



FAMILY HANDBOOK

2023-24 SCHOOL YEAR

13878 COMPTON DRIVE
MAGALIA, CA 95954

August 2023

Dear Pine Ridge Families,

Welcome to Paradise Ridge Elementary School, home of the Panthers. We are looking forward to an amazing school year on our newly modernized campus. I am privileged in calling the Magalia community my home for the past 25 years.

The Family Handbook is designed to provide helpful information about our school and to improve communication between home and school. Information regarding school programs, staffing, and upcoming events may change during the school year, so I recommend that you also read the [Pine Ridge Elementary newsletter](#), which will be sent home quarterly. Additionally, I will be sending out information via Parent Square for upcoming events. Lastly, you can also access our school information at our Pine Ridge Facebook page at <https://www.facebook.com/PineRidgeSchool/> and website at <https://pineridge.pusdk12.org/>.

Our mission is to develop competent, responsible and self-directed students who positively impact their community. We want our students to attain the skills, mindset, and character to succeed in their studies, welcome challenges, and create opportunities. Student learning is maximized within a safe, caring, and orderly school environment. The Pine Ridge staff is committed to creating and maintaining a bully-free, respectful environment. When student discipline concerns arise, we are committed to working as a team in helping our students make more positive and respectful choices.

Parent involvement will always be encouraged at Pine Ridge. We ask parents to share their time and talents throughout the school year to enhance our educational environment for the benefit of all students. A parent volunteer form will be sent home with your child at the beginning of the school year. Please take some time to review the different activities/interests and decide how you can make a lasting difference for your child's school.

If you have any questions, concerns, or suggestions, please feel free to come by at any time. You also contact me via email at kthomas@pusdk12.org. Here's to a great school year!

Sincerely,

Kathy Thomas
Principal

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DAILY Schedule

Grades TK-3 Start/End	8:05	2:04
Grades 4-6 Start/End	8:05	2:17

Snack/Morning Recess

Grades K-1	9:20	9:40
Grades 2-3	9:40	10:00
Grades 4-5	10:00	10:15
Grades 6	10:15	10:30

Lunch/Lunch Recess (see below for details)

Grades K-1	11:00	11:45
Grades 2-3	11:00	11:45
Grades 4-5-6	11:55	12:35

EARLY RELEASE (Wednesdays) Schedule

Grades TK-3 Start/End	8:05	1:14
Grades 4-6 Start/End	8:05	1:15

Snack/Morning Recess (2nd chance
breakfast not available until cafe kitchen is
open for business)

Grades K-1	9:20	9:40
Grades 2-3	9:40	10:00
Grades 4-5	10:00	10:15
Grades 6	10:15	10:30

Lunch/Lunch Recess

Grades K-1	11:00	11:45
Grades 2-3	11:00	11:45
Grades 4-5-6	11:55	12:35

MINIMUM DAY Schedule (9/14 10/12, 1/11, 2/8, 6/6)

Grades TK-3 Start/End	8:05	11:25
Grades 4-6 Start/End	8:05	11:29

Snack/Morning Recess

Grades K-1	9:20	9:40
Grades 2-3	9:40	10:00
Grades 4-5	10:00	10:15
Grades 6	10:15	10:30

Lunch/Lunch Recess

Grades K-3	11:25-11:40
	Dismissal
Grades 4-6	11:29-11:44
	Dismissal

Students Allowed on Campus 7:30 a.m.
 There is no supervision prior to 7:30 a.m.

Breakfast Served in Cafeteria 7:30 - 8:00 a.m.

DIRECTORY

School Phone Number: 530-873-3800

Staff	Position	Ext.
Kathy Thomas	Principal	4101
Karen Oliver	Principal Secretary	4100
Christine Boykin	Health/School Secretary	4101
	Attendance/Library Clerk	
Amanda Bess	Transitional Kindergarten Teacher	4004
Shelly Bettencourt	Kindergarten Teacher	4005
Terry Raczynski	Head Custodian	
Christine Miles	Grade 1 Teacher	4013
Dakota Stahl-Smith	Grade K/1 Teacher	4007
Chrissy Roper	Grade 2 Teacher	4011
Mariah Mattis	Grade 2/3 Teacher	4041
Christian Robbins	Grade 4 Teacher	4043
Derek Mangan	Grade 5 Teacher	4045
Krystal Haynes	Resource Specialist Teacher	4042
Katie Rusten	PE Teacher (4th-6th)	
Kelli Jensen	Title I Teacher	4044
Susan Jackson	Food Services	4106
Grace Ayala	Speech Therapist	4003
Ash Martinez		
Thalia Higareda	Boys & Girls Club Coordinator	4029

AFTER-SCHOOL PROGRAM

The Boys Girls Club coordinates a daily K-5 after-school program. Students enrolled in the program receive homework assistance and participate in a variety of enrichment activities. Enrollment applications are available in the school office. If you have specific questions regarding the after-school program, please email the site coordinator, Thalia Higareda, at thigareda@bgcnv.org.

ARRIVAL/DISMISSAL TIMES

Students should not arrive on campus until 7:30. For parents who have to drop off their child at school due to employment, we do offer student supervision in the cafeteria beginning at 7:30. Students who do not ride the bus home, or are not enrolled in the after school program, are asked to go directly home at dismissal. **Please pick up your child promptly. The school does not offer after-school supervision.**

In order to maximize instructional time and maintain an orderly school environment, we ask that **students are not checked out of the school between 1:45 pm and dismissal unless it is an emergency or extremely urgent.** Also, please wait for your student in the front of the school, instead of outside the classroom door in order to minimize distractions to our students' learning.

ATTENDANCE

To succeed at Pine Ridge School, students must be present. Students who miss a lot of school do not perform as well as those who attend every day. Therefore, students are to come to school unless they are so sick that they cannot function. When your child is absent from school for **any reason**, it is your responsibility to call the school and clear the absence. We have a voice mail system to receive calls before or after school hours. You will receive an automated call in the morning on the day of your child's absence. This serves as a reminder to contact the school office.

All absences—excused and unexcused—are still considered absences. Any day your child does not attend school is considered an absence. Student illness, a death in the family, and religious holidays are all considered excused absences.

Schedule appointments after school hours. Families are asked to schedule doctor or dentist appointments outside of school time or after lunch if after school appointments are not available. If a student has an appointment during the school day, s/he needs to attend school before the appointment and return to school after the appointment.

Unexcused absence: Examples of unexcused absences include but are not limited to: missing the bus, getting up late, family concerns, car trouble, out-of-town trips, etc.

Tardy: Student arrives to school up to thirty minutes late.

Truant Tardy: Student arrives to school thirty or more minutes late.

When a student accrues three unexcused absences and/or truant tardies, the parent will receive an **Initial Notification of Truancy Letter**, which describes the parent's responsibilities in ensuring his/her child attends school regularly. If the truancy pattern continues, the parent will receive additional notification and will need to meet with the school principal or District School Attendance Review Board Coordinator to design and sign a school attendance contract.

If a student violates the school attendance contract, both the student and the parent will be referred to the school district's SARB to enlist the assistance of Oroville area agencies to assist the family in remedying the student's truancy.

BEVERAGES/SNACKS

In accordance with state nutritional guidelines, we request that students do not bring energy drinks, coffee drinks, or soda to school. In addition, we ask that parents send students to school with healthy snack choices like granola bars, crackers, and string cheese. Please refrain from providing unhealthy snacks like ramen noodles, chips, or candy. For students who do not eat breakfast at school, a "second chance" breakfast is available to them during snack recess.

BICYCLES/SKATEBOARDS

Students who ride their bicycles to school must wear a helmet and follow all traffic laws and safety rules. Bicycle riders must walk their bikes from the street to the bike cage. All bikes should be locked to ensure the safety of student property.

Skateboards, scooters, roller skates and shoes with wheels are not allowed on campus at any time.

BREAKFAST and LUNCH PROGRAMS

All Paradise Unified School District schools offer a nutritious breakfast and lunch program for all students. Breakfast, which is served in the cafeteria from 7:30 to 8:00, and lunch is free for all students. A breakfast/lunch menu is provided to all students at the beginning of the month.

CELL PHONES

Students are allowed to have cell phones on campus but their phones must be “off and out of sight” from when students arrive at school until dismissal. In the event of an emergency or other urgent situation, school staff will direct students to contact their parents via their cell phones, if needed.

If a cell phone rings or if a student is using one without permission, school staff will follow this protocol: confiscate it, send it to the office, and file a discipline referral. After the first infraction, the student may pick up the cell phone at the end of the school day. On the second infraction, a parent must pick up the cell phone. On the third infraction, the cell phone must be picked up by a parent and the student loses the privilege of bringing cell phones to school.

The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

DISCIPLINE PLAN

Schoolwide Expectations:

Be Responsible, Be Respectful, Be Safe, and Be Kind

We feel that each student and staff member at Pine Ridge School is entitled to a safe and respectful learning environment. We believe that all students can behave responsibly, in a manner appropriate for school. Each student is held accountable for behavior that disrupts or inhibits teaching/learning.

The general rules for behavior and safety are as follows:

1. Keep your hands, feet, and objects to yourself.
2. Follow the directions/instruction of adults.
3. Use appropriate language.
4. Treat all school and personal property with care.

We recognize students for making appropriate choices via:

Reward/Recognition:

1. Specific verbal praise

2. Individual classroom incentives
3. Howl Home Postcards
4. PAWS for the student store
5. Monthly Recognition

Should a student choose to break a rule, one or more of the following consequences will be administered based on the severity and frequency of the student's actions:

1. Warning/reminder of school rule.
2. Receive additional instruction on rule/procedure
3. Time out in classroom.
4. Time out in another classroom
5. Recess restriction
6. Detention during and/or after school
7. Referral to principal for counseling/plan to make amends
8. School-based community service
9. Parent conference
10. Referral to counseling and/or community agencies
11. Removal from classroom
12. Develop behavior plan
13. In-school suspension
14. Out-of-school suspension
15. Referral to community day school or home studies
16. Expulsion

PLAYGROUND EXPECTATIONS AND RULES

Playground Expectations: 1. Be Safe 2. Be Respectful 3. Be Safe 4. Be Kind

Our play is grounded in the philosophy that play is **FUN** and in order to have fun we need to remember how to play safely and follow the rules of the game. See www.healthy-play.com

Two simple Rules of Healthy Play:

1. If anyone gets injured or gets hurt feelings, the person closest to the injured person must stay with that person until he/she feels ready and able to play again.
2. Players wanting to argue can do so but must do so outside of the boundaries of the game. Of course, proper language, no threatening or hitting are guidelines that they must follow. When the conflict is resolved, both people can return to the game.

Playground Equipment:

1. Bark and sticks must remain on the ground and not in students' hands or pockets.
2. No jumping from the upper platform areas of the play equipment onto the ground.
3. Tag and chasing games need to be played outside of the bark areas and on the grass areas. No tag on the play equipment.
4. Sliding down the slide must be forward, with feet in front, sitting on bottoms.

5. Sliding must be from the top of the slide to the bottom, with no climbing up or standing on the front of the slide.
6. Students need to move out of the way after sliding down.
7. Only one student at a time crossing over on the hand bars.
8. When using the slider, students must be careful to not kick the students waiting in line. Only one student can be on the slider at any time.
9. No pushing each other while on the hand swings or slider.

Swing Sets

1. Only one person at a time is allowed on a swing.
2. Always sit in the swing; don't stand or kneel.
3. Stop the swing completely before getting off. No jumping out while swinging.
4. No twisting or spinning on the swings.
5. Stay a safe distance from other children on swings, being careful not to run or walk in front or in back of moving swings.
6. Don't push other children on swings.
7. Do not use tether balls as a swing.
8. Stay off the rocks
9. When waiting for a turn, stand outside of the rock box in front of one of the students swinging and count 25 forward swings.

Equipment:

1. With the exception of the basketball courts, 4-square courts and the dodge-ball circle, there is no throwing, hitting, or kicking of balls on blacktop areas during recess.
2. Only soccer balls are allowed to be kicked. Basketballs and rubber balls can be damaged if kicked.

Team Games: See healthy play rules

1. Contact games are not allowed. (No tackling, wrestling, piling on, riding piggyback or other potentially harmful activities.)
2. Students may not be locked out of student games, though student safety may limit the number of participants.
3. Students will be expected to practice good sportsmanship and fair play and follow the normal rules of the game.

Other

1. When playing basketball, students are not to attempt shots outside of their normal shooting range.
2. Students are expected to line up after the bell/whistle.
3. Students need to hold on to equipment while waiting in line.

DRESS CODE

Governing Board of the Paradise Unified School District encourages students to dress appropriately for school, noting that when they are neatly attired and take pride in their appearance, there is less misbehavior and a more effective learning environment is created.

1. Clothing apparel may not be obscene, vulgar, or contain negative school statements.
2. Hair is to be clean and neatly groomed and should not be disruptive to the learning process.

3. Gang related apparel is considered to be hazardous to the health and safety of the school environment and shall be prohibited at all times.
4. Hats or attire which condone, advertise, or encourage gang activity, violence, or the use of drugs, alcohol or tobacco are not allowed. **Hats, hoods, or other headgear are to be removed when indoors.**
5. Tops and dresses should adequately cover the body so as not to offend teachers, staff, parents, or other students.
6. For health and safety reasons, shoes or sandals must be worn at all times. Sandals must have a strap around the heel (no flip flops).
7. Facial piercings can be unsafe when students are engaged in physical activity. They are not recommended at school.
8. High heeled shoes or boots and shoes with wheels are the cause of many injured ankles and limit students' ability to fully participate in recess and p.e. For school activities, flat or low heeled shoes are most appropriate. Shoes should have straps for safety.
9. Pajamas are not to be worn to school unless they have specific permission from their teacher.

EMERGENCIES

In the event of an emergency, Paradise Ridge Elementary will use the district-adopted Crisis Response Plan to ensure that our students remain safe during an incident. Parents will be notified of an emergency via the Connect-Ed phone service. If you would like to review the Crisis Response Plan, please come by the school office.

Should an emergency ever arise in our area while school is in session, our school has made preparations to respond orderly and effectively.

The most important step that needs to be implemented in case of an emergency is called a "Lock Down." The school is literally locked-down with children and staff safely secured in their classrooms in the event that an intruder, rabid animal, a natural disaster or other critical incident affects the school. Students will be secured in their classrooms until the situation is cleared, even if it is past dismissal time. An automated phone message will be delivered to you indicating that we are on a lock-down. As soon as the situation is clear and the school is deemed safe, students will be reunited with their families. **Only parents, guardians, or another authorized adult will be able to check a student out of school. It is important that your student's emergency card remains updated throughout the school year.**

The procedure for reunification will be as follows:

1. Parents/guardians or other authorized adult will come to a designated reunification area, which could be the school cafeteria, a local school, church, or business. **Students will not be checked out from their classrooms.**
2. Parents/guardians will be asked to form a line.
3. Parents/guardians will sign students out on the student check-out log.
4. **A photo ID will be requested and must be shown.**
5. The student will be brought to the parent by a school staff member.

FIELD TRIPS

Field trips are a valuable, important, and exciting part of our students' education. The trips provide learning experiences that cannot be offered in the classroom. Throughout the year, your child may receive field trip

permission forms from his/her teacher. Please complete the permission forms and return them to school with your child in a timely manner. Board policy states that students are unable to attend a field trip without a valid, signed permission slip. You will receive advance notice of upcoming field trips that your child will be able to attend.

HEALTH OFFICE

In cases of illness or accident involving a student, every attempt is made to contact parents. **It is important that we have current work phone numbers for parents as well as numbers for other emergency contacts.** A school nurse is available one day a week and will screen health problems and make phone calls to parents when concerns arise. Please note that students with a fever or vomiting should remain at home and return when fever-free for 24 hours with no medication.

According to Board Policy, if a student is found with active, adult head lice, he/she shall be allowed to stay in school until dismissal. Parents/guardians will be provided information for treatment and encouraged to begin treatment immediately and to check members of the family. Parents/guardians will be informed that the student will be checked upon return to school and allowed to remain in school if no active head lice are detected. A health aide is available for our students. Please note that schools today do not conduct all class head checks. You can reach the health office by calling the main office.

Medications: No child may take medication during school hours without an authorization form signed by the doctor and parent. Forms are available in the office. **NO** medications of any kind (i.e. cough drops, etc.) can be kept by the child during the school day.

ITEMS NOT ALLOWED AT SCHOOL

Students should keep valuables, dangerous materials or illegal articles off the school campus. The following items are not allowed at school:

aerosol cans	lighters	shoes w/retractable
drugs	matches	wheels
drug paraphernalia	toy guns	skates
electronic games	personal toys	skateboards
fidget spinners	pocket knives	tablets
fireworks	Pokémon/Yu Gi-Oh Cards	toys
flammable fluids	rollerblades	weapons
gum	scooters	

LOST AND FOUND

To prevent loss, please print your child's name on all coats, sweaters, binders, lunch boxes, and other personal items that he/she brings to school. All unclaimed clothing will be donated to a local charity during winter and summer breaks.

MAKE-UP HOMEWORK

If your child is out of school due to illness, it is possible to arrange to pick up homework assignments. We ask that you call the school office before 10:00 a.m. if you would like to pick up the assignments after school on that day. If you call after 10:00 a.m., the work may not be available until the following day.

OFFICE HOURS

The school office is open from 7:30 a.m. – 3:15 p.m. - Monday through Friday. We have a voice mail system that is able to take messages during office hours, and also after hours. You need to call and **report your child's absence by calling 873-3800.** Please identify yourself, your student, his/her teacher, days absent, and the reason for the absence.

PARENT INVOLVEMENT

Active parent involvement is a key ingredient in the recipe for student success. At Pine Ridge, we provide various opportunities for meaningful parental participation including but not limited to:

1. **School Site Council (SSC)** - All schools receiving supplemental federal or state funding are required to form a SSC. The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the Single Plan for Student Achievement programs. The council also assists in developing the *Parent Involvement Policy* and the *Parent/School Compact*. Members serve for two years and are elected by their peers. Elections for new members are held annually at the beginning of the school year.
3. **Annual Title I Meeting** - All schools receiving Title I funds are required to hold an annual Title I Meeting in which all parents of participating students are invited. The purpose of the meeting is to explain the Title I program and services and to provide parents with an opportunity to have input in the planning and implementation of the Title I Program. The Title I Annual Meeting is held in the fall and in conjunction with School Site Council.
4. **Parent/Teacher Organization (PTO)**—We currently have an active group of parents and teachers who meet monthly to plan school-wide events that enhance our school environment. Please consider joining our PTO in the fall.
5. **Volunteer Opportunities**—At the beginning of the school year, parents receive a **parent volunteer survey** where they can choose how they would like to be involved in their child's education and the school community. Volunteers are needed to assist teachers in the classroom, tutor students, monitor students during field trips, assist and help organize school-wide activities. Dependent upon the level of involvement, prospective volunteers may need tuberculosis and fingerprint clearance. If you have any questions on any of the activities, please contact the school principal.

PHONE MESSAGES

We know that sometimes situations arise that require a change in how your child will be picked up from school. Please contact the school office as soon as you know of the change. Your message will be forwarded to your child's teacher. **Calls will not be transferred to the classroom.** As much as possible, please make pick-up arrangements before school. This helps minimize classroom disruptions.

PICKING UP STUDENTS FROM SCHOOL

All students leaving school for any reason during the school day and all students arriving late to school must check in/out with the office. There is a sign-out log on the front counter in the office for persons to complete when picking up students during the school day.

Parents picking up their children after school must wait in the front lawn area, not by the classrooms. This results in less disruption for the students and teachers. Please send a note with your child to the teacher informing him/her of your plans to pick up your child, and the teacher will then send the child to the front lawn area at dismissal.

REPORTING PUPIL PROGRESS/PARENT CONFERENCES

Each child receives a report card three times during the school year, which indicates his/her progress in meeting or exceeding grade level content area standards. Early in the school year, Back to School Night is held to give you an opportunity to meet your child's teacher and to acquaint parents with classroom procedures and expectations. Individual parent conferences are scheduled midway through the first trimester. We encourage parents to contact their child's teacher to schedule a conference at any other time.

TELEPHONE

Office phones are only to be used with office staff permission. Families are asked to make after school arrangements ahead of time so that office phones are not tied up at the end of each school day.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are provided, free of charge, on a loan basis. Students are held responsible for their care. If a book is lost or damaged, the students must pay for the replacement of the book.

VISITORS

Parents are encouraged to visit Pine Ridge School and their child's classroom. Visits during the school day should first be arranged with your child's teacher. If you wish to have a conference with your child's teacher, please make an appointment for before or after the school day. **All visitors need to check in at the school office and receive a visitor badge before going to a classroom or any other location on school grounds.** Before entering a classroom, please be sure to turn off your cell phone. Please refrain from interacting with the students so that they are able to pay attention to their teacher at all times.

WRITTEN PERMISSION

For a student to have permission to go home with another student and/or adult, or go home in a mode of transportation that is different from the usual, he/she must bring a written request from home that is signed by a parent or guardian. The note needs to be submitted to the school office before dismissal.