or private property
- (g) Stole or attempted to steal school or private property

- (h) Use or possession of tobacco
- (i) Obscene act, habitual profanity or vulgarity
- (j) Possession of drug paraphernalia
- (k) Disruptive behavior, disrupted school activity or willfully defied the valid authority of school personnel
- (l) Knowingly received stolen property
- (m) Possession of imitation firearm
- (n) Caused or attempted to cause sexual assault
- (o) Harassed, threatened or intimidated a student witness
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

5

- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) Aided or abetted the infliction or attempted infliction of physical injury to another person.
- (u) As used in this section, “school property, “includes, but is not limited to, electronic files and databases.
- (v) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to counseling and management program for a pupil subject to discipline under this section.

Education Code 48900.2

Sexual harassment as defined in Education Code 212.5

Education Code 48900.3

Caused threatened to cause, or participated in an act of “hate violence” as defined in Education Code 33032.5 (e).

Education Code 48900.4

Intentionally engage in sufficiently severe or pervasive harassment, threats, or intimidation directed against school district personnel or a pupil or group of pupils.

Education Code 48900.7

Terroristic threats against school officials or school property, or both.

OTHER DISCIPLINE NOTIFICATIONS

Camera Usage

All camera usage, unless for academic purposes assigned by a teacher, must be approved by administration. Cell phone cameras are addressed below.

CELLULAR PHONE/MOBILE COMMUNICATION DEVICES/ELECTRONIC SIGNALING DEVICES:

No school shall permit the use of unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones as described below:

- Students are only permitted to use cellular phone outside of the instructional day. Students must keep their cellular phones powered off and out of sight during the instructional time.
- Cell phone use off campus, on the bus and at school related events is at the discretion of administration.
- School administrators, teachers and/or authorized staff may confiscate cellular phone and other electronic devices from students at any time during the school day if used in violation of California Education Code or school rules, or due to disruption, academic integrity and/or safety related concerns.
- When electronic devices and/or cell phones are confiscated, students are prohibited from removing their battery, locking the phone, or removing their memory chip.
- Electronic devices and/or cellphones seized shall be inspected and inventoried. If any data therein indicates that the student has used the item for improper purposes, violation of the rights of other students, appropriate action will be taken by school authorities.
- Students are prohibited from using electronic devices or cellular phones at school as recording devices and/or cameras.
- The district or employees will not be responsible for lost, damaged or stolen personal electronic/gaming devices.

Cyberbullying

Lucia Mar School District has a zero tolerance policy for cyberbullying. Cyberbullying is the use of email, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately harass, threaten, or intimidate. Cyberbullying can include such acts as making threats, sending provocative insults or racial, religious, sexual or ethnic slurs, attempting to infect the victim's computer with a virus, and flooding an e-mail with nonsense messages.

Drug Dogs

The District will periodically use dogs for the purpose of searching the buildings, lockers, vehicles, parking lots and personal possessions of person on campus to determine the possible presence of drugs, alcohol and/or other items that students are forbidden by school policy to possess.

Electronic Equipment

CD/MP3/IPOD players and other electronic devices and games are prohibited at school due to significant instructional time being compromised when these items are misplaced or stolen. Any electronic equipment used will be confiscated by school staff returned at the discretion of administration.

Imitation handguns

Parent must be aware of the dangers created by replica guns in the hands of mischievous or naïve children. The law addresses imitation or replica firearms with several statutes. It defines an imitation firearm as any BB device, toy gun, replica of a firearm or other device that is so substantially similar in overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm. It is a misdemeanor to brandish an imitation firearm in public and punishable by a minimum of 30 days in the county jail. It is also a misdemeanor to remove any safety marking or colorations on an imitation firearm designed to designate it as a toy.

The District is extremely concerned about the safety of our children on campus. Due to recent tragedies involving children and imitation guns, the District bans all guns on campus and at school related events. This includes any and all water guns, pellet guns, gun style cigarette lighters and rifles, even if they do not appear to look like real guns.

Laser Pointers

Penal Code 417.27

No student shall possess a laser pointer on any elementary or secondary school premises unless possession of the laser pointer on the elementary or secondary premises is for a valid instructional or other school related purpose.

Video Cameras on buses

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy.

ZERO TOLERANCE: The district takes its mandate to maintain safe and orderly campuses very seriously. Schools are not safe for students and staff when weapons and drugs are brought to school. Encourage your son or daughter to report weapons or drug violations to a staff member. All information will be dealt with in strict confidence.

ELECTRONIC GAMES and CELL PHONES

Students may not bring electronic equipment such as handheld games and CD players to school. This type of equipment is often a target for theft and creates a distraction to the learning environment. Cell phones may only be brought to school for safety reasons and must be stored in the student's backpack. **Cell phones may not be used during the school day except in an emergency and if authorized by the classroom teacher or other school personnel.**

FIRE AND CIVIL DEFENSE DRILLS

Fire drills are conducted monthly in order to familiarize children with evacuation procedures. A civil defense and nuclear evacuation plan for Grover Beach Elementary School has been developed in accordance with the plans of the San Luis Obispo County Office of Civil Defense. In the event of a major disaster, the Civil Defense Office will instruct the school to either keep the students at school, allow them to go home or evacuate to Nipomo High School.

During an emergency, students will only be released to parents/guardians, or persons listed on the Emergency Card. The adult will need to sign-out for the student. In case of any major emergency, tune to radio 920 or 1400 for information.

HOMEWORK

Homework is considered a necessary part of the learning process and should be an extension of school activities, reflecting the individual needs of students. Parents have a profound influence on the study habits of their children. It is a parental responsibility to encourage children to study and to assist their children in completing homework assignments.

The amount of homework assigned will be gradually increased from grade to grade as the student advances through school. Children will be encouraged to take home library books and appropriate learning materials. In addition to the assigned homework, it is extremely important that children are read to each day and/or time is set aside for reading.

Homework is assigned according to the following guidelines:

Primary Grades, Kindergarten through Third

Beginning at the kindergarten level, students shall be expected to devote a **minimum** of twenty minutes per week to homework assignments, increasing to a minimum of forty minutes per week in grade three.

Intermediate Grades, Fourth through Sixth

Beginning at fourth grade, students shall be expected to devote a **minimum** of one hour per week to homework assignments, increasing to a **minimum** of two hours per week in grade six.

LOST AND FOUND

Please mark all outer clothing, backpacks, and lunch bags with your child's name. Lost jackets, coats and sweaters will be placed in the cart outside the cafeteria. All small items that are found will be stored in the school office.

LUNCH PROGRAM

The Grover Beach Elementary School cafeteria provides students with a nutritious, well balanced breakfast and lunch, including milk. Students who wish to bring a lunch from home may purchase milk or water and other snacks. Students may not bring soda type drinks to school to drink during lunch or recesses. Parents are encouraged to complete the application for the Free or Reduced Breakfast/Lunch Program, which is sent home to each student in the August packet. The application is only valid for one school year and **must** be resubmitted each school year. Lunch applications may be filled out at any time during the school year, however. School personnel are available to help any parent or guardian complete the applications.

In emergency situations, students are allowed to charge up to two lunches from the cafeteria. Parents may prepay for their child's lunch either by check or cash before school in the cafeteria. Parents who send money to school with their child to prepay for lunches must place the money in an envelope, making sure the child(s) name is on the envelope as well as the child's room number. Please refer to the monthly lunch menu for information regarding the prepaid lunch discount.

MEDICATION

Students who need medication during school hours **MUST** have on file in the school office a medication authorization form signed by a doctor. This authorization form **MUST** be resubmitted at the beginning of each school year. All authorized medication is kept in a locked file in the office and may only be administered by school personnel. Please direct specific questions regarding medications to our school nurse.

Aspirin, cough suppressant, or non-prescription medication of any type may not be administered by school personnel and may not be taken by students on their own. Students are forbidden to bring to school any type of non-prescription medication.

PARTIES IN THE CLASSROOM

Each classroom may have three parties during the school year. The primary purpose of these parties is to provide a cultural enrichment experience. Dates of parties will be determined by each class and/or grade level. Appropriate “End-of-School” activities will be held at the discretion of the teachers and principal.

PHONE USE/MESSAGES

Students and parents must make after-school care and play arrangements BEFORE coming to school. The office phone may be used by students for urgent situations only.

During the instructional day, the office staff is directed not to interrupt instruction to deliver messages to classrooms. If you need to get a message to your child, please call early in the day so that the staff will have time to get messages to the classrooms. When a parent calls with a message after 2:00 PM. It is extremely difficult to ensure messages will get to students before the end of school.

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

All students will have routine tests, including hearing, vision and dental inspection, unless a written statement is filed annually with the principal by a parent or guardian requesting exemption of his/her child from the physical examination.

Immunizations are required by State law and ALL students must be in compliance with that law. State law mandates that all children entering Kindergarten after August 1, 1997 are required to have the following:

1. Four polio inoculations; three are enough IF the third dose is given after the 2nd birthday.
2. Four DPT inoculations or more, but one more dose is needed if the last dose was given before the 2nd birthday.
3. Two Measles, Mumps and Rubella doses, the second dose must be given after the first birthday.
4. Three doses for Hepatitis (over a 4-6 month period)

State law mandates that each student be given a complete health examination (CHDP) prior to entry into the first grade.

PLAYGROUND PROCEDURES

Teachers and PE staff teach playground game rules the first week of school and reinforce the rules throughout the school year. These rules stress safety and good sportsmanship. Students who violate playground safety and game rules may receive a behavior documentation slip and be required to serve detention during their recess time. In case of serious infractions in the classroom or on the play ground such as fighting or disrupting instruction, students will be referred to the principal for appropriate consequences. Grover Beach Elementary School follows the District regulations for major disciplinary actions. *(Please see Expected Behaviors/Discipline)*

Parents may serve as volunteers on the playground as part of the supervision. If a parent is interested in serving as parent playground supervisor, he/she may contact the school office.

PARENT TEACHER ORGANIZATION (PTO)

All parents at Grover Beach Elementary are members of our Parent Teacher Organization (PTO). Parents are encouraged to attend PTO meetings, participate in PTO activities and support our school through the annual PTO fundraising events. Information regarding PTO may be obtained by calling our school office.

SCHOOL SITE COUNCIL

The School Site Council is an advisory board consisting of five to six parents and five to six school staff members. The Council meets at least four times per year to discuss, review, monitor and make recommendations regarding the Grover Beach Elementary School Single School Plan as well as establish and approve a budget to implement the plan. New council members are elected each year from the parent population and staff. Any parent who wishes to become involved in School Site Council is encouraged to meet with the principal.

ENGLISH LEARNER ADVISORY COUNCIL

The English Learner Advisory Council (ELAC) is part of the School Advisory Committee and is made up of parents of English learners. All parents of English learners are encouraged to attend the meetings. Members may also include the principal and the teachers of English learners. The ELAC meetings are held in Spanish with English support, depending on the needs of the members.

REPORT CARDS AND CONFERENCES

Each parent and student is requested to meet for a conference at least once during the school year. This is an excellent opportunity to meet one-on-one with your child's teacher to discuss and better understand the progress being made by your child. It is imperative that parents attend the conferences.

Reports cards are issued approximately eight days after the close of the first and second trimester and on the last day of school.

SEXUAL HARASSMENT

The Lucia Mar Unified School District is committed to providing an educational environment that is free of harassment. In keeping with this commitment, the district maintains a strict policy prohibiting sexual harassment in any form, including verbal, physical and visual harassment. Sexual harassment of or by any student of the district will not be tolerated and may result in disciplinary action against the offender. Anyone who complains about sexual harassment will not be retaliated against for making such a complaint. This means that no adverse decisions will be made as a result of someone making a complaint about sexual harassment. Complaints will be handled as quickly, confidentially and fairly as possible.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment in schools is any unwelcome conduct or communication of a sexual nature which has the purpose or effect of adversely interfering with student performance or creating an intimidating, hostile, or offensive learning environment.

Specifically, sexual harassment of a student by either another student or a district employee is defined as a pattern of degrading or offensive sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Sexual harassment may include, but is not limited to the following:

1. Vulgar remarks
2. Offensive sexual comments regarding a student's appearance
3. Physical conduct - touching, impeding or blocking movements
4. Sexual propositions or advances
5. Physical assault

CURRENT LAW

Sexual harassment of a student by another person, whether an employee, supervisor, manager, non-employee, or another student, is unlawful. The law requires immediate investigation by the school district, as soon as a student gives notice in any form, that sexual harassment is occurring in the schools or during school related activity. Sexual harassment regulated by this policy pertains to behavior of a sexual nature if the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school in the district.

DISTRICT RESPONSIBILITY AND PROCEDURE REGARDING COMPLAINTS

Any student who believes he or she has been harassed by an employee of the district or another student should promptly report the facts of the incident and the name of the individual involved to his/her site principal or designee, or to a member of the investigative team charged with investigating complaints of sexual harassment. Site principals or designees are required to immediately report in writing any incidents of sexual harassment to the investigative team.

DISTRICT SEXUAL HARASSMENT INVESTIGATIVE TEAM

The district investigative team will be composed of three persons, with at least one representative from the male gender and one representative from the female gender. The investigative team will be chaired by the Assistant Superintendent, Personnel. Other members of the team will be district and school administrators who would normally have a "right to know" about harassment claims and are considered confidential employees. The membership of the investigative team will be shared with all employees and students annually at the beginning of each school year and posted at each school site. If the superintendent determines that there is a stated conflict or interest with a member of the team, as reported by either the complainant or accused, then he will appoint a replacement.

INVESTIGATIVE PROCEDURE

All parties, including complainants, witnesses, parents, and guardians will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainants and witnesses will not be retaliated against due to their participation in the filing of a complaint. The accused will also be fully notified of such rights pursuant to this policy, at the earliest appropriate time.

All investigations of complaints will be handled promptly in a conscientious and sensitive matter, and in as confidential a manner as possible. Appropriate action will be taken to resolve the problems giving rise to the complaint and to eliminate the harassment. Complainants and witnesses will be protected from harassment and from retaliation.

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are NOT allowed at school at any time. Insurance does not cover students who ride skateboards or roller blades to and from school.

SPECIAL SERVICES

Health Services

The District nurse is on call for medical emergencies. Our school nurse is assigned to Grover Beach Elementary for one day a week. She is available each Monday to answer your health questions and provide referrals for medical treatment. She may also be reached other days of the week by phone. Her district phone number is 474.3000 ext. 1159.

Hearing Tests

Students in grades one, two and five are given a hearing test each year. If a hearing loss is detected, parents are contacted.

Scoliosis Screening

Scoliosis screening will be administered for all sixth grade girls. Parents are notified if the results indicate a need for a physician referral.

Vision Tests

Vision tests are administered each year for first and fourth grade students and special referrals. Parents are notified if the results indicate a need for corrective measures.

Speech and Language Instruction

The Speech and Language Pathologist works with children individually and in small groups to meet their particular IEP goals. Students may be referred for speech services by their teachers or through the SST process. Kindergarten students are screened by the Speech and Language Pathologist through Kindergarten Round-up prior to attending school.

School Psychologist

A qualified district psychologist is available to administer testing upon request from parents and the school. The confidential information gained from the testing is used to aid the school in providing the best possible education for each student tested.

SPECIAL PROGRAMS

Student Support Specialist (School Counselor)

The staff at Grover Beach Elementary School is dedicated to educating the whole child and believes that children must be both physically and mentally healthy to learn. To ensure the wellbeing of all students, our Student Support Specialist provides a variety of services for our students, including small group counseling character education lessons and academic support.

Healthy Start

Healthy Start counselors meet with students on campus and provide a variety of services to ensure are physically and mentally healthy and ready to learn. Children may be referred for Healthy Start services by their teacher, the school counselor, a parent or through the SST process. Parent permission is required for children to participate. The Healthy Start Family Resource Center is located in Oceano and can be reached by phone at 473.4242.

Special Education

Special Education students are those students with a current Individual Instructional Program (I.E.P.). Students may be placed in the Resource Specialist Program and/or receive Speech and Language services from our Speech and Language Pathologist. Students with an I.E.P may also be included in the Special Day Class (SDC) for students with specific speech and language needs.

Literacy Support Program

Students who score below the district average on standardized achievement tests are eligible to receive Title 1 services. In addition to classroom instruction, students may be instructed by credentialed teachers working in small groups to improve reading and comprehension skills. Federal and state monies are used to provide the funds to support the literacy program.

English Language Development (ELD)

Students who first speak another language other than English are tested to determine their comprehension of English. A level of English comprehension is determined from the test and students then receive daily specific instruction in English to help them acquire the English they will need to be successful students

Bright Futures

Federal grant monies provide our Grover Beach Elementary students with an opportunity to participate in tutorial and enrichment classes after school. The Bright Futures classes are free and available to all students on an “as needs” basis. An application to the Bright Futures program must be made before a student can be considered for the program, however. Registration for Bright Futures takes place in the fall and after winter break.

TOBACCO FREE SCHOOLS

Lucia Mar Unified School District has adopted Board Policy 5443, 4802 prohibiting all use of tobacco products at all times in all district facilities, on all district property, and in all district vehicles. The policy applies to students, district employees, visitors, spectators at school events, and all other persons authorized to be on district property. All individuals on district premises shall adhere to the policy. Your cooperation with this policy whenever you are on your child's school campus will be much appreciated. If you currently use tobacco products, and are interested in quitting, the school nurse has tobacco cessation and referral information.

Please contact your child's school nurse through the school office or contact Linda Hogoboom, District Nurse, at 474-3000 x 1153 for further information.

