SOLVANG SCHOOL DISTRICT

565 ATTERDAG ROAD
SOLVANG, CALIFORNIA 93463
(805) 688-4810
FAX (805) 688-6410

Solvang Elementary, (K-5)
565 Atterdag Road
Solvang, California 93463
(805) 688-4810
FAX (805) 688-6410

Solvang Middle School, (6-8)
565 Atterdag Road
Solvang, California 93463
(805) 688-4810
FAX (805) 688-6410

Board of Trustees:

Susie Durbiano
Meghan Steed Garvey
Dennis Keever
Benjamin Olmedo
John Winckler

Mission Statement

The aim of Solvang School is to graduate responsible and productive citizens with strong critical thinking and academic skills by providing a rigorous, dynamic, comprehensive curriculum delivered in partnership with the community, family and a competent, qualified staff in a safe and caring environment.
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A Message from the Principal

Dear Students and Parents,

The Solvang School Parent and Student Handbook is designed to be a quick reference for answering the most commonly asked questions both about the school and the school program. Please take the time to read it and share the contents with your child(ren) as it is appropriate. We believe in establishing good communication between school and home. It is important that everyone understands and shares in the same goals and guidelines.

During school hours, the door at Solvang School is always open to parents. Please feel free to stop by the office, email prenick@solvangschool.org or call with questions, suggestions or concerns. We want the best education possible for each Solvang student. Research supports the fact that our students make the best gains in school when there is strong parental support and involvement. We always appreciate the time you are able to find to work with us for the benefit of all our students.

Be sure to visit our website at www.solvangschool.org. Here you can find additional information and school documents as well as helpful links to the school calendars, lunch menus and community events.

Go Viking Warriors!

Sincerely,

Pam Rennick
Principal, Solvang School
prennick@solvangschool.org
District Administration:

Dr. Steve Seaford                      Superintendent
Pam Rennick                           Principal
Emily Pakulski                        HR Director/ Executive Assistant to the Superintendent
Dawn Stewart                          Business Director
Michael Biron                         Information Technology Specialist/ Facilities Director
Claudia Guillen                       Director of English Learner Services
Anita Brau                            Food Services Director
Kristen Chaffin-Hickman               Food Services Director

Certificated Staff, Lower Campus

Janeen Graciano                       TK/Kindergarten
Maria Zepeda                          Kindergarten (DLI)
Carrie Padfield                       Kindergarten
Cari Hekhuis                          Kindergarten
Shaunna Hammill                       First Grade
Cristina Garcia                       First Grade (DLI)
Laura McVicar                         Second Grade
Karis Joldersma                       Second Grade
Jessica Robles                        Second Grade
Jodi Rogers                           Third Grade
Kiara Cortez                          Third Grade
Kate Ranelletti                       Fourth Grade
Kelly McDonald                        Fourth Grade
Charlene Asmussen                     Fourth/Fifth Grade
Corinne Bedard                        Fifth Grade
Jennifer Pedersen                     Fifth Grade
Lisa Blanton                          Music
Susie Lee                             Resource Specialist
### Certificated Staff, Middle School

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>TJ Berry</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Lance Campa</td>
<td>Math</td>
</tr>
<tr>
<td>Jasmine Day</td>
<td>Science/Drama</td>
</tr>
<tr>
<td>Erin Dunkle</td>
<td>Science</td>
</tr>
<tr>
<td>Devon Espejo</td>
<td>Art</td>
</tr>
<tr>
<td>Morgan Haggmark</td>
<td>English</td>
</tr>
<tr>
<td>Mike Hanly</td>
<td>P.E.</td>
</tr>
<tr>
<td>Malia Maurer</td>
<td>Music</td>
</tr>
<tr>
<td>Bruce Pedersen</td>
<td>Math</td>
</tr>
<tr>
<td>Annette Schaefer</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Lourdes Schlingman</td>
<td>Spanish</td>
</tr>
<tr>
<td>Alyssa Spanier</td>
<td>English</td>
</tr>
<tr>
<td>Nicole McMillen</td>
<td>Resource Teacher</td>
</tr>
<tr>
<td>Stephanie Mena</td>
<td>Resource Teacher</td>
</tr>
</tbody>
</table>

### Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Parlee-Hirth</td>
<td>School Secretary</td>
</tr>
<tr>
<td>Lilliana Garcia</td>
<td>Lower Campus Office Clerk</td>
</tr>
<tr>
<td>Norma Flores</td>
<td>Upper Campus Office Clerk</td>
</tr>
<tr>
<td>Gretchen Haws</td>
<td>Office Clerk/ Librarian</td>
</tr>
<tr>
<td>Sandra Tomasini</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td>Brenda Beas</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Kathleen Blake</td>
<td>Speech/Language Specialist</td>
</tr>
<tr>
<td>Allison Schwartz</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>Cheryl Lastra</td>
<td>Special Education Department Head</td>
</tr>
<tr>
<td>Isla Gomez</td>
<td>Bilingual Instructional Assistant</td>
</tr>
<tr>
<td>Veronica de la Fuente</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Matilde Harrigan</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Robin Masopust</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Robyn Moon</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Jeremy Nelson</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Alice Parlato</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Teresa Rosales</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Claudia Tovalin</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Deborah Waugh</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Abby Crawford</td>
<td>Instructional Assistant</td>
</tr>
</tbody>
</table>
Susana Navarro  Instructional Assistant
Elisa Correll  Bus Driver
Ignacio “Nacho” Martinez  Maintenance
Andres de la Cruz  Maintenance
Eduardo Guerrero  Maintenance
Irene Corona  Custodian
Maria Hernandez  Custodian
Eleuterio Macias  Custodian
Lupe Rueda de Leon  Resource Aide
Doniece Parson  Resource Aide
Cheryl Pearce  Resource Aide
Ashley Cline  Resource Aide
Luz Zepeda  Resource Aide
Rebecca Huerta  SPED Aide
Fabiola Pitones  SPED Aide
Gracie Estrada  SPED Aide
Garrin Williams  SPED Aide
Guadalupe Zepeda  Kitchen Aide
Bell Schedules

**Lower Campus**

*Regular Daily Schedule*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 a.m. – 4:00 p.m.</td>
<td>School Office Hours</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Grades TK-5 Classes Begin</td>
</tr>
<tr>
<td>9:45 a.m. – 10:00 a.m.</td>
<td>Recess Grades Kinder, 2 &amp; 3</td>
</tr>
<tr>
<td>10:05 a.m. – 10:20 a.m.</td>
<td>Recess Grades 1, 4 &amp; 5</td>
</tr>
<tr>
<td>11:35 a.m. – 12:20 p.m.</td>
<td>Lunch – TK, Kinder and 1st</td>
</tr>
<tr>
<td>12:05 p.m. – 12:50 p.m.</td>
<td>Lunch -- 2nd and 3rd</td>
</tr>
<tr>
<td>12:30 p.m. – 1:15 p.m.</td>
<td>Lunch -- 4th and 5th</td>
</tr>
<tr>
<td>2:30 p.m.</td>
<td>TK/Kindergarten and 1st grade dismissal</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>2nd - 5th grade dismissal</td>
</tr>
</tbody>
</table>

*On Wednesdays, students are released at 1:30 p.m. so that staff can partake in professional development.*

**Upper Campus**

*Regular Daily Schedule A and B Blocks*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 10:07 a.m.</td>
<td>First Period/Second Period</td>
</tr>
<tr>
<td>10:07 a.m. – 10:19 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>10:22 a.m. – 11:56 p.m.</td>
<td>Third Period/Fourth Period</td>
</tr>
<tr>
<td>11:56 p.m. – 12:31 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:34 p.m. – 2:08 p.m.</td>
<td>Fifth Period/Sixth Period</td>
</tr>
<tr>
<td>2:11 p.m. – 3:00 p.m.</td>
<td>Seventh Period</td>
</tr>
</tbody>
</table>

*Wednesday Early Release Schedule*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 9:06 a.m.</td>
<td>First Period</td>
</tr>
<tr>
<td>9:09 a.m. – 9:42 a.m.</td>
<td>Second Period</td>
</tr>
<tr>
<td>9:42 a.m. – 9:54 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>9:57 a.m. – 10:30 a.m.</td>
<td>Third Period</td>
</tr>
<tr>
<td>10:33 a.m. – 11:06 a.m.</td>
<td>Fourth Period</td>
</tr>
<tr>
<td>11:09 a.m. – 11:42 a.m.</td>
<td>Fifth Period</td>
</tr>
<tr>
<td>11:42 a.m. – 12:17 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:20 p.m. – 12:53 p.m.</td>
<td>Sixth Period</td>
</tr>
<tr>
<td>12:56 p.m. – 1:30 p.m.</td>
<td>Seventh Period</td>
</tr>
</tbody>
</table>
On Wednesdays, students are released at 1:30 p.m. so that staff can partake in professional development.

**Excused Absences**
Absences from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Ed Code 48205) Please note that family vacations do not qualify as excused absences.

When your child is absent from school, you must notify the office with the specific reason. Please call the office (805-688-4810) prior to 9:00 a.m. on each morning of absence. If this does not occur, we will call you in order to verify the absence and be sure that your child is safe. All absences must be cleared with the office personnel. Any unverified absence will be recorded as unexcused which may result in a truancy notice.

**Independent Study Agreement**
Students who must be away from school for five or more consecutive days may receive credit for school attendance by establishing an Independent Study Agreement (ISA). This must be pre-approved by the teacher(s) and principal. An ISA may not exceed two weeks. The teacher will make specific assignments to be completed during the student’s absence from school and must be completed and turned in on the day of return to receive credit. Failure to turn in the assigned work will result in unexcused absences for the days missed.

If you would like to establish an ISA, please contact the office to complete the necessary paperwork at least one week in advance of your child’s planned absence. This is necessary so that there will be sufficient time for the teacher to assign work. Insufficient advanced notice may result in a denial of the ISA and automatic unexcused absences.

**Truancy**
If a student accumulates three unexcused absences, they are considered to be a “truant”, and progressive consequences may be instituted on top of any disciplinary action by the Principal for individual unexcused absences. These progressive steps are:

- **Step 1** (Three days of unexcused absences or its equivalent in period absences): A letter informing parents of their child’s unexcused absences and the relevant laws regarding school attendance.
- **Step 2** (six days of unexcused absences or its equivalent in period absences): A group meeting focusing on parent and student accountability, social and legal consequences of truancy, and information regarding county and community resources.
- **Step 3** (nine days of unexcused absences or its equivalent in period absences): A meeting with an administrator focusing on addressing individual attendance needs, and where a contract with the school will be signed.
- **Step 4** (twelve days of unexcused absences or its equivalent in period absences): A meeting with representatives from the school and the district attorney’s office focusing on addressing individual attendance needs, and where a Truancy Mediation Team Contract may be signed.
- **Step 5** (fourteen days of unexcused absences or its equivalent in period absences): Referral to the School Attendance Review Board (SARB), which is an independent panel of district, county, and community participants, with possible referral to Probation or the District Attorney.
These same progressive steps can be instituted for excessive excused absences as well.

**Tardies**

Any student arriving on campus after the start of school shall report to the appropriate office (upper campus or lower campus) to sign in and receive a pass to class. If a student arrives to school more than thirty minutes after school starts, without a valid excuse, they will receive a truant tardy. Three truant tardies is equal to one all day unexcused absence. Excessive tardies (excused or unexcused) can result in progressive consequences and the completion of an attendance contract.

**Arrival and Dismissal**

Students should arrive on campus no earlier than 8:10 a.m., as there is no supervision until that time. Supervision is provided for students during the school day, starting at 8:10 a.m. Students should go directly home at the end of the day unless they are involved in an after school activity or have permission to stay after school from a teacher. If parents wish to have their child excused from school early, they need to go to the office prior to picking up their child. The office staff will issue a pass to give to the child’s teacher in order to allow for release from class. Students will not be allowed to leave class without a release slip from the office. If students arrive on campus after 8:30 a.m., they should report to the office to receive a late slip.

**School Visitors/Volunteers**

All visitors and volunteers must check in at the corresponding office before visiting the campus to obtain a visitor’s pass. Please remember to return the pass and sign out when you leave the campus.

Please see the volunteer handbook (posted at www.solvangschool.org) for additional information regarding our school volunteer and visitor policies.

**Emergency Information**

In the event that the school needs to contact a parent/guardian during the day because of an emergency or their child becoming ill, it is most important that we have current emergency information on file for each student. Information must contain the student’s current street address, mailing address, and a telephone number where the parent/guardian or an alternate adult can be reached at all times during school hours. If this information changes during the school year, it is the parent’s/guardian’s responsibility to notify the office immediately. Students will not be released from school to anyone other than those listed on the emergency contact list.

Should there be an emergency involving an accident and we cannot reach a designated parent/guardian or adult, the school will call 911. Please remember to notify the school of any change of address or telephone number for emergency contacts.

**Health Information**

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination and an oral examination, signed by a dentist.
within the last 18 months. Parents/guardian may file with the school district a written objection or waiver stating the reasons if unable to obtain such services.

Health screenings are done by the school nurse to determine the total health status of each student using health histories, teacher observation and screening tests. Grades 1, 2, 5, & 8 receive both a vision screening and an audiometric (hearing) screening.

**Medication**

California State Law states that over-the-counter medications and prescriptions may not be dispensed by school personnel without a physician’s order and without permission from the parent. Occasionally a child under medical care may continue to attend school. In these cases, school personnel may administer medication when parents provide a physician’s order that includes the medication dosage, time and duration that the medicine is to be given to the child. The medication must be sent to the school in the original container from the pharmacy.

At the beginning of each school year, a medication release form must be completed and signed, including a new physician’s order. You may obtain this form from the school office. Students are not allowed to take any medication while on campus without it being distributed by district personnel.

**Immunizations**

The state law and our Board of Education policy requires that all entering school students meet the requirements for immunization prior to their entering school. A student will not be allowed to attend class without written proof of required immunization.

**Lice**

If a student is observed with lice, or it is reported to the school that a child has lice, the nurse or office staff will inspect the hair of said child. It is important to note that the Department of Education has deemed it a violation of privacy to search children for lice, though a parent, teacher or student may request a check.

Children found with live lice or with nits within ¼ inch of the scalp will be sent home with their parents for treatment. Once the student has been treated, the child will be allowed to return to school contingent on a scalp exam by the nurse or other trained school personnel. There is no mandatory waiting period after treatment. Because no disease process is associated with head lice, data does not support school exclusion for remaining nits after appropriate treatment, although monitoring for sign of reinfestation is appropriate.

Solvang School will send home a written notification to every student in a class when a case of lice is found. This policy is designed to help all stakeholders to be more aware of the potential for lice in said classes and to be even more vigilant about monitoring for them.
Discipline Policies and Procedures

Students and adults are expected to be respectful and courteous to all school community members. The purpose of discipline policies is to stop the negative behavior. As a learning institution, Solvang School recognizes our obligation to not only deliver consequences for not following the rules, but to teach students how to do better, and to make sure that anyone who breaks the rules repairs the harm that comes from said actions. Research clearly indicates that simply punishing a child for misbehaving rarely addresses the underlying issues that led to such misbehavior, resulting in continued rule-breaking. Therefore, teachers and administration will work to address the underlying issues behind misbehavior and will involve parents, staff members, and other resources in finding solutions to recurring problems.

Each teacher develops and maintains their own classroom discipline system. For more serious offenses, administrators will be involved. Solvang School has a vested interest in parent involvement and teachers will attempt to communicate with parents involving all discipline issues. For repetitive, or severe behavior, students will be sent to the office to see an administrator. Administrators may need to institute measures outlined in the California Education Code. Parents/Guardians will be contacted as soon as possible in the event of any serious discipline issues.

In addition, Solvang School has adopted the respected national program “Character Counts,” to promote positive behavior on our campus at all times from students, staff and all other adults. This program is centered on six ethical values:

- Trustworthiness  
- Respect  
- Responsibility  
- Fairness  
- Caring  
- Citizenship

A major component of the program is positive reinforcement for the vast majority of the students who, on a daily basis, meet the behavior expectations set for them and model the behavior expected from all students. On both campuses, students will be recognized at a monthly assembly for displaying the characteristic of the month.

In order to promote good citizenship, staff will be giving out “Viking Vouchers” and “Good 4 You” coupons. These cards will entitle the bearer to move to the front of the line for lunch or ball checkout, and will be given out for demonstrated acts of kindness, compassion, and generosity. At the end of the month assemblies, all Viking Cards will be entered into a raffle for various prizes.

Suspension / Expulsion

In certain instances, suspension and/or expulsion may be an appropriate consequence for some behaviors. According to California Ed Code, Section 48900:

Please see this link to the California Ed Code, Section 48900 for more information

Bullying

Solvang School does not tolerate bullying. Any student who engages in bullying (as defined in the California Ed. Code) of anyone in or from the District may be subject to disciplinary action up to and including expulsion. The disciplinary
action will be left to the discretion of the School Principal and/or Superintendent based on the age of the child and the nature of the incident(s).

**Release of student to a Peace Officer**

If a school official releases a student from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify a parent/guardian or a responsible relative of the student, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian.

**Parent Responsibility**

Parents or guardians are liable for all the damages caused by the misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and not returned. If a student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, a parent/guardian may be required to attend a portion of a school day in their child’s classroom.

**Student Search**

The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

**Sexual Harassment**

It is the policy of the Solvang School District Board of Trustees that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoys freedom from discrimination of any kind in our educational programs and settings. Furthermore, the Solvang School District Board of Trustees’ policy prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary up to and including expulsion.

The Board expects students or staff to report immediately incidents of sexual harassment to the principal or designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of the Uniform complaint Procedures (click here).

**Cell Phones and other Personal Electronic Devices**

The school policy is that student cell phones and other personal electronic devices may only be used in classes when teachers allow them for academic uses with specific permission. Other than with specific permission, cell phones and other electronic devices may not be seen or heard at school - they must stay in backpacks on the school campus. If any electronic device or cell phone is used at school without teacher permission, it will be taken to the office and kept until a parent picks it up. If any student needs to contact a parent/guardian, they should come to the office.
Dress Code
The intent of this policy is to create a school environment that does not distract or interfere with the learning process and ensures the safety of all. Final decisions as to whether student dress or grooming is disruptive or distracting shall be made by the principal or designee.

Students who are not in compliance with the dress code will have their parents contacted to bring appropriate clothing. Continued non-compliance with the dress code will be considered defiant behavior and student will receive progressively severe consequences.

Clothing:
- All clothing must be modest and appropriate for school wear and not a distraction from the learning process.
- Must be free of inappropriate and offensive wording and/or images.
- Must be free of any logos, pictures or mention of alcohol, cigarettes, and/or drugs.
- Must not show skin in the midriff area (stomach, waist, back).
- Must cover all undergarments at all times.
- Tank tops must have 3 finger width straps

Hair:
- Hair must not distract from the learning process.

Shoes:
- Slippers and open-toe shoes are not allowed. Shoes must also have a back on them.
- Low-heeled shoes, such as athletic shoes, must be worn during Physical Education.

Headwear:
- Hats and beanies are allowed to be worn outside only for the purpose of protection from the sun, rain or cold. Hoods are not to be worn at all, except to protect students from rain while outside.
- Sunglasses are not to be worn on campus at any time unless they are necessary for eye protection from the sun. They must be a prescription pair and a copy of the prescription or signed doctor’s note must be on file in the office.

Recess Procedures
Safety is of the utmost importance when students are on campus. If and when adults observe behaviors which they judge as jeopardizing the safety of others, students are expected to comply with their directives. When a whistle is blown, students are to stop what they are doing and listen for directions. Also, when the bell rings, students will stop playing and proceed to their classrooms. Restroom and water breaks should be taken during recess and breaks between periods, not after the bell rings.

Below are guidelines for recess activities:
· Throwing anything except approved playground equipment is not allowed.
· Chase and tag games will be confined to the grass areas.
· The bathrooms are not part of the playground, no games in and around them.
· Refrain from running near or around the lunch tables.
· Toys should remain at home.

**Buses**

The bus picks up and drops off students with transportation needs. Proper conduct on buses at all times is essential for the safety of all passengers. Students may be prohibited from riding on the bus if they fail to comply with bus rules. The bus schedule can be found on the school website.

**Bicycle Safety**

Students are permitted to ride bicycles to and from school. We ask that students who ride their bicycles to and from school have reasonable skills and control. Please stress safety with your child. The use of a helmet is required by state law. Never allow two riders on one bicycle. Always ride on the right hand side of the street, with the flow of traffic, as close to the curb as possible. Riders should obey all traffic rules of the road.

In addition to adherence to traffic safety rules, students must follow these rules:
1. Bikes are to be walked at all times on school grounds.
2. All bikes shall be parked in the bike racks – rain or shine.
3. Bikes are not allowed in the hallways or quad areas.
4. Bikes shall be walked on the sidewalk.
5. Bikes shall be walked through all crosswalks.

The bike rack area is not supervised during the school day, so we encourage students to chain and padlock bikes to the rack.

**Skateboards and Scooters**

Students are allowed to ride skateboards and/or non-mechanized scooters to school with parent permission. These must be stored in the office upon arrival at school and may not be picked up until school is out for the day. The use of a helmet is required by state law.

**Parent Conferences**

Effective and open communication between the home and the school is essential to the progress and development of our students. Parent conferences are scheduled at the end of the first trimester. The purpose of these conferences is to share your student’s progress. Teachers will contact parents to schedule these conferences. It is very important that parents make the time to attend these conferences.

**Reporting Student Progress**
Our District divides reporting periods into three periods (trimesters). Students receive a report card at the end of each period: November, March, and June. Throughout the year, teachers may send out informal periodic reports of student progress such as completed worksheets, classroom test results and/or work folders.

**Student Success Team**
Solvang School District has developed and implemented a Student Study Team that reviews the academic, social, and emotional well-being of its students. Referrals can be made by the individual classroom teacher, parents, or the administration based on the observed progress of students throughout the school year.

**Student Records**
Parents/guardians have the right to inspect and review their child’s school records; to challenge their contents; to have an administrator assist in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or U.S. Department of Education if the district fails to comply with state and federal law with regard to the student’s records.

There are certain exceptions when student records are confidential and will not be disclosed without parental consent. Please be aware, however, that when a student enrolls or intends to enroll in another district, we will send his or her records to that district. Student records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her tasks.

**Parent Communication to the School**
When parents plan to be out of town, it is extremely important that the school be notified. A written note containing the names of those individuals in charge at home, as well as the telephone number where the parents may be reached, must be sent to the office before the parents leave. If a family problem arises which may affect the child’s attitude, performance, or emotional disposition in school, (i.e., death or illness in the family, parents on trips, parental separation or divorce), you should notify the teacher as well as the Principal. Confidentiality will be maintained at all times.

If a parent has a specific concern regarding the curriculum, homework policies, or behavior management within the classroom setting, it is imperative to meet with the child’s teacher and discuss the issues. If, after meeting with the teacher, a fair and equitable solution has not been obtained, you may contact the principal who will arrange a conference between the teacher and the parent. This needs to be done immediately at your observation of a problem.

**Books**
School textbooks and library books are loaned to students free of charge. It is the responsibility of the student to keep books in good shape. Books are expensive. Students in the Solvang School District have well over $200.00 worth of
books in their possession during the school year. Students will have to pay for any books that are damaged or lost. Students will be charged for the cost of replacement. Report cards, cumulative files, etc. will be held until book fees are paid.

**Lost and Found**

We ask that garments of clothing, lunch boxes, keys, and any other loose items that are brought to school have the student’s name on them. The office will hold any items turned in as lost. Students and parents are encouraged to check with the office if they have lost anything. Parents may check for lost items during school hours. The school is not responsible for lost articles. Lost items will be donated to a charitable organization at the end of each trimester.

**Library**

All classes visit our library regularly where they may select books to check out for the week and return during their next library visit. Our library collection contains the majority of recommended books on the state core literature list. It is important that borrowed books be returned, or if lost or damaged, be replaced in a timely manner. At the end of the year, if any books have not been returned, the student may not be allowed to participate in the end of the year activities.

**Field Trips**

During the school year, field trips may be planned in connection with classroom work. It is necessary to return the written permission form sent home by the classroom teacher. If the student does not have a signed permission form for a trip and we are unable to contact you by phone, your student will be assigned to another classroom for the day. On a field trip, students are expected to adhere to all school rules as well as special rules set up by the teacher. Please remember that the students represent our school and are required to behave in a manner that will reflect well upon the student, his/her parents, and our school.

If parents drive for field trips it is necessary for the office to have on file the appropriate form (available in the office), a copy of the current driver's license and proof of insurance. All potential driver’s records will be verified through the DMV.

Siblings of students are not allowed to accompany classes on field trips unless they are over 18 and chaperoning.

**Parent Teacher Organization**

Solvang School District has an active Parent Teacher Organization and all parents are urged to become members of the PTO. Through this organization, we are able to provide many special services and programs for all our students. These include such things as cultural arts assemblies, book fairs, the purchase of needed equipment for the school, etc. Please check the website for information on how to get involved.

**English Learner Advisory Committee**
Solvang School District has an active English Learner Advisory Committee (ELAC) and all parents of English Learners are urged to become members of ELAC. The overall aim of the ELAC is to advise the principal, school staff and School Site Council on programs and services for English learners. ELAC also serves as a meeting place for parents to express their ideas and concerns on school processes to both the school and district.

**Food**

Nutritious breakfasts and lunches will be offered every day from the school cafeteria. An emphasis will be placed on food that is cooked from scratch. Local fresh and organic produce will be served whenever possible. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.

For the 2017-18 school year breakfast will cost $2.00, and lunch will cost $3.50. Students who qualify for reduced cost lunches will pay $0.40 each and $0.30 for breakfast. Many students will also qualify for free breakfast and lunch, which is paid for by the National School Lunch Plan. All parents are encouraged to fill out an application. No student will be singled out as free or reduced, as lunches are paid for in advance, via MySchoolBucks or at the Lower Campus Office. Menus for meals will be available on the school website.

**Wellness Policy**

The staff will not provide candy or food to students on an individual basis as recognition or reward for student achievement, academic performance, or classroom behavior.

Food may be used for class parties that recognize whole class achievements and accomplishments or celebrate special events such as: first day of school, 100 days, birthday parties, etc. Food of nutritional value such as: pretzels, popcorn, fruits and cheeses should be used for these events.

Non-nutritious foods high in fat & sugar (cupcakes, cake, all candy, sodas, diet sodas, cookies, ice cream, donuts etc.) are discouraged on campus during the school day. Popsicles containing fruit may be used.

**Birthday Parties**

The impact of birthday parties on instructional time in the classroom is significant when considering there may be 30 different birthdays in one school year. School policy is to have one birthday party celebration per classroom or homeroom for all students with birthdays occurring in the past month. The monthly birthday celebrations will be near the end of the month with July and August birthdays celebrated in June. Please do not bring balloons, candles or party favors to school. Food may be used for class birthday parties. Food of nutritional value such as pretzels, popcorn, fruits and cheeses should be used for these events.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations must be held after the lunch period.

**Lunch Procedures**
It is expected that students maintain a high degree of politeness and courtesy while consuming food. Talking loudly, eating while talking, throwing food or other objects and other such ill-mannered behavior is unacceptable.

The following rules will be enforced:
- Students are to remain seated during lunch.
- Students will raise their hand if they need something.
- Students inside and out will wait to be dismissed: their area must be clean.
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Students who violate these rules will be moved to the time-out table, to finish their lunch by themselves. Further misconduct will result in being sent to the Principal.

**Fire and Earthquake Drills**

Fire drills are held once per month and are signaled by a series of bells. During a fire drill, students should follow the directions of their teacher. Proceed to the designated safe area in an orderly and quiet manner.

Earthquake drills take place once per quarter. Teachers will tell students to drop and cover. When given this direction, students should drop to the floor, get under a table or desk and cover their head. After a few minutes have passed, teachers will ask students to leave the room in the same manner as a fire drill.

Depending upon the severity of an earthquake, students may be required to stay in a safe area for a long period of time. Students and staff must not leave school should an earthquake occur. Everyone must stay in the safe area until students are released to a parent or guardian.

**Lock Down Drills**

Lock down drills will be held at various times during the school year. Students and teachers will follow posted lock-down procedures that ensure student safety in the event of an emergency requiring the lock down of our campus.