

PARENT/STUDENT HANDBOOK

# La Patera Elementary

555 N. LA PATERA LANE, GOLETA, CA 93117

(805) 681-1280



2017-2018

## **Mission Statement**

*The La Patera School staff, in partnership with families, will provide a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning. Our students will be expected to think critically, while interacting in a safe, respectful, and responsible manner.*

## **WELCOME TO YOUR SCHOOL**

All visitors must report to the principal's office upon entering the campus during the hours of 7:45 a.m. to 4:00 p.m. Visitors will be given a visitor's badge.

Alcoholic beverages, motorized vehicles, skateboards, horses and dogs are prohibited on school grounds.

Bicycling, scooters, and roller blades are permitted after 4:00 p.m. on asphalt playground only.

Public daytime use of grounds permitted when school is not in session. Grounds closed to public at sunset without prior written consent. Violators/trespassers will be reported to the Sheriff's Department.

Calif. P.C. Sec. 603 S.B. Code Sec. 7-11, B & PC Sec. 25608.

*This handbook is a reference for answering the most commonly asked questions about our school. Please take a moment to read through it, and share the contents with your child. Please contact us with any comments, questions or concerns.*

## **Message from the La Patera Principal**

La Patera Families,

Welcome to La Patera Elementary School and to the 2017-2018 school year! The staff at La Patera is committed to providing our students with a school experience that is both positive and meaningful. We strive to offer a curriculum that supports the development of creativity, divergent thinking, problem solving, and decision-making skills in our students. Our focus is to provide a strong knowledge base, to enhance self-esteem, and prepare students to be positive and successful life-long learners.

As a school community, through professional collaboration, data driven instruction, and the firm understanding that ALL students can learn and achieve, we look forward to serving ALL of our students.

We recognize the vital role families play in the education of their children and encourage families to take an active part in school activities. Our doors are always open to you. We welcome and value your input. Please read and discuss the information in this handbook with your child.

We look forward to a wonderful and successful school year!

Sonia Arnold-DeHay  
Principal  
La Patera Elementary  
Goleta Union School District

# STATEMENT OF EDUCATIONAL GOALS

## MISSION

*“The mission of the Goleta Union School District is to help all students reach their highest potential.”*

This mission reflects the needs, hopes, and visions of the community for the future of its children, and requires the mutual support of educators, parents, and all other members of the community to be successful.

## VISION

In order to prepare students for successful roles in society, the Board of Trustees recognizes that the curriculum and instructional strategies adopted by the Board must address the following needs of all children:

- To learn the core curriculum to the highest possible level of proficiency.
- To participate in a variety of enriching academic, cultural, artistic, physical and social experiences.
- To understand our heritage of democratic ideals and principles, including the processes used to improve and change them.
- To learn to think critically and creatively.
- To develop self-confidence, self-esteem, and self-direction.
- To learn to work both independently and cooperatively, respecting the rights of others.
- To learn in a safe, healthy and orderly environment.
- To become productive and responsible citizens in a changing world.

## CORE VALUES

- Each child is important.
- Each child can learn.
- Learning flows from desire, effort and responsibility.
- Educating the whole person requires honesty, respect, truth and compassion.

# **2017-2018 SCHOOL CALENDAR**

WEDNESDAY, AUGUST 23	FIRST DAY OF SCHOOL
MONDAY, SEPTEMBER 4	LABOR DAY – SCHOOL CLOSED
THURSDAY, OCTOBER 19	MINIMUM DAY – 12:00 DISMISSAL
FRIDAY, NOVEMBER 10	VETERAN’S DAY HOLIDAY
MONDAY, NOVEMBER 13 THROUGH FRIDAY, NOVEMBER 17	FALL PARENT TEACHER CONFERENCES MINIMUM DAY – 12:00 DISMISSAL & FIRST REPORT CARD
MONDAY THRU FRIDAY NOVEMBER 20 TO NOVEMBER 24	THANKSGIVING HOLIDAY SCHOOL CLOSED ALL WEEK
MONDAY, DECEMBER 18 THROUGH MONDAY, JANUARY 1	WINTER RECESS SCHOOL CLOSED
MONDAY, JANUARY 15	DR. MARTIN LUTHER KING JR DAY SCHOOL CLOSED
THURSDAY, JANUARY 25	STUDENT MINIMUM DAY 12:00 DISMISSAL
FRIDAY, FEBRUARY 16 MONDAY, FEBRUARY 19	LINCOLN’S BIRTHDAY- SCHOOL CLOSED PRESIDENT’S DAY - SCHOOL CLOSED
TUESDAY THRU FRIDAY MARCH 13-16	SPRING PARENT TEACHER CONFERENCES MINIMUM DAY – DISMISSAL TIME 1:10 PM SECOND REPORT CARD
MONDAY, MARCH 26 THROUGH MONDAY, APRIL 2	SPRING RECESS SCHOOL CLOSED
MONDAY, MAY 28	MEMORIAL DAY HOLIDAY SCHOOL CLOSED
FRIDAY, JUNE 8	LAST DAY OF SCHOOL 11:40 DISMISSAL FINAL REPORT CARD

## LA PATERA SCHOOL STAFF

<b>TEACHING STAFF</b>		
GRADE	NAME	ROOM
K	CHRISTINA CLAYTON	KA
K	SHARI FARRINGTON	KB
K	TAMI BILCO	KC
1	AMY SPESHYOCK	7
1	TARA SVENSSON	9
2	ABBY SYKES	5
2	FARA PALMA	6
2	MACI FARMER	8
3	MARTA URIBE	2
3	MALLORY MORELLI	3
3	GLORIA INO	4
4	JUSTINE HAIGHT	19
4	SHEILA ABSHERE	20
5	ERIN HENSON/KELLY TAJJI	11
5	MELISSA BARBER	12
5	LAURA BURATTO	14
6	JESSICA MORGAN	16
6	LAURA SWEENEY	15
RESOURCE SPECIALIST	NANCY ABRAMS	17
LEARNING CENTER	TERESA MADRIGAL-CHAVEZ	21
<b>INSTRUCTIONAL SUPPORT STAFF</b>		
ADAPTIVE P.E.	MICHAEL GALVAN	MPR
CERTIFICATED TUTORS	CHRIS CARRERA	18
	MONICA JUAREZ-HANSEN	21
ART	SUE CLEVINGER	26
COMPUTER SPECIALIST	MARY JANE CORRAL	LAB
CUSTODIAN	RICHARD CHAVEZ	
E.L.D.	MEGAN YOUNG	10
INCLUSION SPECIALISTS	CLAIRE NOACK	17A
	LUCIE MENDOZA	
	KIRRA STANKOSKI	
MATH INTERVENTION	OPEN	
LIBRARY MEDIA SPECIALIST	JULIE FISCHER	LIBRARY
MUSIC	MILLER JAMES	24
P.E. SPECIALISTS	JOEY LA MACCHIA	PLAYGROUND/7 PLAYGROUND/13
	DAVID HAN	
SCIENCE	LORI SANTORO	1
<b>OFFICE &amp; SUPPORT STAFF</b>		
COMMUNITY LIAISON	CARMEN REBOLLEDO	OFFICE
NURSE	SUSAN PERKINS	OFFICE
PRINCIPAL	SONIA ARNOLD-DEHAY	OFFICE
PSYCHOLOGIST	JESUS CATALAN	C
SCHOOL OFFICE MANAGER	ROSI MALDONADO-SHAQUR	OFFICE
SCHOOL OFFICE ASSISTANT	ERIKA MALDONADO	OFFICE
SPEECH	AVERY ROGERS	D

**LA PATERA SCHOOL  
SCHEDULES  
2017-2018**

**DISMISSAL TIMES**

Grade	MON/TUES/WED/FRI DISMISSAL	THURSDAY DISMISSAL	LAST DAY JUNE 8, 2018
K	8:15-1:30	1:30	11:15
1 <sup>st</sup> – 6 <sup>th</sup>	8:15-2:50	1:55	11:40

**RECESS**

SECOND CHANCE BREAKFAST IS SERVED AT THIS TIME

KINDER - 3 <sup>rd</sup> Grade	A.M. 10:10 - 10:30	P.M. 1:50 - 2:00 (GROUP 1) 2:10 - 2:20 (GROUP 2)
4 <sup>th</sup> - 6 <sup>th</sup> Grade	A.M. 10:35 - 10:55	

**LUNCH**

GRADE LEVEL	REGULAR DAY	RAINY DAY
KINDER	12:00-12:45	12:00-12:30
1 <sup>st</sup> & 2 <sup>nd</sup> GRADE	12:15-1:00	12:15-12:45
3 <sup>rd</sup> & 4 <sup>th</sup> GRADE	12:20-1:05	12:30-1:00
5 <sup>th</sup> & 6 <sup>th</sup> GRADE	12:30-1:15	12:45-1:15

La Patera School  
2017-2018

<b>17</b> RSP Abrams Inclusion Specialists	Library Fischer
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<b>15</b> 6 <sup>th</sup> Sweeney	<b>16</b> 6 <sup>th</sup> Morgan
<b>14</b> 5 <sup>th</sup> /6 <sup>th</sup> Buratto	<b>13</b> CT'S

Rest-rooms

<b>C Psych</b> Catalan Speech	Rest-rooms
<b>D Rogers</b>	

<b>21</b> Learning Center Chavez-Madrigal	<b>20</b> 4 <sup>th</sup> Abshere
<b>18</b> CT's	<b>19</b> 4 <sup>th</sup> Haight

<b>11</b> 5 <sup>th</sup> Henson/ Taiji	<b>12</b> 5 <sup>th</sup> Barber
<b>10</b> CT's & @Afterschool	<b>9</b> 1 <sup>st</sup> Svensson

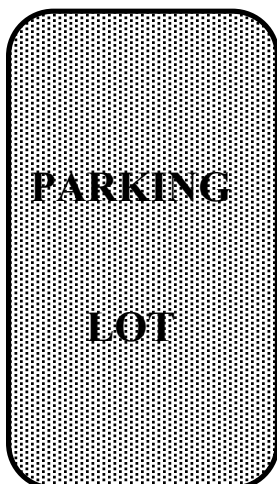
Restrooms

Kitchen	<b>MULTI- PURPOSE ROOM</b>
Teacher's Lounge	

<b>8</b> 2 <sup>nd</sup> Farmer	<b>5</b> 2 <sup>nd</sup> Sykes
<b>7</b> 1 <sup>st</sup> Speshyock	<b>6</b> 2 <sup>nd</sup> Palma

<b>4</b> 3 <sup>rd</sup> Ino	<b>1</b> Science Santoro
<b>3</b> 3 <sup>rd</sup> Morelli	<b>2</b> 3 <sup>rd</sup> Uribe

EXIT



**OFFICE**

Computer Lab Corral	<b>26</b> Art Clevenger
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<b>24</b> Music Miller
Textbooks
<b>KC</b> Kinder Bilco

<b>KA</b> Kinder Clayton	<b>KB</b> Kinder Farrington
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**KINDERGARTEN PLAYGROUND**

ENTRANCE



## GENERAL INFORMATION

### ACCIDENTS, INJURIES

In the case of accidents to students the school is responsible for first aid only. The district provides a nurse who is on call at all times for assistance and advice. In any injury of a serious nature, the parents of the child will be notified immediately.

### ANIMALS ON SCHOOL GROUNDS

Please be sure that your dog or other animals are secure before your child comes to school each day. Dogs are not welcome at the school as the normal excitement may overly stimulate even the gentlest pet. Because of State Law, Health & Safety code, and possible injuries to students, animals **ARE NOT ALLOWED ON THE SCHOOL GROUNDS** (with the exception of prearranged, controlled conditions).

### ATTENDANCE/ABSENCES/DISMISSAL REQUESTS/TARDINESS

1. The California State Law requires that all student absences from school be verified on a daily basis. When your child is absent from school, you are required to notify us daily as to the specific reason. You may call, write a note, or come in person to excuse an absence.

The school district receives funds only for students who attend school or who are **legally excused**.

Legal excuses include:

- Illness (specify - cold, flu, chicken pox, stomach ache, etc.)
  - Medical appointment
  - Attendance at a funeral of a member of the immediate family
  - Subpoena to court
  - Quarantine
2. Children arriving late to school must first check in with the school office. If they do not check in, the school office will not know that your child is on campus. Many phone calls are made to homes to check on children's absences only to find that they are actually at school.
    - **Punctual attendance is crucial to successful school programs.**
    - **Please keep tardiness to an absolute minimum.**
  3. Every effort should be made to keep students in school if they are not ill. If it becomes necessary for your child(ren) to be absent from school for 5 days or more for reasons other than illness, please let the classroom teacher know **ahead of time** so that an Independent Study Agreement can be arranged between the teacher and parent.
  4. Any parent wishing to pick up children during the school must stop at the office rather than going directly to the classroom to sign child out.
  5. No child may leave the school grounds during the regular school day without express **written permission** from a parent. A child who regularly goes home for lunch is required to furnish **written permission** from a parent to keep on file in the office. All other special requests must be handled on an individual one-time basis.

### BICYCLES/SCOOTERS REGULATIONS

1. Pursuant to Ordinance Number 1459 of the County of Santa Barbara, any bicycle ridden on a public roadway shall proceed on the very right hand side of the street and in the same direction as cars.
2. All bike riders are to dismount when they arrive or leave the school grounds and walk their bikes to and from the racks at all times.
3. All bikes must be in the bike racks when pupils are participating in any activity at school. The bike racks are off-limits except when a pupil arrives at or leaves school. The school is not responsible for supervision of the bike rack.
4. Kindergarten children are not to ride bicycles to school, unless a parent accompanies them.
5. Those riding bicycles to school **MUST HAVE LOCKS AND LOCK THEIR BICYCLES.** At no time are the school or its employees responsible for damage or loss suffered by any bicycle owner.
6. All bicycle riders are expected to be aware of and adhere to the rules and regulations as covered in the vehicle Code of the State of California including wearing a helmet.
7. Double riding is hazardous and illegal.
8. Children may ride bicycles on the playground (not through the halls) after 4:00 p.m. daily or on weekends.

### CULTURAL/CREATIVE ARTS AFTER SCHOOL PTA PROGRAM

The after-school program of classes provides children with an opportunity for exploration and study that, for many families, is often unavailable or prohibitive on a private lesson basis. Parents can expect their child to bring home details (class schedule, registration forms, etc.). Tuition is due with registration.

### DISMISSAL AND PICK-UP FROM SCHOOL PROCEDURES

1. Do not leave your car unattended in the pick up and drop off area (red and yellow curb). Remain in the car at all times. **This area is for pick up and drop off only, not for parking.**
2. If there is no room for you to pick up your child in this area, **please go around again** (to La Patera Lane to Caroldale Lane, back into the school pick up and drop off area).
3. Do not park or stop in the **red zone areas** at any time. The red area from the stop sign to about the flagpole is for **emergency vehicles only (fire engines, ambulances, etc.)**
4. Do not block parked cars and do not double park. Do not stop where traffic is supposed to flow.
5. **Do not ask your child to go to your car when you are not by the curb. Having a child cross the driving area and the parking lot is very dangerous.**
6. Children who walk home must leave the school grounds immediately and walk directly home. **Talk to your "walker" about his/her safety in regards to strangers.**
7. **Only cars with handicap signs are allowed to park in the handicap parking spaces.**
8. Do not block any neighborhood driveways while picking up your child.

Following these rules will enhance the safety of our students.

**DISASTERS (PROVISION FOR)**

Fire drills are held at La Patera once each month. A disaster drill is done at least once a year, and a lockdown procedure will be practiced at least once a year. The purpose of these drills is to ensure the removal of students and staff from dangerous situations as quickly and as safely as possible. Drills are scheduled during the instructional period and recess times.

**IN THE EVENT OF AN EMERGENCY, PUPILS WILL REMAIN WITH SCHOOL PERSONNEL UNTIL THEY ARE PICKED UP BY PARENTS /PARENT DESIGNEES (as specified on Student Emergency Cards).**

## SCHOOL RULES

### **BE SAFE, BE RESPONSIBLE, BE RESPECTFUL**

- I will follow directions.
- I will keep my hands, feet, mouth, and objects to myself.
  - I will always be in the proper place.
- I will use all materials and equipment properly.
  - I will follow all behavior expectations

### DISCIPLINE PLAN

Inappropriate behaviors at La Patera fall into three categories or levels of offenses. Each level is addressed either by the classroom teacher or the school administration.

#### Examples of Level 1

- Handled by the teacher - documentation of behavior suggested.

<b>Level 1</b>	
<ul style="list-style-type: none"><li>• Not following directions</li><li>• Running in hallways<ul style="list-style-type: none"><li>• Excessive talking</li></ul></li><li>• Inappropriate laughing/sneering</li><li>• Derogatory notes/pictures<ul style="list-style-type: none"><li>• Teasing/put downs</li></ul></li><li>• Inappropriate language<ul style="list-style-type: none"><li>• Eye rolling</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Interrupting</li><li>• Name calling</li><li>• Misuse of materials</li><li>• Gum chewing</li><li>• Bothering other students<ul style="list-style-type: none"><li>• Wandering</li><li>• Mocking</li></ul></li><li>• Refusing to work</li></ul>

#### Examples of Level 2

- Handled by the teacher with documentation of behavior and action. Parent contact needed.

<b>Level 2</b>	
<ul style="list-style-type: none"><li>• Back talking/arguing</li><li>• Inappropriate gestures/language<ul style="list-style-type: none"><li>• Taunting</li></ul></li><li>• Leaving classroom without permission</li></ul>	<ul style="list-style-type: none"><li>• Open defiance</li><li>• Cheating/Lying</li><li>• Throwing objects<ul style="list-style-type: none"><li>• Hitting</li></ul></li></ul>

#### Examples of Level 3

- Handled by the administration. Office referral with discipline form. Parent contact.

<b>Level 3</b>	
<ul style="list-style-type: none"><li>• Fighting</li><li>• Racial slurs</li><li>• Obscene gestures</li><li>• Inappropriate touching</li><li>• Damaging/misuse of school property</li><li>• Willful disobedience of school rules<ul style="list-style-type: none"><li>• Disruptive clothing</li><li>• Disrespect for authority</li><li>• Bullying/harassment</li></ul></li><li>• Weapons/facsimile of a weapon/dangerous instrument</li></ul>	<ul style="list-style-type: none"><li>• Threatening to cause bodily harm<ul style="list-style-type: none"><li>• Stealing</li><li>• Use of profanity</li><li>• Excessive truancy</li><li>• Cyber-bullying</li></ul></li><li>• Inappropriate use of technology<ul style="list-style-type: none"><li>• Sexual harassment</li></ul></li><li>• Use or possession of controlled substances</li><li>• Leaving school without permission</li><li>• Assault with intent to fight another student</li></ul>

## **CLASSROOM DISCIPLINE PROCEDURES**

### **Level 1 behaviors handled by the teacher.**

### **Level 2 behaviors handled by the teacher.**

- The teacher will follow individual classroom behavior management.
- At least 3 interventions/strategies (one must be parent contact) must be implemented before an office referral may be made.
- Teacher will contact student's parent
- Documentation and data collection are strongly recommended for records.

## **SCHOOL ADMINISTRATION DISCIPLINE PROCEDURES**

### **Level 3 behaviors handled by the administration.**

- Results in a direct office referral.
- An administrator will contact student's parent.
- An appropriate consequence will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted for administrator support.

### **PRIOR TO AN OFFICE DISCIPLINE REFERRAL:**

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's discipline plans and procedures.
3. Teachers are responsible for behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior
4. Level 3 offenses warrant an office referral. A completed office referral form must accompany the student to the office.

### **SUPPORT STAFF**

Specialists, Certificated Tutors, and other staff will follow the same level system of behaviors as the classroom teacher.

## **ACADEMIC AND BEHAVIORAL RECOGNITION PROGRAM**

We believe that students must be praised and recognized for their hard work in their academics and citizenship. Students will be recognized for their academics and citizenship during assemblies. Parents are encouraged to attend these assemblies to help celebrate their child.

*\*This discipline plan includes some content/ideas from Adams Elementary School's Discipline Plan. Adams Elementary is located in Layton, Utah.*

## DRESS STANDARDS

So that student clothing is appropriate, suitable for the daily routine of the classroom, safe, and not distracting to the instructional process, the following guidelines will be enforced. If it is determined by the teacher and principal that the student attire is not appropriate, the student will wait in the office until parents bring appropriate clothing to change, or until dismissal.

1. Pants, shorts and t-shirts are to fit appropriately. No pants are to be worn low (showing the underwear) or "sagging".
2. No make-up, except when participating in a class or school project which requires it.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Students must wear shoes or tennis shoes to allow for safe and full participation in daily physical education activities. No sandals, flip-flops, or open-toed shoes.
6. T-shirts and caps are to be devoid of prejudicial, racist, sexist pictures and/or slogans
  - foul language
  - liquor, tobacco, drug promoting slogans
  - gang related signs, symbols, slogans, styles, and trends.
7. Necklaces, beads, chains hanging from pants, earrings, nose rings, and other ornaments tend to account for safety problems during physical education, and therefore are not recommended. The type of daily dress should not prevent any child from participating fully in physical education and should not be a distraction to the learning environment.

## EMERGENCY CARDS

Parents are asked to fill out emergency procedure cards for each child enrolled at La Patera. It is very important for the safety of your child that these cards are kept up to date. The cards are maintained in a file and are used by the office in the event of an emergency. **A change in any of the following should be reported to the school immediately.**

1. Home phone number and or address
2. Parent's work phone number or address
3. Doctor's name and number
4. Name, address and phone number of the friend or relative you have designated to contact in case of emergency.

**PLEASE KEEP YOUR EMERGENCY CARD UP TO DATE.**

## FIELD TRIPS

All parents have indicated on the emergency card whether they give the school permission to take their child on educational field trips. Teachers are responsible for informing the parents prior to any type of field trip and each time they leave the school grounds for educational purposes.

## HEALTH (STUDENT)

In order to decrease exposure to illness and to promote a healthier classroom environment, please review the following guidelines.

Use common sense:

- Don't send your child to school with an illness that could spread.
- Don't send your child if he/she would be miserable all day or would distract the other children.
- Have "just in case" care arrangements for your child in the event you are unable to stay home with a sick child.

Keep your child at home if he/she:

- Has a temperature of 100°F or more. Your child should remain at home in bed for the day and should be FEVER FREE FOR 24 HOURS before returning to school. Many children will have no fever in the morning, only to have it return later in the day.
- Has been diagnosed with a strep infection. Your child should be on antibiotics for 24 hours before returning the school.
- Has a sore throat, especially with fever or swollen glands in the neck.
- Has vomited during the night and into the morning.
- Has a persistent cough, chest congestion, or discolored nasal discharge.
- Has persistent diarrhea during the night and into the morning.
- Has a red eye with thick purulent drainage or discharge that has crusted over during sleep. Your child may return to school after the eye is clear, or 24 hours after starting medical treatment, or with written permission from the doctor.
- Has a body rash that you cannot identify, or that is accompanied by a fever.

Infection control is an important way to prevent illness. Follow these tips:

- Wash hands or use alcohol hand solutions often, especially after being in public or around anyone who is ill.
- Wash your hands before touching your face, eyes, nose, mouth, etc.; wash your hands immediately afterwards.
- Use disposable tissue when sneezing or coughing; dispose promptly. If no tissue is available, cough or sneeze into the inside of your elbow.
- Don't take young children or those with immune system problems into large crowds unnecessarily during the cold/flu season.
- Avoid close contact (holding/kissing) with infants or anyone who is ill.
- Stay home from work or school if you have a fever or flu (muscle ache, fever, cough).
- Do not share things that go into your mouth (cups, straws, etc).
- Frequently clean commonly touched surfaces (door knobs, refrigerator handle, phone, water faucets) if someone in your house is ill.
- Do not smoke around children or anyone with respiratory problems.
- Talk to your doctor about whether you or your child should get a flu shot.

**Please call the Health Office at your school if you have any questions.**

**HOMEWORK**

Homework is a constructive extension of the student school day that reinforces classroom lessons. Homework may include, but is not limited to, assignments that are a direct extension of the immediate instructional program. These include preparation, follow-up and completion of class work, make-up of assignments (given during absences), necessary drill on fundamentals and skills, and research.

Parents can assist their child to get the most out of homework assignments by establishing a good homework environment that includes a study area free from distractions, supplied with basic materials.

**LOST AND FOUND**

**IT IS RECOMMENDED THAT NAME TAGS OR INKED NAMES** are placed on coats, sweaters, jackets, and lunch pails for permanent identification. The school cannot be responsible for lost clothing items. Lost and found items will be in the multi-purpose room in a box. Unclaimed items will then be turned over to a local charity.

Please have your child check the Lost and Found frequently if he/she loses an item of clothing.

**LUNCH PROGRAM**

		<u>Rainy Day Schedule</u>		
Kinder	12:00-12:45	12:00-12:30	Children.....	\$3.00
1 <sup>st</sup> & 2 <sup>nd</sup> gr.	12:15-1:00	12:15-12:45	Reduced.....	\$0.40
3 <sup>rd</sup> & 4 <sup>th</sup> gr.	12:20-1:05	12:30-1:00	Weekly tickets.....	\$15.00
5 <sup>th</sup> & 6 <sup>th</sup> gr.	12:30-1:15	12:45-1:15	A-la-carte milk.....	\$0.25
			Adults w/milk.....	\$3.50

**FREE AND REDUCED LUNCH INFORMATION**

Free and reduced price meal applications are available for eligible students. Applications are in the information packet that was mailed to you. **New forms must be completed each year.**

**LUNCH TICKET INFORMATION**

Lunch money is collected on **MORNING** in the multipurpose room from 7:45 a.m. until 8:15 a.m. Lunch money can also be dropped off in the school front office.

**BREAKFAST PROGRAM**

Any student can purchase a breakfast for the cost of \$1.50 for students and \$2.00 for adults. If students are eligible for the free and reduced price meal, there is no charge for breakfast. **Breakfast is served from 7:30-8:05.**

**SECOND CHANCE BREAKFAST**

Second Chance Breakfast is available to students during assigned morning recess time. For more information on Second Chance Breakfast please visit the GUSD district website.



## **MEDICATION AT SCHOOL**

If your child needs to take any medication at school, please observe the following procedure:

1. Obtain Permission for Medication form from the office staff. The office must have a written doctor's orders for prescription medication to be dispensed.
2. Bring the medication in the original container to the office with your written permission and specific instructions.
3. All medication is kept in the school office and is dispensed by the nurse or office personnel ONLY.
4. Children are not to carry any kind of medication on their person.
5. This procedure applies to all medication - aspirin, vitamins, cough drops, nose drops, etc.

## **PARENT/GUARDIAN INVOLVEMENT POLICY**

La Patera School recognizes that parent/guardian involvement and support in the education of children are an integral part of achieving academic success and developing capable citizens, and that schools and parents/guardians must work together as knowledgeable partners to educate all students effectively. In order to assure parent/guardian/school collaboration, La Patera School is committed to:

- Including parents/guardians as partners in the education of their children;
- Establishing and maintaining effective two-way communication with all parents/guardians at both school and district office levels;
- Encouraging the development of programs to help parents/guardians acquire parenting skills;
- Providing parents/guardians with the information and techniques to enable them to assist their children with learning at home;
- Developing strategies and programmatic structures to enable parents/guardians to directly participate in their children's education through:
  - Involvement in classroom activities
  - School advisory groups and parent/guardian support organizations;
- Fostering an environment at each school that welcomes parents/guardians as active participants in their children's education and
- Recognizing differences in the needs and interests between schools and between parents/guardians in each school.

## **REGULATIONS/PROCEDURES**

### **1. MEETINGS AND SPECIAL PROGRAMS**

#### **A. School Site Meetings and Committees**

1. La Patera School shall hold open houses, back-to-school nights, and parent/guardian organization meetings where the school's philosophy, mission, opportunities for adult participation, the core curriculum, and supplemental instruction are discussed.
2. An annual meeting in the fall at each Title I project school shall be held to inform parents/guardians about the goals, objectives, and program services for eligible students. A Title I program review in the spring shall be held to discuss progress toward meeting those goals and objectives.
3. Every effort shall be made to ensure that the composition of school committees reflects the population's characteristics of La Patera School.
4. School Site Council members shall abide by the Brown Act, and members shall vote on the school site plan and categorical budget. All parents/guardians are encouraged to give input at meetings of the Council.

5. Parent/guardian organizations, such as the Parent-Teacher Association, will be encouraged to provide opportunities for adult education and participation.
6. Every effort shall be made to promote equal access and involvement at schools with significant bilingual populations by providing translations of materials for parents/guardians who are limited-English proficient.

B. Meetings with Certificated Personnel

1. Parents/guardians or teacher-initiated conferences to discuss student progress and/or methods to improve student achievement shall be a part of the educational program at La Patera School.
2. During conferences, school personnel may assist parents/guardians with gaining access to community and support services for families and children.

C. School Site Activities

1. Parents/guardians shall have reasonable opportunities to observe and volunteer in classrooms in accordance with school visitation procedures.
2. Activities designed to help parents understand school programs and services shall be a part of school presentation.

## 2. WRITTEN COMMUNICATIONS BETWEEN SCHOOL AND HOME

- A. Parents/guardians who are unable to attend school events, activities, or meetings are encouraged to call and/or e-mail school personnel for information.
- B. Materials such as classroom newsletters, and general announcements that provide parents/guardians with information about La Patera School will be sent home on Fridays.
- C. La Patera School shall distribute a school handbook to parents/guardians at the beginning of each school year and to the parents/guardians of new students after the start of the school year. The handbook shall contain information about current programs, criteria for pupil participation in these programs, and other information designed to acquaint parents/guardians with school regulations and procedures.
- D. A letter explaining the purposes, organization, and services provided by the Title I program shall be distributed annually to the parents/guardians of eligible students prior to participation in the program.

### PARENT-TEACHER CONFERENCES

A conference with your child's teacher is scheduled in the fall. In addition, a teacher may schedule a conference during the regular spring reporting period or any time the need arises. Please feel free to call or e-mail your child's teacher to discuss your child's progress or set up a conference. Report cards are issued three times a year: end of November, March and June.

### PLAYGROUND SUPERVISION

Yard duty supervisors are on campus beginning at 7:45 a.m. on the playground. For his/her safety, your child should not arrive at school before 7:45 a.m. During dismissal, supervisors assist students getting on the bus and with general pick-up procedures. **There is no supervision after dismissal. Please pick up your child promptly.**

## SKATEBOARDS

Skateboards are prohibited on school grounds at all times.

## SNACKS

Students may bring a nutritious snack to eat at recess in assigned eating area. Candy, soft drinks, and other foods high in sugar are not nutritious. Parents are encouraged to assist their children in bringing nutritious snacks such as fruit, crackers, bread, cheese, etc. Gum is not permitted.

## FRIDAY FOLDERS

Every Friday you will receive a folder, which contains your child's class work, homework, and school notices. Please review the contents with your child, empty the folder, enclose any comments or questions you may have, and have your child return the folder the following Monday (Tuesday, if Monday is a holiday).

## TOYS - P.E. EQUIPMENT

The school can assume **no responsibility** for damage to, or loss of, playthings that a student may bring to school. Leave all toys (including balls) at home. Special permission from the teacher must be obtained if a child wishes to share a toy. The following are among the items that **are not allowed** at school: trading cards of any kind (including Pokémon), knives (including pocket-knives), toy or squirt guns, cameras, portable video games, iPods, other electronic devices, matches or other potentially dangerous articles.

## School-Parent Compact

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways that you and school staff can build and maintain a partnership to share the relationship for supporting your child's learning.

### *School's Responsibility*

- Provide high quality curriculum and learning materials.
- Provide you with assistance in understanding academic achievement standards and assessment and how to monitor your child's progress.
- Provide opportunities for on-going communication between you and teachers through, at a minimum:
  - Annual parent-teacher conferences
  - Frequent reports regarding your child's progress, and
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

### *Parent's Responsibility*

- Encourage your child to attend school regularly.
- Encourage your child to show positive school behavior.
- Review your child's homework.
- Monitor television watching and encourage positive use of your child's extracurricular time.
- Volunteer in your child's school and classroom if time or schedule permits.
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please review this School-Parent compact with your child. This School-Parent Compact will be discussed with you during a parent-teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact the principal for more information.

Sonia DeHay  
Principal  
La Patera School  
Goleta Union School District

# La Patera Elementary School

## Parent/Student Handbook Signature Page

We have read the 2017/2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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Student's Name

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Parent's Signature

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Teacher

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Date

Please sign and return this sheet only to school by Friday, September 1, 2017.

Thank you