Parent - Student Handbook

2018 - 2019
La Jolla Elementary School
www.sandiegounified.org/schools/la-jolla-elementary
1111 Marine Street, La Jolla, CA 92037
(858) 454 - 7196

Parent - Student Handbook
© 2018
# Table of Contents

A Century of Excellence........................................................................................................8

A Word from the Principal.................................................................................................10

School Policies & Procedures ............................................................................................13
Office Hours .......................................................................................................................13
Student Enrollment Form ....................................................................................................13
Residency Policy ................................................................................................................14
Classroom Assignments and Reorganization .................................................................15
Attendance .........................................................................................................................15
Absences ............................................................................................................................15
Planned Absences (Independent Study Contracts) .........................................................16
Tardiness .............................................................................................................................16
Arrival ................................................................................................................................17
Dismissal ..............................................................................................................................18
Parking for Parents ............................................................................................................19
Sign Out Procedure ............................................................................................................19
Street Crossing ..................................................................................................................20
Safety Patrol .......................................................................................................................20
Bicycle/Skateboard/Scooters/Zucca Backpack Policy .....................................................20
Closed Campus/Visitor Policy ...........................................................................................20
Classroom Observations/Visitations ................................................................................20
Before and After School Childcare Program ....................................................................21
Homework Policy ................................................................................................................21

  Kindergarten: ................................................................................................................21

  First Grade: ....................................................................................................................21

  Second Grade: ...............................................................................................................22

  Third Grade: ..................................................................................................................22

  Fourth Grade: ................................................................................................................22

  Fifth Grade: ....................................................................................................................22

Star Behaviors ..................................................................................................................23
Playground Rules and Expectations .................................................................24
Discipline Referrals .............................................................................24
Dress Code ......................................................................................25
    The standards for student attire are: ............................................25
    The following are not acceptable at school: .................................25
Student Discipline: District Policy ..........................................................26
    Suspension ..............................................................................26
    Expulsion ...............................................................................27
        In Lieu of Expulsion Process for Elementary Students ............27
Labeling Supplies/Lost and Found ..........................................................27
School Library and Classroom Library Book Policy ............................27
Birthdays .......................................................................................28
Pets ..............................................................................................29
Toys/Sports Equipment/Electronic Games Policy ...............................29
Fidgets: Fidget Spinners, Fidget Cubes, etc. ..........................................29
Cell Phone Policy ...........................................................................29
Media and the School .....................................................................30
Snack Policy ..................................................................................30
Complaint Procedure .......................................................................30
Internet Usage ................................................................................30
Social Networking Sites (e.g., Facebook, Twitter, Instagram) ............31
    Educating Your Child When They Become of Age for SN Sites ....31
Pledge of Allegiance Fridays ..............................................................32
Recognition Assemblies ..................................................................32

Field Trip Chaperone Policy and Procedures .......................................33

Recess/Lunch Information and Procedures ........................................35
Recess ............................................................................................35
Lunch Arbor Procedures .................................................................35
Hot Lunch Program ........................................................................35
Lunch Money ..................................................................................36
Lunch Room Charges ......................................................................36

Health Office Information ..................................................................37
Guidelines for Absences ................................................................. 37
Medication Policy ........................................................................ 38
Physicals .................................................................................... 38
Nutrition ....................................................................................... 39
Accident Insurance ...................................................................... 39
Fire and Disaster Drills ............................................................... 39
Lockdown Drills .......................................................................... 39
Hot Weather Plan ........................................................................ 40

**Educational Programs** ................................................................ 41
Physical Education Program .......................................................... 41
District Instrumental and Choral Music Programs ....................... 41
Choral Music Instruction .............................................................. 41
Performing Arts Instruction ......................................................... 41
Visual Arts Program ..................................................................... 42
Spanish Language Instruction ....................................................... 42
Robotics/Engineering Program ..................................................... 42
LJES Library Media Center ........................................................... 42
GATE Seminar and Cluster Programs (Grades 3-5) ....................... 42
Cultural Arts Program .................................................................. 43

**Special Education and Support Services** .................................. 43
EL (English Learner) Support ......................................................... 43
Education Specialist Support ......................................................... 43
School Psychologist ..................................................................... 44
Speech and Language Pathologist ................................................ 44
District Counselor ......................................................................... 44

**Student Testing** ....................................................................... 44
Common Core State Testing ......................................................... 44
GATE ............................................................................................ 44
Special Education ........................................................................ 45

**La Jolla Elementary School Staff** ............................................. 45
Classroom Teachers ...................................................................... 46
Enrichment Teachers ..................................................................... 47
Family Dance .................................................................55
Art Show ........................................................................55
Talent Show ....................................................................55
Amigos Fiesta .................................................................55
Book Fair ........................................................................55
Community Resources ...........................................................55
Student Directory .............................................................55
LJES Parent - Student Handbook .........................................56
Volunteering ....................................................................56

Friends of La Jolla Elementary, Inc ...........................................57
Friends of La Jolla Elementary Board Members ......................58
Friends of La Jolla Elementary Advisory Members ..................58
Fundraising Events ...............................................................59
  La Jolla Open Aire Market ..................................................59
  Annual Giving Campaign ...................................................60
  Spring Gala .....................................................................60
  La Jolla Art and Wine Festival (LJAWF) .................................61
  Affiliate Programs – Amazon Smile™ and eScrip ......................61
  Business Sponsorship ........................................................62
A Century of Excellence

In 1896, under the watchful eyes of Miss Mary Cogswell, twelve excited children climbed the steps of a livery stable located at Wall Street and Herschel Avenue and became the first students to attend La Jolla Elementary School.

Classes continued to be held on the second floor of the livery stable until 1899. When public-minded Mrs. Anson Mills asked the San Diego Board of Education for a more suitable place for the children to study, a lot was purchased from Mr. Botsford and a one-room school was built on the West side of Herschel Avenue, just south of Wall Street.

In 1906, a more elaborate school affectionately referred to as “The Little Red School House” was constructed farther south on Herschel Avenue, between Kline and Torrey Pines Road. Although it was a two-story structure, the second floor was never used. A small green building was built beside the main structure to house the first and second grades. A lot adjoining the school was put to good use as the children were given their choice of seeds and allowed to raise their favorite vegetables.

The student population continued to grow and, in 1916, the first section of a Mission Style school was begun on the present Girard Avenue site. Many parents were unhappy with the location because they felt it was “too far out in the sticks”. During the rainy season, a wide expanse of mud became so formidable that the children were asked to wade to school in their bare feet, carrying shoes, stockings, books, and a towel. The first few minutes of the school day were spent washing up.

As the population of La Jolla grew, so did the number of children. The original school was expanded five times, until it reached its maximum enrollment of 925 students in 1950. Between 1951 and 1963, Bird Rock, Decatur, Scripps, and Torrey Pines elementary schools were opened to ease overcrowding at La Jolla Elementary.

In 1961, construction began on five new buildings to replace school structures that had been built before the 1935 Field Act (Earthquake Standards for School
buildings). In 1962, construction was completed at a cost of $387,740 and the old buildings were razed.

La Jolla Elementary School has enjoyed a rich and diverse history in the Village of La Jolla for more than 100 years. From its modest beginnings on the second floor of a livery stable, to its present location on Girard Avenue, our school has thrived through generous community support and participation.

As a result of our efforts to provide the best educational experience possible for our students, we have received five recognition awards in the last ten years. In 2008, and then the next time possible in 2012, our school community worked together to achieve the California Distinguished Schools Award, an award given to the most exemplary schools in the state.

In 2016, La Jolla Elementary School received the California Gold Ribbon Schools Award, an award created to honor exemplary schools in place of the California Distinguished Schools Program, which was on hiatus while California created a new assessment and accountability system.

In 2018, the California Distinguished Schools Award was back, based on new criteria and we were recognized again. In 2016, our school also received the National Blue Ribbon Schools Award in the category of Exemplary High Performing Schools. With your support, we can continue our long history of excellence and keep La Jolla Elementary a place of encouragement, exploration, and inspiration for our children.
Dear Parents,

Welcome to La Jolla Elementary School, a 2018 California Distinguished School! This is our third state recognition awarded for exemplary instructional practices and high student achievement. In 2016, we also received national recognition through the National Blue Ribbon Schools Award for Exemplary High Performing Schools. These accomplishments are due to the hard work of a school community who cares deeply about meeting the needs of our diverse student population and providing them with rigorous academic instruction, and a comprehensive educational program. Our community of learners is made up of outstanding students, an expert and dedicated staff of caring professionals, active and involved parents, and a supportive community. We are committed to working together toward the success of all of the children at La Jolla Elementary.

We are proud to be a part of San Diego Unified School District. The district’s mission of providing a quality school in every neighborhood is exemplified through our school. All of our instruction is designed to meet or exceed the new Common Core State Standards in literacy and mathematics, and the Next Generation Science Standards. Our curriculum is designed to help students develop critical thinking skills in all subject areas. We work to provide exemplary instruction in the classroom.

Our efforts in literacy instruction are focused on helping students to understand and think critically about the text they read and to communicate their ideas well both orally and in writing. To that end, we have worked to develop their conversational skills so that they are able to build on and respectfully challenge each other’s ideas in order to deepen their understanding of the text. We work with a variety of rich text in both narrative (fiction) and expository (nonfiction) genres. We strive to have our children become proficient and enthusiastic readers and writers, as well as lifelong, engaged learners. An important component of our work is the assessment of
literacy skills and using this data to guide instruction as well as to keep parents informed of the progress of their children.

Our focus in mathematics is on developing mathematical reasoning skills through the exploration of essential concepts. We utilize a Common Core Standards-based curriculum and additional problem solving resources to design an exemplary mathematics program. We provide ST (Spatial Temporal) Math software to supplement our classroom instruction and to help our students visualize mathematical concepts.

Our approach to teaching science is one of inquiry. We utilize print and media resources and active experimentation using “Foss kits” to explore phenomena in science and problems in engineering that are outlined in the Next Generation Science Standards. Each grade level is engaged in units of study in earth science, physical science, and life science. We have added an additional unit in engineering/robotics at all grade levels.

Our social studies curriculum is composed of rich, comprehensive units. Teachers provide projects and simulations to make the curriculum come alive for our students. Field trips are generally planned to compliment both the science and social studies curriculum.

We have state of the art multimedia equipment in all classrooms through the district’s i21 classroom initiative and purchases made through our foundation. All of our classrooms are equipped with interactive whiteboards, a sound system, and a document camera; and all have wireless internet access. Students at all grade levels have a one-to-one ratio of laptops to students. All students receive computer instruction through our Technology Director; and technology is integrated daily into our instruction at all grade levels.

We have worked together in our school community to use district and outside resources to continually enhance the physical environment of our school. Over the last thirteen years, there have been many site renovations as a result of taxpayer proposition funding to our site as well as through our own fundraising efforts. In 2005, we celebrated the grand opening of the Mark B. Wallner Library -- the first new building on our site in over forty years. The building is in a central location on the campus and is truly the “hub” of our literacy work. We extended our library building with an outdoor stage, reading areas, and a garden known as our WordPlay garden.

Our site beautification committee, Bloom, completed several large projects that added color and beauty to our school: The Kindergarten Terrace, The Girard Avenue Welcome Plaza, The Legacy Walkway (to connect the two
sides of the school), the Marine Street Entryway, and painting the outside of all of the buildings. In the 2013-2014 school year, the foundation funded the addition of two new classrooms to allow for future needs (lower class size, designated art and music rooms, etc.) Our foundation and the new Prop S and Z funding will continue to fund projects that improve and maintain our campus.

La Jolla Elementary School parents contribute greatly to our school community in so many ways. They volunteer in classrooms, work behind the scenes to support teachers, and help us to provide fun and enriching activities for our students. They also work with teachers to support the education of their children at home. In addition, we have two formal parent groups: the PTO and Friends of La Jolla Elementary, Inc. The PTO hosts community activities, such as our Back to School Family Picnic, Family Dance, Family Science Night, Family Movie Night, etc., to bring our families back to campus to enjoy social and educational events. They provide after school enrichment programs at a reasonable cost for our Wednesday minimum days and before/after school. They provide enrichment through a series of cultural arts assemblies that take place during the school day as well. They also organize our extensive volunteer program.

Friends of La Jolla Elementary, Inc., our fundraising foundation, raises funds that are used to support and enrich our educational program and to improve our physical facilities. Fundraising efforts have taken many forms, including a very successful Open Aire Market (Farmers’ Market) each Sunday on our site (9:00 am - 1:30 pm), and various campaigns and special events through the year, e.g., our annual gala.

ABOUT THIS HANDBOOK

This handbook is designed as a guide to the school policies and procedures of La Jolla Elementary School and our district. It may also serve as a reference for contacting people on the school staff and in the parent groups. We hope you will find it helpful as one of the many communication pieces designed to keep parents informed and involved in our partnership to provide the best educational experience possible for our children. We are looking forward to another wonderful year!

-Donna S. Tripi, Principal
School Policies & Procedures

Office Hours
Monday – Friday
7:00 a.m. – 4:00 p.m.

<table>
<thead>
<tr>
<th>Bell Schedule K - 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (optional)</td>
</tr>
<tr>
<td>School Begins</td>
</tr>
</tbody>
</table>
| Recess              | Grades K - 2
15-min. morning snack/play
Grades 3 - 5
snack time provided within
classroom and have a longer
play period at lunch time

| Lunch               | Grades K - 2
40 min
Grades 3 - 5
55 min. |
| 11:30 a.m. - 12:55 p.m. |

| Dismissal           | 2:45 p.m
2:40 p.m. Kindergarten |
| Wednesday (Modified Day Dismissal) | 12:20 p.m.
12:15 p.m. Kindergarten |

Student Enrollment Form
The student enrollment form is an important source of information for the school office. It provides the child’s address, phone number, school identification number, and emergency contact numbers. It is used by
teachers, the administrator, and other office and health personnel in daily contacts with families. It is imperative that a new form is completed each year for each child in attendance and that it is done in a timely fashion at the beginning of the school year.

Please inform the school office of any changes in student information throughout the year, most importantly, work and emergency phone numbers.

Residency Policy

- Students may attend La Jolla Elementary School only if they reside within our boundaries, or need to attend a special program housed at La Jolla Elementary School, e.g., reside within the boundary of another La Jolla public elementary school but need to attend the GATE seminar or moderate/severe Special Education program.
- Residency is defined by Education Code as the place where the student sleeps/resides a majority of the time.
- A family may not claim more than one primary residence.
- Homes of grandparents, homes of other friends or relatives, or property (business or residential/vacation rental) owned in La Jolla may not be used to establish residency.

Two proofs of residency are required for registration and one proof of residency is required annually. The principal or his/her designee is required to substantiate any resident claim where there is a doubt of authenticity. A doubt of authenticity arises when: families claim to be cohabiting with family or friends, no proof of residency is provided when requested at the beginning of the school year, children are late and/or absent often, mail sent to the home is returned to the office, or children report to teachers or to school staff that they do not live in our resident area.

Nonresidents may apply to attend La Jolla Elementary School through the Choice or VEEP programs if they live within the boundaries of the San Diego Unified School District. Parents who work in the area and live within the San Diego Unified School District boundaries may only apply for enrollment through the Choice program.
Classroom Assignments and Reorganization

Parents are notified of tentative teacher assignments for all grades before classes resume for the year. During the first weeks of school, enrollment stabilizes, and it is sometimes necessary to reorganize classrooms. If reorganization is necessary, every effort is made to reorganize classes as early as possible to cause the least amount of disruption to our children. Parents of students involved in any changes will be notified in writing prior to the changes being made. We ask that parents are supportive throughout any reorganization and that they keep in mind that it is not done arbitrarily, but out of necessity.

Attendance

- **Regular attendance in school is vital to your child’s progress.**
- The hands-on experiences, teacher-directed lessons, collaborative conversations with peers and teachers, and small group work that are missed cannot be made up, making consistent, regular attendance imperative to your child’s academic growth.
- It is also important to school funding which is based on average daily attendance. A recent change in state law regarding excused absences changed the way the district collects state funds for daily attendance. **Excused absences no longer generate income. Our school no longer receives money for your child for what, in the past, was considered an excused absence: illness, medical/dental appointments, or attendance at a funeral of a family member.**
- **It is vitally important to plan vacations during school vacation and holiday times only.** This assures that your child will not be missing valuable instructional time and that there will be no loss of funds for the district.

Absences

- If your child is sick, please call the office, (858) 454-7196, before 9:30 a.m.
- The law requires us to document the reason for every student absence; therefore, an automated call will be made to the homes of those students whose parents/guardians have not called regarding the child’s absence.
- **In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district truancy letters are mailed to parents and reported to the state in cases of excessive unexcused absences and/or arriving late or being taken out of school early.**
● Please note that truancy letters are sent home for a combination of unexcused absences, late arrivals, and/or leaving school early.

● **When absences impact the student's achievement and/or ability to function well in his/her classroom, the principal will meet with the student, his/her parents, and his/her teacher to devise a plan for attending school consistently. The plan will be monitored to ensure success.**

**Planned Absences (Independent Study Contracts)**

● It is vitally important that parents not schedule vacations during the school year outside of school vacation days.

● If an absence of five days or longer cannot be avoided, parents are asked to request an independent study contract from the school office.

● The principal must approve all independent study contracts *in advance* of the scheduled absence. The principal may meet with parents to review the circumstances of the contract and the child’s attendance record and achievement.

● If approved, independent study contracts also require that the assigned work is completed and sent in with the child upon his/her return to school.

● Only upon receiving the required work can absences be converted from “unexcused” to “excused” status.

● **Please note that teachers will need some time to prepare the necessary assignments, so we appreciate as much advance notice as is possible.**

● If an unavoidable absence of less than five days occurs, please work with your child’s teacher to obtain class work and homework to do at home. Again, the absence cannot be excused if the work is not returned to the teacher upon the child’s return.

**Tardiness**

The school day begins promptly at 8:15 a.m. **Being tardy is very disruptive to your child’s school day as well as the school day of his/her classmates.** He/she misses the morning routine and important information that teachers review at the start of the day.

● Please assist us in meeting your child’s educational needs by making sure your child is at school before 8:10 a.m. The bell rings at 8:15 a.m. to signify the start of school.
● If arriving later than 8:15 a.m., a parent/guardian **must** bring the student to the office to sign in.

● A tardy pass is issued for all arrivals after 8:15 a.m. It is sent home with the child to help parents monitor the amount of late arrivals.

● **In accordance with the Education Code (48200, 48260(a), 48260.5),** a series of official district truancy letters are mailed to parents and reported to the state if the number of tardy arrivals becomes excessive.

● Please note that truancy letters are sent home for a combination of unexcused absences, late arrivals, and/or leaving school early.

● **When tardiness becomes an issue that impacts the student’s achievement and/or ability to function well in his/her classroom,** the principal will meet with the student, his/her parents, and his/her teacher to devise a plan for getting to school on time. The plan will be monitored to ensure success.

**Arrival**

● The supervision of the children who attend La Jolla Elementary School **begins at 8:00 a.m.** each day.

● As it is unsafe to leave children unattended, we ask that you do NOT have your child arrive at school prior to this time, **this includes waiting outside of the gates to get onto the campus prior to Run Club.** Students who are here earlier than 8:00 will be sent to the office and parents will be called to make arrangements for supervision.

● Students should be dropped off on either the Marine Street side of the campus or Girard Avenue gate when the gates are opened at 8:00. **Please do not drive through the staff parking lot on Girard Avenue to drop-off children.**

● Please note that our limited on-site parking is for staff use only. It should not be used for visitor parking or drop off as all spaces are allocated to teachers, staff members, and itinerant staff.

● Upon arrival, we ask that your child put his/her backpack in front of his/her classroom and then go directly to the upper field. **Please do not have your child wait outside his/her classroom, even if you are on campus with your child.** Your cooperation will help us maintain the safest possible environment for your child.

● Morning Run Club takes place on the **upper field for grades 1-5 from 8:00 – 8:15 a.m.** We feel running/walking creates lifetime habits of fitness and gives students an aerobic start to their day that research tells us
leads to brain health and academic success. Students are highly encouraged to participate.

- In the morning, students are only able to participate in running/walking around the field. The play structure and recess equipment are closed. Students who do not wish to participate in Run Club will be asked to wait on their class lines until the start of school.
- Kindergarten students have morning recess in the Kindergarten area from 8:00 a.m. until 8:15 a.m.
- Teachers pick up their students from outdoor supervision promptly at 8:15 a.m. and accompany them to their classrooms to begin their morning routines.
- During inclement weather, children should report directly to their classrooms between 8:00 a.m. and 8:15 a.m.
- Breakfast is available for purchase in the lunch arbor from 7:50 a.m. – 8:10 a.m.
- An on-site before school/after school childcare program is available to parents for a fee through the YMCA if such care is needed. Please call the YMCA at (858) 453-3483 for more information.

**Dismissal**

- Your child should be picked up from school at dismissal time. Mondays, Tuesdays, Thursdays, and Fridays dismissal is at 2:45 p.m. (2:40 for Kindergarten) and Wednesdays, our minimum day, dismissal is at 12:20 p.m. (12:15 for Kindergarten). There are minimum days during conference weeks and the last day of school as well.
- All students are walked to the front of the school (Marine Street) by their teachers. Students in grades 4 and 5 may be picked up on the Girard Avenue side of the school if they do not have younger siblings in attendance at our school.
- Parents must either stay in their cars and pick up children at the curb in front of the school (“Three-minute Passenger Loading” zone) or park their cars on the residential streets surrounding the school and walk to the Marine Street entrance of the school to meet their children.
- Anyone leaving his/her car unattended in the Three-minute Passenger Loading Zone (drive-through lane) is violating city ordinances and may be ticketed.
- Please note that the teacher parking lot located on the Girard Avenue side of the school is not a drop off/pick up area and should not be used for this purpose.
If a parent wishes to talk with a teacher, he/she needs to park and wait until all of the children in the teacher’s class are dismissed.

There is no supervision provided after school, therefore, any child on site after 2:55 p.m. will need to be picked up from the school office. A before school/after school childcare program is available to parents for a fee through the YMCA if childcare is needed. Please call the YMCA at (858) 453-3483 for more information.

**Parking for Parents**

Unfortunately, the limited size of our parking lot and the size of our staff make it impossible to provide visitor parking in our school parking lots. Parents may park on any of the city/residential streets. Please note that no parking is permitted in the drive-through lane (Three-minute Passenger Loading zone) on Marine Street. Also note that the Girard Avenue parking is timed parking (one and two hour parking) that is strictly enforced.

Please note that our limited on-site parking is for staff use only. It should not be used for visitor parking as all spaces are allocated to teachers, staff members, and itinerant staff.

**Sign Out Procedure**

If you are picking your child up during the school day, please notify his/her classroom teacher with a note sent to school with your child, email your child’s teacher prior to the start of school, call the office with the information, or stop into the office to fill out a release form. All students will be sent to the office to be dismissed when the parent arrives to pick them up.

Please note that when students are picked up early (30 minutes or more) for reasons other than medical, it is an unexcused absence and will count toward his/her record of truancy. **We strongly encourage you to schedule medical and dental appointments during school vacations, Wednesday afternoons, or after school hours.**

If your child is going home early because of illness, you will need to sign him/her out in the school’s administrative office. The school nurse, health technician, or a clerical staff member will then release your child. **Students should never be taken out early for other than medical reasons.**
Street Crossing
We have a school safety patrol at the Girard Avenue crosswalk. Students are expected to use the crosswalk at all times.

Safety Patrol
The crosswalk on the Girard Avenue side of the school is patrolled by 5th grade student crossing guards. The students are recommended in the 4th grade by their teachers, then trained and regularly monitored by our assigned school police officer from the San Diego Police Department.

Bicycle/Skateboard/Scooters/Zucca Backpack Policy
Students in all grades may ride their bikes to school and store them in the available bike racks. Bikes must be equipped with locks and, by law, riders must wear helmets. Students may not ride on campus. Bikes must be walked to and from the bike racks while on school grounds.

**SKATEBOARDS, SCOOTERS, ROLLER BLADES, ROLLER SNEAKERS, and ZUCCAS ARE NOT ALLOWED.** If your child brings any of these items to school, it will be housed in the office until it can be picked up by a parent.

Closed Campus/Visitor Policy
To ensure the safety of our students, La Jolla Elementary maintains a closed campus policy. Under this policy, entrance gates will only be unlocked from 8:00 a.m. until 8:15 a.m. before school and at 2:45 p.m. for dismissal (12:20 p.m. on Wednesdays). At all other times, campus visitors and volunteers must report directly to the front office to sign in and obtain a visitor's badge. Badges must be worn on site at all times.

Classroom Observations/Visitations
Parents may request to observe their child’s classroom or to have a designee observe in the classroom at a time that is mutually convenient for both observer and teacher. The child’s teacher will ensure that the time chosen will be as minimally disruptive to instruction as possible. Additionally, in order to minimize the disruption that visitations cause, observations/visitations are limited to a 20 minute session and are accompanied by the principal or her designee.
Before and After School Childcare Program
The La Jolla YMCA offers on-site before and after school childcare. The program is available before school from 7:00 a.m. – 8:00 a.m. The YMCA staff walks students to the appropriate area at 8:00 a.m.

At the end of the day, students can go directly to the YMCA program from their classrooms at 2:45 p.m. and can be picked up by their parents (or a designee) at any time before 6:00 p.m. Kindergarten students are picked up by YMCA staff at the end of the day and walked to the program area on campus. For more information, or to request an application and/or fee schedule, please contact the YMCA directly at (858) 453-3483.

Homework Policy
As part of the instructional program, classroom teachers will assign meaningful homework daily for students to complete. Students in the San Diego Unified School District are also expected to read each day.

Your support and encouragement is important to your child’s success. Please help him/her establish a routine for homework and provide a good workspace in which to complete the work (a well-lit table or desk away from distractions). Homework is extremely important to your child’s progress as it reinforces and extends classroom instruction. In addition, some skills, like reading and math, require daily practice to improve. See below for homework expectations by grade level.

Kindergarten:
  • September – December: Daily home reading of approximately 20 minutes is generally reading to your child. Optional homework is given, however, students who are struggling and need additional support should do the homework provided.
  • January – June: Students gradually assume some of the home reading time by practicing leveled books provided by their teachers. It is still important for parents to continue to read to their Kindergarten students daily.

First Grade:
Daily home reading – 20 minutes
Additional time with the following homework assignments is approximately 15 minutes each day:
  • Word study work
  • Math
Second Grade:
Daily home reading – 20 minutes
Additional time with the following homework assignments is approximately 20 minutes each day:
• One writing assignment per week
• Math
• Science/social studies projects

Third Grade:
Daily home reading – 30 minutes
Additional time with the following homework assignments is approximately 30 minutes each day:
• Word study work
• One writing assignment each week
• Math
• Science/social studies projects

Fourth Grade:
Daily home reading – 35 minutes
Additional time with the following homework assignments is approximately 30 minutes each day:
• Word study work/Vocabulary
• Reading book club preparation
• Math
• Subject area projects

Fifth Grade:
Daily home reading – 35 minutes
Additional time with the following homework assignments is approximately 30 minutes each day:
• Reading book club preparation
• Math
• Subject area projects
Star Behaviors
Behavioral expectations are established to ensure the safety of all students and to create an atmosphere where all students can effectively learn.

Use learning time well.
WE WILL:
- Be on time each morning and ready to learn.
- Transition quickly and quietly.
- Be prepared for all parts of our day.
- Use recess time efficiently.
- Line up immediately.

Be respectful to all.
WE WILL:
- Greet each other, smile, and make eye contact.
- Walk in quiet lines throughout our school.
- Use good listening skills.
- Use good manners.
- Wait our turn to speak.
- Follow classroom rules wherever we go.

Be responsible learners.
WE WILL:
- Use resources in the room.
- Learn our own strengths and areas where we need to grow.
- Be open to new ideas.
- Ask questions when we don’t understand.
- Help others understand and support each other in the learning.
- Stay engaged and on task.
- Contribute to the work of partnerships and groups.
- Have social conversations outside the classroom.
- Take responsibility for knowing daily routines.
- Stay curious. Find new learning in all experiences.

Keep our school clean.
WE WILL:
- Pick up trash throughout the campus.
• Clean up after ourselves at recess and at lunch.
• Put away recess equipment.

**Playground Rules and Expectations**

• Children should not bring toys or playground equipment (including balls) to school.
• No running on or around the equipment.
• Running games should take place on the field only; however, no chasing games, e.g., tag, are permissible anywhere.
• Students should go up and down equipment safely. Students should use both hands to climb and should only climb if they are wearing shoes with rubber soles.
• All equipment should be used as intended, e.g., students should not climb up the slide.
• No rough play of any kind is allowable, e.g., kicking, tackling, chasing games.
• Students should eat snacks on picnic tables only. If children bring in candy or soda for a snack, they are not allowed to eat it at school and will be asked to put it in their lunchboxes or backpacks to take home. Students need to clean up after themselves by putting wrappers, containers, paper bags, and uneaten food in the trash and recycling bins.
• Students should not dig in the dirt or sand, it creates dangerous divots.
• All students should stay off the hills surrounding our playground.
• Dirt, sand, rocks, etc., should never be thrown.

**Discipline Referrals**

In addition to our school rules, each teacher will also establish classroom expectations with their students.

• Students may be referred to the office if they do not respect the rules of the classroom or school.
• The principal or his/her designee will use the time with the child to discuss the choices that were made and to help him/her to learn how to avoid a similar situation in the future.
• A summary of the discussion and the consequences that were given will appear in the comment section of the referral form.
• The referral form will be sent home. It should be signed by a parent/guardian and returned to the child’s teacher the next school day.
Consequences for referrals are as authentic as possible, e.g. playground offenses will result in missed recess time. Please see the chart below for a complete list of offenses/consequences.

Multiple offenses or egregious offenses will result in detention. The principal or his/her designee supervises detention. Detentions will generally be given the day after the infraction and will be held from 2:45-4:00 p.m. Students will be asked to write a reflection on the choices that were made and what was learned from the experience during the detention period. It is not a time to do homework.

Referrals are not placed in a student’s cumulative folder. The principal or his/her designee keeps referrals in an office file for the duration of the current school year.

Dress Code
The La Jolla Elementary School dress code and grooming guidelines are based on the district Board of Education policy on dress code. These guidelines apply to all students at all times and are designed so that students are in comfortable attire for learning and that the attire is not distracting to themselves and/or others. There are no exceptions.

The standards for student attire are:
- Clothing must be clean and in good repair.
- Shoes must be appropriate for PE and playground. No open-toed, elevated heel, or backless shoes.
- Clothing which is appropriate for PE or playground, (e.g., no long dresses, "baggies", sagging shorts or pants).
- Shorts and skirts must be appropriate length (4" inseam or longer). Undergarments should not be showing at any time. We recommend cover up shorts under shorter dresses and skirts.

The following are not acceptable at school:
- No sandals, open-toed, elevated heel, or backless shoes.
- Hats are not to be worn indoors; this includes "girlie hats" and beanies.
- Hair that is disruptive to the learning environment (e.g., bleached hair, colored hair, spiked hair).
- Clothing which is “gang-related” in any way (e.g., belts, key chains, hats, wallets on chains).
- Clothing with inappropriate pictures or language.
• Clothing promoting violence, alcohol, drugs, or tobacco.

• No make-up or strong fragrances should be worn or brought to school.

• No "low cut" tops, tops with thin shoulder straps, off-the-shoulder tops, halter tops, or short tops leaving a bare midriff, may be worn unless a t-shirt or tank top is worn underneath. Undergarments should not be visible.

Students who come to school in inappropriate dress will be sent to the office. Parents will be called and asked to provide the student with a change of clothing that is appropriate to the school environment. If a parent is unable to come to school to provide more appropriate clothing, students may be asked to wear clothing available through the Health Office. Students will be asked to remove make-up.

**Student Discipline: District Policy**

San Diego Unified School District (SDUSD) is proactively attempting to reduce the number of suspensions and expulsions in the district. Educating students, parents, and staff about offenses leading to suspension and expulsion is essential to achieving our goal of consistently enforcing student discipline policies while reducing suspensions and expulsions. While it is important that students be held accountable for their conduct, it is equally important that students and families know of their right to appeal and understand the appeal process.

More information on suspensions and expulsions, including district efforts to reduce them, can be found at [http://sandi.net/depts/placement_appeal/discipline_policy/index.html](http://sandi.net/depts/placement_appeal/discipline_policy/index.html). If you have specific questions, please contact the principal.

**Suspension**

Teachers are expected to make students aware of classroom behavioral expectations and of the consequences of inappropriate behavior. Teachers have the right to suspend a student from their classes for the remainder of the day that an incident occurs and for the following day. When a student is removed from class under those circumstances, teachers are required to notify the principal and parent(s) and he/she may assign work to be completed by the student at home.

Students may be suspended at the discretion of the principal, or principal’s designee, for several reasons, including offenses related to fighting, drugs or alcohol, robbery, obscenity, disruption/defiance, sexual harassment or possession of an imitation firearm. Out of school, or formal suspension, means students are not allowed to be on campus during the period of
suspension except for official meetings related to their suspension. In-school suspension usually means that a student is sent to a particular area of the school where he/she is monitored by school staff. In-school suspensions do not go on the student’s record and may be used as an alternative consequence before rising to the level of a formal out of school suspension.

**Expulsion**
Offenses involving firearms, brandishing knives, explosives, sexual assault and/or sexual battery, and selling controlled/prohibited substances always result in a recommendation for expulsion. Although the Zero Tolerance Policy is for secondary students (middle, junior and senior high) only, some of the guidelines still apply to elementary students, and certain offenses outlined by the Ed. Code always result in a recommendation for expulsion. The Board of Education may expel a student after an Expulsion Review Hearing Panel recommends expulsion. Only the Board of Education may expel a student.

**In Lieu of Expulsion Process for Elementary Students**
For serious offenses that do not require mandatory expulsion, the principal may choose to lead a multidisciplinary team to determine appropriate interventions in lieu of expulsion for elementary students. Students who commit offenses in this category are suspended for five (5) days and required to participate in activities designed to address their poor conduct. Intervention activities may include daily contact between the school and the student’s parents, referral to a district counselor or a community agency, parent education classes, behavior contracts, tutoring or other academic interventions, a review of the Individualized Education Plan (IEP) for Special Education students, or other available interventions.

**Labeling Supplies/Lost and Found**
Please label all clothing items, book bags, lunch boxes, and supplies with your child’s name. By doing so, most “lost” items can be returned to their owners promptly. If an item has been misplaced, please encourage your child to check the lost and found located behind the school office. All unclaimed items are donated to charities twice yearly, in January and at the end of the school year.

**School Library and Classroom Library Book Policy**
It is the intent of La Jolla Elementary School to allow all students the opportunity to check books out of our wonderful school library. In addition,
teachers allow students to take home books from their classroom library collections for home reading. If students learn to take care of books, they will last longer and look better longer. Therefore, we invite your cooperation in the care of all library and school books. Please help your child to understand and practice the following:

1. Keep books clean.
2. Do not bend or tear the pages.
3. Turn pages from the top.
4. Do not treat books roughly.
5. If you borrow a school library book, return it to school the following week. Books may be renewed. Classroom library books should be brought back and forth to school each day.
6. Protect books from weather, animals, babies, etc.

It is the child’s responsibility to take care of the books that he/she borrows from the school or classroom library. If your child damages or loses a book, you will be asked to pay for it. **Replacement books for the school library are purchased by the school library assistant to ensure that a library-bound edition is received for the library.** These are more costly than books that can be purchased in stores because of the quality of the binding that is required for books that will be circulated for many years.

**Birthdays**

Children enjoy celebrating their birthdays at school. Please check with your child’s teacher regarding classroom practice in this area. In accordance with the district’s Wellness Policy, we encourage you to send treats that appear on the district’s approved food list of “smart snacks” or to send non-food treats, e.g., goodie bags with toys or pencils. Please make sure to provide any needed supplies, e.g., napkins.

Often parents are unable to invite the entire class to their child’s **home birthday party**. Problems occur within the classroom when invitations are handed out in school and only some children receive them. **For this reason, party invitations cannot be distributed in school unless all children in the classroom are invited.** We appreciate your cooperation regarding this matter.
Pets
Due to the unpredictability of animals and potential allergic reactions, district policy dictates that we not have classroom pets and that we do not allow children to bring their own pets to school for visitation. In addition, pets cannot be brought on campus to drop off or pick up students.

Toys/Sports Equipment/Electronic Games Policy
We do not allow children to bring toys, stuffed animals, balls, sports equipment, or electronic games to school for recess or after school play because it often results in lost or broken toys. This includes trading cards. We have sufficient items available at school for the children to play with at recess. If an item needs to be transported from one home to another or for an after school activity, please bring the item to the office at the start of the school day for safekeeping. The student may then retrieve it from the office at the end of the day.

Fidgets: Fidget Spinners, Fidget Cubes, etc.
At La Jolla Elementary, we support the use of fidgets for students who require them to be successful in their classrooms. These students are trained to use them appropriately by our Special Education team. All other students should not bring fidgets to school as they become a distraction in class and difficult on the playground.

Cell Phone Policy
- Per district policy, students may bring phones to school for use before and/or after school.
- If a student brings a phone to school, he/she is able to use it before or after school on campus for important calls only, e.g., call to a parent regarding pick up questions. Otherwise the phone is to be used off campus.
- If a student is found using his/her phone during the school day, it will be confiscated and will only be returned to a parent. If this occurs more than once, the student will lose the privilege of bringing his/her phone to school.
- Please review the expectations with your student before giving him/her a phone to bring to school.
Media and the School
From time to time, for various events, we are covered by the media (newspaper, TV, etc.) at school. If you do not wish your child involved with the media, please advise the principal through written notification.

Snack Policy
Students will be given the opportunity to eat a nutritious snack each day either in the classroom or at recess. This provides them with an energy boost. **Students will not be permitted to eat candy or drink soda at school with their snack or lunch. They will be asked to bring these items home with them if they are brought to school.**

Complaint Procedure
- It is our intent to work collaboratively with parents to support our students in achieving their potential.
- From time to time, questions and concerns arise. It has been our experience that when we work together in a student-centered approach, issues are resolved quickly.
- **It is always our intent to resolve concerns at the lowest possible level.** If a parent has a classroom concern, it is important to try to resolve the concern with the classroom teacher.
- If the concern is not resolved, please contact the principal and she/he will set up a meeting between the parties involved in an effort to resolve the issue.
- All school wide concerns should be directed to the principal, who will meet with the parent(s), email, or call to address the issue.
- Please call the office when concerns exist and the principal’s secretary will give you an appointment during the principal’s daily office hours. Please always indicate how urgent the issue is, so that we can schedule you accordingly.
- Every effort will be made to respond to parents within 24 hours.

Internet Usage
All classrooms and the library are equipped with computers, and students use them every day for word processing and research purposes. All computers have internet access through San Diego Unified Technology Services. Administration and IT Specialist Students utilize databases subscribed to by the district for most of their research. All students are responsible for utilizing
the internet responsibly. Please note that students must have a signed parent permission form on file at school in order to access the internet using school computers.

Social Networking Sites (e.g., Facebook, Twitter, Instagram)

Age Requirement for Social Network Sites:
Social networking sites ("SN") such as Facebook are prohibited for children under 13 years of age. If a sub-13 year old child gives his or her real birthday, the site refuses the account and gives the following message: "Sorry, you are ineligible to sign up". By extension, a child under 13 with an SN account has not been truthful about his or her age.
One can report underage Facebook members using the following link: http://www.facebook.com/help/contact.php?show_form=underage

Educating Your Child When They Become of Age for SN Sites
When your children are of age for SN accounts, they will need some good training and advice on how to use these sites appropriately. Children tend to, unwittingly or otherwise, divulge personal information on SN sites that could be exploited by someone with malicious intent.

They also need to be made aware that everything somebody posts or does on a SN site adds up and affects their reputations and may stay on the internet for the rest of their lives. We have had some incidents involving “cyber bullying” using SN sites. Students who engage in such activity will have severe consequences. Employers and college admissions officers use SNs to filter applications: One-third of employers surveyed had rejected applicants based on what they found out about them online.

What you can do to protect your child from SN risks when they become of age:

- Make sure your child uses privacy settings. By default, these settings are very generous in the way personal information is distributed.
- Parents should set up their own SN accounts and ask their child to be an "unrestricted friend" on their account. In this way, you can monitor your child's SN activity.

Here's a page with a lot of useful information for parents: http://www.facebook.com/help/?safety=parents_
**Pledge of Allegiance Fridays**

Each Friday, classes take turns leading our school in the Pledge of Allegiance and a patriotic song on the primary playground blacktop area. We begin the assembly promptly at the start of school – 8:15 a.m. Students are asked to wear red, white, and blue clothing or La Jolla Elementary School logo wear every Friday.

**Recognition Assemblies**

Assemblies are held regularly throughout the year to recognize students in each class selected by their teachers for outstanding scholastic achievements and/or good citizenship. Parents, relatives, and friends of students receiving awards are invited to attend. A photo is taken of each student and sent home to families.
Field Trip Chaperone Policy and Procedures

We appreciate parent supervision on field trips. Without your help, we would not be able to provide these enriching extensions of the curriculum.

We need all parents to consistently follow the LJES/district policy set below:

- Field trip chaperones are considered school volunteers and must go through the volunteer application process and be cleared to volunteer before they are able to chaperone (or attend) a field trip. Please be advised that this process takes time, particularly if a new TB test is needed, so it is best to do it well in advance of volunteering to chaperone a field trip.

- Field trip chaperones cannot bring siblings (younger or school age but not in the same class) on field trips. The job of the chaperone is to supervise the field trip and it is not possible to have undivided attention on your assigned group if you are also taking care of younger siblings. School age children, by law, must attend their own classes.

- No additional parents/family members are permitted to join a class at the field trip location. Field trip chaperones are cleared volunteers and the only ones expected to attend the trip.

- Field trip chaperones are expected to be in professional and appropriate dress. The chaperone is acting in the role of another teacher and should be dressed accordingly.

- Arrive promptly to the classroom at the designated time so that the teacher can give you your assigned “group” and can give you information about the specifics of your responsibilities on the trip.

- If driving, ensure that students use safety belts properly (over the shoulder, not under the armpit) and that they are respectful passengers that allow you to focus on careful driving.

- Once there, help students participate in the field trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.

- Please ensure that your students stay with you at all times.

- Chaperones are responsible for the behavior of the students in their group. This means that the students are a polite audience, respect property, clean
up after themselves, follow the “rules” of the place they are visiting, and never run around or act in an unruly way.

- If it is a trip where students need to walk from place to place, please ensure that you stay with your group – do not allow students to go from one place to another unsupervised.

- If a student needs to use a restroom, please send the student with a buddy (unless a group is in the facility at the same time).

- It is important to have a cell phone on you at all times in the event of an emergency or to locate your group, but please do not use it to engage in business or personal matters while supervising children. Please do not take phone calls or text while driving.

- Please do not take students into gift shops. Students are not allowed to purchase anything while on a field trip.

- Please do not purchase any food or gift shop items for your child or for your group.

- Meet promptly at the area designated by the teacher for lunch or departure.

- All chaperones must return promptly to school. They cannot take extra time at the field trip destination or make stops on the way back to school.
Recess/Lunch Information and Procedures

Recess

Students are scheduled for a fifteen-minute recess period each day in grades K-2. In grades 3-5, students are allowed to eat snacks in the classroom, and they have an extended playtime with their lunch period. Recess play periods are outdoors. Only under adverse weather conditions do we keep the children indoors.

Lunch Periods – 40-minute lunch periods for grades K-2, 55 minute lunch periods for grades 3-5

Lunch Arbor Procedures

It is imperative that your child eat lunch during the lunch period. Your child needs a nutritional boost midday to perform at his/her best for the remainder of the school day. Students have half of their lunch period for recess play followed by by half of the period for eating lunch. All children (grades 1 – 5), whether they bring their own lunch to school or buy a hot lunch, are seated in the lunch arbor during the eating portion of the lunch period. Kindergarten students eat and play in the Kindergarten area.

Please note that if your child forgets his/her lunch or is not provided a lunch from home and a lunch is not brought to school before the lunch period, we will have him/her buy lunch through the hot lunch program. Parents need to notify our Health Office if their child has dietary restriction(s) or will not be eating lunch at school.

Hot Lunch Program

Our San Diego Unified School District Food Services Department has a “Kid’s Choice” hot lunch program at all schools. A monthly menu is provided that shows the four hot lunch choices (e.g., chicken, pizza, hamburger, burrito) available to students each day. Students select one of the hot lunch choices and then may help themselves to the salad bar. Students may also choose to have the salad bar alone. A choice of chocolate milk or plain milk accompanies each lunch.
**Lunch Money**

Children may bring money each time they purchase lunch or milk or money may be placed in an account that your child may access for purchases any day. **Your first through fifth grade child will be asked to learn his/her PIN# in order to access his/her individual account. (We appreciate your help in assisting your child to learn the number.)** Kindergarten students let their teachers know if they will be purchasing hot lunch each day and **teachers notify the lunch room staff.** To place money in your child’s account, please clearly mark an envelope with your child’s name and teacher/room number and place it in the designated box in the school office or give it to the child’s teacher. Please do not send money in greater than $20.00 increments. You may also pay online (see monthly menu).

**Prices are as follows:**

- Breakfast including milk…..$1.00
- Plate lunch including milk…..$2.25
  - Second Lunch…..$3.50
- Milk only…..$.50

**Lunch Room Charges**

If your child needs a lunch and does not have money in his/her account, it will be necessary to “charge” a hot lunch in the cafeteria. Charges should be paid the next school day.
Health Office Information

The school health office is staffed with a certificated nurse, health technician, or school clerk each day to assist students. They provide the following services:

- First aid and appropriate referrals for sick and injured students
- Referrals for students to appropriate community resources for necessary services
- Monitoring all students’ immunization status to assure that they are in compliance by notifying parents and doing the appropriate follow-up
- Assuring all first grade students are in compliance with the state’s requirement of a CHDP physical exam for first grade admission
- Counseling parents, students, and school staff regarding health-related attendance problems and/or any specific physical, mental, and/or social limitations of students

Guidelines for Absences

- Children too ill to participate in normal school activities whether or not a fever is present should not attend school.
- Children with a temperature greater than 100 degrees orally or 101 degrees rectally should be free of fever without Tylenol or aspirin for a minimum of 24 hours before returning to school after illness.
- Children with persistent vomiting or diarrhea should not attend school until the vomiting or diarrhea has dissipated for at least 24 hours.
- Children should not attend school if they could have a contagious disease (e.g., strep throat, conjunctivitis). See your doctor immediately and obtain the appropriate medication. Generally, doctors recommend returning to school after a 24-hour period of medication. Please make the school aware of any contagious illness (e.g., strep throat, chicken pox, hepatitis) so that we may alert the parents of children in your child’s class of possible warning signs. Individual names are never mentioned in the correspondence sent home.
- Children with a rash of undetermined origin should not attend school until the rash is gone or it has been determined not to be contagious by a physician.
- Children who have undergone a medical procedure requiring general anesthesia should not attend school for at least 24 hours after anesthesia.
Children requiring specialized health care procedures may not attend school until district required paperwork (e.g., parent authorization, physician’s orders) is completed and the school staff is provided orientation on the specific procedure being requested.

Lice: Children should not attend school if they have live lice. A child with lice must shampoo with a lice-specific medicated shampoo and show proof of such treatment upon returning to school (e.g., shampoo box or container). A parent will need to accompany the child back to school the day after treatment so that health office personnel may confirm that the child’s hair is free of lice. The school office should be notified at the first sign of lice, so that we may be aware of it if other students in the class present with symptoms. Please note that recent district policy prohibits us from notifying the parents of students in the class if a case of lice exists in the class. In addition, we can no longer check the entire class if a child in the class has been identified as having lice.

Medication Policy

- The Physician’s Recommendation for Medication form must be renewed yearly for any student who needs medication or a treatment administered at school on either a routine or as-needed basis. This form is completed by your physician and requires a parent/guardian signature. Medication cannot be dispensed or a treatment of any kind given without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian.

- Short-term medication forms may be completed by a parent if a student requires a prescribed medication for 10 days or less (e.g., antibiotics).

- Prescriptions or instructions must be in English.

- Medications cannot be dispensed by the classroom teacher.

- Students may not bring medications to school to administer to themselves.

Physicals

All children are required to have a complete physical upon entering 1st grade. A health exam form is provided when you register for your doctor to complete. Up-to-date immunizations are also required and certification must be submitted to the office.
**Nutrition**
Please provide your child with a well-balanced nutritious breakfast each day. Breakfast is one of the most important meals of a child’s day. It provides the calories and nutrients necessary for healthy growth and brain function. Children learn best when they come to school well-nourished and with adequate rest. Students also have a recess and snack break each day. Please provide a healthy snack for your child each day. **Candy and soda are not permitted and will be sent home with your child if brought to school.**

**Accident Insurance**
Although every effort is made to provide a safe environment, accidents do happen at school. The school does not carry medical insurance for students, however, a voluntary student accident insurance program is offered by the Board of Education. Forms may be obtained through the district website.

**Fire and Disaster Drills**
Fire drills and disaster preparedness drills are conducted periodically to practice the safe and efficient egress from classrooms and our site. Our site has required that parents assist us with disaster preparedness by filling out the disaster preparedness card and preparing the disaster packet to be kept at school for their child(ren). The packet and card are designed to provide up-to-date emergency information, some supplies, and comfort artifacts for students in the event of an earthquake or other disaster. If a disaster occurs and circumstances allow, students will be kept on campus until picked up by parents or their designees, as indicated on their registration and/or disaster cards. Parents will be contacted by phone or e-blast regarding the status of the school during an emergency.

**Lockdown Drills**
Lockdown drills are conducted periodically in the school year to ensure that students and staff are familiar with this important emergency procedure. The school may be placed under lockdown if an emergency situation, occurring at the school or in the vicinity of the school, endangers student safety. During a lockdown, school personnel will take several security measures: all school doors and windows are locked; all students and staff remain in their classrooms or offices; no one is permitted to leave; and no visitors, including parents, are allowed on campus. Parents may be asked to pick up students from school or another designated location when it is determined safe to do so. Parents will be contacted by phone or e-blast regarding the status of the school during a lockdown.
Hot Weather Plan

We want to make sure that our students are as comfortable as possible in cases of extreme heat so that student learning can continue. In cases of higher than normal to extreme heat, defined as outside temperatures of 82 degrees and above, some or all of the following hot weather precautions may be applied:

- We will e-blast our parent community to let them know that our hot weather plan is in effect.
- You will be asked to take whatever precautions you usually take for hot weather, e.g., send students with sunscreen; have students wear light weight, loose-fitting clothing; send students with wide-brimmed protective hats; send students to school with water or diluted fruit juice.
- In extreme heat, you will be notified to keep students home if they have a health condition that would worsen due to exposure to excessive heat.
- At school, we will ensure that students are well hydrated. Students will be allowed to keep water/fluids at their desks and will be allowed to go to the water fountain frequently if a water bottle is not provided from home.
- Fans and portable air conditioners, if available, will be utilized.
- We will arrange classroom schedules so that important subjects/topics are done early allowing things that take less focus/energy to be scheduled for the hotter times of the day. In extreme heat, outdoor field trips may be canceled.
- Recess activities will be limited to quiet games that require minimal physical activity.
- Students will be encouraged to spend time under the shade structure and shady areas of the playground, to bring out water bottles, and/or go to the drinking fountain frequently during recess and P.E.
- Playground equipment may be too hot to play on and should be checked before allowing students access to the equipment.
- If temperatures are excessive, we may have P.E. and recess indoors.
Educational Programs

La Jolla Elementary School has an expert and talented teaching staff. As part of the San Diego Unified School District, a public school district, we have standards for each curriculum area at each grade level provided by the state of California. Our students are consistently exposed to extensions of this curriculum and enrichment experiences. This handbook presents a brief description of some of the unique experiences offered at La Jolla Elementary School.

Physical Education Program

All students, in grades TK - 5, participate in an outstanding physical education program taught by certificated teachers. Our PE teachers use resources and equipment to provide instruction in the California State Standards. Students learn and practice new physical skills, game etiquette, cooperation, and sportsmanlike behaviors. All students receive direct PE instruction for one hour each week.

District Instrumental and Choral Music Programs

A district-sponsored program brings choral and instrumental music teachers to the school to give instrumental music instruction to all 4th and 5th grade students for one hour per week. Students will choose whether they would like to learn choral or instrumental music for the hour.

Choral Music Instruction

Friends of La Jolla Elementary, Inc. funds the salary of a choral music instructor who delivers music instruction to all students throughout the school year. The choral music instructor also provides an optional “Honor Choir” opportunity for all students in grades 3-5 before school. We celebrate the students’ accomplishments in Honor Choir by inviting their families to see them perform in choral music programs throughout the school year.

Performing Arts Instruction

Friends of La Jolla Elementary, Inc. funds the salary of dance and theatre instructors who deliver instruction to all students throughout the school year.
Visual Arts Program
Friends of La Jolla Elementary, Inc. funds the salary of an art instructor to bring art instruction to our students throughout the school year. An art show in the spring celebrates the accomplishments of our young artists. Every child in the school chooses a favorite piece to display.

Spanish Language Instruction
Friends of La Jolla Elementary, Inc. funds the salary of Spanish instructors who deliver language instruction to students in every grade each week.

Robotics/Engineering Program
Friends of La Jolla Elementary, Inc., in conjunction with two generous grants from Monsanto Company, was able to provide either Lego simple machines educational kits or robotics educational kits (whichever was appropriate to the grade) for each grade level. Teachers at all grade levels teach an engineering unit utilizing these materials.

LJES Library Media Center
La Jolla Elementary is proud to have a school library containing a wonderful collection of fiction, nonfiction, and reference materials. Our library assistant provides resources to students, teachers, and parents. Our library collection is kept in good condition and expanded each year through the financial support of book fairs, Friends of La Jolla Elementary, Inc., and the La Jolla Elementary Library Media Center Fund. Tax-deductible donations may be made directly to the La Jolla Elementary School Library Media Center Fund through the San Diego Foundation, or through the Friends of La Jolla Elementary, Inc.’s Annual Giving Campaign (AGC) in the fall.

GATE Seminar and Cluster Programs (Grades 3-5)
Each year all of our second grade students are assessed for placement into the Gifted and Talented Education programs by our school psychologist. There should be no preparation prior to taking the test which is used to assess academic potential. Utilizing test materials to prepare for testing is unlawful and will invalidate test results.

Due to the number of GATE identified students at our school, all classrooms in grades 3-5 are GATE Cluster classrooms. All of our 3-5 teachers are certified to teach GATE students and differentiate instruction to meet the
needs of GATE-identified and other high-performing students in their classrooms.

All students who reside in the La Jolla cluster area and who qualify for GATE Seminar (a program designed for highly gifted students) have an opportunity to apply for the La Jolla Elementary School GATE Seminar program. The GATE Seminar program is a self-contained class at grades 3, 4, and 5 and is taught by GATE certified teachers.

**Cultural Arts Program**

The Cultural Arts Program is funded by the LJES PTO. We bring dance, music, and theatrical assembly performances to all of our students several times in the year.

---

**Special Education and Support Services**

**EL (English Learner) Support**

Students whose parents report that another language is spoken in the home at the time of registration are assessed to determine their proficiency in English. Following assessment, students who are determined to be English language learners are clustered according to proficiency and placed in regular classrooms. Within their classrooms, teachers provide specialized instruction in English language development and academic support throughout the day so that students make a year’s worth of growth in their language ability and reach proficiency in the California State Standards in all curricular areas each year.

**Education Specialist Support**

An education specialist is a certificated teacher who assesses and instructs students with learning disabilities. She/he serves as a member of the Instructional Study Team which determines the academic needs of students and provides classroom intervention strategies to meet those needs. If classroom interventions are not successful or minimally successful, additional assessment may be warranted. Students are assessed by an education specialist, the school psychologist, and specialists in any areas of specific concern, e.g., speech and language. If a student qualifies for special education services, an individualized program is designed to meet his/her
needs. The education specialists and their assistants provide services to students on site.

**School Psychologist**
A school psychologist assesses student learning and behavioral needs. She/he also assists students in dealing with emotional and behavioral issues. He/she may see students in a small group setting or individually on a short-term basis. He/she assists teachers and parents with resources to assist students.

**Speech and Language Pathologist**
The speech and language pathologist helps to identify and assess children who require additional support in developing communication skills appropriate to their ability/age level. If the student qualifies, the speech and language pathologist creates an individualized program for the student and provides the needed services. The speech and language pathologist also serves on the Instructional Study Team to help determine the language and communication needs of students. The speech and language pathologist also works with students not identified for Special Education services, if they would benefit from a speech improvement class for minor speech issues.

**District Counselor**
Our district counselor works at our school part time. He/she assists students in dealing with emotional and behavioral issues. He/she may see students in a small group setting or individually on a short-term basis. He/she assists teachers and parents with resources to assist students.

---

**Student Testing**

**Common Core State Testing**
Students in grades 3 - 5 participate in California’s standardized testing and reporting program each spring. These tests assess how well students have attained the knowledge and skills required to meet the California Common Core State Standards at their grade level. The tests are currently used to assess individual student and school performance in English Language Arts and Mathematics. Tests are performance-based and are entirely administered via technology.
GATE

Our school psychologists administer tests to all 2nd graders and students who are new to our school in grades 3, 4 and 5. The test measures academic potential and is used to determine GATE identification and placement in the GATE seminar program for the following year, if space permits. Please be advised that preparing for the test using testing materials is unlawful and will invalidate the test results.

If students qualify for retests based on academic performance on standardized testing, they will occur at fifth grade. Placement is for the following year (middle school level).

Parents who feel that there has been a testing issue, may appeal to the site’s GATE Committee. The GATE Committee is composed of the school psychologist, lead GATE teacher, and the child’s teacher. The principal should be contacted if an appeal is desired. The committee will make the final determination.

Special Education

If a student exhibits learning difficulties, teachers and parents work together to provide intensive school interventions and home support to help the child attain success in meeting grade level expectations. If a student is consistently having learning difficulties over time and interventions have not been successful, or have been minimally successful in helping the child make progress toward the standards, parents and/or teachers may request that a district psychologist and education specialist evaluate the child for specific learning disabilities. Requests are to be made to the principal. The IST (Instructional Study Team) will meet with the parent(s)/guardian(s) to determine the appropriateness of the request.

La Jolla Elementary School Staff

Donna S. Tripi, Principal, dtripi@sandi.net
## Classroom Teachers

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Grade</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison Carpenter</td>
<td>K</td>
<td>K2</td>
<td><a href="mailto:acarpenter@sandi.net">acarpenter@sandi.net</a></td>
</tr>
<tr>
<td>Suzanne Howard</td>
<td>K</td>
<td>K4</td>
<td><a href="mailto:showard1@sandi.net">showard1@sandi.net</a></td>
</tr>
<tr>
<td>Marisa Martin</td>
<td>K</td>
<td>K3</td>
<td><a href="mailto:mmartin6@sandi.net">mmartin6@sandi.net</a></td>
</tr>
<tr>
<td>Jessica Sandoval</td>
<td>TK/K</td>
<td>K1</td>
<td><a href="mailto:jsandoval3@sandi.net">jsandoval3@sandi.net</a></td>
</tr>
<tr>
<td>Tonya Kepner</td>
<td>1</td>
<td>2</td>
<td><a href="mailto:tkepner@sandi.net">tkepner@sandi.net</a></td>
</tr>
<tr>
<td>Aspasia Nicolaidis</td>
<td>1</td>
<td>1</td>
<td><a href="mailto:anicolaidis@sandi.net">anicolaidis@sandi.net</a></td>
</tr>
<tr>
<td>Nancy Rice</td>
<td>1</td>
<td>3</td>
<td><a href="mailto:nrice@sandi.net">nrice@sandi.net</a></td>
</tr>
<tr>
<td>Kate Dyer</td>
<td>2</td>
<td>B1</td>
<td><a href="mailto:kdyer@sandi.net">kdyer@sandi.net</a></td>
</tr>
<tr>
<td>Stephanie Kaplan/Cathy Wallace (job share)</td>
<td>2</td>
<td>B4</td>
<td><a href="mailto:scole1@sandi.net">scole1@sandi.net</a>; <a href="mailto:cwallace@sandi.net">cwallace@sandi.net</a></td>
</tr>
<tr>
<td>Lisa Popovich</td>
<td>2</td>
<td>B2</td>
<td><a href="mailto:lpopovich@sandi.net">lpopovich@sandi.net</a></td>
</tr>
<tr>
<td>Lori Zeichner</td>
<td>2</td>
<td>B3</td>
<td><a href="mailto:lzeichner@sandi.net">lzeichner@sandi.net</a></td>
</tr>
<tr>
<td>Joan Boyle</td>
<td>3</td>
<td>7</td>
<td><a href="mailto:jboyle@sandi.net">jboyle@sandi.net</a></td>
</tr>
<tr>
<td>Melissa Miller</td>
<td>3</td>
<td>10</td>
<td><a href="mailto:mmiller2@sandi.net">mmiller2@sandi.net</a></td>
</tr>
<tr>
<td>Heather Polen</td>
<td>3</td>
<td>13</td>
<td><a href="mailto:hpolen@sandi.net">hpolen@sandi.net</a></td>
</tr>
<tr>
<td>Kelly Skommesa</td>
<td>3</td>
<td>12</td>
<td><a href="mailto:kskommesa@sandi.net">kskommesa@sandi.net</a></td>
</tr>
<tr>
<td>Deborah Balmat</td>
<td>4</td>
<td>4</td>
<td><a href="mailto:dbalmat@sandi.net">dbalmat@sandi.net</a></td>
</tr>
<tr>
<td>Valerie Butler</td>
<td>4</td>
<td>8</td>
<td><a href="mailto:vbutler@sandi.net">vbutler@sandi.net</a></td>
</tr>
<tr>
<td>Michael Naylor</td>
<td>4</td>
<td>6</td>
<td><a href="mailto:mnaylor@sandi.net">mnaylor@sandi.net</a></td>
</tr>
<tr>
<td>Erin Sullivan</td>
<td>4</td>
<td>9</td>
<td><a href="mailto:esullivan1@sandi.net">esullivan1@sandi.net</a></td>
</tr>
<tr>
<td>Denni Jo Berger</td>
<td>5</td>
<td>B6</td>
<td><a href="mailto:dberger@sandi.net">dberger@sandi.net</a></td>
</tr>
<tr>
<td>Katy Mayer</td>
<td>5</td>
<td>16</td>
<td><a href="mailto:kmayer@sandi.net">kmayer@sandi.net</a></td>
</tr>
<tr>
<td>Jessica Nienaber</td>
<td>5</td>
<td>14</td>
<td><a href="mailto:jnienaber@sandi.net">jnienaber@sandi.net</a></td>
</tr>
<tr>
<td>Kristina Quartuccio</td>
<td>5</td>
<td>15</td>
<td><a href="mailto:kquartuccio@sandi.net">kquartuccio@sandi.net</a></td>
</tr>
</tbody>
</table>
## Enrichment Teachers

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Sonya Devine</td>
<td><a href="mailto:sonyadevine@cox.net">sonyadevine@cox.net</a></td>
</tr>
<tr>
<td>Choral Music</td>
<td>Julie Greathouse</td>
<td><a href="mailto:jgreathousesuazo@sandi.net">jgreathousesuazo@sandi.net</a></td>
</tr>
<tr>
<td>P.E.</td>
<td>Kelly Wiskus</td>
<td><a href="mailto:kwiskus@sandi.net">kwiskus@sandi.net</a></td>
</tr>
<tr>
<td></td>
<td>Audrey Black</td>
<td><a href="mailto:ablack@sandi.net">ablack@sandi.net</a></td>
</tr>
<tr>
<td>Technology</td>
<td>Sigurd Kallhovde</td>
<td><a href="mailto:skallhovde@sandi.net">skallhovde@sandi.net</a></td>
</tr>
<tr>
<td>Dance</td>
<td>Jeracca Betancourt</td>
<td><a href="mailto:jerraca.betancourt@yahoo.com">jerraca.betancourt@yahoo.com</a></td>
</tr>
<tr>
<td>P.E.</td>
<td>Bryn Fillers</td>
<td><a href="mailto:brynl@sbcglobal.net">brynl@sbcglobal.net</a></td>
</tr>
<tr>
<td>Band</td>
<td>Michael Bongiovanni</td>
<td><a href="mailto:mbongiovanni@sandi.net">mbongiovanni@sandi.net</a></td>
</tr>
<tr>
<td>Strings/Orchestra</td>
<td>Kyoko Miura</td>
<td><a href="mailto:kmiura@sandi.net">kmiura@sandi.net</a></td>
</tr>
<tr>
<td>Choir</td>
<td>Katherine Pupping</td>
<td><a href="mailto:kpupping@sandi.net">kpupping@sandi.net</a></td>
</tr>
</tbody>
</table>

## Support Staff

<table>
<thead>
<tr>
<th>Education Specialists</th>
<th>Courtney Sakai</th>
<th><a href="mailto:csakai@sandi.net">csakai@sandi.net</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Specialist</td>
<td>Elizabeth Pagel</td>
<td><a href="mailto:epagel@sandi.net">epagel@sandi.net</a></td>
</tr>
<tr>
<td>Education Specialist</td>
<td>Rebecca Habich</td>
<td><a href="mailto:rhabich@sandi.net">rhabich@sandi.net</a></td>
</tr>
<tr>
<td>Speech and Language Pathologist</td>
<td>Christina Bays</td>
<td><a href="mailto:cbays@sandi.net">cbays@sandi.net</a></td>
</tr>
<tr>
<td>District Psychologist</td>
<td>Shawn Dee Hartless</td>
<td><a href="mailto:shartless@sandi.net">shartless@sandi.net</a></td>
</tr>
<tr>
<td>District Counselor</td>
<td>Stephanie Voucas</td>
<td><a href="mailto:svoucas@sandi.net">svoucas@sandi.net</a></td>
</tr>
</tbody>
</table>

## Office Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School Assistant</td>
<td>Susie Payne</td>
<td><a href="mailto:spayne@sandi.net">spayne@sandi.net</a></td>
</tr>
<tr>
<td>School Clerk</td>
<td>Lisa Schrift</td>
<td><a href="mailto:lschrift@sandi.net">lschrift@sandi.net</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Lisa Schaefer</td>
<td><a href="mailto:lschaefer@sandi.net">lschaefer@sandi.net</a></td>
</tr>
</tbody>
</table>
Custodial Staff

| Building Services Supervisor | Jonathan Zavala | jzavala@sandi.net |

Groups and Organizations

| PTO | Mira Sanchez Costello (President) | mira@costellomail.com |
| Friends of La Jolla Elementary, Inc. | Angie Tetmeyer Yazici (President) | a_tetmeyer@yahoo.com |

Staying Informed

Tidings
Tidings is the school newsletter produced by the PTO throughout the school year. All staff, parents, students, and groups are welcome to submit articles and photos about school-related activities or events. To submit an article or photo, please email Kiyon Chung at kiyonchung@gmail.com or Julie Hom at jhomca5@gmail.com.

Website
As a school within San Diego Unified School District, our website is maintained through the district. The site is continuously updated and contains a wide variety of information for students, parents, and staff, including: this handbook in its entirety, the Principal's statement, information about parent involvement and upcoming events, current and past E-blasts, education research links, contact details, staff listings, and a set of campus photos. The “Tidings”, LJES’s newsletter, is also reproduced and archived on the site. There are classroom web pages linked to the LJES website.

School E-blasts
LJES administration and parent groups communicate with the larger parent community via weekly E-blasts sent every Wednesday morning. These communications always contain important information about the week ahead as well as a broad calendar of events and special notices. This is the primary
means through which families receive messages from the school administration. Therefore, E-blasts are also sent as-needed basis (in addition to the Wednesday E-blast.) Parents may sign up for E-blasts through our website.

**Principal’s Chat**
The principal hosts informal “chats” at the site periodically throughout the year. All parents are welcome to attend, participate, and ask questions.

**Back to School Nights**
The fall “Back to School Night” is a time to meet your child’s teacher, hear about the curricular objectives for the year at your child’s grade level, and to learn about how you can assist your child to make it a successful learning year. Childcare will be provided on site while parents attend the program.

**Kindergarten Information**
We will host a series of informal Kindergarten talks and tours to acquaint new parents with our school and programs in the winter and early spring.

**Parent Conference Days**
Each of these days will have dismissal at 12:20 p.m. (12:15 for Kindergarten). This is a time for you to meet with your child’s teacher and to review your his or her progress. There are conference days scheduled in November and March. Please schedule additional meetings with your child’s teacher any time you feel one is needed.

**Parent and Community Involvement**
The following committees and organizations represent several important groups that make up the decision-making, fundraising, and community-support bodies at LJES.

**Site Governance Team (SGT)**
The goal of the Governance Team is to assist the principal in providing the best educational opportunities for our students. Only issues pertaining to teaching and learning are discussed in this forum.
School Site Council (SSC)
SSC writes, monitors, and implements the Single Plan for Student Achievement that is recorded at district and state levels. The SSC makes budgetary decisions based on student performance data in specific funding areas within the school budget that are state and federally funded. All decisions are based on research-based practices that result in increased student achievement.

English Learner Advisory Council (ELAC)
This site group consists of parents and staff working to promote academic excellence for this group of learners. One of the representatives of this site group attends the District English Learner Advisory Council (DELAC) each month. If there is not enough parent interest in a separate committee, the SSC takes over ELAC responsibilities.

La Jolla Cluster
The La Jolla Cluster is made up of twenty-five parents, teachers, and principals from the five public schools in La Jolla (Bird Rock Elementary, La Jolla Elementary, Torrey Pines Elementary, Muirlands Middle School, and La Jolla High School). The goal of the La Jolla Cluster is to become a collective voice in our district on issues important to the education of the children in La Jolla.

LJES Parent Teacher Organization
The primary purpose of LJES PTO, Inc. is to support the education of all of the children of La Jolla Elementary School by fostering relationships between the school, parents, and teachers. To accomplish this goal, the LJES PTO intends to:

1. Support and promote programs that improve the educational opportunities for our students.
2. Increase parental involvement in our school to provide a strong social network.
3. Be a relevant resource for parents.
4. Provide events and activities to build a community with our families, teachers, and administrators.
5. Supply a successful partnership between parents, teachers, administrators and the San Diego Unified School District.

6. Create an organization where people feel safe, supported, and where respect is evident.

7. Work cooperatively with the other parent groups at LJES.

The PTO Executive Board meets monthly to organize and carry out the PTO objectives for the year. These meetings are open and you are welcome to join us as we discuss expenses, student programs, and activities. If you have something that you would like to talk about, please email Mira Sanchez Costello, at mira@costellomail.com.

**PTO Executive Board**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mira Sanchez Costello</td>
<td><a href="mailto:mira@costellomail.com">mira@costellomail.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Yvonne Choi</td>
<td><a href="mailto:yvonnehchoi@gmail.com">yvonnehchoi@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Kendall Goldstein</td>
<td><a href="mailto:kendallgoldstein@gmail.com">kendallgoldstein@gmail.com</a></td>
</tr>
<tr>
<td>Auditor</td>
<td>Zhene Lejuwaan</td>
<td><a href="mailto:zhene@hotmail.com">zhene@hotmail.com</a></td>
</tr>
<tr>
<td>VP Programs After School Wednesday</td>
<td>Kat Peppers</td>
<td><a href="mailto:peppers.kat@gmail.com">peppers.kat@gmail.com</a></td>
</tr>
<tr>
<td>VP Volunteers</td>
<td>Amanda Zilke</td>
<td><a href="mailto:amanda.zilke@yahoo.com">amanda.zilke@yahoo.com</a></td>
</tr>
<tr>
<td>VP Room Parents</td>
<td>Ali Murphy, Jenn Foss</td>
<td><a href="mailto:aliwmurphy@gmail.com">aliwmurphy@gmail.com</a>, <a href="mailto:foss.jennifer@gmail.com">foss.jennifer@gmail.com</a></td>
</tr>
<tr>
<td>VP Communications</td>
<td>Megan Demott</td>
<td><a href="mailto:megandemott@yahoo.com">megandemott@yahoo.com</a></td>
</tr>
<tr>
<td>VP Tidings Editors</td>
<td>Julie Hom, Kiyon Chung</td>
<td><a href="mailto:jhomca5@gmail.com">jhomca5@gmail.com</a>, <a href="mailto:kiyonchung@gmail.com">kiyonchung@gmail.com</a></td>
</tr>
<tr>
<td>PTO/Friends Liaison</td>
<td>Katy Siddons</td>
<td><a href="mailto:katysiddons@gmail.com">katysiddons@gmail.com</a></td>
</tr>
<tr>
<td>Teacher Representative</td>
<td>Erin Sullivan</td>
<td><a href="mailto:esullivan1@sandi.net">esullivan1@sandi.net</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Donna Tripi</td>
<td><a href="mailto:dtripi@sandi.net">dtripi@sandi.net</a></td>
</tr>
</tbody>
</table>
# PTO Committee Chairs

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair 1</th>
<th>Chair 2</th>
<th>Email(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amigos Fiesta</td>
<td>Kat Peppers</td>
<td>Jenna Wittkow</td>
<td><a href="mailto:peppers.kat@gmail.com">peppers.kat@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Megan Demott</td>
<td><a href="mailto:wittkow@sbcglobal.net">wittkow@sbcglobal.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:megandemott@yahoo.com">megandemott@yahoo.com</a></td>
</tr>
<tr>
<td>Art Show</td>
<td>Jill Peters</td>
<td></td>
<td><a href="mailto:jillpeters83@gmail.com">jillpeters83@gmail.com</a></td>
</tr>
<tr>
<td>Book Fair</td>
<td>Lindsey Smith</td>
<td>Julie Hom</td>
<td><a href="mailto:evanlyone@aol.com">evanlyone@aol.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yvonne Choi</td>
<td><a href="mailto:jhomca5@gmail.com">jhomca5@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Karen Carlson</td>
<td><a href="mailto:yvonnehchoi@gmail.com">yvonnehchoi@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:karencarlson1@mac.com">karencarlson1@mac.com</a></td>
</tr>
<tr>
<td>Directory</td>
<td>Arlyn Lipsher</td>
<td></td>
<td><a href="mailto:arlynlipsher@yahoo.com">arlynlipsher@yahoo.com</a></td>
</tr>
<tr>
<td>Family Dance Night</td>
<td>Marianne Gary</td>
<td>Jean Kim</td>
<td><a href="mailto:elsongary@gmail.com">elsongary@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:sjeankim@hotmail.com">sjeankim@hotmail.com</a></td>
</tr>
<tr>
<td>Family Picnic Night</td>
<td>Mele Leaverton</td>
<td>Alisa Morrow</td>
<td><a href="mailto:mleaverton@americanassets.com">mleaverton@americanassets.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:alisarmorrow@gmail.com">alisarmorrow@gmail.com</a></td>
</tr>
<tr>
<td>Family Science Night</td>
<td>Vanessa Emmery</td>
<td>Michael Campos</td>
<td><a href="mailto:vanessa_emmery@yahoo.com">vanessa_emmery@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:senorcampos@gmail.com">senorcampos@gmail.com</a></td>
</tr>
<tr>
<td>Gardening</td>
<td>Jenn Foss</td>
<td></td>
<td><a href="mailto:foss.jennifer@gmail.com">foss.jennifer@gmail.com</a></td>
</tr>
<tr>
<td>Handbook</td>
<td>Nicole Peck</td>
<td></td>
<td><a href="mailto:nicolecpeck@gmail.com">nicolecpeck@gmail.com</a></td>
</tr>
<tr>
<td>Hospitality</td>
<td>Chesi Schroeder</td>
<td>Ali Holten</td>
<td><a href="mailto:chesib@yahoo.com">chesib@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:aiholton19@gmail.com">aiholton19@gmail.com</a></td>
</tr>
<tr>
<td>Junior Olympics</td>
<td>Cathy Huhn</td>
<td></td>
<td><a href="mailto:clehr_99@yahoo.com">clehr_99@yahoo.com</a></td>
</tr>
<tr>
<td>Kindergarten Liaison</td>
<td>Dana Turner</td>
<td>Jenn Foss</td>
<td><a href="mailto:danadturner@hotmail.com">danadturner@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jenny Lakisic</td>
<td><a href="mailto:foss.jennifer@gmail.com">foss.jennifer@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jlakisic@gmail.com">jlakisic@gmail.com</a></td>
</tr>
<tr>
<td>Library Chair</td>
<td>Sonia Teder Moore</td>
<td></td>
<td><a href="mailto:tedermoore@gmail.com">tedermoore@gmail.com</a></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Arlyn Lipsher</td>
<td></td>
<td><a href="mailto:arlynlipsher@yahoo.com">arlynlipsher@yahoo.com</a></td>
</tr>
<tr>
<td>Logo Wear</td>
<td>Daphne Kula</td>
<td></td>
<td><a href="mailto:kuladaphne@yahoo.com">kuladaphne@yahoo.com</a></td>
</tr>
<tr>
<td>Pizza Wednesday</td>
<td>Ben Grieve</td>
<td></td>
<td><a href="mailto:bgrieve14@gmail.com">bgrieve14@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:kathygrieve@me.com">kathygrieve@me.com</a></td>
</tr>
</tbody>
</table>
More information about the following programs as well as program schedules can be found on the school’s website.

Pizza Wednesday
Every Wednesday the PTO sells pizza and snacks to students and families. This takes place after school and is a great opportunity to regularly visit the school and meet other parents.

After School Wednesday Programs
On Wednesday afternoons, vendors offer enrichment programs such as: chess, art, coding, piano/keyboarding, Lego engineering, yoga, theatre, cheer, cooking, and sports classes. Parents may choose to have their children participate in one or two classes each Wednesday for fees paid directly to Skooltopia.

After School Homework Assistance Program
Our PTO provides an after school program that offers students assistance with homework at grade levels 1-5. The PTO contracts with La Jolla Elementary staff to deliver this program on site. Fees are paid to the PTO. Please contact the PTO to inquire about scholarships to attend the Homework Assistance Program. **This program offers:**
- a small group setting with La Jolla Elementary staff
• access to La Jolla Elementary books, computers, and resources
• and a well-deserved break from homework for mom and dad!

After School Science Enrichment Program
Our PTO provides an after school program that offers students an additional opportunity to engage in hands-on science enrichment activities. The curriculum for the program compliments what is being taught in science. The PTO contracts with La Jolla Elementary staff to deliver this program on site and fees are paid to the PTO.

Robotics and Robotics Club
Our PTO provides an after school Robotics program for students to engage in hands-on robotics building and robotics “challenges”. The Robotics Club is available for students who have achieved milestones over time in the regular Robotics program and wish to participate in competitions. The PTO contracts with La Jolla Elementary staff to deliver this program on site and fees are paid to the PTO.

Sing ‘n Speak Spanish
Spanish lessons are offered as an after school program for beginning, intermediate, and advanced students. Classes are 45-minutes, once weekly, and enrollment is on an annual basis. Fees are paid directly to the vendor.

LJES Community Events
Events are only for students who are currently enrolled at LJES and their families. No older students (middle school age or older) will be admitted to special events if they no longer have a sibling at LJES.

Kindergarten BBQ
Each year, the PTO hosts a Kindergarten barbecue as an informal time to acquaint new Kindergarten students and parents to our school. The PTO provides hot dogs and hamburgers and incoming parents bring side dishes and desserts to share. Students and parents meet the principal and incoming Kindergarten students get to play in their playground and become familiar with the surroundings before their first big day!

Back to School Family Picnic
Each year we have the Back to School Family Picnic for all of our LJES families on the upper field. It is a wonderful way to catch up with old friends and meet new ones. Families can bring a picnic dinner or purchase dinner tickets online for a meal provided by a vendor at school. There are refreshments, e.g., popcorn, and glow in the dark necklaces for sale.
Family Movie Night
The PTO movie night is fun for the whole family. Families can bring sleeping bags, pillows, even a picnic dinner. There are refreshments, e.g., popcorn, and glow in the dark necklaces for sale.

Family Science Night
We turn our campus into a science lab! Students and parents walk from station to station conducting scientific experiments. Food and refreshments are available for sale.

Family Dance
Put on your party clothes dancing shoes and come dance in our auditorium to a live band! Cookies and punch are provided. You can purchase a professional portrait from an on-site photographer.

Art Show
Each year the auditorium is transformed into a school wide Art Show to showcase our student artists. Every child has a piece of art in the show and notecards and other items showcasing individual student work can be ordered, with all proceeds going to our art program.

Talent Show
Does your child have talent? Share it with the rest of the school at the PTO sponsored talent show.

Amigos Fiesta
For one day each May, our entire campus turns into a Mexican fiesta. We have booths with crafts, food, games, etc. There are mariachis strolling around, and tasty Mexican food for sale. The PTO sells bracelets for the game booths as well as tickets for food and gifts.

Book Fair
The book fair provides an opportunity for students and parents to select quality books at affordable prices. Books are supplied by competitive organizations and parent volunteers supervise the fair. All proceeds go to the LJES library.

Community Resources
Student Directory
The student directory supports community building at LJES. The directory is helpful in arranging play-dates, parent get-togethers, and off-campus
activities, all of which are important to building a strong LJES community. The directory is published by the PTO, and it is distributed to all families free of charge. At the start of each year, families elect to have their contact information added to the year’s directory. It is the parents’ responsibility to ensure that the PTO has received their consent to be included, and that the information provided is accurate.

**LJES Parent - Student Handbook**
This LJES Parent - Student Handbook details the general policies and procedures of our school and summarizes our educational programs. It includes a letter from our Principal, Donna S. Tripi, a staff roster, recess and lunch information, health office information, and details on parent involvement opportunities such as joining the PTO or Friends of La Jolla Elementary, Inc. boards.

**Volunteering**
La Jolla Elementary has a variety of opportunities for parent involvement to fit most schedules and interests. Opportunities to serve as “Room Parent” or to otherwise volunteer in a classroom are initiated by teachers and supported by the PTO. If you would like to help with a specific event, volunteer for a school committee (see roster above), or let us know you're happy to help, please contact Amanda Zilke at Amanda.zilke@yahoo.com.

District policy requires volunteers to complete screening for Tuberculosis and to fill out a Volunteer Application and sign a code of conduct form. All volunteers must sign in at the front office using the help counter system and wear a volunteer badge at all times while on campus.
Friends of La Jolla Elementary, Inc.

Friends of La Jolla Elementary, Inc. is a non-profit organization that benefits the children of LJES. Our mission is to enhance and enrich the education of each child at the school. Powered by your donations, we are able to pay for the following instructional enrichments:

- Additional classroom teachers to reduce class size
- Instructional support teachers to work with students in small groups
- Enrichment programs: staff and materials for music, art, technology, and dance & theatre rotation
- Weekly (grades 3-5) and twice weekly (grades K-2) Spanish program in all classrooms
- Robotics/engineering units in all classrooms
- Everyday Mathematics curriculum
- Lunch and recess supervisory staff, including Playground Partners
- Technology enhancements
- Campus improvements
- Classroom account of $1,250 per teacher for supplies and classroom enhancements

Friends of LJES chooses its projects based on input from the board, parents, the LJES Governance Team and School Site Council, our principal, and our teachers.

It is only through your generosity that Friends can support these educational programs for the students of LJES. Friend’s monthly board meetings are open to the public and we encourage all interested school community members to attend. Fundraising activities, plans, spending, and investments are addressed at each meeting. If you have an item that you would like to discuss, please email Angie Tetmeyer Yazici, President, at a_tetmeyer@yahoo.com.

For more information, please visit our website www.friendsofljes.org.
## Friends of La Jolla Elementary Board Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Angie Tetmeyer Yazici</td>
<td><a href="mailto:a_tetmeyer@yahoo.com">a_tetmeyer@yahoo.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Lisa Archbold</td>
<td><a href="mailto:Lisa.archbold@gmail.com">Lisa.archbold@gmail.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Tammy Piehl</td>
<td><a href="mailto:tlauvray@gmail.com">tlauvray@gmail.com</a></td>
</tr>
<tr>
<td>VP, Campus Improvements</td>
<td>Micaela Jeffery</td>
<td><a href="mailto:micaela@lajollahomes.com">micaela@lajollahomes.com</a></td>
</tr>
<tr>
<td>OAM Operations/Marketing</td>
<td>Colleen Royal</td>
<td><a href="mailto:collemroyal@yahoo.com">collemroyal@yahoo.com</a></td>
</tr>
<tr>
<td>Business Sponsorship and PTO Liaison</td>
<td>Katy Siddons</td>
<td><a href="mailto:katysiddons@gmail.com">katysiddons@gmail.com</a></td>
</tr>
<tr>
<td>Gala Chair</td>
<td>Nicole Peck</td>
<td><a href="mailto:nicolecpeck@gmail.com">nicolecpeck@gmail.com</a></td>
</tr>
<tr>
<td>AGC Chair</td>
<td>Molly Gutierrez</td>
<td><a href="mailto:mollymcdowell@yahoo.com">mollymcdowell@yahoo.com</a></td>
</tr>
<tr>
<td>Historian/Legal Advisor</td>
<td>Jenny Hochberg</td>
<td><a href="mailto:jennyli100@yahoo.com">jennyli100@yahoo.com</a></td>
</tr>
<tr>
<td>Assistant Treasurer: Teacher Accounts</td>
<td>Julie Bubnack</td>
<td><a href="mailto:jbubnack@gmail.com">jbubnack@gmail.com</a></td>
</tr>
<tr>
<td>Communications</td>
<td>Tami Spence</td>
<td><a href="mailto:tamispence@gmail.com">tamispence@gmail.com</a></td>
</tr>
<tr>
<td>OAM Founder &amp; LJAWF Chair</td>
<td>Sherry Ahern</td>
<td><a href="mailto:sherry@ahernseeds.com">sherry@ahernseeds.com</a></td>
</tr>
<tr>
<td>Teacher Representative</td>
<td>Melissa Miller</td>
<td><a href="mailto:mmiller2@sandi.net">mmiller2@sandi.net</a></td>
</tr>
</tbody>
</table>

## Friends of La Jolla Elementary Advisory Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>LJAWF</td>
<td>Valerie Rock</td>
<td><a href="mailto:dr.valrock@gmail.com">dr.valrock@gmail.com</a></td>
</tr>
<tr>
<td>LJAWF</td>
<td>Marcia Branstetter</td>
<td><a href="mailto:mrsbrannny@mac.com">mrsbrannny@mac.com</a></td>
</tr>
<tr>
<td>LJAWF Volunteers</td>
<td>Lisa Bregante</td>
<td><a href="mailto:lisabregante@gmail.com">lisabregante@gmail.com</a></td>
</tr>
<tr>
<td>Business Sponsorship Recruitment</td>
<td>Aimee Takata</td>
<td><a href="mailto:altakata@gmail.com">altakata@gmail.com</a></td>
</tr>
</tbody>
</table>
Fundraising Events
La Jolla Open Aire Market

The La Jolla Open Aire Market was started by former LJES parents 20 years ago and has become a weekly event that brings the school and the community together. We have cultivated the finest local farmers, artisans, and food vendors to make up one of the largest farmers’ markets in San Diego.

The best part about our market is that LJES receives 100% of the net profits to help pay for teachers, technology, art, music, and other enrichment programs not funded by the district. The more sales our vendors have, the greater benefit to our children. So, grab your neighbors, friends, and family to shop every Sunday from 9am to 1:30pm, rain or shine, on the upper playground. It’s the easiest, most fun way to contribute to our school every week.

Never been to the market? The market carries local organic and conventional produce, eggs, breads, cheese, grass-fed beef, seafood, almonds, jams, smoothies, olive oils, guacamole, hummus, baked goods including a variety of gluten-free options, chocolate, kettle corn, coffee, and more. Our international food court features cuisine from the Mediterranean, France, Germany, Latin America, Mexico, Italy, Japan, Korea, China, and the USA. Vegetarian and vegan options are also available in our gourmet food court. We have over 60 local artisans for unique items and handcrafted goods and an abundance of locally grown flowers.

Our market also offers FREE Family fun events: Harvest Festival on October 21, Winter Carnival on December 9, and Spring Fling on April 7. For more information, please visit www.lajollamarket.com.

For additional inquiries, please contact the Market Manager at (858) 454-1699.
Annual Giving Campaign
In order to support educational programs and campus amenities that enable our children to have the best experience possible at La Jolla Elementary School, we launch an annual giving campaign in the fall. We ask families to make a direct contribution, online through our website www.friendsofljes.org or by completing a donation card which is sent home. All contributions are tax-deductible. Our tax ID is 33-0080727.

For more information about the this year’s giving campaign, please contact Molly Gutierrez at mollymcdowell@yahoo.com.

Spring Gala
Our annual spring gala also raises much-needed funds for our school. This year’s gala will take place on Saturday, April 13 at Farmer & the Seahorse. Please join us for a night of dinner, drinks, and dancing. This wonderful social event is the one evening each year that parents get to come together for a good cause — our children! There are numerous ways to support our gala:

- Attend the gala. Ticket prices include dinner, dancing, open bar, and the opportunity to bid on auction items.
- Underwrite a portion of our fun-filled evening.
- Donate an item for the live or silent auction.
- Coordinate classroom art projects, themed baskets, and/or teacher outing opportunities.

For more information or to join the gala committee, please contact Nicole Peck at nicolecpeck@gmail.com.
La Jolla Art and Wine Festival (LJAWF)
Join us for the 10th annual La Jolla Art & Wine Festival. This unique two-day festival will be held October 6 - 7 in the heart of the village on Girard Avenue between Prospect and Torrey Pines Avenue. Featuring the works of over 150 established artists from San Diego, Los Angeles, Orange County, Baja and beyond, the LJAWF features something for everyone including a silent auction, roving entertainment, a gourmet marketplace, the family art center, and a wine and beer garden which includes premier wineries in addition to San Diego’s top breweries.

The LJAWF is a collaboration between the three public elementary schools and middle school in La Jolla. Event proceeds benefit educational programs at La Jolla, Torrey Pines, and Bird Rock elementary schools and Muirlands Middle School.

This event would not be possible without volunteers. Please give your time to this fun-filled community event. For more information, please visit www.ljawf.com.

Affiliate Programs – Amazon Smile™ and eScrip
The Amazon Smile program is a simple fundraising tool for our school that doesn’t cost you anything. Simply click on the link www.smile.amazon.com/ch/33-0080727 and Amazon Smile will donate 0.5% of the purchase price to our school. Please bookmark this link for every Amazon purchase. You can also log onto www.smile.amazon.com and enter Friends of La Jolla Elementary School, Inc. to designate our school.

eScrip is the longest running, most successful shop-to-fundraise “electronic scrip” program in the United States. It’s a simple and great way to raise funds for Friends of La Jolla Elementary. Sign up at www.escrip.com and earn automatically while you shop online or locally. Also, get the Benefit app to buy and redeem digital gift cards instantly while earning for our school.
**Business Sponsorship**

We offer business partnership opportunities for greater exposure to our families. We hope that greater visibility in the community and a positive association with La Jolla Elementary will help businesses grow. Businesses have the ability to advertise through the Open Aire Market, Tidings newsletter, La Jolla Junior Olympics, Student Directory, Annual Spring Gala, social media and email marketing. We offer three sponsorship packages, in addition to several a la carte options.

For more information, please contact Katy Siddons at katysiddons@gmail.com.