

Student – Parent Handbook

2016-2017

Sinsheimer



Stingers

Our Sinsheimer community is committed to providing a caring, connected environment where all students are empowered to develop independence and compassion through learning that inspires.

Sinsheimer School
596-4088
si.slcsd.org



Message from the Principal...

Welcome to Sinsheimer Elementary and the start of an outstanding 2016-2017 school year. The purpose of this Student-Parent Handbook is to keep you informed. Your handbook contains essential information regarding school policy, expectations, and dates. Whether you are a new or returning family, it is important that you carefully read your handbook together so that you understand important policies and procedures that will make for a smooth and successful school year. So please take your first step towards supporting Sinsheimer and our commitment to excellence by reading your handbook and keeping it for future reference.

Together we will make this a terrific year!

Sincerely,

Jeff Martin
Principal

jpmartin@slcusd.org
(805) 596-4088

Message from the Parent Teacher Association...

Welcome to the 2016-2017 school year at Sinsheimer! Your PTA (Parent Teacher Association) Board is up and running and ready to help you make this a great year for our students: Tara Teitge, President; Shelby Kurkeyerian, Vice President; Amanda Haendler, Treasurer; Jill Chan, Recording Secretary; Jeff Garris, Parliamentarian; Ann Turner, Historian; and Irish Turnage, Corresponding Secretary.

The Board helps guide the PTA, but the most important part of PTA is the membership: parents, grandparents, teachers, staff, and anyone who wants to support the education of our community's children. Hopefully this includes YOU!

PTA funds are generated from membership fees and fundraisers like the Carnival and the Walkathon. These funds are used to pay for assemblies, class field trips, library resources, art lessons, teacher grants, and special events and programs for our students. PTA volunteers help make good things happen at Sinsheimer: Picture Day, Carnival, Family Movie Night, Field Day, Book Fairs, Variety Show, Vision/Hearing/Dental Screenings, Lunchtime supervision, Yearbook, School Garden, and so much more! By joining PTA, you support these programs financially. When you come to PTA meetings and volunteer your time, your support goes even further: our school community is enriched and connected in new ways that benefit us all.

Throughout the year, you can find news and up to date information on PTA events in our school newsletter *What's Buzzin'*, on our website, and on Facebook. If you have questions about PTA or would like to get involved, please email me or talk to any board member. We are excited to help make this a wonderful year for our students and families!

Tara Teitge
Sinsheimer PTA President
tteitge@gmail.com

SCHOOL HOURS

Kindergarten Schedule

Monday - All students follow Later Gator schedule **9:55-2:45**

Tuesday-Thursday - All students follow Early Bird OR Later Gator schedule)

Friday - All students follow Early Bird schedule **8:25-1:15**

8:25-9:55	(90 minute instructional block- Early Birds Only)
9:55	(Later Gators arrive)
10:00-10:20	(20 minute snack recess)
10:20-11:50	(90 minute instructional block)
11:50-12:30	(40 minute duty free lunch recess)
12:30-1:15	(45 minute instructional block)
1:15	(Early Birds dismissed)
1:15-2:45	(90 minutes instructional block – Later Gators Only)

Grades 1-6

Late Start Monday** 9:25 AM - 2:50 PM

Tuesday-Friday 8:25 AM - 2:50 PM

Recess

Kindergarten 10:00 AM - 10:20 AM

Grades 1-3 10:15 AM - 10:35 AM

Grades 4-6 10:00 AM – 10:15 AM
10:35-10:50 – Mondays only 4-6

Lunch

Kindergarten 11:35AM - 12:15 PM

Grades 1-3 12:30 PM - 1:10 PM

Grades 4-6 12:15 PM - 12:50 PM

**Schools in the SLCUSD have a late start each Monday. Late start Monday allows classroom teachers to meet weekly with one another to improve instructional programs for our students.

BEFORE SCHOOL

Our starting time is 9:25 a.m. on Mondays and 8:25 a.m. Tuesday-Friday for all students in grades 1-6. Children should not arrive to school before 9:15 a.m. on Late Start Monday and 8:15 a.m. on Tuesday-Friday. For students needing supervision before 9:15 a.m. on Mondays, our Parks and Recreation (STAR/Sun & Fun) provides childcare starting at 7:00 a.m. For sign-up information please call the school office to register your child. Parents are encouraged to keep their children home until the start of school if at all possible. Upon arrival to school, students are to wait quietly in the hall in front of the library until a teacher dismisses them to the playground. On rainy days all students should report to their classrooms instead of going to the playground.

AFTER SCHOOL

We have a dismissal time of 2:50 p.m. except for our staggered kindergarten program which changes depending on your group and day of the week. There is no supervision of students after 3:00 p.m. Students are not allowed to stay after dismissal at 2:50 unless enrolled in the Parks and Rec child care program, or other school sponsored activity supervised by an adult.

STUDENT EXPECTATIONS

1. Be respectful to yourself, others, and property.
2. Follow all directions from staff, and school rules.
3. Unsupervised students are to remain off-campus during non-school hours.
Campus hours are 10 minutes before school begins and 10 minutes after school ends each day.
4. Remain in designated areas at all times.
5. Keep hands, feet and objects to yourself.
6. Toys, games, candy, and gum are to be left at home.
7. Use polite, respectful, appropriate language.
8. Clothing is to be safe and appropriate for school.
9. Act safely by walking in the hallways and on the blacktop
10. Bikes, skateboards, and scooters are to be walked on campus at all times
11. Clean up trash, and respect our buildings and grounds.
12. Eat food in the designated eating areas only (covered pavilion/MPR/lawn) showing calm and positive behavior.

SCHOOL DRESS AND GROOMING GUIDELINES

Students are to dress appropriately and safely while at school or representing the school. This is the responsibility of the student and his/her parent or guardian. Personal appearance shall be such that it does not become distracting to other students or staff, or violate health and safety guidelines. The following guidelines are intended to help students make appropriate choices and are consistent with district policy and regulations. If a child is inappropriately dressed, the parent will be called to bring a change of clothing. Your support of the following guidelines is appreciated.

1. Shoes must be worn at all times. All shoes should be appropriate for Rigorous play and physical activity (especially PE days).
2. Clothing must be clean, neat and in good taste.
3. Wearing hats, caps and other head coverings outside is encouraged. They shall not be worn indoors. Use of sunscreen is also encouraged.
4. Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses which advocate racial, ethnic or religious prejudice.
5. All apparel must cover the torso. Underclothing (underwear, bras, bra straps) must be covered at all times. Sleeveless tops must have a 1-inch strap. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
6. Facial make-up and false fingernails are discouraged.
7. Clothing and other apparel shall be safe for the activity. (ie. in P.E. sandals, dangling earrings, oversized clothing can be a safety hazard)
8. Any apparel or personal item which by virtue of its color, arrangement, trademark or any other attribute is known to be gang related is prohibited.
9. Chains, pocketknives, and spiked adornments (ie. spiked earrings or belts) are prohibited and are to be left at home.
10. Clothing or grooming which disrupts the educational process shall not be permitted (ie. extreme haircuts/styles/colors, or excessive jewelry)
11. Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes (such as physical education).
12. The principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. (Board Policy 5132)

SCHOOL LUNCH

Students may bring sack lunches and purchase milk for 50 cents or they may buy a lunch, including milk, for \$2.75 a day. Students who are qualified for free or reduced price lunches are automatically eligible to receive lunch free of charge or at the reduced price of \$.40. Menus for each month are sent home in advance. The lunch order is phoned in at 9:30 a.m. Students who arrive later than 9:30 AM, because of medical appointments or other reasons, should plan to bring a sack lunch as they will be too late to order a school lunch.

If a child forgets his/her lunch or money, please bring it to the school office. The office staff will see that it is delivered. There is a district-wide policy that states

students may not charge their lunch if they have no money available on their account. Free lunch and milk, or reduced price lunch is available to children of families who qualify. Contact the office to apply.

MORNING RECESS

Morning recess is considered a nutrition break. Parents are urged to send only nutritious foods such as fruit, bagels, granola bars or yogurt, etc. Gum, candy and unshelled seeds are not allowed at school.

BREAKFAST PROGRAM

Breakfast is served each school day during the morning recess period. Breakfast includes fruit juice, milk and an entrée - all for \$1.75. Students who are qualified for free or reduced price lunches are automatically eligible to receive breakfast free of charge or at the reduced price of \$.30. There are no pre-orders for breakfast, so please be sure to talk to your children to determine if they plan to purchase breakfast as the funds will come out of their lunch accounts (some students buy breakfast as a snack). You may want to add extra money to their lunch accounts so that the funds do not run out more quickly than expected. Research shows that children who eat breakfast do better in school. Encourage your child to take time for breakfast at home or at school.

DISTRICT WELLNESS POLICY

The Board strongly discourages the use of foods of minimal nutritional value as a reward for students' academic performance, accomplishments, or classroom behavior. Exceptions shall be made per student's Individualized Education plan (IEP) or behavior support plan. Food provided in the classroom by school staff must meet or exceed state and federal nutrition standards. The Board strongly encourages the use of physical activity as a reward for students when appropriate. * Board Policy 5030

HEALTH SERVICES

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

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

Vision Tests - Tests by optometrists are offered to children in grades K, 1, 3 and 5, plus teacher referrals. The school nurse tests Kindergarten and new students. Parents are notified of test failure, and assistance is available in hardship cases where professional care is needed.

Dental Inspections - Local dentists evaluate students in grades K, 3, 5 each year. Parents are notified of the results. A dental health education program is also presented to first graders.

Immunizations - Immunizations are available at the County Health Department (781-5500) Monday through Friday by appointment only. No child will be admitted to school without proof of immunization or parent waiver of such.

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

SPECIAL SERVICES

Student Study Team – A team of staff members and parents of students who have challenges at school discuss interventions and ways to ensure success.

Counseling Services - Limited counseling services are also available. Referral forms may be obtained in the office. Parents who would like counseling assistance for their child may contact the office, the classroom teacher, or the school principal.

Home Instruction - If a child is restricted to the home because of illness or recuperation, the services of a home instructor are available upon recommendation of the attending physician. This information should be given to the school principal as soon as possible.

Academic Support - Qualifying students based on need may be selected to receive additional support in reading, writing, and math during the school day.

Power Hour - Academic assistance is available after school for students in grades 2-6 who are selected by staff.

CHILD CARE

Before and after school child care is available for grades K-6 on the Sinsheimer School campus through the SLO Parks & Recreation Department. For more information, call 781-7300. The on campus phone number is 781-7224.

SINSHEIMER NEWSLETTER

The Sinsheimer newsletter “What’s Buzzin” is published regularly. Electronic copies are shared electronically and allow you to view the newsletter in full color. Those who prefer hardcopies may notify the office to be added to the printed copy list.

YOUTH ACTIVITY GROUPS

Campfire, Girl Scouts, Boy Scouts, club sports teams and other groups all have active programs in our school area. For further information, contact the office of the group in which you are interested.

PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association is an active parent group that supports school programs. Information about PTA events is published in our school newsletter and our PTA website: www.sinsheimerpta.org. Additional information can be found on our school website si.slcsd.org. All parents are encouraged to join and participate.

SCHOOL-WIDE ASSET DEVELOPMENT PROGRAM

The staff at Sinsheimer holds a firm belief in the use of positive reinforcement as a key factor in motivating student behavior and building student character assets. Assemblies are held on selected Fridays each month. Students are also recognized in their classrooms for citizenship, academic excellence, and special accomplishments. During school-wide “Spirit Assemblies” selected students from each classroom are recognized as “Stingers of the Month” based on criteria identified by their classroom teachers.

AWARDS FOR STUDENT ACHIEVEMENT AND ATTENDANCE

To recognize student achievement, a variety of awards will be presented to students including excellence in academic performance, improvement, and attendance.

- Academic Excellence for grades 4-6.
- Academic Achievement (students who have shown outstanding success and perseverance) for grades 4-6.

To recognize excellent attendance, the following award will be presented to students:

- Perfect Attendance Award for grades K-6 (no tardies, no absences.)

HOMEWORK

We also value the importance of quality family time. Excessive homework can often interfere with a family’s ability to spend quality time with one another and remain active, healthy, and connected. Our aim is to ensure that any homework that

is assigned is meaningful and relevant for students. Research indicates reading for elementary aged students remains one of the most impactful academic activities. Therefore, homework at Sinsheimer will be limited in quantity and focused on the most essential academic concepts and skills. You can expect to see homework that consists of reading, math practice activities, and enriching learning opportunities to inspire students.

LATE WORK POLICY

Students are responsible for completing and returning work on time. Students shall be responsible for making up work because of an excused absence. For each day of excused absence, a student will be given a day to complete missed work (example: 2 days of excused absence equals 2 days to make up work). It is a parent/student responsibility to arrange for make-up work after absences with the classroom teacher.

Homework packets will not be prepared in advance for absences fewer than 5 consecutive days. Independent Study contracts must be arranged and signed at least 10 school days prior to the absence period (reference Attendance section below).

ATTENDANCE

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

State and District policy require schools to address chronic absence and truancy. Habitual truancy is considered three days of unexcused absence in one school year per Education Code 48260. Parents/guardians of students with unexcused absences and tardies will receive district generated School Attendance Review Board (SARB) letters, and may be required to attend conferences and attend SARB hearings with recommendations to improve attendance. Excused absences are limited to illness, a doctor's appointment, religious holidays, or death of an immediate family member. SARB policy and Education Code considers family vacations, birthday trips, and other family business as unexcused absences. If a student will be absent for an extended period (from 5 days up to 20 days) parents/guardians may request an Independent Study Contract with the child's teacher 10 school days in advance of the absence. When assigned work is completed through the contract, the absences are cleared and become excused. If the contract is not completed the absences remain unexcused. However, no amount of make up work can take the place of regular, daily attendance at school when it comes to ensuring student progress and learning.

State law indicates that an excuse by the parent be given for a child's absence. Please call the school office (596-4088) or write a short note each time your child is absent, giving the reason for the absence and, in the case of illness, the nature of the illness. Please check with your child's teacher regarding makeup work procedures. In most cases, student work will be sent home only if a child is going to be absent more than three days.

TARDINESS AND PUNCTUALITY

Tardiness is an interruption to the learning process of the tardy student, other students in his/her classroom, and the teacher. Unexcused tardiness is not in keeping with Sinsheimer's commitment to excellence. Students who report late to school must report first to the school office before going to class. In the case of frequent tardiness, parents will be contacted and disciplinary action may be taken. Please make every attempt to have your child arrive on time.

APPOINTMENTS

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

ILLNESS OR ACCIDENTS AT SCHOOL

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

MEDICATION

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

1. BOTH the parent and the health care provider must complete and sign a district approved Consent Form before medication can be given to a student during school hours.
2. A health care provider is defined as a medical doctor, psychiatrist, dentist, osteopath, podiatrist, optometrist, or a physician's assistant.

3. Medication includes BOTH prescription and over-the-counter substances (including nutritional substances and herbal remedies).
4. Medication shall be brought to school by an adult in the original container with directions.
5. A new Medication Consent Form shall be completed each time there is a change in medication dosage, amount, or time given.
6. Medication maintained and self-administered by a student requires physician documentation that the medication is deemed necessary for emergency health condition (i.e., diabetes, epilepsy, asthma/allergy) AND the student has been trained in its administration.
7. ONLY the school nurse or designated and trained school personnel shall administer medication. (Parents may administer medication at school.)
8. Medication Consent forms are available at the school office and may be faxed or mailed to you and/or your physician.

GENERAL EMERGENCY PREPAREDNESS PLAN

A copy of the General Emergency Preparedness Plan is available at all school offices. You are welcome to review this and to make comments. A variety of different emergency drills (including fire, earthquake, shelter, and lockdown) are held throughout the year in preparation for potential crisis situations.

PROCEDURES

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

- We believe that parents are partners in student discipline and that strong communication between the school and home is fundamental to appropriate student conduct.
- All levels of discipline and communication to parents are confidential and are the business of our staff, the individual student and his or her parent.
- Sinsheimer school rules are derived from the goals of respect for self, property and others.
- Our intention is to create safe, healthy, and responsible children.
- To promote social responsibility and self-discipline we believe in a progressive discipline system that has a wide array of consequences and choices both at school and at home.

At Sinsheimer School minor discipline is normally handled within the school day through a loss of privilege or a "time out" in class or in another classroom, a parent phone call, detention during the school day or after school. Students will always be permitted to eat their lunch during lunchtime detention. In addition to disciplinary consequences, students are counseled about their choices and ways to improve their behavior. Consequences for conduct requiring more serious discipline are listed in the Student Conduct Code.

Personal Property - Knives, guns, chains, matches, firecrackers, laser pointers, etc. are not allowed at school. Toys from home are not allowed on the playground and may only be brought to school, with teacher permission, for sharing or special projects. iPods/music players, and other electronic games, etc. are not allowed at school. Students are allowed to bring portable electronic devices for academic use in the classroom only. During the school day, cell phones are to be kept turned off and are to remain in backpacks until school is no longer in session. In any case, the child and his/her parents assume the responsibility for any lost, stolen, or damaged personal property brought to school therefore any high value items should be left at home.

Lost and Found - Children should have their belongings labeled. Please put names on clothing, backpacks, lunch boxes and personal items. If your child is missing an article of clothing, a book, or jewelry please check the office and lost & found tub. Items turned in are kept for approximately one month.

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

Class Parties - The Sinsheimer PTA sponsors our classroom parties during the year. You will be contacted by the room parent if your assistance is needed. School staff shall encourage parents/guardians or other volunteers to support the District's Student Wellness Policy by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet state and federal nutritional standards to one food or beverage per person. Surprise parties are not to be given for the teachers. Birthday celebrations will not be held for individual students. Parents who wish to send a simple, nutritious and school-appropriate birthday treat are urged to make arrangements with the classroom teacher ahead of time. *Board Policy 5030

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

Voice Mail - The teachers do have voice mail and you are welcome to leave messages 24 hours a day. However, please do not expect a call back during the school day as the teachers are teaching. You will need to get the voice mail number from the teacher phone directory or the office to leave a message after office hours.

Animals - Due to possible injury to the children, animals may not be brought to school without the permission of the teachers. Dogs can create a hazard on the school grounds. Please help us insure the safety of our students by keeping dogs at home. If you walk your pet to school with your child, please remain off school grounds with your pet.

School Bus – Bussing is provided for students who live outside the walking radius of one mile. Information on bus routes and times is available by calling Transportation at 596-4111.

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

Crossing guards are stationed at the intersections of Sydney and Johnson Avenue and Laurel Lane and Augusta, and only for limited times before and after school. Children should cross at these intersections and not in the middle of the block or through private property.

Conferences and Report Cards - In order to facilitate a closer working relationship and understanding between teachers and parents, the following plan for conferencing has been adopted.

1. Informal conferences can be requested by the teacher and/or parent to meet specific pupil needs at any time during the school year.
2. Two weeks of minimum days are also provided for report card conferences. One week in fall and one week in spring

School will be dismissed at 1:00 PM Monday through Friday in grades 1-6 during these two weeks. Kindergarten parents should consult with their teacher for specific dismissal times. Report cards are issued during conferences and are sent home at the end of the school year.

Emergency Information Cards - Emergency information cards are kept on file for each student. This includes the name, address and phone number of a person to contact if the parent cannot be reached in an emergency. Please help the office keep this important information up to date by informing us of any changes.

Bicycle Regulations – Students are permitted to ride bicycles to school. To ensure student safety, children in grades K-2 must have written parent permission to ride bicycles to school (we recommend riding with a parent). Students are to wear helmets. All bikes are to be walked on campus. Bicycle racks are provided at school, but a lock must be furnished from home. Rules and regulations pertaining to bicycle safety on the way to and from school, and at school, are to be observed.

Field Trips - Children in grades K-6 must have prior written permission from their parents on the district approved permission slips. Parents are encouraged to attend as chaperones when requested by the teacher. Per district policy, NO younger or older siblings or distant family members may attend the field trip or meet the class at the destination.

Insurance - Pupil accident insurance can be purchased if desired. The information is sent home the first day of school and insurance forms are available in the school office when needed.

School Pictures - School pictures are scheduled each year in the fall and periodically in the spring.

Health and Family Life Education Program (Grades 5 & 6) - A Health and Family Life Education program is contained in the curriculum of the San Luis Coastal Unified School District. Parents are invited to review the course content and preview the materials before they are presented in the classroom. Parents may secure an exemption for their child from any part of this program by merely sending a written request to the principal. The fifth and sixth grades are the only elementary grades in which human physiology and adolescent changes are discussed.

Release of Children During School Time - Students who must leave school during the regular day must have a note from the parent giving the reason and the time, and must check out through the office. Students will only be released to adults listed on the emergency card on file in the office.

Differentiated Learning - Sinsheimer teachers strive to meet the individual needs of all students, including the needs of exceptional students, by designing instructional programs that are differentiated to meet their needs. Students are provided challenging work that reflects their special abilities in related academic content areas such as language arts, reading, writing, mathematics, social studies and science.

School Materials - All materials required for the operation of a normal school program are supplied by the school district. Pupils will be charged for lost or damaged books, equipment and property.

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

Volunteers

Volunteers are those persons who have contact with students and come to the schools to help in a variety of ways, including the following: assist teachers, librarian or office staff, supervise students during recess and lunch, or assist with extracurricular activities and/or field trips. At Sinsheimer we love our parent volunteers! They are an invaluable part of the Sinsheimer team, and help make our school such an amazing place for student to learn, grow, and have fun! Please complete a volunteer packet if you are interested in becoming a part of the Sinsheimer volunteer team. Here is a breakdown of the different levels of volunteers, the screening required by the district at each level to ensure the safety of all students in the school, and some examples of which types of jobs fit into each level.

Level 1 Volunteer (supervised by school staff, not regularly on campus):

Level 1 Volunteers have limited contact with students and are always directly supervised by a certificated teacher. They must be cleared through the Megan's Law website to ascertain the volunteer is not a registered sex offender. Examples of a Level 1 Volunteer include community members who make a brief presentation to students at the school for career day, school assemblies, a one-time presentation in classroom, or volunteering in the school office.

Level 2 Volunteer (supervised by school staff and regularly on campus):

Level 2 Volunteers have more-than-limited contact with students and are always directly supervised by a certificated teacher. They must complete a volunteer packet, and must be cleared by the Megan's Law website. Additionally, they are required to have a current tuberculosis (TB) clearance (i.e., within the past four (4) years). Examples of Level Two Volunteers include classroom or office volunteers, library/media center helpers, or volunteer yard supervisors.)

Level 3 Volunteer (unsupervised by school staff; no driving):

Level 3 Volunteers are not always supervised by a certificated teacher or employee. They must be fingerprinted prior to working alone with students, must complete a volunteer packet, and are required to have a current tuberculosis (TB) clearance (i.e., within the past four (4) years). An example of a Level 3 Volunteer is a chaperone on certain types of student field trips and event coordinators who may be alone with students.

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

1. Check in at the school office before visiting the classroom to get a volunteer badge and information regarding the class schedule.
2. Come with an open mind, cooperative attitude, seeking to be helpful to the child and his/her teacher in furthering the educational program.
3. Make arrangements for the care of small children at home so that they need not distract the class from its work.
4. Limit your visit to thirty minutes unless by special invitation to observe longer. Several short visits are better than one too-long visit.
5. Enter the room without knocking. The teacher will be happy to acknowledge your presence at his/her earliest opportunity.
6. Upon entering the room, smile to your own child and then shift attention to something else in the room. The child knows you have come to visit the room, not just him/her. The best visitor is an unobtrusive one.
7. Make a special appointment for conferences with the teacher so that classroom work will not be interrupted. Individual problems are best discussed before or after school.
8. Observe your child's ability to listen, independent work habits, how he/she works with others in the group situation, general attitude toward others, attitude toward constructive suggestions, and willingness to cooperate and share with the group.
9. Realize that you are seeing just a snapshot of all that occurs in the classroom and consider your isolated observation accordingly.

UNIFORM COMPLAINT PROCEDURES

Complaint forms are available at the school site and all district offices. Completed forms should be forwarded to a Compliance Officer for review. Compliance officers are located at the District Office, 1500 Lizzie Street, San Luis Obispo 93401. They are: Director of Personnel (549-1233); Director of Instructional Services (549-1247); and Director of Student Services (549-1218). [B.P. 4139]

Sinsheimer Teachers 2016-2017

Kindergarten	Rm 1	Holly Howarth	hhowarth@slcUSD.org
Kindergarten	Rm 2	Teresa Osborne	tosborne@slcUSD.org
First Grade	Rm 3	Stephanie Bremer	sbremer@slcUSD.org
First Grade	Rm 4	Samantha Montoya	smontoya@slcUSD.org
First Grade	Rm 5	Jessica Keach	jkeach@slcUSD.org
Second Grade	Rm 8	Greg Parsons	gparsons@slcUSD.org
Second Grade	Rm 10	Glenda Green	ggreen@slcUSD.org
Third Grade	Rm 7	Annie Walorinta	awalorin@slcUSD.org
Third Grade	Rm 9	Christy Gullo	cgullo@slcUSD.org
Fourth Grade	Rm 12	Brittany Tricamo	bandrews@slcUSD.org
Fourth Grade	Rm 17	Gail Becker & Katie Peters	gbecker@slcUSD.org kpeters@slcUSD.org
Fifth Grade	Rm 13	Jill Laursen	jlaursen@slcUSD.org
Fifth Grade	Rm 16	Mark Nakamura	mnakamura@slcUSD.org
Sixth Grade	Rm 14	Jeff Morgan	jmorgan@slcUSD.org
Sixth Grade	Rm 15	Deannie Greenelsh	dgreenelsh@slcUSD.org
RSP	Rm 18	Janet Lopus	jlopus@slcUSD.org
Reading	Rm 19	Linda Meyer	lmeyer@slcUSD.org
EL/Inst. Coach	Rm 6	Kayla Campa	kcampa@slcUSD.org

**Sinsheimer School
Calendar of Events
2016-2017**

**Dates are tentative and subject to change
Please refer to Sinsheimer Website for current dates**

August	22	First Day of School	February	1	PTA Meeting - Library
	22	Welcome Back Coffee – 9:15 a.m.		2	Family Ed Night
	31	Back to School Night		9	Dental Screening – Grades K,3,5
September	5	Labor Day		7 -10	6th Grade to Camp
	7	School Pictures		13	Lincoln’s Birthday - No School
	7	PTA Meeting – Library		14	Valentine Parties
	8	Room Parent Meeting		20	Presidents’ Day – No School
	23	Asset Assembly		23-24	Teacher Work Days - 1PM dismissal for grades K - 6
October	4	Hearing Screening – Grades 1, 2, 5	March	1	PTA Meeting – Library
	5	PTA Meeting – Library		3	End 2 nd Trimester
	18	Picture Retakes		6-10	Conference Week – 1p.m. Dismissal for Grades 1-6
	21	Asset Assembly		6-10	PTA Book Fair
	28	PTA Carnival		10	Family Picnic
November	1	Vision Screening – Grades K, 2, 5 & SDC		17	Asset Assembly
	2	PTA Meeting – Library	April	5	PTA Meeting – Library
	4	Teacher Workday – No Students		14	Asset Assembly -Walk-a-Thon
	11	Veteran’s Day – No School		17-21	Spring Break
	11	End of 1 st Trimester	May	3	Staff Appreciation Day
	14-18	Conference Week – 1p.m. Dismissal for Grades K-6		3	PTA Meeting – Library
	14-18	PTA Book Fair		18	Open House/Band Concert
	18	Fall Parties		19	Tiger Olympics - 4th and 5th Grade
	21-25	Thanksgiving Recess - No School		26	Asset Assembly
December	7	PTA Meeting – Library		26	Million Page Marathon
	9	Asset Assembly		29	Memorial Day - No School
	23 - Jan 6	Winter Break – No School	June	2	Variety Show
January	9	School Reopens		6	Field Day - Grades K-6
	11	PTA Meeting - Library		7	PTA Meeting
	13	Staff Development Day – No School		8	Last Day of School/Final Assembly/EOY Parties
	16	Martin Luther King Holiday - No School			
	27	Asset Assembly			
	27	PTA Sweetheart Dance			