

# A GUIDE FOR PARENTS WITH QUESTIONS OR CONCERNS

**YOUR CHILD'S PROGRESS.** Please address questions or concerns regarding your child's progress to your child's teacher. Please schedule a conference at a mutually convenient time so that the conversation may be productive.

If you are not satisfied with the results of the conference, or believe that your concern is not being addressed adequately, you may wish to schedule a conference with your school's principal.

**CURRICULUM AND INSTRUCTION.** Please address questions or concerns about the curriculum or instructional program in your child's classroom to your child's teacher. Again, please schedule a conference.

If you are not satisfied with the results of the conference, or if the concern centers on the school's curriculum, you may wish to schedule a conference with your child's principal.

If you are not satisfied with the results of the conference, or if the concern is about the district curriculum, you may wish to call or schedule a conference with Dr. Bridget Braney, Assistant Superintendent, Instructional Services (681-1200x203).

**INSTRUCTIONAL AND LIBRARY MATERIALS.** Please address questions or concerns about library and instructional materials to your school's principal or Dr. Bridget Braney, Assistant Superintendent, Instructional Services (681-1200 x203).

## **HARASSMENT, DISCRIMINATION, OR EMPLOYEE**

**CONDUCT.** Please address questions or concerns about harassment, discrimination, or employee conduct to your school's principal or to the Donna Madrigal, Assistant Superintendent, Administrative Services (681-1200 x213).

**SPECIAL EDUCATION.** Please address questions or concerns about special education to your school's principal or to Dr. Margaret Saleh, Assistant Superintendent, Student Services (681-1200 x220).

**FACILITIES, SAFETY, OR TRANSPORTATION.** Please address questions or concerns regarding school facilities, safety, or transportation to your school's principal or to Robert Matheny, Head of Maintenance, Operations and Transportation (681-1231 x230).

Specific further procedures regarding informal and formal complaints about student matters, instructional matters and materials, school personnel, or special education are contained in the following Board Policies. **Copies of these are available in school offices and in the district office.**

**3910 – Harassment**

**5100 - General Tenets of Instruction**

**5500 - Resources for Classrooms and Libraries**

**6250 - Parent/Guardian Involvement**

**6300 - Complaint Procedures**

## **A Note from your Principal**

Welcome to the 2016-2017 school year at Ellwood Elementary! Our goal is the success of your child, which we strive to achieve by providing a well-rounded elementary school experience, rich with academic challenges and opportunities to explore the many talents s/he possesses. Along with a rigorous academic program based on the California State Standards, and differentiated to meet the diverse needs of all our students, classes in Library, Music, Art, Science, Technology, Health and Nutrition and Physical Education support the development of the whole child.

The Ellwood School Team is made up of families, students, teachers, administrators, and the greater community. As a team, we depend on our members' commitment to giving their personal "best" in order to achieve our goal of ensuring your child's success. The Ellwood staff and I meet daily to reflect on and improve our practices based on careful evaluation of students' social, emotional and academic progress. You are integral member of the Ellwood team; your active involvement in your child's education--at home and at school--is essential to our team achieving its goal. Please join us in our constant quest by giving your personal best to make the Ellwood team reach its intended goal: the success of your child.

Sincerely,  
Abby Vasquez  
Principal

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## PHONE EXTENSIONS

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## ELLWOOD STAFF

Principal:	Abby Vasquez
School Office Manager:	Carrie Alvarado
School Office Assistant:	Cindy Haight
PS Maria Lorenzana	Room 13
K Laura Calene	Room KA
K Anne King	Room KB
K Joey Maybrun	Room KB
K Judith Quintero	Room 12
1 Tonya Samuels	Room 9
1 Jennifer Vick	Room 11
2 Samantha Farver	Room 4
2 Tani Jones	Room 5
2/3 Jill Means	Room 7
3 Jessica Campbell	Room 10
3 Alice Robles	Room 1
4 Craig Abshere	Room 15
4 Emily Bryan	Room 16
4 Christopher Hanna	Room 14
5 Amanda Sweigart	Room 20
5 Rebencca Faanes	Room 21
5 Amelia Stockton	Room 19
5/6 Jeanne Dixon	Room 17
6 Louise Dahlquist	Room 18
6 Lisa Gil	Room 3
K-6 Sookie Raymond	Room 8
K-6 Lindsey Pierce	Room 24
4-6 Shealeigh Fawcett	Room 23
K-3 Shane Holehouse	Room 25

## **Support Staff**

Learning Center	Sookie LeMahieu
Education Specialist	Lindsey Pierce
Education Specialist	
Psychologist	Joe Isaacson
Speech & Lang. Specialist	Avery Rogers
Speech Assistant	Vanessa Salas
ELD/Certificated Tutor	Lily Stuart
ELD/Target Support	Nicole Tedeschi
Adaptive P.E. Specialist	Michael Galvan
Nurse	Kate Wilson
Day Custodian	Jeremy Dawn
Night Custodian	Dan Tomsy
Art	AnnMarie Isaacson
Computer Specialist	Joan Barnett
Gifted Ed Specialist	Julia Cirrincione
Music	Trudie Olsen
PE/Certificated Tutor	Sarah Klapp
PE/ Certificated	Daniel Krasnor
Library Media Specialist	Jackie Hubert
Science/Certificated-Tutor	Julia Cirrincione
Community Liaison	Carmen Rebolledo
Instr. Assist. Preschool	Angie Hernandez
Instr. Assist. Preschool	Cara Schipper
Instr. Assistant (SE)	Cassandra Locke
Instr. Assistant (SE)	Carrie McKiddie
Instr. Assistant(SE)	Tatiana Casci
Instr. Assistant (SE)	Christina Hummer
Instr. Assistant (SE)	Scott Lessin
Instr. Assistant (SE)	Rogelio Reyes
Crossing Guard/Yard	Angelica Gonzalez
Food Service	Flora Aguirre
Lunch Clerk	Yvonne Worley
Yard Supervisors:	Hamidah, Saiqa, Pat, Angie, Eva, Angelica, Naomi



## **2016-2017 PTA Officers**

President Kim Hurley  
Vice President Dana Costello  
Historian Laura Maskrey  
Treasurer Tamra Abel  
Secretary Meredith Tynes  
Auditor Stephanie Drake  
Parliamentarian Ryan Cey

## **2016-2017 PTA Programs/Activities Chairs**

Assemblies Holly McCord Duncan  
Book Fairs Dana Costello/Lisa Dexter  
Caines Arcade Sookie Raymond/Jill Means  
ELAC Rep Maria Vaca  
Fall Festival Open/ Jill Means/Shealeigh Fawcett  
Garden Liaison OPEN  
Holiday Boutique OPEN  
Holiday Craft Night Tamra Abel  
Honorary Service Awards Jyll Doubleday/OPEN  
Hospitality/Luncheons Stephanie Drake  
Newsletters OPEN  
ParentSquare Ryan Cey  
Reflections Jyll Doubleday  
Sound System Support OPEN  
Talent Show Kristen Castorini  
Translation OPEN  
Yearbook Design: Stephanie Rose  
Marketing: Kim Potter  
Photographer/s: OPEN

## **FUNDRAISING**

Auction Jenn Bircham/Kim Hurley  
Box Tops, Amazon, etc Holly McCord Duncan  
Jog-a-thon Jenn Bircham/Kim Hurley  
Monarch Miracle Holly McCord Duncan  
5<sup>th</sup>/6<sup>th</sup> CAMP Fundraisers:  
Ice Cream Fridays OPEN  
AXXESS OPEN  
Conference Movies OPEN  
Ellwood Apparel Laura Maskrey

## **16-17 School Site Council Members**

Parent Member	Shithi Kamal-Heikman
Parent Member	Stuart Kasdin
Parent Member	Rola Zieneddine
Parent Member	Andrew Bermond
Staff Member	Shane Holehouse
Staff Member	Craig Abshere
Staff Member	Abby Vasquez
Staff Member – classified	Cindy Haight

### **PTA Meetings**

**6:30 PM 1<sup>st</sup> Tuesday/month**

### **School Site Council**

**3:15 PM 1<sup>st</sup> Tuesday/month**

## **English Language Advisory Council**

Maria Vaca, President/DELAC Representative

Abby Vasquez, Lisa Gil

## **DAILY SCHEDULE**

**FIRST BELL @ 8:19 a.m. TARDY BELL @ 8:20 a.m.**

Preschool	8:20 – 12:05
Kindergarten	8:20 – 1:35
Grades 1-6 (Mon./Tues./Wed./Fri.)	8:20 - 2:55
Grades 1-6 (Thursday only)	8:20 - 2:00

### **RECESS PERIODS**

K-2	9:50 – 10:10
Grades 3 & 4	10:10 – 10:30
Grades 5 & 6	10:35 - 10:55
Grades 1, 2 & 3	2:00 - 2:10

### **LUNCH PERIOD AND RECESS**

Kindergarten	11:30 - 12:25
Grade 1	11:45 - 12:30
Grade 2	11:50 - 12:35
Grade 3	12:00 - 12:45
Grade 4	12:10 - 12:55
Grades 5 & 6	12:15 – 1:00

**November Conferences: Dismissal 12:00 p.m Grades K-6**

**March Conferences: Dismissal 1:15 p.m. Grades K-6**

## ATTENDANCE POLICIES

Regular attendance and punctuality is expected of all students.

**ABSENCES.** When your child is absent from school, you must notify us with the specific reason. Please use the school's automated voice mail center at 571-3774 x1. This number can be used 24 hours a day. Please leave the information listed below on **each** day of your child's absence:

- your child's name;
- reason for absence;
- teacher's name and;
- your name and relationship to the child.

If this does not occur, we will call you in order to verify the absence and be sure that your child is safe.

The school receives funds only for students who attend school or who are legally excused. Legal excuses from school include:

- Illness (specify fever, flu, chicken pox, etc.)
- Medical or Dental appointment
- Attendance at funeral for immediate family
- Quarantine

**TARDINESS.** Punctual attendance is necessary for all school programs. **Students should arrive before the first bell rings at 8:19 a.m. The tardy bell rings at 8:20 a.m.** Students who are late **must** report to the office staff that will record the tardiness. Our report cards reflect tardiness and absence for each marking period.

Excessive or chronic tardiness will be reported to parents and students may be asked to make up the instructional time that they have missed. It is unfortunate that some students will receive a consequence for their parent's tardiness! If you know your child will be late, please call the office.

**INDEPENDENT STUDY AGREEMENT.** 1<sup>st</sup> – 6<sup>th</sup> grade students who need to be away from school for five days or more may earn credit for school attendance by establishing an **Independent Study Agreement (ISA)** with their teacher. 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. If you plan a trip during school time, **please contact your child's teacher at least one week in advance** so there will be sufficient time for the teacher to prepare an ISA. The Ellwood School teachers and staff fundamentally believe that essential learning takes place in the classroom that cannot be replaced by packets of work, no matter how well prepared by the teacher. Please make every effort to schedule trips around school breaks and holidays so that school attendance and learning is not disrupted.

**PERMISSION TO LEAVE CAMPUS DURING SCHOOL HOURS.** If you need to have your child excused during the school day, please send a note to your child's teacher or to the office. When you come for your child, please come to the office first to sign him/her out on the sign-out log. You will be given permission to go to the classroom to get your child or your child will be called on the intercom. **Students returning to school on the same day must check into the office before returning to class.**

Students must remain on campus from the time they arrive at school until dismissal time unless the above arrangements are made.

**ILLNESS AT SCHOOL.** Should your child become ill at school and need to go home, the office will notify you. If we are unable to reach you, the person designated on your emergency card will be contacted.

## **BREAKFAST**

Hot breakfast, including milk, is available daily for \$1.50 Milk may be purchased separately for \$.25. Free and reduced price breakfasts are available to those who qualify. Applications are available in the school office.

ADULT BREAKFAST can also be purchased for \$2.25

## **LUNCH**

Hot lunch, including milk, is available daily for \$3.00 Milk may be purchased separately for \$.25. Free and reduced price lunches are available to those who qualify. Applications are available in the school office. Adult Lunches are \$3.50.

**LUNCH COUNT.** Lunch count is taken each day for the current and following day's lunches so that the district's central kitchen can prepare the proper number of meals. Your child needs to know one day in advance if (s)he wants to buy lunch. For your convenience and planning, a lunch menu is distributed each month in your child's Friday Folder.

IF ARRIVING LATE: call office by 9:00 am to order a lunch!

**PLEASE HELP US KEEP OUR LUNCH COUNT ACCURATE**

**THOSE WHO FORGET.** Students who forget lunch or lunch money may call a parent to obtain money or lunch. The cafeteria will allow a child a school lunch if one can't be obtained from their parent(s); however, they must pay the lunch clerk \$3.00 the following day.

**Please note that this service is available only if any previous loans have been paid.**

## **FOOD & DRINK DO'S AND DON'TS**

Parents please help us to enforce the following rules:

- **Glass** Glass containers of any kind are prohibited!
- **Candy** Candy is prohibited
- **Gum** Gum is prohibited! (includes parent volunteers)
- **Soda** Soda is prohibited!
- **Junk Food** Examples: No cheetos, potato chips, etc

**TAKE YOUR CHILD TO LUNCH WEDNESDAYS** You are invited to join your child for lunch in our cafeteria or in the outdoor eating area on **Wednesdays**. **Please call the school office by 9:00 a.m. to order an adult lunch.**

\*Due to space and a desire to secure the campus this event will be only on Wednesdays. Please see the principal if you have a special occasion or need.

**SNACKS.** Children may bring a snack to eat during the morning recess. Parents are encouraged to send a substantial snack such as fruits or vegetables.

**Remember:            Healthy Food = A Healthy Mind!!!**

## **MESSAGES**

The office will relay necessary messages for students. However, in order to minimize phone use, we ask that you make pick-up and after school arrangements with your child prior to school. Your assistance is very much appreciated.

## **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 ensure that your child receives a message, you should call prior to 11:35 a.m. before teachers go to lunch. The office is always more than willing to see that students receive messages of an emergency nature at any time.

**PHONE USE BY STUDENTS** School phones are needed for official use. Students are allowed to use the **office** telephone for **EMERGENCIES**. Please be sure that your child understands that the phone may not be used for making after school play arrangements.

**CELL PHONE USE BY STUDENTS** Any use of a cell phone during school hours is prohibited and may result in school suspension! The school will not be held responsible for lost or stolen cell phones. Therefore, the school strongly discourages sending your child to school with a cell phone. The office will keep cell phone safe if requested in the morning.

## **PARENT MESSAGES TO TEACHERS**

All teachers have access to voice mail messages left at their extension number. In order to make use of this option, please call 571-3774 and the Office will put you through to their voice mail. Teachers keep their ringers off during class time, and usually check their voice mailbox at the end of the day.

## **PLACEMENT POLICY AND PROCEDURE**

The staff has the professional responsibility to look carefully at each child during the placement process and to make decisions regarding placement for the following year. We set up heterogeneous classes that are balanced in terms of:

- special needs
- English language development
- social and emotional leadership
- peer interactions
- academic progress
- ethnicity
- gender
- group dynamic and cohesiveness

**PROCESS.** In early June, the current teachers meet with the principal. They discuss each child's strengths and weaknesses, make placements, and balance classes according to the criteria above. This is a careful, difficult and lengthy process.

**PARENT PREFERENCES.** It is not necessary for parents to express preferences as to placement. However, parents who wish to express a preference may do so in writing to the **principal**. The principal does not have any obligation to place any child based on the contents of a parent request, and all placements will be made to build the most balanced classes.

**CLASSROOM VISITS DURING THE SPRING.** If you are interested in visiting classrooms in the next grade, please make an appointment with the School Office Manager for a visit during late April or early May. June is a busy time!

**POSTING OF CLASS LISTS.** Class lists will be posted at 2:30 p.m. on the day before the first day of school in the library windows.



## TESTING PROGRAM

**ACHIEVEMENT TESTS.** Students in grades 3-6 take the Smarter Balanced Assessments in the spring. This test is designed to measure students' progress in reading, mathematics, and language as compared to the grade level standards established by the California Dept. of Education. Parents should receive the results of all of these tests by mail in July.

### **\*GIFTED AND TALENTED STUDENT IDENTIFICATION**

The Cognitive Abilities Test (CogAT) administered in the third grade, is used to identify students who are intellectually gifted by scoring in the 97%ile.

**\*CogAT:** The third grade students are given the CogAT test with parent permission. This test takes place in the winter. Parents will receive the results by mail. New students on grades 4-6 also may also request to take the test.

**\*JUNIOR HIGH TESTING.** Sixth graders who wish to participate in honors in junior high school may need to take the CogAT test administered by the Santa Barbara High School District in the winter. A math and **\*English Language Arts (ELA)** assessment in the spring will also be administered onsite to ensure appropriate placement into math and ELA coursework.

**PHYSICAL PERFORMANCE TEST** Fifth grade students take a California State Physical Performance Test in the spring.

## STUDENT HEALTH

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 101 ° degrees F or more without medication. Your child should remain at home in bed for the day and should be FEVER FREE (under 101 °) before returning to school. Many children will have no fever in the morning, only to have it return later in the day.
- 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 a written permission from the doctor.
- Has a body rash that you cannot identify, or that is accompanied by a fever.

**IMPORTANT:**

Please notify the school if your child has any contagious illnesses, except for colds. The school will then notify parents of possible exposure.

**HOME TEACHING DUE TO EXTENDED ILLNESS.** If your child needs to miss school for a period of two or more weeks because of injury or illness, please call the nurse to look into your child's eligibility for home & hospital services.

**EMERGENCY CARD**

**The school must have a current emergency card for each student.**

Please notify the school office of any changes in address, home, work, and emergency telephone numbers.

**In the event of an emergency or illness at school, it is essential that we are able to reach you quickly.**

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

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

**MEDICATION AT SCHOOL.** Although the school has no legal obligation to administer medication at school, we recognize that in some cases it is in the child's best interest to allow him/her to receive medication at school. According to Ed. Code Sections 49423, 49407 and Board Policy 4400 (d), the schools may assist these students with the administration of medication at school. In consideration for the school district agreeing to administer such medication, Ed. Code Section 49407 holds the school district and its employees free from liability for the administration of such medication. The following items must be completed and/or maintained in order to permit school personnel to administer any medication:[Prescription or over -the- counter.]

A signed, written request from **both** the parent and physician detailing the method, amount, and time schedules by which medication is to be taken must be received by the school before the medication can be administered. Ask in the office for a copy of the Medication at School Permission form. This form must be completed each school year.

Medication must be kept in a bottle from the pharmacy labeled with child's name, dosage, name of the drug, and time to be administered. (Ask pharmacist for two bottles of medication, one for home and the other for school).

All medication is kept in the health office and is administered by the nurse, office manager/assistant, or principal.

Changes in medication, dosage, or time must be communicated to the school nurse by phone or note and verified by physician.

The school nurse, with parent consent, may need to communicate with the physician and counsel with the school personnel regarding possible effects of the medication.

Children are not to carry any medication on their person...this applies to all medication-aspirin, vitamins, cough drops, etc. Please call the school nurse regarding students that need to carry inhalers for asthma, supplies for Diabetes or medication for severe Allergies. Additional consents may be required.

At the end of the school year all medication not collected by the last day of school will be properly disposed of by the School Nurse.

## SCHOOL GUIDELINES AND DISCIPLINE

- SAFETY • RESPONSIBILITY • COOPERATION •
- ENVIRONMENT CONDUCTIVE TO LEARNING •

Our goals in discipline are to establish safe, comfortable and productive classroom and school climates, and to enable and encourage students to develop responsibility, good self-concept, independence, and self-reliance.

### THE ELLWOOD DISCIPLINE POLICY EMPHASIZES:

- Assisting children to be responsible members of society, which includes responsibility for one's own behavior; the programs Character Counts! and Responsive Classroom are in use to support students.
- Consistent behavior expectations for all children, grades kindergarten through sixth;
- Progressive discipline that is based on logical consequences;
- Prevention and elimination of repeated misbehavior;
- Helping children develop alternative ways of handling their own personal frustrations or anger.
- Consistent use of the six pillars of the Character Counts! Program.

All rules, in addition to existing playground and classroom rules, are based on:

Respect for one another; tolerance of individual differences, manners and courtesy, safety, care of personal and school property, and; consistent treatment.

**The Ellwood Logical Consequences Program is based on the following:**

1. Every teacher has the right to teach.
2. Every child has the right to learn.
3. Every child has the right to have his/her rights and feelings respected.
4. 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.

This means that every time a child misbehaves, he/she will have made the choice to be disciplined. Consistency is the key to effective discipline!

Specific rules and standards are explained to all students at the beginning of the school year. Each classroom teacher also explains his/her particular expectations to students in his/her classroom community.

**All** of our school personnel will make every effort to discipline in a positive, consistent manner and to use natural and logical consequences for students' behavior. Students with chronic or serious misbehavior will be referred to the principal.

**Consequences of Misbehavior Include:**

- warning (name on board, verbal comment, etc.)
- removal from activity or from classroom
- loss of appropriate privileges
- referral to principal
- restitution of property
- telephone call to/conference with parents
- suspension from school (could lead to expulsion)

We will involve parents in the discipline process whenever necessary by means of a phone call, a note, or a discipline referral from the principal.

**PLEASE TAKE THE TIME TO REVIEW THE FOLLOWING RULES AND  
EXPECTATIONS  
WITH YOUR CHILD.**

TWELVE GENERAL SCHOOL RULES every student should know:

1. All students will politely follow directions by adults in charge the first time they are given.
2. All students will show courtesy and respect for all children and adults.
3. All students will keep their hands, feet, and objects to themselves. Fighting is not tolerated!
4. All students will follow lunch rules.
5. All students will follow playground rules and respect the authority of Playground Supervisors.
6. All students will refrain from name calling, teasing, swearing, and any form of harassment.
7. All students will refrain from taking or damaging the property of others or the school.
8. All students will arrive on time and stay on campus unless given permission by the principal or designee to leave.
9. All students will follow bicycle rules.
10. Skateboarding is not allowed on campus at anytime!
11. Gum, soda, junk food, and glass containers are prohibited.
12. Students may not use cell phones during school hours.  
The use of rollerblades, skates, scooters, and bicycles is allowed after 4:30 p.m. on the big playground blacktop only.

**REMEMBER: USE COMMON SENSE AND CONSIDER SAFETY FIRST.  
IF NO RULE APPLIES, MAKE WISE CHOICES.**

## PLAYGROUND RULES

*All students must be engaged in a productive activity of their choice. If they have difficulty making a choice, a coach (Playground Supervisor) will help them.*

*Productive activity* includes:

- Playing an organized sports game (e.g. handball, soccer, basketball, four-square, flag football, kickball, etc.);
  - Sitting with friends on the grass, benches or at tables engaging in polite and positive conversation;
  - Using playground equipment as it was designed;
  - Reading a book, or writing something appropriate on paper;
  - Helping a coach or little buddy, or a classmate with unfinished work;
  - Helping at P.E. if invited;
  - Eating a snack at the lunch tables;
  - Community Service.
1. Play games that are safe and show concern for others. Teasing, name-calling or bullying of any kind is prohibited.
  2. Rough play (i.e. wrestling, tackling, pushing, tripping, piling on) is prohibited. Play fighting is prohibited. Chasing is prohibited.
  3. Allow everyone to play a game. Close a game only when an appropriate number of players are participating.
  4. Go around games in progress. Do not run through a game!
  5. Do not leave the playground without permission from a Playground Supervisor; children must stay within sight of Playground Supervisors at all times.
  6. Do not loiter or play in the bathrooms. Keep them clean. Stay out of patios and halls, including behind the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade buildings.



### PLAYGROUND RULES (continued)

7. Solve as many problems as you can by yourself. If someone is bothering you, tell him/her quietly and directly that you would like him/her to stop. If you have tried everything you can think of, then seek the assistance.
8. Use the playground equipment as it was designed; P.E. Equipment is only to be used during P.E.
9. Do not climb trees, fences, backstops, gates, railing, rooftops or fire hydrants.
10. Toys from home are not allowed.
11. Bouncing balls against building walls is prohibited.
12. Return all playground equipment to its appropriate place.
13. "State Tag" is the only tag game allowed on the blacktop during recess. It can only be played on or around the playground map.
14. Only one child on a swing at a time. Thirty swings (front/back=1) is a turn on the swings. No count backs are allowed.
15. No fronts, backs or holding places in line. If you leave, you lose your place.
16. The first person in line is the judge; if the judge does not see a play, it is taken over. Playing favorites is cheating!
17. Once a game has been started, it cannot be stopped unless the bell rings or everyone agrees.
18. Respect the homes that border our playground. Do not climb over fences for any reason. Do not throw rocks or any objects.

### HARASSMENT/BULLYING PROCEDURES

#### Harassment Complaint Form

If a student feels s/he is being harassed or bullied on a continual basis, s/he files a harassment complaint form. An investigation conducted by the administration and/or staff will follow depending on the nature of the complaint. The procedures for all students who report bullying or teasing may include, if warranted: interviews with students, conference with/calls to parents, conflict-mediation conducted by the principal, student contracts, and/or disciplinary action up to suspension. A copy of the Harassment Complaint form can be obtained in the office.

## **BREAKFAST & LUNCH RULES**

1. Use respectful, polite table manners. Be respectful and courteous and follow the directions of the playground and cafeteria supervisors.
2. Walk to and from lunch. Remember to line up for hot lunch in alphabetical order by classroom.
3. Students must carry their own tray and serve their own food.
4. Students may not share food. (allergies/safety)
5. Quiet conversation is enjoyable during lunch; shouting is not acceptable.
6. *Pick up your papers and trash. This is your home away from home!*
7. Empty trays into the trash can and stack your tray neatly.
8. Food must not be thrown or taken from designated areas.

## **BICYCLE RULES**

1. Students must dismount when they reach the school grounds and proceed directly to the bike racks. Bicycles must be locked at all times.
2. Students must walk their bicycles from the racks to the street.
3. The bicycle racks are strictly off-limits except for arrivals and departures.
4. Students are expected to adhere to the bicycle rules and regulations specified in the Vehicle Code of the State of California.
5. Students must wear a properly fastened bicycle helmet.
6. Bicycle riding in the hallways, patios, or parking lots is dangerous and strictly forbidden.
7. The school does not assume responsibility for bicycle theft or damage.

**CONSEQUENCES** Students who choose not to follow school rules will be disciplined in one or more of the following ways:

- Loss of recess time (benching or time in office)
- school cleanup
- loss of a school activity
- parental intervention/conference

In-house detention will be used for serious, on-going behavior incidents that can lead to suspension from school.

## **STUDENT DRESS POLICY**

*A student's clothing should be appropriate for the academic environment as well as playground activities; it should not present a distraction in the classroom. Clothing should be comfortable, functional, discrete, modest, and safe. Clothing should be loose enough to allow unrestricted movement but close-fitting enough to prevent it from being caught in playground equipment or causing a tripping hazard.*

1. All students shall wear shoes that allow for safe and full participation in daily recess and physical education activities. Students shall not wear sandals or open-toed shoes. Ugg, or other loose slip-on type shoes, or shoes with slick bottoms are NOT appropriate for PE activities for safety reasons.
2. Clothing shall not contain:
  - prejudicial, racist, violent, or sexist pictures or slogans, which depict foul language, or slogans promoting tobacco, alcohol, or drugs;
  - gang-related signs, symbols, or any other sign or slogan inappropriate to the school environment.
3. Pants shall not extend to underneath the shoes or hang low enough from the waist to reveal underwear. Pants that create a tripping hazard are strictly prohibited.
4. Shorts and/or skirts should extend long enough to reach the students' mid-thigh.
5. Students shall not wear cosmetic make-up except for school-sanctioned activities (plays, costume parades, etc.)
6. Shirts shall completely cover the torso. Shoulder straps of sleeveless shirts shall be at least three-quarters inch (3 finger widths) wide.
  - \* think lasagna noodle vs. spaghetti \*
  - (No spaghetti straps/ halter tops /bare midriff)
7. Students shall not wear perfume, cologne, or artificial fingernails.
8. Except for religious or medical reasons, students shall not wear hats or hoods indoors at school.

The principal or his/her designee will handle all infractions.

## **SUSPENSION AND EXPULSION**

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:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. 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.
3. 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.
4. 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.
5. Committed or attempted to commit robbery or extortion.
  6. Caused/attempted to cause damage to school or private property.
  7. Stolen/attempted to steal school or private property.
  8. 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.
  9. Committed an obscene act or used habitual profanity.
  10. 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.
  11. 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.
  12. Knowingly received stolen school or private property.
  13. 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.
  14. 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.

15.

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.

16.

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.

17.

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 the 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.

## **HOME-SCHOOL COMMUNICATIONS**

Good communication between parents and school personnel is very important to all of us because it usually results in more positive experiences for your children.

### **VISITS**

You are always welcome at Ellwood. We encourage you to be involved in your child's education. **Please call to arrange a visit and check in at the office before visiting a classroom or the playground.** We need to know the identity of all adults on campus for the safety of our students. Please see the Board Policy below.

### **CLASSROOM INTERRUPTIONS**

In order to allow students to take full advantage of learning opportunities while in the classroom, school staff shall ensure that interruptions are kept to a minimum. Strategies to reduce classroom interruptions include, but are not limited to, the following:

1. Keep announcements made through the intercom or public address systems to a minimum, limit announcements to specific times during the day, and only use the intercom or public address system for announcements that apply to all students or groups of students. Announcements that apply to individual students or staff members should be distributed in writing.
2. Establish a fixed time for the delivery of written messages to students and staff, except in cases of emergencies.
3. Schedule school maintenance operations involving noise or classroom disruption, as well as deliveries of equipment and supplies, to classrooms before or after school hours whenever possible.

4. Inform school visitors that, whenever possible, they should make appointments in advance, in accordance with District policy. All visitations/observations must be arranged in advance through the school office. A normal classroom visit/observation for a parent/legal guardian of students enrolled in a school may be up to forty-five (45) minutes per visit, not to exceed two (2) visits per month.

Other visitors to a classroom may visit for no more than one (1) hour per month, per visitor, with prior approval from the site. Principal and his/her designee will make decision to accompany visitor. Visitors related to Special Education referral or private assessment must be accompanied by Assistant Superintendent of Pupil Services, or designee.

The Principal and his/her designee may approve longer or more frequent classroom visits based on the unique needs of a situation.

5. Notify parents/guardians that they should go to the school office rather than the classroom when they are dropping their child off late, picking him/her up early, or bringing any forgotten items from home.

6. Notify staff that they should refrain from conducting personal business during instructional time.

7. Provide professional development in classroom management as needed to enable staff to more effectively reduce interruptions caused by inappropriate student conduct in the classroom.

*Administrative Regulation 6116*



**CONFERENCES.** A conference with your child's teacher will be scheduled during the two weeks preceding Thanksgiving Recess when the first report cards are due. Additionally, a teacher **may** schedule a conference in March prior to the spring report card or at any time the need arises.

If you wish to schedule a conference with your child's teacher, please send a note to him/her or call the school office to request an appointment.

The entire staff is available for phone or personal conferences. Communication can also be made through notes.

**PARENT CONCERNS.** If you have a concern with your child's teacher or with the classroom program, arrange for a conference with the **teacher**. If the problem cannot be resolved, a conference with the principal can be arranged. Contact the principal with all other school concerns.

**REPORT CARDS.** Report cards are issued three times a year - November, March and June.

**READER BOARD.** Dates and times of upcoming school events are posted in the reader board located in grassy knoll, Please check the two Information Boards in front of the office and library for up-to-date PTA information.

**FRIDAY FOLDERS.** Every Friday you will receive a folder that contains your child's work, notes from the teacher and other school communications. 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 by the due date set by the classroom teacher (usually Monday). A replacement folder costs \$1.00. **PLEASE SIGN WEEKLY!**

**ParentSquare.** We publish a regular bulletins on our website to keep you informed and involved. The posts include a calendar of PTA, school, and district activities, school and classroom news, plus information of current interest. Please stay current with school events.

## PARENT INVOLVEMENT

**CLASSROOM VOLUNTEERS.** Parents are invited to take an active role at Ellwood School. In many of our classrooms, **PARENTS** work directly with students and prepare materials for instruction. Other opportunities for participation in the school are:

- weekend school projects and clean-up
- school based fund-raising for camp
- chaperoning for field trips
- attend parent education and family nights
- use your Albertson's card
- use the Amazon link on our website to make your purchases, and we get a % of money back
- donate materials on teacher's wish lists
- share your career with classrooms K-6
- become a guest or mentor reader in our library
- prepare materials for instruction at home

**PARENT-TEACHER ASSOCIATION (PTA).** The Ellwood PTA coordinates parent-school activities, volunteer & parent education programs, plus fundraising and financial support for many school programs. It provides a means for parents to be involved in the school's programs and to enhance all students' education. All Ellwood parents are invited to attend PTA meetings; dates and times are included in this booklet.

**SCHOOL SITE COUNCIL.** Ellwood School receives School Improvement funds from the State. The School Site Council (SSC), consisting of elected parents, staff and the principal, makes decisions regarding the use of these funds and assists in the development and implementation of the School Improvement Plan. The SSC may also advise the staff and principal on other matters. The SSC meets usually once a month on Tuesdays at 3:15 p.m., September through May. Meetings are announced on ParentSquare and on the reader board. All meetings are open to the public. Please join us.

**DISTRICT ADVISORY COMMITTEE (DAC).** The District Advisory Committee (DAC) is comprised of a parent representative from each of the district schools, representatives from special education, the community, private schools, and teachers. The DAC representative acts as a liaison between the district, the individual schools, and the community. Members are informed of new legislation, progress on district committee work, and the policies of the district. It also provides individual schools with a place to discuss the educational process. The Ellwood DAC representative for 2015-2016 is \_\_\_\_\_

## STUDENT SAFETY

### CLOSED CAMPUS DURING INSTRUCTIONAL DAY

Our campus is considered “closed” during the school day. Any adult on campus between morning bell and dismissal bell is required to sign in at our office and wear a visible “visitor” badge. (See page 32) Those waiting for pick up at dismissal are invited to wait at the benches in the front of the school. Before school and after the dismissal bell, parents are welcome to come on campus without checking in the office first.

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

Students will be released only to a parent or guardian and to those whose names, which 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 one parent, a copy of the custody order **must** be on file in the office.

**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 ensure his/her safety.

**PLAYGROUND SUPERVISION.** The big playground is supervised from 7:30–8:20 a.m. Monday through Friday. For his/her safety, your child ***should not arrive at school before 7:30 a.m.*** Supervision for kindergarten students begins at 7:45 a.m. on the kindergarten playground. There is no playground supervision after school. Children wait on the sidewalks in front of the parking lot for late pick-up.

**FIELD TRIPS.** Parents are asked to sign a new emergency card each year, which includes a permission to attend all field trips. Teachers will notify parents when children take any field trip. Whenever parents drive children, drivers must file a record of their insurance coverage with the school office. It is recommended that drivers of non-district owned vehicles have liability insurance in excess of \$100,000 - preferably \$300,000. The non-district driver's insurance is the primary insurance and the district's policy is secondary. All Goleta Union School District parent field trip drivers are required to have fingerprint clearance through the

California Department of Justice using the GUSD livescan form which is available in the District Office in Personnel Services.

**COMMUNITY USE OF THE PLAYGROUND** The playground is used by community groups and individuals after school and on the weekends. Broken glass and other dangerous debris is a serious hazard to our students. If you are present while littering or vandalism is taking place, we hope you can take action to prevent it or report it to the proper authorities. *DOGS are not permitted on the school grounds!!*

**SKATEBOARDS.** *Students may not ride or bring skateboards to or at school at any time.*

**ALARM SYSTEM.** Several areas of the school are protected by an alarm system. If you are near the campus and hear the alarm for more than just a few seconds, please call the sheriff.

**MOTOR VEHICLES.** It is against the law to ride motor vehicles of all types on school grounds. Violations of this law will be reported to the sheriff.

**ANIMALS ON CAMPUS.** Please be sure dogs are secure at home. For safety reasons, animals are NOT permitted on school grounds and if we cannot locate the owner quickly, we will call an animal control agency.

**DISASTER PLAN.** Our primary concern during a disaster is the safety of the students. Students participate in fire drills, which are held on a monthly basis. The children are taught the proper procedures for taking cover, orderly evacuation of the building and other safety precautions. We schedule a minimum of one disaster and lockdown drill, one in the Fall and one in the Spring. Ellwood has an emergency plan, which is revised and reviewed with the staff each year. It covers contingencies such as bomb threats, explosions, earthquakes and other disasters.

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

**In the event of a disaster**, Ellwood School will maintain battery-operated radio contact with the GUSD offices. The district office will notify local radio stations of 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 should 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 PERSON DESIGNATED ON THE EMERGENCY CARD.**

**RAINY DAY PLANS.** We hope you will help us have smooth dismissals on rainy days by planning ahead with your child. Please tell your child exactly what to do when s/he gets out of school on a rainy day, (e.g., walk home, wait for Mom or Dad at our pick-up location, walk to a friend's house, get a ride with Mrs. Jones, etc.).

**In your list of alternatives, please do not include using the school phone to call home.**

Please remind your child to be particularly careful at crosswalks on rainy days because of increased traffic.

## **SPECIAL PROGRAMS AND SERVICES**

**SPECIALISTS PROGRAMS.** Students may receive direct instruction from qualified specialists in the following areas: computer, science, art, music and physical education, if funds are available.

### **REFERRAL OF CHILDREN TO INDIVIDUALIZED EDUCATIONAL PROGRAM.**

Child Study/I.E.P. Team Members: Principal, Psychologist, Classroom Teacher, Resource Specialist, Speech Therapist, Nurse, and Parents (I.E.P.).

**Children** who experience distinct emotional or academic difficulties in school should be referred to the school's Child Study/I.E.P. Team. A parent or any school staff member may make the referral. After a referral is made and parents' written permission is obtained, the team will discuss the child's educational needs and follow up as needed.

**IF** testing is involved, the team meets with parents to consider all the information and determine methods of meeting the child's special needs. Possible recommendations include modification of classroom instruction, extra help by the resource specialist, counseling, speech and language therapy, special class placement, or combinations of these and other special services. Parents are kept informed and involved, and we secure their permission for all steps.

**The school nurse** is responsible for overseeing student health while at school. This includes emergency treatment in the event of an accident or illness, control of contagious disease, adapting school programs for children with health problems, monitoring of medication given at school and serving as liaison between community agencies and school personnel. She also coordinates Health Education.

In addition, the nurse is mandated by the education code to test hearing and vision at specified grade levels or before a student is placed in special education programs. Testing may also be done at any time upon parent or teacher request. The nurse is on our campus one day per week. School nurses serve more than one school but are on call at all times to their assigned schools.

**PSYCHOLOGIST.** Our psychologist performs psychological testing, counseling for students, and consultations with school staff members and parents. The psychologist is an essential member of the School Child Study/I.E.P. Team.

**LEARNING CENTER SPECIALISTS.** Our LC team of specialists provide early intervention and ongoing support for students in need of reinforcement in the core subjects of Language Arts and Mathematics. The specialists work directly with students and teachers in the classroom, and in small group settings.

**RESOURCE SPECIALISTS.** Our resource specialists provides direct small group or individual instruction to students who have an identified learning disability. An instructional assistant supports the program.

**SPEECH AND LANGUAGE SPECIALIST.** Our speech and language specialist provides direct small group or individual instruction to correct speech and language difficulties. The specialist screens all children in kindergarten to second grade, children new to our district, and children referred to her. An instructional assistant supports the program.

**GIFTED EDUCATION** Teachers provide "differentiated and/or extended" instruction for students who qualify in grades 4, 5, and 6. Instruction will occur during the regular school day in the regular classroom.

**LIBRARY.** Our library has a substantial collection of books. All students participate in our library program as a class. In addition, children are free to go to the library at many times during the day.



## **ADDITIONAL INFORMATION**

**ACCESS TO STUDENT RECORDS.** Cumulative records are kept for all students throughout their public school career (K-12). Each child's record includes:

- the parent's name, address, and phone number
- enrollment forms
- health records
- report cards
- standardized test results
- chronology of classes and school pictures
- special services file (where applicable)
- court orders (where applicable)
- access log

Only designated persons (staff) and governmental agencies have access to these cumulative records. Parents have the right to review their child's records. The principal will help in interpreting the contents. These records are organized alphabetically by grade level and kept in a securely locked location.

**YOUTH GROUPS AND ORGANIZED SPORTS ACTIVITIES.** The PAGE YOUTH CENTER and the Goleta Union School District provide some after-school sports during the week. A variety of community groups, offering a wide selection of opportunities from art, dance, sports, and service are available. See local newspapers and telephone directories for listings.

**PARTY INVITATIONS.** In order to spare the feelings of those children not invited, please **do not** have your child distribute party invitations at school. **IN**

**SUMMARY: DO NOT BRING PARTY INVITATIONS TO SCHOOL.**

**BIRTHDAY TREATS.** The new GUSD Wellness policy has done away with frequent child consumption of sweets, soda, junk food etc. *Ellwood has instituted a plan for birthday celebrations:* From now on, one day per month will be designated as the day to celebrate all birthdays of the month. Healthy and appropriate snacks are encouraged. Cake/cupcakes will NOT be served during the school day, or 30 minutes thereafter. We always encourage the donation of a book to the school library in your child's name as a way to celebrate and remember each birthday.

**LOST AND FOUND.** The lost and found for clothing is located in front of the library. Small valuable articles are kept in the office. Unclaimed items are put on display during November and March conferences, two days before winter and spring recesses, and during the last week of school. Unclaimed clothing is given to a charitable cause. **PUT YOUR CHILD'S NAME ON THEIR CLOTHING, BOOKS, AND BACKPACKS.**

**SCHOOL PICTURES.** A commercial photographer takes individual student photos in the fall. The specific information regarding package contents and prices is sent home in the Friday folder. This is a commercial enterprise and not the responsibility of the school. We will also offer a specialty portrait in the **spring** as a **school fund-raiser.**

**PARTICIPATION IN CLASS ACTIVITIES INVOLVING DISSECTION OF ANIMALS.** Students in kindergarten through grade twelve have the right to refuse or refrain from participation in activities that they feel would constitute the "harmful and destructive use of animals." This includes the use of live or dead animal parts. If the student chooses to refrain from participation, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work to develop and agree on an alternative avenue for helping the student obtain the knowledge, information or experience. **Student objections to participate in an educational project must be substantiated by a note from the parent or guardian notifying the teacher.**

**GOLETA UNION SCHOOL DISTRICT**  
**BOARD OF TRUSTEES**

**President:** Yvonne DeGraw  
e-mail: [ydegraw@ydegraw.com](mailto:ydegraw@ydegraw.com)

**Vice President:** Susan Epstein  
683-5144  
e-mail: [susan@epstein.net](mailto:susan@epstein.net)

**Clerk:** Luz Reyes Martin  
501-7158  
email: [luz.reyesmartin@gmail.com](mailto:luz.reyesmartin@gmail.com)

**Member:** Carin Ezal  
964-5165  
email: [carin.ezal@cox.net](mailto:carin.ezal@cox.net)

**Member:** Dr. Richard Mayer  
964-5936  
e-mail: [mayer@psych.ucsb.edu](mailto:mayer@psych.ucsb.edu)

Board Meeting: 1st and 3rd Wednesdays, 7:00 p.m. Boardroom: 401 N. Fairview Ave., Goleta

**DISTRICT OFFICE ADMINISTRATORS**

Mr. Bill Banning, Superintendent .....681-1200 x 201  
Liz Barnitz, Director Curr & Instruction .....681-1200 x 224  
Bridget Braney, Asst. Supt., Instr. Services.....681-1200 x 203  
Margaret Saleh, Asst. Supt., Pupil Services.....681-1200 x 219  
Conrad Tedeschi, Asst. Supt., Fiscal Services....681-1200 x 205  
Donna Madrigal, Asst. Supt., Admin. Services..681-1200 x 214  
Sharon Baird, Head of Food Services.....681-1200 x 255  
Robert Matheny, Head of Maintenance,.....681-1231 x 210  
Operations, & Transportation