## IMPORTANT SCHOOL DATES 2019-2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15</td>
<td>First Day of School</td>
</tr>
<tr>
<td>August 19- September 13th</td>
<td>Fall MAP Testing</td>
</tr>
<tr>
<td>August 28</td>
<td>Back to School Night / First PTA Meeting</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day – <strong>No School</strong></td>
</tr>
<tr>
<td>September 3rd- 13th</td>
<td>PTA Fun Run</td>
</tr>
<tr>
<td>September 13</td>
<td>District – <strong>Minimum Day – Dismissal @ 12:05 pm</strong></td>
</tr>
<tr>
<td>October 4th</td>
<td>Vision Screening</td>
</tr>
<tr>
<td>October 11</td>
<td>Parent Conference – <strong>Minimum Day - Dismissal 12:05 pm</strong></td>
</tr>
<tr>
<td>October 11</td>
<td>Picture Day</td>
</tr>
<tr>
<td>October 23</td>
<td>Donuts with Dudes</td>
</tr>
<tr>
<td>November 8</td>
<td>Hearing Screening</td>
</tr>
<tr>
<td>November 11</td>
<td>PTA Family Movie Night</td>
</tr>
<tr>
<td>November 12- December 20th</td>
<td>End of First Trimester</td>
</tr>
<tr>
<td>November 15</td>
<td>Veterans Day- <strong>No School</strong></td>
</tr>
<tr>
<td>November 20 -22nd</td>
<td>MAP Testing</td>
</tr>
<tr>
<td>November 25-29th</td>
<td>Picture Retake</td>
</tr>
<tr>
<td>December 6</td>
<td>Fall Conferences – <strong>Minimum Days – Dismissal @ 12:05 pm</strong></td>
</tr>
<tr>
<td>December 7</td>
<td>Thanksgiving Break – <strong>No School</strong></td>
</tr>
<tr>
<td>December 23– January 10th</td>
<td>Ladies We Love Breakfast</td>
</tr>
<tr>
<td>January 20</td>
<td>Grover Beach Holiday Parade</td>
</tr>
<tr>
<td>January 21- February 21th</td>
<td>Winter Break – <strong>No School</strong></td>
</tr>
<tr>
<td>February 3</td>
<td>Martin Luther King Day – <strong>No School</strong></td>
</tr>
<tr>
<td>February 10</td>
<td>MAP Testing</td>
</tr>
<tr>
<td>February 11-14th</td>
<td><strong>100th Day of School</strong></td>
</tr>
<tr>
<td>February 17</td>
<td>Holiday - <strong>No School</strong></td>
</tr>
<tr>
<td>March 2-5th</td>
<td><strong>DWA 6th grade</strong></td>
</tr>
<tr>
<td>March 5</td>
<td>Presidents' Day – <strong>No School</strong></td>
</tr>
<tr>
<td>March 6</td>
<td>Read-a-thon Week</td>
</tr>
<tr>
<td>March 9 – April 3rd</td>
<td>End of 2nd Trimester – <strong>Minimum Day – Dismissal @ 12:05 pm</strong></td>
</tr>
<tr>
<td>March 13</td>
<td>Teacher Work Day – <strong>No School</strong></td>
</tr>
<tr>
<td>March 19th -20th</td>
<td>MAP Testing</td>
</tr>
<tr>
<td>April 6- May 29th</td>
<td>Talent Show</td>
</tr>
<tr>
<td>April 7-10th</td>
<td>Parent Conferences – <strong>Minimum Days – Dismissal @ 12:05pm</strong></td>
</tr>
<tr>
<td>April 13-17th</td>
<td>CAASPP 5th grade</td>
</tr>
<tr>
<td>May 4-8th</td>
<td>Sixth Grade Science Camp</td>
</tr>
<tr>
<td>May 14</td>
<td>Spring Break – <strong>No School</strong></td>
</tr>
<tr>
<td>May 21</td>
<td>Teacher Appreciation Week</td>
</tr>
<tr>
<td>May 25</td>
<td>Open House</td>
</tr>
<tr>
<td>June 1-5th</td>
<td>Volunteer Tea</td>
</tr>
<tr>
<td>June 5</td>
<td>Memorial Day – <strong>No School</strong></td>
</tr>
<tr>
<td>June 12</td>
<td>Award Assemblies</td>
</tr>
<tr>
<td></td>
<td>Last Day of School – <strong>Minimum Day</strong></td>
</tr>
<tr>
<td></td>
<td>End of 3rd Trimester</td>
</tr>
<tr>
<td></td>
<td>School Office Closes</td>
</tr>
</tbody>
</table>

- PTA Meetings second Thursday of each Month
August 1, 2019

Dear Parents,

Welcome back Dragon Families! I hope you had a wonderful, restful summer filled with love and adventure! I have been living on the central coast all my life and still marvel over the fact that we live where other people vacation. We are so lucky! I feel rejuvenated and ready to start another successful year. Like my own two children, I am sure many of yours are ready to return as well.

There have been some staff changes since last year at Grover Heights. Grover Heights welcomes two new teachers. Rebecca Immel and Brook Feldman will be joining our fourth grade teams as teachers. We have also had some teachers change grade levels. Stacy Wadlow will be teaching transitional kindergarten, Stephaine Trumbo will be teaching the second/third grade combination class, and Jessica Martindelcampo will be teaching third grade. I look forward to welcoming and supporting our new teachers and positions at Grover Heights. I anticipate another great year with our staff!

Mariam Shah is our PTA President and is backed by a super team of board members! I encourage you to join the PTA to support our students. The PTA plays a key role in the success of our school. Keep an eye out for more information concerning the PTA and how you can be a part of the team!

In order to provide time for the necessary professional development and planning, Lucia Mar Unified has continued to schedule district wide Late Start Mondays. Please see our schedule on our school’s website. The website also has other important information for you. Our website is at groverheights.luciamarshools.org. We also post information on our Grover Heights Facebook page and send information through email. Please check your email regularly.

We can all agree that our children’s well-being and education is paramount. The staff at Grover Heights is ready to do our part in supporting your child socially, emotionally, and academically. I look forward to welcoming all of the students, parents, and community members that make this school what many of you stated on the parent survey; a safe, welcoming learning environment. Please call us if you have any questions at 474-3700.

Sincerely,
Susan Kessebring, Principal

Go Dragons!
Breathing Fire into 2019-2020
Our Vision

In an inclusive and safe environment, Grover Heights will provide a high standard of academic instruction that promotes a growth mindset and challenges every student to be future ready. Recognizing our role with the greater community, Grover Heights will foster lifelong learners who will contribute to society in a meaningful way.

2019 - 2020
PRINCIPAL
Susan Kesselring
Ext. 6280

SECRETARIES
Carmen Armstrong
Kara Ramirez
Ext. 6278

SPEECH THERAPIST
Trish Prince
Ext. 6211

SCHOOL PSYCHOLOGIST
Jacob Wooten
Ext. 6209

SCHOOL NURSE
Barbara Rose
Ext. 6204

LIBRARY TECHNICIAN
Jackie Thompson
Ext. 6241

CUSTODIANS
John Schmidt
Steve Glenn

BRIGHT FUTURES COORDINATOR
BOYS AND GIRLS CLUB SUPERVISOR
Valerie Morse
Ext. 6252
SCHOOL HOURS-2019/2020

Please see the schedule below: Students will follow the normal recess bell procedures, line up and then walk to class with their teachers.

Please be sure your child arrives PRIOR to the tardy bell so they are prepared to begin class promptly. Students are allowed to come on campus 15 minutes before school begins, however to ensure student safety, please do not drop off students prior to this time, unless they have breakfast at school and pick up students promptly at 2:40 pm, unless they attend Bright Futures after school program.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday thru Friday</th>
<th>Minimum Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK/Kindergarten</td>
<td>TK/Kindergarten</td>
<td>TK/Kindergarten</td>
</tr>
<tr>
<td><strong>Campus</strong> Opens at 9:15 am</td>
<td><strong>Campus</strong> Opens at 8:10 am</td>
<td><strong>Campus</strong> Opens at 8:10 am</td>
</tr>
<tr>
<td><strong>Tardy</strong> Bell rings at 9:15 am</td>
<td><strong>Tardy</strong> Bell rings at 8:10 am</td>
<td><strong>Tardy</strong> Bell rings at 8:10 am</td>
</tr>
<tr>
<td><strong>Early Birds</strong> 9:15 am to 12:35 pm</td>
<td><strong>Early Birds</strong> 8:10 am to 12:10 pm</td>
<td><strong>Early Birds</strong> 8:10 am to 12:00 pm</td>
</tr>
<tr>
<td><strong>Late Owl</strong> 10:50 am to 2:10 pm</td>
<td><strong>Late Owl</strong> 10:10 am to 2:10 pm</td>
<td><strong>Late Owl</strong> 8:10 am to 12:00 pm</td>
</tr>
</tbody>
</table>

TK/Kindergarten: Your child will be walked out to the front of the school by their teacher at the end of the day.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday thru Friday</th>
<th>Minimum Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Grade thru 6th Grade</td>
<td>1st Grade thru 6th Grade</td>
<td>1st Grade thru 6th Grade</td>
</tr>
<tr>
<td><strong>Campus</strong> Opens at 9:25 am</td>
<td><strong>Campus</strong> Opens at 8:10 am</td>
<td><strong>Campus</strong> Opens at 8:10 am</td>
</tr>
<tr>
<td><strong>Tardy</strong> Bell rings at 9:45 am</td>
<td><strong>Tardy</strong> Bell rings at 8:25 am</td>
<td><strong>Tardy</strong> Bell rings at 8:25 am</td>
</tr>
<tr>
<td><strong>School Dismissal</strong> at 2:40 pm</td>
<td><strong>School Dismissal</strong> at 2:40 pm</td>
<td><strong>School Dismissal</strong> at 12:05 pm</td>
</tr>
</tbody>
</table>

Grover Heights City Park: Adjacent to the school grounds is a beautiful city park. We request that Students return home before visiting the park in order to ensure parents know their child has returned home safely. Student safety on the way to and from school, is a concern, and therefore we request all students to go home to check in with an adult, before returning to play at the park. There is no school provided supervision at the park before or after school.

Transportation: Grover Heights is a non-transport school which means we are a neighborhood school with students either being driven or walking to school. The only students who are being bussed are from the Special Education class we have on campus.

Bright Futures: Before and after school program through the Boys & Girls Club located here on campus. You can contact them at 805-474-3700 ext. 6252.
# TEACHING STAFF

<table>
<thead>
<tr>
<th>Grade/Title</th>
<th>Teacher</th>
<th>Room #</th>
<th>Voicemail Ext. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Kindergarten</td>
<td>Stacy Wadlow</td>
<td>A2</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Sally Graybehl</td>
<td>A3</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Melissa Nichols</td>
<td>B1</td>
<td></td>
</tr>
<tr>
<td>K/1</td>
<td>Sophia Sneed</td>
<td>C3</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Elaine Bozanich</td>
<td>C1</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Jenna Gripp</td>
<td>A10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Nina Hansen</td>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Shelby Luna</td>
<td>A4</td>
<td></td>
</tr>
<tr>
<td>2/3</td>
<td>Stephanie Trumbo</td>
<td>E7</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jessica Martindelcampo</td>
<td>B3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Brianne Class</td>
<td>D3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Rebecca Immel</td>
<td>D5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Tami McGuire/Brook Feldman</td>
<td>E5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Gary Gonzalez</td>
<td>C2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sergio Gutierrez</td>
<td>D4</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Laurel Serdehely</td>
<td>E8</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cristi Andrade</td>
<td>A11</td>
<td></td>
</tr>
<tr>
<td>SDC</td>
<td>Veronica Zubia</td>
<td>E4</td>
<td></td>
</tr>
<tr>
<td>RSP</td>
<td>Susan Donk</td>
<td>E9</td>
<td></td>
</tr>
<tr>
<td>Intervention</td>
<td>Michelle Neal</td>
<td>A9</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Danielle Seiler</td>
<td>D4</td>
<td></td>
</tr>
</tbody>
</table>

Staff can also be reached by email at: first.name.last.name@LMUSD.org

The Grover Heights School community believes that each person participating in our educational program has the right to expect and experience a sense of safety, respect and belonging. We foster an environment which provides for the well being of students, staff and community members. We do not tolerate bullying behaviors, and we strive to empower all participants to feel safe and secure. We expect our students to give their best effort, be honest and respectful, and follow school rules.
School Rules & Notifications

Attendance
Absences
Attendance Codes
Early Dismissal/Early Outs/Medical Appointment
Independent Study Contract
Tardiness
School Attendance Review Board (SARB)
Truancy, California Education Code 48263.6.

Bicycle, Scooters, and (NO) Skateboards
Safety To-and-From School
Bicycles and Scooters on Campus
No Skateboards on Campus

Bus Transportation & Rules
Bus Transportation
Video Cameras on School Buses
Early Arrival at School

Car Traffic Control

Closed Campus

Communication between School/Parent
Classroom Interruptions
Phone /Messages
Parent Contact with Teacher

Dress Code
Specific Dress Requirements
CONSEQUENCES FOR DRESS CODE VIOLATIONS

Emergency Preparedness /Relocation

Expected Behavior/Suspensions & Student Discipline

Fire and Civil Defense Drills

Health Services/Medication
School Nurse
First Aid
Vision Screening
Hearing Screening
Dental Screening
Medication Administration
Immunizations
Kindergarten Oral Health Assessment
First Grade Health Assessment
Crutches, arm slings, boots, etc.

Homework
Kindergarten through Grade Three
Grades Four through Six
Homework or Project Drop-Off
Homework Request

Illness and Injuries at School

Insurance

Internet Access and Students

Lost and Found

Lunch /Breakfast Program

Lunch Manners

Notices/Flyers

Other Notifications
Camera Usage
Cellular Phone/Mobile Communication Devices/Electronic Signaling Devices
Cyber Bullying
Detection Dogs
Explosive or Flammable Objects
Electronic Equipment and toys
Imitation Handguns
Knives
Laser Pointers
Video Cameras on buses
Safe Campus - Zero Tolerance for Prohibited Items
Sexual Harassment

Personal Property
Physical Examinations/Immunizations
Immunizations
CHDP

Playground Safety and Supervision

Report Cards & Parent Conferences
Report cards
Parent Conferences

School Site Council

Services Available to Students
SAFE Family Resource Centers
Resource Specialists
Speech and Language Services
School Psychologist
Counseling Services
Student Success Team or Student Study Team
G.A.T.E.
Home Teaching
Tutoring

Tobacco Free Schools

Volunteers/Visitors/Field Trips /Chaperones
Adult Drivers
Chaperones for Field Trips
Classroom Visitors or Visitations
Role of the Classroom or School
Volunteer/Visitor
Volunteer Requirement

Uniform Complaint Procedure
Annual Notification To Parents/Guardians (Antp)
For full detail and information on rights and responsibilities, please refer to the Annual Notification (ANTP) to Parents/Guardians which accompanies your Back to School Information Packet and Materials.

Attendance
All children who are at least five (5) years old on or before September 1 are welcome to attend school, and all children between the ages of 6 and 18 are required by the California Education Code to attend school. Parents enrolling their sons/daughters for school are required to provide documented evidence of birth, vaccinations received, and proof of home address.

Attendance
Daily attendance is important to a child’s academic development and relevant to his/her success at school. Children who miss school may also miss out on valuable opportunities to learn, build lasting friendships, and develop skills and attitudes needed to become good citizens. There is a clear connection between student attendance and student performance at school.

Public schools are required by the State of California to keep accurate attendance records. Every absence from school for any reason must be verified. There are two types of absences from school – unexcused and-excused. The only absences that are excused, as mandated by the State, are those due to the child’s own illness, medical or dental appointments, funeral services, or court appearances. Absences for any other reasons are unexcused absences. Unexcused absences negatively affect student success and school budgets and should be avoided whenever possible.

Absences
If you know your child will be absent from school, please call/Email or fill out the attendance note on the web site. You may leave a voicemail message if there is no answer. You may also send a note with your child explaining the reason for the absence, prior to the absence or on the first day of his/her return to school following the absence. The note should also include the day or dates absent from school.

Attendance Codes
The following codes will show on an attendance letter or report card if unexcused absences or tardies occur.
E- Leaving school less than 30 minutes before school ends
F- Leaving school more than 30 minutes before school ends
S- Entering school more than 30 minutes late
7- Any unexcused absence

Early Dismissal/Early Outs/Medical Appointment
When a student must be dismissed from school earlier than the regular dismissal time, it is required that the parent/guardian contact the school office with the person’s name. That person will need to present identification before picking up the child. Please notify the office if someone else is picking up your child even if their name is on the student contact screen. Please allow ample time for our staff to call your student from the classroom. Students will not be called until a parent arrives. When a student is released from school more than 30 minutes before regular dismissal, it will be “excused” only if the parent or medical provider submits a doctor’s note to the school office.

Independent Study Contract
Students who will miss school from five days to four weeks may be placed on a short-term Independent Study contract. Parents must sign the Independent Study contract a minimum of five days prior to the student leaving. Teachers or administration will provide work for the student. Students completing the work will make up their attendance by completing the independent study package on time. Homework is due the day that students return to school. Without homework the absences will become unexcused and a truancy letter will be auto-generated.
Tardiness
It is important that each student is at school, on time, every day to avoid missing critical instruction time and to be academically successful at school. Unusual circumstances may cause a student to be tardy occasionally, but tardiness should not become a habit. Students must go to the office when he/she is tardy to be checked in. Tardiness is recorded on the child’s permanent attendance record and any tardiness of 30 minutes or more in the morning for a non-medical reason is considered unexcused.

School Attendance Review Board (SARB)
Parents and guardians have a legal responsibility to ensure their child’s attendance. Excessive tardiness, early-outs, and unexcused absences will bring cause to for a truancy letter to be issued to parents or guardians. The letter will notify the parent or guardian of the excessive absenteeism and requests they contact the school principal to discuss possible solutions to the problem. The law states that not attending school regularly can result in referral to a community-based SARB. Additionally, parents who fail to compel their child’s attendance may face criminal prosecution and penalties.

Truancy, California Education Code 48263.6.
Any student subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse for ten percent (10%) or more of the school days in one school year, from the date of enrollment to the current date, will be deemed a chronic truant (provided that the appropriate school district officer or employee has complied with Sections 48260, 48260.5, 48261, 48262, 48623, and 48291).

Bicycle, Scooters, and (NO) Skateboards
Safety To-and-From School
If you allow your student (grades 3 through 6) to ride bicycles or scooters to-and-from school, please ensure they know and follow school and city/county rules and regulations for traffic safety. It is strongly recommended that parents plan the safest route to take to school carefully with their children before giving them permission. All students must obey all traffic regulations. By law, all students must wear bicycle helmets. School staff is required to enforce this law and if your child is not wearing a helmet, his/her bicycle will be stored on campus until he/she brings a helmet.

Bicycles and Scooters on Campus
Students may not ride bicycles or scooters anywhere on the school campus, including the parking lot. Bicycles and scooters must be walked from the street to the bicycle racks, parked, and locked during school hours in the rack provided for them. Students must stay out of and away from this area during school hours. Students bring bicycles and scooters to school at their own risk; the school or district is not responsible for any theft or damage occurring to bicycles or scooters at school.

No Skateboards on Campus
Skateboards are not permitted on school campuses.

Bus Transportation & Rules
Bus Transportation
Home-to-School bus transportation is available to students who live a specified distance from the school (per LMUSD Board Policy). All students riding the bus must carry a bus pass issued by the LMUSD Transportation Department after an application has been submitted and transportation fees have been paid. Bus routes are established by the district and subject to change dependent upon the number of riders at each stop. If your child will begin riding the bus after the first month of school, please check with the Transportation Department to verify the location of your bus stop.

Students must ride on their designated bus unless prior arrangements have been made. Students may not ride home with a neighbor or go home with a friend unless a parent’s written note, signed by the school office, is given to the bus driver and there is room on the bus. These arrangements must be made by parents before school begins. If a parent would like to pick up a child after school instead of having him/her ride the bus as usual, and
that parent will be picking up the child after the bus departure time, the office must be informed or he/she will be sent home on the bus as per the routine plan.

*Riding a school bus is a privilege for your child.* Please ensure that your child understands appropriate behavior while being transported on a school bus, while waiting at a bus stop, and while traveling between home and the bus stop. Violation of school bus rules and unsafe behavior can create a danger to the health and safety of your child and other students. Please refer to LMUSD Board Policies on transportation BP 3540-3543, and BP/AR 5131.1. Students will be held to high behavior standards. Penalties are significant. Students may lose bus riding privileges from 5 to 18 school days if these high standards are not met.

*Students that ride the bus may lose that privilege if they:*
- Violate Class I Transportation Regulations which include all grounds for suspension and expulsion (EC 78900, Page 10).
- Violate Class II Transportation regulations. Student behavior in EC 48900(k) which causes a disruption or is considered to be defiance of the authority of the bus driver. These violations may include, but are not limited to, such behaviors as:
  - Failure to follow bus driver instructions
  - Getting out of seat while bus is in motion
  - Boarding or leaving the bus incorrectly
  - Putting any part of the body out the window
  - Making excessive noise on the bus
  - Littering on the bus
  - Eating or drinking on the bus
  - Conduct that is rude or annoying to driver or others
  - Throwing objects or having harmful objects on bus
  - Tampering with equipment

*Video Cameras on School Buses*

The district may use video cameras on buses to monitor student behavior while traveling to and from school and school sponsored activities. Students found to be in violation of the district’s bus conduct rules shall be subject to discipline in accordance with district policy.

*Early Arrival at School*

If a bus arrives at school before the established on-campus time, then the student is expected to wait at a designated location until dismissed to enter the campus or playground. If students are having breakfast at school, then they must go directly to the multi-purpose room (cafeteria) to eat first before entering the campus or playground. *After School.* Students are walked to the bus loading area by staff and must wait quietly to be boarded onto the bus.

*Car Traffic Safety/Control*

Please observe the following guidelines to ensure safety:
1. Never park in red zones, even momentarily. Do not stop in the red zones in the parking lot for any reason. Red zones are fire lanes and must be kept open at all times. Red zones are not for pick-up or drop off. Stopping and waiting in a red zone is illegal and subject to ticketing.

*Closed Campus*

All elementary Lucia Mar School District schools operate under a closed campus policy. This means children will not be allowed to leave school grounds unless accompanied and signed out by a parent/guardian. Adults checking students out of school must have a valid photo I.D. and be listed on the student contact screen on Home Link.

*Communication between School/Parent*

Daily communication with your child will make certain that all communications between home and school occur. Newsletters, school events, announcements, notes from teachers, report cards, graded papers and homework assignments may be posted on our website, sent home with your child or may be communicated through electronic means(text, Email, Peachjar) and via auto dialer system. Please also check your child’s backpack on a daily basis. Please ensure the most up to date contact information is provided. It is strongly recommended that parents check Homelink often and also subscribe to the district App for up to date news.
Classroom Interruptions
It is important for us to protect instructional time from interruptions. Therefore, we ask your cooperation in maximizing your child’s educational experience by following these guidelines.

1. If your child left his/her lunch at home and you decide to bring it to the school office, please make sure your child’s name is legibly and clearly marked on it. We will do our best to let the teacher know that a lunch is waiting for your student.
2. The half hour prior to dismissal is a very busy and important time for teachers with their students. If you need to pick up your child during this time, we request that you pick up more than 30 minutes prior to the end of the school day. If you arrive 10 minutes or less prior to school dismissal, we will wait for the bell.
3. When picking up your child during school hours, come to the office. If your child needs to be picked up for an appointment please allow enough time to check them out in the office and walk down from the classroom. We are not able to call students up to the office ahead of time for appointments. After school, wait in the school designated area set up by your school.

Phone /Messages
Parents should make AFTER-school arrangements for their child BEFORE sending them to school. Students may only use the office phone for emergency calls.

Parent Contact with Teacher
Teachers welcome contact with parents. If you need to speak with your child’s teacher, you can either Email them, call their voicemail extension, leave them a message, or arrange to talk to them before or after school. The teacher will get back to you at their earliest opportunity. If a conference is needed, it can be scheduled at that time. The school must comply with the required instructional minutes for students and therefore, must limit the class interruptions during the teaching day. Please speak with the teacher FIRST if your child is experiencing difficulty in the classroom. The teacher is usually more aware than anyone else of situations needing attention.

Dress Code
The Board of Education believes that every student has the right to attend a safe and orderly school. The student dress code guidelines will encourage students to dress appropriately for participation in the educational process. All students shall dress and groom for school with attention to neatness, cleanliness, decency, safety, and personal and public health.

Specific Dress Requirements
1. Shoes must be worn at all times and be appropriate for participation in physical activities. No open-toe sandals, roller shoes, high heels or flip flops are permitted. For safety reasons, shoelaces need to be tied.
2. Clothing may not display profane or obscene language or pictures showing crude or vulgar gestures, express racial, ethnic or sexist slurs. Clothing may not advertise or encourage the use of weapons, drugs, alcohol, or tobacco or have any gang-related trademarks, attributes, colors, or arrangements. Advertisement that encourages students to act in a manner not consistent with school expectations (Example: “NO RULES”) is not allowed.
3. Dangling earrings and ear spikes are safety concerns and are not allowed.
4. Dresses and skirts must be appropriate for physical activity and +/- one inch of the end of his/her fingertips when arms are fully extended to the sides.
5. Belts should be worn through belt loops at all times. Loose belts hanging from belt loops and wallet chains are not permitted due to safety reasons.
6. The school district desires to keep the school campuses free from threats or harmful influence of any groups or gangs, which advocate violence, drug use, or disruptive behavior. The wearing or displaying of any apparel, jewelry, moniker, trademark, or any other article by virtue of its color, arrangement, or any other attribute which implies affiliation with such group or gang shall not be permitted.
7. Hats may be worn by students to avoid overexposure to the sun when they are outdoors; students shall be allowed to wear sun-protective clothing, including, but not limited to, hats. Hats are not allowed to be worn inside of the classroom during instruction.
CONSEQUENCES FOR DRESS CODE VIOLATIONS
1. Shirt may be turned wrong-side out (1st time); parent is called.
2. Parent is called for change of clothes
3. Items are confiscated to be returned to the parent
4. Repeat violations may result in detention/suspension

Emergency Preparedness /Relocation (also see Fire & Civil Defense Drills)
Drills are conducted monthly in order to familiarize children with evacuation procedures. Civil defense and other emergency preparedness plans are prepared and drills may be practiced in accordance with county and state and federal guidelines.

As a precaution or in the event of emergency or major disaster, district officials may decide to close a school or move students by bus to a safer area – also referred to as a School Relocation Center. Students will be transported under constant adult supervision. Parents should listen to local emergency radio announcements or television or other official media for details on school relocation and where to meet your children. Please do not try to pick up children at your neighborhood school unless you are directed to do so; traffic and safety problems may occur and students may have already been transported. During an emergency, students will only be released to parents/guardians, or those listed on the student contact information. The parent/guardian will need to sign the student out.

Expected Behavior/Suspensions & Student Discipline
The goal of our school is to provide maximum educational opportunities for all students. To achieve this, we must have a respectful and supportive learning environment free of disruptions and a climate which is safe for all. As a good citizen, students are expected to: follow directions by authorized school personnel/adults; give best effort on all assignments; be respectful to adults, fellow students and authorized school guests; keep hands, feet and objects to one’s self; and, use appropriate language. For information on student discipline and violations, please refer to the Annual Notification to Parents (ANTP).

Fire, Lockdown and Civil Defense Drills
Fire and lockdown drills are conducted regularly in order to familiarize children with evacuation procedures. A civil defense and nuclear evacuation plan for each school site has been developed in accordance with the plans of the San Luis Obispo County Office of Civil Defense.

Health Services/Medication
School Nurse
School nurses are assigned to each elementary school on a rotating schedule. The school nurse role includes assessing student health status and making referrals, identifying vision and hearing problems, providing health counseling, performing health care procedures and assisting students with chronic health conditions. When not on site, school nurses are available by phone to respond to health concerns.

First Aid
Office staff at each site has been trained in first aid and medication administration. A minimum of one AED (automated external defibrillator) is available at each school site.

Vision Screening
Vision tests are administered to newly enrolled students and all students in grades k, 2ND, 5TH and 8th. Additional testing may occur at other grade levels based on parent, teacher or school nurse recommendations. Parents are notified if the screening indicates follow-up care with an optometrist/ophthalmologist is indicated. The screening may be waived if the parent or guardian presents a certificate from a physician or optometrist indicating a determination of the student’s vision. Parents may file a written statement for exemption.

Hearing Screening
Hearing tests are administered to newly enrolled students and all students in grades 1, 2, 5, 8 and 10. Additional testing may occur at other grade levels based on parent, teacher or school nurse recommendations. Parents are notified if the screening indicates follow-up care with a physician is indicated. The screening may be waived if the
parent or guardian presents a certificate from a physician indicating a determination of the student’s hearing. Parents may file a written statement for exemption.

**Dental Screening**

Dental screenings are administered to all students in grades K, 3 and 5. Additional screenings may occur at other grade levels based on parent, teacher or school nurse recommendations. The dental screening consists of a simple visual inspection and does not involve the use of x-rays or other dental equipment. Parents are notified if the screening indicates follow-up care with a dentist is indicated. Parents may file a written statement for exemption.

**Medication Administration**

If your child is on medication prescribed by a health care provider, please notify the school office. If the medication is to be administered during the school day, it may be administered by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician or a physician assistant as specified by law. All medication administered at school, including over-the-counter medicines, require a consent form signed by both the parent and health care provider. This authorization form MUST be resubmitted each fall. The MEDICAL CONSENT FORM is available in the school office.

As required by state law, a student may be given medication at school only if:

- Both the parent and physician/dentist complete and sign a consent form, which may be obtained at school.
- This parent/physician signature applies to all medications including short-term medications such as antibiotics and over-the-counter medications such as Tylenol and cold/sinus products.
- Prescribed and over-the-counter medications must be brought to the school in the original container with the appropriate pharmacy label or package instructions.
- The physician/dentist instructions on the completed consent form must match those on the medication label.
- If there is a change in medication strength, dosage, or time to be given, the parent and the physician/dentist must complete a new consent form.
- Medication is not to be kept by a student to self-administer unless it is needed for an emergency condition and the physician/dentist has approved it.
- All medication must be delivered to the office by the parent. Parent must be present while medication is counted and logged in.

**Immunizations**

Upon enrollment, students in grades K-12 are required to be immunized against polio, diphtheria-pertussis-tetanus, measles, rubella, mumps, hepatitis b, and varicella. Students entering 7th grade must show proof of a Tdap booster received after age 7. Personal Belief Exemptions are no longer accepted per California State Law. For additional information regarding immunizations, visit shotsforschool.org or speak with your school nurse.

**Kindergarten Oral Health Assessment**

Kindergarten students are required to have an oral health assessment (dental check-up).

The law specifies that the assessment must be done by a licensed dentist or other licensed/registered dental health professional. The completed assessment forms must be turned into the school office no later than May 31st (end of kindergarten year). First grade students who did not attend kindergarten are also required to have this assessment. Parents may file a written statement for exemption.

**First Grade Health Assessment**

First grade students are required to have a physical health exam. The law specifies that the assessment must be done by a licensed physician/nurse practitioner. The exam may be given up to 18 months prior to first grade entrance and must be presented to the school within 90 days of entry into first grade. Parents may file a written statement for exemption.
**Crutches, arm slings, boots, etc.**
Any student that comes to school with any durable medical equipment requires a doctor's note (this includes but is not limited: to wheelchairs, crutches, arm slings, boots, limb immobilizers, masks, and infusion pumps).

**Homework**
Homework is a natural extension of the classroom instructional program. The amount of homework assigned is gradually increased from grade-to-grade as the student advances through school.

Parents have a profound influence on the study habits of their children. Children are more successful when parents encourage them to study, when they assist them in completing homework assignments, and when they provide an appropriate time and place for the child to study. Doing the homework for the child is inappropriate. It does not foster the learning of what it was designed to do, and it does not teach the child to be responsible.

Children should be encouraged to take home library books and appropriate learning materials. On average, homework is assigned according to the following guidelines:

**Kindergarten through Grade Three**
Beginning at the kindergarten level, students shall be expected to devote a minimum of twenty minutes per week to homework assignments, increasing to a minimum of forty minutes per week in grade three.

**Grades Four through Six**
Beginning at fourth grade, students shall be expected to devote a minimum of one hour per week to homework assignments, increasing to a minimum of two hours per week in grade six.

**Homework or Project Drop-Off**
Students who have called parents for homework or projects from the classroom may have their work dropped off in the office. Teachers will check mailboxes at recess and lunch for any notes or homework. Please do not interrupt classrooms for this purpose.

**Homework Request**
If your student is home ill and you would like to request homework, please call the office. You can also Email the teacher directly to request homework.

**Illness and Injuries at School**
If a child is seriously injured at school, every effort will be made to contact the parents of the child for information and instructions. If the parents cannot be contacted and the injury is believed to be serious enough to require emergency medical attention, 911 will be called. For this reason, it is extremely important that your student’s data be up-to-date at all times. (Students who are running a fever may be contagious). Parents will be contacted to pick up their students if they are running a fever. Parents may not be called for minor bumps or scrapes or “tummy aches” without fevers.

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment. In the case of divorced or separated parents, we will contact either parent, unless a specific custody order is in our possession. If your child develops a medical condition please contact our school nurse immediately. Student health plans are developed by our school nurse with parents, per physician’s orders. All medical information is confidential and is shared only with staff that works directly with your child. Please call the office immediately if you have a change of address and/or telephone number, both home and work. Children frequently forget numbers, especially during an emergency.

**Insurance**
Secondary Student Accident insurance is available to every pupil registered in the Lucia Mar Unified School District that is injured at school or while participating in a school related activity. If your child is injured and you would like to file a student accident claim, please contact the Business Services office at (805) 474-3000, extension 1070.
Internet Access and Students

The Lucia Mar Unified School District (LMUSD) provides access to the internet and Email through the district's computer network. The district's website is located at www.luciamarschools.org. All uses of district computers and networks are regulated by LMUSD's Acceptable Use Policy (AUP). Access to the internet from the district and use of its network resources including district Email accounts are privileges, not rights. Access may be provided to actively enrolled students with a Student Identification Number for regular instructional activity.

Students may obtain Email accounts only through designated teacher or administrative authority at their school. All student users, who access the Internet from any district facility or from a remote location connecting with any district facility, may be required to have an internet agreement form signed by both parent and student on file at the school. Lucia Mar Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically CIPA requires school districts to use technology to block access to Internet sites that are: A) obscene, B) contain child pornography, or C) that are harmful to minors. Keep in mind that the blocking technology may not be 100% effective, supervision of children connecting from school or home is strongly encouraged.

Student downloads of music, photographs and/or video must comply with all applicable copyright laws. Furthermore, any music, photographs and/or video should only be downloaded for educational purposes and not personal purposes. Personal downloads, particularly if they are of copyright protected materials in violation of LMUSD's AUP is forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities. Internet activity may be monitored and recorded. The Internet is a public network, and Email or other communications on it are not private. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives, policies, and educational mission of the District as well as adherence to any city, state and federal laws. It is expected that users will not use District equipment or access to threaten, demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sex and sexual orientation or other reason. Any statement of personal belief in Email or other posed material is understood to be the author’s individual point of view and not that of the District and violation of the AUP can lead to loss of internet/Email privileges, and further disciplinary/legal action may also be taken.

Lost and Found

We give an incredible amount of unmarked and unclaimed clothing to charities each year. Please help us by marking clothing, backpacks, hats and lunch pails/bags with the student’s name. Please see the school office for location of missing items. All small personal belongings will be kept in the office. At the end of each trimester, all unclaimed items will be given to a charitable organization. If something of yours is stolen, rather than lost, report the theft to a teacher or office right away.

Lunch/Breakfast Program

Research shows that eating a nutritious breakfast and lunch positively impacts student learning. The school cafeteria can provide students with a well balanced breakfast and lunch, including milk. Students who wish to bring a lunch can purchase milk/juice or water. Prices are on the monthly menu sheets available on-line.

Parents who feel they may qualify for the Free and Reduced Price meals are encouraged to fill out the “School Year 2019-2020 Lucia Mar Unified School District Application for Free and Reduced Priced Meals” which is available online at: https://www.lunchapplication.com. Complete one application per household. This form is only applicable for one school year and must be re-submitted each year. This application may also be filled out during any other time of the year if your financial status changes. In an emergency, children are allowed to charge only TWO lunches from the cafeteria. If your child forgets their money or sack lunch, they will be fed. Parents are responsible for repayment of charges. Our Food Service Department currently utilizes an automated calling system that will notify you when your child has a negative balance. Parent may pre-pay for their child’s lunch either by check or by credit card through the online system through the LMUSD web site. It is important to place the payment in an envelope, making sure the child’s name is on the envelope and the room number. Students can bring any pre-paid lunch monies to the cashier for food services at lunch time.

Snacks- Students are permitted to enjoy a snack during mid-morning recess and are encouraged to bring nutritious snack items. Students should not bring candy, gum or soda-type drinks.

Special Events- In support of student wellness, we encourage you to consider nutritional quality when bringing in food items for classroom events. Please check first with the teacher and office regarding any food allergies. The LMUSD Health and Wellness policy offers the following types of food items for consideration - fruit, vegetables, cheese, nuts, trail mix without candy, crackers, frozen juice bars, yogurt, pretzels, graham crackers, popcorn, peanut butter, water, fruit juice, and milk. It does not recommend soda, candy, fried chips, and high fat cakes,
cookies, and pastries. Families who wish to bring treats for birthdays or other special events should arrange this with the teacher/school office in advance.

**Lunch Manners**

To provide the proper atmosphere, students will:
- Walk to the cafeteria in a class line and wait politely for their meal to be served. Students bringing a cold lunch may walk directly to their table or quad after their class enters the cafeteria.
- Eat only the food they brought or purchased.
- Leave table areas clean and free of napkins, straws, etc.
- Demonstrate polite behavior, including sharing table space and use of polite language during meals.
- Keep their voices in conversational levels in cafeteria.
- Walk to the playground or their classroom after being dismissed.

**Notices/Flyers**

School and Community flyers and notices are now sent out through an App called PEACHJAR. Please sign up to receive flyers (more information provided at the end of this handbook). Community flyers must first be approved by the district curriculum office and filtered through PEACHJAR. Unapproved flyers may not be distributed or handed out to parents on school grounds. Banners or any temporary signage hung on school fences must be approved by the Principal.

**Other Notifications**

**Cell Usage**

All camera usage, unless for academic purposes assigned by a teacher, must be approved by the administration. Cell phone cameras are addressed below.

**Cellular Phone/Mobile Communication Devices/Electronic Signaling Devices**

No school shall permit the use of unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones or watches as described below:

1. Students are only permitted to use cellular phones or watches outside of the instructional day (before the first bell or after the last bell only). Exceptions may be occasionally be allowed by principal or teacher under specific instructional circumstances.
2. Cell phone use off campus, on the bus and at school related events is at the discretion of administration.
3. School administrators, teachers and/or authorized staff may confiscate cellular phones and watches and other electronic devices from students at any time during the school day if used in violation of California Education Code or school rules, or due to disruption, academic integrity and/or safety related concerns.
4. When electronic devices or cell phones/watches are confiscated, students are prohibited from removing their battery, locking the phone, or removing their memory chip.
5. Electronic devices and/or cell phones/watches seized shall be inspected and inventoried. If data therein indicates that the student has used the item for improper purposes, including, but not limited to, violation of California Education Code, cheating or the violation of the rights of other students, appropriate action will be taken by school authorities.
6. Students are prohibited from using or wearing electronic devices or cellular phones or watches at school as recording devices and/or cameras.
7. The district or its employees will not be responsible for lost, damaged, or stolen personal electronic/gaming devices.

**Cell Phone Violations**

Violations of our school policies will be dealt with as follows:

1st violation – The cell phone/watch will be confiscated and held in the office. The student may pick-up the phone after school.

2nd violation – The cell phone/watch will be confiscated and held in the office. Only the parent/guardian will be allowed to pick-up the phone. The student may be assigned a disciplinary consequence. Parent will be notified of the school’s cell phone policy.

3rd violation – The cell phone/watch will be confiscated and held in the office. Only the parent/guardian will be allowed to pick-up the phone. The student may be assigned a disciplinary consequence such as a suspension per district guidelines. The student will lose privileges of being in possession of any cell phone on campus for the remainder of the year (to be determined by principal).
Cyber Bullying
Lucia Mar School District has a zero tolerance policy for cyber bullying. Cyber bullying is the use of Email, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate. Cyber bullying can include such acts as making threats, sending provocative insults or racial, religious, sexual or ethnic slurs, attempting to infect the victim's computer with a virus, and flooding an Email inbox with nonsense messages.

Detection Dogs
The district may periodically use trained dogs for the purpose of searching the buildings, lockers, vehicles, parking lots and personal possessions of persons on campus to determine the possible presence of drugs, alcohol and/or other items that are not allowed on campus.

Explosive or Flammable Objects
Possession or use of any explosives such as firecrackers, poppers, bomb bags, stink bombs, or similar items will result in an immediate suspension from school. This applies to the possession/usage of matches, lighters, and aerosol cans as well. A referral may be made to appropriate law enforcement and/or School Resource Officer for violations.

Electronic Equipment and Toys
CD/MP3/IPOD players and other electronic devices and games are prohibited at school due to significant instructional time being compromised when these items are misplaced or stolen. Any electronic equipment used will be confiscated by school staff and returned at the discretion of administration. In addition, toys are prohibited at school with the exception of primary share-days and under the direct supervision of staff.

Imitation Handguns
Parents must be aware of the dangers created by replica guns in the hands of mischievous or naive children. The law addresses imitation or replica firearms with several statutes. It defines an imitation firearm as any BB device, toy gun, replica of a firearm or other device that is so substantially similar in overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm. It is a misdemeanor to brandish an imitation firearm in public and punishable by a minimum of 30 days in the county jail. It is also a misdemeanor to remove any safety markings or colorations on an imitation firearm designed to designate it as a toy. The District is extremely concerned about the safety of our children on campus. The District bans guns, including replicas, on any campus and at school related events. This includes any and all water guns, pellet guns, BB guns, gun style cigarette lighters and rifles, even if they do not appear to look like real guns.

Knives
Knives and other weapons are not allowed at school for any reason. Knives include, but are not limited to: Swiss army knives, kitchen knives, box cutters, items with razor blades, and keychain knives. Any dangerous object of no reasonable use may require a recommendation for expulsion.

Laser Pointers
Penal Code 417.27.
No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer on the elementary or secondary school premises is for a valid instructional or other school-related purpose.

Video Cameras on buses
Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with district policy.
Safe Campus - Zero Tolerance for Prohibited Items
The district takes its mandate to maintain safe and orderly campuses seriously and will have no tolerance for weapons, illegal drugs, alcohol, assault, threats and gang activity. Schools are not safe for students when weapons (including pocket knives) or drugs are brought to school. Encourage your son or daughter to report weapons or drug violations to a staff member. Information will be dealt with in strict confidence as requested. Working together with students, parents and staff, we can support a positive and safe learning environment in our school.

Sexual Harassment
The Lucia Mar Unified School District is committed to providing an educational environment that is free of harassment. In keeping with this commitment, the district maintains a strict policy prohibiting sexual harassment in any form, including verbal, physical and visual harassment. Sexual harassment by any student of the district will not be tolerated and may result in disciplinary action against the offender. Anyone who complains about sexual harassment will not be retaliated against. Complaints will be handled quickly, confidentially and fairly.

Sexual harassment of a student by either another student or a district employee is defined as a pattern of degrading or offensive sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidation and frank threats or sexual demands. Sexual harassment may include, but is not limited to the following: vulgar remarks, offensive sexual comments regarding a student's appearance, physical conduct (touching, impeding or blocking movements), sexual proposition or advances, or physical assault.

Personal Property
Students may bring labeled athletic equipment to school. Bats and hockey sticks are not allowed. Children should not bring personal items to school such as: toys, iPods, trading cards, electronic devices, skate boards, etc. Personal items must not interfere with the student’s learning. Cell phones must be powered off and kept in the student’s backpack. Cell phones are not to be removed from backpacks or powered on unless by teacher or principal permission.

Items for sharing (not trading) may be brought on designated share days established by the classroom teacher. If you do not receive communication describing classroom sharing criteria and dates please do not allow your child to bring personal items to campus. The school cannot be responsible for lost or damaged items. Bringing knives or other dangerous items to school is prohibited and will result in suspension.

Physical Examinations/Immunizations
All students will have routine tests, including hearing, vision and dental inspection, unless a written statement is filed annually with the principal by a parent or guardian requesting exemption of his/her child from the physical examination.

Immunizations
Immunizations are required by state law and ALL students must be in compliance with that law. State law mandates that all children entering Kindergarten after August 1, 1997 are required to have the following immunizations:
1. Four polio; three are enough IF the third dose is given after the 2nd birthday.
2. Four DPT or more, but one more dose is needed if the last dose was given before the 2nd birthday.
3. Two Measles, Mumps and Rubella doses, the second dose must be given after the first birthday.
4. Three doses for Hepatitis (over a 4-6 month period)

CHDP
State law mandates that each student be given a complete health examination (CHDP) prior to entry into the first grade.

Playground Safety and Supervision
Teachers and P.E. staff teach playground rules during the first week of school. Safety rules are taught. These rules stress safety and good sportsmanship. Students breaking playground safety and game rules can expect counseling on expectations, loss of recess time, parent contact, and suspension for serious violation.
Playground supervision in the morning is different at each school site. Please see the school hours of operation. Your cooperation is asked in seeing that your child does not arrive at school before supervision begins. Supervision is provided by many different staff members during recesses. Students are expected to follow the directions of recess supervisors. No supervision is provided after school on the playground. Playground rules available in the school office.

**Report Cards & Parent Conferences**

**Cards**

Report cards are issued three times a year, following the completion of each trimester. Please carefully review your child’s progress and contact the teacher if you have questions regarding grades. The report card envelope needs to be signed by the parent/guardian and returned.

**Parent Conferences**

Each parent is requested to meet for a parent conference once during the fall. If needed, the teacher or parent may arrange optional conferences. This is an excellent means of communication to discuss and better understand the progress being made by the student.

**School Site Council**

The School Site Council is an advisory board consisting of parents and school staff members. Members are elected for two-year terms in the fall. The Council meets at least four times per year to establish a budget and to discuss, review, monitor and make recommendations for each School’s Plan. Please call the school office if you are interested in serving on the SSC or attending meetings.

**Services Available to Students**

SAFE Family Resource Centers -SAFE (Services Affirming Family Empowerment) serves schools within Lucia Mar Unified School District. In partnership with the school, public agencies, and community organizations, SAFE provides counseling services and links families to community resources.

**Additional Services** - Resource Specialists, Speech and Language Services, School Psychologist Services and Counseling Services are offered. Please contact your child’s teacher or the school office for more information.

**G.A.T.E.** - Gifted and Talented Education is a program for students who are identified as gifted or talented. Differentiated instruction for GATE students is provided in the classroom throughout the year. Children are tested for GATE starting in the 3rd Grade. Each school has GATE funds and parents should contact the school office or Principal for information on site activities or programs available.

**Home Teaching**

A home teacher may be made available to students who qualify under special circumstances such as extended illness. If your doctor feels the child should have a home teacher, contact the school.

**Tutoring**

Please check with the principal or school office for information on any tutoring services available.

**Tobacco Free Schools**

Lucia Mar Unified School District prohibits all use of tobacco products at all times in all district facilities, on all district property, and in all district vehicles. The policy applies to students, district employees, visitors, spectators at school events, and all other persons authorized to be on district property. All individuals on district premises shall adhere to the policy.

**Volunteers/Visitors/Field Trips /Chaperones**

ALL VISITORS ON CAMPUS MUST WEAR A BADGE

Parent participation is an important part of a child’s education. Visits to school, contact with the teacher, volunteering and attendance at school functions show your child that you are interested in his/her education. Children are proud of their parents and want to share what they are doing and learning with them. We strongly encourage parent participation.
**Adult Drivers**

Any adult driver who transports students must be an approved volunteer. Drivers must also complete a driver release form which is available in the office.

**Chaperones for Field Trips**

All chaperones must be an approved volunteer before accompanying any student on a field trip. Chaperones are there for the support and guidance of the students. It is important that you take responsibility for your assigned group of students during transportation to the event, the event itself, and the return trip to school. Any changes such as driving your own vehicle should be discussed with the teacher beforehand. Please make every effort to follow guidelines and help students follow guidelines to meet the teacher’s expectations.

**Classroom Visitors or Visitations**

All schools welcome and encourage parents to visit the classroom. Visits during school hours should be first arranged with the principal or designee 24 hours in advance. The principal will work to ensure the visit request is honored within a reasonable timeframe taking into account the schedules of both the teacher, the administrator and the parent requesting the visit. On the day of visitation, safety procedures require that parents register in the school office and be given a visitor’s badge before entering school grounds. During classroom visits, the teacher and students may not be interrupted to answer questions. The principal or designee must accompany you on the visit. Younger children may not accompany parents in the classroom. Visits will only be scheduled for 30 minutes. Visitors are not required to meet the volunteer requirement.

No cell phones are to be used during visits or during volunteer times, this includes taking videos or photos of students. As a courtesy to the teacher and students, please turn off your phones when you enter campus. Also, no electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal’s permission.

**Role of the Classroom or School Volunteer/Visitor**

When you are acting as a volunteer in the classroom or in any other capacity on the school site, it is important to maintain the appropriate role, following all school policies and procedures as well as being a good role model for our students. If your child is involved in some type of problem during your visit or volunteer time, you must let the classroom teacher handle it. When you are volunteering, please do not give your child special privileges, such as accompanying you to the office or workroom, unless directed by the teacher.

The playground, blacktop and cafeteria are off limits to our visitors and volunteers unless arrangements have been made with the principal to observe or visit an activity. Every volunteer on campus needs to be supervised by a certificated staff member. This ensures safety for every student and staff member. Do not be offended if one of our staff stops you if you do not have a badge on. Also, it is imperative that you turn off your cell phone when on campus and inside classrooms volunteering. Taking personal calls or taking pictures of students are not allowed during visits or volunteer times.

As a volunteer or visitor, we require that you maintain confidentiality outside of class or your volunteer may be revoked. If parents ask you about a student’s performance or behaviors, please refer them to the teacher or administrator. It is inappropriate to discuss situations observed while acting as a volunteer. We also require, if you have a question about a specific child, that you ask the teacher in confidence and privacy, not in the presence of students or parents.

1. **Names and Labels** - Every child brings to school his or her own specific skills and abilities. Everyone is unique and special in their own way. Some learn quickly; some come to school with more developed skills. Each child grows and learns at his/her own pace. Please do not make value judgments or label the abilities or skills of any kind. Please be careful not to compare your child to another in the class as they are all unique individuals.

2. **Questions and Issues** - We don’t expect you to agree with everything a teacher does in class. Each teacher’s job is to make decisions in the best interest of the class as a whole. If you have a problem, issue or disagreement with a teacher, please bring it to the teacher’s attention privately at an appropriate time. Discussing issues in the middle of class, with other staff members, or parents, is not appropriate at any time.
3. Accept and Value Diversity - Each of our parents comes from a slightly different background and culture. They all have their own ideas and experiences about raising children. We ask that you accept their children and respect their beliefs and requests. The diversity of people, values, cultures, and beliefs is what gives us a rich educational experience.

4. Helping the Teacher and Class - Parent volunteers work under the direction of the classroom teacher who defines the volunteer’s duties and expectations. Your prime responsibility in the classroom is helping the class as a whole. Please try to keep your role as volunteer and parent separate in the classroom. If your child has problems, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes power away from your child. We are striving to help our students become more independent and self-sufficient.

5. Keeping Commitments - It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a timely manner. The teacher will be planning for you to be there. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is counting on you and needs adequate time to adjust the class plans.

Volunteer Requirement
We encourage parents, community members, students and others to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well. Younger children may not accompany parent volunteers in the classroom or on class field trips. Volunteers are REQUIRED to sign in and out of the office daily and to wear a visitor’s badge at all times.
If you volunteer more than three times during a school year or will be participating in any field trip the following is required:
- TB screening (good for four years)
- Fingerprinting – Volunteer fingerprinting services available by appointment online directly through Lucia Mar USD Human Resources located at 602-F Orchard Street, Arroyo Grande. The cost is $67. They accept cash or check.
- VOLUNTEER DATA FORM (Completed online new each year) Go to luciamarschools.org/Human Resources/Volunteering & Fingering printing.

Uniform Complaint Procedure
Williams Act and Uniform Complaint Procedures:
California Education Code provides that there should be sufficient textbooks and instructional materials for every student. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.

School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of School Construction.

If families have any issues concerning any of these items, they should first contact the site principal to seek a remedy. To file an official complaint regarding the above matters, forms are available at the school, online at the district’s website or at district administration office. For questions or for additional information, please contact the Assistant Superintendent of Human Resources, 474-3000, ext. 1190.
The Lucia Mar Unified School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual’s age, ancestry, color, disability (mental or physical), gender, gender identity, gender expression, gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth, marital status, national origin, race or ethnicity, ethnic group identification and ethnic background, ancestry, nationality, religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or and conduct that is threatening of humiliating. This nondiscrimination policy covers admission or access to, or treatment or employment in, all District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in District programs or activities. Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other District policies that are available in all schools and offices. It is the intent of the District that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

Students and parents/guardians/caregivers will be notified in writing about this nondiscrimination policy prior to the beginning of each school year. This policy will be displayed in a permanent location in the main administrative building and student government classrooms and will include the name of the Title IX Coordinator and the Director of Special Education who is the Section 504 Coordinator.

This policy and the name of the Title IX Coordinator and Section 504 Compliance Officer will be provided as part of any orientation program for new students and at the beginning of a new grading period. This policy will appear in all school handbooks containing rules and standards of conduct. The District prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For information, assistance or to file a complaint related to discrimination or harassment based on student’s sex; sexual orientation, gender, gender expression or gender identity; race, color, or national origin contact: Paul Fawcett, Assistant Superintendent of Human Resources, (805) 474-3000 ext 1191

Or for a mental or physical disability, contact:
Jennifer Handy, Director of Special Education, (805) 474-3000, ext 1150
DIGITAL-CITIZEN

- When using technology treat others as you would in the classroom. Never bully, cyber-bully, defame, defraud, unlawfully discriminate, or otherwise harass fellow students and staff.
- Do not copy or plagiarize the works of others, whether from a student, teacher or material found on the internet.
- Do not download, copy, or share copyrighted music, pictures, images, videos, software, apps, files or other works on district computers and network.
- Do not delete, rename, or otherwise modify other users' files. Do not access the files of others unless you have their permission.
- Do not photograph, view, access, download, upload, procure or distribute obscene material in any form.
- Do not use technology to cheat on school assignments or exams. This prohibition includes, but is not limited to, photographing, viewing, accessing, downloading, uploading, procuring or distributing any of the following without express approval from a teacher or other district employee: exams, exam questions, exam answers, assignments, or assignment answers.
- Do not use technology to communicate profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.

COMPUTER TECHNOLOGY AND NETWORK

- Do not do anything to damage or disrupt any computer system, network or other technology.
- Do not attempt to “hack” or “break into” any district computer or network resource.
- Never send “mass emails” or “spam” to any group of students or staff. Do not email viruses, spyware or other malicious emails and/or attachments to anyone.
- Do not install any programs, applications or apps on any district computers or networks. Only run licensed software already installed on the computer.
- Do not install any network device or software anywhere on the district’s network. This includes Wi-Fi access points, routers, switches, hotspots, ad-hoc networking, or any other networking device. Do not plug any personal device (e.g. laptop) into any district network. Select use of personal devices on Wi-Fi is permitted and described below under “Personal Technology”.
- Do not attempt to access or modify a District Technology, Computer, network, program, file or software. Do not attempt to remove any software, program, network, security measure, content filtering, or any other software from district computers and network.

PERSONAL TECHNOLOGY

- Use of personal technology on the district networks is covered by the same rules and policies as district technology.
- Use of personal technology is permitted during instructional time for educational purposes only, and only as instructed by a teacher.
- Unacceptable personal technology includes but is not limited to gaming systems or consoles, laser pointers, modems or routers, network equipment, Wi-Fi hotspots, cellular hotspots, audio/video recording technology, and televisions.
- Should a district employee have a reasonable suspicion that you have violated the terms of this agreement or engaged in any improper or unlawful use of a personal device while at school or while utilizing the district’s network, your personal device may be seized and its contents searched as allowed by law.
- Students must check their personal device to ensure the device is free from unsuitable material and viruses, malware, or other harmful programs before bringing the device into school.

Lucia Mar Unified School District reserves the right to restrict student use of district owned technologies and personal technology on school property or at school sponsored events.

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access.

The District has the right to make the decision about whether these rules have been broken, or whether other inappropriate use of the District’s technology and network has happened.

7/2018
SCHOOL-PARENT COMPACT

The staff and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

SCHOOL RESPONSIBILITIES

• Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
• Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Conferences will be held in the fall, and spring, as needed.
• Provide parents with reports on their children’s progress. Specifically, the school will provide reports as follows: Progress reports, Report cards, Behavior plans, and student test results.
• Provide parents reasonable access to staff. Parent can telephone, email or leave written notes for staff.
• Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows: Parents who attend the Volunteer In-service, have cleared fingerprints, cleared TB clearance, complete the Volunteer Data form and upon principal approval will be able to volunteer in classrooms. Parents may participate in PTO, ELAC, GATE and other parent meetings.

PARENT RESPONSIBILITIES

We, as parents, will support our children’s learning in the following ways:
• Monitoring attendance.
• Making sure that homework is completed.
• Monitoring amount of television their children watch.
• Volunteering in my child’s classroom.
• Participating, as appropriate, in decisions relating to my children’s education.
• Promoting positive use of my child’s extracurricular time.
• Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
• Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:
• Do my homework every day and ask for help when I need to.
• Read at least 30 minutes every day outside of school time.
• Give to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day.

STAFF RESPONSIBILITIES

We, as school staff will:
1. Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
ATTENTION... PARENTS!

A reminder that everyone needs to RENEW their contact information every year.

Log into your AERIES-HOMELINK account to renew and confirm your data!

Make sure we have your correct
• Phone Number
• Address
• Email

https://homelink.lmusd.org

If you don’t have an account, please contact your student’s school.

PARENTS MUST SIGN UP FOR HOMELINK
Student Emergency Information Cards are no longer distributed. Parents are required to update this information online through Aeries-Homelink. If you do not have a Homelink account, please visit your school’s website to request a Homelink account today. You will need to set up a Homelink account for each child you have. https://homelink.lmusd.org/LoginParent.aspx?page=default.aspx
This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. Thank you for supporting our efforts to ensure parents are well informed about school programs, activities, and events.
Parents...
Stay informed and help your student stay on track!

(Luckily, it’s just a single download away.)

FREE!
WE HAVE AN APP!

EASY ACCESS TO:
- News and Alerts
- Grades
- Attendance
- Missing Assignments
- Bus Z-Pass sign up
- Flyers
- Calendars
- Teacher info
- Tip Line
- and more...

https://www.LuciaMarSchools.org/apps/pages/app

Simply go to your app store on your phone or tablet and search for Lucia Mar.