



# Parent Handbook 2018-2019

[www.islavista.k12.ca.us](http://www.islavista.k12.ca.us)

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## **PRINCIPAL'S MESSAGE...**

The staff of Isla Vista School welcomes you to the new school year. We are looking forward to an exciting and productive year.

This handbook contains much useful information. Please take the time to read it and share its contents with your children.

Our door is always open at Isla Vista. Please feel free to call us with your questions, concerns, and suggestions throughout the school year. We always appreciate your interest and support.

We want to provide the very best education possible for each Isla Vista student, and we shall succeed with your help and support. Education at Isla Vista is based on the premise that every child is an individual with the right to grow, and to develop all abilities. The result is a school emphasis on:

1. **Mastering the skills of reading, writing and mathematics, along with the excitement of reading, writing and speaking**
2. **Developing inspiring and positive relationships with peers and adults.**
3. **Learning to deal with emotions.**
4. **Exploring and pursuing interests in the arts, sciences, and technology.**
5. **Being a physically fit, healthy individual.**
6. **Promoting the moral and civic values of the community.**

Our curricula and daily operations reflect these goals.

I am always interested in your activities, achievements and concerns. Please keep in touch with me by email, phone, or drop in visit. Thank you for sharing yourselves with us at Isla Vista Elementary School. Together, excellence gets even better!

**Sincerely,**

**Lorena Reyes  
Principal**

## RIGHTS AND RESPONSIBILITIES

The Goleta Union School District believes the best learning takes place when students, teachers and parents respect each other's rights and take responsibility for their own actions.

	RIGHTS	RESPONSIBILITIES
<b>STUDENTS</b>	<ul style="list-style-type: none"> <li>• To expect respectful treatment from adults and other students at school</li> <li>• To hear about the good things they do as well as the bad</li> <li>• To expect fair discipline policies equally administered</li> <li>• To expect teachers to provide a good program of instruction that offers the opportunity to makes a year's growth for a year's instruction</li> <li>• To receive instruction at their appropriate instructional level</li> <li>• To feel good about themselves at school</li> <li>• To expect increased opportunities to develop independence and responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• To get to school on time</li> <li>• To accept the consequences of their own action</li> <li>• To complete assigned classroom work and homework</li> <li>• To behave appropriately at school</li> <li>• To respect the rights and feelings of other students</li> <li>• To respect the property of others</li> </ul>
<b>TEACHERS</b>	<ul style="list-style-type: none"> <li>• To expect students to be at school on time</li> <li>• To expect students to be ready to learn when the school day begins</li> <li>• To expect that children understand that school is a place to learn</li> <li>• To expect students to respect the authority of such individuals as student teachers, substitute teachers, playground supervisors, office personnel, cafeteria workers, as well as teachers</li> <li>• To expect parents to share any concerns directly with them</li> </ul>	<ul style="list-style-type: none"> <li>• To provide a quality program of instruction</li> <li>• To provide learning experiences and expectations that will help children become more independent</li> <li>• To model respectful behavior by treating students respectfully</li> <li>• To convey to parents that they are open, receptive, and available for parent contacts</li> <li>• To inform students and parents about behavior policies and consequences</li> <li>• To inform parents regularly about student progress and school program</li> <li>• To communicate positive things about children as well as negative</li> </ul>
<b>PARENTS</b>	<ul style="list-style-type: none"> <li>• To expect to hear an honest evaluation of positive and/or negative things</li> <li>• To receive regular communication about their children</li> <li>• To learn about the programs offered by the school</li> <li>• To expect the teachers to provide quality programs of instruction</li> </ul>	<ul style="list-style-type: none"> <li>• To insure that their children arrive at school on time</li> <li>• To insure that their children get adequate rest and good nutrition</li> <li>• To instill the attitude that school is a place to learn</li> <li>• To assist the school by supporting behavioral expectations and academic standards</li> <li>• To be open and receptive to school contacts</li> <li>• To communicate their concerns honestly and openly with their child's teacher</li> </ul>

**ISLA VISTA SCHOOL  
STAFF  
SCHOOL YEAR 2018-2019**

Staff	Gr. Level Chair (▽)	Grade	Room	Title
Reyes, Lorena		TK-6	Office	Principal
Miller, Maija		TK-6	Office	School Office Manager
Donato, Ana		TK-6	Office	School Office Assistant
Casanueva, Laura		TK-6	Office	Community Liaison
Perkins, Susan		TK-6	Office	Nurse
McMurtrey-Banks, Sara		TK	22	Teacher
Sparre, Sonia	▽	TK	20	Teacher
Chavez, Lorena		0	KB	Teacher
Chavez, Socorro		0	KA	Teacher
Valadez, Mary	▽	0	KC	Teacher
Weinberg, Christie		0	8	Teacher
Khalil, Jennifer	▽	1	2	Teacher
Hutchinson, Ilse		1	4	Teacher
Takahara, Cheryl		1	6	Teacher
Mishler, Tanya		2	1	Teacher
Soderman, Haley	▽	2	3	Teacher
Tedesco, Rachel		2	5	Teacher
Kiefer, Jackie		3	13	Teacher
Melendez, Cecilia		3	7	Teacher
Montgomery, Jenna	▽	3	11	Teacher
Balma, Finley	▽	4	18	Teacher
Ingraham, Nancy		4	17	Teacher
Ryckman, Margie		4	15	Teacher
Lucchi, Krista		5	28	Teacher
Warren, Mark		5	25	Teacher
Wong, Vivian	▽	5	27	Teacher
Senzamici, Morgan		6	24	Teacher
Young, Kimberly	▽	6	23	Teacher
Fletcher, Bonnie		6	26	Teacher
Davis, Regina		TK-6	14	Resource Teacher
Abrams, Nancy		TK-6	12	RSP Teacher/Learning Center
Escobar, Francisca		TK-6	LC	Learning Center
Limon-Ngai, Evi		TK-6	19B	Psychologist
Pacheco, Anita		PreK-6	Speech	Speech
Camarillo, Adriana		TK-6	Speech	Speech Assistant
Pimentel, Juan		TK-6	IVYP	ASES Site Director
Holland, Myriam		Tk-6	16	@afterschool Lead Teacher
Bottiani, Julia		Tk-6	Site	CT
Castro, Isaac		TK-6	21	CT, Math Club
Convoy, Jacob		TK-6	Site	CT

<b>Herzog, Amy</b>	TK-6	16	CT
<b>Kruszyna, Lauren</b>	TK-6	Site	CT
<b>Longbrake, Maria</b>	TK-6	Site	CT
<b>Mcward, Maureen</b>	TK-6	Site	CT
<b>Miller, Kristi</b>	TK-6	Site	CT, ASES
<b>Nicolas, Marc</b>	TK-6	9/10	Music, Art, PE
<b>Philpott, Erika</b>	TK-6	Site	CT
<b>Pigato, Jim</b>	TK-6	Lab	Digital Learning
<b>Thompson, Shannon</b>	TK-6	Site	PE, CT
<b>Vesper, Kate</b>	TK-6	Library	Library/Media
<b>Nwosu, Mike</b>	TK-6	MPR	Day Custodian
<b>Ramirez, Ramon</b>	TK-6	MPR	Night Custodian
<b>Quiroz, Francisco</b>	TK-6	MPR	Night Custodian
<b>Kurrasch, Adelaida</b>	TK-6	MPR	Foodservice Worker
<b>Gonzalez Vazquez, Silvia</b>	TK-6	MPR	Foodservice Cashier
<b>Scott, Camille</b>	TK-6	MPR	Foodservice Worker
<b>Axelrod, Ciela</b>	TK-6	Site	IAESH
<b>Bernal, Natalie</b>	TK-6	Site	IAESH
<b>Espinoza, Lucie</b>	TK-6	Site	IAESH
<b>Graybill, Barbara</b>	Incl.	Site	IAESH
<b>Pomerantz, Jane</b>	Incl.	Site	IAESH
<b>Williams, Bo</b>	TK-6	14	RSP IA
<b>Carrillo, Claudia</b>	TK-6	Site	Crossing Guard/Yard Duty
<b>Caudillo, Veronica</b>	TK-6	Site	Yard Duty/ASES
<b>Davis, Jimmy</b>	TK-6	Site	Yard Duty/@afterschool
<b>Escamilla, Vianey</b>	TK-6	Site	Crossing Guard/Yard Duty
<b>Paniagua, Yesenia</b>	TK-6	Site	Yard Duty/@afterschool
<b>Velazquez, Maria</b>	TK-6	Site	Crossing Guard/Yard Duty
<b>Whitehead, Petra</b>	TK-6	Site	Yard Duty
<b>Ellis, Bethany</b>	TK-6	Site	Student Teacher Supervisor
<b>Allen, Talia</b>	5	28	Student Teacher
<b>Chang, Samantha</b>	1	4	Student Teacher
<b>Figueroa, Brittney</b>	5	25	Student Teacher
<b>Garner, Emily</b>	3	7	Student Teacher
<b>Rojas, Esmeralda</b>	K	KA	Student Teacher



**DAILY SCHEDULE/HORARIO**  
2018 - 2019

**TK & KINDERGARTEN**

8:15 - 11:45	Instruction/Clase
9:30 - 9:50	Recess/Recreo (TK)
9:55 - 10:15	Recess/Recreo (K)
11:15 - 12:00	Lunch/Almuerzo (TK) play 11:15-11:35, eat 11:35-12:00
11:45 - 12:30	Lunch/Almuerzo (K) eat 11:45-12:05, play 12:05-12:30
12:00 - 1:30	Instruction/Clase (TK) and Dismissal/Salida
12:30 - 1:30	Instruction/Clase (K) and Dismissal/Salida

**GRADES 1,2 and 3**

8:15 - 10:20	Instruction/Clase
10:20 - 10:40	Recess/Recreo
10:40 - 12:05	Instruction/Clase
11:50 - 12:35	Lunch/Almuerzo (first grade)
11:55 - 12:40	Lunch/Almuerzo (second grade)
12:00 - 12:45	Lunch/Almuerzo (third grade)
12:40 - 1:30	Instruction/Clase
1:15 - 1:25	Recess/Recreo (first & second grades)
1:30 - 1:40	Recess/Recreo (third grade)
1:40 - 2:50	Instruction/Clase and Dismissal/Salida*

**GRADES 4,5 and 6**

8:15 - 10:45	Instruction/Clase
10:45 - 11:05	Recess/Recreo
11:10 - 12:35	Instruction/Clase
12:15 - 1:00	Lunch/Almuerzo (fourth grade)
12:20 - 1:05	Lunch/Almuerzo (fifth grade)
12:25 - 1:10	Lunch/Almuerzo (sixth grade)
1:10 - 2:50	Instruction/Clase and Dismissal/Salida*

\* **Thursday dismissal 1:55 grades 1-6/ Los jueves salida 1:55 niveles 1-6**

\*\* Minimum days, Dismissal at 12:00pm/Días mínimos, salida a las 12:00 de la tarde: (10/19, 11/9-11/16, 1/25)

\*\*\* Minimum days, Dismissal at 1:10pm/Días mínimos, salida a las 1:10 de la tarde: (3/12-3/15)

## ARRIVAL AT SCHOOL

Stay on the playground asphalt or on the grass area before school. Do not wait for friends in the halls, or between the buildings.

## PLAYGROUND SUPERVISION

Our playground for 1<sup>st</sup>-6<sup>th</sup> is supervised by paid playground supervisors from 7:30 a.m. until school starts. The kindergarten has yard supervision beginning at 7:50 am. Also, our ASES morning program is open to any IV students for childcare and homework help from 6:45 - 8:15am in the cafeteria (for free). *For his/her safety, your child should not arrive at school before 6:45 a.m.*

After school, students must wait for parents by the front gate with the yard supervisor. Staff is supervising this area until 3:15pm for the children's safety. Students may not play on the playground after school as there are other programs running.

## STUDENT SAFETY

Please reinforce the following rules with your children for traveling to and from school:

1. Walk on sidewalks and paths whenever possible. If it is necessary to walk on a road, walk next to the curb facing traffic.
2. Take the safest route to school.
3. Never talk to a stranger.
4. Never accept a ride from a stranger.
5. Do not ride bicycles after arrival on the school grounds. Park bicycles in racks and lock them.
6. Go directly home from school unless other arrangements have been made in advance.

**BICYCLES.** The California Highway Patrol is directly concerned with the several regulations regarding the proper use of bicycles. They point out that any bicycle ridden on a public roadway shall proceed on the same side of the street and in the same direction as motor vehicles. Children should be instructed that they are not to weave back and forth, nor to proceed down the center of any roadway in a careless manner. Double riding is not only hazardous, but is strictly illegal. All bicycle riders under the age of 18 are required by law to wear a bicycle helmet.

Parents are requested to discuss with their children all further bicycle safety regulations as covered in the Vehicle Code of the State of California.

**Bicycles ridden to school will be walked on the school grounds between 8:00 a.m. and 4:00 p.m.**

1. Get off the bike at gated school entrance.
2. Walk bicycles to the bike racks and *lock* them.
3. Do not remove bicycles during school hours.
4. Do not loiter in the bike area during school hours.

5. Do not leave bicycles in the bike racks overnight.
6. Bicycle riding in the hallways, patios, or parking lots is dangerous and strictly forbidden.
7. Permission to bring bicycles to school will be denied if these guidelines are not respected.
8. The school does not assume responsibility for bicycle theft or damage.
9. Walk bikes on sidewalks.

## **BREAKFAST AND LUNCH**

Students in grades K-6 may purchase hot lunches. Hot lunch, including milk, costs \$3.00. Students may bring lunch from home and purchase milk for 25 cents. Parents or students may pay for student breakfast and/or lunches in the mornings between 8:00 and 8:30 a.m. in the Multi-Purpose Room.

During the noon recess students will spend part of the time on the playground. Please have your child(ren) dress for the weather, especially when it is cold or windy.

## **LUNCH COUNT**

The lunches served at Isla Vista are prepared in a central kitchen. Since food preparation begins at an early hour, it is necessary that an accurate count of required servings be taken by 8:20 am in the classroom. Parents and children should plan ahead for hot lunch orders since last-minute adjustments in the amount of food prepared is difficult. Awareness of the menu, which is sent home from school each month, will help identify those days when a child might prefer to bring a lunch. All students will eat outside at our blue tables and shade structure. Students will eat in the cafeteria only during inclement weather.

Students are not allowed to share their food (includes snack, home lunch or school lunch).

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

## **TAKE YOUR CHILD TO BREAKFAST OR LUNCH**

You are invited to join your child for lunch. Please call the office manager the day before to order lunch for yourself.

## **WELLNESS POLICY/CELEBRATIONS:**

1. Students are encouraged to wash hands prior to eating at school.
2. Parents please read nurse advisories in school monthly newsletter.
3. Healthy choices are encouraged at all school events.
4. Children may bring a snack to school to eat during the morning recess break. Parents are encouraged to send a substantial, nutritional snack such as fruits or vegetables.
5. Snacks served during the school day or in district after-school programs will make a positive healthy contribution to children's diets with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.
6. There will be no candy or soda served in classrooms or during school-sponsored events that take place during the school day and up to one half hour before or after school.
7. The District will disseminate a list of healthful snack suggestions to teachers, staff, after-school program personnel and parents.
8. Staff will not use food or beverages as rewards for academic performance or good behavior.
9. Celebrations that involve food during the school day are limited to no more than one celebration per class per month. No cake/cupcakes/donuts, candy or highly processed foods will be allowed to be provided, including by parents for classroom celebrations.
10. Food celebrations will not be held within thirty minutes before lunchtime.

## **RELEASE OF STUDENTS**

Students will not be released to anyone other than parents/guardians and those individuals whose names appear on the emergency card without a note signed by the parent/guardian. In cases where child custody has been given to one parent, a copy of the court order regarding non-custodial parent access to the student is imperative. *All students must be signed out through the office if leaving during school hours.*

## **RAINY DAY PLANS**

We hope you will help us have smooth dismissals on rainy days by planning ahead with your child. Please tell your child exactly what to do when (s)he gets out of school on a rainy day, (e.g., walk home, wait for Mom or Dad in front of the school, walk to a friend's house get a ride with Mrs. Jones, etc.). In your list of alternatives, *please do not tell your child to use the school phone to call you on a rainy day.*

If you plan ahead, general messages will be given to your child's teacher at lunch time. No messages will be delivered after 12:00. We appreciate your help.

Be particularly careful in the parking lot and at crosswalks on rainy days.

## **CHILD CARE**

The following organizations pick-up and provide child care after school for Isla Vista students: Girls, Inc. and Boys & Girls Club/ UCSB After school Program. Information, including hours and fees, and applications may be obtained by calling numbers listed in your phone directory. We also host our own ASES after-school program in conjunction with IVYP, as well as an @afterschool program on site.

## **HOME-SCHOOL COMMUNICATIONS**

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

## **VOLUNTEERS**

We welcome your participation and support at Isla Vista School. We encourage you to get involved in your child's education by volunteering to help in the classroom, participating in school events, and in the PTA or ELAC. We do ask that you please make arrangements with your child's teacher prior to volunteering to minimize any disruption in learning. All visits for the purpose of observation must be made by appointment through the school office.

Please come to the office to obtain a visitor's name tag before proceeding to a classroom or to the playground. We need to know the identity of all adults on campus for the safety of our students.

Feel free to contact your teacher by phone message or email. If you wish to have a conference with your child's teacher, please make an appointment. Establish a line of communication "to get the facts" regarding any concerns.

If you wish to take your child out of school for the day or part of the day, please come directly to the office. The office manager will have you sign the child out of school.

#### MEETING WITH THE PRINCIPAL

The principal is available to meet with parents to discuss Isla Vista programs, to listen to suggestions for school improvement, and to discuss any concerns individuals or groups may have. Drop in, or call the office for an appointment.

#### PARENT-TEACHER CONFERENCES

A conference with your child's teacher is scheduled during the two weeks before the Thanksgiving Recess.

In addition, a teacher may schedule a conference prior to the spring report card or any time the need arises.

Effective parent-teacher conferences contribute greatly to your child's success in school. This is a great opportunity for parents and teachers to discuss the successes, concerns, and goals both have for students.

#### REPORT CARDS

Report cards are issued three times a year - at the end of November, March, and June.

#### HOMEWORK

Homework shall gradually increase in number of assignments, degree of difficulty, and independence with each grade. Parents are encouraged to review and discuss your child's homework on a daily basis. While children should be able to complete the majority of their homework independently, parent support is helpful. Homework help is also available through our Homework Club in the MPR daily before school.

Parents should provide a quiet, well-lighted place and the time for study.

#### FRIDAY FOLDERS

Every Friday you will receive a folder which contains your child's class work, homework, and school notices. Please review the contents with your child, empty the folder, enclose any comments or questions you may have, and have your child return the signed folder on Monday of the following week.

#### NEWSLETTER

We publish a monthly newsletter, "Isla Vista News", to keep you informed and involved. The newsletter includes a calendar of school and district activities, school and classroom news, and articles of current interest.

## **PARENT SQUARE**

We post school and class news and photos in an online network for Isla Vista families only. If you are not already registered you may talk to your child's teacher, the office staff, or go to [www.parentsquare.com](http://www.parentsquare.com) to get signed up.

## **CALLS HOME**

You may receive automated phone calls to verify absences or with generalized information about upcoming events for the school site or district. This system is also utilized in case of emergency to keep parents informed in a timely manner.

## **WEBSITE**

Our website hosts information about the school, as well as current and upcoming events. Parent and student resources are also available.

## **PARENT-TEACHER ASSOCIATION**

The PTA coordinates parent-school activities, fundraising for school projects and cultural arts, volunteer programs, and is a vital link between students, parents and the school. The PTA's work directly benefits the education of your children and the organization values your support. Membership in the PTA provides each family with a school directory and supports local, state, and national efforts to strengthen schools and aid children.

The PTA calendar is posted in the office and the school website's calendar. This meeting is open to all parents. These monthly meetings are a great way to find out about PTA activities as well as current school events and programs.

## **SCHOOL IMPROVEMENT PLAN/SCHOOL SITE COUNCIL/ENGLISH LEARNER ADVISORY COMMITTEE**

Isla Vista School receives School Improvement funds from the State. The School Site Council, along with the English Learner Advisory Committee representatives, composed of elected parents, staff members and the principal, makes decisions regarding the use of these funds and together with the faculty and principal, structures the School Improvement Plan and monitors its implementation.

The Council may also advise the faculty and principal on other school matters. The Council meets at least four times per year. Meetings are announced in the newsletter and are open to the public. Agendas are posted in the school office.

Instructional assistants, specialists and materials in Science, Art and Music are among the projects that have been funded by our categorical funds.

## **DISTRICT ADVISORY COMMITTEE**

The District Advisory Committee (DAC) is comprised of a parent representative from each of the District schools, representatives from special education, the community, private schools, the principals and teachers.

The DAC acts as a liaison between the District, the individual schools, and the community. Members are informed of new legislation, progress on District committee work, and the policies of the District. It also provides individual schools with a place to discuss the educational process.



## DISCIPLINE AND GENERAL SCHOOL RULES 2018-2019

### DISCIPLINE

*"Discipline is a positive learning experience based on self-evaluation and choice".*

Isla Vista School's Character Counts Words to Remember:

Caring    Trustworthiness    Respect    Responsibility    Citizenship    Fairness

The goals of discipline are to establish safe, comfortable, and productive classroom and school environments, and to enable and encourage students to develop responsibility, good self-concepts, independence and self-reliance.

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

#### IDEAL Problem Solving:

- I:            Identify the Problem
- D:            Define Your Goals
- E:            Explore Possible Solutions
- A:            Action - Choose and Use a Solution
- L:            Learn from your actions

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

## GENERAL SCHOOL RULES

1. Be polite, cooperative, responsible, and attend seriously to your schoolwork. Follow directions.
2. Be respectful, courteous and non-judgmental of others; no teasing or rudeness. Respect differences in each other. Any form of harassment or bullying is against District Board Policy and not allowed. This applies to both the classroom and the playground.
3. Keep our school safe, neat, and clean.
4. Respect school property and the property of other students.
5. Be on time to class each morning and after recess and lunch. Stay at school all day unless the office gives you permission to leave.
6. School phones are for emergency use only, not for after school play dates. Please make these arrangements at home.
7. Students are to turn off and put away cell phones while on school grounds. Otherwise given permission and supervised by school staff.
8. All cyber communication must be positive. Cyberbullying at school or home is not permitted.

## BICYCLES AND SCOOTERS

1. Bicycles and scooters are to be walked on school property at all times.
2. Bicycles and scooters must be locked to the school's bike racks. Students are encouraged to register their bikes. Call the Sheriff's Department for information.
3. Students must wear a helmet if riding a bicycle or a scooter to/from school. Students will not be permitted to leave campus on a bike or scooter without a helmet. A Student's bicycle or scooter will be held in the office until they have a helmet in their possession.

## ITEMS NOT ALLOWED AT SCHOOL

1. Pets are not allowed on campus, unless chaperoned with prior teacher approval.

2. Toys, trading cards, electronic games or musical devices, sports equipment (except for balls), and other non-school items may not be brought to school from home. Students may bring items for classroom sharing, but the items are not to be taken on the playground. Marbles, cards, and other game items may be brought to school for special occasion tournaments.
3. No chewing gum or candy of any kind is allowed at school.
4. Dangerous objects, including imitation firearms (an accurate replica of a firearm is treated the same as an actual firearm) are not allowed at anytime. A student may be suspended for possession on campus.
5. Soccer cleats are not to be worn during school time, including recess.
6. Glass water bottles.

#### PLAYGROUND STANDARDS

1. Play games that are safe. No fighting. No play fighting. No rough play.
2. Play games by the rules. Play fair and be a good sport. Allow everyone to play a game.
3. Running is allowed on the grass and on organized blacktop games. Walk in the halls and on all white concrete. White concrete is a "*Quiet Study Zone*".
4. Before school and during recesses, stay on the playground, unless you are going to the restroom or have permission to go to the office or library.
5. No food sharing.

## CLASSROOM BEHAVIOR AND EXPECTATIONS

Specific rules and procedures for each classroom are communicated to students and parents at the beginning of the school year by the classroom teacher. All students are expected to adhere to the general rules described in this section.

### PROCEDURES / CONSEQUENCES FOR MISBEHAVIOR

#### Student Behavior

<b>Initial misbehavior</b>	Staff uses professional judgment. Responses may include warnings, benching on the playground, and removal from activity. Restorative approaches and conflict resolution facilitated by staff.
<b>Repeated misbehavior</b>	Referral to the Principal (STUDENT BEHAVIOR REPORT).
<b>Second Offense:</b>	Parent Communication #1 - Loss of participation in activity, recess or specialist time, as behavior warrants. Phone call home.
<b>Third Offense:</b>	Parent Communication #2 - Loss of participation in activity(s), recess, or specialist time for period of time. Possible community service. Possible implementation of supports to learn appropriate behavior. Phone call home.
<b>Fourth Offense</b>	Parent Communication #3 - Positive Behavior Plan to support correction of behavior. Loss of participation in activity(s), recess, specialist time. Community service. Parent conference.

Each classroom teacher develops and communicates to the students a classroom discipline policy.

*Forms are readily available in the office for students reporting "bullying or harassment." Students may also request help from the teacher in reporting.*

A "No Contact" policy may be implemented between two students if deemed necessary by the principal.

## **ISLA VISTA SCHOOL DRESS CODE**

Since we expect our students to play safely and to attend seriously to their school day, students will wear clothing that:

- Is appropriate for children four to twelve years of age.
- Is comfortable and safe for physical activities walking, climbing, running, swinging etc.
- Is not distracting to the instructional process.
- Does not display prejudicial, racist, sexist pictures and/or slogans.
- Does not display foul language or gestures.
- Does not display liquor, tobacco, or drug promoting slogan.
- Does not represent any gang affiliation, as verified by local authorities annually.

## **SHOES**

Must have a closed heel or strap (open toe is OK, shoe must be completely attached to foot: no flip-flops, platforms must not exceed 1 inch).

## **PANTS/SHORTS**

Must fit in a way that does not interfere with daily school activities. Must reach an appropriate length (approximately to finger tips) and not reveal undergarments (no sagging, bagging, dragging or slipping, dipping, ripping!)

## **SHIRTS/BLOUSES**

Must not reveal undergarments or midsection of body.  
No spaghetti straps or halter tops. (In general, straps 2 fingers wide.)

## **MAKEUP**

Do not bring or wear makeup to school, unless teacher directed.

## **HATS/HOODS**

No hats or hoods in classrooms. May be worn outside for sun protection or warmth.

## **SOCCER CLEATS**

No soccer cleats are to be worn at school, including recess and P.E.

## **CONSEQUENCES**

Change or modify dress, conference with family if necessary.

## **STUDENT SUSPENSION (Ed Code 48903)**

**A student may be suspended from school when other means of correction have failed to bring proper conduct. Serious infractions may warrant suspension on the first violation. A student may be suspended for up to five consecutive days.**

**Reasons for suspension:**

- 1. Caused, attempted to cause, or threatened to cause physical injury to another student.**
- 2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object.**
- 3. Possession, use, or sale of tobacco, tobacco products, drug paraphernalia, or any unlawful controlled substances.**
- 4. Committed or attempted to commit robbery or extortion.**
- 5. Caused or attempted to cause damage to school property or private property.**
- 6. Stole or attempted to steal school property or private property.**
- 7. Committed an obscene act or engaged in habitual profanity or vulgarity.**
- 8. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.**
- 9. Possessed an imitation firearm (replica of a firearm that is substantially similar to an existing firearm).**
- 10. Caused or attempted to cause, threatened to cause, or participated in an act of hate violence.**
- 11. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to create a hostile educational environment. Including cyberbullying!**

## ATTENDANCE

Regular attendance is expected of all students. Regular attendance at school and being on time for classes is a habit which should be established early.

### PERMISSION TO LEAVE CAMPUS

Students are to remain on campus from the time they arrive at school until they are dismissed to go home.

Please notify the school office by note or in person, if you need to have your child excused before the regular dismissal time.

When you call for your child, please come to the school office, rather than to your child's classroom. Your child must come to the office to be excused by the principal or office manager.

### ABSENCES

When your child is absent from school, you must notify us as to the specific reason. *Please call the school office by 8:30 am, 685-4418, and press "1" to report your child's absence.* (An automated call will be generated if you have not called to report your child's absence.) When calling in an absence, please state student's name, teacher's name, specific reason for absence (cold, upset stomach, fever, trip, etc.), your name and your relationship to student, and date of absence. You may also send a note with your child or come in person to report an absence.

The school receives funds only for students who attend school or are on independent study. Legal excuses include the following:

- Illnesses (specify cold, flu, fever, chicken pox...);
- Medical appointment;
- Attendance at funeral of a member of the immediate family;
- Quarantine.

### TARDINESS

Students arriving after 8:15 am must report to the office so that the tardy can be recorded. *Otherwise, they will be marked absent. To avoid this confusion, be sure your child reports to the office.* An automated call will be generated to inform you of your child's absence. Please call back to inform us of the reason for your child's absence!

Punctual attendance is crucial to successful school programs. Please keep tardiness to an absolute minimum.

Excessive or chronic tardiness will be reported to parents, and students may be asked to make up the instructional time they have missed.

If your child is going to be late, please call the office or send a note with your child stating the reason for the tardiness.

Excessive truancies or unexcused absences will result in a district notification letter being mailed home.

#### **INDEPENDENT STUDY AGREEMENT**

GUSD BP 6158 defines policy and parameters for independent study in GUSD.

Students may receive credit through an independent study contract, if approved by the principal. Independent study contracts are intended to provide the equivalent of the child's school day. Consideration of the child's learning needs and the ability to complete work independently are considered.

District policy states that a minimum of five school days, but not to exceed two weeks, may be granted. A request for independent study begins by notifying the office staff at least two weeks in advance of the leave requested. When the student returns, (s)he turns in the work to the teacher for a grade, and receives credit for school attendance. The work must be turned in the day the student returns.

#### **HOME TEACHING**

If your child needs to miss school for a period of two or more weeks because of injury or illness, please call the nurse so that she can determine your child's eligibility for home teaching.



## STUDENT HEALTH

### ILLNESS AT SCHOOL

Should your child become ill at school and need to go home, we will notify you or the person designated on your emergency card.

*For your child's protection, please keep your emergency card up to date. You may call the office with any changes.*

### NURSING SERVICES

The school nurse and health clerk are responsible for overseeing student health while at school. This includes emergency treatment in the event of an accident or illness, control of contagious disease, adapting school programs for children with health problems, monitoring of medication given at school and serving as liaison between community agencies and school personnel. They also coordinate their health education program.

In addition, the school nurse is mandated by the education code to test hearing and vision at specified grade levels or before a student is placed in special education programs. Testing may also be done at any time upon either parent or teacher request.

School nurses serve more than one school but are on call at all times to their assigned schools.

### PEDICULOSIS (HEAD LICE)

Pediculosis (head lice) is a communicable condition, which nobody likes to talk about. However, it is a fact of life that is increasing in incidence in all communities regardless of economic status. Isla Vista is no exception. The condition can be eradicated with appropriate treatment.

1. **FIRST** and foremost, please inform the school nurse if you even think your child may be infested. She will gladly check and give you instructions.
2. If your child becomes infested, (s)he may return to school after all nits and lice are removed. Clearance by office or school nurse is required before student will be readmitted to the classroom.
3. Warn your child against using friends' combs, brushes, hats, etc. Head lice come from another person, not from pets.

## ILLNESS AT HOME

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

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

## MEDICATION

The school legally cannot diagnose, prescribe or treat. The school prefers that medication be administered at home if at all possible. If it is necessary for a child to receive medication during school hours, *the following procedure must be followed:*

The office *must* receive a signed, written request from the parent that medication be given to the child a signed, written note from the physician. Medication consent forms may be obtained in the office. *In both cases we need:*

1. Name of medication
2. Dosage
3. Time to be given
4. Effect of medication
5. Side effects for which to watch

*The medication must be brought to school by the parent in a pharmacy labeled container which gives child's name, dosage, and name of medicine. Ask the pharmacist for two bottles of medication; one for home and the other for school.*

*No medication is to be carried by or self-administered by students at school. It is the responsibility of the student to report to the person (office personnel or nurse) giving the medication.*

Since the school nurse coordinates the administration of any medication being given, contact the nurse for questions, medication at school requests and any medication changes.

## IMMUNIZATIONS

Certain immunizations are required by law before a child may attend school. The nurse will notify you if your child's immunizations are incomplete.

# EMERGENCY AND DISASTER PROCEDURES

## PROVISIONS FOR DISASTERS

Disaster drills are held at Isla Vista School once each month. The purpose of these drills is to ensure the removal of students and staff from dangerous situations as quickly and safely as possible. Drills are scheduled at various times during the school day.

Following each fire drill, teachers review and/or practice earthquake safety and drills. Students are instructed to drop to their knees, backs to windows, get under furniture, bury face in arms, close eyes tightly, and stay there until the tremor stops and there is no danger from falling objects. At the end of this period, students are asked to follow instructions given without question.

Procedures for take-cover and alert drills are similar to earthquake practices.

Isla Vista students will remain at school or will be taken to a safe area if an emergency or evacuation order occurs.

## EARTHQUAKE

The following procedures will be followed in the event of an earthquake:

1. Students and staff drop, cover, and hold.
2. When the earthquake is over the students and staff will evacuate the building to prearranged areas on the playground.
3. Assigned staff members will assess the buildings to determine the extent of the damage and if it is safe for the students to return to class.
4. In the event of a serious earthquake, and upon the decision of the superintendent or his designee, the school will be ordered closed. In that situation, students will be held at school until a designated adult picks them up. Students will be released only to the adults listed on the school emergency card or the Emergency Release Form on file in the school office.

An emergency student release station will be established on the site and students will be released to designated adults at that station. Isla Vista staff will stay with the students until the last student is picked up. In some cases, that may require an overnight stay at the school. Emergency provisions, including food and water, are stored at the site and updated yearly.

## **LOCKDOWN**

One of the disaster drills our students and staff practice is how to safely lockdown in case of an intruder on campus. All doors on campus remain locked at all times so they can be quickly closed if needed. Lights will be turned off and students will hide away from sight of the windows. Students are instructed to stay down and remain quiet with both their body and voice. Students who may not be in their classroom at the time of a lockdown are helped into the nearest classrooms available.

## **EVACUATION**

In the event of a flood, fire, or other disaster that requires the immediate evacuation of the school, the students will proceed to a safe site. Every effort will be made to transport the students by district or county busses. Information regarding the relocation site would be transmitted on local media stations.

Once students are relocated to the emergency site, an organized dismissal process will begin. Students will be released only to adults listed on the school emergency card or the Emergency Release Form.

Students will be dismissed only at the relocation site, not at Isla Vista School prior to evacuation or while in route. Isla Vista Staff will stay with the students until the last student is picked up.

## **PLEASE KEEP YOUR FAMILY EMERGENCY CARD UP TO DATE!**

### **EMERGENCY CARD and EMERGENCY RELEASE FORM**

The school must have a current emergency card for each student. It is necessary for the school to contact a parent during the school day should their child become ill or injured. For the safety and welfare of your child, please be sure that the office is informed if your home or work telephone number changes. Please be sure to list and keep current the names and telephone numbers of two friends, relatives, or neighbors who can be contacted in case of an emergency if parents are not available.

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

*In the event of a disaster that requires children to be picked up at school or a designated evacuation point, we must have on file the names of those persons authorized by you to pick up your child(ren).*

School personnel will only release students to the people you have listed on your emergency card and the emergency release form.

The emergency card and emergency release form are included in your child's September packet. Be sure to complete and return these important forms the second week of school.

## SUPPORT PROGRAMS AND PERSONNEL

### INSTRUCTIONAL SPECIALISTS

Several specialists work with the Isla Vista staff and students to supplement the K-6 classroom program. These specialists are supported with funds allocated by the Goleta Union School Board, General Education Funds, the Goleta Education Foundation and the PTA.

- PE
- Art
- Computer
- Music
- Library

### REFERRAL OF CHILDREN TO INDIVIDUALIZED EDUCATION PROGRAM

A Student Success Team (SST) may consist of the following members:

- Principal
- Psychologist/Counselor
- Resource Specialist
- Speech Therapist
- Reading Learning Center Teacher
- Nurse
- Classroom Teacher
- Parents

Children who experience unusual social, emotional, or academic difficulties in school should be referred to the school's SST Team. The parent or any school staff member may make the referral.

After a referral is made, the SST will review the concerns, the current data and progress, as well as current interventions and accommodations in place. The team will then set next step goal(s), a time frame for the goals to be met, and possible strategies for achieving these goals. The SST team may meet again as needed until satisfactory progress is achieved. Should adequate progress not be observed over a reasonable amount of time, the SST team may recommend further assessments. Parental permission is required for an individualized educational assessment.

### PSYCHOLOGIST/SCHOOL COUNSELOR

Our part-time Psychologist performs psychological testing, counseling for students, and consultation with school staff members and parents. The Psychologist is an essential member of the SST/I.E.P. Team. Our part-time

**School Counselor provides school-based counseling for referred students and consultation with parents and teachers.**

#### **RESOURCE SPECIALIST**

**The Resource Specialist provides direct small-group or individualized instruction to students who have identified remedial or special needs.**

#### **SPEECH AND LANGUAGE SPECIALIST**

**The Speech and Language Specialist provides direct, small-group or individual instruction to correct speech and language difficulties.**

#### **NURSE**

**Our part-time School Nurse performs health assessments, vision and hearing screening, health instruction, first aid, and counseling for health problems. She is available to help teachers with nutrition and health instruction, and counseling for health problems.**

#### **BILINGUAL COMMUNITY LIAISON**

**Our Bilingual Community Liaison assists families with communication with Isla Vista staff. She also provides assistance with academic, medical, social, and financial resources.**

#### **LIBRARY**

**The purpose of having a school library is threefold: to teach the children to become knowledgeable and independent library users, to encourage children to use both printed and non-printed materials in order to perform at their best learning level, and to provide support and enrichment for the academic program.**

**Our library has a rich collection of books, records, films, and cassettes. Classes visit the library on a weekly basis, and in addition, children are free to go to the library at many times during the day, including after school.**

**The library is staffed by a media specialist for six hours daily. Volunteers are always needed and welcomed in the library.**

#### **LEARNING CENTER TEACHER**

**The teacher works with students in Kindergarten through grade six who are experiencing difficulty in reading and math.**

## TESTING PROGRAM

### ACHIEVEMENT TESTS

Students in grades 3-6 take the new California Assessment of Student Performance and Progress (CAASPP) in the spring. The test is designed to measure students' progress in reading, mathematics, and language.

### COGAT TEST

Third grade students are given the Cognitive Abilities Test (CogAT) in approximately February each year to determine particular gifted abilities. Student scores are typically available in April to families. Scores are one data point for teachers and school personnel to better plan curriculum and instruction that will meet the needs of your child.

### PHYSICAL PERFORMANCE TEST

Fifth graders take a State Physical Performance Test in the spring as part of the CLAS tests. All third through sixth graders are involved in the President's Physical Fitness Tests.

## GENERAL INFORMATION

### EMERGENCY MESSAGES

The office will deliver messages of an emergency nature to your child or other family members.

### SCHOOL MATERIALS

All books, paper, pencils, crayons, PE equipment, etc., are supplied by the school.

Children may be asked to bring special materials for class work.

Teachers may distribute book orders. Participation is strictly voluntary.

### PHONE USE

The school phone is used primarily for business functions. Therefore, students will be allowed to use the phone only in emergency situations. Student cell phones are for parent/guardian contact only and are not to be used on campus unless supervised. Students must turn personal cell phones off and keep them in their backpacks during the school day. The student may request to place his/her backpack in the classroom during recess periods for safekeeping. Cell phones being used during the school day without teacher permission will be removed from the child and placed in the office until a parent can pick it up.

### LOST AND FOUND

The Lost and Found for clothing is located on the patio. Small or valuable articles are kept in the office. Please label your child's jackets and sweaters.

Please have your child check the Lost and Found frequently if (s)he has lost an item of clothing.

#### **PARTY INVITATIONS**

In order to spare the feelings of those children not invited, please do not have your child distribute party invitations at school. If you wish to bring a healthy snack to celebrate your child's birthday, please keep it simple and notify the teacher at least a day in advance.

#### **ANIMALS ON THE SCHOOL GROUNDS**

Animals are not allowed on the school grounds unless specific arrangements have been made with the classroom teacher. Any animal on the school grounds will be caught, and an attempt will be made to notify the owner. If the owner cannot be contacted, the County Animal Control Office will be called. Dogs are not allowed on campus. Notices to this effect are posted.

#### **MOTOR VEHICLES**

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

#### **COMMUNITY USE OF THE PLAYGROUND**

Our playground is used by community groups and individuals after school and on the weekends. Broken glass and other dangerous debris is a serious hazard to our students. Please help in any way you can. If you are present while the littering or vandalism is taking place, we hope you can take action to prevent it or to report it to the proper authorities.

#### **ALARM SYSTEM**

Several areas of the school are protected by an alarm system. If you are near the campus and hear the alarm for more than just a few seconds, please call the Sheriff's Department.

#### **FIELD TRIPS**

Parents have been asked to sign a District form giving the school permission to take children on field trips during the school year. No further permits are necessary unless trips are taken outside of Santa Barbara County.

Except in cases of emergency, parents shall be notified of the intent to transport students by privately owned vehicles prior to each trip that is to be taken.



## STUDENT ACTIVITIES

### STUDENT OF THE MONTH ASSEMBLIES

**Awards assemblies:** One per month, on the last Friday of the month, unless otherwise noted on the monthly calendar.

**Awards categories:** Per classroom  
SCHOLAR OF THE MONTH  
CITIZENSHIP  
GREAT EFFORT

### OTHER AWARDS:

Student of the month and Principal's Star Students (monthly),

Student Honors Annual:  
Character Counts, Presidential Awards  
Perfect Attendance, Reading Achievement,  
Leadership Recognition

Academic Contests:  
Math Superbowl Teams (4-6<sup>th</sup> grades), School and County Spelling Bee  
participants, Geography Bee

Club Participation: Noon league (flag football, basketball, soccer),  
cross-country, drama, coding, yearbook, video news, and more!

School recognition: Jog-a-thon Lap medals, Student Council pins and more...

### FOURTH/FIFTH/SIXTH GRADE CAMP EXPERIENCES

Isla Vista School has developed an exciting and challenging outdoor education program for our fourth, fifth, and sixth graders. Fourth graders take a day trip to Anacapa Island. The fifth grade program involves a four-day stay at Outdoor school across from Lake Cachuma. The sixth grade program involves a five-day stay at Catalina Island Marine Institute on Catalina Island. These activities are the culmination to extensive classroom instruction that is related to the district science curriculum. The cost of this program is handled by student fundraising, parent and PTA contributions, and district funds.

### NOON SPORTS

Noon sports leagues and sports tournaments are offered at the lunch recess year round. Coordinated by the noon league coach, these activities are open to all students. The noon leagues in flag football, basketball, and soccer are for students in grades 4-6. Students in sixth grade who have participated regularly in noon league will have an opportunity to travel to other schools to play their noon league teams.

### **AFTER-SCHOOL ENRICHMENT CLASSES**

**We have many after-school enrichment classes that are offered at Isla Vista School such as instrumental music lessons (4-6<sup>th</sup> grade), Drama, Tennis, Art, Chess, Robotics and Science. District Board Policy does not allow our school to specifically send home notes to parents about particular programs offered by outside agencies, even if they are on our campus. However, we do keep information about each of these programs in the office if you are interested.**

## 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 Mary Kahn, Assistant Superintendent, Instructional Services (681-1200x203).

### Instructional and Library Materials

Please address questions or concerns about library and instructional materials to your school's principal or to Mary Kahn, Assistant Superintendent, Instructional Services (681-1200x203).

### Harassment, Discrimination, Employee Conduct

Please address questions or concerns about harassment, discrimination, or employee conduct to your school's principal or to David Simmons, Assistant Superintendent of Personnel Services (681-1200 x 214).

### Special Education

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

### Facilities, Safety, Transportation

Please address questions or concerns regarding school facilities, safety or transportation to your school's principal or Conrad Tedeschi, Assistant Superintendent, Business Services (681-1200x205).

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

48900 - Suspensions and expulsions

6300 - Complaint Procedures

3900 - Harassment

5100 - General Tenets of Instruction

6400 - Selection of Books and Instructional Materials for Classrooms and Libraries

6250 - Parent/Guardian Involvement.