



**ROBERT H. DOWN  
ELEMENTARY SCHOOL**

**PARENT ★ STUDENT  
HANDBOOK**

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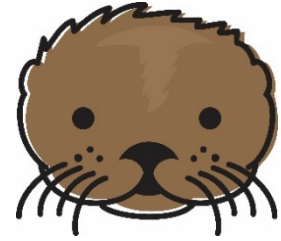
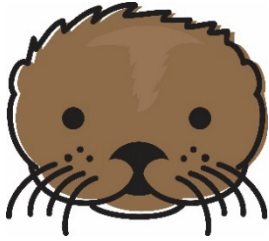
**2019-2020**

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# 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.

At Robert Down School, the staff, students, parents, and community are committed to providing an excellent learning program for all students. As a team, we work together to achieve this goal

## Principal's Message



### Welcome to the Robert H. Down Elementary Otter Ohana!

Serving Pacific Grove Unified School District students since 1891, Robert H. Down Elementary is proud to continue its mission of fostering each individual student's education and character along with building a sense of community among all students. Our dedicated staff strives to develop students that are appreciated as individuals and challenged to do their best each day.

We believe that children, families, and schools all benefit when we work together. We are grateful for the support of parents and the community. Please take the time to learn more about our exciting programs and how you can make your child's school year even more successful. Do not hesitate to contact me with questions or concerns. —Sean B. Keller, RHD Principal, [skeller@pgusd.org](mailto:skeller@pgusd.org)

### **Arrival and Dismissal**

Children should not arrive at school before 8:25 A.M. as there is no adult supervision. All students should go home immediately following the dismissal bell if there is no parent/guardian supervision. Students arriving before 8:25 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.

### **Campus Access: Gates Opened and Locked**

Gates will be unlocked at 8:25 A.M. daily for student arrival. All morning intervention students should enter through the front office for their 8:00 A.M. courses. Gates will be locked at 8:45 A.M. after the first bell. The kindergarten gate off Pine Ave. will be unlocked for kindergartners leaving at 2:10 P.M. Kindergarten parents should meet their children by the nearest gate to their student's classroom or enter through the same gate if the teacher prefers the classroom to avoid confusion during kindergarten pick-up. All parents and non-RHD children should leave campus until gates are reopened at 3:10 P.M. for the final bell dismissal if older siblings are still in school. Gates will be re-locked for the afternoon BASRP program at 3:30 P.M. and families still on campus are asked to play on the Jen Hinton Field playground area or an area not designated for BASRP until BASRP moves to its indoor location off Pine Ave. No students should be left unsupervised after school, or they will be checked into the BASRP program if no parent is present. Gates will be unlocked for community use after 4:00 P.M., over the weekend, and during school breaks. Adults should never ask students to open gates for convenience from the inside or ask students to climb over fences or reach through/under gates to unlock handles. Please help keep RHD safe at all times

### **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).

### **Student Attendance/Procedure for Parent to Explain Absences**

Please see PGUSD Board Regulation 5113 for its entirety regarding Board attendance policy; a breakdown is provided in this handbook. Each time your child is absent, please call the absence line (646-6663), 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 when reporting the student's absence. Homework will be available in the homework basket located in the school lobby between 3:30 to 4:30 P.M. 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.

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.

### **Truancy/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.

### **Tardy Policy**

Any students arriving late to class are considered tardy. 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 (JAR Form) 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 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 (Justifiable Absence Request below). Fourteen excused absences are allowed per year. After the 14th excused absence, an illness will be considered excused only if documented by a physician. Absences beyond the 14th that are not excused by a physician's note will be considered unexcused absences.

### **Unexcused Absences**

Any absences not covered in the categories listed above are considered unexcused absences. After three unexcused/unverified absences, the student is considered truant. Please see "Truancy Mediation" section (Page 5). The Board desires to emphasize the importance of school attendance. Therefore, students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es).

### **Allowable Credit Due to Unexcused Absences/ Justifiable Absence Request (JAR)**

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. The parent/guardian must request approval from the site principal in advance to the absence. Parents are strongly discouraged from scheduling non-medical appointments, business, or vacation travel during times when school is in session, as these are considered unexcused absences. Any parent contemplating family travel during school is in session must contact the school at least two weeks prior to the absence to ascertain its probable impact on their child's academic ... situation. Justifiable Absence Request (JAR) forms found online at [www.robertdown.pgusd.org](http://www.robertdown.pgusd.org) should be filled out and turned in to the attendance clerk.
- b. Approval for allowable credit due to an unexcused absence may be granted for up to ten (10) 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.
- c. 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.
- d. The maximum number of days of allowable credit shall be ten (10) days per school year, except in unusual circumstances.
- e. Make-up work and/or tests may not be provided for unexcused absences in excess of the established limits.

### Attendance Codes

<b>I</b>	Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)	<b>F</b>	Family absence was waived/excused by the administration. <u>Justifiable Absence form must be submitted two weeks in advance.</u> A visit to another school. A court appointment that is documented by the court system. Military family leave per BP5113
<b>M</b>	Excused for medical or dental reasons with a note from the doctor or dentist	<b>A</b>	Unverified – Waiting for parent verification
<b>B</b>	Bereavement of immediate family member	<b>E</b>	Excessive absence over the 14 day limit for illness without medical or dental notes on file
<b>Q</b>	Quarantine, usually for medical reasons	<b>V</b>	School sponsored activity or appointment
<b>R</b>	Religious holiday	<b>H</b>	Home hospital absences
<b>S</b>	Suspension	<b>T</b>	Tardy--Unexcused up to 30 minutes
<b>L</b>	Allowed by parent, but <u>unexcused by the state</u> , for family necessity or emergency, appointments other than medical or dental, or out of town travel, that was <b>not approved</b> by the administration ahead of time	<b>X</b>	Tardy – Excused Must be validated with written documentation
		<b>C</b>	Truancy, or intentional absence by the student over 30 minutes, during any part of the school day, that is not excused

### 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.

### Medications 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) 646-6514.

### Mental Health Services

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

Clare Davies, Director of Student Services, (831) 646-6523  
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 emergency only. Keep in mind that each time the office has to call a classroom with a message, it interrupts instructional time. Make sure that your child has a lunch or has lunch money available on his or her lunch account. Please 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)**

Before- and after-school care is available from 7:00 A.M. to 6:00 P.M. Call Jill Houston at 646-6548 for more information or email her at [jhouston@pgusd.org](mailto:jhouston@pgusd.org) or visit the web page at <https://robertdown.pgusd.org/basrp/>

## **Dress Code**

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. We strongly discourage makeup as well as hair dye that is distracting. Hats should not be worn inside the school building. Inappropriate words, sponsors, pictures, bare midriffs, sagging pants, exposed underwear, and revealing tank tops are not allowed. The length of students' clothes (such as shorts, dresses, skirts) should minimally be as long as the student's' fingertips when the students' arms are extended down the side of the body. Dress or appearance that disrupts the class or learning activity may require a student to call a parent so that appropriate clothing can be brought to school for the child.

## **Electronic Devices/Cell Phone Policy and Regulation**

Per Board Regulation 5146, except with prior consent for health reasons, electronic signaling or imaging devices must be turned off and put away throughout the school day. (These include, but are not limited to, cell phones, gaming devices, dokiWatch, FiLIP, VTech Kidizoom Plus, and Gizmos.) Students may not carry personal devices with them on campus during the school

day without express permission from the principal. Devices are not to be used during the school day for phone calls. 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. Devices will be used only during the time frame of the particular lesson/project and will be returned to the student at the end of the 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, Garmin Vivo Fit, Jr., and UNICEFs.

### **General Guidelines**

1. 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. Regular shoes must be worn on school grounds. California law currently requires children to wear helmets while riding bikes, scooters, skateboards, or skates. Parents, please review traffic and safety rules with your children so their trip to and from school will be safe. Regular shoes must be worn on school grounds. Wheeled shoes are acceptable footwear, but the wheels may NOT be used at school in the hallways or on the playground.
2. Toys are to remain at home unless the teacher or principal gives special permission. Only classroom equipment and materials will be allowed at school.
3. 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. 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 may be viewed online at <https://boardpolicy.pgusd.org/2015/12/22/5030-student-student-wellness-health-and-physical-education/>.
4. 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 send a note to the teacher. 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. If office staff does not know the person coming to pick up a child, the adult will need to show identification before the child will be released.
5. Students are not to bring gum, candy, and soda pop to school.
6. Students should not be picked up at their classroom. Please find a convenient, safe place outside the building to meet your child after school.
7. PLEASE, PLEASE, PLEASE – 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. This area is strictly a quick drop-off/pick-up zone. Spruce Avenue between 12<sup>th</sup> and 13<sup>th</sup>

streets is also a quick drop-off/pick up zone all day. There is no parking allowed on the RHD side of the street.

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 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.
12. 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 of 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 have not completed the oral health assessment, please contact the school office and you will be provided the information needed to complete the process.
13. At the start of each year, parents are asked to complete an emergency card for each of their children. If a child has a condition that could result in an emergency situation during the school day, we make every effort to contact the parent to develop a specific emergency plan and attach a copy to the emergency card. If you believe this applies to your child, and would like to develop a plan, please contact our health clerk at 646-6540.

### **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 - 5<sup>th</sup> grade only). RHD's results have provided opportunities for our school to be eligible for Blue Ribbon recognition at the state and national level. PGUSD administers Interim Formative Assessments (IFAs) three times throughout the year to help students hone their keyboarding and computer-based test-taking skills.

### **Library Policy**

The library is open from 8:30 A.M. to 3:00 P.M. daily. Please use inside voices and do not bring food or drink while visiting. Students may be in the library outside of their regular class visit with a note from their teacher and if 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.

Computers are available with access to the Internet. 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, 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 (5<sup>th</sup> Grade)**—Per Education Code Section 60800, each spring, 5<sup>th</sup>-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 <https://www.cde.ca.gov/ta/tg/pf/>.
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](mailto: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 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. When coming to the school to pick up children after an evacuation to Jen Hinton Field, Kindergarten-2<sup>nd</sup> grade adults should come with proper ID to the Spruce/13<sup>th</sup> Street gate, and 3<sup>rd</sup>-5<sup>th</sup> grade adults 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. 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.
4. 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.
5. Alternative sites for student release will be the PGMS pick-up circle (Kindergarten-2<sup>nd</sup> grades use the Sinex side and 3<sup>rd</sup>-5<sup>th</sup> grades use the Hillcrest side) **OR** the PG Community Center/tennis courts if PGMS is not available.
6. Please visit <https://pgusd.org/safety/> 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.

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. Clare Davies, 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. Kindergarten will remain on the primary playground. Grade 1 will remain on the primary playground for the 10-minute recesses and may play on the intermediate playground during lunch recess. Grade 2 may play on the primary or the intermediate playground, and Grades 3-5 will remain on the intermediate playground.
2. During the 10-minute recess periods (9:55-10:05 and 1:55-2:05), intermediate students are to remain on the blacktop and play-structure areas only. The upper field is open during lunch recess with designated areas for Grade 1-5 students.
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 out of the hallways 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. No jumping off the playground structure.
8. When using the slide, walk up the stairs and slide down the slide only in a sitting position.
9. Follow all P.E. rules for game playing.
10. 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 does not provide the nutrition needed to be the best student possible.
11. Toys are to be left at home unless there is special permission given by the teacher.
12. At the end of the recess, a bell will sound. The children are to immediately stop what they are doing and stand still until released by the teachers on yard duty. The children will be instructed to walk to their class line.
13. There will be no ball playing on the primary grass area before or after school due to the amount of parents and siblings during drop off and pick up.

#### **Off-Limit Play Areas:**

- ◆ West side of the main building
- ◆ Outside fenced playground area. Let a supervisor know if a ball goes over the fence.

### **Lunch and Cafeteria Guidelines**

- ◆ The District has adopted a wellness program, which asks parents to send healthy foods for snacks, lunch and classroom celebrations.
- ◆ Lunch is from 12:05-12:50 for 1<sup>st</sup>-5<sup>th</sup> grade students, and from 11:55-12:40 for kindergarten students.
- ◆ Students may purchase a hot lunch for \$3.00
- ◆ Milk may be purchased for \$0.50 for those not purchasing lunch.
- ◆ Families are encouraged to apply for free and reduced meals at any time during the school year. Free and reduced meal applications are available in the school office, cafeteria, and available to all families through registration and online at <https://foodservice.pgusd.org/application/>.
- ◆ Every student has a lunch account
- ◆ Parents will receive weekly calls and emails reminding them that there is money owed on their student's account.
- ◆ All outstanding balances need to be paid by the end of the current school year.
- ◆ Families are encouraged to apply for free and reduced meals at any time during the school year. Free and reduced meal applications are available in the school office or the cafeteria or can be accessed online at <https://foodservice.pgusd.org/application/>.
- ◆ Parents are encouraged to pay in advance for meals. At any time during the school year, parents may pay online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) or by sending money to school to be applied to their student's meal account. You will need your child's student ID number in order to pay online. You can get this number by calling the school office. If you send money with your child, it needs to be dropped at the office in the morning and clearly labeled with your child's name and teacher's name so the money is applied appropriately. As the student makes purchases in the cafeteria, the amount will be deducted from the balance.
- ◆ If there is no money on your child's account and they are not eligible for free meals, the purchase of meals and food items will be charged to their account.
- ◆ If the balance reaches a negative \$10.00 the student will only be allowed to charge a full meal until the balance is paid in full. No other item e.g. milk or water will be allowed to be purchased.
- ◆ Site Principals will be notified when student's negative balances reach \$25.00..
- ◆ 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.
- ◆ For more information regarding the cafeteria lunch, please call 646-6521

### **Additional Guidelines for Students**

- ◆ While waiting in line for hot lunch, keep your hands to yourself and use quiet voices.
- ◆ Walk in the cafeteria at all times.
- ◆ You may talk quietly in the cafeteria – use "inside" voices.
- ◆ While eating, remain seated and use appropriate table manners.
- ◆ Students must stay seated in the cafeteria for at least twenty minutes.
- ◆ When students are finished eating and wish to be excused, they should:
  - Clean their area
  - Wait to be excused
  - Raise their hand
  - Walk to the playground

## **Negative Lunch Account Balances**

- ◆ Every student has a lunch account.
- ◆ Parents are responsible for their student's lunch account.
- ◆ Meals should be pre-paid and accounts should be kept current.
- ◆ If there is no money on a child's account and he/she is not eligible for free meals, the purchase of meals and food items will be charged to his/her account.
- ◆ If the balance reaches a negative \$10.00, the student will only be allowed to charge a full meal until the balance is paid in full. No other item, like milk or water, will be allowed to be purchased.
- ◆ Site Principals will be notified when a student's negative balance reaches \$25.00.
- ◆ As a courtesy, the Food Service Program emails and calls overdue information at least once a week using the School Messenger system.
- ◆ Students are reminded when their balance is low and also when the accounts become overdrawn.
- ◆ The Nutrition Director will also notify parents when accounts are overdrawn.

Payments can be made using either cash or checks (made payable to P.G.U.S.D. Food Service).

Parents may create an account on EZSchoolPay.com using their student's name and student's number and may pre-pay using a debit or credit card.

Allowing charges to accumulate can lead to financial losses to the Food Service Program and is unfair to the families that do pay for their meals. If unpaid charges become excessive, the District reserves the right to take steps deemed necessary to collect charges owed and to prevent further loss to the District. These actions can include, but are not limited to:

- offering an alternative meal
- initiating collective agency actions proceedings, which may affect a parent's personal credit rating
- denying campus activities

If you have any questions or concerns, please feel free to call the Nutrition Director at 646-6521.

## **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.

## 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 Management**

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*

Students are encouraged to tell others what they think and feel in a respectful manner.

2. *Walk Away*

Students are encouraged to walk away when they 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.

3. *Get Some Help*

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

### **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 Illuminate system regarding upcoming events and important announcements. Additionally, *The Otter Times* school newsletter will be sent to every family. Classroom newsletters are sent out on a regular basis from all teachers. 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 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 see your child's teacher.

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.

School staff will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

For more information regarding homework, please see P.G.U.S.D. Board Policy 6154 at [www.pgusd.org](http://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.

### **Rules of Conduct**

*We believe that:*

- ◆ All teachers have a right to teach without interruptions.
- ◆ All students have a right to learn without being disturbed by others.

*In support of our beliefs, the following Rules of Conduct apply to all students:*

- ◆ Students will come into the school building quietly and on time.
- ◆ Students will follow the directions of all teachers and other school personnel, the first time they are given.
- ◆ Students will be polite and respectful to adults and other students at all times.\*

- ◆ Students will not use inappropriate language (swearing\*, teasing, name-calling, put-downs) at any time.
- ◆ Students will not bring candy, gum, or soda to school at any time.
- ◆ Students will keep their hands, feet, and other objects to themselves.
- ◆ Students will show respect for the property of the school and the belongings of others.
- ◆ Students will settle differences without fighting. \*\*
- ◆ Students will arrive at school punctually and with homework completed as assigned.

\* In the case of swearing and/or obvious disrespect, the student may be suspended immediately.

\*\* In case of fighting, students will be suspended.

### Consequences

1<sup>st</sup> Occurrence: Teacher notified and staff member speaks with child.

2<sup>nd</sup> Occurrence: Teacher speaks with child's parent and informs principal.

3<sup>rd</sup> Occurrence: Teacher speaks with principal and principal contacts parents.

*Note: Our staff seeks teachable moments for students as well as appropriate consequences.*

### 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. Administrators and staff are delegated the authority and responsibility to ensure that the desired goals of equal 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.

When students are sent to the office to meet with the principal for a violation of CA Ed Code, a three-pronged approach will be use 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. This is where the Toolbox "Apology and Forgiveness Tool" is used to repair harm.
- 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?
  - Was it kind?
  - Was it my 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 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.).

The PGUSD Board approved a district-wide discipline matrix which is available in the office and online at <https://robertdown.pgusd.org/discipline-matrix-for-parents/> or <https://boardpolicy.pgusd.org/2019/04/30/5144-student-student-welfare-discipline-3/>

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



Effective the first day of school, we 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 name-calling, put -owns, teasing, etc.
- Students will show proper respect for all adults.
- Students will not hurt others or engage in activities that might be unsafe.
- Students will not use vulgar or inappropriate language or gestures.
- Students will not fight.
- Students will respect all personal and school property.
- Students will use appropriate table manners when eating.
- Students will be helpful and considerate to others.
- Students will arrive to school on time.

**Recognition and Awards**

Each month, teachers will select good citizens from their class to participate in the Otter Club 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 Club recipients. Those students who have made the club for at least seven months will be invited to a special celebration at the end of the school year.

### **Caught Being Good**

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

### **Volunteer Opportunities**

We can use your help in the education of your child. It is absolutely 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 kiosk or online at [pgusd.org](http://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, or 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.
- ◆ Help on Pride Days, which are held twice a year 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 task 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 3:10 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 IEPs 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. Inappropriate tattoos should be covered. 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 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 the PTA, please see your classroom liaison and attend the PTA meetings 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 Otter Times*, our PTA-sponsored school newsletter. Messages can be left for the PTA by calling 646-6540 x357.

### **Parent Leadership Opportunities: School Site Council and Safety Committee**

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, along with 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 Monday of the month from September through May at 3:30 P.M. in the principal's office. All meetings are open to the public. Please contact any member of the site council for more information.

The RHD Safety Committee, also made up of RHD staff and parents, helps oversee the Safety Plan due each fall and provides feedback on safety concerns to the staff. This committee meets on the last Tuesday of the month at 8:00 A.M. in the principal's office.

# Appendix

## Robert H. Down Bell Schedules

<b>Regular Schedule (1st-5th Grade)</b>		<b>Regular Schedule (Kindergarten)</b>	
8:40	Warning Bell	8:40	Warning Bell
8:45 - 9:55	Instruction	8:45 - 9:35	Instruction
9:55 - 10:05	Morning Recess	9:35 - 9:50	Recess
10:05 - 12:05	Instruction	9:50 - 12:05	Instruction
12:05 - 12:50	Lunch/Recess	12:05 - 12:50	Lunch/Recess
12:50 - 1:55	Instruction	12:50 - 1:40	Instruction
1:55 - 2:05	Afternoon Recess	1:40 - 1:50	Recess
2:05 - 3:10	Instruction	1:50 - 2:10	Instruction
3:10	School Ends	2:10	School Ends



<b>Thursday Schedule (All Students)</b>	
8:40	Warning Bell
8:45 - 9:55	Instruction
9:55 - 10:05	Morning Recess
10:05 - 12:05	Instruction
12:05 - 12:50	Lunch/Recess
12:50 - 1:55	Instruction
1:55	School Ends

<b>Minimum Day Schedule (All Students)</b>	
8:40	Warning Bell
8:45 - 9:55	Instruction
9:55 - 10:05	Morning Recess
10:05 - 12:10	Instruction
12:10	School Ends

<b>Robert H. Down Staff</b> Main Office – (831) 646-6540      Fax – (831) 648-8414				
Name	Email	Position	Location	Extension
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Lauren Davis	ldavis@pgusd.org	Resource Specialist	16	116
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Jackie Kite Silvia Gill	jkite@pgusd.org sgill@pgusd.org	Pine Ave. Co-Op	Co-Op	(831) 646-6583

Robert H. Down Support Staff				
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Sally Jones	sjones@pgusd.org	Food Service	Cafeteria	131
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RHD Instructional Aides				
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Adrienne Taylor	ataylor@pgusd.org	1 <sup>st</sup> /3 <sup>rd</sup> /Noon Duty	Various	
Leslie Horn	lhorn@pgusd.org	2 <sup>nd</sup> -5 <sup>th</sup> RSP/Noon Duty	Various	
Melissa Gibson	mgibson@pgusd.org	1 <sup>st</sup> /2 <sup>nd</sup> /PE IA	Various	
Joanie Rodewald	jrodewald@pgusd.org	4 <sup>th</sup> & 5 <sup>th</sup> RSP/Noon Duty	Various	
Audrey Kitayama	akitayama@pgusd.org	Intervention/4 <sup>th</sup> & 5 <sup>th</sup>	Various	
April Gabriel	agabriel @pgusd.org	Academic Integration	19	
Teresa Ramirez-Dewitt	tramirez@pgusd.org	Academic Integration	19	
Andrea Webb	awebb@pgusd.org	Academic Integration	19	
Kyle Villavicencio	kvillavicencio@pgusd.org	Academic Integration	19	
Christina Zantman	kzantman@pgusd.org	Academic Integration	19	
Roberto Dixon	rdixon@pgusd.org	Physical Ed/Noon duty	PE	
PGUSD District Office and Board of Education				
Dr. Ralph Gomez Porras	Superintendent rporras@pgusd.org	Debbie Crandell	Board President dcrandell@pgusd.org	
Song Chin-Bendib	Assistant Superintendent schinbendib@pgusd.org	Brian Swanson	Board Clerk bswanson@pgusd.org	
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Ani Silva	Curriculum Director asilva@pgusd.org	Cristy Dawson	Trustee cdawson@pgusd.org	
Jonathan Mejia	Technology Director jmejia@pgusd.org	John Walton	Trustee jwalton@pgusd.org	
Matthew Binder	Digital Learning Director mbinder@pgusd.org	Matt Kelly	Maintenance/Transportation matt.kelly@pgusd.org	

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**ROBERT H. DOWN ELEMENTARY SCHOOL**  
**2019-2020**

	M	T	W	T	F	
Aug				1	2	8/2 - Professional Development Day
	5	6	7	8	9	8/6 - Teacher Prep Day (Non Student/Work Day)
	12	13	14	15	16	8/6 - Meet & Greet 2:00 -3:00 PM (Kinder and 1 <sup>st</sup> Grade Only)
	19	20	21	22	23	8/7 - First Day of School/Work Welcome Coffee with Principal 8:40 AM
	26	27	28	29	30	8/9 - Welcome Back Student Assembly 10:15 AM (Ottortorium)
						8/15 - Back to School Night 5:45 PM
Sept	H	3	4	5	6	9/2 - Labor Day Holiday
	9	10	11	12	13	9/16 - R.A.K. 10:10 AM (2 <sup>nd</sup> Grade)
	16	17	18	19	20	9/18 - School Pictures
	23	24	25	26	27	9/21 - Walk With P.R.I.D.E. 8:00 AM (Lover's Point)
	30					
Oct		1	2	3	4	10/3-PGUSD Board Meeting at Robert Down 7:00 PM
	7	8	9	10	11	10/5 -Butterfly Parade & Bazaar
	14	15	16	17	18	10/14-10/18 -Fall Break
	21	22	23	24	25	10/25 - PTA Halloween Party 5:30 PM
	28	29	30	31		10/31 - Halloween Parade
Nov					1	11/4-11/8 Parent Conferences (Min. Day All Students)
	4*	5*	6*	7*	8*	11/8 - Veterans Day Assembly 10:15 AM
	H	12	13	14	15	11/11- Veterans Day Holiday
	18	19	20	21	22	11/13 - School Picture Retakes
	25	26	27*	H	LH	11/19 - R.A.K. 10:10 (4 <sup>th</sup> Grade)
						11/28- 11/29 - Thanksgiving Holiday
Dec	2	3	4	5	6	
	9	10	11	12	13	12/16 - 3 <sup>rd</sup> , 4 <sup>th</sup> , & 5 <sup>th</sup> Holiday Program, 6:30 PM
	16	17	18	19	20*	12/17 - K, 1 <sup>st</sup> , & 2 <sup>nd</sup> Holiday Program, 6:30 PM
	23	LH	H	26	27	12/23- 1/3- Winter Break
	30	LH				
Jan			H	2	3	12/23- 1/3- Winter Break
	6	7	8	9	10	1/6 - Teacher Prep Day (Non Student Day)
	13	14	15	16	17	1/20- Martin Luther King Holiday
	H	21	22	23	24	1/22 - 100 <sup>th</sup> Day of School and School Picture (New Families Only)
	27	28	29	30	31	1/28 - R.A.K. 10:10 AM (Kindergarten)
Feb	3	4	5	6	7	
	10	11	12	13	14	2/5 - Final Picture Day (New Students Only)
	H	LH	LH	20	21	2/17-2/21- Presidents' Holiday
	24	25	26	27	28	2/24 - Professional Development Day
Mar	2	3	4	5	6	3/2 - Dr. Seuss' Day/Read Across America
	9**	10**	11*	12*	13*	3/9-3/13 - Kindergarten Parent Conferences (Min. Day)
	16	17	18	19	20	3/11-3/13 - 1 <sup>st</sup> - 5 <sup>th</sup> Parent Conferences (Min. Day)
	23	24	25	26	27	3/25 - Incoming Kindergarten Parent Orientation 6:00 PM
	30	31				3/31 - R.A.K. 10:10 AM (3 <sup>rd</sup> Grade)
Apr			1	2	3*	
	6	7	8	9	10	4/6-4/10 - Spring Break
	13	14	15	16	17	
	20	21	22	23	24	4/28 - R.A.K. 10:10 AM (1 <sup>st</sup> Grade)
	27	28	29	30		4/30 - Open House 5:45-7:00 PM
May					1	
	4	5	6	7	8	5/14 - 5 <sup>th</sup> Grade Music Concert
	11	12	13	14	15	5/18 - R.A.K. 10:10 AM (5 <sup>th</sup> Grade)
	18	19	20	21	22	5/25 - Memorial Day
	H	26	27	28	29*	5/29 - Last Day of School - Spring Dance 10:00 AM

\* Minimum Day 12:10 PM dismissal for ALL students

\*\* Minimum Day 12:10 PM dismissal Kindergarten Students ONLY

H = Holiday LH = Local Holiday

*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!)*

