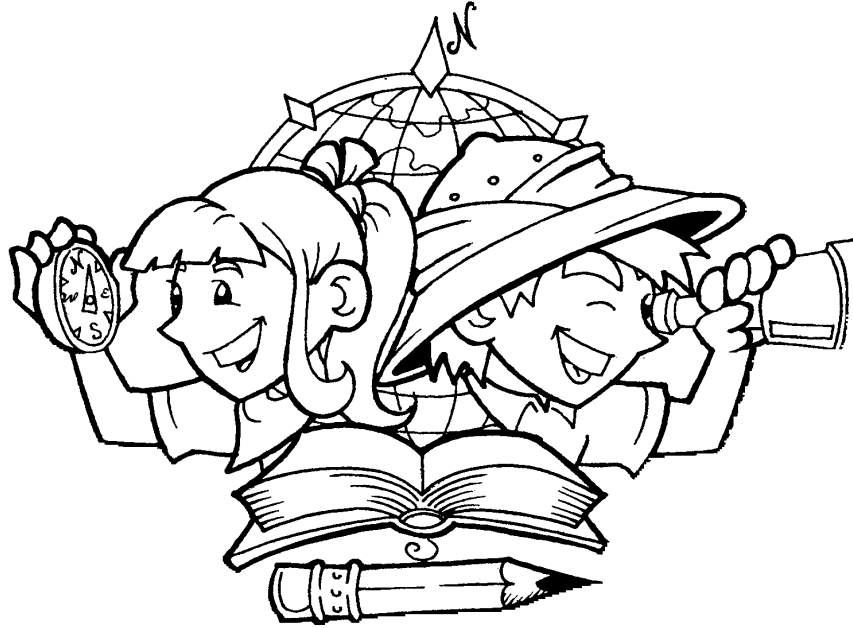


El Camino Creek Elementary



Parent and Student Handbook

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

Encinitas Union School District

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Encinitas Union School District Mission Statement:

Our mission is to assist all 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 our families and community preparing our children to be leaders in a diverse and ever-changing world.

El Camino Creek Elementary Vision Statement:

We will make daily investments to empower all children to become life-long learners and future leaders.

Principal's Welcome:

Welcome to El Camino Creek Elementary School. We are recognized as a 2018 California Civics School of excellence and 2014 California Distinguished 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 and we will make a difference to 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 all of your children. Our doors are always open to meet with you regarding your child's education and it is our goal for all students to be engaged in their learning and to begin and end their day on our campus with smile.

Principal's Vision:

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

Sincerely,

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

El Camino Creek Tenets

- We believe our school should be a safe and secure environment.
- We believe that children should be valued and respected for their individual gifts and diversity.
- We believe that learning should be enjoyable, and that life- long learning should be a goal for every person.
- We are committed to providing an environment for all children that promotes self-esteem and self-worth.
- We believe that everyone deserves to be recognized for his or her efforts, as well as his or her accomplishments and achievements.
- We are committed to an environment that promotes mutual respect, honesty, integrity, and good citizenship.
- We value collaborative and integrated relationships between our school and the greater community.
- We believe in providing an instructional program that cultivates an understanding and practice of civic responsibility.
- We value a teaching environment that respects each individual's learning styles and developmental needs.
- We are committed to collaboration and teamwork.
- We value a rich, experiential curriculum, which stimulates interests and intellectual curiosity.
- We believe it is our responsibility to prepare our students to become creative problem solvers who can be flexible and adapt to an ever-changing world.

ECC Student Expectations

	All Star Attitude	Best Behavior	Confident Character
All Settings	<ul style="list-style-type: none"> • Listen • Look for positives • Best effort • Identify yourself • Be a problem solver 	<ul style="list-style-type: none"> • Stay alert • Use good judgment • Be prepared • Follow the rules 	<ul style="list-style-type: none"> • Show compassion • Tap into your talents • Accept responsibility for your actions • Appropriate language
Classroom	<ul style="list-style-type: none"> • Actively listen • Participate positively and be on task • Be ready for instruction 	<ul style="list-style-type: none"> • Keep it clean and organized • Be prepared • Complete assignments 	<ul style="list-style-type: none"> • Respect self, others, and property • Appropriate language
Bathroom	<ul style="list-style-type: none"> • Respect privacy 	<ul style="list-style-type: none"> • Keep it clean • Wash hands • Observe time out of class 	<ul style="list-style-type: none"> • Speak softly • Inform an adult of any problems • Appropriate language
Media Center	<ul style="list-style-type: none"> • Care for books and equipment • Keep area clean and organized 	<ul style="list-style-type: none"> • Return all materials to proper location • Follow library rules 	<ul style="list-style-type: none"> • Speak softly • Use internet appropriately
Lunch Area	<ul style="list-style-type: none"> • Show good manners • Keep food in proper place 	<ul style="list-style-type: none"> • Clean your area • Raise hands for help 	<ul style="list-style-type: none"> • Respect self, others, and surroundings • Appropriate language
School Grounds	<ul style="list-style-type: none"> • Listen • Include others • Keep it litter-free 	<ul style="list-style-type: none"> • Play safely • Share and use equipment properly • Follow the rules 	<ul style="list-style-type: none"> • Play fair • Inform an adult of problems • Appropriate language
Assemblies	<ul style="list-style-type: none"> • Be a good audience 	<ul style="list-style-type: none"> • Enter and leave in an orderly manner 	<ul style="list-style-type: none"> • Show pride

Academics

Bell Schedule

Monday-Thursday: 8:00am-2:20 pm

Friday: 8:00am-12:45 pm

Daily Schedule:

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 after-school daycare or are enrolled in an Enrichment Program.

(Monday to Thursday)

7:45	Students allowed on campus
8:00	School day begins (students expected to be in seats)
10:00-10:15	Recess (Grades K,1,2,3)
10:20-10:35	Recess (grades4,5,6)
11:50-12:30	Lunch (K,1,2,3)
12:20-1:00	Lunch (4,5,6)

(Friday)

7:45	Students allowed on campus
8:00	School day begins (students expected to be in seats)
9:45-10:00	Recess (K,1,2,3)
10:05-10:20	Recess (4,5,6)
11:20-12:00	Lunch (K,1,2,3)
11:50-12:30	Lunch (4,5,6)

Report Cards:

Report cards at grade levels kindergarten to third grade contain rubric scores that are determined by student proficiency on state Common Core Standards. Common Core 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

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.

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

Classroom Programs:

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. In addition, all K-6th students will access core standards using digital curriculum on student iPads.

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 E-News throughout the school year. Please see the ECC PTA website. www.eccpta.com/

Special Recognition:

Special recognition is awarded to students in a variety of ways. Teachers provide classroom incentives to recognize student achievement, behavior, and improvement. In addition, students may be recognized at school spirit assemblies or announced in the morning through the PA system.

Standardized Testing:

Students in grades 3-6 are tested at the end of each school year to gather information regarding student progress and school program and instruction. Students are assessed on common core state standards in Reading, Mathematics, Spelling, and Science (5th grade only). 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.

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.

Supplies and Materials:

At ECC, we supply most student materials. We have a wish list for special supplies, which is determined by the grade level and based on their unique lesson plans. It is never our intent to cause financial stress on any family and all donations of special supplies are optional. Please see the ECC website for a posting of "Wish List" items by grade level.

Cell Phones, Electronics, and Toys

Telephone Use:

Students will be allowed to use the office telephone for emergency calls and school-related business only. Students should not be using phones in the classroom or POD. Social plans should be made at home before or after school. The office will not permit play date phone calls.

Cell Phones/Toys:

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, skateboards, electronic games, footballs, and sports equipment (this equipment is provided by the school). Cell phones are to be used before or after school only. Cell phones are not to be used during the school day and must be turned off. Any student using a cell phone in class, the office or on campus, will have the phone taken away and parents will need to come to school to retrieve the phone.

Dress Code:

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 at all times. Flip-flops and backless shoes are not appropriate for participation in school activities. 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.
3. Hats, caps, sweatshirt hoods and other head coverings shall not be worn indoors. Hats may be used outdoors.
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.

Students will...

Punctuality

- 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

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

Respect

- 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

- 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 positive consequences.

Classroom incentives/activities:

Classroom incentives and activities are 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 1: 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 2: 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 2 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.

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 First Day Packet. This document should have been reviewed and signed by both the student and parent. The following principles are designed to guide students toward positive choices in determining their own behavior.

Playground Conduct:

Playground Rules

Skateboards are not allowed on campus. 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:

- Play by El Camino Creek Rules only.
- Play fair (if you are out, go to the end of the line.)
- Be ready to play when you enter a game.
- No "Time Out"! A play may be interrupted for interference only.
- Never give cuts to anyone.
- Stand behind the line while waiting for your turn.
- Everybody plays or nobody plays.
- No "do over's".

- No gymnastics (cartwheels, flips etc.)
- Play the same on everybody (no playing easy on your friends.)
- Solve disputes using Rock, Paper, and Scissors.
- Lines are out in all games.
- Put away equipment before playing something new.
- A count of 30 is used when waiting for bars or swings.
- No tag games in the wood chips or sand area (field only).
- Hands are the last thing to leave the bars.
- 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.

Noon Duty Supervisors

There is always a need for noontime supervision. There are paid positions and unpaid positions available. Please contact ECC's Office Manager, if you are interested.

Lunch

Students at ECC may purchase milk for \$.50, a hot lunch (including milk) for \$4.00, 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 (760) 944-4300 x2571.

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.

Lost and Found

Lost and found is located near the front office. Lunch boxes and clothing items are often found there. The resource center collects all lost and found items 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. We make an effort to get items back to students before donation days.

Disaster/Safety Preparedness:

ECC has an emergency disaster and safety plan that is reviewed and modified yearly. Monthly fire drills and playground drills are held to get our students familiar with the process of what is expected of them in an emergency. Throughout the year, we have emergency drills that allow staff members to practice their roles on teams responsible for search and rescue, first aid, student release, and other tasks.

Parent Information

Parking Lot:

Parking Lot Rules

1. Absolutely no cell phone use during drop off and pick up.
2. Do NOT drop off and or pick up at the back gate in the red zone.
3. No dogs on campus unless a certified Love on a Leash therapy dog or service dog.
4. Treat school staff and other parents with respect. Model the behavior you want for our children. Pledge to make a difference.

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. You and your child should never jaywalk.

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 only. Never park your car in the driveway. Drivers are encouraged to pull their cars all the way forward down the curb to allow as many cars to enter the drop off/pick up lane as possible. Do not pull into the driveway and stop as this blocks the parking lot entrance.

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. You need to park along the street and escort your child to the back gate, or continue through the drive-through at the front of the school. Please review the Traffic Map provided in your First Day Packet and posted on the website.

For Drop Off – Please have your children ready to exit the car before you enter the lot, i.e., backpacks, lunch money, and after school arrangements are planned. Students are to exit the car on the curbside only along the GREEN curb.

For Pick Up – Please do not stop until you have pulled forward as far as you can go. Once your children 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. The right lane is for right turn only.**

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 our traffic running smoothly. We appreciate your assistance in this matter.

Extended Day Care:

EUSD provides before and after school care for children of working parents. The program is available from 6:30 a.m. to the start of school and from the end of school to 6:00 p.m. Information regarding fees and other specifics of this program are available by calling 760-944-4300 ext. 1143.

Bicycles:

Students 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 while entering and exiting campus. 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 receive a call home to parents.

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 Note in our weekly E-News. **This E-News is emailed each Thursday and available on the PTA website. <http://www.ecpta.com/> Registration is necessary to receive the E-News and can be found on the PTA website.**

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.

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.

Classroom Volunteer Rules

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.

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

1. Younger siblings are not 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 Art 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 arrangements. Please step outside for any socializing.
4. No dogs are allowed on campus with the exception of our Love on a Leash therapy dogs and service dogs. Please remember to leave your dog at home, or say goodbye to your child outside of the school perimeter on the sidewalks.

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 our campus. This request is made to protect our students from unauthorized visitors and keep our campus safe for everyone.

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 and encouraged to attend Open House in the spring.

Open House:

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

Parent Conferences:

Parent/teacher conferences are scheduled during the week of October 14th-18th and during the week of March 23rd-27th. 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.**

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 information in the first day packet.

PTA Board Members

President	Allison Banks
Treasurer	Sara Sullivan
VP Communications	Georgene Kromydas
VP Health and Wellness	Kia Higgins
VP Hospitality	Chandra Elders
VP Hospitality	Leslie Spencer
VP Membership	Maegan Kolberg
VP Programs	Beth Smith
VP Programs	Christa Collins

VP Volunteers	Cynthia Stumbo
VP Ways and Means	Michelle Hocknell
Financial Secretary	Lauren Matricardi
Corresponding Secretary	Felicia Rawlins
Parliamentarian	Sandra Brumer
Recording Secretary	Kelly Hambright
Auditor	

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, the principal, and parents. Parent representatives are elected to fill vacancies each year.

Parent Chairperson	Jason Booher
Parent	Mamta Malhotra
Parent	Cyndi Stanford
Parent	Rebecca Reed
Parent	Shana Bass Sonnenshein
Parent	Erin Coleman
Principal	Jodi Greenberger
Classified Staff	Kim Heinze
Teacher	Michelle Christensen
Teacher	Debbie Wright
Teacher	Jen Smith
Teacher	Jackie Wells
Alternate Parent	Kristen Ramsey
Alternate Teacher	

Front Office

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 an absence can be verbal or written (Education Code 46012).

Dismissal and 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, parents should send a note or email the child's 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.

Absences:

Verification of absences may be made in the following manner; telephone call, email attendance.ec@eusd.net 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 use the attendance email, atendance.ec@eusd.net or call our office staff at 760-943-2051 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 8:15AM 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 or classroom teacher by 8:30AM on the day of the absence.

Excused Absences

Excused Absences include the following:

1. Personal Illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. 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.
5. 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

Unexcused Absences

These absences are those, which do not come under any of the definitions of excused absences not reported 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 truant and may be referred to the School Attendance Review Board.

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 seats, 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 for a pass before going to class.

Heath 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.

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. Information is included in the first day packet.

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 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.

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.

Encinitas Union School District

EUSD Leadership:

The Encinitas Union School District Board of Trustees meet the first Tuesday of each month. Meetings begin at 6:30 P.M. and are held at the school district office at 101 South Rancho Santa Fe Road, Encinitas. 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. Marla Strich - President
- Mr. Gregg Sonken
- Mr. Emily Andrade
- Mrs. Leslie Schneider
- Mrs. Rimga Viskanta

EUSD Cabinet:

Superintendent	Dr. Andree Grey
Assistant Superintendent, Admin. Services and HR	Dr. Angelica Lopez
Superintendent, Educational Services	
Assistant Superintendent/ Business Services	Ami Shackelford
Director, Pupil Personnel Services	Mrs. Maria Waskin