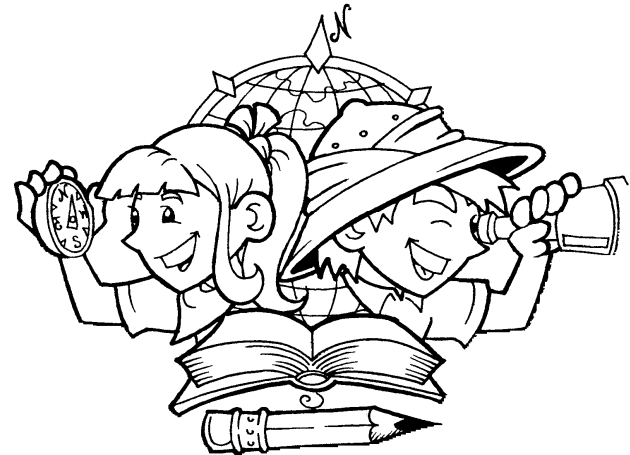


El Camino Creek Elementary



Parent and Student Handbook

7885 Paseo Aliso
Carlsbad, CA 92009
760-943-2051

We are explorers of our own destiny.
Learning math and science using our technology.
Also art and music and of course P.E
We are explorers of our community.
Working as a team is part of our philosophy.
We have great teachers helping us to do our best.
Through our explorations ---- learning's fun!

Encinitas Union School District
Mission Statement

Our mission is to assist our children to value learning and to be successful in school, society, and work by providing a challenging and nurturing learning experience. We work in partnership with family and community preparing children to be leaders in a diverse, ever-changing world.

El Camion Creek Elementary
Vision Statement

El Camino Creek School will be known as an exploratorium for learning, where students become innovative problem solvers who are respected for their community service.

Principal's Welcome

Welcome to El Camino Creek Elementary School. ECC has a long-standing reputation for excellence in the community. This reputation is founded on our primary emphasis which is the academic growth and social well-being of your child. Together we can make a difference and help prepare your child for his/her future. Parental support and active participation in your child's education is key to student success. The staff and I look forward to providing a positive and productive educational experience for each of our students. Our doors are always open to meet with you regarding your child's education.

Principal's Vision

To create a positive, professional learning community where students, parents, and staff have many opportunities to maximize their potential for growth.

Sincerely,



The School Day

The morning bell rings at 8:00 a.m. Students are expected to be in their seats and ready to begin class at 8:00 a.m. Children are not permitted on campus prior to 7:45 a.m. as supervision is not available until that time.

School Hours

Monday through Thursday 8:00 a.m. to 2:20 p.m.
Friday (early dismissal) 8:00 a.m. to 12:45 p.m.

The detailed Bell Schedule is posted on the ECC website. Here is the basic schedule for primary and intermediate grades

Monday through Thursday

Intermediate Recess (4/5/6)	9:45 a.m.
Primary Recess (1/2/3)	10:05 a.m.
Kindergarten Recess range from	9:30 a.m. to 10:20 a.m.
Consult your individual teacher	
5/6 Lunch Period/Recess	11:30 a.m. to 12:10 p.m.
3/4 and Kinder Lunch Period/Recess	12:00 a.m. to 12: 40 p.m.
1/2 Lunch Period/Recess	12:30 p.m. to 1:10 p.m.

Friday (Early Dismissal)

Intermediate Recess (4/5/6)	9:30 a.m.
Primary Recess (1/2/3)	9:50 a.m.
Kindergarten Recess range from	9:30 a.m. to 10:20 a.m.
Consult your individual teacher	
5/6 Lunch Period/Recess	10:50 a.m. to 11:30 a.m.
3/4 and Kinder Lunch Period/Recess	11:20 a.m. to 12: 00 p.m.
1/2 Lunch Period/Recess	11:50 p.m. to 12:30 p.m.

ECC Educational Partnership

All programs at ECC are designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

School Pledge

We understand the importance of the school experience to every student and our roles as educators and models. Therefore, we agree to carry out the following responsibilities:

- teach grade-level standards
- strive to address the individual needs of each student
- communicate with parent/guardian regarding student progress
- provide a safe, positive, and healthy learning environment for students
- correct and return appropriate work in a timely manner
- communicate homework and classroom expectations

Student Pledge

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to be responsible by:

- getting to class every day and on time
- returning completed homework and assignments on time
- talking to my parents about my school day
- being accountable for my own behavior
- being a cooperative learner
- asking for help when needed
- producing quality work

Parent Pledge

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities.

- encourage my child to complete his/her homework and assignments
- review all school communications
- attend parent conferences, Back-to-School Night, Open House, and other school events

- encourage my child to engage in daily reading activities
- provide a quiet place and time for my child to do homework
- make sure my child gets adequate sleep and has a healthy diet
- support the school homework, discipline, and attendance policies

EI CAMINO CREEK ELEMENTARY
2008-2009
RULES, PROCEDURES, AND GUIDELINES

The information in this handbook contains our school rules, procedures, and guidelines. Please read all of the sections with your child. We hope it will be a useful resource for you throughout the year. The listings are alphabetical for your convenience.

ATTENDANCE: Accurate attendance records are necessary for our school. Students who miss school time miss valuable classroom instruction. We understand that there may be times when students must be absent due to illness or appointments. We ask that, whenever possible, these appointments be made before or after school to maintain the integrity of the instructional program.

State attendance laws require regular school attendance and punctuality with both the school and the parents having a responsibility for enforcing these laws. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. The state law also requires that the school keep an accurate record of each student's attendance. A student should not be absent from school without the parent's knowledge and consent and it is assumed that students will be allowed to be absent from school only for health reasons or in the case of a family emergency. Verification of absence can be verbal or written (Education Code 46012)

Excused Absences include the following:

- A. Personal Illness
- B. Quarantine under the direction of a county or city health officer
- C. Medical, dental, optometric, or chiropractic appointments
- D. Attendance at funeral services for a member of the immediate family (one day in-state, three days out-of-state) "Immediate family" shall be defined as mother,

father, grandmother, grandfather, brother, sister, or any relative living in the student's immediate household.

- E. Upon advance written request and the approval of the principal
 - a. Observation of a holiday or ceremony of his/her religion
 - b. Attendance at religious retreats not to exceed four hours per semester

Verification of absences may be made in the following manner; telephone call, written note, or signed excuse from parents. The school has an obligation to determine the causes of habitual truancy including medical verification for excessive absences. When a student has had 7 absences in the school year for illness, a physician must verify any further absences. Because each absence of every child must be verified on a daily basis, please call our **office staff** at **943-2051** whenever your child is absent. You can leave a message at this number after normal office hours. Please speak clearly and slowly, leaving the following information: **your child's name, teacher's name, date of absence, and reason for absence.** This information should be communicated to the office by **8:30 am the day of your child's absence.** If your child is absent, arrangements for picking up homework can be made by notifying the school office. Requests for homework need to be submitted to the teacher by 8:30 a.m. on the day of the absence. The office staff can send a request to your child's teacher.

Unexcused Absences

These absences are those, which do not come under any of the definitions of excused absences not report to the office. Any unexcused absences or unauthorized absence from school may be considered truancy. (Education Code Section 48260) Students with more than three unexcused absences are considered a truant and may be referred to the School Attendance Review Board.

BACK-TO-SCHOOL NIGHT: Back-to-School Night is an opportunity for you to meet your child's teacher, receive information regarding classroom curriculum and instruction, view classroom materials, and review student standards and expectations. Should you desire to speak with the teacher regarding your child specifically, a conference may be scheduled for another time. Back-to-School Night is for parents only; children are welcome to attend Open House in the spring.

BICYCLES: Students in 3rd – 6th grades may ride their bikes to school. Bicycles are to be ridden to school for transportation only and not on school grounds. Students using bicycle transportation are required to walk them to and from Paseo Tulipero up/down the exit driveway. Bicycles are to be locked in the bike area during school hours. Because safety is of primary concern to all of us, rules of the road are to be followed by bike riders and helmets are required. Students who do not follow the rules of the road regarding traffic and bicycle safety will lose the privilege of riding a bike to school.

COMMUNICATION: We believe that parent-school communication is essential for a successful educational experience. Flyers and notices are available each Thursday with the Principal's Bulletin in our weekly E-Packet. This E-Packet is available each Thursday on the ECC website. With a school the size of ECC, it's important to save paper at every level. The PTA provides information regarding school activities, important dates, and programs. At least once a month ECC families will be the recipients of a community-wide message from the principal via telephone. All school Spirit Assemblies are held the last Friday of each month.

We encourage parents to contact the school with questions or concerns regarding their child's progress. The classroom teacher is the best initial contact. Parents are encouraged to email their child's teacher with their concerns. The teacher will either respond to your emails or call you directly.

CURRICULUM AND INSTRUCTION: All students receive a comprehensive balanced educational program that includes

instruction in the areas of language arts (reading, writing, listening, speaking), mathematics, science, social studies, physical education, and fine arts. Additionally, students have access to technology through regularly scheduled times in the computer lab each week, as well as classroom computers to support the instructional program. Many extracurricular activities exist on campus to support the academic program. Some occur at lunch times and others occur after school.

DAILY SCHEDULE: School hours are **8:00 am to 2:20 pm Monday through Thursday**. Every **Friday** students are **dismissed at 12:45 pm** so that teachers may plan and learn together. All students have a fifteen-minute recess in the morning and a forty-minute lunch break. Supervision on the playground in the morning begins at 7:45 am; no students are allowed on the playground before this time. Similarly, there is no supervision after school. For their safety, students are expected to be off campus soon after dismissal unless they are involved in an after-school daycare or are enrolled in an Enrichment Program.

DISASTER PREPAREDNESS: ECC has an emergency disaster plan that is reviewed and modified yearly. Monthly fire drills are held to get our students familiar with the process of exiting the building rapidly and reporting to designated areas for accounting purposes. Once a year we have an emergency drill that allows staff members to practice their roles on teams responsible for search and rescue, first aid, student release, and other tasks. Specific information will be sent home before this annual drill.

DISCIPLINE POLICY: ECC believes that in order for students to develop and maintain a positive self-image and behave in a productive manner, it is necessary to have a discipline policy which emphasizes the positive, recognizes and rewards responsible actions, and stresses student decision-making. We believe that good behavior will, in turn, lead to improved learning and academic success for all students. All parents and students received the El Camino Creek Discipline Plan in their 1st Day Packet. This document should have been reviewed and signed by both the student and parent. The

following Guiding Principles are designed to guide students toward positive choices in determining their own behavior.

Punctuality

Students will:

- Arrive at school between 7:45 am and 8:00 am.
- Be ready to start class promptly at the beginning of the day, after recess, and after lunch. Please remember that the instructional day begins at 8:00 am.

Pride

Students will:

- Take care of and use all property and equipment appropriately.
- Be thoughtful and respectful of our school environment before, during, and after school.

Respect

Students will:

- Be respectful of each other, physically and verbally.
- Keep hands, feet, and objects to themselves.
- Ask before touching someone else's property.
- Follow adult directions the first time they are given.

Support

Students will:

- Be cooperative with each other and all staff members and other adults on campus.
- Follow classroom rules so students can learn and teachers can teach.

Students are actively encouraged to learn and develop responsibility for their own behavior. The **consequences** are a direct reflection of the choices made. Positive choices will result in the following positive consequences:

Classroom incentives/activities will be determined by the students and teachers in each class to acknowledge students' academic achievement and social successes. A student who chooses to disregard the **Guiding Principles** as outlined will receive the following consequences:

STEP I: Classroom behavior plan is implemented. Classroom consequences may include written explanation, discussion, time-out, phone call home; *Time Out slip* sent home to be signed by parent and returned to the teacher, and/or parent/teacher conference.

STEP II: Student meets with principal. Consequences with the principal may include discussion, student calls parent, principal calls parent, parent/teacher/principal meeting, parent takes student home for remainder of day, in-school suspension for a portion or all of the day, home suspension, and/or expulsion.

* STEP II will occur after habitual behavior problems or for a severe disruption such as defying authority or actions with intent to hurt someone.

The Encinitas Union School District has a clear discipline policy related to serious offenses to ensure a safe environment on all campuses. Students violating the following regulations will be suspended and could face expulsion: possession of any dangerous object of no reasonable use to the student at school (i.e. gun or knives), unlawful sale of a controlled substance (i.e. drugs, tobacco, or alcohol), causing serious injury to another person, robbery or extortion. Sexual harassment of any kind is not tolerated. Separate notices of these policies are sent home and require parent and student signature. Please be sure that you discuss this policy with your child and return the signed notice to school.

DISMISSAL/LEAVING EARLY: Students are expected to be picked up or begin their walk home promptly after dismissal time. Any student dismissed early from school must be signed out of the office by an adult listed by the parents on the Pupil Information Card before the student is allowed to leave. Please make arrangements for after school plans before your child comes to school. Please do not call the school office to have a message relayed to your child; we cannot guarantee that your child will get the message before the end of the day.

For the welfare and protection of your child, your cooperation in the following procedure will be sincerely appreciated:

- Children who need to leave school during the day for any reason should bring a note in advance to their teacher.
- When picking up a child, parents must come to the office in person and sign them out. You will need to allow time for us to locate your student.
- **Please do not sign out your child during the last 20 minutes of school. This is critical time for final instruction, homework, and reminders.**

DRESS AND GROOMING: We believe that appropriate clothing for school contributes to the child's total attitude. The appearance of the student is a direct reflection of pride in themselves and in their school. Student dress and appearance cannot be hazardous to the health and safety of anyone in the school, nor can it have a negative effect on or be disruptive to the learning process. Such apparel includes clothing that advertises or displays alcoholic beverages, tobacco products, drugs, inappropriate language or designs, etc.

Clothes worn to school and grooming appearance should be appropriate for school activities and not disruptive to the educational process or offensive to others. The following is a list of dress and grooming guidelines that apply to all regular school activities:

1. Shoes must be worn at all times. Appropriate footwear must be worn during physical education (PE) activities. Flip-flops, backless shoes or sandals are not appropriate for participation in PE activities. If these are to be worn to school, suitable athletic shoes need to be provided on the days that students will be participating in PE. Roller shoes or skates are not acceptable.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial,

ethnic, religious prejudice. English script type writing on hats or other articles of clothing are not allowed.

3. Hats, caps, sweatshirt hoods and other head coverings shall not be worn indoors.
4. Clothing shall be sufficient to conceal undergarments at all times. Clothing that is too revealing such as bathing suits, tube tops, tops with low cut underarms, tops with spaghetti straps, tops that are strapless, tops with one shoulder strap, tops that are see-through, low cut, or backless are not permitted. Tops that expose the midriff may not be worn, even under jackets. Pants and shorts must fit at the waist, not "sag" and pant cuffs should not scrape on the ground. "Short" shorts are not permitted. Belts need to be through all belt loops and the belt end tucked in a belt loop. Chains of any kind and spiked apparel are not permitted.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Makeup and tattoos are not permitted.

When a student chooses to ignore the dress and grooming policy, the student will be sent to the office to call home for proper attire or to clean him/herself. If a student continues to ignore the dress and grooming policy, he/she will be subject to disciplinary action.

EMERGENCY INFORMATION: There are emergency situations in which it becomes necessary for us to reach you by phone. It is critical that we have **accurate and current emergency information** on file for your child in the school office. California Education Code requires you maintain a home phone listing and two (2) additional local phone listings should we be unable to reach you. These additional listings should be people who would be able to come to school should the need arise. New Pupil Information Cards are sent home at the beginning of each school year in order for the information to be current. Please note that any changes throughout the year must be made by the parent/guardian, not the office staff. No child will be released to an adult who is not identified on the child's Pupil Information Card.

ENCINITAS UNION SCHOOL DISTRICT LEADERSHIP: The Encinitas Union School District Board of Trustees meet the first and third Tuesday of each month. Meetings begin at 7:00 P.M. and are held at the school district office on Rancho Santa Fe Road. These are public meetings and all members of the community are welcome to attend. **School Board members are citizens elected to serve four-year terms. The Board is legally charged with the governance and operation of the school district.**

EUSD Board of Trustees:

Mrs. Catherine Regan (President)
Mrs. Shannon Kuder
Mr. William Parker
Mrs. Carol Skiljan
Mrs. Marla Strich

EUSD Cabinet:

Dr. McLean King, Superintendent
Dr. Dan Grider, Assistant Superintendent/Administrative Services
Dr. Deborah Blow, Assistant Superintendent/Educational Services
Mrs. Irene Elliott, Director, Pupil Personnel Services
Mr. Abdollah Saadat, Assistant Superintendent/Business Services

EXTENDED DAY CARE: EUSD provides before and after school care for children of working parents. The program is available from 6:30 am to the start of school and from the end of school to 6:00 pm. Information regarding fees and other specifics of this program are available by calling Ron Quini at 760-944-4300 ext. 1144.

FIELD TRIPS: Field trips are scheduled in classrooms to support the instructional program. Students participating in these field trips must have a permission slip on file with the teacher. Parent drivers for classroom field trips are required to provide proof of adequate insurance coverage and safe vehicle verification. The classroom teacher or his/her designee will explain the requirements and collect this information prior to each field trip. The office staff does not have

information for individual field trips. You must obtain all field trip documents from your teacher or his/her designee.

GIFTED AND TALENTED EDUCATION: In the Encinitas Union School District, gifted students' needs are met through differentiating the classroom instruction and providing acceleration opportunities. Teachers accomplish this by creating independent study contracts, revising assignments and expectations, working with students in small groups, and by collaborating across grade levels. In addition, there are several extracurricular activities available to challenge our high achievers. Identifying students as Advancing Learners is a multiyear process that begins with looking at test results in third grade.

For more information, please see the GATE webpage at the EUSD website or go directly to:
http://www.eusd.net/for_parents/GATE%20Plan%2007.pdf

GUESTS ON CAMPUS: The school staff welcomes visits to the school from parents and interested citizens. However, all visitors must check in at the office and put on a badge before entering any classroom. This request is made to protect our students from unauthorized visitors and keep our campus safe for everyone.

HEALTH OFFICE: Students in need of medical assistance during the school day are referred to the school health office. Our Health Tech and School Services Secretary staff this area. Both of these employees are trained in CPR and first aid. In addition to this support, our two district nurses are always available for consultation regarding students' medical needs. Should a medical emergency arise which cannot be supported by the health aide, school services secretary, or district nurse, 911 will be called.

Please note that no medications, prescription or otherwise, can be administered at school without the written direction of a physician. This includes medications such as aspirin, Tylenol, cough syrup, cough drops and Neosporin. Should your child require the administration of a prescription medicine during the school day, you will need to provide a written statement from the physician and

complete a form, which you can request in the office. The medications will be housed in the school health office, and the student will be administered the medication by authorized school personnel which include the Health Tech or School Services Secretary.

No child is to carry his/her medication onto campus or self-administer any type of medication, prescription or otherwise without written consent of the child's physician and approval of the principal.

HOMEWORK: Homework is a vital part of your child's educational program. Every child/family should plan on setting aside a portion of each evening for this phase of the school program. Generally, homework will not be assigned over the weekend or holiday periods. However, it may be necessary for students to have homework on these occasions if the assignment is long-term or make-up work needs to be completed. Please support your child in completing all homework in a timely manner. Students are expected to read a minimum of 15 minutes each night. The following amount of homework time has been established by the Encinitas Union School District for each grade level (see table below).

Grade Level	Approximate Time to Be Spent on Daily Homework	Plus Time to Be Spent on Nightly Reading
K	10-15 minutes	10-15 minutes
1	10-20 minutes	10-20 minutes
2	15-25 minutes	15-25 minutes
3	20-30 minutes	20-30 minutes
4	40-60 minutes	20-30 minutes
5	45-60 minutes	30 minutes
6	45-60 minutes	30 minutes

INSURANCE COVERAGE: Though we would like to predict that no injuries will occur during the coming year, we know that injuries do occur - even in supervised physical education. Therefore, we encourage parents to provide insurance coverage for students as the school does not and cannot provide coverage. A low cost policy is

made available through the school district.

LOST AND FOUND: Lost and found is located near the front office. Lunch boxes and clothing items are often found there. A PTA volunteer collects and donates all lost and found items to local charitable organization on the **LAST FRIDAY OF EVERY MONTH, OR LAST FRIDAY PRIOR TO A MAJOR BREAK**. Please put your child's complete name and room number on everything he/she brings to school.

LUNCH: Students at ECC may purchase milk for \$.35, a hot lunch (including milk) for \$2.50, or bring lunch from home. Lunches may be prepaid at the school office or by giving check or cash to the food service cashier at lunchtime. Families who may qualify for free or reduced lunches can get an application from the school office.

If a child does not have a lunch, one will be provided at the regular hot lunch cost. We ask that the lunch be repaid as soon as possible to allow us to provide the same courtesy to others students who may need it in the future. Student lunch balances may be obtained from our Food Services Department (943-2042).

Students are encouraged to remember their lunches before they depart for the school day. Your support as parents is appreciated by the office staff. Any lunches that may be brought to the office after the start of school should have the child's name and teacher clearly marked. The students will be contacted prior to lunch to retrieve. Parents are not allowed to deliver lunches to their child's classroom.

MESSAGES: Except for emergencies, messages will be left in the classroom teacher's mailbox. There are certain times of the day when the school office is particularly busy. To help us better serve you, we request that any after school arrangements for your child are made prior to the start of school. Due to the level of work and interruptions received in the office, we can not always guarantee that messages are forwarded to your child's teacher prior to dismissal. Suggest contacting another parent in your child's class to relay a message. Your help and cooperation is truly appreciated by the office staff.

Additionally, if the office staff needs to reach you for any reason, we will always leave a message. Please check your messages carefully before returning calls to ECC. Your child may call from a phone and not leave a message. The parent then calls back in a panic and we have no way of identifying where the call may have originated.

OPEN HOUSE: In the spring ECC holds an Open House to celebrate student achievement and share student work. Students are invited to attend this event with their parents.

PARENT CONFERENCES: Parent/teacher conferences are scheduled during the week of September 22 and during the week of March 9. The purpose of these conferences is to review progress, identify each child's specific strengths and needs, and to develop a plan for academic and behavioral success. Students are dismissed at 12:45 pm every day during both conference weeks.

PARENT INVOLVEMENT: We strongly believe that parent involvement is critical and necessary for students to be successful. There are many opportunities for interested parents to become involved at ECC beyond helping their own child at home with homework. These opportunities include:

PTA – The ECC PTA is an integral part of our school program. It is a very active and welcoming group. Interested parents are encouraged to contact our PTA President to inquire about leadership and/or support positions. Our annual membership drive begins soon after school starts. Look for more notice and become a part of our team!

PTA Board Members

Carol Ross	President	760-753-8551
Christy Whalen	Executive VP	760-634-1173
Angela DeLuca	VP Communications	760-753-6332
Jennifer Granich	VP Programs	760-943-0133
Teri Strohm	VP Programs	760-436-6222
Stephanie Lewis	VP Legislation	760-753-2485

Katrina Young	VP Volunteers	760-436-8451
Mamta Malhotra	VP Membership	760-944-3775
Julie Garcia	VP Hospitality	760-436-3395
Stephanie Bowman	VP Hospitality	760-634-8038
Tiffany Weis	VP Ways & Means	760-436-3020
Joanie LaChance	Treasurer	760-944-0074
Jennifer Elovitz	Auditor	760-436-2008
Tami Alderton	Financial Secretary	760-634-8002
Nancy Snowden	Recording Secretary	760-479-1799
Lisa Hyndman	Historian	760-943-1198
Staci Wescott	Parliamentarian	760-944-1281
Jill Steigerwald	Corresponding Secretary	760-942-3400

School Site Council – The SSC is an advisory council that helps to determine the annual school plan and categorical budgets. Meetings are generally on the first Thursday of each month at 6:15 pm. All parents are invited to attend. The council consists of certificated, classified staff (including the principal) and parents. Parent representatives are elected to fill vacancies each year.

Carrie Brown	Principal	cbrown@eusd.net
Clarke Caines	President	clarke@clarkecaines.com
Mirle Bussell	Parent Rep	m-sbussell@sbcglobal.net
Jennifer Granich	Parent Rep	intgranich@adelphia.net
Violet Lehrer	Parent Rep	violet@lehrers.net
Scott Ross	Parent Rep	rosses@roadrunner.com
Anne-Katherine Pingree	Parent Rep	akpingree@hotmail.com
Anne Van Winkle	Parent Rep	annevw@pacbell.net
Moira Goddard	Parent Rep	megoddard@roadrunner.com
Glenn Goodstein	Parent Rep	ggoodstein@aol.com
Loanne Cheung	Parent Rep	loannecheung@gmail.com
TBD	Classified Rep	
Junes Evans	Teacher Rep	jevans@eusd.net
Stephanie Helsing	Teacher Rep	shelsing@eusd.net
Robyn Litt	Teacher Rep	rlitt@eusd.net
Meredith Mills	Teacher Rep	mmills@eusd.net
Debbie Roman	Teacher Rep	droman@eusd.net
Don Vallee	Teacher Rep	dvallee@eusd.net

Sara Weber

Teacher Rep

sweber@eusd.net

Everyone a Reader – This is a program that supports student reading. Community and parent volunteers read with students individually for 15-20 minutes each week (a total of about an hour and a half each week per volunteer). The program has proven to be very successful in increasing reading skills. It's fun, too! Information on training sessions will be sent home.

Enrichment Activities – Many clubs and special interest groups and activities exist on campus that benefit from the support of parent volunteers. Information regarding these activities will be sent home in our Thursday Packet throughout the school year.

Classroom Volunteers – Teachers are always in need of parents to assist them in classroom activities and programs. If you are interested in volunteering in your child's classroom, please let the teacher know. To protect the quality of the learning environment and for safety reasons, siblings are not allowed in the classroom or in the workroom.

Noon Duty Supervisors – There is always a need for noon time supervision. There are paid positions and unpaid positions available. Please contact ECC's Assistant Principal, if you are interested.

Playground Partners – This program is run by the YMCA and sponsored by the PTA. This program provides a safe structured environment for our students to play during lunch recess.

PLAYGROUND: The following playground rules are designed to ensure that all students have a fun and safe recess. These rules were developed as a part of our Peaceful Playground Program. All students will:

1. Play by El Camino Creek Rules only.
2. Play fair (if you are out, go to the end of the line.)
3. Be ready to play when you enter a game.
4. No "Time Out"! A play may be interrupted for interference

only.

5. Never give cuts to anyone.
6. Stand behind the line while waiting for your turn.
7. Everybody plays or nobody plays.
8. No "do over's".
9. Play the same on everybody (no playing easy on your friends.)
10. Solve disputes using Rock, Paper, and Scissors.
11. Lines are out in all games.
12. Put away equipment before playing something new.
13. A count of 30 is used when waiting for bars or swings.
14. No tag games in the wood chips or sand area (field only).
15. When the bell rings, freeze and wait for the whistle to walk back to class.
16. Hands are the last thing to leave the bars.
17. Walk on White – you can run on Green or Black.

Consequences for a student who chooses to disregard playground rules may include the following: verbal reminder, discussion, time-out, student stays with staff member for a time during recess, *Behavior Notice* given to teacher, and/or arranging for the student to meet with the principal.

REPORT CARDS: Report cards at all grade levels contain rubric scores that are determined by student proficiency on state content standards. State standards are taught and assessed in the areas of Reading/Language Arts, Mathematics, Science, History/Social Studies, Health, Visual and Performing Arts, Physical Education, and Technology. Rubric scores are a 1 – 4 rating in which 1 = below the grade level standard, 2 = approaching the grade level standard, 3 = at the grade level standard, and 4 = above the grade level standard. Traditional letter grades are only reported on 4th through 6th grade report cards and indicate work quality, which can be different from proficiency. Additional information regarding student progress is shared through weekly work folders and teacher newsletters.

SKATEBOARDS: Are not allowed on campus.

SPECIAL RECOGNITION: Special recognition is awarded to students in a variety of ways. Teachers provide classroom incentives to recognize student achievement, behavior, and improvement. Many classrooms have a weekly “Star of the Week”. In addition, students can earn Explorer passes, our local currency, and redeem their earnings at our Explorer Store.

STANDARDIZED TESTING: Students in grades 2-6 are tested at the end of each school year to gather information regarding student progress and school program and instruction. Students are assessed on state content standards in Reading, Mathematics, Spelling, and Language. Notices will be sent home informing families of dates and times for testing. We ask that absences and tardies be kept to a minimum during this time to ensure all students the best opportunities to perform well.

SUPPLIES AND MATERIALS: While most student materials are provided, we do ask that students bring to school the supplies recommended by each grade level team and, at times, to help pay for special field trips. However, it is never our intent to cause anyone discomfort or to place anyone at a disadvantage. A family who may have difficulty with any of these requests is encouraged to notify the classroom teacher who will handle the situation in a confidential manner. Please see the ECC website for a by grade list of supplies.

TARDIES: Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at the designated time of 8:00 a.m. Students arriving late to class create a disadvantage for themselves and for other students whose instruction is interrupted. Habitual tardies will result in parent contact so that we may work together to resolve the problem. **Students who are tardy must come to the office and sign in before going to class.**

TEACHER PLANNING DAYS: We believe that teacher training and professional growth are an important part of improving and enhancing instruction for our students. Every Friday, students are dismissed at

12:45 pm so that teachers may work together to plan curriculum and share instructional strategies. This planning afternoon also provides teachers the opportunity to learn new programs and confer with each other and support personnel regarding the special needs of our students. There is no reduction in yearly instructional minutes as Friday’s reduction is applied to the other four days of the week.

TELEPHONE USE: Students will be allowed to use the office telephone for emergency calls and school-related business only. Students should not be using telephones in the classroom or POD. Social activities should be made at home before or after school.

TOYS/CELL PHONES: Any articles that distract from the learning environment or create questions of ownership are not to be brought to school. These items include, but are not limited to, toys, candy, trading cards, skateboards, cassette players or radios, electronic games, and sports equipment (this is provided by the school). Cell phones are to be used before or after school only. There are not to be used during the school day and must be turned off.

TRAFFIC SAFETY: Please discuss with your child the importance of traffic and bicycle safety. Students are to use sidewalks and crosswalks and to cross streets at corners only. There is **no parking** in the drop off/pick up lane.

Drop off time is between 7:45 am and 8:00 am. Pick up time is between 2:20 pm and 2:35 pm. The curbing along the front of the school is painted green and allows for student drop-off and pick-up. Drivers are encouraged to move their cars all the way down the curb to allow as many cars to enter the parking lot as possible. Please be respectful to the Traffic Valets as you travel through the drive-through. If you need to leave your car unattended for any reason, please park in a designated space in our parking lot. **THERE IS NO STOPPING OR PARKING IN A RED ZONE. PLEASE DO NOT DROP OFF OR PICK UP YOUR CHILDREN IN THE STREET ON PASEO ALISO BY THE BACK GATE.** This is **NOT** a drop-off location. You need to park along the street and escort your child to the back gate, or continue on through the drive-through at the front of the school. Please review to

the Traffic Map provided in your 1st Day Packet and posted on the website.

For Drop Off – please have your child(ren) ready to exit the car **before** you enter the lot, i.e., backpacks, lunch money, etc. and pre-kissed. Students are to exit the car on the curb side only along the **GREEN** curb.

For Pick Up – your child(ren) will wait for you at the top of the stairs until the Teacher radios up for them to come join you in your place in line. Please do not stop until you have pulled forward as far as you can go. Once your child(ren) are safely in the car and buckled up, you may pull away from the curb into the exit lane. You can turn left from the FAR LEFT-HAND LANE only. The middle lane is to continue straight ahead or to turn right.

Please be courteous to our neighbors and do not park illegally in front of someone's driveway. Your car could be cited and/or towed.

By working together, we will keep children safe and traffic running smoothly. We appreciate your assistance in this matter.

VOLUNTEERS ON CAMPUS: A couple of important reminders if you are volunteering at ECC.

1. No younger siblings are allowed on campus while you are volunteering. Please make arrangements for your little ones to be attended to during your important volunteer time at ECC. This is for safety reasons as well as disruptions that may be caused in the classroom, workroom, or Arts Attack workroom.
2. Please refrain from using cell phones in the office area.
3. Please respect the important work done by our office staff and refrain from using this area to discuss plans or make personal arrangement. Please step outside for any socializing.
4. No dogs are allowed on campus, this includes the walkway up to the front of the school. Please remember to leave your dog at home, or say goodbye to your child outside of the school perimeter on the sidewalks.

Thank you for reading the information included in this handbook. We hope you will keep this handbook readily available as a quick reference guide for school procedures and policies. You can also refer to the ECC website (www.eusd.net/ec/ for important school and PTA related information. Please see the following "Acknowledge Page."

RESEARCH CENTER - ACKNOWLEDGEMENT FORM

El Camino Creek Elementary Acknowledgement

I have read the El Camino Creek Elementary Parent and Student Handbook. I have reviewed and discussed the contents of the Handbook with my child.

Student Name: _____

Teacher: _____

Parent Signature: _____

Student Signature: _____

Date: _____

After signing, detach this entire page and return to your Teacher by **September 12, 2008**. Thank you!