



Los Angeles Unified School District  
**Knollwood Preparatory Academy**  
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*Local Superintendent  
ESC Northwest*

**Cecilia Salazar**  
*Principal*

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*Assistant Principal, EIS*

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August 18, 2015

Dear Parents/Guardians and Students,

On behalf of the entire Knollwood Preparatory Academy community, I would like to welcome you to the 2015-2016 academic year! I am honored to serve in the position as principal and I am looking forward to working with you to provide the best possible educational program for your child. Our extraordinary teachers, dedicated support staff, and I are planning for a rewarding year filled with rich learning experiences for your child(ren). Our focus is on building a strong partnership between staff, parents, and students to allow every child to flourish and reach his/her academic potential. Together we will open the door to endless opportunities for all students in our school as they become college and workplace ready.

Every Wednesday, you will receive an envelope containing important information relating to meetings, policies, special events, schedules and so forth. Please take the time to read each letter thoroughly to find out how you can best help your child by becoming involved in school activities.

#### **Our Mission Statement**

Our mission is to educate successful, responsible, caring, respectful, trustworthy and inquisitive students prepared to contribute to an ever-changing world. We will encourage life-long learning, high academic achievement, and concern for others. With the assistance of committed parents, a challenging standards-based academic program, inspirational teachers, and a visionary administration, Knollwood will foster a culture where children are empowered to be responsible and accountable partners in their learning.

#### **Our Vision Statement**

At Knollwood Preparatory Academy, students participate in innovative and challenging programs aligned to the standards, which encourage them to explore their talents achieve academic success and demonstrate their knowledge in a variety of meaningful ways. It is our goal to help students develop into knowledgeable, respectful and caring individuals with an acceptance of diversity, a strong work ethic, and the skills necessary to become positive, contributing members of society. All stakeholders work cooperatively as a school family to create a safe and supportive environment that fosters learning and personal growth.

#### **2015-2016 Class Assignment**

Last spring, the staff worked diligently in their placement of students. We have considered student's learning styles, academic, social, and emotional needs. We are also mandated to follow other guidelines such as class size, gender balance, language acquisition, and students with special needs. Our concern is to facilitate the best educational program for your child. We ask that you support these decisions. Your understanding is much appreciated.

### **Secure Campus Policy**

For the safety and security of the children, District policy requires that all gates are locked by 8:00 a.m. and remain locked during school hours. District policy further requires that all persons coming onto campus during school hours first sign in at the Main Office. This includes parents wishing to visit or volunteer in their child's classroom. If you remain on campus after instruction begins at 8:00 a.m., please be sure to sign in and receive a Visitor/Volunteer sticker. These policies ensure that only adults with legitimate school business are on the campus and that the teachers and their students are not interrupted during instructional time. This is strictly enforced and your cooperation is greatly appreciated.

To ensure the safety of students at Knollwood, there will be one entry gate for Kindergarten and three entry gates for grades 1-5 each morning: Midwood Drive, Monogram Ave and the front Knollwood gate. All tardy students arriving after 8:00 a.m. must enter through the Main Office (since gates are locked at 8:00 a.m.).

### **Traffic Safety**

Traffic congestion before school and at dismissal is a perennial problem. Please keep safety utmost in your thoughts at this time and remember the following: (1) double parking is illegal and unsafe, (2) dropping off or picking up students in the staff parking lot is unsafe, (3) children should be taught to cross only at corners after looking in all directions. If someone other than yourself picks up your child, please remind them of these safety rules.

### **Courtesy and Sense of Community during Dismissal and Drop-Off Times**

Parents have been reporting a lack of respectful discourse and disregard for safety during drop-off and/or pick-up. This is not representative of our community and what we represent. We take pride in teaching and modeling what character is to our children. We need your pledge to come together as a community with courtesy and responsibility. The following suggestions regarding traffic are listed below.

- 1. Agree that the safety of our children is foremost.**
- 2. Acknowledge that everyone is facing the same challenges that you are:** Plan to leave a little earlier, particularly on Mondays.
- 3. Now TAKE A DEEP BREATH and:**
  - a. Let a car go in front of you to open up a spot at the curb.
  - b. Pull up to the next parked car in front of you so that another car can fit behind you, especially at pick up.
  - c. Don't let your child off in between parked cars. Just wait for a spot to open up at the curb.
  - d. Please don't park in the bus zone and pay close attention to posted signs.
  - e. Don't make U-turns during congested times.
  - f. Accept a parking spot a little ways away from school.
  - g. Please don't block any driveways in our neighboring homes.

### **School Hours**

The following is a schedule of school hours for the 2015-2016 year for Grades 1<sup>st</sup> - 5<sup>th</sup>:

- 8:00 a.m. - 1:30 p.m. (Tuesdays)
- 8:00 a.m. - 2:30 p.m. (Mondays, Wednesdays, Thursdays, Fridays)

The following is a schedule of school hours for the 2015-2016 year for all Kinder:

- 8:00 a.m. - 1:20 p.m. (Tuesdays)
- 8:00 a.m. - 2:20 p.m. (Mondays, Wednesdays, Thursdays, Fridays)

### **Instruction Begins at 8:00 a.m.**

We are requesting that during the first week of the 2015-2016 school year parents remain outside of the classroom each morning. Everyone needs time to settle in and become familiar with his or her new environment. This takes time and students will learn their new morning routine with practice. Please allow teachers to provide instructions for routines and procedures without interruptions. If you would like to schedule a conference with a teacher during the first few days of school, please discuss this request after dismissal times. Thank you for your cooperation and understanding.

### **Attendance and Punctuality**

In order to promote continuous academic growth, students need to attend school every day. Please try to schedule non-emergency medical and other appointments after school or on the weekends. Students who are ill should stay home. Students returning from any absence **MUST** bring a signed note specifying the reason for the absence.

Students arriving late to class (after 8:00 a.m.) must enter through the Main Office with a parent or guardian and will be marked tardy. Late-arriving students disrupt the classroom routine and impose an added burden on the teacher and students. In the State of California, three tardies constitute truancy; please help your child be on time every day.

### **Parent Student Handbook & Emergency Cards**

You will be receiving the packet with the Parent Handbook, Emergency Card and much more within the first week of instruction. The information in the packet answers many questions and helps you and your child start the year on the right foot.

Please make sure that there are ***at least 3 different*** phone numbers listed on your child(ren) emergency card. This is imperative in an emergency. On the first week, have your child give the form to their new teacher. If you have different people whom you wish to be able to pick up your child(ren), make sure they are all listed on the emergency information sheet. We will not release your child to anyone **NOT** listed; it is a safety issue. If a phone number changes, please let us know immediately. Additionally, **you can access the form through the lausd.net homepage**. Once there, click on "Families". Then click on "forms and policies" for the Student Emergency Information form (available in multiple languages). For those of you who have already enrolled students who will be attending Knollwood for their first year, you do not need to submit another emergency card.

### **YMCA Services**

There is no supervision before 7:30 a.m. **Students Should Not Arrive on Campus Before 7:30 am**. If you must drop your child off before that time, you can enroll them in the YMCA. They provide supervision until the campus opens for students at 7:30 a.m. and until 6:30 p.m. after school. Please contact their office at (818)832-4032 for specific information. Students who are registered and participating in this program must enter through the YMCA Barnestone Gate before 7:30 a.m.

Please be on time to pick up your TK, Kindergarten or 1<sup>st</sup> grade child(ren). Students in TK through 1<sup>st</sup> grade must be picked up **in the classroom on time** every day in accordance with District policy. There is no afterschool care for TK, K and 1<sup>st</sup> Grade Students.

If you plan to pick up your 2<sup>nd</sup> through 5<sup>th</sup> grade child(ren) more than a few minutes after dismissal, you must arrange to meet on the after-school playground. This is the only supervised area available for **grades 2-5** at this time (unless you have made arrangements with YMCA Services). Youth Services will be available until 6:00 p.m. each day after school. Students younger than second grade are not allowed to wait on the playground, even with an older sibling. The YS Coach and all parents must sign a permission form, stating their understanding of the after-school playground policies.

## **Cafeteria**

Breakfast in the Classroom (BIC) is served every morning at 8:00 a.m. Meal applications for returning students were mailed home directly from LAUSD. Please complete the application and mail it back to the LAUSD as soon as possible or bring it to our cafeteria manager when school resumes. An online application is available at [lausd.net](http://lausd.net). Click Families, then Forms and Policies. Meal Costs: lunch is \$2.25. Reduced lunch is 40 cents.

## **Nutrition-Lunch Procedures- PRICE \$2.25 Lunch**

Our cafeteria uses a system in which parents deposit money into their child's nutrition account online with a credit card at My Payments Plus link on website: <http://cafe-la.lausd.net/> or students can bring cash. When a child eats a school meal or a- la-carte items at lunch, that amount is automatically deducted from the account at point of service. Parents can view the breakfast and lunch menus on the District's website: [http://cafe-la.lausd.net/cafe\\_la\\_menu](http://cafe-la.lausd.net/cafe_la_menu) to determine which days their child will be eating a school meal. There are also a-la-carte items for students to purchase.

It is strongly suggested that parents keep track of the balance of this account. Any negative or positive balance from last year will carry over to this year. The cafeteria management system currently sends parents a written notice of a negative balance when the account has been overdrawn (up to \$2.00).

*\*If a child has food allergies, please see the school nurse for forms that must be completed by a doctor in order for the District to review the dietary restrictions and make appropriate accommodations.*

Please fill out a meal application as soon as possible. If you do not wish to apply, please still complete the application but check mark "Do Not" wish to apply on the application.

## **Healthy Snacks**

We have a responsibility to help students establish lifelong habits of healthy eating patterns with regular physical activity and healthy food choices. Why stress the importance? With 24-30 students in our classes, every birthday recognized accounts for 20% of our days at school. By establishing healthy habits early in life, our students can improve their chances of longer, more productive lives.

1. Cupcakes, doughnuts, candy, chocolate, cake, or any other unhealthy snack will not be permitted in school or at the end of the school day, as per District Policy. The healthy snack policy must be adhered to and only healthy snacks can be passed out.
2. Find out from parents, if any students have food allergies that you need to work around.
3. Rule of thumb: avoid any processed foods containing high fructose corn syrup, artificial colors, artificial sweeteners, and high sugar content.
4. Each of the suggested items must be individually wrapped so they are easy to pass out:

Sliced fruit packages

Baked Gold Fish Snacks

Pretzels

Natural Fruit Leathers with Fruit as the only ingredient

Yogurt Parfait -Greek yogurt, sweetened with honey, and chopped fruit

String Cheese

Unsweetened Apple Sauce Cups or Fruit Cups

Fresh, Washed Strawberries, Grapes, Blueberries, Tangerines, Oranges, Bananas

Bagels

Non Food Items: stickers, stylish pencils, notepads, coloring pages, etc.

### **Medicines and Health**

Students returning to school after being ill five days or more must have a doctor's note in order to be readmitted.

School personnel may administer **Prescription** medications, but only under the following conditions: (1) the medicine is brought to the office by an adult; (2) it must be accompanied by the **"Request for Medication to be Taken During School Hours"** which may be obtained from the office; and (3) it must be contained in a properly identified and dated pharmaceutical container **with dosage and frequency clearly labeled**.

**Non-prescription medicines**, such as aspirin, patent medicines, cough syrup, cough drops, etc. **are not permitted. THERE ARE NO EXCEPTIONS.**

If needed, a "Readmittance Form for Students with Ace Bandages, Sutures, Braces, Casts, Crutches, Wheel Chairs, and Other Ambulatory Assisted Devices" is available in the Main Office. Students returning from surgery or with casts, stitches, or crutches must have a doctor's note in order to be readmitted (form available in the office).

Once again, thank you for your cooperation in these important matters and let's have a GREAT school year!

Sincerely,

Cecilia Salazar  
Principal