PARENT HANDBOOK

Foothill Elementary School
Goleta Family School

711 Ribera Drive
Santa Barbara, CA 93111
805-681-1268

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Principal's Message August 2019-20

Dear Foothill and Goleta Family School Families,

I'd like to welcome both returning and new families to our community. I am proud to say that we are a community of learners that values education and connections with one another. Our experienced staff is committed to creating the best possible learning environment in which your child's education is created around a safe, engaging, and collaborative environment.

As part of the Goleta Union School District, we support our district's mission *to maximize academic, intellectual and personal growth in order for each student to prosper in, and positively influence, a diverse and dynamic world.* Our school exemplifies this mission each day with our interaction and communication with parents, students, and with one another. Foothill's mission states, *"our goal is to create a safe learning environment that addresses the needs of the whole child."* By working as a collaborative team, the staff is able to meet the academic, social, emotional, and physical needs of your children each and every day. They are committed to making each day count through careful program and curricular planning, professional development, teaming, and attention to your child's individual needs.

In order for this educational journey to be complete, we encourage that parents enter into a partnership with us. This parent involvement can be done in a variety of ways-PTA membership, volunteering in the classroom and on field trips, serving on school site committees, sharing expertise directly with students, participating in school events, etc. The list is endless in the many ways you can be an active member of this educational team and make a difference alongside us. The strength of this school shows in the commitment of the community and staff members working together!

Please stay connected with the school via Parent Square posts, newsletters, Friday folders, classroom news, etc. Our goal is to be paperless as much as possible so much of our communication will be sent online in an effort to go green. It is important to read these posts so you are kept up to date with the happenings of the school. We ask that you review this handbook and sign the Parent/Student agreement that will be sent home with your child. This handbook is an important resource as it outlines many of the district and school policies and procedures. It also answers many of those frequently asked questions (FAQ's) that arise throughout the year. Please contact me if you have any questions, concerns, or even to share in a celebration about our school. Parent feedback is important. I look forward to meeting many of you this year as we embark on another exciting school year!

Sincerely,

Felicia Roggero
Principal

Welcome to the 2019-2020 School Year!

In order to promote an efficient and safe learning environment, we have outlined school and community information, student policies, academic policies and guidelines for Foothill/GFS families. These guidelines are based on existing policies and procedures for the Goleta Union School District.

Please take time to review the 2019-2020 Foothill/GFS Parent/Student handbook with your child. It is available on Foothill School's website, under the Parent Tab. The policies and procedures outlined in the handbook are designed to create a positive learning environment for all students.

If you do not have access to the electronic copy, please stop by the office for a hard copy and return the signed Parent/Student agreement after you review the handbook. This agreement will be sent home in your child's Friday Folder.

Thank you!

Foothill Elementary School
711 Ribera Drive
Santa Barbara, California 93111
Phone: (805) 681-1268 FAX: (805) 681-0700

SCHOOL HOURS:

OFFICE	**7:30 A.M. – 4:00 P.M.**
KINDERGARTEN	**7:35 A.M. SUPERVISED RECESS**
	8:20 INSTRUCTIONAL DAY BEGINS
	1:35 P.M. DISMISSAL
GRADES 1 - 6	**7:35 A.M. SUPERVISED RECESS**
	8:20 INSTRUCTIONAL DAY BEGINS
	2:55 P.M. DISMISSAL
	Thursdays* 2:00 dismissal (1- 6)

TELEPHONE NUMBERS

OFFICE	**805-681-1268**
NURSE	**ext. 1445**
CAFETERIA	**ext. 1460**

SCHOOL MASCOT:

SOAR Falcon

SCHOOL COLORS:

Purple and Yellow

STAFF LIST
FOOTHILL SCHOOL FACULTY AND STAFF 2019-2020

TEACHERS:	GRADE:	ROOM:
Dani Martinazzi	K	KA
Tara Vowels	K	KB
Adrianne Adam	1	KC/24
Trisa Ranson	1	5
Cathy Gamboa	1	3
Cyndi Aghayan	2	2
Susi Stanfield	2	4
Michele Hay	3	9
Pam Orr	3	6
Cara Leach	3/4	12
Karen McEachen	4	11
Bianca Jamgochian	4	11
Sean Montgomery	4	10
Nora Antenore	5	13
Chad Smith	5	14
Deirdre Li	5/6	21
Natasha Heinrich	6	15
Juri Holmes	6	16
Amy Welbourn (GFS)	K-1	8
Iain Garcia (GFS)	2-3	19
Teri Briggs (GFS)	4-6	7

PRINCIPAL:
Felicia Roggero

SUPPORT STAFF:	POSITION:
Amanda Fox	Psychologist / Couns. (Rm. 18C)
Kathy Stassforth	Resource (Rm. 18A)
Sheri Scott	Learning Center (Rm. 22)
Megan McCarter	Learning Center (Rm. 22)
Megan McCarter	ELD (Rm. 22)
Elizabeth Tracy	D/HH (Rm. 23)
Michael Galvan	Adaptive P.E (MPR)
Terra O'Brien	Nurse
Rebecca Ito	Speech & Language (Rm. 18B)
Carmen Rebolledo	Community Liaison (Office)
David Wright	OT
Kristina DeHeras	Library Media Specialist
Sandy Adams, clarinet	BAND Music Teachers
	Nancy Mathison, Band Director
	Scott Lillard, brass
	Dick Prato, percussion
	Meredith Sedgwick, flute

ADDITIONAL FOOTHILL STAFF

Office:

Anne Gould	Office Manager
Val Voita	Office Assistant

Consultants:

Judy Donner	Computer Lab
Jaylon Letendre	P.E.
Sarah Kils	P.E.
Sheila Peterson	P.E.
Jenny Johnson	Art (Rm. 20)
	Science (Rm. 20)
	Music (MPR)

Instructional Assistants, Certificated Tutors:

Chris Wieland	Instruc. Assistant Resource
Tammy Hughes	Instruc. Assistant Special Ed
Heidi Mostachetti	Instruct. Assistant Special Ed
Pamela Polanco	Instruct. Assistant Special Ed
Usha Singh	Instruct. Assistant Special Ed
Vanessa Salas	Instruct. Assistant Speech
Melissa Knell	Certificated Tutor
Tim Eymann	Certificated Tutor
Alycia Anthony	GFS Certificated Tutor

Psych Intern:
TBD

Custodians:

Elvira Lagunas	Day Custodian
Sergio Barragan	Night Custodian

Cafeteria:

Susan McHale	Lunch Clerk
Barbara Wolf	Cafeteria

Crossing Guards
Richard Warren / Sally Guthrie

Playground Supervisors

Sally Guthrie
Terry Holgate
Lana Knudston
Amy Oliver
Cesar Rios
Eleanor Ruhl
Nina Tafarella
Richard Warren µ
Tony Zarco

Playground Supervisors
Sally Guthrie
Terry Holgate
Leticia Martinez
Amy Oliver
Cesar Rios
Diana Diaz
Richard Warren
Gina Wang
Gretchen Alonso
Claudia Avila
Liz Escoto

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

Students have the right:
To expect respectful treatment from adults and other students at school;
To hear about the good things they do as well as the bad;
To expect fair discipline policies;
To expect teachers to provide a good program of instruction that offers the opportunity to make a year's growth for a year's instruction;
To receive instruction at their appropriate instructional level;
To feel good about themselves at school;
To expect increased opportunities to develop independence and responsibility.

Teachers have the right:
To expect students to be at school on time;
To expect students to be ready to learn when the school day begins;
To expect that children understand that school is a place to learn;
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;
To expect parents to share any concerns directly with them.

Parents have the right:
To expect to hear an honest evaluation of positive and/or negative issues;
To receive regular communication about their children;
To learn about the programs offered by the school;
To expect the teachers to provide quality programs of instruction.

RESPONSIBILITIES

Students have the responsibility:
To get to school on time;
To accept the consequences of their own action;
To complete assigned classroom work and homework;
To behave appropriately at school;
To respect the rights and feelings of other students;
To respect the property of others.

Teachers have the responsibility:
To provide a quality program of instruction;
To provide learning experiences and expectations that will help children become more independent;
To model respectful behavior by treating students respectfully;
To convey to parents that they are open, receptive, and available for parent contacts;
To inform students and parents about behavior policies and consequences;
To inform parents regularly about student progress and school program;
To communicate positive things about children as well as negative.

Parents have the responsibility:
To ensure that their children arrive at school on time;
To ensure that their children get adequate rest and good nutrition;
To instill the attitude that school is a place to learn;
To assist the school by supporting behavioral expectations and academic standards;
To be open and receptive to school contacts;
To communicate their concerns honestly and openly with their child's teacher.

GENERAL INFORMATION

PLAYGROUND SUPERVISION

Paid playground staff supervise our playground throughout the day from 7:35 a.m. to 2:55 p.m. and during dismissal (2:55-3:15).

For his/her safety, your child should not arrive at school before 7:35 a.m. All students in grades 1-6 are dismissed at 2:55. If your child has not been picked up by 3:15 p.m, he/she will call home and then wait in the office.

YOUR CHILD'S SAFETY IS OUR PRIMARY CONCERN

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.
1. Take the safest route to school.
2. Never talk to a stranger.
3. Never accept a ride from a stranger.
4. Do not ride bicycles after arrival on the school grounds. Park bicycles in racks and lock them.
5. Go directly home from school. Children may not stay on campus to play.

PARKING LOT PROCEDURES

We have a small parking lot, adherence to procedures is critical to safety and expediency. Thank you!

1. If you choose to walk your child to his/her classroom during arrival or dismissal times, you must park on the street.
2. Student supervision on the playground begins at 7:35 AM; please do not arrive on campus before then.
3. If you are dropping off or picking up your child during arrival and dismissal times, you can drive through the lane closest to the school.
4. During school hours, **the curb adjacent to the school is for drop-offs and pick-ups ONLY**, with traffic moving parallel along the curb.
5. Drivers may not leave their vehicles in the drop-off zone.
6. Exit the drop-off zone as soon as possible after dropping off/picking up your child(ren).
7. Please do not pull out of the drop-off lane unless we remove a cone for you, simply follow the car behind you. We will work to ensure the process moves swiftly and gets you off to your next stop quickly.
8. Watch for and yield to all pedestrians in the parking lot.
9. Students must exit cars on the sidewalk side.
10. Children waiting to be picked up by cars will wait on the benches closest to the office.
11. Those waiting for after-school care vans will wait on the benches outside the cafeteria.
12. Those waiting for busses will wait on the benches outside the kindergarten playground.
13. Please remember that ALL children in grades 1-6 are dismissed at 2:55.
14. If pick-ups don't arrive by 3:15, children are asked to call home, they have been waiting for 20 minutes.
15. All other parking spots in the lot are for staff members with the exception of raffled and handicapped spaces.
16. Children getting picked up *before* dismissal, must be signed out by an adult on their release list.

17. There are two district-provided **crossing guards stationed** at Cathedral Oaks/Ribera and Walnut/Ribera in the mornings and afternoons. Please take advantage of this.
18. **Drivers:** please watch carefully for the crossing guard and wait for the "all clear" signal to proceed through the crosswalk.

BICYCLES, SCOOTERS, SKATEBOARDS

The California Highway Patrol has outlined several regulations regarding the proper use of bicycles, scooters, and skateboards. **All bicycle, scooter, and skateboard riders under the age of 18 are required by law to wear a helmet.**

Bicycles on public roadways shall travel 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 illegal. Parents should discuss bicycle safety with their children as covered in the Vehicle Code of the State of California. **Scooters and skateboard** riders have all the rights of a pedestrian and must obey the same laws. Riders should follow signs and signals including speed limits and stop signs, face oncoming traffic, and stop for pedestrians.

Bicycles, scooters, and skateboards ridden to school must be walked on the school grounds between 7:30 a.m. and 4:00 p.m.

1. Walk bicycles, scooters, and skateboards to the bike racks and *lock* them.
2. Do not remove bicycles, scooters, and skateboards during school hours.
3. Do not loiter in the bike area during school hours.
4. Do not leave bicycles, scooters, and skateboards in the bike racks overnight.
5. Riding in the hallways, patios, or parking lots is dangerous and forbidden.
6. Students may lose bicycle, scooter, or skateboard privileges if rules are not respected.
7. The school does not assume responsibility for bicycle, scooter, or skateboard theft or damage.

BREAKFAST & LUNCH

Students in grades K-6 may purchase cafeteria breakfast & lunch. Parents or students may purchase lunch and breakfast as well. Checks or cash may be used to purchase credits and should be done the **in the morning** between 7:45 and 8:20 a.m. in the Multi-Purpose Room. Food prices are:

1. Student Lunch: $3.50
2. Student Breakfast: $2.00
3. Milk: .50¢ a la carte (Milk is included with all meals.)
4. Adult Lunch: $4.00
5. Adult Breakfast: $2.50

Please apply online for free or reduced-price meals for your child(ren), or stop by the office to pick up a hard copy application. You can also contact Jonathan Delgado at the District Office (805) 681-1200 ext 2247 or jdelgado@goleta.k12.ca.us.

Many parents use **MYSCHOOLBUCKS** for online payment, giving you a quick and easy way to manage and add funds to your student's meal account. You can go to **www.myschoolbucks.com** to register for a free account.

Our lunch and recess schedules have changed. There is a great deal of research regarding the benefits of having recess first, i.e. less waste, more nutrition and consequently, we have revised the schedule for some of our grade levels as outlined below. Please note Grades 5-6 will have recess first.

Recess / Lunch Schedules 2018-2019

Grade	AM Recess	Recess 1st	Lunch	Recess 2nd	PM Recess	Dismissal
K	10-10:30		11:40-12:00	12:00-12:25		1:35
1	10:00-10:20		11:45-12:00	12:00-12:30	2:00-2:10	2:55
2	10:00-10:20		11:45-12:00	12:00-12:30	2:00-2:10	2:55
3	10:00-10:20		12:00-12:20	12:20-12:45	2:00-2:10	2:55
4	10:30-10:50		12:00-12:20	12:20-12:45		2:55
5	10:30-10:50	12:15- 12:40	12:40-1:00			2:55
GFS	10:00-10:30 (K-1) 10:30 (snack) 10:30-10:50 (2-6)	12:00-12:20	12:25-12:45		2:00-2:10	2:55
6	10:30-10:50	12:15-12:40	12:40-1:00			2:55

LUNCH COUNT

The lunches served at Foothill are prepared at the District's central kitchen. Since food preparation begins at an early hour, it is necessary that an accurate count of required servings be taken **the morning of** 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. Please review the monthly menu that is sent home or the online version on the Goleta Union School District Food Services website, to help identify those days when a child might like to order lunch, or attend breakfast. We do not pre-order breakfast.

PLEASE HELP US KEEP OUR LUNCH COUNT ACCURATE. **Late arrival at school due to medical or dental appointment:** *Please leave a message on the Office Manager's phone (x1441) if you would like a lunch ordered for the day. It is not possible to order lunch after 9:00 a.m., so calling the evening before or early in the morning will allow us to include your child in the lunch count. Do NOT leave this message on the attendance line - the message will not be retrieved in time to order lunch.* Have your child check in at the Office when you arrive at school after the appointment!

***THOSE WHO FORGET*...Students forgetting lunches or money are permitted to telephone parents.**

JOIN YOUR CHILD FOR LUNCH

We welcome parents to join their child for lunch or breakfast. If you would like to order a school lunch, please call the office manager before 9 a.m. Make sure to sign-in in the office as a visitor, and get a visitor sticker before meeting your child for lunch.

SNACKS

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.

RELEASE OF STUDENTS

All students must be signed out through the office if leaving during school hours. Students will not be released to anyone other than parents/guardians and those individuals whose names appear on the emergency list in the student data base, 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 and must be kept current.

CHILD CARE

Several organizations pick up and provide child care after school for Foothill students: @Afterschool, Girls, Inc., Salvation Army, and Rainbow School. Additional after-school enrichment classes for Grades K-6 are offered. Information, including hours, fees, and applications may be obtained by checking Parent Square and the school office.

To find out about the district after school program, @Afterschool, please visit the Goleta School District website, at www.goleta.k12.ca.us and click on the 'Parent' tab.

HOME-SCHOOL COMMUNICATIONS

Good communication between parents and school personnel is critical to create a positive school experience for all.

VISITS

You are always welcome at Foothill School. We encourage you to get involved in your child's education by visiting classrooms, volunteering to help in the classrooms and with the PTA.

Please come to the office to obtain a visitor's sticker 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. If you do not wear a volunteer badge you may be stopped by adults on campus and asked to return to the office to sign in or get a badge. If you are going to be a consistent volunteer, please fill out the volunteer form in our office.

All classroom observations must be cleared in advance with the principal or the district office. When doing a classroom observation, school staff will accompany you on your visit.

If you wish to have a conference with your child's teacher, please make an appointment.

If you must take your child out of school, 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 Foothill or GFS programs, to listen to suggestions for school improvement, and to discuss any concerns individuals or groups may have. Please phone the office for an appointment: 681-1268 x1440.

PARENT-TEACHER CONFERENCES

Parents/teacher conferences are scheduled in the fall and spring. A conference with your child's teacher is scheduled during the week before the Thanksgiving Recess, **November 18-22**. Students in grades K-6 are dismissed at 12:00 on those days. Spring conferences **(March 16-19)** will be scheduled by request of the parents/guardians or by the teachers.

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

Effective parent-teacher conferences take time and effort, but they contribute greatly to your child's success in school.

Helpful Hints for an Effective Parent/Teacher Conference

1. Follow the schedule that has been established and be a few minutes early at school.
2. If possible, it is helpful if both parents can attend a conference.
3. Make a list of things that will help the teacher understand your child better and bring it with you to the conference, i.e. health needs or problems, outside interests or hobbies.
4. Before the conference, talk to your child in order to get some ideas about what s/he might like to know.
5. Make a list of things you want to find out and bring it with you to the conference.
6. Discuss any concerns and/or complaints with the classroom teacher. Be as objective and specific as possible when you are discussing an issue.
7. Be a good listener. Communication is a two-way activity. Ask questions until you are certain you have the information you need. Summarize what you think was said to make sure you know the essential points. Take notes if you would like to remember certain comments, suggestions, etc.

8. Although there are formal periods of time identified during the school year for parent/teacher conferences, teachers will always make time for a parent either through a face-to-face discussion, or over the telephone.
9. After the conference, tell your child what was discussed (omitting any information s/he may not be mature enough to understand).

PARENT VOLUNTEERS IN THE CLASSROOM

Parents take an active part in the learning process in many campus classrooms. They work directly with students and help prepare materials for instruction. Contact your child's teacher if you are interested in helping in the classroom. You must have a current volunteer responsibility form filed in the office and must check in with the Office when you arrive to volunteer. Make sure to fill out a volunteer form.

REPORT CARDS

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

HOMEWORK

Homework should be a definite and constructive extension of the pupil's day. Homework is work that requires student time at home and teacher time to assess. It may be work that reinforces, enriches or completes daily classroom lessons with reinforcement of skills already taught as a primary goal.

Homework shall gradually increase in number of assignments and degree of difficulty with each grade.

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

FRIDAY FOLDERS

Every Friday you will receive a folder that contains your child's classwork, 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.

PARENT-TEACHER ASSOCIATION

The P.T.A. coordinates parent-school activities and fund raising, volunteer programs, and is a vital link between students, parents, and the school. The P.T.A.'s work directly benefits the education of your children and the organization values your support. Membership in the P.T.A. provides each family with a school directory and supports local, state, and national efforts to strengthen schools and aid children.

SCHOOL SITE COUNCIL

The purpose of the School Site Council is to enhance the quality of education, opportunities, and social conditions for the students at Foothill and Goleta Family School by working on a vision of school

excellence. Specifically, School Site Council serves as an advisory committee for the school. Together, parents, teachers, and an administrator work to develop the Single Plan for Student Achievement, the school handbook, the disaster plan and advise on the school site budget. The School Site Council provides a process to garner multiple perspectives from stakeholders who are closest to the issues being addressed. Decisions must be in accord with legal requirements, board policies, and the United Teacher Profession of Goleta. Therefore, School Site Council is an inclusionary process in which the people who effect and are affected by significant decisions participate in making those decisions.

The Council may also advise the faculty and principal on other school matters. The Council meets monthly. Meetings are announced in the newsletter and on Parent Square and are open to the public.

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.

BEHAVIOR AND GENERAL SCHOOL RULES

The Foothill staff expects our students to be respectful, polite, cooperative, to play safely, and to attend seriously to their schoolwork. We strive to *provide a safe learning environment that addresses the needs of the whole child.*

All school personnel will make every effort to discipline in a positive, consistent, and balanced manner. Students with chronic or serious misbehavior will be referred to the principal. Consequences include removal from the activity, loss of an appropriate privilege, writing assignments, suspension from class or from school.

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

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.

We use the positive behavior system SOAR, to support our school's expectations of being
S-Safe
O-Open (minded and hearted)
A-Accepting
R-Respectful and Responsible.

In conjunction, we use the district adopted Second Step curriculum, morning meetings, and Restorative Circles to support our expectations and instill a positive atmosphere on campus.

These concepts are shared with students to help students understand the relationship of good character and constructive behavior in support of social emotional growth and academic achievement in school. Teachers teach the SOAR values as they explain classroom rules and procedures at the beginning of the school year. In addition, yard duty and support staff also follow these same values and reinforce in their interactions with students.

Our schools implement Positive Behavior and Social-Emotional program in the belief that the future well-being of our nation requires involved and caring citizens. In order to achieve this goal, young people benefit from explicit instruction in core ethical values. We see our efforts as part of a shared responsibility among families, communities, and schools to give young people a common understanding of the fundamental pillars of good character development.

BEHAVIOR

Again, we expect our students to be polite and cooperative, to play safely, and to attend seriously to their school work. Our goals in discipline are to establish safe, comfortable, and productive classrooms. All staff will make every effort to discipline children in a positive, consistent manner that uses natural and logical consequences for students' behaviors. The following are general guidelines.

Every student should know these 9 basic rules:

1. All students will show courtesy and respect for all children and adults.
2. All students will follow directions.
3. All students will keep their hands, feet, and objects to themselves.
4. All students will follow lunchroom and lunch grass rules.
5. All students will follow playground rules and authority of playground supervisors.
6. All students will refrain from name calling, teasing, bullying, threatening, and swearing.
7. All students will refrain from taking or damaging the property of others or the school.
8. All students will stay on campus unless given permission by the principal or designee to leave.
9. All students will follow bicycle rules at all times.

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

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

PLAYGROUND RULES

1. Use the asphalt playground and the big field at recess and noon. Stay out of the patios and halls. Students should always be able to see a playground supervisor.

2. **DO NOT PLAY IN THE BATHROOMS. KEEP THEM CLEAN**.
3. Use the playground equipment as it is meant to be used.
4. When the bell rings, stop play immediately and walk promptly to line up for class. Do not shoot baskets or throw balls after the bell rings. Get drinks and use the bathroom before the bell rings.
5. Play games that are safe and show concern for others. Rough play such as wrestling, tackling, pushing, tripping, piling on, etc. are not permitted.
6. **Go around games in progress.**
7. Bounce balls against the handball walls. Bouncing the ball against building walls is not permitted.
8. No fronts, backs or holding places in line. If you leave, you lose your place.

9. Play games by the rules. Play fair and be a good sport. If there are lots of ways to play a game, agree on the rules before the game starts. **The first person in line is the judge and, if s/he does not see a play it is taken over.**
10. Allow everyone to play a game. Close a game only when an appropriate number of players are participating: for example, five on a basketball team.
11. Return all balls, ropes, etc. to the appropriate place.
12. **Respect the homes that border our playground. Do not climb over the fences to get balls for any reason.** Instead, report the ball went over and an adult will attempt to get it.
13. Solve as many problems as you can by yourself. If someone is bothering you, tell him/her quietly and directly that you would like him/her to stop.

USE COMMON SENSE AND SAFETY CONSIDERATIONS. IF NO RULE APPLIES, MAKE WISE CHOICES.

LUNCH RULES:

1. The good manners you use at home are the same manners you should use at school.
2. Be respectful and courteous and follow the directions of the noon supervisors and cafeteria supervisors.
3. Walk to and from lunch. Remember to line up for hot lunch in alphabetical order by classroom.
4. Wait quietly against the entry wall in a single-file line.
5. Quiet conversation is enjoyable during lunch; shouting is not acceptable.
6. Pick up your papers and trash.
7. Empty trays into the trash can, put silverware in the container and stack your tray neatly in the kitchen window.

CONSEQUENCES. Students who choose not to follow school rules will be disciplined. This might include benching, school clean up, loss of a school activity or recess, and a call to parents. There will be suspension for a serious infraction. For further clarification or infractions leading to suspension, please refer to the guidelines as set forth in Board policy which can be accessed on the Goleta Union School District website.

PLEASE BE SURE THAT YOUR CHILDREN KNOW AND UNDERSTAND THESE RULES.

- As with all misbehaviors, students who use inappropriate behavior will be disciplined in a fair and firm manner and with the intent to teach the student how to deal with their personal emotions and desires in a social setting.
- Students who use other serious misbehaviors will be disciplined according to the procedures established by the student's classroom teacher or, for playground misbehavior, according to the progressive steps on following page. These misbehaviors include, but are not limited to, disrespect to adults, verbal abuse (name calling, put-downs, profanity), unsafe actions or play, stealing, truancy, vandalism, and disrupting school activities. Behaviors that do not follow the tenets of SOAR.

APPROPRIATE DRESS (Administrative Regulation 5132)

In Cooperation with teachers, students and parent/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf.0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)
In addition, the following guidelines shall apply to all regular school activities:

1. **Shoes must be worn at all times. Sandals must have heel straps. Flip Flops or backless shoes or sandals are not acceptable.**
2. **All clothing must fit appropriately. All clothing worn at school must meet the following requirements:**
   a. **Clothing must allow students to participate in active play/movement activities,**
   b. **Clothing and shoes must be safe,**
   c. **Clothing must support an appropriate learning environment, both inside and outside the classroom.**

** **Students wearing unacceptable clothing will be sent to the office, and their parents will be contacted to bring appropriate clothes.**

Items Not Allowed at School

- Toys, trading cards, electronic games or musical devices, and other non-school items. Students may bring items for classroom sharing, but the items are not to be taken on the playground. The principal must approve exceptions to this rule.
- Chewing gum, candy and soda.
- Imitation firearms (an accurate replica of a firearm) are treated the same as an actual firearm. A student may be suspended for possession on campus.
- Dangerous objects and controlled substances.
- Motorized vehicles are **NOT** allowed **at any time.**
- Bicycles are permitted after 4:00 p.m. on main playground Monday through Friday.

CLASSROOM BEHAVIOR

The classroom teacher communicates specific rules and procedures for each classroom to students and parents at the beginning of the school year.
Students are expected to arrive to school on time each day, and to return to class promptly at the end of each recess.
Classroom work and homework is to be completed accurately, neatly, and on time.
All the preceding general rules apply to the classroom.

If someone is bothering you, tell him/her quietly, directly, and politely that you'd like him/her to stop. If he/she doesn't respect your request, then get a playground supervisor to help.

PROCEDURES/CONSEQUENCES FOR MISBEHAVIOR

Playground Behavior

Initial misbehavior on the playground:	Staff uses professional judgment. Responses may include: 1. Warnings. 2. Reteach and modeling of appropriate behavior 3. Instructing student to sit on the bench for the remainder of recess ("benching"). 4. Removal from activity (instruct student to play elsewhere).
Repeated infractions or serious offenses: (Including physical altercations, offensive language, name calling)	Student is sent to the office to complete a "Student Behavior /Reflection Form" form. Principal will discuss incident with student. Consequences may involve: 1. Removal from the playground for a period of time with assigned duties such as trash pick-up. 2. Phone call to parents 3. Suspension (school office or home)

Student Suspension

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 no more than 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. Stolen 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.

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 arrive 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 the office as to the specific reason. ***Please call the school office, 681-1268, and press "1" to report your child's absence.*** When calling in an absence, please state student's name, teacher's name, specific reason for absence (type of illness, nature of medical appointment, funeral), 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 excuse an absence.

The school receives funds only for students who attend school or who arrange an Independent Study Agreement for absences of 5 or more days. Legal excuses for absences no longer allow funding, but must be called in to the school. **Absences for any other reason for which an Independent Study has NOT been arranged are considered truancy.** . *When a child has been absent or tardy from school without a valid excuse for more than three days, they are deemed truant (Ed Code 48260.)*

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

TARDINESS

All students who arrive late must report to the office. The only acceptable excuse for late arrival at school is a morning medical or dental appointment. A note from the doctor's office is required and must be presented to the Office Manager upon arrival at school.

Punctual attendance is crucial to successful school programs. It is the responsibility of the parents to see that their children arrive at school on time. When students enter the classroom late, it disrupts the class. Important instruction time is missed.

Excessive or chronic tardiness will be reported to parents. After the fifth tardy, a notice will be sent home requiring a parent signature. Tardy letters will be placed in the student's cum folder.
If your child is going to be late, please call the office and leave a message on extension 111 rather than the attendance line. Our lunch count must be called in by 9:00. If you expect your child to order a school lunch, you must let the office know before that time.

INDEPENDENT STUDY

The Governing Board provides for an independent study program as an alternative to classroom instruction for students who are enrolled in the regular education program and who will be absent from school for a minimum of five school days. (BP 6158).

Students who need to be away from school for 5 days or more may receive credit for school attendance by establishing an **Independent Study Agreement (ISA)** with their teacher. **The maximum absence for Independent Study is two weeks with principal consent.**

The teacher makes specific assignments to be completed during the student's absence from school and upon its completion, the student receives credit for school attendance. The work should be turned in the day the student returns.

If you plan a trip during school time, **please contact your child's teacher at least one week in advance so there will be sufficient time for the teacher to make a complete lesson plan for the Independent Study Agreement.**

STUDENT HEALTH

Our Health Office is staffed as follows:
District Nurse: 1.5 days per week. School nurses serve more than one school but are on call at all times to their assigned schools.
School Office Assistant: 5 days per week, 7:45 a.m. – 3:15 p.m. serving as a Health Clerk and Attendance Clerk.

NURSING SERVICES

The school nurse is responsible for overseeing student health while at school. This includes emergency treatment in the event of an accident or illness, control of contagious disease, adapting school programs for children with health problems, monitoring of medication given at school and serving as liaison between community agencies and school personnel. She also coordinates 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 a special education program. Testing may also be done at any time upon either parent or teacher request.

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.

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 list.
For your child's protection, please keep your emergency list up to date. You may call the office with any changes or update your child's file on your ParentVue account.

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.
Foothill is no exception. The condition can be eradicated with appropriate treatment.

1. Please inform the school nurse if you even think your child may be infected. 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.
4. When two or more students in any class have been identified as having a head lice infestation, all students in the class shall be examined. We may also send information about head lice home to all parents/guardians of the students in that class. (BP 5141.33)

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. 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 and in the case of prescriptions, a signed note from the physician. Medication consent forms may be obtained in the office. *In both cases we need:*

1. Name of medication
2. Dosage that includes
   a. Time to be given
   b. Effect of medication
   c. Side effects for which to watch

The medication must be brought to school by the parent. Medications must be in a pharmacy labeled container with the 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.

EMERGENCY AND DISASTER PROCEDURES

PROVISIONS FOR DISASTERS

Fire drills are held at Foothill School once each month. The purpose of these drills is to insure 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.
Foothill pupils 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 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. Foothill 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.

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. Possible relocation sites are Mountain View School, Kellogg School, or Tucker's Grove Park. 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. Students will be dismissed only at the relocation site, not at Foothill School prior to evacuation or while in route. Foothill Staff will stay with the students until the last student is picked up.

EMERGENCY LIST

PLEASE KEEP YOUR STUDENT'S EMERGENCY INFO. UP TO DATE! **Update your ParentVue account with current information.**

The school must have current emergency information for each student. It is frequently 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 page.
The emergency page is part of the online student record on Synergy. Please keep your ParentVue account information up to date at all times.

SUPPORT PROGRAMS AND PERSONNEL

INSTRUCTIONAL SPECIALISTS

Several specialists work with the Foothill staff and students to supplement the K-6 classroom program by providing instruction in Art, Computer, Science, Music, and P.E. District funds and the PTA fund most specialists.

LEARNING CENTER

The Learning Center is a general education program that provides academic intervention for struggling students. The Learning Center is staff by several teachers that work with students in small groups of students in grades Kindergarten through grade six who are experiencing difficulty in language arts and/or mathematics.

STUDENT STUDY TEAM

The Student Study Team (SST) is made up of a group of professionals including classroom teachers, special education staff, the learning center staff, and the principal. The purpose of the team is to work together to brainstorm and develop strategies that might be helpful for a student having difficulty in the classroom or on the playground.

REFERRAL OF CHILDREN TO INDIVIDUALIZED EDUCATION PROGRAM-

The Child Study Team and I.E.P. Team consist of the following members:

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

Children who experience unusual emotional or academic difficulties in school should be referred to the school's Child Study and I.E.P. Team. The parent or any school staff member may make the referral.

After a referral is made and parents' written permission is obtained, the team will assess the child's educational needs, using a variety of tests and observations.

The team then meets with the parents to consider all the information and determine methods of meeting the child's special needs. Possible recommendations include modification of classroom instruction, extra help by the Resource Specialist, counseling, speech therapy, special class placement, or combinations of these and other special services.

PSYCHOLOGIST

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 School Child Study / I.E.P. Team.

RESOURCE SPECIALIST

The Resource Specialist provides direct small-group or individualized instruction to students who have identified remedial or special needs. The Resource Specialist coordinates the activities of the School Child Study/I.E.P. Team.

SPEECH AND LANGUAGE SPECIALIST

The Speech and Language Specialist screens all kindergarteners and students who have been referred. The Speech therapist 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.

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.

A library media specialist staffs the library for six hours daily. Volunteers are always needed and welcomed in the library.

TESTING PROGRAM

The state of CA revised the student assessment system in January 2014 now called the California Assessment of Student Performance and Progress (CAASPP). The comprehensive system includes Smarter Balanced, which tests students in grades 3-6 in English Language Arts and Mathematics, the California Standards Test (CST) in Science for grades 5, 8, and 10. The Smarter Balanced tests are based upon the Common Core State Standards, are administered online, and serve as the summative assessment. The new assessment system is designed to measure student growth over time, which was not possible in California's previous system, and will provide teachers and schools important information to guide learning.

The Smarter Balanced assessments are computer-based tests that measure student knowledge of California's English Language Arts (ELA) and Mathematics standards. These new assessments replace the former paper based, multiple-choice assessments for students in grades three through eight and grade eleven. The first statewide administration of these assessments took place in spring 2015.
Fifth grade students will continue to take the California State Test in Science test or the California Modified Assessment (CMA) if they are eligible to do so.

A list of Frequently Asked Questions is available online at http://www.cde.ca.gov/ta/tg/sa/sbcommonqa.asp

COGNITIVE ABILITIES TEST

The Cognitive Abilities Test (CogAT) is a nationally standardized, norm-referenced test (NRT) that measures reasoning and problem-solving skills in three different areas: verbal, quantitative, and nonverbal.

Third grade students are given the CogAT each year to determine eligibility for gifted designation. Final test scores and eligibility determination are sent to parents in April.

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.

ADDITIONAL INFORMATION

EMERGENCY MESSAGES

The office will deliver messages of an emergency nature to your child.

SCHOOL MATERIALS

Teachers may ask students to bring special materials for class work. A wish list may have come home asking for parents to supply certain items. Teachers often distribute book orders. Participation is strictly voluntary.

ELECTRONIC DEVICES/TOYS

We prefer that children not bring equipment or toys from home. These items can be misplaced or stolen and can cause loss of valuable instruction time.
The school phone is used primarily for business functions. Therefore, students will be allowed to use the phone for urgent situations.
Electronic devices and **toys** are not allowed on campus unless the device is part of the instructional direction from your child's teacher.
Cell Phones: We realize that cell phones provide a level of comfort for families to maintain communication. If your child has a cell phone during school hours, he/she must turn it off and keep it in their backpack at all times. For safekeeping, students can turn their cell phones into the office. If left in a backpack, we are not responsible for it being lost. If a student is caught using their cell phone during the school day, it will be collected and sent to the office where a parent will need to pick it up after school. The school is not responsible for lost or damaged **electronic devices, cell phones, and electronic toys** that are brought to school.

HELP! Please help us keep our costs down by returning stray textbooks, library books, and playground equipment.

LOST AND FOUND

The Lost and Found for clothing is located in the Multipurpose Room. Small or valuable articles are kept in the office. Unclaimed items will be donated to a local charity during the winter recess and in June. **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.

INSURANCE

Despite all precautions, playground and classroom accidents do happen. The Goleta Union School District provides Student Accident Insurance enrollment forms for your convenience in applying for insurance for your child(ren) at very reasonable rates . This coverage is optional and parents are responsible for costs, completing and mailing the application. The forms are sent out as part of the student back-to-school packet you receive the first week of school or may be picked up from the school office.

PARTY INVITATIONS

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

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 at any time on school grounds. Notices to this effect are posted.***
HORSES, AND UNAUTHORIZED ANIMALS ARE PROHIBITED ON OUR SCHOOL GROUNDS AT ALL TIMES.

COMMUNITY USE OF THE PLAYGROUND

After school and on the weekends community groups and individuals use our playground. Broken glass and other dangerous debris are 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 give permission on the online registration student information system/Parent Consent 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, or are considered by the District to be "Potentially Dangerous" (i.e. Whale Watching).

Parents shall be notified of the intent to transport students by privately owned vehicles prior to each trip that is to be taken. Parent drivers are required to complete Volunteer Driver Forms and present proof of insurance before departure and must have fingerprint clearance throughout District Office.

STUDENT ACTIVITIES

FIFTH AND SIXTH GRADE ACTIVITIES

Foothill School has developed a wonderful two-year outdoor education program for our fifth and sixth graders. The program involves a three-day trip to the Catalina Island Marine Institute (CIMI) in fifth grade and a weeklong stay at Astro Camp in the San Jacinto Mountains in sixth grade. Both of these activities are a culmination of extensive classroom instruction that is related to the district science curriculum. Student fundraising handles most of the cost of these programs. Grade level parent volunteers coordinate the fundraising activities.

Additionally, Goleta Family School takes multiple camping trips as part of their experiential learning philosophy. Forms and notices are sent home by the individual teachers.

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 the 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 the 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 (681-1200 x203).

Instructional and Library Materials

Please address questions or concerns about library and instructional materials to the principal or toMary Kahn, Assistant Superintendent, Instructional Services (681-1200 x203).

Harassment, Discrimination, Employee Conduct

Please address questions or concerns about harassment, discrimination, or employee conduct to the principal or to David Simmons, Assistant Superintendent, Personnel Services (681-1200 x213).

Special Education

Please address questions or concerns about special education the principal or to Margaret Saleh, Assistant Superintendent, Pupil Services (681-1200 x220).

Facilities, Safety, Transportation

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

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.**

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.

SCHOOL WELLNESS POLICY

POLICY

The Goleta Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education and school meal programs.

REGULATIONS/PROCEDURES

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his or her school and will report on the school's compliance to the school district superintendent or designee.

The superintendent or designee shall recommend for Board approval specific quality indicators that will be used to measure the implementation of the policy district wide and at each district school. These measures shall include, but not be limited to, an analysis of the nutritional content of meals served; student participation rates in school meal programs; any sales of non-nutritious foods and beverages in fundraisers or other venues outside the district's meal programs; and feedback from food service personnel, school administrators, school nurses, District Wellness Committee, parents or guardians, students, and other appropriate persons.

To review policy compliance, assess progress, and determine areas in need of improvement, the Superintendent or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

I. Nutrition Education

A. Goleta Union School District aims to teach, encourage, and support healthy eating by students. Research shows a definite link between nutrition and physical activity and academic performance. Schools will provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Is part of health education and classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as taste testing, farm visits, and school gardens;
4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices;
5. Emphasizes caloric balance between food intake and energy expenditure (physical activity and exercise);
6. Reinforces messages on healthy eating by coordinating child nutrition programs and school food service with classroom-based nutrition education and with other components of the school health system;

7. Helps students to analyze the influence of culture, media, technology, and other factors on their decisions related to nutrition, physical activity, and lifestyle choices;
8. Provides instructional staff with adequate and ongoing nutrition education training that focuses on teaching strategies that assess health knowledge and skills, and promote healthy behaviors;
9. Offers opportunities to educate parents and staff regarding nutrition education through resource lists, newsletters, community meetings, and special events.

II. Goals for Physical Education and Physical Activity

A. Schools will provide all students the opportunity, support, and encouragement to be physically active on a regular basis through physical education instruction and other physical activity.

1. ***Physical education*** is a planned sequential program of curricula and instruction that helps students develop the knowledge, skills, and confidence necessary for an active lifestyle.

2. ***Physical activity*** refers to teacher led and student initiated physical activities throughout the day. Physical activities may include but are not limited to the following: physical education classes, games, sports, walk to school programs, dance, and movement breaks.

A. At school, students will ideally participate in an average of 30 minutes daily of sustained moderate physical activity. Parents will work in partnership with schools in meeting the national recommendation of 60 minutes of physical activity daily. The district will provide to staff and parents a list of suggested activities and resources to accomplish these goals.

B. Physical Education

The minimum requirements for physical education are:

1. All K-6 students (including students with disabilities and/or special health-care needs and those in alternative educational settings) will receive physical education instruction as designated (*EC* sections 51210, 51222, and 51223):
   A minimum of 200 minutes for every 10 school days for students in grades 1-6.
2. Temporary exemptions from physical education should be limited to students whose medical conditions do not allow for inclusion in the general, modified, or adapted physical education program. (*EC* Section 51241)
3. Physical education instruction is delivered by a teacher credentialed to teach physical education. (*EC* Section 44203)
4. Class size is consistent with the requirements of good instruction and safety. (*CCR, Title 5,* Section 10060)
5. The district will administer a physical fitness test annually to all students in grade five during the months of February, March, April, or May. (*EC* Section 60800)
6. Teachers and other school and community personnel will not use physical activity (e.g., running laps, push-ups) as punishment.

C. Curriculum and Instruction

Instruction in physical education will be based on the physical education content standards and will include the following:

1. Full inclusion of all students;
2. At least 50 percent of instructional time spent in moderate-to-vigorous physical activity;
3. Maximum participation and ample practice opportunities for class activities;
4. Well-designed lessons that facilitate student learning;

5. Appropriate discipline and class management;
6. Instruction in a variety of motor skills designed to enhance the physical and social development of every child;
7. Fitness education and assessment to help students understand, improve, and/or maintain their physical well-being;
8. Development of cognitive concepts about motor skill and fitness.

E. Facilities for Physical Education Instruction
School personnel will minimize the use of physical education facilities for non-instructional purposes during the school day.

F. Assessment of Student Learning
1. In addition to the required physical fitness test, assessment of student learning and skills and accurate reporting of progress will be an ongoing process in physical education.
2. Each student's fifth grade physical fitness test results will be sent to parents and guardians.

III. Food Service/Child Nutrition Program
A. The Governing Board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. The Board desires to provide students with adequate space and time to eat meals. To reinforce the district's nutrition education program, foods available on school premises shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease.
2. Serve meals through the National School Lunch and Breakfast Programs that include protein, fat, and carbohydrates, and that as a minimum, meet nutritional standards specified in law and administrative regulation. To accomplish this objective, they will:
a. Offer a variety of fruits and vegetables;
b. Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
c. Ensure that at least half of the served grains are whole grain.
3. Be prepared in ways that will appeal to students, retain nutritive quality and foster lifelong healthful eating habits.
4. Be served in age-appropriate quantities and at reasonable prices.

B. The Superintendent or designee shall develop strategies designed to encourage the participation of students and parents or guardians in the selection of foods of good nutritional quality for school menus.
C. Parents and guardians are encouraged to support the district's nutrition efforts by considering nutritional quality when selecting any snacks that they may donate for occasional class parties.
D. School cafeterias shall comply with the sanitation and safety requirements of the California Uniform Retail Food Facilities Law as set forth in Health and Safety Code 113700-114455.
E. Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.
F. Each school also may post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

IV. National School Lunch Program

A. The Governing Board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide nutritionally adequate meals through the National School Lunch Program for students whose families meet federal eligibility criteria.
B. The Superintendent or designee shall recommend for Board approval a plan that ensures that students eligible to receive National School Lunch Program meals are not treated differently from other students or easily identified by their peers.
C. Upon approval of the Board, this plan shall be submitted to the California Department of Education for approval.
D. All applications and records related to eligibility for the National School Lunch Program shall be confidential except as provided by law.
E. In accordance with law, the Board authorizes designated employees to use individual records pertaining to student eligibility for any National School Lunch Program meals for the purpose of:

1. Disaggregation of academic achievement data.
2. Identification of students eligible for school choice and supplemental educational services in any school identified for program improvement.

F. The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

V. Nutritional Quality of Foods and Beverages Sold and Served on Campus

A. Healthy choices are encouraged at all school events.
B. 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 hour before or after school.
C. Snacks

1. 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.
2. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.
3. The district will disseminate a list of healthful snack suggestions to teachers, staff, after-school program personnel, and parents.

D. Rewards

1. Staff will not use food or beverages as rewards for academic performance or good behavior.
2. The school district will distribute to teachers a list of suggested ideas and methods for encouraging and motivating students without the use of food.

E. Celebrations

1. 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 by parents for classroom celebrations.

2. Food celebrations will not be held within thirty minutes before lunchtime.
3. The district will disseminate a list of suggested healthy party ideas to parents and teachers.

F. Fundraising Activities

1. To support children's health and school nutrition-education efforts, school fundraising activities that do not involve food will be encouraged. If foods are used, they will offer a variety of nutritional choices.
2. Schools will encourage fundraising that promotes physical activity, academic activity, or both.
3. The school district will develop and distribute a list of suggested ideas for fundraising to teachers, parents, principals, and student organizations.

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