



New Parent Cheat Sheet

Office number (805) 596-4055

FAX number (805) 544-2449

Principal: John Calandro

Assistant Principal: Scott Schalde

Attendance Secretary: Julie Mattson (*Option 1*) **speaks Spanish**

(Late or ill students, independent study contracts for long-term absences, students leaving early)

Office Secretary: Suzanne Pericoli (*Option 0*)

(Late or ill students, students leaving early, general office operations, can answer most questions)

Office Manager: Teresa Smith (*ext 21002*)

(Appointments with Principal/Assistant Principal, day to day operations, can answer most questions)

Registrar: Marianne Morgan (*Option 3*)

(Proof of residency, student information, scheduling, new enrollments, transfers.)

Counselors: Buffy Anderson (A-H) and Mary Sanchez-Allwein (I-Z) (*Option 3*)

(Class scheduling assignments, personal issues, struggling students, student study teams, student concerns)

Leaving early: Send a note if your child needs to leave early for an appointment or other reasons. We'll get your child to the office on time. Parents still need to come into the office to sign them out. **DO NOT CALL OR TEXT YOUR CHILD DIRECTLY!** (It leaves the office staff out of the loop.)

Dropping things off: Do NOT just head to your student's locker, please check in at the office. Fill out a Student Message form and we'll get it to your student. No balloons, flowers, etc.

Parking lot: Please pull to the right! First two lanes are for drop-off, third lane is to move through the parking lot. **DO NOT** use the bus circle. Tell students to use crosswalks and go around the parking lot if they are dropped off outside of the school parking lot.

Pick-up: Lot fills early, waiting a few minutes isn't a bad thing (for kids).

Website: lams.slcsd.org

Teachers, homework, PowerSchool (logins for parents will be sent home soon), CALENDAR

If you have a concern with a teacher, please contact the teacher directly.

If you have a concern or question about your student or anything at school, feel free to call or email. We prefer to handle problems when they are small and are happy to help.

Be sure to read the Lancer Lines weekly newsletter. I email it every Friday.