

Sassarini Elementary School



Parent & Student Handbook
2013-2014

Sassarini Elementary School

652 Fifth Street West
Sonoma, CA 95476

Phone: (707) 935-6040
Fax: (707) 935-6049

Website: www.sassarinischool.org

Office Hours:
Monday-Friday
7:45 AM - 4:00 PM

Principal: Kristin Gornick
kgornick@sonomavly.k12.ca.us

Office Manager: Lida Pulido
lpulido@sonomavly.k12.ca.us

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SCHOOL PERSONNEL 2013-2014

Principal	Kristin Gornick	Teachers		
School Office Manager	Lida Pulido	GRADE	TEACHER	ROOM
Custodian	Richard Piskulic	TK	Anne Carroll	1.2
Receptionist	Luanne O'Meara	TK	Kim Tomasello	1.1
Translator	Ceci McCune	K	Ronette Wesson	2.1
Health Tech	Tiffany Brown	K	Tasha Schmitz	2.2
		1st	Lauren Campos	5.2
Library Media Tech	Mary-George Simonitch	1st	Kristen Reighly	5.3
Computer Network	Maria Olascoaga	2nd	Irene Brusa	6.3
		2nd	Meghan Leary	7.1
Cafeteria Manager	Colleen Daly	2nd	Vicki Monga	5.1
Cook	Mireya Hernandez	2nd	Mayo/ Garcia	7.4
		3rd	Debbie Bacher	6.1
Full Inclusion Aides	Mary Bertlin	3rd	Gary Morini	7.3
		4th	Curtis Duff	7.8
SDC Aides	Kari Bounds	4th	Maggie Pat	7.2
	Richard Holsworth	5th	Glendi Henion	6.2
		5th	Christina Sanders	7.5
Instructional Aides	MaryAnn Bridant	SDC-K-3rd	Marla Camp	2.3
	Kim Estment	SDC 4th-5th	Elizabeth Heffernan	7.9
	Maria Gutierrez			
	Ceci McCune			
	Kathy Peterson			
		Certificated Support Staff		
Noon Duty Supervisors	MaryAnn Bridant	Intervention	Laura Monterosso	6.7
	Kim Estment	English Learner		
	Paul Ramirez	Academic Coord		
	Kari Bounds	Counselor	Peggy Murray	1
	Luanne O'Meara	Speech Pathologist	Joan Lord	6.4
		Psychologist	Beth Heid	6.8
Crossing Guards	Mary Bertlin	Music	Bob Gossett	
	Paul Ramirez		Rebecca King	
	Mary George-Simonitch		Doug Bates	
SHARP	Drew Halter	Physical Education	Jan Moore	
AVANCE	Claudia Leyva		Tony Stevens	
Mentor Center	Suzanne Davis			

Sassarini School Policies

STUDENT EMERGENCY CARDS:

Current emergency cards are kept on file for each student, so that parents can be contacted without delay. These cards are essential for student safety and for home-school communication.

All information MUST be completed and the card signed during the first week of school. Please include contact numbers for at least three adults who can be reached in the case of an emergency. **Please remember to update the information if changes occur during the school year.**

SCHOOL HOURS:

	<u>Regular Schedule</u>	<u>Wednesday Schedule</u>	<u>Minimum Day</u>
Grades K-3	8:15-2:25	8:15-12:50	8:15-12:30
Grades 4-5	8:15-2:30	8:15-1:00	8:15-12:30

SCHOOL ARRIVAL:

Students not eating breakfast at school should arrive no earlier than 8:00 a.m., as yard duty supervision is not available until this time. Students participating in the breakfast program may arrive at 7:45am, but must go directly to the multipurpose room (MPR) for breakfast. Parents are welcome to sit with their child during breakfast. Starting at 8:00am, students may play on the playground until the bell rings for school to begin.

DROP OFF/PICK UP FROM SCHOOL

When driving your children to school, please:

- Park your car and walk your child to the curb. **DO NOT** allow your child to walk unattended across the parking lot.
- Obey all speed limits.
- Do not park in the bus drop-off area, or in any area marked "No Parking."
- Do not allow your child to open the car door when the car is still moving.

When picking up your children from school, please:

- Arrive before school is dismissed and meet your child at the classroom door.
- Let the teacher see you and acknowledge that you are leaving with your child.
- Never allow your child to walk across the parking lot to meet you at the car. Please meet your child on the sidewalk.

BIKES AND SKATEBOARDS

Students are welcome to ride bikes or skateboards to and from school. Please review safety rules with your child if they ride to school. **It is a state law that all children riding bikes wear bike helmets.** We ask that you make certain that your children abide by this law. Students must walk bikes across the street and cross with the crossing guard when appropriate. Please be certain that your child's bike has a proper lock and that it is used. We cannot be responsible for stolen bikes. **Bike riding is not allowed on campus at any time.**

Skateboards and rollerblades may be used to and from school but under no circumstances are they to be ridden on school grounds. If they are, they will be taken by the office staff and kept in the office until the parents are notified.

When walking your children to school, please be a good model of safe behavior. **We encourage students and parents to use the crosswalks that are served by Sassarini crossing guards (intersection of 5th Street West and Napa, and directly in front of the school), as these provide the most security.**

BUS TRANSPORTATION

Transportation to and from school is provided within the Sassarini boundary area. Parents need to purchase bus tickets at the Transportation and Operations Yard, 18751 Railroad Avenue, Sonoma. **Call (707) 935-6092 with questions regarding bus transportation or routes and schedules.**

SCHOOL DISMISSAL

Children should never be left waiting at school for a parent or family member to pick them up. Always review afterschool plans with your child.

CHECK IN/OUT POLICY:

Once students arrive at school they are to remain on campus until the end of the school day, unless a parent or guardian picks them up. Students who need to leave school during the school day must be signed out of the office by a parent or an authorized adult. Only persons whose names appear on the school emergency card will be permitted to pick up children.

ABSENCES:

Regular school attendance is vital to student success. Parents are strongly urged to schedule vacations, trips, medical and dental appointments during non-school hours.

If your child is sick or misses school, it is the parent's responsibility to call the school office before 10AM to report the reason why the student is absent, and when you expect them to return to school.

In the event of an emergency lasting from five days to two weeks, parents are asked to contact the classroom teacher and the school office to request an Independent Study contract. Independent Study contracts need at least five days lead time for the teacher to have adequate time to plan. Independent Study is subject to approval by the principal.

Students receive Perfect Attendance Awards at the end of school provided they did not miss any school days, have 3 or fewer tardies, and did not go on Independent Study.

Students who are habitually absent or tardy are referred to the School Attendance Review Board.

TARDY POLICY:

Please ensure that your child arrives on time for school. Late arrival not only causes the student to miss instructional time; it also causes interruptions to the entire class when the child enters the classroom. Children who arrive to school late interrupt the entire class, and spend time “catching up” with the rest of their classmates.

Students who arrive late to school must be signed in at the office by a parent or present a signed, dated note outlining the reason for the tardiness. When student tardiness becomes excessive, the School Attendance Review process will be employed to assist in resolving this problem.

The breakfast program is not an excuse for tardiness. Students who eat breakfast at school must be on campus prior to 8:15 and must be finished with breakfast by the start of school. Students may not eat breakfast in the classrooms.

SCHOOL BREAKFASTS, LUNCHES AND SNACKS

Parents are encouraged to send healthy, sugar-free snacks and lunch to school with their child every day, or to purchase these from the school cafeteria. Good nutrition has a strong impact on students’ performance at school. **For this reason, soda pop and candy are not allowed at school:** please do not send your child to school with these items.

Nutritious breakfasts and hot lunches are available for your child at school every day. Each day’s lunch menu includes a salad bar and a selection of fresh fruit. Menus are published on the school website and are sent home monthly.

School breakfasts and lunches must be paid for in advance, either in person or electronically on the district website. Sassarini has a computerized lunch service, which allows students to carry credit in their accounts and purchase food when desired; this operates similarly to a debit card. Every student has a PIN, which does not change throughout his/her school career. Please note that students may not run a “charge” account for food.

There is a free and reduced price for the breakfast and lunch programs for families who qualify. You must reapply yearly: applications are available in the cafeteria and main office. In order to ensure timely service, please make sure applications are returned to the school office by August 30, 2013.

STUDENT HEALTH, FIRST AID AND MEDICATION:

A district nurse is “on call” for emergencies and to do routine health screening. If a child is ill or injured, the school office staff gives first aid. If the illness or injury appears serious, the nurse and/or parent will be called.

The Education Code allows office staff to administer PRESCRIPTION MEDICATION only if the following qualifications are filled:

1. Prescription medication is to be brought to the office by the parent immediately upon the student’s arrival at school and is not to be given to the teacher.

2. The office must receive the prescription in the original prescription bottle.
 3. A note must accompany the prescription from the doctor directing the medication to be administered at school. An example of medication that must be given at school is medication that must be given four times a day. Otherwise, medications given three times a day should be given at home in the morning, immediately after school and before bedtime.
 4. The office must receive a written note from the parent with specific instructions regarding the amount of the dosage and the time of administration.
 5. All medications are to be kept in the office, not carried by the students.
- Non-prescription medication is not allowed on campus.

There will be no exceptions to this policy. If medication is brought in without its prescription bottle and notes from the doctor and parent, the medication cannot be administered. We are sorry for any inconvenience this may cause; regulations are enacted to ensure student safety.

VISITORS:

- Parents are welcome to visit at any time.
- All visitors **must** check in at the office when they arrive on campus.
- Parents who wish to observe in classrooms must contact the principal to make arrangements and then check in at the office on the day of the visit.
- Parents volunteering in the classrooms must sign in at the office before going to class.

TELEPHONE & CELL PHONE USE:

In order to preserve instructional time, **students are not allowed to use cell phones at any time during the school day. This includes classroom time and recess, lunch, and before school.** Parents are encouraged to have their students leave cell phones at home. However, we understand that some parents may wish to have their child carry a cell phone with them during the walk or bus ride after school. In this case, the cell phone must be turned off at all times until the walk or ride home.

If a student violates this policy, the phone will be collected by school staff and kept in a secure location in the office. **Confiscated phones will be returned only to a parent or guardian.**

A telephone is provided in the office for student use after school.

PRESERVING CLASSROOM TIME:

If you have special instructions for your child on a particular day, we ask that you make all the necessary arrangements PRIOR to the beginning of school. In order to protect instructional time, please note that staff will not call home for students for forgotten homework, band instruments or to make after school arrangements.

LIBRARY:

All students have a weekly time to visit the library with their class and check out books. The library is also open to students during lunch hours. Most books may be renewed and need to be “in hand” for this. All books must be returned and bills paid promptly. Students will be charged to replace damaged or lost books.

MEDIA:

All classrooms have a DVR/VCR machine and television. Teachers may show educational films during class time, and may sometimes show entertainment videos to their students during rainy day recesses. Movies must have only a G (General Audience) rating. Some intermediate teachers may show videos for educational purposes that have a rating of PG (Parental Guidance Suggested); however, a parent permission slip is required.

HOMEWORK:

Homework is designed to be a meaningful activity that provides reinforcement and practice of concepts learned during the school day. All students should expect homework. On average, students are expected to spend 20-30 minutes on homework at the primary level and 30-45 minutes at the intermediate level, four days a week.

Parents can support good study skills by

- Turning off the TV
- Providing a quiet space for homework completion
- Structuring regular study time nightly.

It is very important that the homework is returned when it is due. Asking your child about their homework before they leave in the morning is one way to see that it gets to school.

LOST AND FOUND:

Please write your child's name on all items brought to school. Lost clothing is placed in on a rack in the multipurpose room. Other smaller items are kept in the office. When an item is misplaced, please check as soon as possible so lost items can be returned. All items unclaimed at the end of the school year will be donated to charity.

SCHOOL-HOME COMMUNICATION:

Communication between parents and teachers is a key support for student success. We encourage all parents attend Back to School Night to meet their child's teachers gain important information about each teacher's policies, special events, and field trip plans. **During the course of the school year, please do not hesitate to contact your child's teacher if you have questions or concerns.** You may leave a message for the teacher through the school office: (707) 935-6040, or contact the teacher through email. Teacher email addresses are available on our school website: www.sassarinischool.org.

Important news and information that needs to be sent be sent home will be distributed on Mondays.

Please pay special attention to notices printed on blue paper, as these will require a parent signature and response. Any important information will also be disseminated on the school website and through automated phone message; please make sure your contact information is current throughout the year.

PARENT NEWSLETTER:

Sassarini's parent newsletter is called the **Seahawk Sentinel**. It is sent home on the first Monday of every month; please check your child's papers on Mondays for this newsletter.

PARENT CONFERENCES:

Scheduled parent-teacher conferences for grades K-5 are twice a year, in October and March. We follow the minimum-day schedule during conference weeks. Your child's teacher will contact you to schedule a specific conference time.

SCHOOL PROCEDURES FOR HANDLING PARENT COMPLAINTS

If you have a complaint or when a problem arises, first contact the classroom teacher. Often the issue is simply a matter of miscommunication. Usually, issues are resolved at this conference.

If your concern is not resolved after speaking with the teacher, please request a three-way conference with the principal in order to discuss the matter further and seek resolution.

PARENT INVOLVEMENT OPPORUNITIES

We host several parent meetings throughout the school year to help parents understand our school programs. Please plan to attend our parent nights! You will learn about Sassarini's API scores, our programs for English learners, our challenges and our successes. Parents learn how to better help their children now and throughout their K-12 education.

You are welcome to attend our School Site Council meetings for information about how the school budgets works, and to learn more about educational programs.

The English Language Learners Council is a subcommittee of the SSC, and oversees programs for English language learners (students who speak English as a second language).

The Organization of Parents and Teachers promotes fundraising and family events to support field trips, classroom supplies, assemblies, and other activities to enhance the school.

PARENT VOLUNTEERS

Sassarini is very fortunate to have a large, active group of parent and community volunteers who work regularly in the classrooms and library and help with one-time events such as field trips and OPT family events. These volunteers are a wonderful and truly valued support, and we encourage you to consider volunteering. If interested, please contact the staff member you would like to work with (teacher or librarian), speak with a member of our OPT, or contact our principal, Ms. Gornick.

We want all parents to feel comfortable with the support and help we receive from our volunteers. Volunteers work at all times under the direct supervision of teachers or school staff (a certificated or classified employee), and are never left alone with students.

In order to ensure the best possible experience for our volunteers, staff and students, we ask that volunteers adhere to these guidelines:

- Check-in at the office at the beginning of every shift, and sign-out at the end.
- Wear your Volunteer Badge while you are volunteering. This tells students that you are a safe adult to approach.
- Review our school rules and be a model of appropriate behavior.

- Understand the teacher’s behavior policies and ask the teacher how she/he would like you to handle student behavior. If in doubt and in a situation requiring action, involve the teacher immediately.

FIELD TRIPS:

Field trips are a wonderful opportunity for experiential learning. In order to ensure that all students are safe during a trip, please adhere closely to the following guidelines:

Students may attend educational field trips only with written parent permission. Parents must complete and sign each portion of the field trip permission slip, including emergency contact information and medical release. Please note that all school rules remain in effect during a field trip.

We request that any parent serving as a chaperone for a field trip sign up for the trip in advance. Please do not show up on the day of the trip to accompany the class, or drop in on the field trip, as this disrupts the organization of the event and makes it difficult to ensure student safety.

If you are a parent chaperone, please do not bring other children to any field trip. We cannot assume responsibility and liability for other children on a school sponsored field trip.

POSITIVE STUDENT RECOGNITION:

Student recognition assemblies are held monthly for grades 1-3 and each trimester for grades 4-5.

We always sing together at schoolwide assemblies, and parents are invited to attend; please check the school calendar and newsletter for dates and times. Awards include:

STARS Awards – for academic performance, positive attitude, improvement, and effort

SEAHAWKS Awards – for excellence in Life Skills: Curiosity, Courage, Integrity, Cooperation, Patience, Responsibility, Organization, Friendship, Flexibility, Sense of Humor, Problem Solving, Effort, and Common Sense

Honor Roll Awards – for excellent GPA in the upper grades

Subject Area Awards – for excellent subject area performance in the upper grades

BUDDIES PROGRAM

This program is planned and organized by classroom teachers. An upper grades classroom is paired with another classroom typically two or more grades below. Students are paired up, and the older students assist the younger children with activities or lessons such as art projects and reading practice. This is a favorite time for many students and helps build community, enhance social skills, and deepen learning.

MENTOR PROGRAM

The Mentor Program pairs an adult volunteer (mentor) with the mentee/student for a weekly academic and social hour. We are always looking for new mentors. Please call Suzanne Davis at 933-1655 for more information.

Sassarini has many more wonderful programs that enhance student learning. Check the parent newsletter for more information throughout the year!

EXPECTATIONS FOR STUDENT BEHAVIOR

All students at Sassarini are expected to obey all school rules. Our rules cover the basic principles of:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

SCHOOL RULES include:

- Students are to follow directions given by school staff
- Students must use appropriate language, gestures and physical contact. Obscene language, whether spoken or written, is unacceptable at school (i.e., no fighting, teasing, harassing, spitting, foul language or inappropriate gestures)
- Written or symbolic messages on clothing are prohibited if they are ethnically or religiously offensive, sexually suggestive or promote or advertise the use of drugs, including alcohol and tobacco
- Students may not bring weapons or dangerous objects to school or use objects in an unsafe or threatening manner
- Students must walk in all corridors; play and run beyond the red line only
- Students must respect and care for school property and environment, other individuals and their property
- Students are expected to act in a manner to allow themselves and others to learn
- Students are to be punctual in arriving to class, both at the beginning of each school day and following recess breaks
- Students who come to school on bicycles and skateboards may not ride them on school grounds
- Once at school, students may not leave school grounds without appropriate adult permission

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

An incremental system of consequences will be used when behavior is inappropriate. The following consequences may be implemented on a case-by-case basis:

- Problem solve with student
- Warnings, verbal reprimands, time out
- Loss of recess
- Apologies and reparations
- Parent contact (phone call or progress report)
- Referral to the Principal
- Behavior improvement packets or contracts
- Parent conference
- Detention
- Parent attends class with the student
- Referral to counseling.
- Suspension warning (written).
- In-school suspension.
- Suspension from school
- Recommendation for expulsion

SCHOOL-WIDE DRESS CODE

Student dress should be age-appropriate and not disruptive to the educational environment.

- Heels and open-toed shoes and sandals are inappropriate for elementary school-aged children, because they are unsafe to run in, and physical education is a regular part of the daily program
- Written or symbolic messages on clothing are prohibited if they are ethnically or religiously offensive, sexually suggestive, or promote or advertise the use of drugs (including alcohol)
- Gang-affiliated clothing or markings are also prohibited, including wearing colors to promote a gang
- Clothing should be clean and without large holes
- Hats are worn outdoors only
- Make up is not to be worn to school
- "Spaghetti" straps and bare midriffs are not allowed
- Hair-coloring and hairstyles must not cause distraction from class activities