

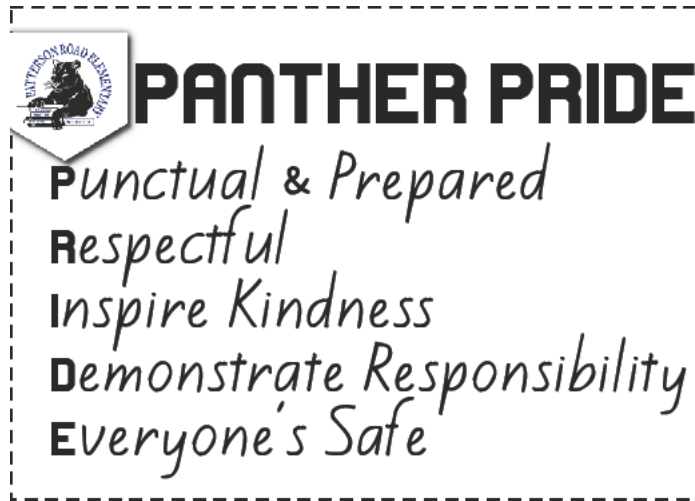
Patterson Road School Parent/Student Handbook 2021 - 2022



Patterson Road School
400 Patterson Road
Santa Maria, CA 93455
(805) 938-8750

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Letter from the Principal

Dear Patterson Road School Parents:

I encourage all parents to review this handbook with your children and to use it as a reference guide throughout the school year.

If you have any questions about the rules and policies described in this handbook, please do not hesitate to contact me. You can reach me by phone at (805) 938-8750, by e-mail at nsorensen@orcutt-schools.net.

Patterson Road School is a wonderful community made up of terrific students, wonderful parents and very dedicated staff members. We look forward to working together to provide an enriching, exciting, and memorable school year. Parents are invited to be active members of the educational team. I encourage you to be involved in your child's education. You will find it very rewarding and fun too!

Sincerely,
Nikki Sorensen
Principal

Bell Schedule

Our bell schedule includes Early Release each Wednesday (1:00 EVERY WEDNESDAY) for important teacher collaboration time.

Grades Kindergarten-6th Grade:

Monday, Tuesday, Thursday, Friday: 8:00-2:15

Wednesday: 8:00-1:00

Parent Involvement

Patterson Road School would not be the school it is without the strong support it receives from parents. Parents are involved in every facet of our school, from volunteering in classrooms to serving on the School Site Council to organizing special events.

Through volunteering time as well as participating in special events and fundraisers, the PTA greatly enriches Patterson Road students' education, and **all** parents are invited to help! If you would like to be involved with our PTA, please contact our school office at 805-938-8750.

Another very important group is the School Site Council, an elected group of parents and school staff that meets several times during the school year to discuss and review school programs. Information about becoming a School Site Council member can be found in upcoming Patterson Road School Newsletters.

Parents are VERY important members of the educational team. Your support of your child's education is extremely valuable. You are encouraged to work closely with your child's teacher. Understanding the curriculum, monitoring homework, and reading classroom notes and progress reports can be very beneficial for your child. If your child knows that education is important to you, it will be important for him/her as well. It is also very rewarding to be a part of the success your child will experience.

Teachers and children enjoy and value the help parents provide as they volunteer in classrooms. If you would like to help in this way, just let your child's teacher know. **You will need to complete volunteer paperwork in the school office before spending time in the classroom or volunteering for school events.**

Working in the Classroom

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, please try to make arrangements to have another parent cover for you. If it is at the last minute and you can't arrange coverage, please leave a voicemail for the teacher so he/she can make necessary accommodations.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher. Please be open and flexible about whatever the teacher asks you to do.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize during class time.

BE CONFIDENTIAL AND RESPECTFUL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is **CONFIDENTIAL**. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. Due to this confidentiality, **please DO NOT videotape or record during school.** Comments about

children's progress (or lack of) and behavior in class should be addressed by the teacher. **Please give each child the same respect you would want shown to your child by others.**

NO CELL INTERRUPTIONS: Turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls or texts during your classroom volunteer time. Due to student confidentiality, **please DO NOT videotape or record during school.**

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it. **Student discipline is the responsibility of the teacher.** It can put a volunteer in an uncomfortable position to become involved in disciplining a child in any fashion. If you observe student behavior that concerns you, please inform the teacher. **Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline.**

DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher.

Visiting Guidelines

To ensure the safety of students and staff and minimize interruption of the instructional program, the following procedures facilitate visits/observations during regular school days. These procedures do not apply to parent volunteers in classrooms where the volunteer has been accepted by the teacher to assist within the classroom.

- a. All classroom visits will be arranged with the teacher and principal/designee
- b. Time and date of the visit will be mutually agreed to by the parties involved in advance of the visit
- c. A classroom visitation requires a minimum 24-hour notice to the office
- d. Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties involved
- e. There will be no more than two classroom visits per year
- f. Visitors must register in the office prior to any visit and wear a visitor's badge and sign-out in the office when departing the campus
- g. The principal/designee may refuse to register any outsider or ask a visitor to leave (BP/AR 3515.2 – Disruptions)
- h. Principal/designee may accompany the visitor to the classroom and stay during the visit
- i. No electric listening or recording device may be used by students or visitors in a classroom without the teacher and principal/designee's permission
- j. Student visitors are not allowed on campus during school hours
- k. Visitors for K-8 schools are not permitted at school events restricted to current eligible students (i.e. school dances)

- l. Visitors for high school events restricted to current eligible students must submit a completed School Dance Authorization Form and receive approval by the principal/designee
- m. Visitors are asked not to interact with students and to refrain from the use of cell phones, tablets, computers, or any other electronic device while in the classroom as it can disrupt the instructional program
- n. Visitors are asked not to bring small children to the classroom as they can disrupt the instructional program

School Rules



Student safety is the first consideration for everyone. Students at Patterson Road School are expected to always show respect and consideration for fellow students and adults. They must also respect property, buildings and school grounds. (Rules are subject to change as needed.)

1. Once on the school grounds, children may not leave campus without authorization from the office.
2. Students may not be on the school playground until **after 7:45 a.m.** Students may arrive at 7:25 if they are going to purchase breakfast in the cafeteria. Students not eating breakfast may arrive at 7:45 a.m. At that time, the bell rings and the playground is supervised. Students attending our Campus Connection Child Care Program may go to the cafeteria beginning at 6:30 a.m.
3. At dismissal, students should not loiter on campus. Bus students should go to the bus, Campus Connection Child Care Program students should proceed directly to their facility, and participants in after-school programs should go to the appropriate location. Students who walk home with parents are to meet parents at the front of the school. Parents are asked to wait for their children at the front of school. **Students who are driven to and from school are to be picked up no later than 15 minutes after dismissal.**
4. Crosswalks must be used to cross streets adjacent to the school.
5. Students may not cross the drive-through lanes of the parking lot unless accompanied by an adult. Students and parents may not walk between buses in the bus loading zone. Crosswalks need to be used to cross safely.
6. Students are not allowed in classrooms without adult supervision.
7. Students should always **walk** in the corridors on campus.
8. Students should dress appropriately for school.
 - Bare-midriff tops, excessively baggy clothes, long belts or chains, and tank tops with “spaghetti straps” are not allowed at school. Underwear garments need to be covered at all times.
 - Shorts and skirts (without leggings) need to be as long as or longer than fingertips when arms are resting at the side of the body.
 - Students are encouraged to wear shorts or tights under skirts and dresses so that they feel comfortable participating in all activities.

- Students must wear shoes that are comfortable and appropriate for PE activities every day. **All shoes must be closed-toe and have backs.**

- Hats are permitted for protection from the sun and may only be worn outside in an appropriate manner.

- Pictures and wording on clothing need to be appropriate for school. Weapons, violence, or other inappropriate images are not allowed. (A good indicator is, “Is what is written on your shirt something that would be appropriate to say to your teacher?”)

9. Gum is not allowed at school.

10. Students are invited to bring a nutritious snack (i.e. fruit, pretzels, yogurt, raw vegetables, juice, graham crackers, etc.) to school each day to eat at the mid-morning recess.

11. Written invitations for non-school events (such as birthday parties) are not to be distributed at school unless the entire class is invited.

12. The following are **not** permissible at Patterson Road School:

- Bad language
- Verbal or physical harassment
- Fighting
- Wrestling or rough play
- Spitting and/or biting
- Throwing rocks, dirt, or other objects
- Tackle Football
- Playing in the restrooms
- Weapons or other dangerous objects
- Climbing on trees, roofs, fences, etc.
- Skates, shoe skates, skateboards, waveboards
- Make-up including lip gloss (Lip balm such as clear Chapstick is allowed for chapped lips.)
- Temporary/spray-on hair dye

13. Cell phones and other electronic devices/toys may not be used on campus during the school day. **Any device brought to school must be turned off and placed out of view** (backpack) during the school day. **Students may not use a cell phone camera (or any camera) at school.**

The only exceptions are for students who are using them with permission from their teacher and/or during child care under Campus Connection guidelines. If students need to call home, they are asked to go to the office to use the school phone or ask permission to use their own cell phone.

Students who bring such devices to school are doing so at their own risk. We will not be investigating missing electronic items. Inappropriate use of electronic devices will result in the student not being allowed to bring the devices to school.

14. Students are expected to follow school rules on school buses and field trips. Students transported to and/or from school on a school bus will be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason to be denied transportation.

Health Room/Medication

Medication (prescription or over-the-counter*) is given at school only upon receiving (1) the written authorization of the parent/guardian and (2) a statement from the child’s physician detailing the method, consent, and time schedules by which medication is to be taken. Medication is administered in the office (except in doctor specified cases of specific medications). Come to the office to get appropriate paperwork for written permission. *Please understand that all over-the-counter medication, even including cough drops, is subject to the procedure above.

If your child has a fever or is vomiting, **do not send your child to school until they have been fever free or the child has not vomited for a minimum of 24 hours.** If your child goes home from school with a fever or vomiting, they cannot return the next day.

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.

Healthy Snacks Guidelines

In order to keep all students safe, we ask that parents DO NOT bring in outside food for classroom parties, unless you have checked with the teacher beforehand. Any food provided for sharing (class parties, classroom incentives, and student activities) must all feature food that meets the federal government smart snack requirements (see chart below for these requirements).

Parents who wish to send in food for celebrations are reminded that **all food should be store packaged with listed ingredients and nutrition facts. Please DO NOT send any homemade foods to be shared at school.** We are requesting that treats do not include cupcakes as cupcakes do not meet smart snack requirements. Some healthier alternative to snacks are vegetable platters, whole fruits, fruit salad, all-fruit popsicles, popcorn, or whole grain pretzels. Several of the smart snacks “100 calorie packs” sold at stores also meet the smart snack requirements.

<u>To Qualify as a SMART SNACK or ENTRÉE:</u>	Snack	Entrée
• Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or	Calories	200 calories or less 350 calories or less
• Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or	Sodium	200 mg or less 480 mg or less
• Be a combination food that contains at least ¼ cup of fruit and/or vegetable; and	Total Fat	35% of calories or less 35% of calories or less
• The food must meet the nutrient standards for calories, sodium, sugar, and fats:	Saturated Fat	Less than 10% of calories Less than 10% of calories
	Trans Fat	0 g 0 g
	Sugar	35% by weight or less 35% by weight or less

School Attendance

Consistent school attendance is absolutely **essential** for your child's success at school. Attendance problems hinder your child's progress and teach him/her that school is not important. The following are some guidelines and information regarding attendance:

Absences

If your child is absent, please call the office absence line (805-938-8797) each morning your child is not at school. Please give a reason for the absence, as we must list it for state auditors. The only excused absences are for illness, medical or dental appointment, quarantine, attendance at a family member's funeral, or participation in religious instruction or exercises in accordance with district policy.

If you know in advance that your child will be absent, please call the office to request school work for your child. We can arrange for your child to receive assignments for the day(s) that he/she will be missing. If your child will be absent from school for five or more days, we will arrange an Independent Study Agreement. **Please request an Independent Study Agreement at least a week in advance** to give the teacher adequate time to prepare assignments. If your child completes the work assigned by the teacher, he/she will receive credit for the days missed.

Tardiness

Getting to school **on time** is an important responsibility of parents and students, and at our school tardiness is regarded as a serious problem. Teachers use the first few minutes of every day to complete necessary routines (attendance, lunch count, homework collection, and announcements) and to go over the day's schedule. Missing this time can leave your child uninformed, confused, or out-of-step with classmates. Moreover, many teachers use this time early in the day for review and practice exercises to activate thinking and creativity. **All** of our students need to participate in these valuable experiences!

Please make sure your children arrive at school on time – and ideally, ahead of our 8:00 a.m. start. Students are expected to be on the playground when the 8:00 bell rings so that they are ready to walk to meet their teachers at designated areas. If you transport your child to school each day, you may consider dropping off your child between 7:45 and 7:55 a.m. Not only will your child be on time (and have a few minutes to play and socialize with friends), but you'll find that the traffic situation is easier to negotiate!

In order to support the value of arriving to school on time, there may be consequences for habitual tardiness such as recess detention, after school detention, and parent contact.

Truancy

Documentation and report of truancy is mandated by California law. Any student who is absent from school without a valid excuse for three full days, or who is tardy 30 minutes or later on three occasions, or who has any combination of three or more unexcused absences or over-30-minute tardies, is considered **truant** (Section 48260 of the California Education Code). In this case, parents will receive a letter. A copy of this letter is also placed in the child's permanent record file. If truancy continues, then referrals will be made to the School Attendance Review Board and the Santa Barbara County District Attorney.

Release of Students

Students must be released by the office prior to leaving campus. When parents need to take a student from school for part of the day, the parents must sign the student out in the office. The child must check-in at the office upon returning to campus. During the school day, we will only release students to adults who are on the child's release list. It is **very important** that parents notify our office personnel when changes need to be made on student emergency cards. We request that parents not interrupt the school day by removing students unless it is absolutely essential.

Parking Lot/Pick Up & Drop Off Rules

We have many, many families driving into our front parking lot each day, and it takes nothing less than a team effort by both parents and staff to maintain the parking lot as a safe, orderly place for dropping off and picking up students. In the past several years, the staff has developed some guidelines for parents that have promoted both safety and a good flow of traffic:

- All parents of first through sixth grade students are asked to say their "good-byes" before school and wait for students after school at the front of the school. It is distracting for students if they can see parents waiting outside their classrooms. Kindergarten parents are asked to wait for children outside the kindergarten playground gate in the grass area.
- If you do choose to use the Patterson Road loading zone, please pull **as far forward as possible** in the loading zone. This allows others to pull in behind you. **Do not leave your car unattended in the loading zone, even for a few minutes.**
- **Students should never be asked to cross Patterson Road by themselves.** If you must park across the street, you will need to walk across to meet your child and escort them across the street.
- Students are not to cross the parking lot outside of the crosswalk by themselves.
- After school, all students should be picked up no later than **15 minutes after dismissal**. After 15 minutes, school personnel no longer supervises the parking lot. Students will be asked to go to the office and call family contacts for a ride.
- Only those drivers with valid certification by the Department of Motor Vehicles may park in the marked handicapped parking spaces.
- For the safety of all Patterson Families, the parking lot and county streets are **CELL PHONE FREE ZONES**.

Child Nutrition Program

Breakfast and lunch are available to students every school day. Breakfast is served in the cafeteria from 7:25 a.m.-7:55 a.m.

Student meals are tracked by a computerized accounting system. Each student has his/her own code number to enter on a keypad before each meal. Parents can pay for the meals ahead of time. Information on free and reduced-price meals is available in the school office. The lunch menu is posted on the district website. The cost of breakfast and lunch will be on the menu or you can contact Child Nutrition at (805) 938-8926.

Student Safety

Parents often ask about various issues concerning student safety. Here are some often-discussed topics:

Bullying and Threats

Bullying and harassment will not be tolerated. Patterson Road staff members are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment, and are very careful to involve parents and apply consequences as appropriate. We often remind students of the importance of letting parents, teachers, the principal, and/or other trusted adults know about any ongoing problems with threats or harassment. Parents are encouraged to contact teachers and/or the principal if students let them know of a problem. If adults are unaware of problems, they are powerless to stop them!

Emergency Drills

Each month, the school conducts a fire drill. Additionally, we conduct regular disaster drills. A disaster drill is a duck-and-cover drill that prepares students for earthquakes, explosions, or other potential disasters. The school also conducts drills designed to prepare for a dangerous intruder on campus (lock-down/shelter-in-place drill).

Adults on Campus

ALL visitors, including parents, must check in at the office and receive a visitors' badge. Visitors, including parents, are not allowed to go directly to classrooms without checking in at the office.

The Orcutt School District has implemented a Volunteer Screening Program. **Any adult who will be working with students at school is required to register in the office as a school volunteer.** This includes any parent who is volunteering to attend field trips off campus with our students.

Bicycle/Scooter Safety

Students in grades 3-6 who wish to ride a bicycle or a scooter to school are permitted to do so. For your child's safety, please be sure that he/she understands the following rules:

1. All students must wear bike helmets.
2. Bicycles/scooters must be walked on the school campus.
3. Bicycles/scooters must be parked in the racks and must be locked.
4. Every bike/scooter must have its own individual lock.
5. All students riding bikes/scooters must abide by California laws.

Skateboards and Skates

Students are not allowed to ride skateboards, waveboards, skates, or “shoe skates” to school.

Animals on School Grounds

For the safety of children and adults, dogs and other family pets may not be brought onto the school grounds or into the school office. Parents may **not** walk or bring their dogs or pets to school when picking up their children. Students who wish to “share” their pets with their class must seek special permission from their classroom teacher.

Parent-Teacher Conferences

Communication between parents and teachers is valuable. One of the most significant means of communication between teachers and parents is the parent-teacher conference.

At the first parent-teacher conference, held early in the school year, teachers and parents will go over the academic standards for the grade level, review assessment data for each child, and collaborate on goals for each child for the upcoming school year.

At a subsequent parent-teacher conference, held later in the year, either in person or by phone, teachers and parents can review students’ progress with the goals that were established in the fall. If the need arises, teachers or parents can ask for a conference anytime during the school year.

Lost and Found

Each year, many coats, jackets, sweatshirts, and other clothing items are lost or misplaced at school. **Writing your child’s name on his/her clothing** – on an inside tag or label, or elsewhere – makes it much easier for all of us to locate a missing clothing item and return it to your child. Lost clothing is stored in the cafeteria. Unclaimed clothing is regularly donated to a local charity. Donation times are announced in the school newsletter.

School-Home Communication

At Patterson Road School, we enjoy the fact that our parent community is very involved and enjoys being informed of school news and events. Parents are informed of school happenings by our Parent Square communication system. In addition, a Patterson Road Newsletter (“Panther Press”) is sent twice a month via Parent Square to parents. **To receive these important updates, please make sure to keep the school office up-to-date with your most current phone number and email.** Finally, teachers distribute notes, letters, and newsletters to inform parents about classroom news. Please check Parent Square and your child’s Patterson Folder regularly for this information.

We also invite communication **from** parents. Parents should feel free to contact their child’s teacher or the principal with any questions, ideas, or concerns that they have. Our phone system has been set up to include classroom phone numbers with voicemail for teachers. Classroom phones do not ring during the school day. Please be aware that sometimes phone messages don’t appear immediately on our system. If you have an important time sensitive message for your child, please call the school office.

You can also contact teachers and office personnel via email. An email directory can be found on our school website.

Standards/Report Cards

Teachers will be talking about the California State Standards at Back-to-School Night. All students, kindergarten through sixth grade, will be evaluated through our standards-based assessment program and receive report cards on the trimester system, three times a year. As a measure for report cards, we assess students with diagnostic tools as indicators of overall progress. For more information on tests that are used at your child's grade level, please ask your child's teacher. Parents who have any questions about how their child is doing should contact the teacher to request a conference.

Student Testing

The Smarter Balanced assessments are VERY important tests that students take during the year. Students in Grades 3-6 participate in the tests which assess the students' comprehension and mastery of the Common Core State Standards.

This year, testing for Grades 3-6 is scheduled to take place in May. **We ask that parents do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours on testing days.** Students will do much better when they take the tests with their peers in the regular classroom setting.

Retention/Promotion Policy

During the 1999 California legislative session, Assembly Bills 1626 and 1639 were passed into law. These companion bills require school districts to implement retention and promotion guidelines for students transitioning from grades 2-8. Students who are identified as being at risk of being retained or who are performing below standard in key academic areas are to be offered additional support.

The Orcutt Union School District has adopted a program that meets the guidelines established by the legislation. Students are identified as "at risk of being retained" in grades 2 and 3 for academic deficits in reading. Students in grades 4-8 can be considered as "at risk of being retained" for academic deficits in reading, language arts, and/or math. Intervention services are offered to identified students.

At the conclusion of the school year, teachers and parents will review the progress of identified students. Students who do not meet promotion requirements may be recommended by their classroom teacher for retention at their current grade level.

Students who have Individual Education Plans (IEPs) and/or Section 504 accommodation plans will be evaluated based upon the goals/guidelines in their plans. English Learners will be evaluated based upon their overall progress, not solely upon English proficiency.

Bus Transportation

Patterson: 7:18 -- Solomon Rd. @ West Trails Entrance
7:20 -- Old Mill & Edenbury empty lot on south side of Old Mill
7:24 -- California @ water basin
7:28 -- Foxenwood Lane @ Stansbury Drive (South corner)
7:33 -- Foster Rd. @ Odie Lane
7:36 -- Woodland & Glenview

Parents with any questions regarding bus transportation may call our school office at 938-8750 or the Orcutt Union School District Transportation Department at 938-8978.

Campus Connection Child Care Program

The Orcutt Union School District's Campus Connection Child Care Program offers quality child care to Patterson Road students in grades K-6. Patterson Road's Campus Connection facility operates from 6:30 a.m. to 6:00 p.m. For more information, including the cost, phone the Campus Connection main office at 938-8950.