

SANTA RITA SCHOOL



Family Handbook 2009-2010

Santa Rita Elementary School
700 Los Altos Avenue
Los Altos, CA 94022

School office hours: 8 am – 4 pm
Phone: 650-559-1600
Fax: 650-941-5316
www.santaritaschool.org

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TABLE OF CONTENTS

1	Principal's Welcome	4
2	About Santa Rita School.....	4
2.1	Los Altos School District	5
2.1.1	Mission Statement.....	5
2.1.2	Website.....	5
3	Philosophy.....	5
3.1	Character Counts.....	5
4	School Calendar.....	6
5	School Map	6
6	School Hours	7
7	Curriculum	7
7.1	Language Arts and Reading	7
7.1.1	Reading.....	7
7.1.2	Writing	7
7.1.3	Spelling.....	8
7.2	Mathematics	8
7.3	Science	8
7.4	Social Studies.....	8
7.5	Homework.....	8
7.5.1	Role of Parents.....	9
7.6	Summer School	9
8	Measuring and Reporting Student Progress	10
8.1	Parent-Teacher Conferences.....	10
8.2	Student Progress Reports/Report Cards	10
8.3	Student Study Team.....	10
8.4	CST and STAR Testing.....	10
9	Communication.....	10
9.1	Bobcat Tracker	10
9.2	Classroom Folders	11
9.3	Back to School Night	11
9.4	Open House	11
9.5	School Website.....	11
10	General School Information and Policies	11
10.1	Safety to and From School.....	11
10.2	Arrival and Dismissal	11
10.2.1	Primary Grade Dismissal Time.....	12
10.2.2	Upper Grade Dismissal Time	12
10.3	Transportation.....	12
10.3.1	Traffic and Parking Lot Guidelines.....	12
10.3.2	Use of Bicycles, Skateboards, Scooters, Rollerblades	13
10.4	Attendance.....	13
10.4.1	Excused Absences.....	14
10.4.2	Reporting an Absence	14
10.4.3	Late Arrival.....	14
10.4.4	School Day Appointments.....	14
10.4.5	Requesting Homework.....	14
10.4.6	Independent Study.....	14
10.5	Computer Use Standards.....	15
10.6	Disaster Preparedness.....	16
10.7	Field Trips.....	16

10.8	Lost and Found	16
10.9	Visitor Policy	16
10.10	Moving	16
11	Student Conduct.....	17
11.1	Santa Rita School Rules	19
11.2	Playground Rules.....	19
11.3	Balls/Equipment Rules.....	19
11.4	Play Structure Rules	19
11.5	Lunch Area Rules.....	20
11.6	Toys and Money.....	20
11.7	Weapons/Hazardous Items	20
11.8	Conflict Resolution.....	21
11.8.1	Solving Problems with Families	21
11.9	Cellular Phone and Telephone Use	22
11.10	Dress Code.....	22
12	Nutrition and Health	23
12.1	Medication.....	23
12.2	Illness.....	23
12.3	Communicable Diseases	23
12.4	Head Lice.....	23
12.5	School Health Services.....	23
12.6	School Meals Program.....	23
12.7	Hot Lunch Program	24
12.8	Wellness Policy.....	24
12.9	Birthday and Party Snacks	24
13	Student Programs	25
13.1	Library.....	25
13.2	Technology.....	25
13.3	Fine Arts and Music.....	25
13.4	Physical Education.....	25
13.5	English Language Learners	25
13.6	Special Education Program.....	25
13.7	GATE Program.....	26
13.8	Student Council.....	26
14	Be Involved at Santa Rita	26
14.1	Goals of Volunteering	26
14.2	Volunteer Procedures	26
14.3	Room Representatives	27
14.4	Parents in the Classroom.....	27
14.5	PTA	27
14.5.1	PTA Committees and Fundraisers	28
14.6	School Site Council	28
15	Special Events and Traditions.....	29
16	Miscellaneous	31
16.1	Enrichment Programs/Clubs	31
16.2	After-School Care (CCLC).....	31
17	Staff Roster.....	32
	Figure 1 – Santa Rita Elementary Campus Map 2009-2010.....	33
	Figure 2 – Parking Lot Diagram.....	34

1 Principal's Welcome

What a pleasure it is to welcome you back to a new school year here at Santa Rita. Thank you for sending your child(ren) to our school. We feel privileged to have so many wonderful students and families working alongside us and look forward to working with you this year. Santa Rita School is committed to providing a nurturing and inspiring educational program for all of our students. It is our goal that each student realizes his or her potential through our challenging academic program. In addition, we want each child to develop strong self-esteem, good character, an appreciation of the fine arts, an interest in science, and an understanding of technology as an important tool in learning.

We are particularly proud of our productive relationship with our dynamic and involved parental community. So many great aspects of our school rely on the continued support of our parents. There is no doubt that Santa Rita is thriving because of parental commitment and involvement. Please pursue whatever level of involvement that you can. A school is as strong as the partnerships between its' community of parents, staff and students. Santa Rita is living proof of this!

The focus of this handbook is to assist families by providing them with important information regarding school policies and general information. Your understanding and support of these policies and practices help us establish a learning environment that is respectful, conducive to learning, and that ensures the safety and welfare of all students. We encourage you to keep this handbook in a prominent place and review the guidelines with your child as discussions about school come home during the school year.

We appreciate your support and involvement as we all work together to create a safe, fun, and caring learning community for our children. *Thank you for your involvement and support of Santa Rita School!*

Alyssa Gallagher, Principal
Santa Rita Elementary School

2 About Santa Rita School

- Santa Rita has exemplary teaching and support staff that are dedicated, hard working and professional; active, involved parents and a strong community sense that education is a priority.
- We create a challenging and creative environment that honors diversity, encourages community building and inspires each child to do their personal best.
- The six pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship are emphasized and embedded in the curriculum.
- Our elementary school students (K-6) are taught in self-contained classrooms. Our fourth through sixth graders are part of a "continuous progress" mathematics program that culminates with grade 6 pre-algebra for qualified students.
- Santa Rita serves the neighborhoods located between Foothill and Central Expressways in the cities of Los Altos, Mountain View and Palo Alto. Santa Rita students feed into Egan Junior High School for grades 7-8.

2.1 Los Altos School District

2.1.1 Mission Statement

Develop confident, successful students in an optimal learning environment that builds on a tradition of academic excellence and fosters critical and creative thinking, strong character traits and a love of learning in each child.

2.1.2 Website

See <http://www.losaltos.k12.ca.us> for further information on the Los Altos School District (LASD), including the schedule for School Board meetings and meeting minutes.

3 Philosophy

Santa Rita promotes a belief of “Kids Come First”. The philosophy was developed to ensure that all events and processes are designed with the primary consideration being our students. In a partnership between the parents and teaching staff at Santa Rita, we take an approach of educating our children where we are seeking to discover, celebrate and cultivate the intellect and inner character potential of each child.

3.1 Character Counts

Santa Rita has made a commitment to help students develop life skills by focusing on one character trait each month, as inspired by the book and website CHARACTER COUNTS! This character trait is incorporated not only into serious discussions in the classroom, but also into many other student activities. This year we will continue to emphasize the development of good character using the Six Pillars of Character Counts. The Six Pillars are:

- *Trustworthiness* – Being honest, reliable, loyal, building a good reputation and having the courage to do the right thing.
- *Respect* – Following the golden rule, using good manners and civil language, being considerate of the feelings of others and dealing peacefully with anger.
- *Responsibility* – Doing what you are supposed to do, persevering, doing your best, using self-discipline, thinking before you act and being accountable for your choices.
- *Fairness* – Playing by the rules, taking turns, sharing, not taking advantage of others or blaming others carelessly.
- *Caring* – Being kind, compassionate, expressing gratitude, forgiving others and helping those in need.
- *Citizenship* – Doing your share, getting involved, staying informed, obeying the law and rules, respecting authority and protecting the environment.

The Six pillars give students a consistent message about the importance of their character. Building character and civility are key in maintaining a safe, nurturing school and community. Further information on CHARACTER COUNTS is available at www.charactercounts.org/defsix.htm.

4 School Calendar

The below list of dates is an overview for the 2009-2010 school year. Please check the school website at www.santaritaschool.org for updated information.

August 19	First Day of School
August 26	Minimum Day, Back to School Night
August 29	Back to School Bobcat Chase
September 7	Labor Day Holiday
September 10	School Picture Day
October 2	First Grade Teddy Bear Parade
October 5-9	Walk and Bike to School Week
October 8	Minimum Day (Staff Development)
October 15	Make-up Picture Day
October 16	Second Grade Campout
October 30	Witches' Delight
November 9-13	Book Fair
November 11	Veteran's Day Holiday
November 23-24	Parent/Teacher Conferences, No School
November 25-27	Thanksgiving Break
Nov 30 – Dec 4	Sixth Grade Walden West Science Camp
Dec 21 – Jan 4	December Break
January 5	Students Return to School
January 18	Martin Luther King Day, No School
January 19	Staff Development Day, No School
February 15-19	Winter Break
March 18	Minimum Day (Staff Development)
April 12-16	Spring Break
April 22	Earth Day
April 24	Junior Olympics
May 12	Minimum Day (Staff Development)
May 20	Minimum Day, Open House
May 31	Memorial Day Holiday
June 4	Minimum Day (District Meeting)
June 9	Last Day of School, Minimum Day

5 School Map

A school map is shown in Figure 1 (p. 33).

6 School Hours

- Please make sure that your student arrives at least 5-10 minutes before the start of school.
- Playground supervision is provided before school only, beginning at 8:15 am. There is no after-school supervision. Please arrange for students to leave school immediately after dismissal.
- School office hours are 8:00 am to 4:00 pm.

Kindergarten AM	8:15 - 11:35 am
Kindergarten PM	11:50 - 3:10 pm

<u>Grades 1-3</u>		<u>Grades 4-6</u>	
8:15 am	Playground opens	8:15 am	Playground opens
8:30 am	School begins	8:30 am	School begins
10:10-10:30	Recess	10:10-10:30	Recess
12:00-12:45	Lunch	11:55-12:40	Lunch
2:20 pm	Dismissal	2:45 pm	Dismissal (Mon-Thur)
		2:50 pm	Dismissal (Fri)

7 Curriculum

Our core curriculum at each subject, and at each grade level, is established by the State of California. Los Altos School District and Santa Rita use the following textbooks because they have been recognized by the state as best representing these academic standards. For more information in any of the specific subjects, information can be obtained from the State Department of Education website, www.cde.ca.gov/be/st/. Parents also have the opportunity to learn grade level specific information at Back to School Night in August.

7.1 Language Arts and Reading

7.1.1 Reading

The Houghton Mifflin Reading Series is the core curriculum for grades K-6. Teachers develop a balanced reading program by using these textbooks, together with an outstanding collection of classroom sets of quality literature and our superb library.

7.1.2 Writing

Write Tools is the core curriculum used for grades K-6 to teach students to become better writers. Write Tools focuses on making the writing process simple and easy to remember. As early as Kindergarten, students will become familiar with the three main steps in writing by relating them to colors-- green, yellow and red. At each grade level, students master skills of increasing length and complexity.

7.1.3 Spelling

Spelling is integrated in the Language Arts in many ways, dependent on the grade level. In the primary grades students learn words that they will often see and use, called high frequency words, and include these in their writing. In the upper grades, the spelling words may be derived from core content areas. Teachers also use recognized spelling programs such as Houghton Mifflin and Rebecca Sitton to give students practice with spelling words.

7.2 Mathematics

The goal of our math program is to provide students with a strong foundation in math before moving on to junior high. In the primary grades, teachers differentiate within the classroom to meet the needs of all students. Beginning in grade 4, each school establishes a common math hour for their children. Based upon past work history and identified assessments, children are grouped for math instruction in the leveled class best meeting learning needs and level of concept mastery. Students have annual opportunity to cross into a different grouping as they progress through the grades. Again, if a student develops a strong mathematical understanding in the lower grades, high school math opportunities are endless. The key is preparation and foundation.

7.3 Science

The elementary school science program provides the foundational skills and knowledge students will need in junior high school and high school. Students are introduced to facts, concepts, principles, and theories organized under the headings of physical, life and earth sciences. They learn essential investigation and experimentation skills that will continue to be developed through high school. Students are encouraged to raise questions, follow their curiosity, and learn to be analytical.

7.4 Social Studies

Social Studies curriculum is organized around the concept of a child's expanding world. Primary curriculum is most focused on the community. Third grade begins a study of our nation's past. Fourth grade continues this with a focus on the history of California. Fifth graders make the connection between our community, our state and our nation. Sixth grade takes that one step further and begins to make connections with our world.

7.5 Homework

Homework is any assigned activity which is primarily accomplished outside of regular classroom time, has a definite relationship to the student's educational growth, is designed to reinforce classroom work and is grade-level appropriate. Homework shall not serve as a replacement for in-depth classroom lessons or teacher-directed instruction.

Research shows that homework has a positive effect on achievement, especially as students progress through their academic lives. Therefore, the amount of assigned homework will increase incrementally as children proceed from one grade to the next. Regular completion of homework helps students meet the district's academic standards.

Homework may be assigned Monday through Thursday. Time for the student to complete outside reading and both short and long term projects is included within the minute average for each grade level:

- Kindergarten: Occasional Short Homework
- 1st Grade: 10-20 minutes
- 2nd Grade: 20-30 minutes
- 3rd Grade: 30-40 minutes
- 4th Grade: 40-50 minutes
- 5th Grade: 50-65 minutes
- 6th Grade: 60-80 minutes

Please refer to the Los Altos School District website to read the Board Policy on Homework in its entirety:

http://www.losaltos.k12.ca.us/PDF_Files/Adopted_Homework_Policy.PDF.

7.5.1 Role of Parents

Homework provides a link between home and school and helps parents see what their children are learning. Here are a few tips for making homework a successful activity at home:

- Provide a quiet, well-lighted place for your child to work.
- Help your child to set goals, organize and prioritize.
- Establish a homework routine that reinforces the family's commitment to the child's education.
- Provide brief help when needed to check for completion, clarify direction, or to help your student get 'unstuck'.
- Ask questions that help the child solve problems independently.
- Praise effort as well as results.

7.6 Summer School

Summer School is available for students who may require additional academic support at the end of the traditional school year. Teachers make student referrals for summer school in early March and will notify parents of the referral at this time. If there have been academic concerns throughout the school year, please check with your child's teacher regarding summer school prior to making summer plans.

8 Measuring and Reporting Student Progress

8.1 Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled annually in November for parents of students in grades 1-6. Two conferences per year, one in November and one in June, are scheduled for parents of Kindergarten students. The staff at Santa Rita is always open to input and encourage you to request a conference anytime you may have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address concerns and questions early, before they become problems.

8.2 Student Progress Reports/Report Cards

Student Progress Reports/Reports Cards are sent home each trimester for students in grades 1-6. The first reporting period ends in November, the second reporting ends in March and then the final reporting period ends in June.

8.3 Student Study Team

If there are concerns that are beyond the scope of the general education teacher, a Student Study Team meeting may be held. The purpose of the Student Study Team is to offer a supportive atmosphere for teachers and parents to share concerns and ideas in order to plan methods and strategies for improved educational and social/emotional support. Student Study Team Members include the child's parent(s), the principal, school psychologist, classroom teachers, and the resource specialist. The goal of the Student Study Team is to design individual accommodations and/or modifications to be implemented in the child's classroom to provide the needed or requested support. The decision to pursue a formal evaluation is made by the Team based on the results of the attempted accommodations and/or modifications.

8.4 CST and STAR Testing

Each spring, all students in grades 2-6 participate in the Standardized Testing and Reporting (STAR) Program by taking the California Standards Tests (CST). The purpose of the CST is to measure how well students are learning the knowledge and skills identified in the California content standards for their grade level. The results of these tests are also used to measure Santa Rita's overall progress in meeting the standards. Individual test results are mailed to parents/guardians in August.

9 Communication

9.1 Bobcat Tracker

The Bobcat Tracker is a weekly electronic school-wide newsletter with important dates, reminders of upcoming events, and new or updated information on school programs. Please email your ideas/submissions for the Bobcat Tracker to Mrs. Alyssa Gallagher at agallagher@santaritaschool.org.

9.2 Classroom Folders

On one day each week or every other week, your child will bring home a folder with important papers that can include the following: classroom newsletter, notices of school-related meetings or after-school classes; field trip permission slips; information about school holiday or special events; and schoolwork. Students should return their classroom folder to the classroom on the following school day.

9.3 Back to School Night

One evening during the first month of school, parents are invited to meet their child's teacher, learn about the curriculum, understand the teacher's expectations, learn about and sign up for classroom volunteer opportunities, and ask questions. This evening meeting is for parents only.

9.4 Open House

Families are invited to attend a school Open House near the end of the school year. The classrooms, computer lab, science lab and library are decorated with student work samples, classroom projects and artwork. The students are expected to serve as the "tour guide" and are encouraged to remain with their families while the classrooms are open. The evening is intended to be a celebration of the children's accomplishments during the school year.

9.5 School Website

For the latest and most current information on school policies, activities, and special events, please check the Santa Rita School web site:

www.santaritaschool.org.

10 General School Information and Policies

10.1 Safety to and From School

Student safety to and from school is of utmost concern. We hope you will discuss safe routes from your house to school and back. Remind your child not to talk to strangers, especially if they offer a ride. If approached by a stranger, teach your child how to run and call for help. It is a good idea to establish a buddy system so a child will not have to walk or ride home alone. Report any safety concern immediately to the principal.

10.2 Arrival and Dismissal

The playground is supervised in the mornings beginning at 8:15 am. Students in grades 1-6 should arrive at school between 8:15 and 8:30 am. If your child arrives at school after 8:30 am, he or she must check in at the office to pick up a "blue slip" to insure our attendance records are accurate.

Santa Rita has a split dismissal time, the primary grades are dismissed at 2:20 pm, and the upper grade students are dismissed at 2:45 pm on Monday through Thursday and at 2:50 pm on Friday.

10.2.1 Primary Grade Dismissal Time

- Students are to wait for their ride in front of the school. The play structures, playground and field are closed.
- Primary grade students should not be left to wait alone for an upper grade sibling. There is no teacher supervision at this time; an adult is to pick up each child at dismissal time.
- Students may play appropriately in the woodchip area (to the right of the Bobcat Statues) but may not play in the fire lane in front of the library or in the hallways. Students may also use the picnic tables in front of the school to complete homework.
- Students need to be aware that there are meetings taking place in the rooms surrounding the Bobcat Statue area and should keep their voices down.

10.2.2 Upper Grade Dismissal Time

- Students are to wait for their ride in front of the school.
- Students who are not picked up by 3:00 pm will be asked to go to the office.
- Students are not to be back on campus until 3:30 pm, unless they are involved in after-school enrichment programs. They must go home first and may return to use the playground and blacktop area at 3:30 pm with parent permission and the understanding that no school supervision is provided.

10.3 Transportation

10.3.1 Traffic and Parking Lot Guidelines



To ensure the safety of Santa Rita students and parent drivers, please follow these procedures for both morning drop-off and afternoon pick-up and refer to Figure 2 (p. 34):

1. The yellow curb is for pick-up and drop-off only. Do not get out of your car even for one minute. Instruct your child to be ready to exit or enter your car. Do not drop-off or pick-up from the outer lane – this is very dangerous.
2. Drive as far forward as you can before stopping at the yellow curb, even if there is no one behind you at the moment. An orange cone marks where the carpool drop-off/pick-up line starts.
3. Keep pulling forward as spaces in front of you open up. Be aware of the crosswalk and do not block it. Follow the “stop” and “slow” directions of the orange-vested traffic volunteer in the crosswalk.

4. As you enter the parking lot for drop-off/pick-up, the outer or left lane is **ONLY** for exiting from the curb lane after dropping off or picking up your child(ren). Cars turning right into the carpool lane from Los Altos Avenue need to be courteous to cars trying to turn left from Los Altos Avenue into the carpool lane and allow them to merge. No cutting in line is permitted after the first curve of the carpool lanes as this is a safety issue.
5. Please use the crosswalk to cross the carpool lanes to and from the parking lot. During drop-off and pick-up, an orange-vested volunteer will be there to tell you when it is safe to cross.
6. Drive slowly (5 mph) and cautiously in the carpool lanes and parking lot and upon entering from or exiting onto Los Altos Avenue.
7. There is no parking or stopping along the red curb in front of the office. This is for busses or emergency vehicles only.
8. Cars should not wait in the parking lot driveways for their children. It is unsafe and blocks cars which are trying to leave the parking lot.
9. Please be courteous to our traffic volunteers and safety patrols who are there to keep everyone safe.

10.3.2 Use of Bicycles, Skateboards, Scooters, Rollerblades

We encourage students to ride their bikes to school. California law requires helmets for all bike riders under 18 years of age. Bicycles must be locked to the bike racks on either side of the school. Bicycles should never be left overnight or on the weekend. The school cannot be responsible for lost, stolen or damaged bicycles.

Skateboards, rollerblades and scooters are permitted, but may not be ridden once on campus, especially in the hallways or in the front of the school. Again, the school cannot be responsible for lost, stolen or damaged items. Safety is our utmost concern: using proper safety equipment and following safe riding practices are the responsibility of the student and his or her parent.



10.4 Attendance

Regular school attendance is one of the most critical factors in a child's success in school. Please support the efforts of the Santa Rita staff to provide the best possible education by having your child attend school daily.

10.4.1 Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law. Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours. Students in grades K-6 shall not be absent from school without their parents'/guardians' knowledge or consent except in cases of medical emergency. A student's grades may be affected by excessive unexcused absences in accordance with Board Policy.

10.4.2 Reporting an Absence

Please call the Attendance Line at 559-1600 before 9:00 am when your child is going to be absent or late to school. A voice mail system is available 24 hours a day. Parents will be contacted for any child marked absent for the day and whose parents have not called. For your child's safety, we must account for every child every day. The office appreciates your efforts to inform us whenever your child will not be at school..

10.4.3 Late Arrival

Punctual arrival at school is important to your child, the other children in the classroom and your child's teacher. The first few minutes of the day are an important time: directions are given, the daily schedule is discussed, and daily lessons begun. Missing this time puts your child at a disadvantage. Late arrivals are unexcused unless your student had a medical or dental appointment. Excessive tardies may result in loss of school privileges or referral to the School Attendance Review Board.

10.4.4 School Day Appointments

If your child needs to be excused from class during the day, please inform the teacher by note and come to the office to pick up your child. A sign out system is used in the office and must be completed before a child will be released. No student will be released to anyone whose name is not on his or her emergency card unless the school is otherwise notified in writing by the parent. This procedure is to insure the protection and safety of your child.

10.4.5 Requesting Homework

In case of absence, students and parents may request makeup homework on the second day of absence. Please call the office by 12:00 pm on the second day of absence. Requested homework may be picked up in the office between 3:15 and 4:00 pm.

10.4.6 Independent Study

If you have an unavoidable reason to have your child miss school for five or more days in a row, you may request schoolwork directly from your child's teacher. We discourage missing school for any reason, and strongly suggest that trips be scheduled over standard holidays and vacations. Students attend school for 180 days each school year. Every day is important to us.

10.5 Computer Use Standards

Students at Santa Rita are asked to sign the following Computer Use Agreement: The computers at Santa Rita School are to be used to further the educational experience of all students at the school. This acceptable use policy is an extension of the Los Altos School District behavior standards, building a school culture that displays respect for learning, people, and property. In fact, one way to determine if your use of the computers is acceptable is to ask yourself whether your behavior in the electronic world would be acceptable if you acted in a similar fashion in the real world. The school staff will help guide you in the proper use of the computer, but you are responsible for your own actions.

- The use of the computers is a privilege made available to you. You may continue to be able to use the computers as long as you use them in a responsible manner. Minor violations of this policy may result in the short-term suspension of your computer privileges. Repeated or major violations of this policy will be handled in the same way as violations of the school behavior standards.
- Use the computer for school approved activities only. This includes assignments given by your teacher and using the computer as a reference tool.
- Internet access is for classroom related projects and activities. The Internet is only to be accessed with the permission and supervision of a staff member.
- Only do computer work that you would be willing to share with your teacher or parent. This includes information that you create and information that you may find while accessing the Internet.
- Leave the computer equipment in the same condition as you found it. This includes the physical machine and the files on the machine. It is your responsibility to avoid doing anything that would break the computer equipment, even if you did not understand the effects of your action.
- Respect the property and privacy of other computer users, including your fellow students and school staff. Computer files may not seem like personal property, but they are. You should not look at or copy another person's files unless that person has given you permission. Destruction of another person's files is a serious violation of behavior standards. The file you destroy may not be easily recreated.
- Respect other people when communicating electronically. Do not send a message to someone or about someone that you would not be willing to share in person. Messages that contain rude, hateful, harmful or foul language will not be tolerated.
- Protect your privacy and the privacy of others. Never share personal information, phone numbers, addresses or credit card numbers in any communications.
- Always report computer or Internet misuse to a staff person.

10.6 Disaster Preparedness

In the event of a natural disaster, all staff members at Santa Rita become Civil Emergency Supervisory Personnel. Students will be cared for and supervised until picked up by parents. First aid and emergency supplies are stored at school should they be needed. Earthquake, shelter in place and fire drills are conducted periodically for students and staff to practice procedures for dealing with an emergency.

Information on your child's Student Data Sheet should be kept up to date. This data includes medical information and the names of persons to whom we are authorized by parents to release students to in the event of an evacuation of the school grounds. We cannot release students to people who are not listed on the child's emergency sheet.

10.7 Field Trips

Field trips are taken at the discretion of the principal/teacher and are related to the curriculum. Students participating in field trips must return a signed permission slip before they can go on the trip. Students cannot leave campus without parent permission. If you wish to assist with field trips, please contact your child's teacher.

10.8 Lost and Found



Many good articles of clothing are lost each year and are never claimed. Please help us cut down on the amount of lost articles by clearly labeling your child's coats, jackets, sweaters and sweatshirts with his or her name. An area for lost items is located around the corner from the office. Unclaimed items will be donated to local charities several times during the school year.

10.9 Visitor Policy

All visitors and volunteers, including parents, must sign in and sign out of the school office. A notebook is available for this purpose as are Visitor Badges. This practice is designed to protect our children and quickly identify any stranger on the campus. Parents working in a classroom may use the Visitor Badges in their child's room when moving around the campus.

10.10 Moving

If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with a smooth transition for your child. *If you move or change jobs, please provide the school with updated contact and emergency information.*

11 Student Conduct

Please review the Student Behavior section with your student. Read appropriate portions to your child or, if your child reads, have him/her read to you and discuss the ideas and rules. It is very important to tell your student that you expect him or her to follow the school rules.

The Santa Rita school-wide student behavior plan was established as a structure to support a calm and safe school environment while helping children develop self-discipline and a sense of responsibility. Our behavior plan is based on respect for others, respect for self, and safety for all. The six themes of Character Counts are also emphasized: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

The primary goals of our plan are:

- Teach students the qualities of good character including Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.
- Establish a calm, orderly and safe environment for learning.
- Help children develop self-control and self-discipline.
- Teach children to be contributing members of a democratic community.
- Promote respectful, kind and healthy teacher-student and student-student interactions.

Creating a calm, orderly, friendly and safe school environment requires a constant balancing of the needs of the group with the needs of the individual, the need for order with the need for movement and activity, the need for staff to be in control of the school environment with the need for students to be in control of their own lives and learning. It also requires time to teach children how to be contributing members of a caring learning community.

Our approach is to help children become aware of how their actions can bring positive and negative consequences to themselves and others. Students receive positive reinforcement for appropriate behavior. Some examples include: verbal praise, parent communication, TRRFCC Bobcat Stickers and Student of the Week recognition.

We know and recognize that everyone makes mistakes from time to time, and it is how we fix and learn from our mistakes that is most important. When children make mistakes in following the rules, staff helps them see the consequences of their actions and fix any problems caused by their mistakes through the use of logical consequences while preserving the dignity of each child.

We utilize four kinds of logical consequences:

- **Reminder or redirection** – if a child is acting inappropriately, staff will give a verbal reminder or redirection.
- **“Take a break”** – if a child is losing self-control; s/he goes to a designated spot to cool off. The break is short and the child returns as soon as s/he has regained control. Children may voluntarily “take a break” or be asked by a staff member as a proactive measure to assist the child. Leaving the scene for a while to collect yourself when you’ve started to get frustrated or impulsive is a practical real-life skill that helps students learn self-control.
- **Loss of privilege** – if a child misuses playground equipment or chooses not to follow game guidelines, s/he will be told to stop doing the activity for a reasonable period of time. The privilege will be restored when the child and staff member or classroom teacher have talked about how to prevent a similar problem in the future. In severe circumstances, loss of privilege could include removal of playground privileges for a period of time or removal of the privilege to attend Santa Rita (suspension).
- **You break it, you fix it** – if a child damages something or hurts another’s feelings, s/he will try to fix the damage. In the case of hurting another’s feelings, the child might offer an apology of action—writing a note, helping with an activity, making an illustration, or taking some other action beyond verbally saying sorry. Students are involved in choosing the reparative actions, as we know sincere apologies that come from students and reflect their honest feelings mean much more than gestures assigned by a staff member.

Consistency around discipline procedures, such as the use of four kinds of logical consequences, provides children and adults with a safe and predictable structure. Consistency, however, is not the same as linear equality. At Santa Rita School, we believe that in order to be treated fairly and equally, sometimes children have to be treated differently. Staff members always use their best judgment for the situation at hand, sometimes skipping a type of logical consequence and immediately calling for assistance from another staff member who has a closer relationship with a child or for an extremely serious or dangerous behavior.

In order to help facilitate communication regarding behavior between the school and the home, we utilize two types of warnings.

- **Playground Communication Note – “Yellow Slip”**
Playground Communication Notes may be given to students by any Santa Rita Staff member and will be sent home as a reminder that the student needs to change their behavior. We ask that you discuss the problem with the student and communicate your expectations of the student’s ability to follow all school rules.
- **Student Behavior Referral – “White Slip”**
A Student Behavior Referral is used for more serious behavior concerns that may include harassment, bullying, physical or verbal aggression or dangerous defiance. The student will need to see the principal, parents will be notified, and there is a possibility of suspension.

Our goal is that all students and adults in the Santa Rita community recognize that rules help to create a sense of safety and community. Rules help create a trustworthy environment, a respectful and caring climate for taking the risks necessary for learning.

When the rules become a part of the school culture, more time is available for learning. To internalize the rules, children must have time to practice the rules, make mistakes, and to try again. The school environment is an ideal practice field for children's social learning. We comfort and coach children students as they learn, as they make mistakes. We teach reading and recess. We teach writing and honestly expressing feelings. We teach math and manners. We help children build the bridges between self-control and selfhood by giving them hundreds of opportunities to practice in a safe and caring school environment.

11.1 Santa Rita School Rules

- Try your best to be safe and make responsible choices.
- Respect and treat others the way you want to be treated.
- Take care of materials, equipment and the property of Santa Rita School.

11.2 Playground Rules

- Be a good sport.
- Follow directions of teachers and yard duty aides without questions.
- Stay in supervised designated playground areas. Hallways are off limits. Do not play in or around the bathrooms.
- Establish rules at the beginning of the game. Once a game has started the ball can't be taken back. In case of a disagreement, play over.
- "You can't say, you can't play."
- Stop playing when the bell rings, line up quickly and follow the adult to the classroom when directed.

11.3 Balls/Equipment Rules

- Keep balls away from building walls.
- Kick balls only on the grass areas.
- Stop playing when the bell rings and return balls to the ball cart.
- Be responsible for keeping track of classroom equipment.



11.4 Play Structure Rules

- Use the main play structure safely. Don't jump off the play structure or push anyone else off it.
- No tag on or around the play structure.
- Go down the slides sitting on your bottom with your feet first.
- Keep the bottom of the slide area clear.
- Keep the sand in the sandbox. No throwing sand or putting it on the slides or structure.
- Stay out from under students that are hanging or traveling on bars.

- One person per swing. Person waiting counts to 100 for next turn. Swing forward while seated only. Do not jump off the swings.
- Playground equipment is available at school; however, simple sports items may be brought to school if they are marked with the student's name. The school is not responsible for lost or damaged personal items.

11.5 Lunch Area Rules

- Talk in a conversational voice.
- Stay seated at your table until dismissed.
- Raise your hand to be dismissed.
- Be nice and respectful to the hot lunch volunteers.
- Be friendly and let anyone sit at your table.
- Remember to eat your lunch.
- Place recyclable materials in the appropriate containers.

11.6 Toys and Money

We encourage children at Santa Rita to use the equipment and supplies available at school. Toys and money should not be brought from home except for specific occasions or with the permission of a teacher or the principal. Electronic games, MP3 players, and other games and toys should be left at home. Simple sports items like balls and jump ropes may be brought if they are marked with the student's name. The school is not responsible for lost or damaged personal items.

11.7 Weapons/Hazardous Items

The Board of Education and Staff of Santa Rita believe in safe schools. Any offenses involving drugs, alcohol, dangerous objects and all sexual assaults/battery will be reported to the proper legal authorities. Expulsions will be recommended upon the first offense for violations involving drugs, weapons, explosives, alcohol or sexual assault. (Education Code 48900):

- Using, possessing, selling, furnishing or being under the influences of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.
- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous objects, including pepper spray.
- Committing or attempting to commit sexual assault or sexual battery.

11.8 Conflict Resolution

At Santa Rita, we teach students to use conflict resolution both in the classroom and on the playground. Students are taught the following steps to help resolve their conflicts:



11.8.1 Solving Problems with Families

At Santa Rita, we believe in working closely with families to create a positive school climate that is safe, orderly, calm and fun. Our goal is for staff, teachers, and parents to work together so that we can all focus on helping and supporting children.

Find a mutual time to talk about a problem: Engaging in an extended conversation about a problem or issue in person or on the telephone when school is in session is difficult due to staff needs to attend to students' needs and/or find out additional information about the situation. As a parent, please express your concern as soon as it arises (via e-mail, voicemail message or

briefly before school) and request a mutual time to talk about it with the staff member so that you can both focus on the issue with all the facts and without distractions.

Include the child in the problem solving: For some situations, this might be after the adults have decided on a course of action. In other situations, it might be during the problem-solving conversation. Having the child be a part of the conversation helps the child understand that parents and staff are on the same side, working together to solve the problem and help the child.

11.9 Cellular Phone and Telephone Use

Students may use cellular phones before and after school on the school sidewalks, playgrounds or field as long as they do not create a distraction or disruption. Use of cellular phones during the school day is prohibited. Cellular phones must be turned completely off, kept out of sight and stored in backpacks during the entire school day, including recess and lunch periods.

It is the students' responsibility to ensure that their cellular phones are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension as well as confiscation and return of the phone to the student's parents or guardians.

Students shall be personally and solely responsible for the security of their cellular phones. Santa Rita School shall not assume responsibility for theft, loss, or damage of a cellular phone, or unauthorized calls made on a cellular phone.

Santa Rita has a limited number of telephone lines, and students may use them for an emergency only. Students are not allowed to use the telephone to make after school plans. These and rainy day plans should be made before school starts for the day.

11.10 Dress Code

We believe that appropriate school clothing helps to maintain a focus on academics. Therefore, safety, good taste, common sense and appropriateness should determine the choice of clothing worn by Santa Rita students. During the school day, students engage in physical education and recess activities. Clothing and shoes must be safe for these activities. Appropriate attire is defined as clothing which allows the student to work and function in group settings without being a distraction or safety hazard to himself/herself or to others. With the changing styles, it seems timely to be more specific about a few clothing guidelines:

- Outer clothing must cover all underwear.
- Shorts, skirts and dresses should be of an appropriate length (fingertips must touch hems).
- "Spaghetti straps", halter-tops, strapless blouses/dresses (girls) or tank tops (boys) are not allowed; if you wear them, you must wear another piece of clothing, which covers your shoulders and upper arms.
- Bare midriffs are unacceptable.

- Clothing with offensive language or pictures is unacceptable.
- Flip-flops and platform shoes are not recommended for safety reasons.
- Hats and hoods are to be taken off at teachers' request.

When necessary, the principal and/or teacher will make the determination as to the safety and or appropriateness of the student's attire. Children not meeting the dress code guidelines will be asked to call home for a change of clothing.

12 Nutrition and Health

12.1 Medication

No medication can be brought to school, including over-the-counter products, unless there is a doctor's order on file. School personnel are prohibited from dispensing medication without a doctor's order. Any medication required by a doctor's order is kept in a secure cabinet in the office. A doctor's form is available in the office.

12.2 Illness

School is a place where colds and diseases can spread rapidly. Children who are ill should stay home from school, rest and recuperate. The school has a policy that a child must be "fever free" for 24 hours before returning to school. Please contact the office for any special health needs your child may have.

12.3 Communicable Diseases

Please notify the office immediately if your child becomes ill with a communicable disease. Exposure notices must be sent home with each student in the class. Strep throat is the most common diagnosis which requires notification.

12.4 Head Lice

Treatment of head lice and nits (eggs) involves washing the hair with a lice killing product and then removing all the nits with a special comb. Removal of all nits is essential in preventing reinfestation. Our school district has a "No Nits" policy: all lice and nits must be removed before a student is permitted to return to school. Parents may be asked to accompany their student to the office for staff to confirm that no nits are present prior to return to the classroom.

12.5 School Health Services

A district nurse and/or health clerk are on campus at least one day a week. Office staff are always available to assist with first aid.

12.6 School Meals Program

The Los Altos School District participates in the National Lunch Program. To apply for free or reduced-price cold lunch, households must complete an application and return it to the school. Applications are available in the school office and may be submitted at any time during the school year. The information households provide on the application will be used to determine meal eligibility and may be verified at any time during the school year by program officials. Your

child may also purchase a cold bag lunch everyday for \$4.75/day. Lunches include a variety of sandwiches, fruit, salad, cookies and milk. Menus and instructions for ordering are available in the Santa Rita School office.

12.7 Hot Lunch Program

The Santa Rita PTA offers kid-friendly hot lunches every day using a single vendor, Taste Nutrition. Taste Nutrition is an innovative school nutrition service management company that provides meals to schools throughout Northern California. Their sole aim is to work with schools to deliver customized, higher quality nutritious lunches to ensure healthier and happier kids. For each session, the menu selection is done with care and attention to food quality, nutritional guidelines (federal, state and district), and value. *Purchasing Hot Lunch means freedom from packing a lunch everyday, supporting your PTA, and making your kids very happy!*

None of the Los Altos School District elementary schools have a kitchen or cafeteria capable of preparing lunch for their students. Each school depends on volunteer parents to set up and implement a program. The Hot Lunch Program at Santa Rita is both a service for parents and for our school. It provides a convenience for parents and generates much-needed funds to support Santa Rita PTA programs.

The school year is divided into three hot lunch sessions. *No refunds or changes can be made after start of each session.*

Hot Lunch menu details and enrollment information are available on the Santa Rita School website: www.santaritaschool.org.

12.8 Wellness Policy

In response to the growing problem of childhood obesity, our state and federal governments have mandated the following:

- Students will be seated for a minimum of 15 minutes to eat lunch.
- Celebrations that involve food (including student birthdays) during the school day are limited to no more than one per class per month. Each occasion may include no more than one food or beverage that does not meet nutrition standards.
- Celebrations should occur only after lunch.
- Food served as part of instructional activities (science, cooking class, math activities) will offer healthy choices.
- Rewards for academic performance and good behavior will discourage the use of foods or beverages.
- The school should offer and promote healthy food and beverages at all school events.

12.9 Birthday and Party Snacks

We will continue to celebrate birthdays at school and acknowledge the very special day for students. However, if a family wishes to send birthday treats to school, the treat must either be healthy or non-edible. Please remember that treats are optional. We will recognize your child's birthday regardless of treats.

13 Student Programs

13.1 Library

All students, Kindergarten through sixth grade visit the Santa Rita Library one time per week with their teacher and are able to check out books. The library is also open during recess and lunch for additional library visits, if the student so chooses.

13.2 Technology

Technology is a powerful tool that gives teachers, students, and others new ways to problem solve, instruct and learn. With the support of LAEF, we are very fortunate to have a technology specialist at Santa Rita who instructs students in our computer labs on keyboarding skills, word processing, researching information, judging the quality and usefulness of found information and discussing safety on the Internet. Currently, students in first through sixth grade attend computer lab for a minimum of one hour of weekly instruction. Santa Rita also has two Apple Mobile Learning Labs. The Learning Labs are equipped with thirty iBook computers each, making it easier than ever to enhance daily instruction and bring digital learning into the fifth and sixth grade classrooms.

13.3 Fine Arts and Music

Children in primary grades receive vocal music instruction from an outside vendor which is financially supported by the Santa Rita PTA. All children in grades 4-6 receive weekly music instruction from a district music teacher and rotate through Visual Arts, Dramatic Performance, and Digital Design offerings. In addition, fifth and sixth graders have the opportunity to take part in the instrumental music program which offers band instruments, string instruction and music appreciation. Art instruction in grades K-6 is provided via the Los Altos Art Docent Program. Art, drama and dance are also integrated throughout the curriculum.

13.4 Physical Education

All children participate in weekly physical education (PE) aimed at developing sportsmanship, coordination, agility, strength, stamina, enjoyment of physical activity and participation in team and individual sports. All upper grade children have the opportunity to take part in the Los Altos Junior Olympics each spring. A PE specialist works with students once per week.

13.5 English Language Learners

We provide a sheltered English immersion program. Under this program the student is enrolled in a regular class and receives supplementary instruction in order to learn English. Our district does not offer a bilingual program.

13.6 Special Education Program

Students with suspected disabilities are offered an assessment plan by district staff. If the student meets state eligibility criteria, an IEP [Individual Education Plan] is developed to provide special instruction (and related services if needed.) A resource specialist teacher and a speech therapist are available at each school

to provide services on site during the school day. Services are provided in the least restrictive environment, in the regular classroom if possible. Students with more specialized needs may be served at another public school in the area.

13.7 GATE Program

The Los Altos School District identifies third through eighth graders for GATE based on annual CST/STAR Scores. Capable children in grades K-2 receive advanced curriculum and grouping structures within the homeroom setting. GATE program services differentiate from the regular school program and meet the special academic, social and leadership needs of identified children. For more information on the GATE program please go to the district website: <http://www.losaltos.k12.ca.us/academics/gate.html>.

13.8 Student Council

Students in grades 3-6 are involved in Student Council. Each classroom selects two classroom representatives to serve in Student Council for the first half of the year, and then chooses another two students to serve for the last half of the year. Student Council Meetings are held on Friday mornings once a month at 7:45 am.

14 Be Involved at Santa Rita

We encourage parents/guardians to become involved at Santa Rita School. You are integral to the success of our programs! When you give the gift of your time to volunteer at Santa Rita, everyone benefits. Your children will love to have you involved, and Santa Rita will be an even better school because of your involvement.

Please refer to the Santa Rita School Volunteer Handbook at www.santaritaschool.org for a detailed description of volunteer opportunities.

14.1 Goals of Volunteering

- To assist teachers in providing individualization and enrichment of instruction to their classes.
- To increase the student's motivation for learning.
- To enrich students' experiences beyond what is normally available in schools through the unique resources that can be contributed by volunteers.
- To build an understanding of school procedures to stimulate widespread involvement in the total education process
- To enhance communication between teachers, staff, parents, children and the community.

14.2 Volunteer Procedures

Volunteers must sign in at the school office each time they volunteer. This is important for insurance and reporting purposes, as well as being able to contact volunteers in case of an emergency. Training sessions may be required for certain volunteer opportunities. The child's teacher or the Room Representative will notify volunteers of the schedule.

Volunteers should keep track of their volunteer hours by using the “Volunteer Hour Tracking Form” which can be downloaded from the Santa Rita School website. Completed forms should be submitted to the appropriate Committee Chair/Assistants at the end of an event or the school year.

14.3 Room Representatives

Room Representatives play a key role in supporting our faculty and children. Room Representatives work with teachers to support class events, parties, and celebrations and coordinate drivers for field trips. They play an important role in our emergency procedures by helping to communicate information through the school phone tree system. In addition, Room Representatives send email communications related to school and classroom activities to classroom parents. A minimum of one Room Representative per class is required. Sign-ups occur on the first day of school at the Back to School coffee event.

14.4 Parents in the Classroom

Teachers welcome help in a variety of ways, such as working with small groups of children on special projects or activities and providing transportation and/or supervision on field trips. The Room Representative or teacher will contact parents/guardians regarding such opportunities as they arise during the school year.

14.5 PTA

The PTA is a volunteer organization that provides volunteer and financial support for programs to extend the curriculum provided by the Los Altos School District. When you join the PTA, you become a part of the network of parents and teachers that are working to enhance all our children's educational experience at Santa Rita to put Kids First. Examples of activities and resources provided by the Santa Rita PTA include:

- **Funding for capital improvements**, such as the Santa Rita running path, the multipurpose room upgrade, landscaping and beautification, computer equipment and instructional audio visual equipment for classrooms.
- **Funding for academic support**, including new math textbooks for grades K-5, upgrades to the science classroom and materials, instructional supplies, copying costs, Science Fair, the music instruction program for grades K-3, and the fine arts program for grades 4-6.
- **Funding of literacy programs**, including the Birthday Book Club program and the Book Fair which provide library books and classroom literature sets.
- **Coordination and support of community building events**, such as Character Counts, Witches' Delight, Bobcat Chase, Special Assemblies, and the Junior Olympics.
- **Coordination of enrichment programs**, including Lego Robotics, Art, Math, Chess Club, Chorus and more.
- **Coordination of Hot Lunch program and Recycling program.**
- **Bobcat Tracksters, Bobcat Striders, and playground equipment** to support physical education.

Current lists of Santa Rita PTA board members, meeting schedule and meeting minutes are available at www.santaritaschool.org.

14.5.1 PTA Committees and Fundraisers

All of the following events and activities are sponsored and supported by the Santa Rita PTA. Volunteer efforts are essential to the success of each of these programs, and your input and suggestions are always welcome. For more information about any of the PTA's activities and functions, please go to www.santaritaschool.org.

- Back-to-School Bobcat Chase
- Bobcat Lunchtime Striders
- Book Fair*
- Box Tops For Education*
- Cans To Cash*
- Character Counts
- Community Service
- Conflict Management/Parent Education
- Direct Donation*
- Directory, Santa Rita
- Emergency Preparedness
- Enrichment Programs
- eScrip*
- Hot Lunch*
- Innisbrook*
- International Liaison
- Junior Olympics
- Kindergarten Social
- Landscaping/Beautification
- Legislation
- Los Altos Educational Foundation*
- Lost and Found
- PTA Membership*
- Recycling
- Room Representatives
- School to Home Communication
- Science Fair
- Sixth Grade Representatives
- Spellathon*
- Spirit Wear Sales*
- Staff Appreciation
- Technology
- Theater
- Traffic & Safety
- Webmaster, Santa Rita
- Witches' Delight*

* PTA Fundraiser.

14.6 School Site Council

School Site Councils were established by the State of California as a way to involve parents and teachers in important decisions regarding how their school functions. The School Site Council is the vehicle by which the school community can come together to chart a path toward continued growth and success. The Santa Rita School Site Council provides a forum for identifying common goals for school improvement and requires a plan for achieving these goals. The council meets 4 or 5 times during the school year at 7:45 am and a two-year commitment is appreciated. Parents/guardians who are interested in serving on this committee should contact Santa Rita School Principal, Alyssa Gallagher (agallagher@santaritaschool.org).

15 Special Events and Traditions

New students learn of the following traditions during their first year at Santa Rita and then eagerly wait to participate in them for themselves. We present a summary and sampling of these events to provide a feel for the life that students and parents experience here at Santa Rita.

- **1st Grade Teddy Bear Parade** - First graders practice for a few weeks, costumes are made, stuffed animals are gathered... Then, on the special day, almost all students in grades K-6 bring their own favorite stuffed animal or teddy bear. The entire school gathers in the sixth grade park in a semi-circle with their bears; and the proud first graders march in a circle playing their instruments to the music "The Teddy Bear Picnic".
- **2nd Grade Camp Out** - Tents, sleeping bags, and blankets appear bright and early; the aroma of camp stew begins to fill the park; and students always enjoy the visit from Smokey the Bear...as they spend the entire day camping and learning in what is normally the sixth grade park, but which on this day belongs to them alone.
- **4th Grade Overnight at Coloma** - In fourth grade everybody looks forward to the exciting overnight trip to Coloma where everything that the students learned about comes to life. There's gold panning, square dancing, tent pitching and a life-like general store. Not to mention a whole night away from homework! It's a fun and educational trip that shows what forty-niner life was all about!
- **6th Grade Week at Walden West** - Some think it the greatest experience of their time at Santa Rita. A week of no homework, more fun than school, hiking, fresh air, beautiful wilderness and a great view of the hills. Spending most of your time on "campus" but there will be a lot of hikes through the woods and hills nearby. Be good because the best cabin gets the first and warmest shower. For those of you more shy, don't worry, you shower in your bathing suit. There are many special events like the day hike, the night hike, cabin cheers and... a very special event the last night. Visit Walden West's website (www.sccoe.org/waldenwest/schoolprograms/outdoor.asp) and follow the links at the bottom of the page for parents, teachers and student information.
- **Witches' Delight** - Santa Rita School was constructed and opened in 1957. Eleven years later, the first Witches' Delight Carnival was held, making this the **32nd** celebration of our Halloween carnival! This event includes a costume contest, a cake walk and some of the funniest carnival games. It is a family fun carnival that gets everybody ready for Halloween!
- **Walk to School Day** - This takes place on designated days several times a year. There is a "walking school bus" which stops and picks up walking passengers at designated "bus stops" along Los Altos Avenue. Orange vested parents are at each stop and also walking along with the bus. Sometimes we are joined by "celebrity guest walkers" from the community. Walk to school days support physical exercise and environmentally friendly transportation alternatives. It also shows many students that walking to school can be fun!

- **Science Fair** - The science fair is a time for young scientists to emerge. There are volcanoes, electric projects and any science project you can think of. This is an optional science fair that is for all grade levels and is loads of fun for all ages. Every year, prize medals are given to each contestant for being a good scientist. So have fun and when it's over, start thinking about next year's project!
- **Junior Olympics (Grades 4-6)** - Junior Olympics is an upper grade contest for all the schools in Los Altos. It is when classmates and friends get together to compete in all sorts of sports such as relays, hurdles, long jump, jump rope, free throw and many more. Ribbons are given out to the best, but in truth all Bobcats are winners if they try their best.
- **International Picnic** - The international picnic is a time where each student and their parents can gather together and share their cultural foods and traditions with everyone. Everybody brings food for the potluck dinner and gathers on the black top to dance, eat and learn about new cultures. Many students form groups, and with parental training and choreography, perform cultural dances from their ancestral countries (or even, sometimes, from Bollywood).

Yearlong Traditions:

- **5th Grader's Kindergarten Buddies** - At the beginning of the year after classes have settled in, each fifth grader is matched up with a "Kindergarten Buddy". Each fifth grade class will meet with their Kindergarten Buddy's class and do group activities several times throughout the year. Many fifth graders even visit their buddies on an informal basis. This teaches the older students responsibility, and allows the younger students to learn Santa Rita traditions and have a mentor.
- **6th Grader's First Grade Buddies** - This is similar to the Kindergarten buddies, with each sixth grader being matched up with a first grader. Almost always, new student pairings are made so both students have a more diverse experience.

Musical Traditions:

- **Winter Holiday Concert (Grades 4-6)** - This is the concert that students sing in when they graduate to the upper grades and show off their new talent in orchestra and band. They sing and play winter and holiday songs to get everyone in the holiday spirit.
- **Spring Instrumental Concert (Grades 4-6)** - This is a concert for emerging musicians to demonstrate their developing talent in the orchestra, band or fine arts. The performances teach students self esteem, responsibility, and a love for music.
- **Spring Concert (Grades K-3)** - In the spring all of the students dress in their nicest clothes and bring their best singing voices to school for their own mini concert. They get to show off their singing skills and their parents get to hear what the music program is doing for their children.

16 Miscellaneous

16.1 Enrichment Programs/Clubs

Santa Rita offers several after-school programs and clubs to address a wide variety of interests. Current programs and schedules can be found on the school website (www.santaritaschool.org). Past offerings, which typically meet on a weekly schedule, have included the following:

- Art – offered by Young Rembrandts
- Chess – during lunch; offered by Academicare Institute
- Chorus – before school; offered by Community School of Music and Art (CSMA)
- Creative Writing – offered by Communication Academy
- Lego Animation – offered by Robotics Learning
- Math – offered by F4Ed
- Musical Theatre – offered by Hope
- Ecology Club – during lunch
- Bobcat Striders – during lunch; walk/run exercise program
- Bobcat Tracksters – before school; walk/run exercise program

16.2 After-School Care (CCLC)

Children's Creative Learning Centers (CCLC) is a highly respected child care company that provides early childhood education to centers across California. At Santa Rita, CCLC offers on-campus after school care for children ages 6-12, from 11:00am to 6:00pm. Planned activities include art, science, cooking, sports, etc., as well as free choice time for the children to choose the activities they would like to do. Homework time is also provided so the children can work on and get help with their homework. An afternoon snack is included in the monthly tuition. For current information about the center, to view the center calendar of events, and to download enrollment forms, go to CCLC at www.cclc.com.

17 Staff Roster

Kindergarten

Ms. Susan Goforth-Mauthes, Room 1 (am)
Mrs. Raquel Matteroli, Room 2 (pm)
Mrs. Cynthia Nakano, Room 2 (am)

First Grade

Mrs. Jennifer Finley, Room 21
Miss Janelle Kishi, Room 23
Miss Carrie Middleton, Room 22
Mrs. Diane Wharton, Room 24

Second Grade

Mrs. Racquel Cassidy, Room 20
Miss Sascha Mowrey, Room 25
Mrs. Corrine Nohejl, Room 10
Mrs. Katrina Watters & Mrs. Trish Mitchell,
Room 18

Third Grade

Mrs. Maureen Lane & Mrs. Judi Parrish,
Room 15
Mrs. Colleen Stockwell, Room 19
Mrs. Janet Wells, Room 17

Fourth Grade

Ms. Jean Benedict, Room 14
Ms. Robin McLaren, Room 13

Fifth Grade

Mrs. Susie Greenwald, Room 6
Mrs. Kelly Rafferty, Room 12
Mrs. Kami Thordarson, Room 11

Sixth Grade

Mrs. Kirby Conrad, Room 7

Mrs. Niki Mitchell, Room 9
Mrs. Leslie Ward, Room 8

Computer Aide:

Custodian (Day):

Custodian (Night):

English Language Learners:

Library:

Music Team:

Office Clerk:

PE Team:

Pre-Algebra:

Principal:

Psychologist:

Resource Specialist:

School Health Assistant:

School Nurse:

Science Aide:

Secretary:

Speech/Language:

Mrs. Diane Hutchinson

Mr. Adolfo Benetiz

Mr. Manuel Vejar

Mrs. Dorothy Dickson

Mrs. Tania Granoff

Mr. John Beeman, Mr. Vincent Lewis, Mrs. Roberta
Robertson, Ms. Wendy Littman, Ms. Christy Crews

Mrs. Kristy Hamlin

Mrs. Pearl Garvin, Mr. Jay Heeb, Mr. John Harney

Mrs. Georgette Oppezzo

Mrs. Alyssa Gallagher

Ms. Desiree Maitan

Mrs. Jane Ellen Binkley

Mrs. Marjery McCracken

Mrs. Elizabeth McClimmans

Mrs. Yvonne Milkey

Mrs. Kelly Perlangeli

Ms. Debbie Farley

** Staffing as of June 2009.*

**Figure 1 – Santa Rita Elementary Campus Map
2009-2010**

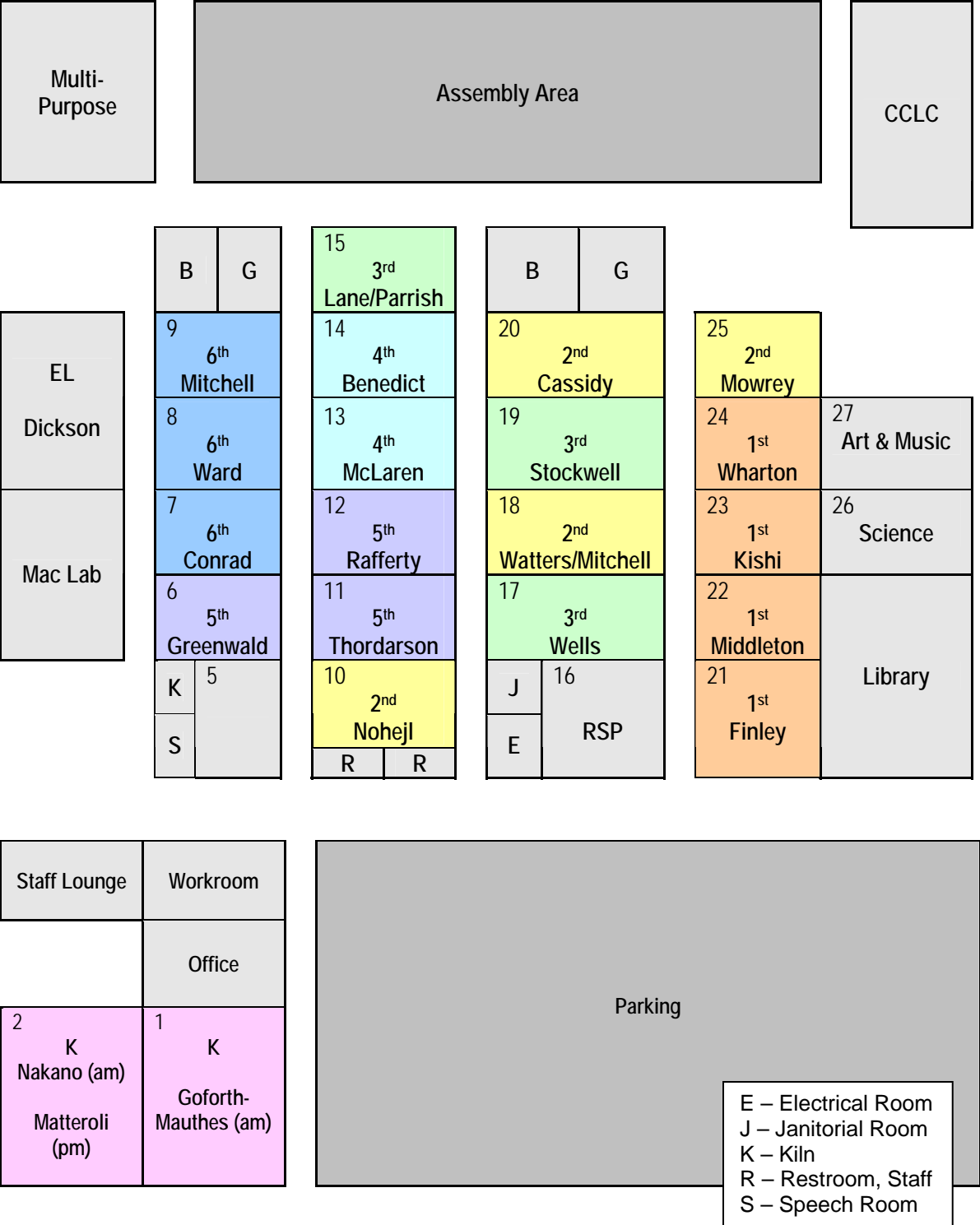
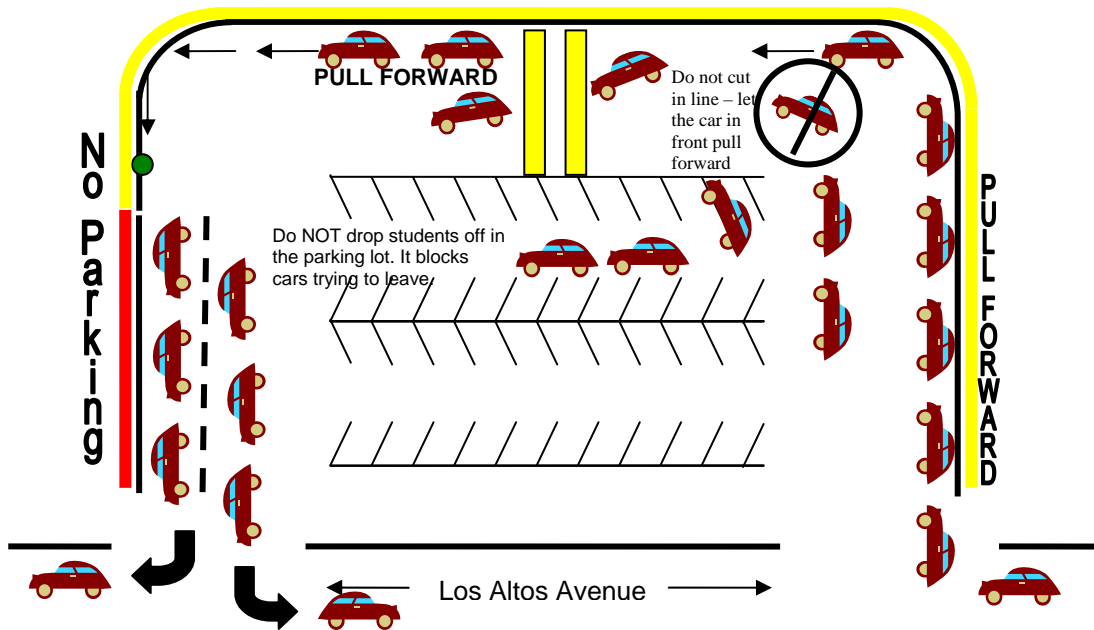


Figure 2 – Parking Lot Diagram

Never leave your car while picking up a student at the curbside.

If you have multiple children departing at 2:20 and 2:45, park in the parking lot and not along the curbside. There are cars waiting to pull forward on Los Altos Avenue.

NEVER BACKUP ALONG THE CURBSIDE – CHILDREN CAN BE BEHIND YOUR VEHICLE



Right Turn only from this lane.

It is illegal to turn left and very unsafe.

Left Turn only from this lane.

It is illegal to turn right and very unsafe.

Be courteous and allow those trying to turn left into the carpool lane a chance to merge to the curb to drop off.

TRAFFIC Rules in the Parking Lot. There have been too many accidents and near misses. Please review some of the guidelines above and feel free to ask for clarification by contacting Ann Enthoven at ann.enthoven@gmail.com. And remember :

DRIVE SLOWLY – 5 MPH IN THE PARKING LOT