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PACHECO ELEMENTARY

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**PARENT & STUDENT  
HANDBOOK  
OF  
INFORMATION**

# PACHECO SCHOOL 2016-2017 SCHOOL SCHEDULE

**Kindergarten:** Mondays: 9:25 a.m.-12:00 p.m./Tuesday–Friday: 8:25 a.m. – 12:00 p.m.  
Beginning Monday, September 26, all Kindergartners will stay until 2:50 dismissal time on Monday, Tuesday, and Wednesday, except during conferences and the last week of school. On Thursday and Friday all Kindergarten students will be dismissed at 12:00. Kindergarten lunch is from 12:30-1:05 on long days.

## Grades 1-3 Tuesday – Friday\*

8:00	Recess - School yard is supervised
8:25	Instruction
10:25	Recess
10:40	Instruction
12:10	Lunch
12:55	Instruction
2:50	Dismissal

### \*Mondays

9:15	Recess
9:40	Instruction
12:10	Lunch
12:55	Instruction
2:50	Dismissal

## Grades 4-6 Tuesday-Friday\*

8:00	Recess
8:25	Instruction
10:50	Recess
11:00	Instruction
12:40	Lunch
1:20	Instruction
2:50	Dismissal

### \*Mondays

9:15	Recess
9:25	Instruction
10:50 - 11:00	Recess
12:40	Lunch
1:20	Instruction
2:50	Dismissal

**Minimum Days:** parent conferences will be held on November 14-16, March 6-10. Kinder has min. days on conference weeks and the last week of school.

## Pri. Grades 1, 2 & 3 (Tue. - Fri.\*)

8:15	Recess
8:25	Instruction begins
10:25	Recess
10:40	Instruction
11:50	Lunch
12:20	Instruction
1:00	Dismissal

### \*Mondays:

9:40 Instruction  
11:50-12:20 Lunch  
1:00 Dismissal (170 Minutes)

## Int. Grades 4, 5 & 6 (Tue. - Fri.\*)

8:15	Recess
8:25	Instruction Begins
10:50	Recess
11:00	Instruction
12:25	Lunch
12:55	Instruction
1:00	Dismissal

### \*Mondays:

9:25 Instruction  
10:50-10:55 Recess  
12:25-12:55 Lunch  
1:00 Dismissal (180 Minutes)

## **Pacheco School Mission Statement**

The Pacheco school community is committed to preparing our students for success in the 21st century. We expect the highest level of academic achievement in all areas. We teach skills which allow all students the opportunity to realize their full intellectual, physical, creative, emotional, and social potential. We take the responsibility for creating an environment in which all students in our culturally and socio-economically diverse population can be successful learners.

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## PACHECO STAFF

### INSTRUCTIONAL:

Rick Mayfield	Principal
Lisa Stephens	Title I Resource Teacher / Literacy Coach
Susannah Stone	Bilingual Resource Teacher
Tara Clapham	ELD Teacher
Elizabeth Aebischer	Reading Intervention
Mary Irion	Kindergarten
Jason Browning	Kindergarten
Jacquelynn Lewis	Kindergarten
Daria Hernandez	Kindergarten
Danielle Elsea	First Grade
Lisa Ajanel	First Grade
Connie Reynoso	First Grade
Yuliana Coronel	First Grade
Jill Banfield	Second Grade
Julia O'Connor	Second Grade
Andres Guardado	Second Grade
Monica Koch	Second Grade
Jennifer Jenison	Third Grade
Margarita Zatt	Third Grade
Nicole Rege	Third Grade
Angela Avila	Fourth Grade
Marlene Vega	Fourth Grade
Carmen Jimenez	Fourth Grade
Erich Marthaler	Fifth Grade
Carol Del Toro	Fifth Grade
Brian Deutsch	Sixth Grade
Cindy Peters	Sixth Grade
Mercedes Pascual	Sixth Grade
Melinda Mikuls	Resource Specialist Program
Maribel Chavez	Counseling / Community Liaison

### SUPPORT:

Monique De Leon	Secretary
Silvia Rodriguez	Secretary Clerk
Shelly Stevenson	Library Technician
Meka Rudd	RSP Aide
Marta Torres, Maria Bettencourt, Louise Kraemer, Sasha Jefferson, Danielle Clarke, Olivia Ambriz, Ursula Black, Silvia Liddicoat, Claudia Castro, Ginger Dinunzio	EL Instructional Aides
Linda Hayes	Food Services
Richard Johnson / Adrain Florez	Custodial

### SUPPORT SPECIALISTS:

Tenesha Lewis	Psychologist
Nevin Smith	Speech Therapist
Katie Bravante	Music
Dave Delkeskamp	PE
Laurie Alexander-Hills	PE Aide
Judith Gier / Domi Diaz	Nurse
Dannielle Clemens, Carolina Gallegos, Silvia Amador	Playground Supervisors

## **LUNCH PERIODS**

Kindergarten- Beginning on Monday, September 26, Kindergartners will attend a full day each Monday, Tuesday, and Wednesday. Lunch on those days will be from 12:30-1:05.

### **LUNCH SCHEDULE**

**Grades 1 – 3**

12:10 – 12:55

**Grades 4 – 6**

12:40 – 1:20

Students may bring sack lunches and purchase milk for 50 cents or they may buy a lunch, including milk, for \$2.75 a day. Menus for each month are sent home in advance. The lunch order is phoned in at 9:30 a.m. Students who arrive later than 9:30 a.m., because of medical appointments or other reasons, should plan to bring a sack lunch as they will be too late to order a school lunch.

If a child forgets his/her lunch or money, please bring it to the school office. The office staff will see that it is delivered. Children who eat a lunch in the cafeteria are expected to conform to a high standard of behavior.

## **NUTRITION BREAK / RECESS**

The 10:25/10:50 a.m. recess is not considered to be a nutrition break. If students bring a snack, they may eat it at this time, but food is not provided. Breakfast is served daily, at a cost of \$1.75, from 8:00 to 8:25. Gum is not allowed at school due to its careless disposal in drinking fountains, furniture, the playground and floors.

## **GENERAL SCHOOL RULES**

Pacheco students and staff act safely and think safely.

Pacheco students and staff demonstrate respectful behavior to all persons.

Pacheco students and staff take care of personal and school property.

Pacheco students recognize the need for adult authority and leadership to maintain an orderly and safe campus.

Pacheco students and staff use acceptable manners when eating, working, and playing together.

Pacheco students and staff are held accountable for their actions and behavior.

A copy of our Specific School Rules, in addition to your child's specific classroom rules, will be found on the insert included in the San Luis Coastal Elementary District Code of Conduct.

## **GUIDE FOR SCHOOL DRESS AND GROOMING**

Students have the responsibility to come to school dressed in a manner that will not disrupt the instructional program or endanger anyone's health and safety. The school's dress standards reflect our community's expectations of "age appropriate" dress and it considers the social and emotional developmental level of elementary school students. Students will be required to change attire immediately or call home for replacement clothing and a progressive school consequence will be assigned. Hats may be worn as long as the privilege is not disruptive to school activities.

## **Pacheco's Guide for Dress:**

- a smart, well nourished brain for knowing the Pacheco dress code
- sharp eyes for seeing dress accessories that are not allowed on campus like wallet chains, extra long belts, studs, spikes or unsafe jewelry
- t-shirt logos that don't promote or imply alcohol, drugs, tobacco, violence, profanity, or sexual meaning
- pants are pulled up and ride comfortably on the hip; under-garments aren't exposed!
- appropriate shoes for walking the halls and gliding into class on time; sorry, no flip-flops or bare feet for safety
- a totally groo"V" ey v-neck shirt that doesn't dip too low is appropriate because it doesn't reveal cleavage and isn't distracting
- a stylish and really hip top that covers the shoulders with at least a two-inch wide (three finger width) strap-no spaghetti straps or tube tops
- the tummy's covered; midriff must be covered (test it in front of the mirror before leaving home in the morning....raise your hand....if you see your tummy, your shirt is too short)
- super awesome shorts (or skirts and dresses) that are at least as long as the finger-tip of the student's hanging arms or mid-thigh.

## **ATTENDANCE**

Daily attendance is the best way to ensure your child's academic success, and children are expected to be in school unless they are ill. Absences should be kept to a minimum. Do not, however, send your child to school in the early stages of a cold, persistent cough, or fever.

State law provides that an excuse by the parent be given for a child's absence. Please call the school attendance office number (596-4081) or write a short note each time your child is absent. When phoning, give your name, your child's name, the date, the teacher's name, and the reason for the absence. Please phone each day your child is absent to report this information. Please check with your child's teacher regarding makeup work procedures. In most cases, student work will be sent home only if a child is going to be absent more than three days.

## **TARDINESS AND PUNCTUALITY**

Tardiness is an interruption to the learning process of the tardy student and other students in his/her classroom. It is the joint responsibility of students and parents to be at school on time. Students who report late to school must report first to the school office before going to class. In the case of frequent tardiness, parents will be contacted and disciplinary action will be taken. Please make every attempt to be punctual.

## **APPOINTMENTS**

We urge you to schedule medical and other appointments so that they do not conflict with class time. If it is necessary for students to leave the school grounds before the regular dismissal time, please send a written note to the teacher indicating your intentions or stop by the school office before picking your child up. Students must be signed out in the office before leaving. They will not be released to anyone other than their parents without proper authorization. If they are to return to school following the appointment, or arrive late, they must check in through the office before going to class.

## **ILLNESS OR ACCIDENTS AT SCHOOL**

When a child becomes ill at school or is involved in an accident, he/she is sent to the office for minor first aide. If the injury or illness warrants, the parent is called and requested to take the child home for further care.

Children are never sent or taken home unless there is some supervision or care at home, unless the parent gives permission for the child to be sent home. Please have an alternate phone number on file in the office on the emergency care card. **Please keep this card up to date.**

## **MEDICATION**

We request that all families make every effort to administer medication to their child(ren) during hours OUTSIDE the school day. However, we understand that at times it may be necessary to administer medication to your child during the school day. When this occurs the following documentation is required **prior** to our assistance.

1. **Both** the parent and the health care provider must complete and sign a district approved Consent Form before medication can be given to a student during school hours. This form is available at the school office.
2. A health care provider is defined as a medical doctor, psychiatrist, dentist, osteopath, podiatrist, optometrist, or a physician's assistant.
3. Medication includes **BOTH** prescription and over the counter substances (including nutritional substances, and herbal remedies).
4. Medication maintained and self-administered by a student requires physician documentation that the medication is deemed necessary for emergency health conditions (i.e., diabetes, epilepsy, asthma/allergy) **AND** the student has been trained in its administration.
5. **ONLY** the school nurse or designated and trained school personnel shall administer medication.
6. Medication Consent forms are available at the School Office and may be faxed or mailed to you and/or physician.

## **HOMEWORK**

One of the quality indicators of excellence in schools identified by the California State Department of Education is homework that is assigned on a consistent basis. Therefore, Pacheco School has implemented a homework policy that includes the following guidelines:

There will be a minimum of one homework assignment per week in kindergarten and nightly assignments Monday through Thursday in Grades 1-6. Exceptions to this would include holidays, evening school programs, etc. Examples of various types of meaningful homework that is related to class work will include the following:

1. Review and reinforcement of subject matter covered in class.
2. Drill and guided practice of subject matter.
3. Study and preparation for tests.
4. Incomplete class work.

5. Make-up work for students who have been absent.
6. Extensions of class work or enrichment activities.
7. Research projects.

Two of our main objectives are to help students develop consistent study habits and a sense of responsibility. To facilitate this, parents of students who consistently demonstrate an inability to turn in their homework will be contacted by the teacher, and an individual program of student/parent accountability will be developed and implemented.

Each teacher will keep a record of completion of student homework assignments for the purposes of conferencing, grading, and student qualification for the Homework Award. These will be periodically monitored by the Principal. Teachers will try to keep the average amount of time required each night for the completion of assignments within the following guidelines:

- Kindergarten: Weekly homework assignments will involve parents working with children for short periods of time on classroom related activities.
- Grades 1-2: Ordinarily, homework assignments will approximate one-half hour a night, four days a week.
- Grades 3-6: Assignments should be appropriate in length, and ordinarily will approximate one hour a night, four days a week. This time may vary according to the individual needs and abilities of the students.

Parents can help maximize the effectiveness of our homework policy by providing a quiet place and regularly scheduled time for homework, support, and encouragement to see that assignments are neat and fully completed. Help your child when it is appropriate, but please don't do the assignment for them.

### **HOME/SCHOOL COMMUNICATION**

All parents are urged to attend Back-to-School Night, Open House, parent/teacher conferences, and all other school activities. Your participation in school functions sends a strong message to your child that you value them and their education.

It is the shared responsibility of student and parent to deliver home and read all informational notices that are sent home. Please work out a system with your child so they deliver to you all school or classroom newsletters, permission slips, "sign up" paper, etc.

Finally, and most important, when you have a question or concern, call us so we can be of assistance. If it is a question regarding classroom issue, please contact the teacher. If it is in regard to a school wide issue, please contact the Principal. This is the first step in the process of collective problem solving.



## **SERVICES TO STUDENTS AND PARENTS**

### **HEALTH SERVICES**

General: A school nurse is on call for emergency situations which may arise within the district.

Hearing Tests: There is a regular program for testing the hearing of children in grades 1, 2, and 5 (and teacher referrals). Children with hearing difficulties are checked annually and reports sent to the parents. Parents are notified of test failures.

Vision Tests: Tests by optometrists are sponsored by the local Lions Clubs and offered to children in grades K, 1, 3 and 5, plus teacher referrals. The school nurse tests kindergartners and new students. Parents are notified of test failure, and assistance is available in hardship cases where professional care is needed. Fifth and first graders are tested for color discrimination.

Dental Inspections: These are made on all students in grades K, 3, and 5 (and teacher referrals) by local dentists each year. Parents are notified of the results. A dental health education program is also presented.

Immunization: Immunizations are available at the County Health Department. Call the Health Department, 781-5500, to make an appointment. No child will be admitted to school without proof of immunization or parent waiver of such.

Free and Reduced Meals: Free lunch and milk, or reduced price lunch, is available to children of low-income families. Interested parents/guardians may apply through the school office.

Speech: A qualified Language/Speech/Hearing Specialist is included on the staff to provide evaluation of students in the areas of articulation (speech sound production), voice, fluency, and understanding and production of language. The LSH Specialist provides speech therapy designed to fit the needs of each student who qualified for the service. Additional LSH services include consultation to parents and teachers regarding speech, language, or hearing needs of their children. Consultation topics might include age-appropriate speech/language levels, modification to regular curriculum to accommodate a child's learning style, and how parents can foster good speech and language skills.

### **SPECIAL SERVICES**

School Improvement Program (SIP): Pacheco School receives (pending state funding) categorical state funding through the State School Improvement Program (SIP). The program is administered through the School Site Council (SSC) composed of selected school staff and parents. Various programs such as counseling, Ed Tech (computer), and staff inservice have been, or are currently, funded through SIP. Meetings are usually held 4-6 times a year, and will be announced in the school newsletter.

Title I Program: Pacheco School also receives categorical federal funding through the Title I

program. The program is focused on remedial help for those students functioning below grade level in Reading and/or Math. Pacheco School is designated as a school wide program. This means that the funds can be used to help all students achieve the state's challenging academic standards. Based on the results of various district and classroom assessments, low achieving students are targeted for extra assistance. The Title I program is administered through the School Site Council. We encourage parent involvement. Please consult our school news letter for meeting dates and times.

English Language Development (ELD): Instruction in the acquisition of the English language is provided for students who lack proficiency. Students are screened when they enter school. Services are now provided through our Two Way Immersion Program and an ELD pullout program for "latecomer students". Two Way Immersion classes utilize primary language instruction for Spanish speakers. Pacheco is designated as the "Primary Language School" for the entire district, in the District ELL Master Plan.

Lip Reading and Auditory Training: These services are available for the hard of hearing.

Counseling Services: Limited counseling services are also funded by a mix of general and categorical funds. Referral forms may be obtained in the office. Parents wishing assistance from the school counselor for their child may so request through the classroom teacher or the school principal.

Home Instruction: If a child is unable to attend school for a period to exceed ten instructional days because of illness or recuperation, the services of a home instructor are available upon recommendation of the attending physician. This information should be given to the school principal as soon as possible.

### **CHILD CARE**

Before and after school child care is available on the Pacheco School campus through the SLO Recreation Department. For more information, call San Luis Obispo Parks and Recreation at 781-7300. The on campus phone number is 781-7247.

### **YOUTH ACTIVITY GROUPS**

Indian Guides, Campfire Girls, Girl Scouts and Boy Scouts all have active programs in our area. For further information, contact the office of the group in which you are interested. Phone numbers are available in the yellow pages of the phone book under Youth Organizations.

### **GENERAL EMERGENCY PREPAREDNESS PLAN**

Our school has taken steps to prepare our staff and students for a variety of potential disasters. We hope you recognize that students at school are in one of the best possible locations to endure a disastrous event.

A draft of the General Emergency Preparedness Plan is available at all school offices. You are welcome to review this and to make comments. A county wide drill, a district drill, and a minimum of two surprise school drills are held each year. Each school has devised its own plan of alert, and practice drills are held.

## **PROCEDURES**

**Lost and Found:** Children should have their belongings labeled. Please put names on clothing. If your child is missing an article of clothing, check the rack outside the multiuse room. Please check in the office for other items.

**Party Invitations:** In consideration of all students, party invitations may not be given out at school. Names, addresses and phone numbers are not available for the purpose of invitation.

**Class Parties:** The Pacheco PTA sponsors the classroom parties during the year. You will be contacted by the room mother if your assistance is needed. Surprise parties are not to be given for the teachers. Birthday celebrations will not be held for individual students. Parents who wish to send a simple and school-appropriate birthday treat are urged to make arrangements with the classroom teacher ahead of time.

**Office Telephone:** School telephones are maintained primarily for conducting school business. Students will not be called to the phone except in extreme emergency; a message will be delivered when necessary. Student use of school phones is limited to cases of emergency. **Permission to go to a friend's house, stay at school for recreation, ask a parent for forgotten materials or a ride home are not emergencies, and not reasons for use of the office phone. Such arrangements should be made at home before school.**

**Animals:** Due to possible injury to the children, animals may not be brought to school without the permission of the teachers. Dogs can create a hazard on the school grounds. Please help us insure the safety of the students by keeping dogs at home.

**Personal Property:** Knives, guns, matches, etc. are not allowed at school. Toys from home are not allowed on the playground, and can only be brought to school with teacher permission for sharing or special projects. Sports equipment brought from home must be marked with the student's name. "Boom boxes", "Walkman" radios, electronic games, Pokemon Cards, etc. are not allowed at school. In any case, the child and his/her parents assume the responsibility for any lost, stolen, or damaged personal property brought to school.

**Fire Drills:** Fire drills are conducted monthly so that children and staff can practice the necessary evacuation and safety procedures. These drills are often done with the cooperation of the Fire Department.

**Walker Safety Rules:** Parents are urged to plan safe walking routes to school with their children and to caution them about crossing streets against signals, or at places other than crosswalks. Children must walk on sidewalks when possible. Where there are none, they should keep close to the curb and not dart out into the street or from between cars.

**Conferences and Report Cards:** In order to effect a closer working relationship and understanding between the teacher and parents, the following plan for conferencing has been adopted.

1. Periodic planned conferences to report pupil progress.
2. Informal conferences suggested by the teacher to meet specific pupil needs.
3. Conferences requested by the parent.

One week at the end of the first and second trimester is provided for conferences. They will be the weeks of November 17 and March 9.

All days in those weeks will be minimum days. Report cards are issued during these conferences and also at the end of the school year.

Emergency Care Information: An Emergency Care Information form is sent home at the beginning of the school year. Parents must complete this information and return it to school as soon as possible. The information is then kept on file for each student. This includes the name, address and phone number of a person to contact if the parent cannot be reached in an emergency. It also includes childcare provider's number. Please help us keep this information up-to-date by keeping the office aware of any changes. This is most important.

Bicycle Regulations: Bicycle racks are provided at school, but a lock must be furnished from home. Rules and regulations pertaining to bicycle safety on the way to and from school, and at school, are to be observed. Once at school, students are not to loiter around the bike racks. Bicycles are not to be ridden in the halls prior to 4:30 p.m. or on the blacktop prior to 2:45 p.m., on school days. In addition, students are encouraged to obtain a license for their bicycles (through City Hall).

Insurance: Pupil accident insurance can be purchased if desired. The information is sent home at the beginning of the school year and insurance forms are available in the school office when needed.

School Pictures: School pictures are scheduled to be taken annually. Prepayment for picture selections will be required. Picture day is usually the second Wednesday of September with retakes the last Wednesday of October. Please call the office for specific dates.

Health and Family Life Education Program: A Health and Family Life Education program is contained in the curriculum of the San Luis Coastal Unified School District. Parents are invited to review the course content and preview the material before they are presented in the classroom. Parents may secure an exemption for their child from any part of this program by merely sending a written request to the Principal. The fifth and sixth graders are the only elementary grades in which human physiology and adolescent changes are discussed.

Discipline: The behavior of students attending San Luis Coastal Unified School District shall reflect the standards of good citizenship demanded of members in a democratic society and as defined in the District Student Conduct Code. Students shall respect constituted authority and conform to school rules and regulations and those provisions of the California Education Code and Administrative Code which apply to the conduct of students. The Student Code of Conduct will be sent home during the summer. Parents are required to read it and have their children return the parents' signature page to school.

School Materials: All materials required for the operation of a normal school program are supplied by the school district. Parents should instruct students toward proper respect for school property and equipment and supplies. Pupils will be charged for lost or damaged books, equipment and property.

Visitors on Campus: **All visitors to the school must register in the office prior to entering the classrooms.** This includes aides, tutors, parents, resource persons, etc.

Visiting Guidelines: Parents are encouraged to visit the classrooms. For the convenience of all concerned, the visitation should be scheduled with the teacher in advance. The following list of suggestions is a guide to insure successful visitation for parents, teachers and pupils:

1. Check in at the school office before visiting the classroom to get information regarding the class schedule and as a safeguard in case you have an emergency call.
2. Come with an open mind, cooperative attitude, seeking to be helpful to the child and his/her teacher in furthering the educational program.
3. Make arrangements for the care of small children so that they need not distract the class from its work. This is especially important.
4. Limit your visit to thirty minutes unless by special invitation to observe longer. Several short visits are better than one too-long visit.
5. Enter the room without knocking. The teacher will be happy to acknowledge your presence at his/her earliest opportunity.
6. On entering the room, give a warm, acknowledging smile to your own child and then shift attention to something else in the room. The child knows you have come to visit the room, not just him/her. The best visitor is an unobtrusive one.
7. Make a special appointment for conferences with the teacher so that classroom work will not be interrupted. Individual problems are best taken up in out-of-school time.
8. Observe: Child's ability to listen, child's independent work habits, how he/she works with others in the group situation, general attitude toward others, attitude toward constructive suggestions, and willingness to cooperate and share with the group.
9. Realize that much has gone before and much will come after the segment of a unit that you have observed and consider the isolated activity accordingly.