

Robert Down Principal's Update

August 8, 2023

Principal's Message

Good Evening RHD Families -

Thank you to our PTA for their support during our TK, Kindergarten, and 1st grade Meet and Greets today. It was great to see our returning families and meet our newest Otters.

Reminders for our first day of school tomorrow, Wednesday, August 9th:

- Gates will open at 8:30 AM. School begins on at 8:45 AM
- Gate A (Spruce between 12th and 13th streets), Gate C (Near TK building - formerly the Co-Op), and Gate D (On Pine near ramp and the little schoolhouse library) will be open.
- Gate B (Spruce & Fountain) WILL NOT be open and no personnel will open it for students. Please walk around to Gate C.
- **Drop off zones should not be used as parking spaces and will be marked with orange cones:** On Pine Ave. next to our new TK building and in back of campus near Gate A Please park away from campus and get your steps in if you want to walk your student to a gate. We will be asking PGPD to monitor the area for safety.

Other Announcements:

- **Release time:** On Mondays, Tuesdays, Wednesdays, and Fridays RHD releases TK and Kindergarten students are released at 2:10 and 1st-5th grade students at 3:10 PM
- **Release Time Thursdays:** All students are released at 1:55 PM for staff collaboration time.

- If you are in need of the Before and After School Recreation Program (BASRP), please reach out to Darryl Smith at darryl.smith@pgusd.org or go to our website <https://robertdown.pgusd.org/Parents/B-A-S-R-P-/index.html>
- Please remind students that ride bikes or scooters to walk them around campus and outside on the sidewalk to remain safe - and especially wear a helmet.
- **Annual Parent Safety Meeting: Tomorrow morning, weather permitting, at the lunch tables around 8:50 -9:00 AM.** Once the bell rings and students are escorted to classrooms, I will let parents in at Gates A and D. If it is too cold, we will go inside to the Ottertorium. Coffee and donuts will be served.
- **Cocoa With Keller (Ask the Principal Nights) will occur via Zoom on the fourth Tuesday each month:** August 22nd - Safety Meeting (for parents unable to attend on first day of school), Sept. 26, Oct. 24th, *Nov. 21st, Jan. 23rd, Feb. 27th, March 26th, April 23rd, May 21st. (*Principal being selfish on his birthday in November 😊)
- **5th Grade Families:** Sign up below for the Sunrise event this Saturday
- **RHD Safety Drill Dates: Evacuation** - Aug. 25th at 10:05 AM; **Shelter in Place** - Sept. 21st at 9:15 AM; **Drop, Cover, and Hold On** - Oct. 12th at 10:20 AM; **Secure Campus** - Nov. 15th at 2:05 PM; **Evacuation** - Dec. 12th at 11:45 AM; **Evac. with Student Release** - Feb. 23rd at 2:45 PM; **Secure Campus** - March 18th at 9:40 AM; **Evac. with missing students** - April 23rd at 11:15 AM; **Shelter in Place** - May 15th at 1:50 PM
- **Info on Spirit Wear** <https://fieldofdreamsdesigns.com/client-shops/RHD-Otters>
- **Student Supply List online:** <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://robertdown.pgusd.org/documents/Parents/RHD-Student-Supply-List-23-24.pdf>
- **Please label all outerwear and food containers** so they can be returned to their owner. Let's keep the Lost and Found empty this year. One can dream.
- **A new RHD 23-24 Calendar is online.** Click on the blue calendar icon to see what events are happening.

RHD Back to School Night

- Back to School Night will be on Wednesday, August 16th with the Principal's Address at 6:15 PM and Classroom visitations at 6:30 PM and 7:00 PM. Food trucks will be available for dinner and students may play on the playground. PGUSD middle and high school volunteers will be earning community service and supervising students that attend outside on the playground and field. Only parents/guardians should attend the classroom visits.

Interested in serving on the RHD Site Council?

- An informational meeting will occur on August 21st for any parent/guardian that would like to help with making improvements at RHD. Please join us via Zoom: Join Zoom Meeting: <https://pgusd.zoom.us/j/86937582161> , ID: 86937582161

There will be sign ups for many campus improvement projects and PTA volunteer opportunities during Back to School Night. Plan to attend and get your signature ready!
Have a restful night and see everyone tomorrow!

In Otter Ohana,

Sean Keller, RHD Principal
Google Voice (831) 275-0083
skeller@pgusd.org

Please read Allergy Alert Letter Below:

Hello Robert Down Families,

This year, we have some schoolmates in grades 2 through 5 with life-threatening allergies to eggs, tree nuts, peanuts, and milk requiring Epi-Pen treatment if exposed to eggs and foods containing tree nuts, peanuts, and milk. To maintain the highest level of safety, all of the 2nd grade classrooms will be compulsory egg, tree nut, and peanut-free classrooms. We ask that all Second Grade classroom families not send foods to school with their child which contain tree nuts, peanuts, and eggs.

Mr. Keller will be discussing with all grade levels the importance of being safe at the lunch tables and not playing with milk cartons by purposely pouring liquids onto trays, onto the table tops or ground, and not stomping on cartons to hear them "pop". He will also share with students the importance of using hand wipes or washing hands after eating any food allergy products to keep playground equipment safe for all students.

The best way to determine if foods are allergy-free snacks is to read the label since most brands have a warning statement or allergen list. Be aware of phrases like this:

- May Contain Peanuts
- Processed on shared equipment with Peanuts
- Manufactured in a facility that also processes Peanuts
- Contains Peanut or Peanut Ingredients



In addition, we will encourage students to care for their food properly at school by not sharing food with others, not throwing food, and not carelessly spilling food onto others in order to eliminate food allergy exposure and cross contamination in eating areas shared by multiple grade levels.

The following resource link and attachment can assist you in teaching your children how to support friends with allergies and how to keep them safe.

<https://community.kidswithfoodallergies.org/blog/8-ways-to-teach-children-about-food-allergies>

Please feel free to contact me with any questions.

Thank you very much,

Katrina

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Katrina Powley, RN, BSN, CSN  
District School Nurse  
Pacific Grove Unified School District  
[kpowley@pgusd.org](mailto:kpowley@pgusd.org)  
Google Voice: (831) 275-5396

## Every Otter SWIMS - RHD Behavior Expectations

Mr. Keller will be discussing the RHD Behavior Expectations with students during our first Toolbox Assemblies on Friday: Primary grades (TK, Kindergarten, 1st, and 2nd at 10:10) Intermediate grades (3rd, 4th, and 5th at 10:30). Parents who have been cleared as a volunteer may attend (fingerprinted and cleared).

## Robert H. Down Elementary Behavioral Expectations

### Every Otter SWIMS

|                                         | Hallways/Restrooms                                                                                                                                                       | Cafeteria/Lunch Area                                                                                                                                                                             | Playground/Field                                                                                                                                                                         | Arrival/Dismissal                                                                                                                                                                     | Classroom/Otterorium                                                                                                                                                                       | Toolbox Tools                                                                                                                                            |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Show Respect</b>                     | <ul style="list-style-type: none"> <li>Walk Slowly on the right side</li> <li>Use positive words with others</li> <li>Respect the space and needs of others</li> </ul>   | <ul style="list-style-type: none"> <li>Stay Seated</li> <li>Stay in a single file line while waiting</li> <li>Keep your hands and feet to yourself</li> <li>Ask permission</li> </ul>            | <ul style="list-style-type: none"> <li>Show good sportsmanship</li> <li>Use appropriate language</li> <li>Respect the space and needs of others</li> </ul>                               | <ul style="list-style-type: none"> <li>Arrive on time</li> <li>Follow the rules if riding the bus/using bike/scooter</li> <li>Use crosswalks</li> <li>Be safe on sidewalks</li> </ul> | <ul style="list-style-type: none"> <li>Speak and listen carefully</li> <li>Clean up work areas and desk area</li> <li>Let the little things go</li> <li>Show gratitude</li> </ul>          | <ul style="list-style-type: none"> <li>Please and Thank You</li> <li>Using Your Words</li> <li>Garbage Can</li> <li>Be Safe</li> </ul>                   |
| <b>Work Hard</b>                        | <ul style="list-style-type: none"> <li>Be quiet while in transition</li> <li>Make good decisions</li> <li>Keep school clean</li> <li>Voice Level: 0</li> </ul>           | <ul style="list-style-type: none"> <li>Use manners</li> <li>Sit with others and get to know new people</li> <li>Keep school clean</li> <li>Voice Levels: 0-2</li> </ul>                          | <ul style="list-style-type: none"> <li>Walk on blacktops at all times</li> <li>Be a problem solver</li> <li>Try all games/ areas</li> <li>Voice Level: 3</li> </ul>                      | <ul style="list-style-type: none"> <li>Wait outside with patience</li> <li>Enter building quietly and in your line</li> <li>Voice Level: 0-2</li> </ul>                               | <ul style="list-style-type: none"> <li>Embrace academic struggle</li> <li>Listen with your eyes, ears, and heart</li> <li>Voice Level: 0-2</li> </ul>                                      | <ul style="list-style-type: none"> <li>Patience</li> <li>Listening</li> <li>Breathing</li> <li>Perseverance/Grit</li> </ul>                              |
| <b>Increase Integrity</b>               | <ul style="list-style-type: none"> <li>Go directly where you need to be</li> <li>Be honest and respectful with peers and adults</li> <li>Keep restrooms clean</li> </ul> | <ul style="list-style-type: none"> <li>Raise your hand for assistance</li> <li>Be prepared to eat &amp; don't leave any items inside building</li> <li>Cleanup after yourself</li> </ul>         | <ul style="list-style-type: none"> <li>Admit when it is not your turn or are out</li> <li>Follow game rules and do not make up new ones</li> <li>Praise others for their play</li> </ul> | <ul style="list-style-type: none"> <li>Have all your needed materials</li> <li>Be aware of responsibilities and behavior expectations for all activities</li> </ul>                   | <ul style="list-style-type: none"> <li>Be engaged during instruction</li> <li>Be prompt, prepared, and ready to learn</li> <li>Do your own work and not depend on AI/technology</li> </ul> | <ul style="list-style-type: none"> <li>Apology &amp; Forgiveness</li> <li>Empathy</li> <li>Be Kind</li> </ul>                                            |
| <b>Make a Difference</b>                | <ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Show genuine care for RHD</li> <li>Respect the space and needs of others</li> </ul>      | <ul style="list-style-type: none"> <li>Eat all your food to reduce waste</li> <li>Separate food scraps, recycling, &amp; waste</li> <li>Respect all staff members providing direction</li> </ul> | <ul style="list-style-type: none"> <li>Walk away from a conflict and inform an adult</li> <li>Show genuine care for others – look out for the Buddy Bench</li> </ul>                     | <ul style="list-style-type: none"> <li>Respect all staff members providing direction</li> <li>Make safe decisions while walking/ riding to and from school</li> </ul>                 | <ul style="list-style-type: none"> <li>Care for equipment and supplies</li> <li>Clean up work areas and desk area</li> <li>Take risks and learn new things</li> </ul>                      | <ul style="list-style-type: none"> <li>Taking Time</li> <li>Personal Space</li> <li>Quiet Safe Place</li> <li>Be Your Personal Best Every Day</li> </ul> |
| <b>Stand Up for Yourself and Others</b> | <ul style="list-style-type: none"> <li>Do the right thing</li> <li>Share if someone is making a mess or does not flush</li> <li>Respect others' stuff</li> </ul>         | <ul style="list-style-type: none"> <li>Do the right thing when no one is watching</li> <li>Bring food that does not cause allergic reactions, especially PB &amp; J</li> </ul>                   | <ul style="list-style-type: none"> <li>Tell the truth and accept the results</li> <li>Seek assistance to resolve problems: <b>Stop, Walk, Talk</b></li> </ul>                            | <ul style="list-style-type: none"> <li>Walk and be safe inside or outside buildings</li> <li>Ask an adult staff member for help if someone needs a ride</li> </ul>                    | <ul style="list-style-type: none"> <li>Include all students in groups and activities</li> <li>Give your best effort on homework</li> <li>Try new ways to learn</li> </ul>                  | <ul style="list-style-type: none"> <li>Courage</li> <li>Be an Upstander</li> <li>Looking Out (for Others) Tool</li> </ul>                                |

**5th Grade Families: Sign up for Saturday's First Annual Sunrise Event**

<https://www.signupgenius.com/go/30E0E49ADAB2CA5FD0-5thgrade1>

Start the year off right  
with the  
5th Grade Sunrise!

**Who? All Robert Down and Forest Grove 5th Graders!**

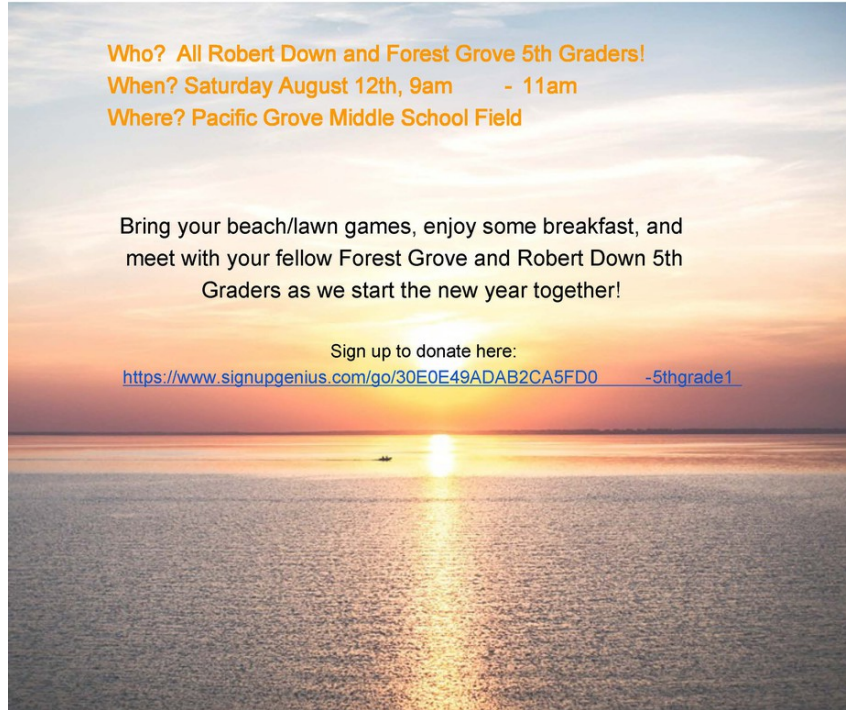
**When? Saturday August 12th, 9am - 11am**

**Where? Pacific Grove Middle School Field**

Bring your beach/lawn games, enjoy some breakfast, and meet with your fellow Forest Grove and Robert Down 5th Graders as we start the new year together!

Sign up to donate here:

[https://www.signupgenius.com/go/30E0E49ADAB2CA5FD0\\_-5thgrade1](https://www.signupgenius.com/go/30E0E49ADAB2CA5FD0_-5thgrade1)



### PTA News

- Come meet PTA members on the Primary Grass or TK Building off Pine Ave. next Tuesday during the TK, Kindergarten, and 1st grade Meet and Greet events.
- Plan to attend the RHD Back to School event on Wednesday, August 16th starting with food trucks at 6:00 PM. Sign up to help plan one or more of the fun events planned for 2023-2024!
- PTA Executive Positions are still available and can be shared to help alleviate time commitments. Please reach out to RHD PTA President, Soccoro Papadakis, at [socorrovaldez33@gmail.com](mailto:socorrovaldez33@gmail.com) to find out how you can help.
- Donation items are needed for the PGUSD all-site PTA Mix and Mingle "Rock of Ages" silent auction on August 19th. This is one of the major fundraisers for our PTAs so check out the flier below and plan to attend. Contact Kelly San Filippo for more information about donations: [ksanfilippo@pgusd.org](mailto:ksanfilippo@pgusd.org).

### Misc. News

- Check out the RHD website for lots of information under the "About Us" and "Parents" menus: <https://robertdown.pgusd.org/index.html>

### **A Message from our new Garden Coordinator**

**Dear Robert Down Community,**

I'm happy to let you know that I will help refurbish the Robert Down school garden, as the newly hired Garden Coordinator. My past experience includes managing the public education program at the Monterey Regional Waste Management District, which included working with school gardens and environmental education. I'm also involved with the PG Community Garden.

**When I toured the garden today with Principal Keller, I saw that this space is a true diamond in the rough...a beautifully designed facility for children, just waiting to be cleaned up and replanted! We will revive this wonderful resource to make it a treasured space once again, inviting our students to learn in a natural, educational environment.**

My hope is that we can do a deep clean and new planting in the next few weeks, to make the garden ready for student visits after Labor Day weekend. Please let me know if you would like to volunteer a few hours to make the magic happen, no gardening experience necessary. Our kids and teachers will be so thankful for your gift of time and hands-on help!

Wishing you all a very happy start of school,

Heidi Feldman

831/521-8196

e-mail: [hfeldman@pgusd.org](mailto:hfeldman@pgusd.org)



**TK & Kindergarten Meet & Greet**  
**Tuesday,**  
**August 8th**  
**12:30-1:30**

**Come meet your teacher and classmates. Come see  
your classroom. We can't wait to meet you.**  
Kinder teacher and room assignments will be posted next week.

## Join PTA (\$20/member)

The RHD PTA is a non-profit organization and donations are tax deductible. Tax ID# 23-7103880



<https://jointotem.com/ca/pacific-grove/robert-h-down-elementary-pta>

## RHD T-shirts / Sweatshirts



\$15 / \$35 cash or check

\$16 / \$37 Totem, PayPal, or credit card (Square)

\$5 each sticker/decal (free with each membership!)



**CLICK HERE to ORDER RHD Spirit Wear**



### **RHD Upcoming Events**

August 9 – First Day of School, Welcome Back!

August 10 - Thursday Bell Schedule, every Thursday all students dismissed at 1:55 PM

August 12 - 1st Annual 5th Grade Sunrise Event - Creating Goals and Having Fun with Forest Grove 5th Graders. Location and Time TBD.

August 16 – Back to School Night (Principal's Message: 6:15 PM, Session 1: 6:30-7:00 PM, Session 2: 7:00-7:30 PM)

August 17 – PGUSD Board Meeting, 6:30 PM

August 19 – PTA Mix & Mingle, Wave Street Studio, 6:00-10:00 PM (Adult Only Event)

September 4 – Labor Day Holiday, No School

September 7—PGUSD Board Meeting, 6:30 PM

September 16 —PG PRIDE, Walk with Pride Event, Lovers Point 9:00 AM—12:00 PM

September 20 —School Picture Day

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### Volunteer & Chaperone Clearance

If you plan on being a **VOLUNTEER** on campus or a **CHAPERONE** for a field trip, please be sure you are fingerprint cleared with our district. To make an appointment at the District Office please call Kimberly Ortiz at 646-6553.

Before coming to campus to volunteer, please check with your child's teacher to schedule a time that works best for them.

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### Office Reminders...

1) Please have your child to school on time. Gates open at 8:30 AM. Warning bell rings at 8:40 AM. **Final bell rings and instruction begins at 8:45 AM.** When a student is tardy it is disruptive to the office and classroom. In addition, students miss important information and announcements from their teacher first thing in the morning.

2) Did you know that you can report your child's absence with your ParentVUE app? Simply log into your ParentVUE account to send the office a message about why your child is absent.

**\* Ways to report a student absent \***

a) *ParentVUE app*

b) *24 Hour Absence Line (831) 646-6663*

c) *Email Annie Deis at [adeis@pgusd.org](mailto:adeis@pgusd.org)*

3) Please make sure to relay afterschool plans with your child **PRIOR** to the school day. The office and teachers are getting phone calls and emails from parents daily about what their child should do after school. This is disruptive.

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### Robert Down Birthday Books

This notice is to tell you about our **voluntary** program designed to build the RHD library and





foster your child's love of reading.

**Here is how it works:** To join the Robert H. Down Birthday Book Club fill out the information below (scroll way down to the bottom of this message to print the Birthday Book forms) and deposit it in the Drop Box at school along with a check for \$20.00 (please make the check payable to the P.G.U.S.D. and write R.H.D. Birthday Book on the memo line).

When your child's birthday month comes around Ms. Scanlon will present a new book in honor of your child's birthday. Your child will be the first one to check out and read the book that has been donated to the library to celebrate their birthday. A bookplate with your child's name will be affixed to the inside cover for all future readers to appreciate.

### **Birthday Book Club.pdf**

[Download](#)

280.3 KB

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# Tools for the Journey

Creating a World of Kind, Connected Human Beings



## Breathing

*I calm myself and check-in.*

## Quiet/Safe Place

*I remember my quiet/safe place.*



## Listening

*I listen with my ears, eyes, and heart.*

## Empathy

*I care for myself. I care for others.*



## Personal Space

*I have a right to my space and so do you.*

## Using Our Words

*I use the "right" words, in the "right" way,  
at the "right" time, for the "right" reason.*



## Garbage Can

*I let the little things go.*

## Taking Time

*I take time-in and time-away.*



## Please & Thank You

*I treat others with kindness and appreciation.*

## Apology & Forgiveness

*I admit my mistakes and work to forgive yours.*



## Patience

*I am strong enough to wait.*

## Courage

*I have the courage to do the "right" thing*



*Practices of a Peaceful Warrior*



**TOOLBOX**  
BY DOVETAIL LEARNING

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www.dovetaillearning.org

## ToolboxParentWkshopHandout.pdf

[Download](#)

885.8 KB

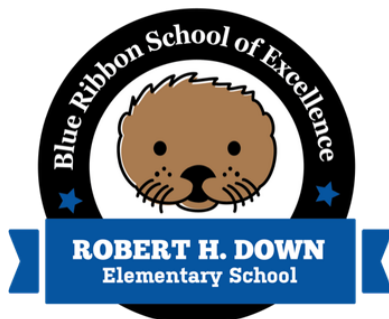
Flyers



## Allergy Alert Letter August 2023.docx.pdf

[Download](#)

520.1 KB



## Robert Down Elementary School

Website: <https://robertdown.pgusd.org/>

Location: [485 Pine Avenue, Pacific Grove, CA, USA](#)

Phone: (831) 646-6540



## Robert Down Elementary School

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