



La Tercera

# Family Handbook

*An A-Z of Helpful Information about our School*

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## ARRIVAL AND DEPARTURE FROM SCHOOL

We begin our breakfast program at 7:45 in the multi purpose room. If students are not eating breakfast, they are to arrive at school no earlier than 8:00 am. The few times that a child has no control over his/her arrival time and comes to school prior to 8:00 am, those students are to go directly to the multi-purpose room until supervision begins. The playground is not open during this time. Students are to leave school grounds promptly at the end of the day, unless they have prior permission from a school staff member or are participating in an after-school activity on campus.

When waiting for older children to be dismissed, ALL children in grades TK-3 must be in the inner courtyard. Please remember that students in grades 4-6 are in class after students in grades TK-3 are dismissed. Please do not go near classrooms, as outside activity is a distraction. Children may not use the play equipment as they wait for their parents or an older sibling.

## ATTENDANCE AND ABSENCES

If your child is going to be absent or late, you must call the main phone number at (707) 765-4303 each day of your child's absence, and leave the following information:

- Your name
- Your child's name
- Your child's teacher's name
- Reason for absence
- Date of absence

Please be aware that all absences, both excused and unexcused, result in a loss of funding. When children do not attend school punctually or are absent the entire school day, the reason must be identified and recorded as either excused or unexcused.

Excused = Compliant with compulsory attendance law

Unexcused = Non-compliant and subject to truancy law after three incidents

Truant = Students absent without a valid excuse (unexcused absence) for three full school days in one school year or tardy or absent in excess of thirty minutes during a school day on any three school days in one year without a valid excuse, or any combination thereof, shall be classified as truant and reported to the attendance supervisor or designee.

## INDEPENDENT STUDY

If your child will be absent from school for three or more days for reasons other than illness, please inform the teacher, and an Independent Study Form will be prepared to provide educational activities that your child can complete during his/her absence. Learning occurs best when students are present at school, but an Independent Study provides some pieces of an educational program for your child and avoids a financial loss for our school. **It is imperative that staff is notified a minimum of 5 days or more prior to the start of the absence (the sooner, the better).** Teachers and staff

must have adequate time to prepare the educational program. Please Note: *Independent Study will not be granted without adequate notification.*

The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school.

#### Leaving School During the Day

If your child is to leave school during the day, please send a signed note or email to his/her teacher indicating when your child must leave class. Before leaving, a parent must come to the office to sign out his/her child. If someone other than a parent is to pick up your child, please include that information in your note. This person must also be on your child's emergency card. The office staff will call your child's classroom to let the teacher know that the child is being picked up early. For their safety, children are to be picked up by a parent or designated guardian and are not to walk home or to appointments during the school day.

#### Tardies

If your child is late to school for any reason, he/she must check in at the office. The student will be given a "Tardy Pass" by our office staff to present to his/her teacher. No late students will be admitted to class without a pass.

### **EAGLE EXPECTATIONS - Behaviors for Success At La Tercera STEM Elementary!**

#### **EAGLE FEATHERS**

We focus on the positive behaviors of students, and a program of positive reinforcement is used to encourage and recognize good citizenship and responsible behavior. It is our goal to reinforce their understanding of the connection between demonstrating self-discipline and the positive results of following the rules. Our school has in place several recognition programs, both school-wide and in the classroom, as a means to teach and reinforce positive choices and responsible behavior.

In addition, La Tercera Eagle Feathers or other acknowledgments will be given to students by all the staff for following the Eagle Expectations:

**We are SAFE**  
**We are RESPECTFUL**  
**We are RESPONSIBLE**  
**We are KIND**  
**We are PROBLEM SOLVERS**

Eagle Feathers will also be given to those students who are able to use their tools (see Toolbox section) for managing their own social and emotional success. Eagle Feathers are collected for weekly drawings in class and monthly drawings schoolwide for incentive prizes.

## **BELL SCHEDULE**

### TK-3rd Grades

Monday, Tuesday, Thursday, Friday: 8:25 am – 2:50 pm

Wednesday: 8:25 am – 1:45 pm

### 4th-6th Grades

Monday, Tuesday, Thursday, Friday: 8:25 am – 3:00 pm

Wednesday: 8:25 am – 1:45 pm

## **BICYCLES, SKATEBOARDS, SCOOTERS, and MORE!**

Students in grades 4-5-6 may ride their bicycles to school. Students in grades TK-3 may ride their bikes to school ONLY if accompanied to and from school by a parent, or they have met with the principal to verify parent/guardian permission.

All bike riding rules must be followed and helmets must always be worn. Bikes must be parked in the bike rack. While the school gates are closed during the school day, a small bike lock is always added security. The school is not responsible for the theft of bicycles on school grounds. There is no bike riding allowed on campus—bikes must be walked.

Scooters and in-line skates follow the same safety rules and expectations as bicycles and must be walked (or removed) on campus. Shoes with wheels in the heels (“Heelies”) must have wheels removed for the school day.

Students in grades 5-6 can ride skateboards to school with parent permission. Helmets must always be worn. There is no skateboarding on campus. Skateboards must be carried into the courtyard and stored in the classroom while the students are at school.

## **BUS TRANSPORTATION AND EXPECTATIONS**

For information on how the Old Adobe Union School District bus system operates, please contact the district office at (707) 765-4305.

The following school bus rules are issued by the Old Adobe Union School District. These rules apply to both home-to-school-to-home transportation and to bus field trips.

- ★ Remain in seat while the bus is in motion, with safe bodies!
- ★ Be respectful to the bus driver
- ★ Food or drink is not to be eaten while on the bus
- ★ Do not throw objects in or out of the bus
- ★ No unnecessary noise, inappropriate language or gestures

## **CALENDAR**

[The calendar can be found online at this link.](#)

## **CELEBRATIONS**

Classroom parties planned and organized by room parents in conjunction with teachers are held in celebration of holidays and special events (incentives, curriculum, etc.). Teachers have different ways of celebrating student birthdays. Please check with your child's teacher before sending in snacks to celebrate your child's birthday.

When bringing or sending snacks for any celebration, please be sensitive to other students' food allergies. Please ensure that your food donation is in alignment with the [OAUSD Wellness Policy](#). (see attached list of suggested food items)

For a list of healthy school food ideas for celebrations visit [ActionforHealthyKids.org](http://ActionforHealthyKids.org). Please also remember the following:

- ★ Please send in prepackaged, labeled food items
- ★ Please avoid sending in items with nuts or any other allergens that may affect students in your child's class
- ★ Please watch the sugar content
- ★ Birthday invitations may not be distributed at school unless given to every child in a classroom

## **CELL PHONES and "Smart" Watches/Accessories**

Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft, or damage, we understand that many families want their children to have cell phones in order to contact parents before or after school hours.

If a student chooses to bring a cell phone and/or smartwatch to school, it must be turned OFF during the school day (this includes recess) and placed where it will not be accessed during the instructional day (in a backpack). It must not be visible to other students or staff during the day. Once again, this includes recess. If a student does not follow these rules and 1) uses the cell phone/smartwatch, or 2) the cell phone/smart watch rings, or, or 3) the cell phone/smartwatch is visible to other staff or student students during the instructional day, it will be confiscated and turned in to the office. Parents will be contacted to come to school and pick up the phone at their convenience.

We believe that this policy allows families the flexibility to use cell phones as needed, but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter.

## **CHILD ABUSE**

It is mandatory that school personnel report all cases where child abuse may be a factor. We have no right or authority to deny a social worker or police officer access to children alleged to be victims. The school may be required to delay contacting the parents, and/or the principal may be required to provide necessary information to the authorities without parental contact.

## **COMMUNICABLE DISEASE NOTICES**

If your child is sick with one of the following communicable diseases, please notify the office so notification can be sent to your child's classmates' parents. Parents can then take proactive measures if their child has been exposed.

The communicable conditions that require us to notify parents regarding possible exposure are:

- ★ Covid-19
- ★ Chicken Pox
- ★ Hand, Foot, and Mouth Disease
- ★ Measles
- ★ Mumps
- ★ Scabies
- ★ Slap Cheek
- ★ Streptococcal (Scarlet Fever and Strep Throat)
- ★ Whooping Cough
- ★ Pink Eye
- ★ Shingles
- ★ Ringworm

## **COMMUNICATION**

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher, support staff member, office staff, or principal. In addition, any time you want to celebrate a success and/or share something that you are pleased with, you are encouraged to communicate with a staff member.

La Tercera Elementary School and all OAUSD schools use Parent Square as our main means of communication. Parent Square is a messaging system that allows teachers, school offices, and district offices to communicate with families. There are three different ways for parents to access information on Parent Square- online platform, phone app, and text messages. Please make sure that you have access to Parent Square to ensure that you have access to all communication from our school site.

Our school office number is (707) 765-4303. All staff members have voicemail, and our office staff can forward your call to voicemail if needed.

All La Tercera staff members have email addresses. The format is as follows: initial of first name + full last name @oldadobe.org. **For example: clarkin@oldadobe.org (Catherine Larkin)**

Please understand that teachers and staff members are working with students all day, and email is not immediately accessible. Teachers and staff will respond to emails within 24-48 hours. The school uses the following methods to communicate with La Tercera families:

- ★ La Tercera Website – lt.oldadobe.org – This site provides rich, up-to-date information related to the school, including our calendars, events, photos, links to like, etc.
- ★ Facebook – La Tercera STEM Elementary’s PTA home page
- ★ PTA Sign-up Genius email blasts – get on the list to get up to date information!
- ★ Weekly Robocalls – Principal updates every Sunday evening at 6:00 pm (available via phone and email)
- ★ ParentSquare communications
- ★ Classroom newsletters and samples of student work that are sent home. Teachers conference with all parents during November conference days. Voluntary conferences are conducted in March, but conferences can be arranged at any other time during the year when/if they are necessary.
- ★ Both of a child’s parents have the right to receive any printed information distributed by the school and School Messenger Robocalls, whether or not the child is living with them. If you would like these notices sent to both households, please notify the office with the appropriate information.

## **COMMUNITY GATHERINGS, ASSEMBLIES, AND PERFORMANCES**

### **CURRICULUM**

The curriculum focus at La Tercera STEM Elementary School is aligned with the Common Core State Standards. Teachers have high expectations for student learning and achievement, and they emphasize the importance of a strong academic foundation in reading, writing, mathematics, social studies, science, and critical thinking.

### **DAILY AT-HOME READING**

Reading is an integral part of learning, and students are expected to read daily at home (including weekends, holidays, and school vacations). The recommended guidelines are 20 minutes or more of reading daily in grades TK-2 and 30 minutes or more of reading daily in grades 3-6. Students can be read to (adult modeling reading), read with (taking turns reading aloud), or may read independently (silently or aloud). The most important skill to develop is building a reading life; that is, reading for the joy of reading everyday. Our goal for your children is that reading for enjoyment becomes a lifelong habit.

Parents and caregivers can help by having book conversations with your child/ren. This should only take about 5-7 minutes. It is best to talk with your child before he/she reads as a “warm up” (make

predictions, explain what is happening so far) and after he/she reads. If a child cannot remember what has happened in the story, he/she should go back and reread.

## **DOGS AND OTHER FURRY FRIENDS**

According to the state's education code, dogs are prohibited from school campuses, whether or not the dogs are leashed. Occasionally dogs and other animals will be allowed at school based on permission by the principal. Please do not bring dogs on campus when visiting, dropping off or picking up children, except as described above.

## **DRESS CODE**

Board Policy 5132(a) and administrative regulation 5132(a) specify appropriate dress and grooming for students. The following guidelines shall apply to all regular school activities.

- ★ Shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Students must wear shoes so that they are able to participate in physical education/recess activities everyday.
- ★ Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or insignias which are crude, vulgar, profane or sexually suggestive, or which bear drug, alcohol or tobacco company advertising, promotion, or likenesses, or which advocate racial, ethnic, or religious prejudice.
- ★ Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder, low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.

School staff may impose more stringent dress requirements to accommodate the special needs of certain sports and/or activities. Student's clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

The following are additional guidelines for appropriate dress:

- ★ Baggy pants that drag on the ground, reveal underwear, or limit physical activities will not be allowed at school.
- ★ Chains hanging from pockets are prohibited.
- ★ The sleeveless shirt straps must be at least two fingers wide.

## **EMERGENCY CARDS**

The school's emergency cards are very important since they provide information for each child that might be needed in case of emergency. A parent fills out this card when a child is enrolled, but they may become out of date as a result of moves, job changes, new phone numbers, etc. To keep the cards up to date, we ask parents to fill out new cards at the beginning of each year. Also, we ask parents to notify the office staff if there has been a change in home or work phone or address, or a change in the person(s) you would like us to contact if you are unavailable. It is best to list people

who are available locally, should your child become ill or injured and need to be picked up. **Please remember, only people listed on the emergency card may pick up a child from school.** If you would like to add more people to your child's emergency card, you are welcome to do so at any time.

## **EMERGENCY PLAN**

Our school has an Emergency Operations Plan that guides staff and public safety partners to respond swiftly should a crisis occur in our schools. Should a school emergency, closing, or cancellation occur, a phone message will inform you of the most current information available at that time. If it is an ongoing event, updates will be sent to you. In addition, local media will provide information in the event of an emergency. Students will be kept at school, if safe, until picked up by a parent or the person designated on the emergency card. If the school is not safe, students will be evacuated and kept at a place deemed safe by the local authorities. Drill procedures for emergencies and disasters are regularly practiced. Procedures include earthquake, fire/evacuation, and soft and hard lockdown drills. Supplies are maintained to provide a prepared response to an emergency. In order for our Emergency Operations Plan to be effective, we depend on the cooperation and assistance of many people, such as the police, fire department, and other local agencies. We also depend on parents to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all students and school employees.

[Please take some time to read the OAUSD Emergency Resource Guide for Parents.](#)

In particular, we ask parents to observe the following procedures:

- ★ Talk to your child and emphasize how important it is for him/her to follow instructions from their teachers and school officials during an emergency. Please emphasize the purpose and importance of appropriate behavior during practice drills.
- ★ As a parent, it is important to provide accurate emergency contact information to our school and notify the school office staff if it changes. This will allow school staff to provide you with timely updates using our notification system. It is critical that we are able to contact you or your designated representatives in the event of an emergency (students will only be released to adults designated on your child's Emergency Card).
- ★ Please do not telephone the school at the time of a disaster. We truly and sincerely understand and respect your concern, but it is essential that the phone system be available for emergency communications.

We are proud that our school is a safe school, and we appreciate parent cooperation and support.

## **FIELD TRIPS**

Field trips are planned during the school year to extend the curriculum into the real world and to allow students opportunities for unique experiences. Student permission slips will be sent home and must be signed by a parent.

- ★ When a parent uses his/her vehicle to transport children on field trips, it is required that s/he have the following on a **signed, district form (with proof of insurance)**:

- a minimum liability coverage of \$100,000/\$300,000
- a minimum property damage requirement of \$50,000
- a minimum medical coverage of \$5,000
- ★ All drivers must complete this paperwork at least two weeks before the field trip (get paperwork in at the beginning of the year; so that you are ready to drive/chaperone at any time!).
- ★ In addition, drivers must have completed all of the volunteer paperwork and this must be on file in the office.
- ★ Seatbelts are mandatory and no child may ride in the front seat of a car that is equipped with an airbag.
- ★ Younger siblings are not allowed to participate in school field trips.

## **FOOD ALLERGIES**

It's hard to believe that the foods most of us eat and enjoy every day can be harmful to others. But, it's true! A handful of La Tercera students are allergic, and in some cases, seriously allergic to peanuts, tree nuts, dairy products, wheat, and eggs. While we have plans in place to address the needs of these students, it's important that our entire school community be aware of what causes allergies and what we can do to prevent allergic reactions, which for some children, can be life-threatening.

We encourage parent support by asking you to join us in communicating the following messages to your children:

- ★ Never take food allergies lightly. Joking about it and teasing kids who have food allergies are inappropriate behaviors and can have serious consequences.
- ★ Don't share your food. This advice runs counter to the environment of "sharing" we like to enjoy. However, sharing food can be very dangerous to students who have food allergies. Also, many families prefer that their children only eat or be exposed to certain types of food. Therefore, sharing food with students who don't have allergies can have negative consequences, as well. Students at La Tercera have been told not to share food that their parents have packed with anyone.
- ★ Wash hands after eating. Washing hands after you eat is very important. Touching certain foods can cause an allergic reaction in some students. Therefore, it's good practice to clean off any food that is on your hands after eating. You'll get fewer colds, too!
- ★ Ask friends if they are allergic to any foods and help them avoid those foods. Learning what someone is allergic to is easy. (Just ask them!) Finding out if foods are safe to eat is more difficult. Usually, students who are allergic are very careful about what to eat, but it's a good idea to remind friends who have food allergies to be extra careful of foods that are not brought from their own homes.
- ★ Limit the number of allergens on our campus. La Tercera is a Nut Aware school. This means that we request that families pay careful attention to food items brought on campus. Please voluntarily refrain from sending items for snack, lunch, or class celebrations that contain

peanut or tree nut products. For a list of food items that are nut free, please check [www.snacksafely.com](http://www.snacksafely.com).

Thank you for your continued support in this manner. We appreciate all that our students and families do to keep our school a safe place for all students.

### **GIFTED and TALENTED EDUCATION (GATE)**

The Old Adobe Union School District offers a GATE Program for qualifying students in grades 4-6. Qualification is based on intellectual potential or outstanding creativity coupled with outstanding achievement. Students are referred by classroom teachers and then screened by the district GATE teacher. Identified students are eligible to participate in the GATE Program, which runs in session and takes place during the school day, right here at La Tercera Elementary School.

### **HOMEWORK**

Homework is one of the key links between home and school and is assigned to reinforce and extend skills taught in class. Homework is also critical for providing opportunities for students to assume responsibility and establish solid working habits.

To ensure that homework is an effective part of the educational process, we believe that open communication between teachers, parents, and students is critical. Below is a list of ways in which teachers, parents, and students can best support this collaborative effort:

Suggested Guidelines for Teachers to Support Student Success:

- ★ Share specific classroom expectations for homework with both students and parents early in the school year.
- ★ Teach skills necessary for students to complete the homework and become successful independent learners.
- ★ Provide appropriate and timely feedback regarding homework completion.
- ★ Encourage a partnership between home and school that supports families in the homework process.

Suggested Guidelines for Parents to Support Student Success:

- ★ Provide a quiet, well-lit study area with a desk or table and chair.
- ★ Keep a supply of “study tools” available: pencils, pens, paper, ruler, and dictionary.
- ★ Establish a regular time for homework during which your child can work with a minimum of interruptions.
- ★ Provide a healthy balance between homework, extra and co-curricular activities, and family commitments.
- ★ Encourage student responsibility and independence.
- ★ Offer your student planning support when completing long-term assignments (4th-6th grades).

- ★ Contact the teacher if your child is not consistently able to do the homework within the guidelines or if challenges or questions arise.

#### Suggested Guidelines for Students to be Successful:

- ★ Make sure you are aware of assignments and corresponding due dates.
- ★ Make sure you understand the homework assignment before leaving school.
- ★ Ask for clarification from your teacher if you have questions.
- ★ Bring home all necessary materials.
- ★ Do your best to stay focused and manage your time.
- ★ Put forth your best effort to produce quality work.

### **HOMEWORK DURING ILLNESS**

If you wish to request homework for a child who is ill, please contact the school office by 9:00 am on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child's assignments, which may be picked up in the office after 3:00 pm on the day that you phone and every day thereafter throughout the duration of the illness.

### **ILLNESS**

Unfortunately, children will be affected by illness from time to time. There are common illnesses such as colds and the flu. Also, there are communicable diseases (see list under Communicable Disease heading) that may affect children at school. First and foremost, use common sense and good judgment when making a decision about your child's attendance at school relative to illness.

#### **Children should not attend school if:**

- ★ They have a fever. Students may return to school when they are 24 hours fever free without the use of a fever-reducing medicine (even if they feel better).
- ★ They are vomiting.
- ★ They have a communicable disease. (Parents are responsible for keeping their child home until the child is no longer contagious.)
- ★ Parents must also notify the school if their child is diagnosed with a contagious disease.

### **KIDS CARE**

Kids Care is an on-site, extended-day program. Kids Care is run by paid staff who supervise students in various activities. It is open from 6:30 am to 8:00 am and from 2:35 pm to 6:00 pm. An initial registration fee is charged, in addition to hourly rates. For information, please contact the site director at (707) 765-4354, [Kids Care Website](#)

### **LICE PREVENTION**

Lice are not strangers to school campuses. Although lice do not carry disease, they are tenacious, bothersome, and easily spread from one person to another. Help your child to avoid coming in contact with lice by encouraging them not to share combs, hats, hair ribbons, or other personal items.

If lice or eggs (called “nits”) are found on a student, a parent/guardian is notified, information regarding treatment is sent home, and they are encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

## **LIBRARY**

Our library includes a rich selection of books of varying genres, up-to-date computers, a warm environment to read, and the best Library Manager you could ever imagine! The library is open during the school day for research, and classes are scheduled for weekly visits. Volunteer parents, community members, and students who take on the role of library assistants also support the library. We appreciate them! Overdue books are compiled by the Library Manager and notices are given to teachers who remind students to return them. After a period of time, a letter will be sent home with the child listing the title and the cost to encourage the child to find and return the book. In addition, it is the responsibility of the family to pay for a replacement book should a book become damaged.

## **LOST AND FOUND**

Any lost clothing, lunchboxes, and water bottles will be placed on the rolling carts and in the tubs outside of the multipurpose building. Students and parents are encouraged to check the cart and tubs for lost items. Names on clothing, lunchboxes and water bottles are very helpful. At the end of each trimester, unclaimed items are donated to charity.

## **LUNCH**

School Lunch Program - Our kitchen staff serves nutritional lunches every day, and all of the food is prepared on site in our kitchen. Menus are sent home at the beginning of each month and are also available on our website. Breakfast and lunch meals will be served FREE OF CHARGE to ALL students for the entire 2023-24 school year.

Breakfast is served daily from the outside food services “pick up” multi window. Breakfast is served between 8:00 am - 8:15 am. It will be served in a brown bag. Students eat outside in the quad at tables or inside the multi on cold/rainy days. Lunch is served daily from our food area in the multi. Students eat outside in our quad or inside the multi (weather dependent)

Food from Home - When packing a lunch for school, please be mindful of a healthy, nutritional lunch. All families are encouraged to pack lunches in recyclable, Earth-friendly materials and limit waste as much as possible.

### **Lunch Schedule**

**TBD**

## **MEDICATION AT SCHOOL**

If it is necessary for your child to take medication during the school day, these district medication procedures must be followed:

1. ALL medications will be kept in the school office under the supervision of the office staff. This includes “over-the-counter” medications. A student may not have medication in his/her possession or in the classroom without a specific doctor’s written statement on file in the office to that effect.
2. ALL medications must be in the original containers – this includes Tylenol-type medications, throat lozenges, etc. Prescription medication must have the original pharmacy label.
3. A signed “Authorization for Administering Medication” Form is needed for ANY medication (prescription or over the counter) that your child may need at school. This form is available in the office or may be downloaded from the school’s website. Both the parent and the child’s doctor must sign this form.
4. The administration of all medications will be supervised by the office staff or other designated school personnel.

We realize that the requirement for a physician’s signature and written directions may be burdensome, but this will help assure proper administration of any and all medications for students.

## **MESSAGES**

Messages for students are to be left with the office staff, who will then deliver them to the classroom(s). To minimize class disruption, any lunches or other forgotten items are to be left in the office. The office staff will ensure your child receives the items. Please make sure the items are clearly marked with your child’s name.

## **NURSE**

We have a school district nurse for specific state-mandated services, such as vision and hearing screenings and immunizations. She is also a resource for health education, works with families with students with life-threatening allergies, monitors medication for students, and is available for small-scale emergencies such as lice checking. Our district nurse is at La Tercera one day per week.

## **OFFICE HOURS**

The office hours at La Tercera Elementary STEM School are 7:30 am to 4:00 pm. Our phone number is (707) 765-4303 and our FAX number is (707) 765-4333.

## **OUTDOOR EDUCATION**

Every year in late April/early May, our sixth grade students participate in the Old Adobe Union School District's Outdoor Education Program. For more information about our outdoor education program, please visit <http://adobecamp6.weebly.com>.

## **PARENT TEACHER ASSOCIATION (PTA)**

La Tercera PTA would like to invite you to become an active member. The PTA coordinates parent volunteers, the Annual Auction, Dine and Donates, the Walkathon, Open House, the Harvest Festival, the Star Party/Book Fair Kickoff party, the Teacher Appreciation Luncheon, book fairs, various other fundraisers and so much more! Fundraising activities are organized to support and enhance the educational and social programs at our school. The continued success of our PTA hinges on parent's involvement. All parents/caregivers are urged to become members of the PTA and encouraged to participate in PTA meetings and PTA sponsored events. Together we can help make this year a winning year for our students!

## **PICK UP & DROP OFF: PARKING AND TRAFFIC PROCEDURES**

Driving - Please follow all traffic rules to keep all children safe when arriving and departing from school. Also, make certain you allow yourself time!

- ★ The white striped pick up/drop off curb on Albin Way is the best way to drop off students. Please have your child exit the vehicle using the door closest to the curb. Please remain in your vehicle. Never park in this zone.
- ★ The school parking lots are for staff parking only. They are not for student drop off or pick up.
- ★ Please DO NOT stop in the middle of the street, or in traffic, to pick up your child/ren.
- ★ The drive through near the Main Office is for buses and staff parking only. This is not a drive through for pick up/drop off before or after school hours.
- ★ If you are dropping off or picking up your child during the school day, you may temporarily park in the white pick up/drop off zone on Albin Way, in front of the school.
- ★ It is important not to make U-turns in any school zone.

Walking - Please use the sidewalks and crosswalks. In addition, be alert when crossing streets and only cross at marked crosswalks. Remember to STOP, LOOK, and LISTEN when crossing.

Please remember...

Crossing Guards, teachers, and staff serve to ensure the safety of your children. Please be respectful of their directions. They are here to help. Thank you for your consideration of and attention to these policies and procedures. Your support is appreciated!

## **PERSONAL PROPERTY**

Electronic devices such as CD players, iPods, and video games are not to be brought to school as they often become a distraction in the classrooms and may be subject to theft. Students may not bring play equipment and/or balls for recess from home. Toys may only be brought to school by individual teacher request or permission.

## **PLAYGROUND EXPECTATIONS**

Expectations for the Playground to Promote Safe, Respectful, Responsible Behavior: Students are to be good sports and use good sportsmanship.

- ★ Students must be respectful of peers by sharing and encouraging others to play.
- ★ There are no “closed” games.
- ★ Students are to obey and respect the Campus Supervisors or teachers assigned to yard duty.
- ★ Students are to use the playground equipment for its intended purpose. When on the bars, students must hold on with at least one hand. Students must not sit on the bars or equipment and may not jump off the structure. In addition, one person is on the slide at a time and must slide down with feet first.
- ★ Students are not to play any tag games, chase games, or tackling games. Sliding/slide tackles are not allowed.
- ★ Students are to kick and throw balls appropriately. No balls or objects are to be kicked or thrown randomly at any time or against the buildings.
- ★ Students must only use school playground supplies at school. This prevents arguments and encourages sharing.
- ★ Students are not to perform or pretend to perform any type of wrestling/fighting.
- ★ The following games must have adult supervision: flag football, touch football, softball/baseball, and soccer.
- ★ Snacks are to be eaten in the table area during recess. Snacks are not to be eaten on the play areas or play structures.
- ★ Students are not to play in or loiter near the restrooms.
- ★ Students are to stop moving (freeze) when the first whistle is blown and wait for the teacher to blow the whistle again. After the second whistle sounds, students are to gather playground equipment, place it in the ball containers, and line up quickly.
- ★ Students are not to be in the courtyard area during recess unless under authorized adult supervision. Students must have a pass if visiting the library, computer lab, or office during recess.

## **PRINCIPAL REFERRALS**

As much as possible, discipline issues will be addressed in the classroom. For serious issues such as repeated violation of playground rules, disruption to teaching or learning, fighting, abusive language towards others, abusive physical action towards others, etc., students are referred to the Principal. When a student is referred to the principal, a referral is completed. Depending on the level of intervention, this form may be sent home with the student and must be signed by a parent and returned to school the next day.

Here is a general look at what might happen depending on the circumstances:

- ★ conference with student
- ★ notify parent/caregiver
- ★ assign consequence and/or community service
- ★ restrict school activities
- ★ suspend student to the office
- ★ suspend student home (in accordance with Ed Code 48900)
- ★ refer student to authorities
- ★ any combination of the above

## **READING**

Reading is an integral part of learning, and students are expected to read daily at home. The recommended guidelines are 20 minutes or more of reading daily in grades TK-2 and 30 minutes or more of reading daily in grades 3-6.

## **SCHOOL SITE COUNCIL/LCAP**

This group, composed of parents, teachers, support staff, and La Tercera's Principal, works to implement the school's state-mandated and approved School Plan for Student Achievement (SPSA). This plan outlines the school's budget, sets academic goals, and creates action plans in order to meet those goals. The council meets regularly to discuss, evaluate, and monitor La Tercera's program. Parents are invited to participate in the council. Meetings are held every other month, and dates will be published in school communications.

## **SCHOOL SUPPORT SERVICES**

**Counselor** - Our school counselor is on site three days per week. The counseling program is designed to promote positive attitudes, social skills, emotional well being, and to reinforce our school-wide, social-emotional program. This program includes classroom visits as well as small-group and individual sessions.

**English Language Learner Support** - English Language Learners are monitored twice a year to ensure that they are receiving adequate support. As necessary students are referred to RTI and other supports that our school provides.

Resource Program - Special education services are provided through our resource program staffed by our RSP teacher and paraprofessional. Qualifying students receive special help on a regular scheduled basis, according to his/her Individualized Education Plan (IEP).

Response to Intervention (Rtl) - Our Rtl Program provides services to teacher-identified students who need additional assistance with reading skills in all grades.

Speech and Language - Our Speech and Language Pathologists provide services in the areas of language, articulation, and fluency disorders to those students who qualify. Students must be referred by either a teacher or another staff member and then assessed by our speech pathologists to determine qualification.

## **SECOND STEP SOCIAL EMOTIONAL LEARNING CURRICULUM**

La Tercera teaches Second Step Social Emotional Learning (SEL) Curriculum. Teachers provide at least one Second Step lesson each week as part of four units completed through the year. Units are based on the Collaborative for Academic, Social and Emotional Learning (CASEL) standards and units focus on Growth Mindset & Goal-Setting, Emotion Management, Empathy & Kindness and Problem-Solving. In this first unit the learning focuses on the development of skills for goals setting and a growth mindset. Lessons are tailored for each grade level. While most of our day is spent on academic instruction, Second Step lessons are an important part of our program and important for student success. Social emotional skills including problem-solving, self-regulation and impulse control help improve academics, reduce negative social behaviors, and create positive school climates.

## **VISITOR GUIDELINES**

Visitors **MUST** sign in at the front office before going to classrooms, the multipurpose room, or the playground. Visitors must also check in at the office when dropping something off on campus. The office staff will make sure that items dropped off get to students.

All visitors must wear a "Visitor Pass" badge or sticker so that they can be identified by staff and students. Adults not wearing these stickers will be asked by school personnel to check in at the office or leave campus. These measures are put in place to ensure student and staff safety at all times.

## **VOLUNTEER GUIDELINES**

Below are guidelines and helpful hints for our volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the school as a whole. Understanding how grateful we are for parents' time and support, please accept the following guidelines with our thanks!

When serving as a school volunteer, please:

- ★ Complete the Volunteer Application, Volunteer Code of Conduct, and provide a copy of your driver's license. Forms are available in the office.
- ★ Sign in at the office. There is a "Visitor/Volunteer Log" on the front counter in the office for this purpose. This is a school safety measure as well as a PTA requirement.
- ★ Wear a "Visitor Pass" sticker while on campus. Stickers are available in the office and must be worn by all visiting adults as a safety measure.
- ★ Model school rules and procedures – including stopping and listening while the teacher is speaking.
- ★ Maintain confidentiality especially when working with students. Please keep information about your assistance with students of varying needs and levels in the classroom.
- ★ Use the cell phone golden rule – turn it off or on "vibrate" when you are working in a classroom.
- ★ Have fun! Enjoying yourself while volunteering also facilitates a safe and nurturing learning environment for all students.

The entire staff at La Tercera appreciates the time and effort you put in for our students.

Thank you for your positive contributions to our great learning community!