

**Handbook**  
*Policies and Expectations*

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 Elementary School**  
**596-4088**  
**[si.slcusd.org](http://si.slcusd.org)**



### *Message from the Principal...*

Welcome to Sinsheimer Elementary and the start of an outstanding school year. The purpose of this Student-Parent Handbook is to keep you informed. Your handbook contains essential information regarding school policies and expectations. Whether you are a new or returning family, it is important that you carefully read your handbook together so that you understand important information 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!

Jeff Martin  
Principal  
[jpmartin@slcusd.org](mailto:jpmartin@slcusd.org)  
(805) 596-4088

## *Message from the Parent Teacher Association...*

Welcome to Sinsheimer!

Your PTA is ready to help you make this a great year for our students:

The PTA Board helps guide the PTA, but the most important part of PTA is its 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 our Direct Ask Campaign, Raffles and Sponsorships. These funds are used to pay for yearbooks, class field trips, library resources, art lessons and supplies, teacher grants, and special events and programs for our students. PTA volunteers help make good things happen at Sinsheimer, from Chalk Art, Picture Day, Carnival, Book Fairs, Variety Show, and Vision/Hearing/Dental Screenings, to Sweetheart Dance, 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 Sinsheimer community is enriched and connected in new ways that benefit us all when you become involved.

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 us at [sinsheimerelementarypta@gmail.com](mailto:sinsheimerelementarypta@gmail.com). We are excited to help make this a wonderful year for our students and families!

Sinsheimer PTA

## **PARENTSQUARE COMMUNICATION**

All communication with parents is done through ParentSquare and it is used to communicate with you at the school, and in your classrooms and groups. ParentSquare provides a simple and safe way for everyone at school to connect. With ParentSquare you can: receive all school and classroom communication via email, text or app, view and download photos, view the school and classroom calendar, and RSVP for events. and easily sign up to volunteer and/or bring items for events. Shortly after your child is enrolled at Sinsheimer you will receive an e mail to sign up. Please contact the office with any questions.

## **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](http://www.sinsheimerpta.org). Additional information can be found on our school website [si.slcsd.org](http://si.slcsd.org). All parents are encouraged to join and participate.

## **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. Remain on campus and in designated areas at all times.
4. Be safe by keeping hands, and feet to yourself and respecting other's space.
5. Students are to remain off-campus 10 minutes before school begins and 10 minutes after school ends each day unless supervised by an adult.
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 our hallways
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

### **SCHOOL DRESS AND GROOMING GUIDELINES**

Students are to dress appropriately and safely while at 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 and families make appropriate choices that are consistent with district policy and regulations. If a child is not dressed appropriately, a parent will be contacted to bring a change of clothing. Support of the following guidelines is appreciated:

1. Clothing and other apparel shall be safe for school activities including rigorous play and exercise (ie. sandals, chains, spiked adornments, dangling earrings, and false fingernails can be a safety hazard and are discouraged)
2. 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.
3. 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.
4. All clothing should cover the body adequately so as not to be a major distraction to others. Underclothing (underwear, bras, bra straps) should be covered at all times.
5. Shoes appropriate for rigorous play and activity (especially PE days) must be worn at all times.
6. Wearing hats (and sunscreen) outside is encouraged.
7. Reasonable dress and grooming regulations may be established for times when students are engaged in extracurricular or other special school activities. (Board Policy 5132)
- 8.

### **BREAKFAST PROGRAM / MORNING RECESS**

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 qualify for free lunches are automatically eligible to receive breakfast free of charge. 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 a nutritious breakfast do better in school. Encourage your child to take time for breakfast at home or at school.

### **SCHOOL LUNCH**

Students may bring sack lunches and purchase milk for 50 cents or they may buy a lunch, including milk, for \$3.00 a day. Students who qualify for free lunches are automatically eligible to receive lunch free of charge. Menus for each month are sent home in advance. The lunch order is phoned in at 9:30 a.m

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.

## **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 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.

## **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 need who are identified 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 and shared through our communication platform, ParentSquare. 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.

## **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 “Asset Assemblies” select students from each classroom who embody the monthly asset are recognized as “Stingers of the Month”.

## **AWARDS FOR STUDENT ACHIEVEMENT AND ATTENDANCE**

To recognize student achievement, a variety of awards will be presented to students including, but not limited to, 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.

## **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 (20-30 minutes per night), and math practice activities.

## **LATE WORK POLICY**

Students are responsible for completing and returning work on time. Students shall be responsible for making up work as a result 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.

## **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 a meeting with school staff may be set to develop a plan to address the tardiness. 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 come to the office and we will call your student out of class for you. 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. In extreme cases 911 will be called and emergency personnel requested to address any serious health or safety issues. The school office will make every attempt to contact parents/guardians if a medical emergency occurs.

## **MEDICATIONS**

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 staff can give medication 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 Comprehensive School Safety Plan is available at all school offices. You are welcome to review this and make comments. A variety of different emergency drills (including fire, earthquake, shelter, and lockdown) are held throughout the year to be prepared if a crisis situation were to occur.

## **PROCEDURES**

Discipline - The behavior of students attending San Luis Coastal Unified School District shall reflect the standards of good citizenship expected of members in a democratic society and as defined in the District Student Conduct Code. 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 staff, the individual student, and his or her parent.
- Sinsheimer school rules are derived from the 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, written reflection, a restorative act, a parent phone call, or detention during the school day. Students will always be permitted to eat their snack/lunch if a detention is assigned. 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 with teacher permission. 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 lost & found. Items turned in are kept for approximately one month before donating to Child Resource Network.

**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 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 are 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 school website or the office to leave a message after office hours.

**Animals** - Due to possible injury to 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 K-6 during these two weeks. 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. 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 should know 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]

**Stinger Song**

**GO STINGERS!**

We do our best.

We love to show you how.

**GO STINGERS!**

We meet the test.

No one can stop us now.

Watch, see how much we can do.

We are a real fine crew.

Reading, Writing, Math, & Music

We have it all.

At Sinsheimer!