Thomas Paine Elementary School Parent-Student-School Handbook 2026-2027

8-24-26

SCHOOL PROCEDURES & INFORMATION

Office Hours: 7:30 a.m. – 4:00 p.m.
School Hours: 7:50 a.m.-2:05 p.m. (M, T, TH, F)
7:50 a.m.-1:15 p.m. (Every Wednesday)

BREAKFAST SERVICE:
Breakfast is served in the MPR from 7:30-7:50. If your child gets dropped off, please bring them early to allow enough time to eat. Students who arrive after 7:45 will be directed to line up because there will not be enough time to eat.

ARRIVAL TIME:
Students will be allowed on campus at 7:35 a.m. There will be playground supervision in the morning from 7:35-7:50.

DISMISSAL:
Students are required to be picked up on time at 2:05 (1:15 every Wednesday). There will be no adult supervision on campus after 2:15. All students not picked up by 2:15 will be in the office where parents will need to sign them out. A photo ID will be required.

TARDY POLICY:
A child who comes late to school, after 7:50 a.m., is losing valuable instructional time and is a disruption to the classroom. All students who arrive late must check-in through the office to receive a tardy slip to enter class. If you are dropping off your child(ren), please allow enough time to park and/or drive through the parking lot to drop-off.

NOTE: All tardies are unexcused unless a note is presented from a doctor, dentist, or court. Students with habitual tardies will be referred to the principal who will follow district attendance policies.

ABSENCES:
All absences MUST be reported to the school office, not the teacher, on the day of your student's absence by calling (714) 663-6118 before 9:00 a.m.

NOTE: Any absence will be marked "unexcused" until a parent/guardian verifies the reason for the absence via phone, in-person, in writing, or through ParentSquare.

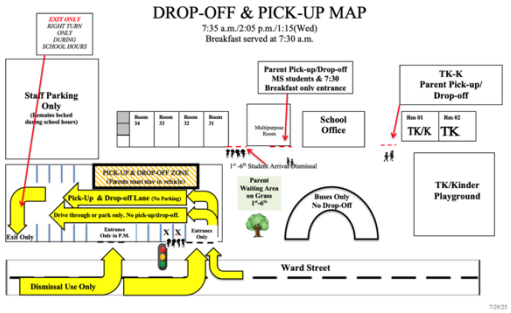
NEW – PARENT VOLUNTEERS:
SB 848 states that school "volunteers" at a public, private, or charter K-12 school must complete the annual mandated reporter training. A **school volunteer** is an individual who must be **over 18 years of age** to fall under the mandated reporter training requirements. Individuals who operate independently with students, have ongoing student contact, and/or the teacher/administrator may not be in the immediate space to supervise. Some examples may include: selling ice cream to students on Fridays, chaperoning at a field trip, or helping continuously at school events involving students. *If you are only volunteering ***once inside the classroom or on campus,*** under supervision, to help you may not be required to do steps 1 & 2 listed below.

1. Complete the Volunteer Packet which you may get in the school office.

2. Complete the Mandated Reporter Training on the date the Principal provides for a group viewing. If you are unable to attend the group viewing, notify the principal to make other arrangements.

PARKING LOT (see picture):

We have a very small and busy parking lot coupled with a high traffic street. We ask that you use courtesy, common sense and patience while driving. This makes the process go smoother and safer for all. Allow yourself plenty of time to drop off your children, especially on rainy days or during a minimum day schedule.



Drop-off/Pick-up Rules:

- Only park in marked stalls (do NOT back in).
- Do NOT ever leave your car unattended and parked in the pick-up line.
- Please do NOT walk through the parking lot disrupting the flow of traffic.
- Use the crosswalk and sidewalks.
- Do NOT double park in front of the school to drop off your children.
- Do NOT use the bus drop-off rounder at any time during school hours.

PROCEDURES FOR LEAVING SCHOOL EARLY:

- Come to the school office to check out your child and provide a reason
- Present the office with appropriate **identification**, then your child will be called out of class
- If student is returning the same day, the child will need to sign back in at the office

VISITORS:

In order to provide a safe and secure environment for our students and staff, we are a closed campus and all visitors MUST sign-in through the office and display a visitor's pass while on campus.

HEALTH:

Keeping your child home from school is sometimes necessary due to illness or injury. A child should NOT attend school under the following conditions:

- Temperature of 100 degrees or more
- Communicable disease
- Discharge of the eyes or ears, diarrhea, vomiting, or a persistent cough
- Rash, especially with fever or behavior change, until the physician/health department has determined that the illness is not communicable
- Mouth sores, associated with drooling, until the physician/health department has determined that the child is noninfectious

A child may return to school providing:

- Fever has returned to normal without the aid of fever reducing medication after 24 hours
- Nausea, vomiting, or diarrhea has stopped
- Stage of contagion for communicable disease has passed
- Required waiting period following diagnosis and treatment has passed

MEDICATIONS AT SCHOOL:

Only medications involving special and serious problems should be scheduled for administration during school hours. Parents are urged to work with the family physician in establishing a schedule of giving medication outside of school hours. Any medication that students are required to take at school, including over-the-counter medicines, must be brought to the office by an adult and be accompanied by:

1. A signed ***Parent/Guardian And Authorization Health Care Provider Request for Medication*** (available in office)

Medication **MUST** be brought to the school and have proper labeling from a pharmacy showing the student's name and dosage (California Education Code #49423 and Health Safety Code #26252).

If a student has received medical treatment that includes the use of a sling, crutches, cast, or similar supports; parents MUST have the doctor complete a ***School Activity Restrictions or Clearance*** form signed by the doctor indicating if there are any restrictions while on campus.

HOMEWORK POLICY:

Some students will require more time to study than others, however, general time allotments for homework are as follows:

- **Primary Grades (1st-3rd):** When homework is assigned, the daily work period should be within the range of 10-30 minutes in duration.
- **Upper Grades (4th-6th):** When homework is assigned, the daily work period should be within the range of 30-60 minutes in duration.

Homework Make-up during absences: the student will have one day for each day absent to make up missed homework or class work (Example: If a student is absent 4 days, he/she has 4 days to obtain and make up homework).

Parent request for homework: You may request homework for your child which will be available in the office the 2nd day by 2:30 p.m. If a request is made to provide homework due to a planned trip, please note a limited amount of homework will be provided. Since classwork is an opportunity to practice with guidance the skills taught that day, no classwork will be provided.

CLASSROOM PARTY GUIDELINES:

GGUSD has a policy regarding classroom parties. Elementary school classroom parties are limited to three per year. The primary purpose of this policy is to maintain appropriate instructional time for students during the school day. Items donated for the classroom party **must be** store bought, not homemade. Within this policy, it is **NOT appropriate to have parties at school to celebrate individual student birthdays.** Please do not drop off cupcakes, goody bags and other items to celebrate your child's birthday.

LOST & FOUND:

Please write your child's name inside jackets, hoodies, sweaters and on lunch boxes, water bottles, and other personal items. This will help keep the Lost and Found free of unclaimed items. Small lost items and valuables, like glasses, will be kept in the office. Items not claimed at the end of the year will be given to a local charity.

SNACK & MEALS:

Students will be provided a 20 minute morning break to eat a healthy snack, socialize with peers, and play. For the health and safety of all students, snack foods are NOT to be shared. Students are permitted to bring a single serving size portion of a healthy food. Examples include fruits, vegetables, granola bars, yogurt, etc…You may send your child with a snack and or lunch. However, for the safety of all and to minimize disruptions, **we will NOT accept any food delivery services in the office**. Sodas are not allowed on campus for snack and lunch.

STUDENT ITEMS DROPPED OFF:

We attempt to keep classroom interruptions to a minimum throughout the day. However, if you would like to drop off a student's lunch, homework, or other personal item, please drop it off no later than 10:00 a.m. If your child is in instrumental music, please note there is a contract that indicates they must be responsible for their own instrument, and it will NOT be delivered to their classroom.

PERSONAL PROPERTY:

It is our policy to provide all athletic equipment necessary for use at recess. Personal equipment is not allowed at school, such as electronic games, phones, toys, and other items. All personal property, like a toy, is brought at the student's own risk. The school is not responsible for any property brought from home.

ANIMALS ON CAMPUS:

We love your animals too. However, they are NOT allowed on campus at any time when dropping off, picking up, evenings or weekends.

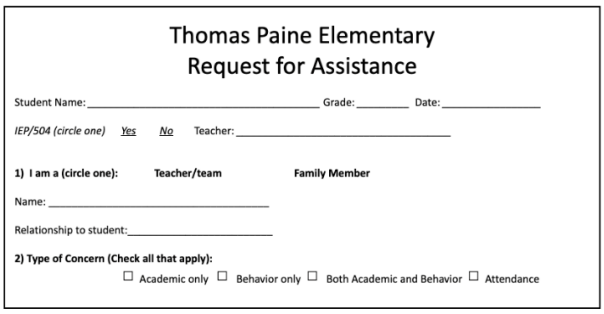
CLASSROOM CONCERNS PROTOCOL:

An elementary school is a complex organization which functions best when parents and staff work together in a sincere effort to support children. When you have a concern, please proceed to the next steps in the following order if not resolved.

1. Send teacher a ParentSquare message or email
2. Contact the office to leave a message for the teacher (allow until end of the day for a response)
3. Send a ParentSquare message or email to the principal
4. If a concern with Special Education, please email the Program Supervisor assigned to the school (you may call the office for the contact information).
5. Make a Formal Complaint using GGUSD's online protocol

REQUEST FOR ASSISTANCE:

If you are concerned about your child's academics, behavior, social-emotional well-being or other, please complete a Request for Assistance form in the school office.



Thomas Paine Elementary
Request for Assistance

Student Name: _____ Grade: _____ Date: _____

IEP/504 (circle one) Yes No Teacher: _____

1) I am a (circle one): **Teacher/team** **Family Member**

Name: _____

Relationship to student: _____

2) Type of Concern (Check all that apply):

☐ Academic only ☐ Behavior only ☐ Both Academic and Behavior ☐ Attendance

EMERGENCY DRILLS:

In an effort to be prepare for a possible emergency that may occur during the school day, we will conduct a minimum of 1 emergency drill (earthquake, fire, intruder, & active shooter) each month throughout the school year. Emergency drills will be noted on the school calendar of events provided at the beginning of the year and can also be found on both the Paine Events Calendar or the calendar on ParentSquare.

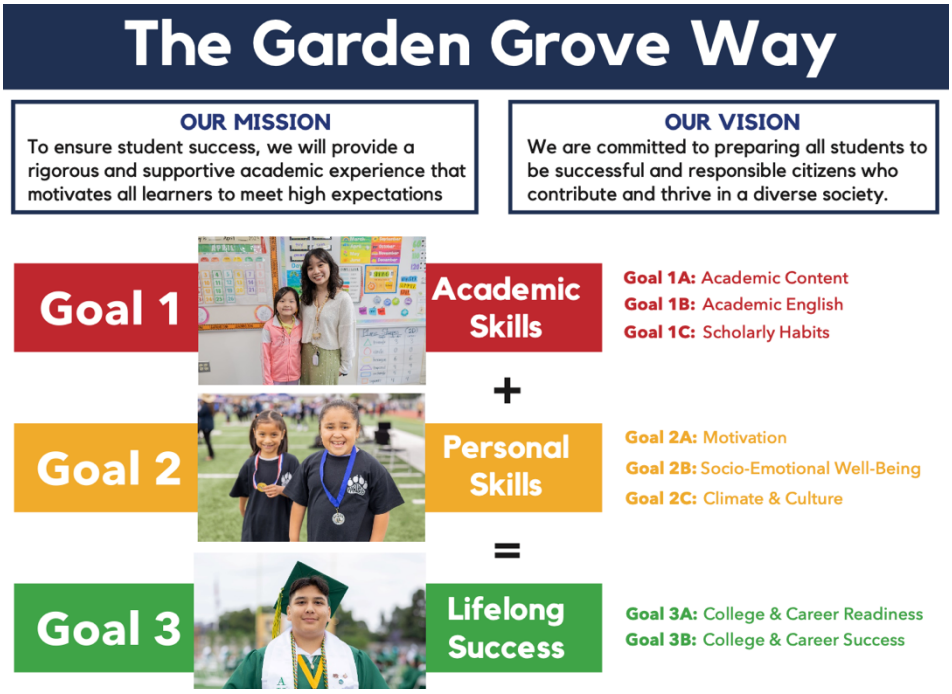
BICYCLES AND SKATEBOARDS:

Only 4th-6th grade students may ride their bike to school. Bicycles are to be walked on campus at the kindergarten gate and when exiting campus.

- Bicycle helmets are required by law in the State of California.
- Bicycles must be licensed and kept locked at all times on campus.
- The school is not responsible for bicycles brought on campus.
- Students are NOT allowed to bring/ride e-bikes or e-motor bikes at this age

Regarding e-bikes and e-motors, we ask that all parents also follow the city laws when using them for transportation. You may NOT ride them up the sidewalk on campus. Thank you for your cooperation to keeping everyone safe.

DISTRICT & SCHOOL GOALS



Garden Grove Unified School District (GGUSD) is committed to preparing its nearly 39,000 students to become successful and responsible citizens who contribute and thrive in a diverse society. GGUSD is a leader in college and career readiness with a greater number of students meeting rigorous college entrance exams than other districts in the state or county. The key to our success is treating all students as if they were our own children and providing them all the academic and personal skills needed for lifelong success.

STUDENT EXPECTATIONS

BEHAVIOR EXPECTATIONS:

We want all students to be actively involved in their learning and school activities. We expect them to follow school and district rules and policies in order to establish a safe environment for all. Please review our PBIS **(Positive Behavior Intervention System)** framework which outlines all expectations for all areas on campus, incentives, and supports.

THOMAS PAINE
BEHAVIOR EXPECTATIONS

AREA/ SETTING	Responsible	Organized	Always Kind	Respectful	Safe
Technology Use	– Print only once – Ask for help	– Save or close your work when done – Sign out – Store devices and charge them properly	– Be a kind digital citizen – Be gentle when using devices	– Keep area free of liquids and food	– Use only approved websites and applications – Carry device with two hands
Playground	– Eat snacks at tables – Dispose of trash properly – Use equipment appropriately – Freeze and walk to line at whistle	– Bring supplies needed at recess – Have a plan to play	– Use kind words – Include and invite others – Use positive problem solving	– Listen to the staff – Use good sportsmanship – Use appropriate language	– Play in designated areas – Walk on the blacktop – Play non-contact games
Bathroom	– Avoid playing in the bathroom – Use toilet, soap, paper towel, & toilet paper correctly	– Use the bathroom during appropriate break times	– Flush the toilet – Throw your trash in the trash can	– Wait your turn politely – Respect privacy – Keep it clean	– Wash hands – Report all messes to an adult – Report when soap and toilet paper are needed
Lunch Area	– Clean up your area – Remain seated until dismissed	– Sit in designated area	– Make others feel welcome	– Be polite to cafeteria staff – Use good table manners	– Keep hands and feet to yourself – Only eat your own food – Report spills to staff
Hallway	– Walk to and from your destination quickly	– Lines are straight	– Allow others to pass if needed	– Walk quietly – Keep hands and feet to yourself	– Look where you're going – Hold playground equipment properly
MPR Assembly	– Be seated on time – Face forward – Sit on your bottom	– Sit in rows with your class	– Use good listening skills	– Applaud politely at appropriate times – Voices off, unless asked to participate	– Arrive and leave in an orderly way – Keep paths to exits open
Bus	– Follow bus driver's directions – Remember your bus pass	– Enter bus and find seats quickly – Exit the bus in order	– Include others to sit with you	– Use good listening skills – Use an inside voice	– Stay in your seat
Classroom	– Arrive on time – Show active participation – Listen and follow directions carefully	– Come prepared with materials – Keep desk and backpack free of trash	– Be helpful to others – Use kind and positive words towards others	– Use courteous language – Respect the personal space and property of others – Keep shared areas clean	– Follow safety procedures for drills – Practice healthy handwashing – Use chair properly – Avoid blocking classroom exits

PAINE MISSION STATEMENT:

BUS EXPECTATIONS:

- Arrive 5 to 10 minutes before pick-up time
- Head, arms, or any body parts must never be outside the windows or doors
- Students and adults must stay in their seats while the bus is in motion
- No live animals/bugs on the bus
- No eating on the bus
- No toys or personal items on the bus
- Students who engage in continued disobedience to the driver and other unsafe behaviors may result in refusal of transportation
- No cell phone use on the bus

DRESS CODE:

A student's personal grooming and dress should be neat, clean, and appropriate for the demands of the activities in which the student is participating. Parents assert a major responsibility for their student's appearance, not only in providing the clothing, but in guiding the student in the selection and wearing of appropriate school apparel. The principal or designee is responsible for answering questions or deciding appropriateness of student dress or grooming at school (BP 5160).

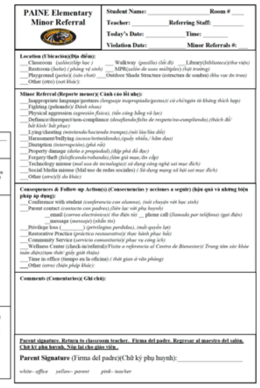
The dress and grooming of students should be clean and should not:

- *Cause a distraction or disturbance to a school activity:* (Examples: spaghetti straps, crop tops (shows belly), shirts advertising weapons, inappropriate language, alcohol or drugs).
- *Create a safety or health hazard:* Shoes should have a backing around the heel and closed toes for the best protection. Examples: sandals, Croc-like shoes, etc.

Students may wear a hat for protection from the sun. Hats and hoodies must be removed any time students are indoors including classrooms, office, multipurpose room, etc. If any clothing or footwear does NOT follow these rules, students will be asked to change and parents may be contacted to bring the appropriate attire.

REWARDS/INCENTIVES: ROARS Tickets will be regularly given to students who demonstrate the characteristics from the Mission Statement. We will conduct weekly drawings to identify one student from each classroom as a ROARS winner to receive a prize. We will also have monthly PBIS Blacktop Assemblies which parents will be invited to see their child receive their award. Lastly, we will also have Trimester Awards Assemblies for students who are making growth, have outstanding attendance,citizenship and scholarly habits, and meet or exceed grade level standards by the end of the school year.

CONSEQUENCES:



PAINE Elementary Minor Referral

Student Name: ______ Room # ___
Teacher: ______ Referring Staff: ______
Today's Date: ______ Time: ______
Violation Date: ______ Minor Referrals #: ___

Location:
___Classroom ___Walkway ___Library
___Restroom ___MPR
___Playground ___Outdoor Shade Structure
___Other

Minor Referral:
___Inappropriate language/gestures
___Fighting
___Physical aggression
___Defiance/disrespect/non-compliance
___Lying/cheating
___Harassment/bullying
___Disruption
___Property damage
___Forgery/theft
___Technology misuse
___Social Media misuse
___Other

Consequences & Follow-up Action(s):
___Conference with student
___Parent contact
___email ___phone call
___message
___Privilege loss (______)
___Restorative Practice
___Community Service
___Wellness Center (check-in/referral)
___Time in office
___Other

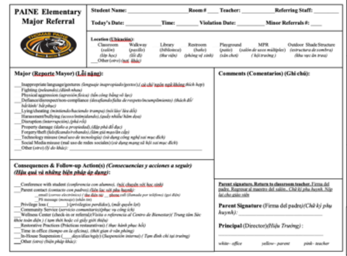
Comments:

Parent signature. Return to classroom teacher.

Parent Signature: ______

white- office yellow- parent pink- teacher

Minor Referrals are typically handled by the classroom teacher. Students who break school rules that are <u>NOT serious offenses</u> may receive a Minor Referral. Some examples include, but are not limited to, breaking playground rules, physical aggression, profanity, disruptive behavior, cheating, lying… The purpose of the minor referral is to give students an opportunity to correct their behavior and make better choices with the support of parents and school personnel.



PAINE Elementary Major Referral

Student Name: ______ Room # ___ Teacher: ______ Referring Staff: ______
Today's Date: ______ Time: ______ Violation Date: ______ Minor Referrals #: ___

Location: Classroom, Walkway, Library, Restroom, Playground, MPR, Outdoor Shade Structure
___Other

Major:
___Inappropriate language/gestures
___Fighting
___Physical aggression
___Defiance/disrespect/non-compliance
___Lying/cheating
___Harassment/bullying
___Disruption
___Property damage
___Forgery/theft
___Technology misuse
___Social Media misuse
___Other

Consequences & Follow-up Action(s):
___Conference with student
___Parent contact
___email ___phone call
___PS message
___Privilege loss (______)
___Community Service
___Wellness Center (check-in or referral)
___Restorative Practices
___Time in office
___In-House Suspension (___days)
___Other

Comments:

Parent signature. Return to classroom teacher.

Parent Signature: ______

Principal: ______

white- office yellow- parent pink- teacher

Major Referrals are usually handled by an administrator. Students who have received two *Minor Referrals* for the same type of behavior will receive a *Major Referral* for the next offense. Student will meet with the administrator who will determine the appropriate consequences and/or support needed. Please note that Major Referrals will be noted in AERIES in the discipline record.

Suspension may be assigned to students who commit serious offenses as outlined in Garden Grove Policies (examples include but are not limited to weapons, fighting, harassment, destroying property, racial slurs, bullying…). An ***alternative setting*** at school may also result for students who have consistently received *Major Referrals* for similar behaviors.

The following rules and procedures are part of the Garden Grove Unified School District policy, its Administrative Regulations, and California statues governing school discipline:

1. **Violence or threats:** Causing, attempting to cause, or threatening physical injury, including using force or violence against another person.
2. **Weapons:** Bringing or having weapons or dangerous items at school, including guns, knives, explosives, or realistic toy guns.
3. **Drugs, alcohol, or tobacco:** Having, using, selling, or being under the influence of drugs, alcohol, tobacco, or related items.
4. **Theft or damage:** Stealing or attempting to steal, receiving stolen items, or damaging school or personal property.
5. **Serious misconduct:** Bullying (including online), harassment, hazing, inappropriate behavior, or actions that interferes with school activities or student well-being.

<u>PBIS SUPPORTS:</u>

In addition to implementing the above consequences, the Paine staff will also consider additional intervention supports depending on the student's needs. Below are some interventions available to students:

- **Counseling** with a member from our Panther Wellness Center or School Psychologist.
- **Social skills groups** with a member from our Panther Wellness Center or School Psychologist.
- **Check-in/Check-Out:** The student will follow-up with a designated staff member throughout the day to determine if they are meeting their goals.
- ***Behavior Plan** or **Contract**:* Due to ongoing behaviors, some students may be put on a Behavior Plan or Contract. In this case, a team which includes the teacher, Education Specialist, Psychologist, administrator, parent, and other support personnel will meet to discuss and collaboratively develop a plan to support the student.
- **SST (Student Success Team):** A referral is made at the school where a team meets to discuss concerns, strengths, determine appropriate goals, progress monitor, and meet again in about 6-8 weeks to measure progress.

<u>ELECTRONIC SIGNALING DEVICES -INCLUDING CELL PHONES & SMARTWATCHES</u>

Thomas Paine Elementary School provides excellent academic instruction for all students which cannot be interrupted by the use of cell phones in class or on campus. Students must turn off cell phones before boarding the school bus and entering school grounds. Cell phones may not be used during the school day or during school hours and must be kept in the student's backpack. This also prohibits the use of Apple watches or similar devices. Students may ONLY use a cell phone upon exiting the school grounds or departing the school bus to

contact parents to make pick-up arrangements. Garden Grove Unified School District Board of Education policies state:

> "Students in the Garden Grove Unified School District are prohibited from using, activating, or displaying electronic signaling devices while on school grounds, while attending school-sponsored activities, or while under the supervision and control of school district employees, except when the device is necessary due to a student's medical condition."(B.P. 5156)

In case of emergencies, parents are advised to call the office to contact their child. Students may use the office phone for emergencies only during school hours. If a student violates this agreement, disciplinary consequences will be assigned as follows:

1st Incident - Student will be issued a warning and parent will be contacted to pick up the phone/watch, which will be held in the office.

2nd Incident – Student will receive a referral and the cell phone/watch will be held in the office until parents can pick up the cell phone.

INTERNET GUIDELINES:

When students are web browsing and communicating online for school related activities, the following general code of conduct applies. However, some teachers may provide students with more specific rules:

- Communicate with others in a respectful way.
- Do no misrepresent yourself by using someone else's identity.
- If you experience material that is inappropriate, tell an adult at home or teacher right away.
- Do not use other people's work without their permission.

Social Media Safety: Use of social media apps is not allowed during school hours. It is the responsibility of parents to monitor student's online use at home. Students:

- Should be aware of what you post online as well as electronic messages sent to others.
- Should be safe online and never give out personal information such as last name, phone number, where you go to school…Do not share your password with anyone.
- Who violate school rules online and/or through electronic messages towards other students may be suspended from school.

ANTI-BULLYING STANCE:

Each school year, we review with students what it means to be a bully and the impact it may have on others. Students are further engaged in making a pledge to take a stand against bullying. In the event that someone is being bullied, we encourage them to report it to a school staff member. Another option for students is to make a report on the **Stopit** App or use the link on the GGUSD website (https://www.ggusd.us/stopit).

- ***Bullying:*** When someone says or does something **intentionally** hurtful and they **keep doing** it even when you tell them to stop or show them that you are upset.
- ***Mean:*** When someone says or does something **intentionally** hurtful and they **do it once**.
- ***Rude:*** When someone says or does something **unintentionally** hurtful and they **do it once**.

PARENT REMINDERS:

- Review this handbook with your child.
- Update your Parent Portal account any time your phone number, or emergency contacts change.
- All address changes must be done by visiting the school office.
- Check ParentSquare at least daily and respond to messages in a timely manner.
- Present a valid I.D. to the office when you wish to check-out your child early.
- Follow all parking lot rules and be courteous to other families and staff.
- Become involved in your child's education and attend school activities and events including parent conferences.