

EL CAMINO SCHOOL

*A California Distinguished School
and
Home of the Dolphins*

PARENT HANDBOOK

2009 - 2010

**5020 SAN SIMEON DRIVE
SANTA BARBARA, CA 93111**

(805) 692-5574

PRINCIPAL'S MESSAGE

I am very excited to welcome you and your child to the 2009-2010 school year at El Camino. This year we are celebrating our tenth year anniversary since our re-opening in 1999. We have several activities planned that will help us celebrate the many accomplishments we have experienced over the last decade. The staff and I welcome you and your family to the 2009-10 school year and encourage you to participate in helping us have a successful year. The handbook is designed to be a handy reference for answering the most commonly asked questions both about the school and the school's programs. Please take the time to read through it and to share the contents with your child(ren) as it is appropriate. Each third through sixth grade student will receive their own Student Handbook within the first few weeks of school that will highlight school rules, procedures and opportunities.

We believe in establishing good communication between the school and home. It is important that everyone understands and shares the same goals and guidelines. Each Friday, students bring home a Friday Folder with important information from the school and teacher. Please take the time to look through your child's folder each week and see that it is returned the following week. Each month, the school in partnership with the PTA publishes the NewsSplash, a translated newsletter that highlights upcoming school events, student successes, and teacher articles. The newsletter can also be sent electronically. This year we will also be incorporating a new, DVD-formatted tool that will allow families to view upcoming events at our school with the help of student reporters. A note attached to the first newsletter allows families to sign- up and contribute to our school-wide effort to save paper and copier costs.

During school hours, the door at El Camino is always open to families. Please feel free to stop by the office or to write, email or call with question, suggestion, and/or concern. We want to provide the best education possible for each El Camino student. Research in education supports the fact that students make the best gains in school when there is strong parent support and involvement. We have several opportunities for family members to meet other parents and contribute to our school's success. Please feel free to stop by a PTA, ELAC, PrePAC or school site council meeting. We are always looking for assistance when it comes to our school-wide events such as the Kermesse, Primavera, Jog-A-Thon, and other events. We always appreciate the time you are able to find to work with us for the benefit of all our students. Please let me know if I can be of assistance to you during the year. Our team approach to education allows us to achieve much over the span of a school year. Have a great 2009-2010 school year!

Sincerely,
Kim Bruzzese
Principal, El Camino School

El Camino Mission Statement

El Camino's mission is to provide a safe, motivating, challenging and nurturing environment for all students. Research-based and standard-aligned academic instruction is designed to enable students to think creatively, problem-solve and communicate effectively as literate individuals. We will provide a productive environment in which all students have equal access to learning.

Social and environmental responsibility is developed through cooperation, respect and individual accountability. Diversity is embraced and acceptance is practiced throughout the school, family, and neighborhood communities. Our goal is to create positive relationships among students, staff, families and community members in which children have equal opportunities for success.

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Tenth Edition 2009-10
Cover Jordan Fitch,
El Camino Graduate, 2001

SCHOOL CALENDAR 2009-10

First Day of School Monday, August 24

Last Day of School Thursday, June 3

School will be closed on the following days:

Mon., September 7 Labor Day

Wed., November 11 Veterans' Day

Wed.-Fri., November 25-27 Thanksgiving Break

Mon., December 21 – Fri., January 1 Winter Recess

Mon., January 18 Martin Luther King, Jr.

Fri., February 12 Lincoln Day Holiday

Mon., February 15 Washington Day Holiday

Mon., March 29 –Fri., April 2 Spring Recess

Mon., May 31 Memorial Day Holiday

MINIMUM DAYS

Classes will be dismissed at 1:55 PM every Thursday. During Parent-Teacher Conferences prior to the Thanksgiving Holidays (Nov. 12-20) dismissal will be at 1:15PM and in early March (March 8-11), dismissal will be at 1:10PM. On the last day of school, students will be dismissed at 11:15 for preschool and kindergarten and 11:40 for grades 1-6.

EL CAMINO SCHOOL STAFF

Principal: Mrs. Kim Bruzzese

School Office Manager: Mrs. Lizzie Vitello

School Office Assistant: Mrs. Debbie Johnson

Nurse: Mrs. Karen Neuenschwander

Community Liaison: Mrs. Laura Casanueva

GRADE	TEACHER	ROOM NUMBER
Preschool	Mrs. Susana Antunez	2
K	Mrs. Jill Means	KA
K	Mrs. Sonia Sparre (Fara Matthews)/ Mrs. Jennifer Adams	KB
K	Mrs. Leora Terebessy (Kimberly Speiwak)	1
1	Mrs. Tara Vowels	8
1	Ms. Krista Beard	6
2	Mrs. Dawn Schroeder	7
2	Mrs. Lois Brandts	5
3	Mrs. Kacie Stempel / Lisa O'Connell	3
3	Ms. Katie Moon	12
3/4	Ms. Mary Fisher	11
4	Mrs. Kandie White	14
5	Ms. Elli Rushing	15
5/6	Mr. Shad Springer	15
6	Ms. Anne Gott	16
SDC/Resource	Mrs. Mary Bainou	10
Psychologist	Dr. Jay Fortman / Mrs. Cheryl Forssell	4
Learning Center	Mrs. Kathy Gerber	Portable
Speech Specialist	Ms. Anita Pacheco	4
Library Media Specialist	Mrs. Kristina DeHeras	Library
Computer Specialist	Mr. Jim Pigato	9
ELD Specialist	Mrs. Dee Johnson	Portable
Music Specialist	Mrs. Heather Conrad	Portable
PE Specialist	Mr. Michael Hamilton, Mrs. Ruth McGolpin	Playground
GATE	Dr. Susan Whisenand	Computer Lab
SDC/Resource Aides	Ms. Sylvia Sifuentes, Ms. Kelly Ann Christiansen	10
Preschool Aide	Mrs. Theresa Molinar, Ms. Colleen Pease	2
Speech Aide	Mr. Rogelio Reyes	4
Cafeteria:	Mrs. Joyce Holford, Ms. Raquel Lirette	MP Room
Instructional Assist.:	Mrs. Reni Conrad, Mrs. Lisa Perocco, Mrs. Jackie Walt	
Instructional Assist.-Special Education:	Mrs. Jacqueline Zaida, Mr. Jeff Cianfrone	
After School Education and Safety Program (ASES):	Ms. Joanne Jacobs, Ms. Lien Dam	
Custodians:	Mrs. Carmen Hernandez, Mr. Michael Hunter	
Playground Supervisors:	Mrs. Luisa Valdez, Mrs. Lisa Perocco, Mrs. Jackie Zaida, Mrs. Erendira Monroy, Mr. Franco Mercado, Mrs. Debbie Johnson, Mrs. Cathy Wolff	
Crossing Guard:	Mr. John Kolberg	

EL CAMINO SCHOOL DAILY SCHEDULE

Preschool 8:15 a.m. - 12:00 a.m.

Kindergarten 8:15 a.m. - 1:30 p.m.

Grades 1-6

First Bell 8:13 a.m.

Second Bell 8:15 a.m.

Grades 1-6 8:15 a.m. - 2:50 p.m.

RECESSES - A.M.

Grades 1-3 9:50 a.m. - 10:10 a.m.

Grades 4-6 10:15 a.m. - 10:35 a.m.

Preschool 10:35 – 11:35 a.m.

LUNCH RECESSES

Kindergarten 11:30 a.m. - 12:15 noon

Grades 1-2 11:30 a.m. - 12:15 p.m.

Grade 3 11:45 a.m. - 12:30 p.m.

Grade 4 12:00 noon - 12:45 p.m.

Grade 5 – 6 12:05 – 12:50 p.m.

RECESS - P.M.

Grades 1-3 (except Thursday) 1:40 p.m. - 1:50 p.m.

MINIMUM DAY DISMISSAL SCHEDULE

Every Thursday: Grades 1 - 6 1:55 p.m.

Fall Conferences: Grades K-6 1:15 p.m.

Spring Conferences: Grades K-6 1:10 p.m.

Last Day: Preschool & Kindergarten 11:15; Grades 1-6 11:40 a.m.

MAP

ATTENDANCE POLICIES

Regular attendance and punctuality is expected of all students.

ABSENCES:

When your child is absent from school, you must notify the office with the specific reason. Please call the Attendance Line (692-5574) prior to 9:00 a.m. on **each** morning of absence. If this does not occur, we will call you in order to verify the absence and be sure that your child is safe. The school receives funds only for students who attend school or who are legally excused by having an Independent Study Agreement Acceptable absences from school include:

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

ABSENCE DUE TO A FAMILY TRIP (Independent Study Agreement):

Students who need to be away from school for a family trip for a period longer than 4 days may receive credit for school attendance by establishing an **Independent Study Agreement (ISA)** with their teacher. The teacher makes specific assignments to be completed during the student's absence from school. If you plan a trip during school time, please contact your child's teacher at least one week in advance.

STUDENT HEALTH ILLNESS AT HOME

If your child has any of these symptoms, (s)he should stay at home.

- sore throat •swollen glands •cough/runny nose
- headache •cramps •nausea or vomiting
- fever •rash •inflamed eyes
- head lice

EXCLUSION TIME FOR ILLNESS:

For the protection of all children, please observe these minimum exclusion times:

- Cold..... 3 days from onset.
- Chicken pox..... 7 days. For your child's protection, scabs must be healed on exposed parts of the body.
- Red Measles..... 7 days after rash appears.
- German Measles..... Until symptoms are gone.
- Mumps..... 9 days or until swelling is gone.
- Impetigo..... Until sore is healed or under appropriate treatment.
- Scabies..... After treatment. *
- Head lice..... After treatment and **removal of all nits.***
- Strep Throat..... Following treatment and after doctor's exclusion time.
- Scarlet Fever..... Note from physician or *
- Hepatitis Note from physician or *
- Mononucleosis..... Note from physician or *

***Clearance by the nurse or office required before returning.**

IMPORTANT:

In order to help us with scabies and head lice prevention, please notify the school when you have treated your child at home. This will enable us to check the other children in your child's classroom thoroughly and arrest the spread of these diseases.

TARDINESS:

Punctual attendance is necessary for all school programs. **All students should arrive before the first bell rings at 8:13 a.m. The tardy bell rings at 8:15 a.m.** Students who are late must sign in with the Office Manager to record their tardiness. If you know your child will be late, please call the office or send a note with your child. Excessive or chronic tardiness will be reported to parents and the District Office. Families with habitual tardiness will receive district truancy notices and be required to meet with the principal and/or an assistant superintendent.

PERMISSION TO LEAVE CAMPUS DURING SCHOOL HOURS:

If you need to have your child excused during the school day, please **send a note** to your child's teacher. Your child will be dismissed from his/her classroom and will meet you in the office, thus avoiding disruption of the class. Students returning to school on the same day must check into the office before returning to class. Students must remain on campus from the time they arrive at school until dismissal time unless the above arrangements are made.

ILLNESS AT SCHOOL

Should your child become ill at school and need to go home, you will be notified by the office. If we are unable to reach you, the person(s) designated on your emergency card will be contacted.

EMERGENCY CARD:

In the event of an emergency or illness at school, it is essential that we are able to reach you quickly. The school must have a current emergency card for each student. **Please notify the Office Manager of any changes in address, home, work and emergency telephone numbers.** This information is kept confidential.

PLEASE KEEP YOUR EMERGENCY CARD UP TO DATE.

MEDICATION AT SCHOOL. If your child needs to take any medication at school, please observe the following procedures:

1. Bring the medication in the **original container** to the office with your signed permission slip and specific instructions for dispensation.
2. If a child is to take medication on a continuing basis, a medication form (available in the office) must be completed by the physician.
3. All medication is kept in the school office and is dispensed by school personnel.

4. Children must not carry **any** medication on their person. (This includes cough drops or aspirin.) The only exceptions are those students that need to self-administer certain medications (i.e. asthma inhaler.) The form “Permission to Administer Medication at School” needs to be completed by the doctor and parents and returned to school before the student is allowed to carry the medication. The form needs to be approved by the school nurse or an office employee.

LUNCH

Hot lunch, including milk, is available daily for \$2.50. Milk may be purchased separately for \$.25. Free and reduced price lunches are available to those who qualify. Applications are available in the school office.

LUNCH CREDIT:

Lunch credit can be purchased in the office between 8:00AM and 4:00PM daily. Payment by check or cash is preferred. One check may be sent for the entire family. Lunch credit is held for the children by the cafeteria clerk and may be used at any time. **To prevent lost or forgotten money, parents are encouraged to purchase credit rather than send cash each day.**

PLEASE HELP US KEEP OUR LUNCH COUNT ACCURATE (THOSE WHO FORGET): Students who forget their lunch or lunch money may call home. If a lunch or lunch money cannot be provided by an adult, the child will receive a milk and cereal.

LUNCH COUNT:

Lunch count is taken each day for the current and following days’ lunches so that the District’s central kitchen can prepare the proper number of meals. Your child needs to know one day in advance if (s)he wants to buy lunch. For your convenience and planning, a lunch menu is distributed each month in your child’s Friday Folder or can be found on El Camino’s or the District’s websites.

LUNCH OFF CAMPUS:

If your child is to go home regularly for lunch, please send a note stating this to the office. The note is good for the entire school year. The child **must** check in at the office before leaving and upon returning. If your child is to go home only on an occasional basis, please send a note each time.

SNACKS:

The 9:50 a.m. and 10:15 a.m. recesses are designated as “snack recesses.” Students are encouraged to bring a nutritious snack to eat at that time. **Candy, soda, Hot Cheetohs and gum are not permitted at school.**

MESSAGES

The office is happy to relay necessary messages for parents and students. However, in order to minimize phone use, we ask that you make pick-up and after school arrangements with your child prior to school. Your assistance is very much appreciated. Calls to classrooms should be made before or after school.

PARENT MESSAGES TO STUDENTS:

Messages for students are placed in teachers' boxes for pick-up when the teachers are free during the morning and noon recesses. Thus, to insure that your child receives a message, you should call prior to 11:30 a.m. The office is always more than willing to see that students receive messages of an emergency nature at any time.

PHONE AND CELL PHONE USE BY STUDENTS:

School phones are needed for official use. Students are allowed to use the office telephone for emergencies. Please be sure that your child understands that the phone should not to be used for making after school play or pick up arrangements. **Cell phones** that need to be brought on campus, must remain secured in the office during school hours. Cell phones are not to be used during class time or recess time.

CLASS PLACEMENT POLICY AND PROCEDURE

The aim of El Camino's staff is to form heterogeneous classes which are balanced in terms of:

- social and emotional leadership
- academic achievement
- ethnic groups
- gender
- other factors which affect group cohesiveness

PROCESS:

In May and June, your child's current teacher will share progress information with the El Camino principal. Each child's class placement will be carefully reviewed based on input from the previous teacher and next grade level teachers. Class placements are made for the following year according to the above criteria.

PARENT PREFERENCES:

Parents may make a written request to the principal concerning their child's placement. These preferences will be considered along with the above placement criteria. **However, parents should be aware that such requests may not necessarily be granted. Parent placement requests will begin in April, 2010.** Requests are not accepted for Kindergarten.

POSTING OF CLASSES:

Class lists will be posted at the "Dolphin Return" the Friday prior to the first day of school. Classrooms will be open from 2:00 – 3:00 for families to visit.

GIFTED AND TALENTED EDUCATION (GATE) PLACEMENT:

Eligibility is determined by the Otis-Lennon School Ability Test (OLSAT), California Standards Test (CST) tests and other criteria. GATE is available to fourth through sixth grade students as a pull-out program once a week.

HOMEWORK POLICY

K-6 grade students are expected to read or be read to for a minimum of 20 minutes each school night. Other homework should not exceed 10 minutes X any given grade level, i.e.

- 1st grade = 10 minutes X 1 = 10 minutes,
- 2nd grade = 10 minutes X 2 = 20 minutes,
- 3rd grade = 10 minutes X 3 = 30 minutes,
- 4th grade = 10 minutes X 4 = 40 minutes,
- 5th grade = 10 minutes X 5 = 50 minutes, and
- 6th grade = 10 minutes X 6 = 60 minutes.

Please note that although formal homework packets in kindergarten will not be sent home until January, families are encouraged to read each night with their child(ren.) Please check with your child's teacher if you have any further questions or concerns regarding the homework expectations in your child's room.

TESTING PROGRAM

ACHIEVEMENT TESTS:

Students in grades 2-6 take the CST in late April to early May each year. These tests are designed to assess students' progress in reading, language and mathematics as well as to measure their abilities against California State Standards. Grade 5 students take a Science (CST) test at the same time. Grade 4 students take a Writing test early in the Spring. Parents will receive test results sometime in mid-August.

OTIS-LENNON SCHOOL ABILITY TESTING (OLSAT) TESTING:

Grade three students take the OLSAT test to determine eligibility for GATE in grade 4. Parents will be notified when the test is to be given and have the right to excuse their child from the testing.

ELD EXCEPTIONS:

Students who have exceptional skills and who do not pass the OLSAT testing criteria due to second language barriers, may be identified by a site committee composed of teachers, a school psychologist and the principal and placed in the GATE program.

JUNIOR HIGH GATE TESTING.

Students identified in elementary school for GATE are eligible for GATE in junior high. Sixth graders who wish to participate in the Gifted and Talented Education Program in junior high school and who have not been identified in the elementary school setting may take a GATE test by contacting the Santa Barbara High School District GATE testing office. All sixth grade students are eligible to take the test.

DRESS CODE

1. Shoes must be worn at all times. Sandals must have heel straps. Flip flops or backless shoes or sandals are not acceptable. Closed-toed shoes are recommended for physical education activities.
2. Jewelry that presents a potential safety hazard (earrings, chains) will not be worn at school.
2. Clothing, jewelry and personal items (backpack, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder, spaghetti strap, or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh or low hanging pants are prohibited.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

DISCIPLINE GUIDELINES

El Camino Character Counts Pillars to remember. . .

“TRUSTWORTHINESS”	“RESPECT”
“RESPONSIBILITY”	“FAIRNESS”
“CARING”	“CITIZENSHIP”

We expect our students to be respectful, cooperative and to attend seriously to their schoolwork. All school personnel make every effort to discipline in a positive, consistent manner, and to use natural and logical consequences for students’ behavior. Students with chronic or serious misbehavior will be referred to the principal. In appropriate cases, students may be referred to “Bully Detention.” Parents are involved in the discipline process when it is necessary by means of a phone call, a note, or a visit to the school. School-wide discipline notices require a parent signature before being returned. Specific standards and rules are explained to all students at the beginning of the school year.

Each Friday a student’s name from each grade level is drawn as a recognition of a specific “Character Counts” trait and/or participation in Friday Fitness. Each student’s name is read aloud on the intercom system and each student receives a small token for their efforts.

**PLEASE REVIEW THE FOLLOWING
EL CAMINO SCHOOL RULES WITH YOUR CHILD:**

SCHOOL-WIDE RULES:

1. Follow the Golden Rule – Treat others the way you wish to be treated.
2. Respect other people’s belongings and all school property.
3. Come to class on time, prepared, and ready to do your best.
4. Use friendly language.
5. No bully behavior.

GENERAL RULES:

1. Be polite, cooperative, responsible and attend seriously to your schoolwork.
2. Follow directions.
3. Help keep our school safe, neat and clean.
4. Walk quietly in the gray concrete areas and save running for the blacktop and grass areas.
5. Leave your personal valuables at home. iPods, MP3 players, and any handheld video games are not allowed at school unless special permission is given by the classroom teacher.
6. Gum chewing should be saved for home.
7. Bicycles, scooters, and roller blades are allowed on the playground after 4:00P.M. but are not allowed in the hallways. Helmets are required by law.

PLAYGROUND RULES:

1. Be responsible about bathroom use.
2. Use the playground equipment responsibly.
3. When students are waiting for a swing, twenty-five swings (front/back count as one) is a turn on the swings. No count-backs are allowed.
4. Go around games in progress.
5. Play games fairly and use good sportsmanship.
6. Return all equipment to the proper places.

7. Respect property that borders our playground. Do not climb over fences to get balls for any reason. The balls will be retrieved later by playground staff.

LUNCH RULES:

1. Please use good manners.
2. Keep your eating area clean.
3. Walk to and from lunch.
4. Be respectful and courteous, and follow the directions of the noon supervisors and cafeteria supervisors.
5. Quiet conversation is enjoyable during lunch; shouting is not acceptable.
6. Empty your tray into the trash can and stack your tray neatly.
7. Students are expected to eat a daily nutritious meal either brought from home or one provided by the school.

BICYCLE / SCOOTER RULES:

1. Enter and leave the bike racks only by the driveway nearest the racks.
2. Lock your bike. Arrangements for scooters can be made with individual teachers.
3. Enter bike rack area only to drop off or pick up bicycle.
4. Walk your bike or scooter in the halls or patio areas.
5. Children are required to wear a helmet when riding a bike or scooter.
6. Bikes and scooters may be ridden on the playground after 4:00 p.m., but never in the halls or patios.

USE COMMON SENSE AND BE SAFE- MAKE WISE CHOICES

CONSEQUENCES:

Students who choose not to follow school rules will be disciplined. This might include benching, school cleanup, loss of a school activity or recess, discipline notice, or a call to parents. There will be suspensions from school for serious infractions.

HOME-SCHOOL COMMUNICATIONS

VISITS:

You are always welcome at El Camino School. We encourage you to be involved in your child's education. Please call to arrange a visit and check in at the office before visiting a classroom or the playground. For the safety of our students, we need to know the identity of all adults on campus. Teachers often have sign-ups for parent volunteers at Back-To-School Night, Tuesday, September 15th.

FRIDAY FOLDERS:

Weekly you will receive a folder that contains your child's work, notes from the teacher and other school communications. Please review the contents, empty and sign the folder, and return it to school the following day. Replacement folders are \$.50.

CONFERENCES:

A conference with your child's teacher will be scheduled during the two weeks preceding Thanksgiving Recess, when the first report cards are due. Additionally, a teacher **may** schedule a conference in March prior to the spring report card, or at any time the need arises. If you wish to schedule a conference with your child's teacher, please send a note to him/her or call the school office to request an appointment. The entire staff is available for phone, email or personal conferences. Notes are a good form of communication.

REPORT CARDS:

Report cards are issued three times a year: November, March and June.

NEWSLETTER:

In order to keep you informed and involved, a translated school newsletter, the News Splash, is distributed on the last Friday of each month except December. It includes: an instructional focus for the month, PTA President's letter, articles on up-coming events, the school's Mission Statement and a monthly calendar of school events. The newsletter is available on-line with active URLs that students and parents may find interesting and helpful.

SCHOOL WEBSITE:

A school website offers online resources to families and features information about the school. Please visit it online at <http://www.elcamino.k12.ca.us>.

READER BOARD:

Dates and times of school events are posted on the Reader Board in front of the school.

PARENT CONCERNS:

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

LOST AND FOUND:

The lost and found rack is located in the MP Room. Unclaimed items are put on display two days before winter and spring recesses, and during the last week of school.

Unclaimed clothing is given to a charitable cause. Putting your child's name on their clothing and backpacks helps insure their return.

BIRTHDAY INVITATIONS:

Please do not send party invitations to school unless there is one for every child in the class. **A school-wide directory will be published in early October to assist with this need.**

SCHOOL PICTURES:

A commercial photographer takes individual student photos in the Fall. A specific date and further information regarding package contents and price will be sent home in the Friday Folder. This is a commercial enterprise and not the responsibility of the school.

BIRTHDAY TREATS:

If you wish to bring a healthy treat for the entire class on your child's birthday, please make arrangements with your child's teacher well in advance. A class treat can be ordered through the district kitchen. The district website has more information. Many teachers are choosing a date each month to recognize students' birthdays. Please check with your child's teacher. We encourage donating a book to the school library or classroom in your child's name instead of sugary treats.

PARENT INVOLVEMENT

CLASSROOM VOLUNTEERS:

Parents are strongly encouraged to take an active role at El Camino. Parents may work directly with students, help prepare materials for instruction, or go on field trips. Please remember to sign in at the office and pick up a volunteer badge.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC), PARENT TEACHER ASSOCIATION (PTA), PRESCHOOL PARENT ADVISORY COMMITTEE (PREPAC):

These three groups coordinate parent-school activities, volunteer programs and fundraising for school projects. Parent participation greatly enhances the educational opportunities for all students. All El Camino parents are invited to attend monthly ELAC, PTA, and PrePAC meetings. Check the newsletter for dates and times.

EL CAMINO SCHOOL SITE COUNCIL (ECSSC):

El Camino School receives School Improvement and other categorical funds from the state and federal government. The School Site Council, consisting of elected parents, staff members, PTA and DAC representatives, and the Principal, makes decisions regarding the use of these funds, and assists in the development and implementation of the School Improvement Plan. The Council may advise the faculty and principal on other matters. Meeting dates and times are announced in the school newsletter each month.

SCHOOL-WIDE EVENTS:

The following events are scheduled each year. In order to continue to host these for our families, family support needs to happen. Please consider assisting by donating baked goods for bake sales, main dishes for festivals, selling ice cream or t-shirts or helping to serve food or work the popcorn machine for other events.

- Pizza/ Movie Night; Math Night – Oct.
- Parent/Teacher Conferences– Nov.
- Gran Kermesse – Dec.
- Reading Under the Stars Literacy Night – Jan.
- Jog-A-Thon; Family Science Night – Feb.
- Art Show/ Ice Cream Social – March
- Student Recital Performance - April
- Primavera Festival; Spring Sing – May
- Graduation; Sports Day - June

ADDITIONAL INFORMATION ACCESS TO STUDENT RECORDS

Cumulative records are kept for all students throughout their public school career (grades K-12). The record includes:

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

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

STUDENT SAFETY

RELEASE OF STUDENTS TO PERSONS OTHER THAN PARENTS/GUARDIANS:

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

UNEXPLAINED ABSENCE FROM SCHOOL:

If your child does not appear at school, and you have not informed us of his/her absence, we will call to check on your child's safety.

RAINY DAY PLANS:

Rainy days result in general confusion at dismissal time. We hope you can help us by planning ahead with your child. Please tell your child exactly what to do when (s)he gets out of school on a rainy day (e.g., walk home, wait for Mom or Dad in front of school, etc.). To avoid overcrowding in the office, please try to avoid use of the office phone if at all possible. Remind your child to be especially careful in the parking lot and at cross walks on rainy days because of increased traffic.

PLAYGROUND SUPERVISION:

The playground is supervised from 7:30-8:15 a.m. Please do not send your child(ren) to school prior to 7:30 a.m. Supervision is limited to the front of the school following dismissal from 2:50-3:50 p.m. every school day except Thursday. On Thursdays, afternoon supervision is from 1:55-2:55. Playground supervision is not provided after school.

CHILD CARE:

Kindergarten through sixth grade El Camino students are welcome to pick up an application for El Camino's After School Education and Safety Program (ASES) from the front office. Families in need of afterschool care can apply for one of 40 spots

available in the state funded program. Students are required to spend 2.5 hours minimum in the program, five days a week. Kindergarteners are picked up from the kindergarten yard at 12:30 and encouraged to stay until 3:30. Grade 1 through six students have the opportunity to stay until 6:00 PM. Late pick ups can result in dismissal from the program. A mandatory homework hour is built into this program and provides many opportunities for enrichment.

Childcare is also provided by outside agencies such as Kids' Club, Girls' and Boys' Clubs, Girls' Inc., Salvation Army and UCSB. Please contact these agencies directly regarding child care needs.

FIELD TRIPS:

Parents are asked to sign the Field Trip permission slip found in the packet of information given out during the first week of school. Teachers will advise parents when private cars are to be used for field trips. Buses will be provided by the district only for curriculum mandated field trips. All other bus trips are billed to the PTA or school site budget.

COMMUNITY USE OF THE PLAYGROUND:

Our playground is used by the community after school and on weekends. Please report any vandalism.

SKATEBOARDS:

Rollerblades, scooters and bikes can be used on campus after 4:00 p.m. avoiding halls or courtyard areas. Please note the **POSTED SIGNAGE**. **"NO SKATEBOARD RIDING ALLOWED AT ANY TIME."** The Sheriff's department will be contacted.

DISASTER PLAN:

Our primary concern during a disaster is the safety of the students. Students participate in fire, lockdown and disaster drills throughout the year. The children are taught the proper procedures for taking cover, orderly evacuation of the building and other safety precautions.

El Camino has both Safety and Emergency plans that are reviewed, revised and updated each year. They cover such contingencies as bomb threats, explosions, earthquakes or other disasters. El Camino students will remain at school in times of emergency. Emergency food and water are stored on site. We would relocate the children to a safer facility only if the school itself becomes hazardous.

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

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

Families should discuss their own plans for dealing with emergencies occurring during school hours or at any time.

SPECIAL PROGRAMS AND SERVICES

NURSE:

Karen Neuenschwander, ext. 115 (Mondays)

Performs health assessments, vision and hearing screening, health instruction, first aid and counseling for health problems. Assists teachers with nutrition and health instruction.

LANGUAGE SPECIALIST:

Dee Johnson, ext. 503 (Tuesdays, Wednesdays, Thursdays)

Provides specialized instruction to Second Language Learners.

PSYCHOLOGIST:

Dr. Jay Fortman, ext. 501 (Mondays)

Cheryl Forssell, ext. 501 (Tuesdays / Thursdays)

Conducts psychological testing, counsels students, and consults with the staff and parents.

SPECIAL DAY CLASS / RESOURCE SPECIALIST:

Mary Bainou, ext. 310

Provides instruction for students that have Individualized Education Plans to meet their special needs.

LEARNING CENTER TEACHER:

Kathy Gerber, ext. 503

Assists students having remedial or special needs.

SPEECH AND LANGUAGE SPECIALIST:

Anita Pacheco, ext. 502 (Mondays / Tuesdays)

Screens grades K-6, new and referred students. Provides instruction to correct speech and language difficulties.

COMPUTER CONSULTANT:

Jim Pigato, ext. 309 (Mondays through Thursdays)

Categorical funds support a consultant for the computer lab.

COMMUNITY LIASION:

Laura Casanueva, ext. 115

Helps connect families with needed community services and helps with translation of school notices, parent meetings, student conferences.

LIBRARY MEDIA CLERK:

Kristina DeHeras, ext. 130

The library is staffed by a clerk six hours each day. She maintains the collection and assists students and teachers with instruction.

MUSIC CONSULTANTS.

Heather Conrad – Choral and Recorder Instruction (Tuesday and Fridays)

*Heather Conrad – Flute Instruction – 3-6 Voluntary; (Tuesdays, 3:00PM)

*Jim Harvey, Clarinet/Saxophone - 3-6 Voluntary; (Tues./Wed. mornings -7:30AM)

*Paul Marcantonio, Trumpet – 3rd-6th Voluntary, (TBD)

District funds support music consultants.*The band program is a voluntary program for 3rd – 6th grade students at a fee of \$100.00 per year. The fee includes one, thirty minute sectional lesson per week. Instruments can be checked out from the school. See the office for further information.

*Violin Instruction – 3rd – 6th Voluntary, (No fee -TBD)

K-6 GRADE LEVEL FIELD TRIPS AND ACTIVITIES

Some grade levels have specific activities exclusive to that grade. In some cases, classes need to fundraise to pay for entrance fees or transportation costs. In the case of 6th grade, students attend a three day, two night camp experience. Families are encouraged to begin fundraising for sixth grade as early as kindergarten. Families can choose to make direct deposits into their child's camp account or participate in camp-specific fundraisers. Please inquire in the office for more information.

Kindergarten – Natural History Museum

First Grade – Santa Barbara Zoo

Second Grade – Downtown Santa Barbara

Third Grade – Music Van; Lake Cachuma; District Swim Lessons

Fourth Grade – La Purisima Mission; Early California Days; Stow House

Fifth Grade –Sixth Grade – El Chorro 6th Grade Camp; 6th Grade Beach Day

*Many classes visit the pumpkin patch, Santa Barbara Art Museum, Sea Center or local businesses, i.e. grocery stores, banks. Scheduling of individual class field trips are left up to the discretion of the teacher. The PTA provides funds for one bus field trip per class.

Enrichment Opportunities:

Cheerleading – Meeting Times Vary

Fifth and sixth grade students interested in performing at noon league sports events as well as school-wide assemblies and performances, should contact Ms. Mary Fisher.

Track and Field Team – Thursday After School (Jan. – May)

Third through sixth grade students interested in learning more about different track and field events are welcome to join afterschool practices at no cost. Students are welcome to participate in two county-wide track meets at SBCC (March, May) and upper graders can participate in a district-wide meet (April) for nominal fees. Please contact Mrs. Bruzzese or Mr. Harvey.

Polynesian Dance - Meeting Time TBD

All ages are welcome to participate in this new El Camino opportunity. Last year the group performed at UCSB's Campbell Hall led by UCSB's Iaorana Te Otea Club. Contact the office for more information.

Instrumental Band Program – Meeting Times Vary

This year a nominal fee of \$100.00, along with the support of GEF (Goleta Education Foundation) and the PTA, the cost of one sectional per week will be provided to interested students. Instruments are loaned out for the year from El Camino, or the District if necessary, at no cost.

Strings Program – Wednesday Afternoons

Violins or other strings instruments are loaned out as part of this free program for 3rd -6th graders. Information is sent home in the Friday Folder in the fall.

Drum Line – TBD

Provided by past parent, Dan Knauss, fourth, fifth, and sixth grade students can learn the basics of drum technique and notation and perform at a variety of school events.

Leadership Council– Time Varies

Interested fifth and sixth grade students who show strong leadership skills and interest in school involvement are invited to apply. Teachers select strong candidates who contribute to different school wide projects, events, and school spirit opportunities.

Kidz Art Class – Tuesdays After School

Kindergarten through sixth grade students can attend 6-8 week classes throughout the school year for a fee. Watch the Friday Folder for more information.

Technology Class – Thursdays After School

Led by Jim Pigato, grade 4-6 students learn how to use and create short movies using iMovie. Watch your Friday Folders for more information. (Nominal fee charged.)

**El Camino PTA Executive Board
2009-2010
Phone list**

Position	Name	Phone	Address/e-mail
President	Kyla Kinzler	964-1158	120 Valdivia Drive 93110 kinzler@aol.com
Exec. VP	(Open)		
Ways and Means	Melissa Fitch	964-0343	5070 Santa Susana Ave. 93111 melissa.fitch@verizon.net
Programs	Leeanne Figueroa	964-7937	520 Pintura Drive 93111 mailto:lfigueroa@eap.ucop.edu
Treasurer	Julie Patterson	448-3634	5042 San Simeon Drive 93111 mailto:juliecareen@yahoo.com
Recording Secretary	Corrie Bott	683-2377	5098 Santa Susana Ave. 93111 mailto:bottcmea@yahoo.com
Auditor			
Historian	Kathy Stassforth	692-5173	141 Santa Ana Avenue 93111 kstassforth@cox.net
Parliamentarian	Heide Baldwin	967-5397	120 S. San Marcos Road 93111 heide@smgrowers.com

Santa Barbara Area Council, 15th District
National PTA Unit ID # 151171
California PTA Unit ID # 5429

GOLETA UNION SCHOOL DISTRICT

Superintendent: Dr. Kathleen Boomer, 681-1200-ext. 201

Assistant Superintendent, Instructional Services: Elizabeth DeVita,
681-1200-ext 203

Assistant Superintendent, Administrative Services: Donna Madrigal,
681-1200-ext 214

Assistant Superintendent, Business Services: Ralph Pachter,
681-1200-ext. 205

Assistant Superintendent, Pupil Services: Jackie Law, 681-1200-ext. 220

BOARD OF TRUSTEES

Dean Nevins President

401 N. Fairview Ave.

Goleta, CA 93117

805.965.0581 x2791 (Business)

805.963.7222 (Fax-Business)

Valerie Kushnerov Vice President

401 N. Fairview Ave.

Goleta, CA 93117

805.968.8229 (Residence/Business)

Bill Gadsby Clerk

401 N. Fairview Ave.

Goleta, CA 93117

805.690.2447 (Business)

Susan Epstein Member

401 N. Fairview Ave.

Goleta, CA 93117

805.683.5144 (Residence/Business)

805.683.0432 (FAX-Residence)

Dr. Richard Mayer Member

905 Crown Ave.

Santa Barbara, CA 93111

805.964.5936 (Residence)

805.893.2472 (Business)

805.893.4303 (FAX-Business)

Board Meetings: 1st and 3rd Wednesdays of each month, 7:30 p.m., 401 N. Fairview Ave.,
Goleta. *Note-Officers change in December of each year.

GOLETA UNION SCHOOL DISTRICT
A Guide for Parents with Questions or Concerns
Your Child's Progress

Please address questions or concerns regarding your child's progress to your child's teacher. Please schedule a conference at a mutually convenient time so that the conversation may be productive. If you are not satisfied with the results of the conference, or believe that your concern is not being addressed adequately, you may wish to schedule a conference with your school's principal.

Curriculum and Instruction

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

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

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

Instructional and Library Materials

Please address questions or concerns about the library and instructional materials to your school's principal or to Elizabeth DeVita, Assistant Superintendent, Instructional Services (681-1200-ext 203).

Harassment, Discrimination, Employee Conduct

Please address questions or concerns about harassment, discrimination, or employee conduct to your school's principal or to Donna Madrigal, Assistant Superintendent, Administrative Services (681-1200, ext. 214)

Special Education

Please address questions or concerns about special education to your child's principal or to Jackie Law, Assistant Superintendent, Pupil Personnel Services (681-1200, ext. 220)

Facilities, Safety, Transportation

Please address questions or concerns regarding school facilities, safety or transportation to your school's principal or to Jay Sullivan, Director of Facilities (681-1231, ext. 210). Specific further procedures regarding informal and formal complaints about student matters, instructional matters and materials, school personnel, or special education are contained in the following Board Policies.

NOTES