

August 22, 2016

Dear SMASHing Families,

Follow this link to read the complete policies/brochures referenced in your first day packets.

<http://www.smmusd.org/StudentServices/registration/index.html>

Welcome to those families new to SMASH! It has been wonderful getting to know many of you at the Core 1 summer park dates. Returning families, please know, we are very grateful for the generosity and appreciation you showed with delicious home-baked summer send-off goodies, and the lovely personal notes. **Thank you** not only for your generous year-end staff gift but also for trusting us with your wonderful children. We hope you all, new and returning families, had a terrific summer.

Please prepare: ***Construction along 5<sup>th</sup> Street and Hollister Street means drop off, pick up, and parking will be extra challenging the first semester.***

***Extremely limited street parking is available on 5<sup>th</sup> and 6<sup>th</sup> Streets.***

***Hollister Street is CLOSED between 5<sup>th</sup> and 6<sup>th</sup> Streets***

***The two safest ways to drop off/pick up are***

- 1) head west on Ocean Park Blvd, turn right onto 5<sup>th</sup> Street, do not block the school driveway and pull in front of the little yard gate to drop off/pick up then continue heading north on 5<sup>th</sup> street then turn left on Hollister Street and then turn onto 4<sup>th</sup> Street to leave the area or
- 2) head south on 6<sup>th</sup> Street and drop off on the Muir side of the school then turn onto Ocean Park Blvd where there is a light to exit the area
- 3) **DO NOT ENTER** the 5<sup>th</sup> Street staff parking lot at any time. **NO PARKING, NO DROP-OFFS or PICK-UPS.** It is safest to drop your student off on the school side of the street.
- 4) ***Please! DO NOT U-TURN in front of the school***

Please make sure to read the **SMASHing Friday Letter** each week starting Friday, September 2. The Friday Letter is emailed out as well as being available online at [smash.smmusd.org](http://smash.smmusd.org). Out of care for our environment as well as the school paper/copy budget, we urge you to read it electronically. If you do need a paper copy, let the Core teachers know that you do need to receive paper copies, and they will send it home for you.

You will find school events and meetings posted at [www.smash.smmusd.org](http://www.smash.smmusd.org) under “calendar.” I continually update it as more Restaurant Nights and other events are booked.

#### **Reminder**

- School starts at 8:30am daily
- Monday-Thursday K: 8:30-1:30  
First & Second graders and Cores 2-4: 8:30-3:00
- Every Friday of the school year is a 1:30 dismissal K-8 so that the staff may participate in professional development.

Truly yours,  
 Jessica Rishe, [jrishe@smmusd.org](mailto:jrishe@smmusd.org)

**CREST PROGRAM:**

- Currently enrolling participants into Homework Club, CREST Club, Playground Access, and PM Extended Care Programs.
- CREST Fall Enrichment registration begins on August 25 (6am online, and 8:30am walk-in).
- CREST Sports Fall registration begins August 29.

For program information [www.smgov.net/crest](http://www.smgov.net/crest).

To enroll online please visit [www.smgov.net/reserve](http://www.smgov.net/reserve).

Robert Zuco, Community Services Program Coordinator | CREST Programs Reed Park Youth Office  
 310-458-8540x5518, [Robert.zuco@smgov.net](mailto:Robert.zuco@smgov.net) 1133 7<sup>th</sup> street, Santa Monica 90403 (8:30am to 5:30pm Mon- Friday)

Please note these beginning events – and find the year-long calendar of events at [www.smash.smmusd.org](http://www.smash.smmusd.org) “calendar”

Event	Date	Details
<b>First Day of School</b>	<b>Monday, August 22</b> 1 <sup>st</sup> -8 <sup>th</sup> grade - 8:30am-3:00pm Kinders - 8:30-1:30pm Parent Coffee 8:15am	<b>We do NOT have early Dismissal</b>  Coffee in front of Cafetorium
PTSA Potluck and Orientation	<b>Wednesday, August 24</b> 5:30-7:30pm	<b>5:30-6:30</b> Bring and enjoy potluck items at the lunch benches. <b>6:30</b> Adults attend the PTSA information session, children play on the staff supervised yard. <b>7:30</b> head home at sunset.
	<b>Tues, August 30</b> 1 <sup>st</sup> -8 <sup>th</sup> grade - 8:30am-3:00pm Kinders - 8:30-1:30pm	<b>We do NOT have early Dismissal</b> (other schools do for their Back to School Night)
	<b>Tues., September 6</b> 1 <sup>st</sup> -8 <sup>th</sup> grade - 8:30am-3:00pm Kinders - 8:30-1:30pm	<b>We do NOT have early Dismissal</b> (other schools do for their Back to School Night)
Core 1 Forum Core 2 Forum Core 3 Forum Core 4 Forum	<b>Wed, Sept 21 6-7:30pm</b>  <b>Wed, Sept 14 6-7:30pm</b>  <b>Wed, Aug 31 6-7:30pm</b>  <b>Wed, Sept 7 6-7:30pm</b>	This is the night when teachers meet with parents to explain the curriculum for the year.  Childcare available for Core 1, 2, and 3 Forums. Suggested donation \$5 per child (funds go to student trip scholarships).
Site Council	<b>Wed, Sept 7</b> 3:15pm-4:15pm	Meet in Core 1.
<b>SCHOOL CLOSED</b>	<b>Mon, Sept 5</b>	<b>Labor Day</b>
<b>SMMEF Pledge Days</b>	<b>September 26-30</b>	Support SMASH staff and programs with a donation to the Santa Monica Malibu Education Foundation

# SMASH BASICS 2016-17

**1. Attendance:** All children are expected to attend school everyday from 8:30 am to dismissal time. Please read the district Attendance Policies and Procedures included in your packet.

**2. School Visitors:** Anyone visiting campus during the school day must sign in and out in the school office and receive a visitor's badge. Always stop by the office before going to a class area and before leaving campus. This is not necessary for morning drop-off or after school pick-up. However, for safety reasons, it is important that we know who is on campus at all times.

**3. Office Hours:** Our office is open from 8:00am to 4:00pm. After hours you may leave a message for the principal or office staff by calling our main number, 310-396-2640 ext 77-170 (Jessica), ext 77-171 (Janice), or ext 77-172 (Wende).

**4. Before and After School Supervision and Childcare:** Supervision is available on campus at 8:15am and while children are leaving school. Unsupervised children are not to be on campus prior to 8:15 or 15 minutes after dismissal. Before and after-school childcare is available through the Child Development Services office (310-399-5865) or CREST (310-458-8540). For CREST classes go to [www.smgov.net/crest](http://www.smgov.net/crest). To enroll online go to [www.smgov.net/reserve](http://www.smgov.net/reserve). Please make appropriate arrangements for your child. It is unsafe for them to be on campus without supervision. Students may not wait outside the school gate later than 15 minutes after dismissal.

**5. The Friday Letter:** An all-school newsletter is published weekly. This newsletter contains Core news and information about the school's program, philosophy, and up-coming events. Please review this newsletter each week with your child in order to stay informed about SMASH issues, happenings and ways you can support and help your school. The deadline for submitting items to the newsletter is noon the Wednesday before publication. Our letter is posted online at [www.smash.smmusd.org](http://www.smash.smmusd.org) and is e-mailed out by Jessica each week. If you do not receive the first Friday Letter on September 2, email [jrishe@smmusd.org](mailto:jrishe@smmusd.org) with your preferred email address.

**6. Lunch:** The SMASH lunchtime is 12:25 to 1:08pm. Families are welcome to join their children for lunch, but first must sign-in at the office. Adult breakfast is \$2.25 and lunch is \$4.25. Volunteers to assist children and help in monitoring children during lunch and on the play yards are welcome and needed. Please call the office to volunteer.

**Cafeteria** breakfast, hot lunch and salad bar are available daily. Cafeteria lunch menus are sent home monthly.

**Cool Lunch:** While the Farmers' Market Salad Bar is available on a daily basis, "Cool Lunch" is offered on Tuesday, Wednesday and Thursday of each week. The Cool Lunch combines the salad bar and hot lunch programs, offering and providing our kids with choices from both menus.

**Ala carte** items are available for students in **grades 5-8** on a cash only basis. Please try to purchase items using exact change or smaller dollar amounts. \$20 bills cannot be accepted. Items include pizza, bagels, Pirate Booty and water. **Students and parents may not purchase ala carte items for siblings or other students in grades K-4.**

## Cafeteria

Full Price - Breakfast: \$1.25 Lunch: \$3.00

Reduced Price - \$ .30 \$ .40

Go to [www.mylunchmoney.com](http://www.mylunchmoney.com) to prepay and keep track of your child's cafeteria lunch balance online. Cafeteria lunches can also be purchased in the SMASH office by cash or check made payable to SMMUSD food services.

Free/Reduced Lunch application forms are in our office and at [www.smmusd.org/foodservices/index.html](http://www.smmusd.org/foodservices/index.html).

Last year's applications expire September 28. It can take 10 days to process new applications and during this time, you will be charged full price of \$3.00 for each meal. Incoming kinders of siblings who qualify for Free/Reduced Lunch are not automatically enrolled. Food Services must be notified. The Partial Meal Policy (Board Policy 3556) is strictly enforced in all schools by the Food & Nutrition Services. Students may not exceed a negative balance that is equivalent to 3 full price meals or \$9.00. If they do, they will receive a nutritionally adequate partial meal of a cold cheese sandwich and nonfat milk.

All students are issued a lunch card by the district to be used like a debit card. The card is kept at school at all times. If you do not want your child to have use of this card, please notify the SMASH office and we will keep the card in the office.

**7. Parking and School Traffic:** This can become an unsafe situation when parents double park or park in restricted areas. Before and after school child drop-off and pick-up is available by the small yard gate on 5th Street. These areas are for actively loading and unloading only. **DO NOT park at any time in the staff parking lot on 5<sup>th</sup> Street. DO NOT DRIVE IN to DROP OFF or PICK UP in this lot.** This is for STAFF ONLY from 7am to 6pm. Visitor parking is available in the 6<sup>th</sup> Street lot, along Ocean Park and 5<sup>th</sup> and 6<sup>th</sup> Streets. Be sure to read the parking signs. This area is patrolled and you may be ticketed. Volunteers are needed to help monitor the morning drop-off. Please call the office if you are able to help on any day from 8:15 to 8:30.

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- 2) **head south on 6<sup>th</sup> street and drop off on the Muir side** of the school then turn onto Ocean Park Blvd where there is a light to exit the area
- 3) **Do Not Enter the 5<sup>th</sup> St. staff parking lot.** It is **safest** to drop your student off on the school side of the street.
- 4) **Do Not U-turn in front of the school.**

**8. Phone Calls and Messages:** During the school day, classes will not be interrupted for phone calls to staff or students. The office staff will take messages and get them delivered during breaks, lunch, or after school. If your message is an emergency, please let the staff know so that they can be helpful in accommodating the situation.

Students may not use the office phone for afterschool play dates. Please make all afterschool arrangements from home.

**9. Technology from Home:** Students may **NOT** use cell phones, pagers, or individual music devices such as iPods during school hours. School Board policy prohibits the use of any electronic signaling device while on school property by students. If families decide a student needs a device for student use off campus after school, then it must be silent and put away while on campus. We ask that **parents DO NOT text or call their children while they are at school.** If a student uses their cell phone during school hours, it will be confiscated and held until the end of the day. The school is not responsible for the security of these items.

**10. Dress Guidelines:** Students should wear clothing that is appropriate for school and allows students to safely participate in community walks, playground and P.E. activities. Shoes should have rubber soles, laces, straps or buckles and protect toes and heels. Flip-flops, sandals, clogs, or platform shoes are **unsafe and are not allowed during outdoor activities.** Bare midriffs and low-cut tops or pants are inappropriate as are short shorts and miniskirts. Shorts and skirts are to be fingertip length. Blouse straps are to be at least 1 inch in width. Undergarments are to be covered. Clothing with inappropriate or disrespectful language, symbols or references is not allowed at school. Appropriate hats, hoods and sunglasses are permitted **OUTSIDE ONLY**. Daily use of sunscreen is highly recommended

**11. Permits:** If you move outside of the Santa Monica-Malibu attendance area, a permit is required to continue your child's enrollment at SMASH. Permits are renewed annually. Children who have attended SMASH are given permits on an individual basis. All permits must be current. The district attendance officer reviews addresses throughout the school year. You are encouraged to keep your permit current in order to ensure your child's continued attendance at SMASH. Contact the SMASH office regarding the process for obtaining a permit. When you enroll at SMASH, it becomes your "home school".

If you plan on changing to another Santa Monica-Malibu school while enrolled at SMASH you will need to go through the district's intradistrict permit process.

**12. School Schedule:**

Kindergarten: 8:30am - 1:30pm (Monday-Friday)

1st - 8th grades: 8:30am - 3:00pm (Monday-Thursday)

All students will be dismissed at 1:30pm every Friday and all minimum days.

<p><b>10 MINIMUM DAYS – 1:30 Dismissal all grades</b>  Nov 7, 8, 9, 10 - conferences  Nov 23  Mar 6, 7, 8, 9 - conferences  Jun 8 – 8<sup>th</sup> grade graduation</p> <p><u>We do not have minimum day on:</u>  Mon, August 22  Tues, August 30  Tues, September 6  Thurs, May 26</p> <p>Fri, Nov 4 is a regular school day for SMASH</p>	<p><b>HOLIDAYS &amp; PUPIL FREE DAYS</b></p> <p>Sept 5 – Labor Day  Oct 3– Local holiday  Oct 12 – Local holiday  Nov 11 – Veterans Day  Nov 24– Thanksgiving  Nov 25 - Admissions Day observed  Dec 26 - Jan 6 – Winter break  Jan 9 – Pupil Free  Jan 16 – MLK, jr. Birthday observed  Feb 20 – President’s Day  April 3 - 14 – Spring break  May 29 – Memorial Day</p>
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**13. SMASH Spirit Wear** available online at [www.zazzle.com/smashptsa](http://www.zazzle.com/smashptsa)

**14. Health Information:** Here are some of the health policies we adhere to in order to take care of your child: We are not allowed to dispense ANY medications without doctor’s authorization. This includes over-the-counter medications, prescription medications, herbs, lotions and drops, prescribed by your doctor or alternative practitioner. Please do not send medications in your child’s backpack, including inhalers unless this has been approved by the doctor and you have informed the school nurse. Middle school students are allowed acetaminophen and/or ibuprofen if they have if they have a signed permission form on file with our nurse.

Students are sent home with a temperature of 101 degrees or greater. They are sent home if they are throwing up. We will call or send a note home if your child has been in to see the nurse and there is reason for concern.

Please let us know if your child has lice. Most children will have lice at one time or another. We will check your child before they return to class. If there are 2 cases of lice in one Core, a note will go home to all parents so they can check their child.

If your child has injured themselves (at home or at school) and you take them to the doctor, please remember to get a note from the doctor stating that the child was seen, and any restrictions they have at school (for example PE). If there are no restrictions, we need a note stating that as well.

Please let us know if you have any concerns about your child or if your child has any health issues that we should be aware of so that we can make sure they do not interfere with your child’s education.

**15. Emergency Disaster Procedure:** At SMASH, we have a detailed plan to keep all of our students safe in case of emergency.

We have monthly fire drills as well as lock down drill and full scale Earthquake drill called The Great Shakeout. Should we have a major earthquake or other disaster during school hours, your student(s) will be cared for at school. We have an Emergency Bin on the field at SMASH filled with emergency medical supplies, food, water, shelter, clothing, and the emergency card on each student. Your cooperation is necessary in an emergency and you can help by following these procedures:

DO NOT telephone the school. Telephone lines may be damaged or needed. As soon as possible, we will send an email blast and/or phone dialer message with updates.

Tune your radio to an emergency station. **KFWB 980 AM, KNX 1070 AM, KCRW 89.9 FM, or KSRF 103.1 FM.**

After an emergency, students will be escorted to the Emergency Assembly Area located on the school field with all staff and assistants.

Parents or other adults coming to pick up students should report to the “REUNION GATE” on 5th Street (closest to the outside field restrooms). All other gates will be locked to avoid confusion and maintain safety.

Only an adult listed on the School District Emergency Card will be allowed to have students released to them. Please be sure to consider the following when you authorize someone to pick up your child: They are 18 years or older, usually home during the day, they could walk to school if necessary, they are known to your child and they are willing to assume the responsibility.

Please keep the emergency cards up to date and list an out of state phone number for the school to contact if the local lines are down.

Please remain calm for your child and other children. It is important that you follow the emergency procedures, especially remaining at the reunion gate until your child is brought to you and signed out with your name and destination. Thanks for helping us keep your children safe.