

# La Patera Elementary



## Parent/Student Handbook 2019 - 2020

Goleta Union School District

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Celeste Darga, Principal  
555 N La Patera Ln  
Goleta, CA 93117

## **Mission Statement**

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The La Patera community provides excellent learning opportunities for all students to reach their greatest potential in a diverse world.

### **Welcome To Your School**

All visitors must report to the school 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 the 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

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Greetings La Patera Families,

Welcome to La Patera Elementary School and to the 2019 - 2020 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.

Please remember that our campus is considered “closed” during the school day. Any adult on campus between 8:15 AM and 2:50 PM is required to sign in at our office and wear a visible “visitor” badge. Those waiting for pick up at dismissal are invited to wait at the benches in the front of the school. Before 8:15 AM and after 2:50 PM, parents are welcome to come on campus without checking in the office first.

We look forward to a wonderful and successful school year!

Go Tigers!

Celeste Darga  
Principal  
La Patera Elementary  
Goleta Union School District

## STATEMENT OF EDUCATIONAL GOALS

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### 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.

# BOARD OF TRUSTEES

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**Sholeh Jahangir**, President

- Current term: December 2016-November 2020

**Susan Epstein**, Vice-President

- Current term: December 2016-November 2020

**Luz Reyes-Martin**, Clerk

- Current term: December 2018-November 2022

**Dr. Carin Ezal**, Member

- Current term: December 2018-November 2022

**Dr. Richard Mayer**, Member

- Current term: December 2018-November 2022

**Board Meetings:** Meetings are held on the 1st and 3rd Wednesdays of each month at 7:00 pm. Please check the web site: [www.gusd.goleta.k12.ca.us](http://www.gusd.goleta.k12.ca.us) for exact meeting dates and possible changes. Location: Goleta Union School District. 401 N. Fairview Ave., Goleta. (Board Room).

## GOLETA UNION SCHOOL DISTRICT

**(805) 681-1200**

Superintendent: Dr. Donna Lewis

Assistant Superintendent, Administrative Services: David Simmons

Assistant Superintendent, Instructional Services: Dr. Mary Kahn

Assistant Superintendent, Special Services: Dr. Margaret Saleh

Assistant Superintendent, Fiscal Services: Conrad Tedeschi

# 2019-2020 SCHOOL CALENDAR

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|  |  |
|--|--|
| <b>WEDNESDAY, AUGUST 21</b>                                    | <b>FIRST DAY OF SCHOOL</b>   |
| <b>MONDAY, SEPTEMBER 2</b>                                     | <b>LABOR DAY – SCHOOL CLOSED</b>   |
| <b>THURSDAY, OCTOBER 17</b>                                    | <b>MINIMUM DAY – 12:00 DISMISSAL</b>   |
| <b>MONDAY, NOVEMBER 11</b>                                     | <b>VETERAN’S DAY HOLIDAY</b>   |
| <b>MONDAY, NOVEMBER 18<br/>THROUGH<br/>FRIDAY, NOVEMBER 22</b> | <b>FALL PARENT TEACHER CONFERENCES<br/>MINIMUM DAY – 12:00 DISMISSAL<br/>&amp; FIRST REPORT CARD</b>       |
| <b>MONDAY THRU FRIDAY<br/>NOVEMBER 25 TO NOVEMBER 29</b>       | <b>THANKSGIVING HOLIDAY<br/>SCHOOL CLOSED ALL WEEK</b>   |
| <b>MONDAY, DECEMBER 23<br/>THROUGH FRIDAY, JANUARY 3</b>       | <b>WINTER RECESS<br/>SCHOOL CLOSED</b>   |
| <b>MONDAY, JANUARY 20</b>                                      | <b>DR. MARTIN LUTHER KING JR DAY<br/>SCHOOL CLOSED</b>   |
| <b>THURSDAY, JANUARY 23</b>                                    | <b>STUDENT MINIMUM DAY<br/>12:00 DISMISSAL</b>   |
| <b>FRIDAY, FEBRUARY 14<br/>MONDAY, FEBRUARY 17</b>             | <b>LINCOLN’S BIRTHDAY- SCHOOL CLOSED<br/>PRESIDENT’S DAY - SCHOOL CLOSED</b>                               |
| <b>MONDAY, MARCH 16<br/>THROUGH<br/>THURSDAY, MARCH 19</b>     | <b>PARENT/TEACHER CONFERENCES<br/>12:00 MINIMUM DAY DISMISSAL</b>  |
| <b>FRIDAY, MARCH 20<br/>THROUGH<br/>FRIDAY, MARCH 27</b>       | <b>SPRING RECESS<br/>SCHOOL CLOSED</b>   |
| <b>MONDAY, MAY 25</b>  | <b>MEMORIAL DAY HOLIDAY<br/>SCHOOL CLOSED</b>  |
| <b>THURSDAY, JUNE 4</b>  | <b>LAST DAY OF SCHOOL<br/>11:15 KINDERGARTEN DISMISSAL<br/>11:30 1-6TH DISMISSAL<br/>FINAL REPORT CARD</b> |

## LA PATERA STAFF

| TEACHING STAFF                                  |  |                          |
|---|--|--------------------------|
| TK  | SOOKIE LEMAHIEU  | 25                       |
| K   | CHRISTINA CLAYTON  | KA                       |
| K   | SHARI FARRINGTON   | KB                       |
| K   | TAMI BILCO   | KC                       |
| 1   | AMY SPESHYOCK  | 7                        |
| 1   | JASON CRAIG  | 8                        |
| 1   | TARA SVENSSON  | 9                        |
| 2   | MARTA URIBE  | 2                        |
| 2   | ABBY SYKES   | 5                        |
| 2   | ERIN HENSON & KELLY TAIJI  | 3                        |
| 3   | GLORIA INO   | 4                        |
| 3   | FARA PALMA   | 6                        |
| 4   | SHEILA ABSHERE   | 19                       |
| 4   | LAURA SWEENEY  | 18                       |
| 5   | CAMILLE VAUGHN   | 11                       |
| 5   | LOGAN MCMURTREY-BANKS  | 12                       |
| 5   | LAURA BURATTO  | 14                       |
| 6   | JUSTINE VRANISH  | 15                       |
| 6   | JESSICA MORGAN   | 16                       |
| RESOURCE SPECIALIST<br>INSTRUCTIONAL ASSISTANTS | MOJDEH SENZAMICI<br>TERESA VILLARUEL<br>VANESSA TELLEZ<br>ROGELIO REYES<br>CYNTHIA BRIBIESCA | 10                       |
| LEARNING CENTER TEACHER                         | TERESA CHAVEZ-MADRIGAL<br>NORA ZWELQUINTERO<br>ERIN MORGAN (CE)                              | 21                       |
| INSTRUCTIONAL SUPPORT STAFF                     |  |                          |
| CERTIFICATED TUTORS                             | CHRIS CARRERA<br>JUSTINE CASADY<br>SHARON TOMASI   |                          |
| ART   | SUE CLEVINGER  | 26                       |
| COMPUTER SPECIALIST                             | MARY JANE CORRAL   | LAB                      |
| DAY CUSTODIAN<br>NIGHT CUSTODIAN                | RICHARD CHAVEZ<br>RICHARD WAGSTAFF   |                          |
| INCLUSION SPECIALISTS                           | ROBYN YOUNG<br>KENDALL AVILA   | 17A                      |
| LIBRARY MEDIA SPECIALIST                        | JULIE FISCHER  | LIBRARY                  |
| MUSIC SPECIALIST                                | PETER MCMASTER   | MPR                      |
| P.E. SPECIALISTS                                | STEPHANIE SHARP<br>WADE ROBINSON   | PLAYGROUND<br>PLAYGROUND |
| SCHOOL BASED CALM THERAPIST                     | MEGAN KOOYMAN  | KILN                     |
| OFFICE & SUPPORT STAFF                          |  |                          |
| COMMUNITY LIAISON                               | CARMEN REBOLLEDO   | OFFICE                   |
| NURSE   | JOYCE RARA   | OFFICE                   |
| PRINCIPAL                                       | CELESTE DARGA  | OFFICE                   |
| PSYCHOLOGIST                                    | ALEJANDRA SERRANO  | ROOM C                   |
| SCHOOL OFFICE MANAGER                           | YESENIA ALVARADO   | OFFICE                   |
| SCHOOL OFFICE ASSISTANT                         | ANGELICA HERNANDEZ   | OFFICE                   |
| SPEECH & LANGUAGE<br>PATHOLOGIST                | ZOE BRISTOL  | ROOM D                   |
| SPEECH & LANGUAGE ASSISTANT                     | JANET ESTRADA  | ROOM D                   |

# SCHOOL SCHEDULES

## 2019-2020

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### DISMISSAL TIMES

| Grade                             | MON/TUES/WED/FRI<br>DISMISSAL | THURSDAY<br>DISMISSAL | LAST DAY<br>JUNE 4, 2020 |
|-----------------------------------|-------------------------------|-----------------------|--------------------------|
| TK/K                              | 8:15-1:30                     | 1:30                  | 11:15                    |
| 1 <sup>st</sup> – 6 <sup>th</sup> | 8:15-2:50                     | 1:55                  | 11:30                    |

### RECESS

SECOND CHANCE BREAKFAST IS SERVED DURING THE AM RECESS SESSION

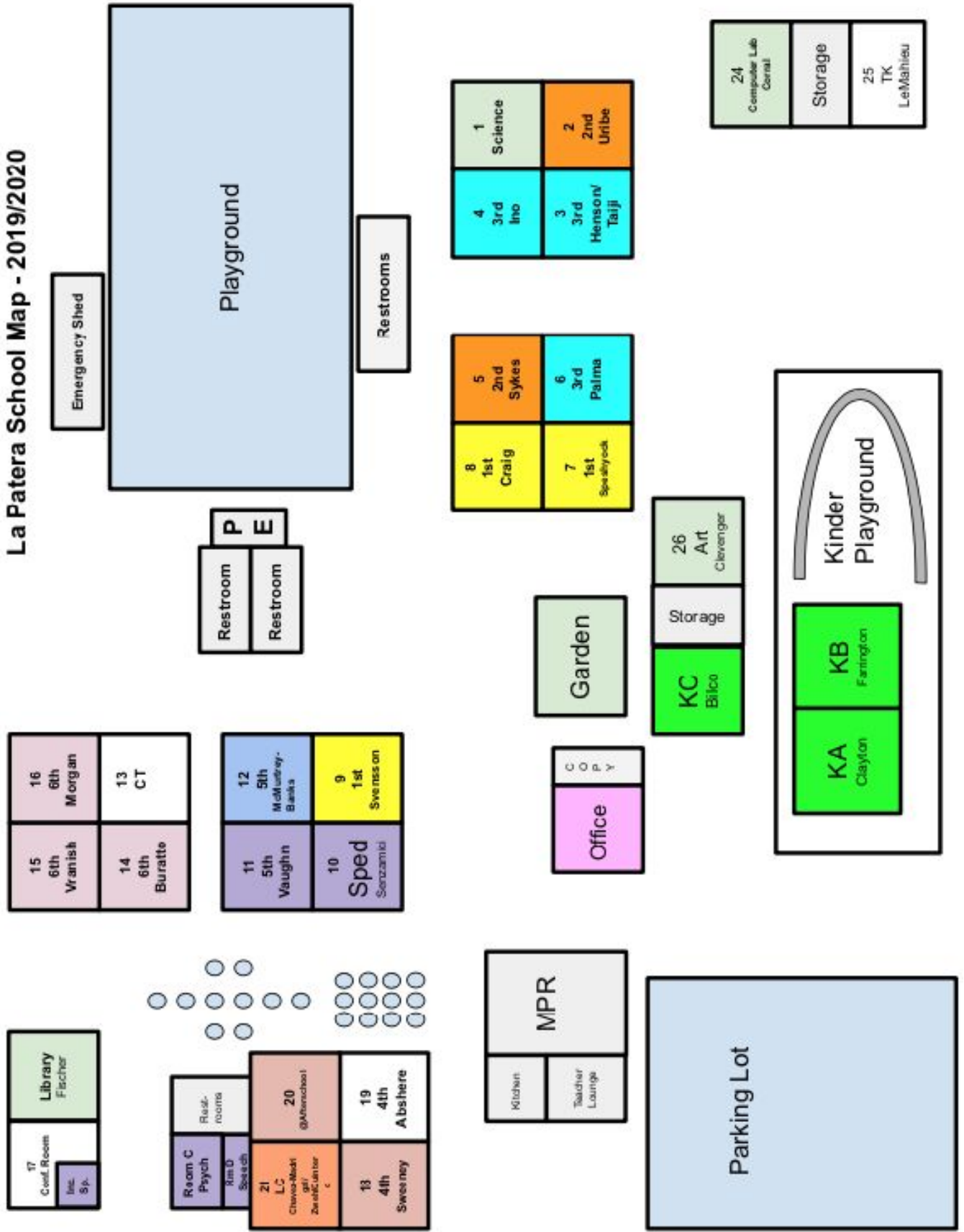
|   |                    |
|---|--------------------|
| TK/K                                    | A.M. 9:45 - 10:05  |
| 1 <sup>st</sup> - 3 <sup>rd</sup> Grade | A.M. 10:10 - 10:30 |
| 4 <sup>th</sup> -5 <sup>th</sup> Grade  | AM 10:30-10:50     |
| 6 <sup>th</sup> Grade                   | A.M. 10:50 - 11:10 |

### LUNCH/RECESS

| GRADE LEVEL   | REGULAR DAY | RAINY DAY   |
|---|-------------|-------------|
| TK/KINDER   | 11:45-12:30 | 11:45-12:15 |
| 1 <sup>st</sup> , 2 <sup>nd</sup>                   | 12:00-12:45 | 12:00-12:30 |
| 3 <sup>rd</sup>                                     | 12:20-1:05  | 12:00-12:30 |
| 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> | 12:30-1:15  | 12:30-1:00  |



# La Patera School Map - 2019/2020



# GENERAL INFORMATION

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## 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 parents wishing to pick up children during the school must stop at the office rather than going directly to the classroom to sign the child out.
  5. No child may leave the school grounds during the regular school day without express **written permission** from a parent.

## **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 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).**

## **La Patera Elementary Discipline Plan**

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**BE SAFE \* BE RESPONSIBLE \* BE RESPECTFUL**  
**\* CHOOSE KINDNESS FIRST \***

### **GLOBAL GOOD CITIZEN**

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 respectfully.

I will follow all behavior expectations

- Every teacher has the right to teach.
- Every child has the right to learn.
- Every child has the right to have their rights and feelings respected.
- Every child has a right for the school to provide a consistent plan of action that promotes positive reinforcement for acceptable behavior and a system of logical consequences for inappropriate actions/behaviors.

### **Positive Recognition Program**

Students are recognized throughout the day for exhibiting safe, responsible, and respectful behavior by receiving Paw tickets from any staff member. Paw tickets are collected in individual classrooms and teachers draw tickets weekly for special Tiger Prizes.

### **Character Counts Education**

Trustworthiness, Respect, Responsible, Fair, Caring, and Citizenship are the Character Counts traits that are reviewed monthly in the La Patera Monthly Monday Morning Meeting. Grade levels present on a character trait and school wide the character trait is shared and reinforced.

### **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.

Inappropriate behavior at La Patera falls into three categories or levels of offenses. Each level is addressed either by the teacher or the principal/admin designee. Consistency is the key to effective behavior management!

## Discipline Procedures

Level 1 Behaviors handled by the teacher.

Level 2 Behaviors handled by the teacher.

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

Level 3 Behaviors handled by the principal.

- Results in an office referral with a Principal Meeting Note that must be signed by the student, parent, and teacher.
- The principal will contact the student's parent/guardian(s).
- 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.*

### Examples of Level 1

Handled by the teacher - documentation of student behaviour

| Level 1                         |                          |
|---------------------------------|--------------------------|
| Not following directions        | Interrupting             |
| Running in hallways             | Name calling             |
| Excessive talking               | Misuse of materials      |
| Inappropriate laughing/sneering | Gum chewing              |
| Derogatory notes/pictures       | Bothering other students |
| Teasing/put downs               | Wandering                |
| Inappropriate language          | Mocking                  |
| Eye rolling                     | Refusing to work         |

### Examples of Level 2

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

| Level 2                              |                                  |
|--------------------------------------|----------------------------------|
| Arguing with adult                   | Defiance                         |
| Inappropriate gestures/language      | Cheating/Lying                   |
| Taunting                             | Throwing objects                 |
| Leaving classroom without permission | Threatening to cause bodily harm |

### Examples of Level 3

Handled by the principal. Office referral with discipline form. Parent contact.

| Level 3  |  |
|--|--|
| Fighting   | Use of profanity                             |
| Racial slurs                                       | Excessive truancy                            |
| Obscene gestures                                   | Cyber-bullying                               |
| Inappropriate touching                             | Inappropriate use of technology              |
| Damaging/misuse of school property                 | Sexual harassment                            |
| Willful disobedience of school rules               | Use or possession of controlled substances   |
| Disruptive clothing                                | Leaving school without permission            |
| Disrespect for authority                           | Assault with intent to fight another student |
| Bullying/harassment                                | Graffiti                                     |
| Weapons/facsimile of a weapon/dangerous instrument | Level 1 or Level 2 repeat offender           |
| Stealing   |  |

#### **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 report inappropriate behavior to the classroom teacher and the classroom teacher will follow up with the student and parent.

#### **Suspension and Expulsion**

Board Policy 5144.1

The California state law has changed regarding suspension and expulsion. Excerpts of the law are included here:

- A pupil may not be suspended or expelled for any of the infractions listed below, unless that act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occurred at any time, including but not limited to, any of the following: while on school grounds, going to, or coming from, school and; during lunch period whether on or off campus, or while going to, or coming from, a school sponsored activity.

It is the intent of the legislature that alternatives to suspensions or expulsions be imposed against any pupil who is truant, tardy or otherwise absent from school activities. A pupil may be suspended or expelled for the following issues:

- Caused, attempted to cause, or threatened to cause physical injury to another person.  
Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous

object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.

- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
- Committed or attempted to commit robbery or extortion
- Caused/attempted to cause damage to school or private property
- Stolen/attempted to steal school or private property
- Possessed/used tobacco or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- Committed an obscene act or used habitual profanity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school or private property.
- Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Hate Violence: In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5.
- Harassment, Threats or Intimidation: In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

## **Mandatory Expulsion**

Mandatory offenses for which the principal or superintendent must recommend expulsion and the governing board must expel the students are:

- Possession, sale or furnishing of a firearm;
- Brandishing a knife at another person;
- Unlawful sale of a controlled substance;
- For these mandatory offenses the governing board must expel the student if the act actually occurred at school or at a school activity regardless of any mitigating circumstances.

## **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

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. Parents will receive a notice of the field trip prior to the field trip date, and parents/guardians must provide written permission for each field trip.

## HEALTH (STUDENT)

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

- 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/or 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.

## **ALLERGIES**

If your child has allergies please check in with the school nurse. For students that have food allergies, the school health assistant will send home a class letter at the beginning of the school year and notify all staff members. There are designated food allergy tables available in the MPR and at the outside tables for students to use. Please be mindful of student food allergies when sending in class treats, please check in with your child's teacher.

**IMMUNIZATIONS** Law requires certain immunizations before a child may attend school. The nurse will notify you if your child's immunizations are incomplete.

## **HEAD LICE (BP 5141.33)**

The Governing Board believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent or designee may establish a routine screening program to help prevent the spread of head lice.

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.

If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice and viable nits the student shall be rechecked weekly for up to six weeks.

**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), reading, 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.

### **Independent Study Agreement**

Students who need to be away from school for a family trip may receive credit for school attendance by establishing an **Independent Study Agreement (ISA)** with their teacher if *the absence is at least 5 days*. The teacher makes **specific** assignments, matching missed instruction, to be completed during the student's absence from school. *The work must be of the same quantity and quality of the classwork missed.* The completed work must be

turned in the day the student arrives back to class. The student receives credit for school attendance if the ISA receives a satisfactory grade from the teacher and all assigned work is completed. If you plan a trip during school time, **please contact the school office assistant at least two weeks in advance** so there will be sufficient time for the teacher to prepare an ISA if it is approved by the principal. **Please make every effort to schedule trips around school breaks and holidays so that school attendance and learning is not disrupted.** Minimum 5 days, Maximum of 10 days with prior ISA arrangement. **Absence due to a family trip:** The teacher will make specific assignments to be completed during the student’s absence from school. *Any trip less than 5 days will be classified as an unexcused absence or truancy.* Please note that on third unexcused absence, you will receive a truancy letter.

**LOST AND FOUND**

**IT IS RECOMMENDED THAT NAME TAGS OR INKED NAMES** are placed on coats, sweaters, jackets, and lunch containers 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**

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|   | <u>Regular Schedule</u> | <u>Rainy Day Schedule</u> |                            |
|---|-------------------------|---------------------------|----------------------------|
| TK/Kinder   | 11:45-12:30             | 11:45-12:15               | Children.....\$3.50        |
| 1 <sup>st</sup> & 2 <sup>nd</sup> gr.                   | 12:00-12:45             | 12:00-12:30               | Reduced.....\$0.40         |
| 3 <sup>rd</sup> gr.                                     | 12:20-1:05              | 12:00-12:30               | A-la-carte milk.....\$0.50 |
| 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> gr. | 12:30-1:15              | 12:30-1:00                | Breakfast .....\$2.00      |
|   |                         |                           | Adults w/milk.....\$4.00   |

**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 in the **MORNING** in the multipurpose room from 7:45 a.m. until 8:05 a.m.

Lunch money can also be dropped off in the school front office.

**BREAKFAST PROGRAM**

We offer 2 meal *times* for breakfast, one before school and one during snack/recess time. Each student is allowed 1 breakfast at one of the times for \$2.00 . For free and reduced costs, please make sure to complete [National School Lunch Program application](#). **Breakfast is served from 7:30-8:05.**

**SNACKS.** The mid-morning recess is designated as “snack recess”.

Students may bring a **nutritious snack** to eat at recess in assigned eating area such as fruit, vegetables, cheese, and items containing protein. Hot Cheetos, Takis, candy, soft drinks, and other foods high in sugar are not nutritious and are not to be eaten at school. Soda, candy and gum are not permitted. See our Healthy Options snack guide ([English](#), [Spanish](#)) and our Board Policy regarding [Student Wellness](#) online. We encourage healthy snacks that follow our school board guidelines.

## 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.

## PHONE USAGE

### School Phones

- School phones are needed for official use and/or emergencies. ***Students are allowed to use the office telephone for emergencies only.*** Please be sure that your child understands that the phone may not to be used for making after school play arrangements or to call home if they forget homework, folders, instruments, etc. as they need to take responsibility for their school items.

### Cell Phones:

- Student cell phones are for parent/guardian contact only and are not to be used on campus unless supervised. Students must turn personal cell phones/smart watches/devices off and keep them in their backpacks during the school day. The student may request to place his/her backpack in the classroom during recess periods for safekeeping. Cell phones being used during the school day without staff permission will be removed from the child and placed in the office until a parent can pick it up. Students with cell phones must keep them in a safe place. The school takes no responsibility for cell phones that are lost, stolen, or damaged during school hours. If a student uses a cell phone during school or afterschool program hours it may result in a suspension.
- Smart Watches are prohibited for students to use at school.
- The office is happy to relay necessary messages for parents and students. However, please make pick-up and after school arrangements with your child ***prior*** to school.

## PARENT MESSAGES TO STUDENTS

- Messages for students are placed in teachers' boxes for pick-up when the teachers are free during the morning and noon recesses. Thus, to insure that your child receives a message, please call prior to 11:30 a.m. All efforts will be made to deliver messages when received. However, messages received minutes before dismissal can be more difficult to deliver as students may be outside of their classroom. Your understanding is appreciated.
- Email is the best and most efficient way to reach teachers. Voice mail messages may also be left for the teachers. Please be aware that these messages are usually checked ***after***

school so any message needing immediate attention should be reported through the office.

- The office will ensure that students receive *emergency messages immediately*.

## **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
- Recognizing differences in the needs and interests between schools and between parents/guardians in each school.

## **REGULATIONS/PROCEDURES**

### **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.

### **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: November, March and June.

### **PLAYGROUND SUPERVISION**

Yard duty supervisors are on campus beginning at 7:30 a.m. on the playground. For his/her safety, your child should not arrive at school before 7:30 a.m. During dismissal, supervisors assist students getting on the bus and with general pick-up procedures. **There is no playground 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.

## **STUDENT SAFETY**

### **RELEASE OF STUDENTS TO PERSONS OTHER THAN PARENTS/GUARDIANS.**

**Students will be released only to a parent or guardian, and to those adults, whose names appear on the emergency card, unless there is a note signed by the parent/guardian stating otherwise. In cases where child custody has been given to only one parent, a copy of the custody order must be on file in the office and it must be current.**

**UNEXPLAINED ABSENCE FROM SCHOOL.** If your child does not appear at school, and you have not informed us of his/her absence, you will be called to verify the location of your child and to insure your child's safety. Please report your child's absence using the attendance phone line.

### **SAFETY TO AND FROM SCHOOL**

Please instruct your child in safe procedures going to and from school. We will also go over the following points with your child here at school:

- Do not approach (walk toward) the cars of people you do not know.
- Do not talk to people you do not recognize.
- Walk to school or home from school with other students (in groups).
- If someone (older, an adult) tries to touch you or grab you, run away, resist in whatever way possible, make lots of noise, or "tantrum." (In other words, do all of the things we have been teaching you not to do.)
- We discourage students younger than Grade 2 to walk home alone or without an older sibling or adult.

We urge you to set up a system with your child that enables you to know that he/she has reached his/her destination safely. There is supervision at the front of the school until 3:15 p.m. except on Thursday until 2:15 p.m.

### **STUDENTS WHO RIDE THE BUS**

**EMERGENCY PLAN.** Our primary concern during a disaster is the safety of the students. Students participate in fire and earthquake drills, which are held each month. The children are taught the proper procedures for taking cover and orderly evacuation of the building to the assembly area on the playground.

La Patera has an emergency plan, which is revised and reviewed with the staff yearly. It covers such contingencies as bomb threats, explosions, earthquakes or other disasters. This disaster plan is available in the school office.

La Patera students will remain at school in times of emergency. Emergency food and water are stored on site. We will relocate the children to a safer facility only if the school itself becomes hazardous.

In the event of a disaster, La Patera will maintain battery operated radio contact with the Goleta Union School District office. The District Office will in turn notify local radio and television stations with information regarding school closure, relocation of students or other relevant information. Parents should get their news from these sources, rather than calling the school or District offices, since telephone lines will be kept clear during any emergency.

**IN THE EVENT OF AN EMERGENCY OR DISASTER, STUDENTS WILL BE KEPT AT SCHOOL UNTIL PICKED UP BY A PARENT OR DESIGNATED ADULT.**

**Designated adults will be listed on the emergency card and will have a school issued identification card listing the student name, the student's teacher.**

Families should discuss their own plans for dealing with emergencies occurring during school hours or other times.



District wide, we will be using the Standard Response Protocol(SRP) noted here.



### STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Secure the Perimeter"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



### LOCKOUT GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.

#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



### LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



### EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



### SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

## School-Parent Compact

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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
  - Opportunities to talk with staff, volunteer in class, and observe classroom activities.

### *Parent's Responsibility*

- Encourage your child to attend school regularly and on time.
- 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.

Celeste Darga  
Principal  
cdarga@goleta.k12.ca.us  
La Patera School  
Goleta Union School District

# La Patera Elementary School

## Parent/Student Handbook Signature Page 2019-2020

We have read the 2019/2020 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, February 7, 2020

**Thank you**