

Laguna Middle School New Parent Cheat Sheet

Office number (805)596-4055

FAX number (805) 544-2449

Principal: John Calandro

Assistant Principal: Scott Schalde

Office Manager: Teresa Smith (ext 2002)

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

Attendance Secretary: Julie Mattson (ext 2994)

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

Attendance Clerk: Suzanne Pericoli (ext 2004)

(Late or ill students, students leaving early, general office operations)

Registrar: Marianne Morgan (ext 2014)

(Proof of residency, student information, scheduling, new enrollments, transfers. Lost and found also information regarding after school activities/sports)

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

(Class assignments, personal issues, struggling students, student study teams, student concerns, **Mrs. Sanchez-Allwein speaks Spanish**)

Leaving early: If your child needs to leave early for an appointment or other reasons, please send a note with your student to be delivered to the office before the school day begins. 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

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