

Lietz School
Parent Handbook
2009-2010



Chris Izor, Principal

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Welcome Letter

Lietz School 2009-2010

Dear Families,

Members of the Lietz School Community, including staff, students and families, are proud of our school and the opportunities we offer our children. Working together is the key to success, and communication helps make that happen. For that reason we developed this booklet of information. Please read it carefully and keep it handy for reference throughout the school year.

Our Parent Handbook gives you useful information about telephone numbers, classroom locations, and educational opportunities. We have tried to answer the most often asked questions and provide you with helpful procedures. The information is divided into six categories:

- Academic Program
- Academic Support Services/Programs
- Attendance
- Discipline
- Safety
- Parent Involvement and Support

In addition to the Parent Handbook, communication is provided weekly through the Thursday Envelope. Look for our school newsletter, Home & School Club information and flyers about community events and after school programs. You may also want to check our website at anytime for current information <http://lietz.unionsd.org>

We look forward to working with you and counting you as members of our school community. If you have additional questions or comments please call the school office at 264-8314.

Sincerely,

Chris Izor
Principal

Lietz Calendar of Events

Please note that dates are subject to change. Verify the events by checking the newsletter or website at www.golietz.org.

Monday, August 24-School Begins

Wednesday, August 26- Back to School Night (Kindergarten Only) 6-7:00PM

Tuesday, September 2-Back to School Night (Grades 1-5) 6:30-7:30 PM

Friday, September 4- Staff Development Day (No School)

Monday, September 7- Labor Day (No School)

Wednesday, September 9-7:00 Home & School Club Meeting

Friday September 18- Back to School Picnic

Monday, September 21-3:00 School Site Council

Friday, September 25- Fall Picture Day

Monday, October 5-1:00 PM Recognition Assembly

Monday, October 5-9- Scholastic Book Fair

Wednesday, October 7-Family Reading Night

Wednesday, October 14-7:00 Home & School Club Meeting

Monday, October 19-3:00 School Site Council

Wednesday October 28- English Learners Advisory Committee 5:00

Friday October 30- Staff Development Day (No School)

Monday, November 2-1:00 Recognition Assembly

November 3-10-**Parent Teacher Conferences-1:15 Dismissal**

Wednesday, November 4-7:00 Home & School Club Meeting

Wednesday, November 11-Holiday (No School)

Friday, November 13- Harvest Dinner/Bingo Night

Monday, November 16- 3:00 School Site Council

Thursday, November 19-First Trimester Ends

November 25-27-Thanksgiving Holiday

Friday, December 4 – After School Movie

Monday, December 7-1:00 Recognition Assembly

Monday- December 14- 3:00 School Site Council

December 21-January 1-Winter Break

Monday, January 4-1:00 Recognition Assembly

Wednesday, January 13-7:00 Home & School Club

Monday, January 18-Holiday MLK

January 19-22- Science Camp

Monday, January 25-3:00 School Site Council

Wednesday, January 27- English Learners Advisory Committee

Monday, February 1-1:00 Recognition Assembly

Wednesday, February 10-7:00 Home & School Club Meeting

February 15-19-Presidents' Week-No School

Monday, February 22-3:00 School Site Council

Monday, March 2-1:00 Recognition Assembly

Friday, March 5- Grandparents Day

Wednesday, March 10-7:00 Home & School Club Meeting
Thursday, March 11-Second Trimester Ends
Monday, March 15-3:00 School Site Council
March 16-22-Parent Teacher Conferences-1:15 Dismissal
Tuesday, March 30-Spring Picture Day

Monday, April 5-1:00 Recognition Assembly
Friday, April 9- After School Movie
April 12-16-Spring Break
Monday, April 19-3:00 School Site Council
Wednesday, April 28- English Learners Advisory Committee

May 3- 1:00 Recognition Assembly
May 3-15 STAR Testing Grades 2-5
Wednesday May 12-7:00 Home & School Club Meeting
Saturday May 22 Walk a thon/Art Show/BBQ
Tuesday, May 19-3:00 School Site Council
Wednesday, May 26-Open House

Monday, June 7-1:00 Recognition Assembly
Wednesday, June 2-Volunteer Reception
Friday, June 11-Last Day of School

Staff list with phone extensions

Rm. #	Teacher	Phone
K-1	Stacy Smith (T) Theresa Riley (A)	18
K-2	Michelle Douglas	19
1	Danielle Metz	20
2	Anna Chitwood	21
3	Rebecca Peery	22
4	Christy Frost	23
5	Caroline Cowling Terry Bradfield (A)	24
Staff	Staff Room	25
Workroom	Workroom	15
7	Bonnie Miller	26
8	Jason Warehouse	27
9	Susan Guild	28
10	William Bendaw	29
11	Lori Schultz	30
12	Intervention	31
13	Becky Jones	32
14	Misha Heacock	33
15	Leslie Long	34
16	Jacqueline Caunt (T) Diana Jones (A 6hr) Michelle Churchill (A 3hr)	35
17	Karen Hulme (T) Karen Eshelman (A) Francis Francisco (A)	48
18	Mary Caddell	49
19	AnneMarie Paiga (T) Kathy Squires (A) Louise Corralez (A) Maria Volz (A)	42
20	Lourdes McIntosh	43
21	Matthew Cunningham	44
22	Kathryn Gray	47
23	Kristen Wilson	46
24	Nancy Wheeler	45
Conf. Rm.	(AVCS) T, Th, AM only	54
Speech	(T and F) Renee McIntyre (M and TH)	51
Psych.	Elaine Omanoff	57
Library	Patti Shore	56
Library Workroom		58
Secretary	Diane Nunes	10
Principal	Chris Izor	11
Health	Jenny Torres	12
Cafeteria	<i>Anna Coursey</i>	39

Daily Schedule

Lietz School
2009-2010

Kindergarten
8:15-1:35
Lunch: 11:30-12:15

Grades 1-5

Monday, Tuesday, Thursday and Friday

Primary (1st and 2nd gr.)		Intermediate (3rd – 5th gr.)	
Instruction	8:15-10:00	Instruction	8:15-10:00
Recess	10:20-10:40	Recess	10:20-10:40
Instruction	10:20-11:55	Instruction	10:20-12:05
Lunch	11:55-12:45	Lunch	12:05-12:45
Instruction	12:45-2:40	Instruction	12:45-2:40

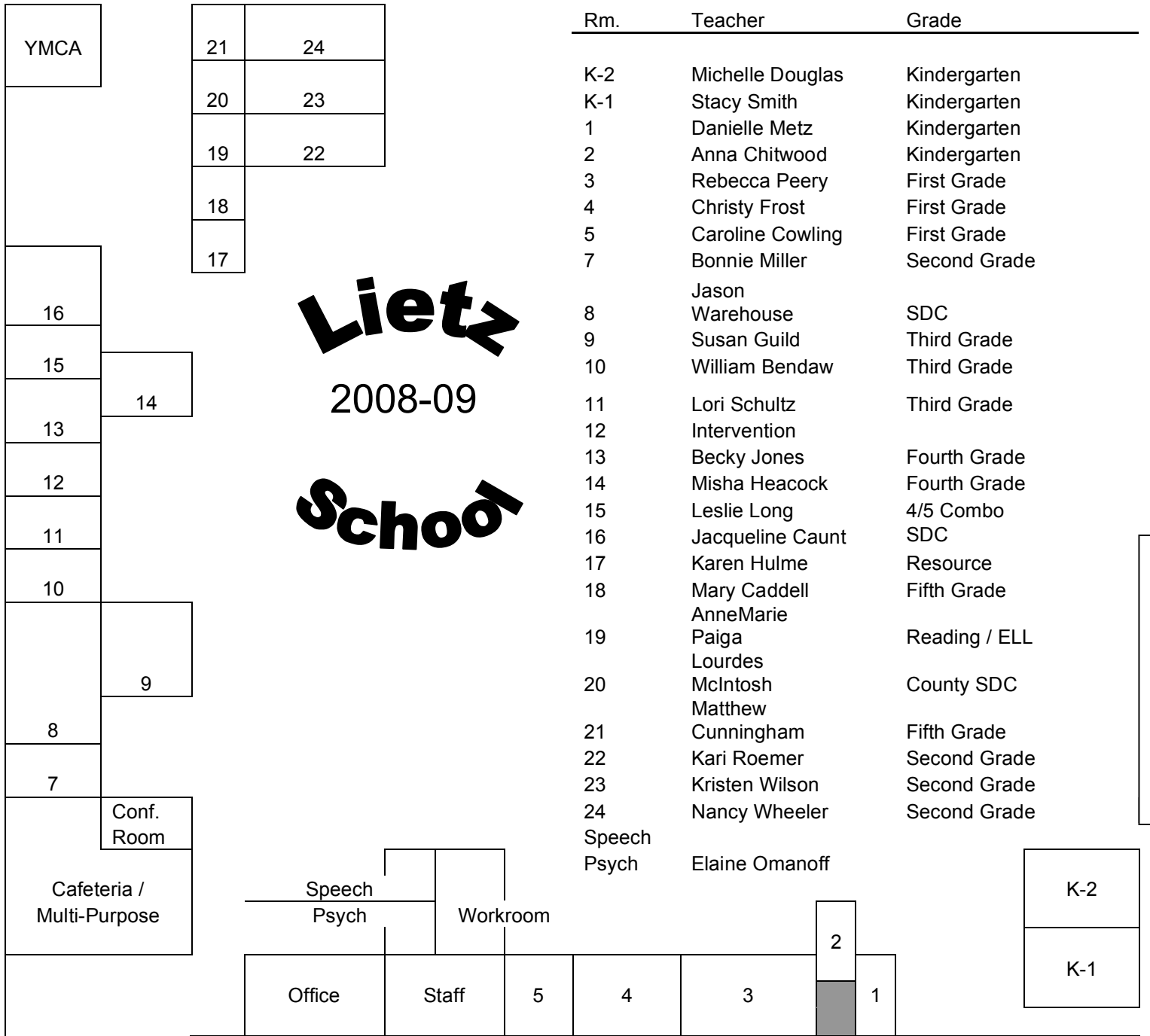
Wednesday

Primary (1st and 2nd gr.)		Intermediate (3rd – 5th gr.)	
Instruction	8:15-10:00	Instruction	8:15-10:00
Recess	10:20-10:40	Recess	10:20-10:40
Instruction	10:20-11:55	Instruction	10:20-12:05
Lunch	11:55-12:45	Lunch	12:05-12:45
Instruction	12:45-1:15	Instruction	12:45-1:15

Day Cares that service Lietz School

YMCA	448-5200	On Site
Carter Ave. Daycare	265-3580	Carter Ave.
Kids Korner	267-3706	Kooser Rd.

Lietz School Map



Academic Program

The fundamental goal of Lietz School is to provide a high quality education to each and every student. This means that we strive to develop the academic, social and physical skills of each student to their full potential.

The education of each student is a shared responsibility. We recognize that parents are the first and primary educators of their children. School staff, working in partnership with parents and community, strive to provide rich learning experiences that meet the needs of each child every day. Students, themselves, maximize their potential for learning through a positive, respectful attitude and a commitment to hard work. The shared responsibilities of school staff, students and parents are found in the Compact for Student Success:

Compact for Student Success

School Staff Will:

- ✓ Provide rigorous curriculum for all students through basic, auxiliary, and supplemental services.
- ✓ Teach all the necessary concepts to your child before regular homework is assigned.
- ✓ Meet with parents to discuss curriculum and take suggestions.
- ✓ Regularly communicate with parents on students' progress through conference, phone calls, achievement/performance test results.
- ✓ Provide opportunities for parents to learn how to help students: conferences, family academic nights, newsletters, articles, assemblies and parent education evenings.

Students Will:

- ✓ Come to school ready to learn.
- ✓ Return completed homework on time.
- ✓ Arrive at school on time, every day.
- ✓ Work cooperatively with others.
- ✓ Be responsible for their own behavior.
- ✓ Demonstrate respect.

Parents Will:

- ✓ Spend at least 15 minutes per day reading to/or with their child.
- ✓ Ensure that their child gets an adequate night's sleep.
- ✓ Encourage their child to complete his/her homework.
- ✓ Ensure that their child arrives at school on time, every day.
- ✓ Send their child to school ready to learn.

Attend Back to School Night, Parent Conferences, Open House and Parent Education Evenings.

Academic Support Services/Programs

Homework

Homework is an extension of learning that occurs in the classroom. It is meant to reinforce skills already learned in class and/or extend learning beyond the classroom. Homework is expected from all students. It is the *student's responsibility* to complete and turn in homework assignments on time. Of course, most students need the support of adults at home. Parents can help students with homework by:

- Limiting or eliminating TV and video games on school nights
- Providing a quiet place and time for students to do homework
- Organizing the materials students need to do their assignments
- Reviewing the completed homework and signing assignment logs if required

Approximate time to be spent on homework:

Grades 1-3: 30-45 minutes daily, Monday – Thursday

Grade 4-5: 45-60 minutes daily, Monday – Thursday

- There may be occasional weekend assignments.
- Special projects or reading assignments may exceed the general time expectations.
- Students may be expected to complete work they did not finish in class, in addition to the regular homework assignment.
- All students should read (or be read to) daily, including weekends.

Any questions or concerns about homework should be directed to the teacher. Homework is not intended to disrupt family time or place extra stress on children or parents. If this occurs, the teacher needs to be consulted immediately.

Homework Center

Lietz provides an after-school homework center to assist students in completing their homework before leaving school. The Homework Center is staffed with adults, paid and volunteer, as well as with high school and/or college volunteers. The Homework Center is funded through a grant from the City of San Jose and Union School District.

Specific students will be selected to attend the Homework Center on Monday, Tuesday and Thursday from 2:45 – 3:45 P.M. and Wednesday from 1:30 – 2:45 P.M. They are expected to work on assignments. Adults will provide assistance and computers are available for student use.

Parents are required to submit a permission slip in order for their children to attend the Homework Center. Students must sign in and out each day.

The Homework Center is not a drop-in program. Students will be selected by their teachers based on need for support and intervention. Daycare arrangements after Homework Center hours are the responsibility of the parents.

Report Cards/Progress Reports

Report cards are issued three times a year, at the end of each trimester. Parents are encouraged to contact the teacher anytime if there is a concern with the student's progress.

Parent – Teacher Conferences

During the school year, two formal parent-teacher conferences are scheduled for each student. Fall conferences will be held from November 3rd through 10th; Spring conferences are scheduled from March 16-22nd. It is vital that teachers prepare for these conferences and parents make necessary arrangements to attend. Additional conferences are welcomed and recommended whenever there is a concern of the parents, teachers or both. These may be scheduled by phone or letter and must occur outside of the regular school day.

Library

Lietz School maintains an adequately stocked library. Parents are asked to assist the school by encouraging the return of library books on time and in good condition. Parents are expected to pay for any lost or damaged books checked out by their child. Parent volunteers are always needed in the library. Please contact the school office if you are able to assist.

Technology

Technology at Lietz is integrated into the curriculum throughout the day. Lietz follows the District and school technology plan that includes performance expectations at every grade level. Some of these include keyboarding, word processing and multimedia presentation. Lietz School is networked and Internet access is available in every classroom. Macintosh computers are accessible to students in all classrooms. Before any students may access the Internet at school, the student, parent and teacher must sign the District Telecommunications Policy. Student use of the Internet is carefully monitored. In grades K-2, use of the Internet will generally be teacher-directed. Teachers continue to update their training in technology so that our students will be current with all that technology has to offer as a learning tool.

Visual and Performing Arts

Students have an opportunity to learn and appreciate the arts both in class and outside of the regular classroom program.

Art vistas is an integrated, hands-on art curriculum provided by volunteer parent docents and sponsored by the Home & School Club. The Art Vista program culminates in a beautiful art show featuring the students' year-long projects and exhibits. This is held in Spring and widely attended by parents and community members.

All students are invited to join the Lietz School choir for singing instruction and practice. The choir performs at our school and other community functions. They practice in the morning, before school begins.

Standardized Testing

All students in the state of California in grades 2-5 are expected to take a standardized test. This test measures students' abilities in the areas of reading, math, and language arts and science (at 5th grade only). The results of this test also serve as a diagnostic tool, which aids in improving instruction. Students are encouraged to do their best. Attendance is critical throughout the week of testing because it is very difficult to provide the time and recreate the testing environment for make-up testing. Parents are urged not to schedule appointments of any kind during this week and to ensure that their students are in attendance and on time daily. **The testing window for the 2000-2010 school year is May 3rd-14th.**

Student Support Services

Lietz staff is committed to the belief that every child can learn. Not all children learn in the same way at the same time, however. There are numerous support services and programs in place at Lietz to ensure that all students reach grade level standards.

Title I Reading teachers and support staff provides a structured support program for grades K-5.

ELL English Language Learners receive extra support and instruction in English language acquisition. The extent of support depends on the student's current language level.

Special Education

A school psychologist is assigned to Lietz School 2 days each week. The psychologist assesses and diagnoses students with exceptional needs who are referred by the Student Study Team. In order for a student to be seen by the psychologist on a regular basis, the school must have a signed permission slip from the parent.

Resource Specialist Program

This program is designed for students with at least average ability who, for some reason, are not working to capacity in the classroom. Students are identified for the resource program based on academic and psycho-educational testing. Students must also demonstrate a learning disability. The goal of the program is to work with a child on his/her specific, individual needs and assist the child in developing the necessary tools for success in the regular classroom.

Special Day Class (SDC)

Special Education students who have challenging academic needs may be placed in a classroom designed to meet their specific needs. Lietz School has a SDC program for students in grades K-2 and a program for students in grades 3-5. In addition one county SDC class will be on site this year.

Student Study Team

The Student Study Team is part of the regular education program. It is comprised of teachers, the school principal, a student (if appropriate) and his/her parents. Support and special education staff may also be involved. The Student Study Team meets regularly and discusses concerns about progress and success of a student in the classroom. The team will recommend appropriate interventions and continue to monitor the student. Parents are included in the Student Study Team process, and will be invited to attend the SST meeting about their child.

Health Services

Lietz is staffed with a Community/Health Clerk for 3 hours a day. Students are expected to come into the health office when they are sick and/or to receive first aid. **It is crucial that parents keep emergency contact information current at school.** If a child becomes ill or gets injured during the school day, parents will be contacted. Immunizations must be kept up to date or students will not be allowed to attend school. Parents must notify the school when their child has contracted a communicable disease. Union School District and Lietz School maintain a 24 hour fever free policy. Your child must be fever free for 24 hours before returning to school. We also have a “no nit’ policy with regard to lice. Students will be sent home and not allowed to return to class until they are absolutely nit-free. Our concern is for the health, safety and well being of all students.

Attendance

Regular attendance is not only essential to a student's success in school it is required by law. It is the parent's responsibility to ensure that the child is in attendance and on time daily. The only valid reasons for absence from school, according to the State of California, are student illness, religious holiday and death within the family. Any absence for reasons other than these is considered truancy. The school year calendar is included in the handbook so that families can plan their vacations on non-school days. Absences due to extended weekends and vacations are considered unexcused.

Extended Absence

If you are planning on an extended absence of 5 days or more, your child can be credited with attendance through an "Independent Study Contract." This contract constitutes an agreement between the parent and the teacher that the student will complete the class work that has been missed during his/her absence. Please stop by the office or contact your child's teacher to sign an Independent Study contract a few days before the planned absence.

Truancy – Generally, when people hear the word "truancy" they think of students "cutting school." Truancy, in fact, means, "unexcused absence." Even though parents call in their student's absences, parents will receive a truancy letter and be asked to meet with the principal to discuss ways in which the school can support the child's regular attendance. If unexcused absences continue, the parents may be referred to the School Attendance Review Board (SARB).

SARB – The School Attendance Review Board is a panel of school and district personnel, as well as representatives from the county probation and police departments. This Board meets with the parents of habitually truant students in an effort to correct the problem. Often, the problems are resolved. However continued attendance problems may result in referral to the Santa Clara County District Attorney's Office.

Absences

Should it be necessary for your child to be absent, the parent or guardian must phone the school attendance line or send a note explaining the reason for the absence. State law requires that schools maintain files of explanations for all absences with documentation of either a phone call or a written note.

Please do not send children to school with a fever or other communicable disease. Children should be fever free for at least 24 hours before returning to school.

Tardiness

Tardiness to class is harmful to the individual student, and unfair and disruptive to the rest of the class. Instructional time is lost when students arrive late. Students are marked "tardy" if they arrive at school after 8:15 A.M. Students who arrive after 8:15 A.M. must report to the office to receive a pass before proceeding to class. A "tardy" of 30 minutes or more is considered a "truancy." If a student develops a pattern of tardiness, immediate steps will be taken to correct the problem.

Student Release

If a student needs to leave school before dismissal for any reason, the parent/guardian must sign the child out in the office. If the student returns to school later the same day, the parent/guardian must sign him/her back in to school.

Students will only be released to persons whom the parents have authorized on the permanent record/emergency cards in the office. This is for the protection of your child.

It is the parent's responsibility to see that children are picked up from school at dismissal time. Children may not remain at school after dismissal unless they are in a supervised program or daycare.

Withdrawal

If you are moving and need to withdraw your child from school, please notify the office in advance so that a transfer slip may be sent home with your child.

Discipline

Students are expected to:

- Show respect for themselves, other students, adults, personal and school property
- Keep their hands, feet and objects to themselves
- Obey all classroom rules
- Use only appropriate language
- Arrive to class on time before school and after recess
- Follow the dress code

Playground Rules:

- Stay away from the fences bordering the school
- Do not leave the school ground without permission
- Never hit, kick, push or spit on a person
- Never tackle or play fight
- Keep games open to everyone
- Throw trash in the trash cans
- Eat only in designated areas
- Line up immediately when the bell rings
- Do not chew or bring gum to school
- Leave all toys and personal play items at home
- Never throw rocks, sand or tan bark

Serious Offenses

The following are considered serious offenses and will not be tolerated at Lietz School:

- Defiance
- Disrupting instruction
- Fighting; including play fighting
- Vandalism
- Vulgarities; obscenities
- Stealing
- Sexual Harassment
- Threats
- Weapons, including look-a-likes

Vandalism

It is against the law to cut, deface, or injure any real or personal property belonging to the school district, teachers, or students, or engage in malicious mischief (false alarms, firecrackers, setting fires in trash cans, etc.) E.C.305, 1060 Calif. Admin. Code, Title 5: Administrative Guide 1123, Civil Code 1714.1, 1714.3, P.C. 594, 4510; Fire Code 15-17, Health and Safety Code L2752.

Theft and Forgery

Theft is a felony when the value of what is taken exceeds \$200; otherwise, it is a misdemeanor. One who finds lost property and makes no attempt to determine its true owner, and who keeps such property, is guilty of theft. Falsifying a note or excuse, or signing the name of another individual constitutes forgery. P.C. 484, 487.

Sexual Harassment

Board Policy 5745.7 prohibits sexual harassment. Any person who engages in sexual harassment of anyone in our district is subject to disciplinary action. For students this could result in expulsion. If you are aware of any sexual harassment please inform your child's teacher or principal.

Fighting

Fighting, provoking a fight, or intimidating other students on campus is prohibited. E.C. 10852 and 10602; C.C. 1714.1; P.C. 1161.5. (these sections are interpreted to include rock throwing.)

Weapons and Dangerous Objects

No guns or gun replicas, knives, explosives (including caps), laser pens or matches will be brought to school.

Consequences

These rules are enforced in order to keep everyone safe on the playground. When students violate a behavior expectation or playground rule, consequences will follow. The nature of the consequences will depend on the severity and frequency of the act. Consequences are usually progressive, ranging from a conference with the student, an apology, a loss of privilege, school service, time after school, parent conference and may result in development of a behavior contract.

When students commit a serious offense such as those described above, parents will be contacted immediately. The consequences will be serious, up to and including suspension from school and possible recommendation for expulsion.

Reward and Positive Recognition

Most students always obey the rules and do their best at school. Students are recognized in the monthly Recognition assemblies, outdoor lunch privileges, in-class treats, spirit days, phone calls home, certificates and other special rewards.

Conflict Resolution

We encourage all students to use this technique to help solve minor conflicts. **STOP, TALK and LISTEN, BRAINSTORM OPTIONS, and CHOOSE A SOLUTION.**

Dress Code

The purpose of a dress code is:

- 1) to help students set a standard for their personal appearance
- 2) eliminate unnecessary distractions from the academic program
- 3) minimize safety risks.

Although fashion changes rapidly, certain guidelines are set which are in the best interest of all students in the school:

- Any clothing with inappropriate pictures or words which makes reference to alcohol, tobacco, drugs, sex, gangs or obscene language or in any way degrades or offends any particular gender, race or religion is forbidden.
- Clothing which is see-through or exposes the stomach, chest or back is not allowed.
- Extremely short shorts or skirts are not appropriate.
- Shoes that are safe and appropriate for running, jumping and kicking a ball should be worn. Examples of unsafe shoes for school are high heels, flip-flops, open-toe sandals, clogs and platform types.
- Hair styles that are distracting to the learning environment are not allowed. Examples are.. extreme colored hair(blue, green, bright red etc), tall mohawks, or items or designs shaved into hair.

Hats may be worn at lunch, recess or PE for sun protection. Hats are not to be worn inside the classrooms or school buildings.

Safety

Lietz School is a safe environment for students and staff. In our effort to maintain the highest degree of campus safety, we ask for your help and support in these safety matters:

- Students are not to arrive any earlier than 15 minutes before the start of school when there is adequate supervision on the yard. Children must leave campus within 15 minutes of dismissal unless they are involved in a supervised after school activity or authorized day care. Students must not be on campus unsupervised.
- All visitors must check in at the office and receive a visitor's identification badge. Staff will question any adult on campus who has not followed this procedure.
- Ensure that your child wears a helmet when biking to school, in accordance with the law.
- Do not exit your vehicle when stopped alongside the red fire lane curb in the school parking lot- not even for "a minute."
- Instruct your children to cross streets only in crosswalks and always follow the instructions of the crossing guards.

Keep current all emergency card information. Please update the office on any changes that occur during the year.

Student Insurance

Parents have the opportunity to purchase low cost accident insurance covering school children. These insurance forms are sent home within the first days of school. If you would like to purchase this coverage, complete the application, enclose a check for the appropriate amount and mail the envelope.

Disaster / Emergency Preparedness

In the case of a real emergency, students and staff will respond according to how they have been trained and practice. For that reason, regular drills for fire, earthquake and intruder drills are held. Students will learn under controlled conditions how to react quickly and safely.

School Safety Plan

A comprehensive safe school plan has been developed and is reviewed annually. A copy of this plan is available for reference in the school office.

Drop off items in the office

If you need to bring something to your child after school has started, please bring it to the office, your child can pick it up there. Parents are asked not to take items (like lunches) to the class. They need to drop the item off at the office.

Student Phone Calls

Students may only use a school phone for emergencies or with their teacher's permission. When your child leaves home for school, it is important that you let them know your daily plan. Sometimes there may be a change in plans, and you may call the school to leave a message, but the school cannot take responsibility if the message is misunderstood by your child or not delivered. **Classes are not interrupted until the last 3-4 minutes of the day.** Sometimes the secretary may be taken away from her desk for other duties and may not be able to deliver your message.

Cell Phones

We understand that parents sometimes want students to have a cell phone for safety or health reasons. The Union School District Board of Education updated the policy in June to allow elementary students to possess cell phones at school. However, they may only be used before and after school with usage prohibited on campus during school hours. It is the student's responsibility to ensure that cell phones are turned off and out of sight during school hours. Students will be personally and solely responsible for the security of their cell phones. The Union School District will not assume responsibility for theft, loss, or damage of a cell phone.

Healthy Snacks

In keeping with the Federal Child Nutrition Act and California recommendations for healthy habits, we encourage you to consider the nutritional value of snacks sent to school for our students. The growing problem of overweight and obese children directly attributable to poor diets and physical inactivity is of great concern in the United States. We want to encourage students to make wise choices for snacks (fruit, water, healthy crackers) so that they develop good habits early in life

Parent Involvement and Support

Lietz School would not be the special school that it is without the involvement and support of our parents. Parents are welcome to visit the school and the classrooms. Upon your arrival at school, it is imperative that you first stop in at the office and sign in. You will be given an identification sticker or badge so that all students and staff know that you belong at school. Adults who do not display the identification will be questioned and detained by school staff. This is for the safety of each and every one of our children. When you finish your visit at Lietz, please stop in the office once again to sign out and return the badge.

Never go directly to the classrooms before checking in at the office.

Thank you for helping keep our campus a safe place for students and staff.

There are many opportunities for parents to be involved in their children's education. Please consider the list below and join the Lietz team of volunteers:

Office/Health Room Assistant	Library Assistant
Classroom Aide	Noon Duty Supervision
Art Vista Docent	Scrip Sales
Home and School Club Support	Reader Board Messages
Clerical Aide to Teachers	Field Trip Chaperone
School Site Council	School Safety Committee
Homework Center	Tutoring
Computer Support	Reading to Students
Make Classroom Learning Games	Fundraising
Weekly Envelope Preparation	Garden

All Parents are expected to attend Back to School Night, Open House, Parent-Teacher Conferences and Parent Education Nights.

We encourage parents and community members to continue to give their time and talent to help maintain the quality educational programs at Lietz School. We deeply appreciate the dedication and contributions of our volunteers.

Preschool Siblings on Campus

Our school and all schools in Union School District greatly value parent volunteers. It is important to adhere to school safety and instructional guidelines if your little one is with you at school. To ensure that your infant, toddler, or preschooler is safe at all times while on campus and that instruction is not interrupted for students, please follow these guidelines:

- Get preapproval from the classroom teacher for your little one to be with you in the classroom.
- The office and workroom areas are for adults only.
- Remember that the playground and playground equipment are for school-aged children only during the instructional day.
- Little ones should not be on the playground during recess.
- Field trip supervision requires the adult chaperone's undivided attention. Younger siblings are not permitted to accompany an adult chaperone volunteer on field trips.

What is the Home and School Club?

The Lietz Home and School Club is made up of parent volunteers, teachers and staff. The purpose of the Home and School Club is to provide support for the school community and to provide funds for these school enhancements; school assemblies, art vistas, create with clay, field trips, science camp grants, teacher grants and school activities that build community strength and spirit.

Where and when?

The Home and School Club meets monthly through out the school year on the second Wednesday of most months. The meetings take place in the staff lounge starting at 7:00pm. Everyone is welcome to attend the meetings; it's a good place to get information about school activities and to find out how you can get involved. We also provide free babysitting during the meetings.

You make the difference!

Lietz is a great school that is made better by involvement from parents, teachers and staff. The Home and School Club would like to invite and encourage all parents from Lietz to get involved and volunteer in some capacity. Any spare time you have will make a difference. Our goal is to fit people with what they enjoy!

Be heard!

We welcome and rely on input from our school community. Each board member and most committee chairs have an envelope in the Home and School Club mailbox located in the school office. You can reach us by voicemail at **264-8314 ext. #52**.

History of Lietz



Idella Lietz Elementary School is located in southwest San Jose. There are approximately 490 students who attend this kindergarten through fifth grade school. Lietz is proud to have been honored as a California Distinguished School in 1987.

The school was named after Idella Lietz (December 18, 1914 - August 13, 1958) who as a single parent raised three children: Florence, Ted (Butch) and Johnny. In the summer of 1958, Mrs. Lietz and her youngest son Johnny went to the World's Fair in Brussels. They traveled from Brussels to England to visit her oldest son Ted. On the way home from England, the plane went down in the Atlantic Ocean. Mrs. Lietz and her son Johnny perished at sea.

Mrs. Lietz began her teaching career with Union School District on September 1, 1952. During her six year employment, she taught first and second grade at Union Elementary School and also at Parker Elementary School.

Mrs. Lietz is remembered as a person who was caring, always giving to others and having an "open ear and heart" to those in need. Those who knew her best fondly called her "Ike." She was well loved by her students, their parents, and her co-workers. For this reason, it was recommended to the Union School District that the new school to be opened in September of 1960 be named after Ike.

Idella Lietz Elementary School opened its doors in September of 1960 with seven classrooms, two kindergarten rooms, a music room, a multi-purpose room, a kitchen, and an administration office. Ike's love for children and their education continues as part of the mission of Idella Lietz Elementary School.