

SANTA LUCIA SCHOOL

"We make learning happen!"



2009 - 2010

PARENT- STUDENT HANDBOOK

502 COLLINS STREET, KING CITY, CA 93930 (831) 385-3246

KING CITY UNION SCHOOL DISTRICT

www.kcusd.org

Principal: Patrick Gross Assistant Principal: Jennifer Taylor

Santa Lucia School is a Drug Free / Tobacco Free / Bully Free School

Santa Lucia School's Mission

Santa Lucia School's mission is to provide our students with a quality education that will allow them to achieve academic excellence in a positive, safe learning environment.

This quality education will also include respecting themselves, others, their country, and their world; as they work cooperatively with others of diverse backgrounds.

Dear Parent or Guardian,

Welcome to another year of educational excellence at Santa Lucia School! Every year, we try to make improvements to Santa Lucia's instructional program and environment. These improvements produce higher quality learning and increase academic performance by our students.

This year, you will see that the State's budget crisis has affected even our school. The Santa Lucia staff is very aware of the unique educational challenges this brings us. Even with these challenges, dedicated teachers, devoted parents, and determined students can make this Santa Lucia School's best year ever. The successful development of our children is the primary goal for all of us. As we improve our instructional program, we will see those challenges being met.

Parental involvement in education is one of the primary factors for a child's success. You will find Santa Lucia School an open environment which looks forward to working cooperatively with parents and guardians. We encourage you to visit your child's classroom, or better yet volunteer as a helper in the classroom. You will find that this mutually supportive relationship can make all the difference. For the safety of the children, before going to your child's room or the playground, always check into the office.

Parental involvement also means helping your child learn beyond school hours. Talk with your child about the importance of learning to their future and to do their best at school now. Ask your child about what they are learning. Provide a quiet place for your child to do their homework. Lastly, make sure your child comes to school regularly, on time, and ready to work.

Please review the information in this handbook with your child. Whenever you have questions about your child's progress or about Santa Lucia School, please talk to your child's teacher or the principal. We look forward to working together as partners in your child's education.

Sincerely,

Patrick Gross
Principal

Jennifer Taylor
Assistant Principal

SCHOOL PROCEDURES

ARRIVAL and DISMISSAL

Santa Lucia School provides no supervision for students before 8:00 A.M. or after school.

All Classes begin:	8:15	C.E.M Wednesdays and Minimum Days	2:20
Primary Classes dismiss:	2:20		
Intermediate Classes dismiss:	3:10		

Student Safety

- Drop off and pick up students at the curb.
- Make sure students uses the crosswalks. The school provides crossing guards at three designated crosswalks.
- Never double park as this creates a hazard and violators will be ticketed.
- Please **NEVER** use the staff parking lot to drop off or pick up children.

VISITORS AND VOLUNTEERS

All visitors, volunteers, guests, and relatives must sign in at the office upon entering school. Do not visit classrooms, playground, or the cafeteria before signing in at the office.

ABSENCES and TARDIES

It is essential that your child attends school every day and be on time. If your child is absent for any reason, a written excuse must be sent to the teacher or a phone call made to the school office (385-3246) before he/she returns to the classroom.

An answering machine is available to record absences before or after office hours. Please call 385-3246 and state the student's name, teacher's name, date(s) of absence, reason for the absence, your name and relationship tot he student.

Promptness to class is extremely important. The first bell rings at 8:05 a.m. Students are expected to be in their places, ready to work, when the second bell rings at 8:15 a.m. Any student arriving after 8:15 a.m. must report to the office for a tardy admittance slip before going to class. Parents will be notified of repeated tardies. Students may be referred to the Monterey County School Attendance Review Board (SARB) for habitual tardiness.

Any pupil subject to compulsory full-time education who is absent from school without a valid excuse for more than three days in one school year is a truant and shall be reported to the Superintendent as defined in the Education Code. Students with excessive absences may be referred to the Monterey County School Attendance Review Board (SARB).

TRANSFERS

If you plan to move out of the school district, please contact the school office in advance so your child's teacher has adequate time to prepare any reports or files, and the school office will prepare a Pupil Transfer which will facilitate your child's entrance into a school elsewhere.

CHANGE OF CLASSROOM REQUEST

Classes are composed of students of varying abilities. Students needing extra support due to beginning English language skills are placed their own class. After trying a class for a two week period, a parent may request a change of classroom if the parent has talked with the classroom teacher and the student's needs seem to not be met. Classroom request forms may be filled out in the school office. Students whose parents have requested a change, may be moved if there is room in another class.

RELEASE OF CHILD DURING SCHOOL HOURS

All students leaving school during the school day must be signed out by their parent/guardian at the school office. Students returning to school later that day must check in at the office before returning to class. When possible, medical and dental appointments should be made outside school hours.

All students need to be picked up on time each day Please note that kindergarten students may not be signed out by any adult not listed on the emergency card.

INSURANCE

King City Union School District does not furnish insurance. A brochure for student insurance is available in the district office. Parents are responsible for sending the application directly to the company.

IMMUNIZATIONS/ILLNESS/ EMERGENCIES/MEDICATION

It is the law that your child have certification of immunizations on file in the school office. Please keep your child's immunization record up to date.

When a student becomes ill or there is an emergency every effort will be made to contact the parent or other persons listed on the Emergency Card. **Please notify the school immediately if there is any change in your address, telephone number, or person to contact in an emergency. This information is crucial in case your child becomes ill or injured.**

We have a Health Clerk part of the day to assist with minor first aid problems.

If a child is to receive any medication at school, the parent must have on file in the office a medication form which is a written statement from the physician prescribing the medication indicating how it is to be administered at school and it is also signed by the parent giving permission for the child to take the medication at school. The medications shall be in its original prescription container with the label indicating the name of the medication, the dosage, expiration date, etc., and shall be delivered to and kept in the school office.

This same procedure must also be followed for any over the counter medicines. Medication will not be dispensed by school personnel unless the appropriate documentation is on file. The parent may come to school to administer medication to the child.

Certain health screenings at school will be performed as directed by the State of California. At this time, screenings include dental, hearing, and vision. If you want your child to be exempt from examinations at school, please write a statement refusing the exam.

THE NO NIT POLICY

King City schools have a No Nit Policy that requires students to be free of head lice and all nits (white egg cells) before returning to school. Students absent more than three days for head lice will be considered unexcused.

COMMUNICATION WITH SCHOOL

Please contact the school whenever the need arises. Teachers may be contacted by note or by phone. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, as our teachers' schedules do not allow time for drop-in conferences. If you would like a conference with the principal, please call or stop by the office and make an appointment. We welcome your input on how we can help you and your child.

Delivering messages to students during class time interrupts learning. No phone calls will be transferred to classrooms during morning hours, rather a message will be taken by an office staff member and will be placed in the teacher's mailbox at 11:15 a.m. Please avoid calling the school to leave messages if at all possible.

STUDENT TELEPHONE USE

Students should ask to use the telephone with an office pass from the classroom teacher only in case of an emergency such as illness or injury. Arrangements for after school activities should be made before coming to school.

PERSONAL PROPERTY/ LOST and FOUND

All personal items should be plainly labeled with the student's name in ink. Students who have lost clothing should check in the "Lost and Found" barrel in the cafeteria. Smaller lost and found items such as eyeglasses, retainers, etc., are kept in the office. Items not claimed at the end of the school year will be given to charitable organizations.

TEXTBOOKS and LIBRARY BOOKS

Text and library books belong to the school and are there for student use. Books should be used with care and returned in good condition. Students are responsible for replacing any books which are lost or damaged. Parents will be billed for this replacement.

SCHOOL RULES AND CONSEQUENCES

At Santa Lucia School, we believe:

- that all students can behave appropriately in class and on the playground.
- that disruptive behavior is unacceptable.
- that no one individual may prevent another from learning or a teacher from teaching.
- that close cooperation between the home and the school is essential in the development of appropriate behavioral patterns.

Because of this belief, every student is taught a common goal of responsibility:

- Every student will try their best.
- Every student will encourage and help others to do their best.
- Every student will know that the staff at Santa Lucia cares about them.

SCHOOL WIDE STUDENT CONDUCT

Santa Lucia Student's will:

- follow directions of all school staff.
- respect school property and the property of others.
- keep their hands, feet and other objects to themselves.
- not fight, play fight, swear or tease others.
- use safe behavior.

Students are not to bring tape recorders, radios, sports equipment, etc. to school. If a student rides the bus, he/she must review the bus rules about which articles are allowed on the bus.

Students should only bring toys, games, etc. to school when their teacher invites them to do so. The student will assume responsibility for any item brought to school.

Gum, sunflower seeds, tobacco products, and weapons of any kind, including pocket knives, are not to be brought to school.

Bicycles, skateboards, etc.:

Students are permitted to ride bicycles to school. All bicycles must be parked in the bicycle rack and locked. A bicycle rack is located at the front of the school. The school is not responsible for theft or damage to bicycles or other personal property. Please discuss bicycle safety with your child before allowing him/her to ride to and from school. Remember they are to ride with the traffic, obey all stop signs, walk the bike across intersections, and do not ride double. Riders are to walk their bicycles on the school grounds at all times. Riders must wear a bicycle helmet. The use of skateboards, scooters, skates and similar equipment on district property at any time is not permitted

SCHOOL BUS CONDUCT

Improper conduct on a bus during a school trip will result in disciplinary action. Students are to remain seated while the bus is moving. While being transported in a bus, they are under the authority of and responsible to the driver.

PLAYGROUND CONDUCT

Every effort is made by staff members to provide a safe and peaceful playground for our students. Santa Lucia is a bully-free campus, and any inappropriate behavior is to be reported immediately to the adult on duty.

1. All students have the right to play. Games may not be closed.
2. Only school equipment may be used on the playground. Toys, balls, etc., from home are not permitted.
3. Only balls may be thrown.
4. Students are to remain in assigned play areas. Lines have been drawn on the playground to designate playground areas. Playing is not permitted around the restrooms.
5. Tag games may be played on the grass fields only during P.E. or when supervised by a teacher.

Play Structures

1. Walk on the structures at all times.
2. You may only go down the slides seated, with feet first.
3. Down the slides one person at a time.
4. Throwing or kicking of sand is not permitted.
5. Jumping from the play structure is strictly prohibited.
6. Do not play tag on any of the play structures.

Tetherball

1. The players entering the circle get to choose "side and way" or "serve".
2. Players must stay in their own half of the circle and not cross over the dividing line.
3. Players may not touch the rope during play, nor hang onto the tetherball.
4. Players may hold, catch, or throw the ball only after their opponent has hit it.
5. A player may win only three consecutive games. Then the winner must leave the circle in a sportsmanlike manner and may choose to get back in the line.

Ball Wall

1. Balls may not be thrown at people.
2. Only rubber balls may be used.

Soccer Games

1. Soccer games are to be played on the grass area.
2. Play according to soccer league rules (for example, only the 'goalie' may use his/her hands on the ball in play).
3. Adults such as teachers and playground supervisors may stop a game if students are not playing safely.

Kickball

1. Kickball games played on the blacktop are to be played only on the diamond area set aside for kickball.
2. Students kicking the ball may not run up to the ball.
3. Every player must have a turn before starting second ups.

Basketball

1. Basketball games are to be played according to the rules taught in P.E. or in the leagues.
2. Adults on duty may stop a game if students are not playing safely.

CAFETERIA CONDUCT

Santa Lucia Students will:

- follow the directions of school staff on duty.
- talk in a conversational tone.
- remain seated until they have been dismissed.
- raise their hand if they need help.
- clean up after themselves.

Students may purchase a popsicle each Friday after lunch for 50c. Proceeds benefit school-wide activities.

STUDENT RECOGNITION PROGRAMS

Student achievement in citizenship, academics, and attendance is recognized throughout the year, usually at the flag ceremonies held each week. Teachers also recognize students through classroom activities.

During the school year various activities are planned to support our monthly themes and to develop each student's talent, awareness of others and the enjoyment of the visual and performing arts. These activities are Peace Day, Red Ribbon Week, Bicycle Safety Program, 100th Day of School Celebration, Track and Field Days, Farm Day, various Poster and Writing Contests, etc.

The Year End Awards Assembly recognizes students for perfect attendance, no pink slip awards, Accelerated Reader, etc. Volunteers are recognized at this time also.

If a student chooses not to follow the school and classroom rules, the following consequences may occur:

1. Warning
2. Discipline Assignment/Call or Note Home
3. Parent/Teacher/Student/Administrator conference
4. In-School exclusion
5. Parent attends school with student
6. Suspension
7. Expulsion

Student Behavior Referrals / Parent Notification:

Student referral forms are used when a student displays disruptive behavior in the classroom or playground or shows disregard for school or classroom rules. Continued disruptive behavior may result in the above mentioned consequences.

Caution (Pink) Slips:

Caution slips are notices given to a student for inappropriate behavior outside the classroom. The student will be benched during recess(es). The Caution Slip will be sent home to be signed by the parent and should be returned the following day. If two or more Caution Slips are received during one week, the student will be sent to the Principal or Assistant Principal for further action.

DISCRIMINATION / SEXUAL HARASSMENT / BULLYING

No student or staff member will be discriminated against due to race, culture, sex, or religion. Further, sexual harassment or bullying of any sort will not be tolerated at school or at any school-related activity.

Anyone with information about a particular incident of harassment or discrimination, or anyone having questions about these policies, is urged to contact the school as soon as possible.

Sexual Harassment Defined: Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal visual or physical conduct of a sexual nature. (Education Code 212.5)

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtation propositions
2. Sexual slurs, threats, verbal abuse, derogatory comments
3. Graphic verbal comments about an individual's body
4. Sexual jokes, notes, drawings, or pictures
5. Spreading sexual rumors
6. Teasing or sexual remarks
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking an individual's normal movements
9. Displaying sexually suggestive objects

Grievance Procedure: Any student who feels that he/she is being or has been subject to sexual harassment shall immediately contact a school employee.

- The school employee to whom a complaint is made shall, within 24 hours of his/her receiving the complaint, report it to the principal of designee.
- Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint.
- The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.
- The principal or designee shall advise the Superintendent or designee and refer the matter to law enforcement authorities, where necessary.
- The student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedure.

CHILD ABUSE POLICY

All school personnel who deal with children are mandated by state laws to report suspected child abuse victims and will notify appropriate authorities.

DRUG FREE SCHOOL

The Drug Free Schools and Communities Act of 1989 prohibits the unlawful distribution, possession, use or being under the influence of any alcoholic beverage or controlled substance in school district facilities. This includes any location where school-sponsored or school-approved activities take place. Any violation by a student may result in a parent/student conference, a suspension, or law enforcement notification.

STUDENT DRESS

Besides the District Dress Code, Santa Lucia School does not feel it is appropriate for primary age children to wear cosmetics. Overly, dangling earrings or loops also pose a physical risk for active primary age children at school.

PARTNERS IN EDUCATION

HOMEWORK POLICY

1. Students should be expected to spend an average of 30 to 45 minutes on homework four days a week.
2. Homework assignments should promote the development of skills and knowledge.
3. Homework assignments should not require the use of encyclopedias or other specialized materials unless sufficient time is allowed for students to get such materials from the library or computer.
4. Students should read at least 15 minutes each night. Parent involvement is strongly encouraged.

Make-up work

The teacher of any class from which a pupil has an excused absence shall determine what assignments the pupil shall make up and the time period in which the pupil shall complete such assignments. Make-up tests and assignments may be the same as those missed or shall be a reasonable equivalent.

When requesting homework for your child, please do so when leaving your absence message on the answering machine or by calling the office. For calls received after 12:00 a.m., homework will be available the following day between 3:00 and 4:00 p.m.

**BACK TO SCHOOL NIGHT
AND OPEN HOUSE**

Back to School Night and Open House are held each year. Announcements of these events will be sent home. We urge all parents to visit us these two evenings and to become better acquainted with your child's teacher and the school.

PARENT/TEACHER CONFERENCES

Conferences are scheduled twice each year to communicate information about your child's educational program, the student's progress, learning style, needs in school, and how the parent can assist their child's learning. Parents are encouraged to request a conference with the teacher and/or Principal at any time during the school year. To arrange a conference, contact the school office or the teacher.

**PARENT SCHOOL SUPPORT PROGRAM
(PASS FOLDER)**

Folders are sent home weekly. The folders contain the child's work and special information. This is a good way for the parents to review student work and communicate with the teacher.

REPORT CARDS

Standards based, nongraded, Report Cards are sent home at the end of each trimester.

HOME READING PROGRAM

Each year we have a home reading program. This program increases students' recreational reading. This program encourages parents to read with their child every day.

PARENT VOLUNTEERS

Parents have many skills that enhance our school's educational program. There are dozens of ways you can help. Please, carefully consider in what way you would like to volunteer this year and call the office at 385-3246.

PARENT ORGANIZATIONS**Parent Teacher Organization (PTO)**

The PTO is an "all volunteer" group which raises funds for worthwhile projects and field trips, to improve communication between the school and home, and to seek volunteers to help in various capacities around the school. We invite every family to become a member, support their general meetings, and help with fund raisers.

School Site Council (SSC)

The SSC is an elected representative group of parents and school staff that plans, implements, and evaluates the educational program offered at the school. The council is responsible for annually reviewing and updating the school improvement plan. Meetings are held once a month.

PARENT ORGANIZATIONS CONTINUED**Migrant Parents Advisor Council (MPAC)**

Parent education is provided at monthly meetings. Migrant parents are informed about their child's program and about services offered. Parents are asked to give their advice on program development and to set new goals yearly through a service agreement with the State.

English Learners Advisory Council (ELAC)

The purpose of the ELAC is to inform parents of the bilingual program and for the ELAC to advise the principal and staff on the school's educational program for English learners.

Title I Parent Advisory Group

The purpose of the Title I Parent Group is to advise the principal, staff, and the School Site Council on the school's educational program for students performing below grade level standards.

Gifted and Talented Students - Parent Advisory Group

The purpose of the G.A.T.E. Parent Group is to advise the principal, staff, and the School Site Council on the school's educational program for students who have tested as gifted and talented.

All parent meetings and committees are open to any interested persons. If you are interested in obtaining more information or serving on any committee, please contact the school office at 385-3246.

UNIFORM COMPLAINT PROCEDURE

The King City Union School District has primary responsibility for insuring that the district complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination based on gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, color, or physical or mental disability or failure to comply with state or federal laws in consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, gender equity, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through:

Monterey County Office of Education 831-373-2955
Legal Aid of the Central Coast 831-422-7967
California Rural Legal Assistance 831-757-5221
Monterey County Bar Association 831-375-1693

The district follows Uniform Complaint Procedures established in Board Policy #1312.3. Complaints should be directed to the district compliance officer, the Superintendent, telephone number 831-385-1144.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. In a discrimination complaint, the complainant has the right to seek civil remedies after waiting until at least sixty days has lapsed from the filing of the appeal with the Californian Department of Education. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint. For more information contact the office at 385-3246.