

# Flora Vista Elementary School

*Four-Time California Distinguished School Honoree  
California Civic Learning Award of Excellence Honoree, 2019*

## Parent and Student Handbook

2019-2020

*Please review and discuss the contents of this handbook as a family.  
Thank you, and we look forward to a successful school year!*



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# Principal's Welcome

Dear Parents and Students,

Welcome to the 2019-20 school year! The Flora Vista community is a special place: An active and supportive parent/family population, teachers that are caring and tireless, a support staff that is dedicated and professional, and kids that are brilliant & *kind*! I am thrilled and honored to be part of this community, and look forward to working with you and with our staff in support of our students.

I invite you to explore the [school website](#) and the [PTA's website](#) to learn more about our school, stay informed, and become an active participant in the education of your child. This is an exciting time in education. Teachers AND students are creating classroom environments where innovation flourishes as we engage and empower our students to be active citizens! Flora Vista's paired focus on Science and Civics ([honored three times by the state of California](#)) provides for myriad ways our teachers continue to create those opportunities.

We hope that providing you with current information throughout the year will help connect you to our school community. A great deal of the success of our students is due to the partnership created between the home and the school, so I encourage you to visit the website(s) often, stay in contact with your teacher, and volunteer! This year, our *PTA has once again committed to funding the school supplies* that have historically been asked of parents, as well as much of the ongoing costs throughout the year. As a result, *there is no "School Supply List"!* Thank you, Flora Vista PTA!!! (If there is a unique need and/or something requiring student preference, the teacher will provide that info.) Another change, going back to last year, was the work of our districtwide Health & Wellness Committee which resulted in a [revised Board Policy](#) supporting the health and safety of students and adults. Classrooms have one day each month to celebrate birthdays, and ideas for [healthy celebrations](#) are encouraged.

Our school, PTA, and Foundation work together in order to make great things happen for our students, but we cannot do the work we do without your financial support, for it is only through your generosity that many of our programs and consultant positions exist. EVERY child benefits EVERY week from these programs and the instruction provided by these consultants, so we humbly ask that you please help ensure that this rich range of programs is in place for our students. With your support, we can bring out every child's full potential!

THANK YOU for being part of this incredible Flora Vista Community, and I hope to see you around campus soon!

**Chris Juarez**

Principal  
Flora Vista Elementary

# Flora Vista/EUSD Procedures and Guidelines

## **Absences/Attendance:**

We understand that there may be times when students must be absent due to illness or family emergencies. Students who miss school time lose valuable classroom instruction, so please try to schedule appointments after school, and we ask that you please schedule family vacations when school is not in session. (See calendar [here](#).) Each absence of every child must be verified on a daily basis, so please **email or call** our office attendance line at [attendance.FV@eusd.net](mailto:attendance.FV@eusd.net) or **760-944-4329** (both available 24/7) whenever your child is absent. Please state *your child's name, teacher's name, date of absence, and reason for absence*. Other important info:

1) **Late Arrivals:** Arriving late disrupts the class and can cause anxiety for a student, so please make sure your child is on time. Students who are tardy must come to the office to get a pass before going to class. \*A student not at his/her classroom when the bell rings is tardy.\*

2) **Early Pick-Up:** A student picked up early from school must be signed out in the office, and only by an adult listed on the Pupil Information Card. Phone verification is not sufficient to release a child.

3) **Excused Absences:** A child's absence is excused if it is due to illness, a medical appointment, a family funeral service, or a religious holiday. Please understand that according to Ed Code, all other absences are unexcused. *It is extremely important that your child stays home if they are ill.* Children who have had a fever, vomiting or diarrhea must remain home until they have been without these symptoms and fever-free for 24 hours *without* Tylenol. Students are not to attend after-school events within this time period.

4) **Independent Study Contracts:** If your child is going to be absent for five days or longer for a reason other than illness, please contact Carol Giallombardo in the front office at least five days prior to the absence. Completed Independent Study Contracts are documented as excused absences.

## **ASPIRE: Extended Day Care**

Before & after school care is available through the [ASPIRE Program](#) on the Flora Vista campus. 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 are available by calling the District ASPIRE Office at (760) 944-4300 ex. 1143.

## **Back-to-School Night**

Back-to-School Night is an opportunity for you to meet your child's teacher. You will receive information regarding grade level standards, expectations, curriculum, and instruction. Should you wish to speak with the teacher regarding your child specifically, a separate conference may be scheduled. *Back- to- School Night is for adults only.* Children are welcome at Open House in the spring.

## **Bicycles/Scooters**

Students in 3<sup>rd</sup>-6<sup>th</sup> grades may ride their bikes to school. Students in grades K-2 may ride bikes to school if accompanied by an adult (may not be ridden on school grounds, must be walked to/from the Wandering Road sidewalk). Helmets are required, and students who do not wear helmets **or follow staff directions regarding rules** will lose the privilege of bringing bikes and scooters on to campus. Motorized scooters are illegal for children.

## **Birthdays:**

The EUSD Wellness Policy provides for one day a month for each classroom to celebrate all the month's birthdays, and [healthy celebrations](#) are encouraged.

## **Cell Phones**

EUSD policy allows students to have cell phones before & after school, and **turned off** and stowed in backpacks during the school day. If a cell phone is making noise or being used during the school day, it is a disruption and will be held in the office until the student's parent picks it up. EUSD is not responsible for lost/stolen cell phones.

## **Communication Tools/Websites**

Our school & PTA teams are working to streamline our information streams. (For specific questions/concerns about your child, the classroom teacher is always your best initial contact.) Websites to visit/bookmark include the [FV Facebook page](#), the [FV website](#), and the [EUSD website](#), for information on topics such as [Digital Curriculum](#) (including CLEVER log-in info), [Parent Engagement Opportunities](#), and [Internet Safety](#).

## **Discipline Policy**

Flora Vista is committed to preparing students to be college, career, and world ready. A necessary element in that preparation is the development of a set of World-Ready skills, including **Self-Regulation** and **Responsibility**. In order to meet these expectations, students are expected to meet the following **Guiding Principles**:

*Be prepared to learn.  
Show courtesy and respect for others.  
Show pride in community.  
Support the learning process.*

1. ***Be prepared to learn*** by...
  - a. Arriving at school between 7:45 A.M. and 8:00 A.M. with all materials needed for the day.
  - b. Being ready to learn when instruction begins
  
2. ***Show courtesy and respect for others*** by...
  - a. Demonstrating respect and care for others at all times (no bullying/teasing/harassing of any kind); especially requires consideration of others during assemblies/performances/presentations.
  - b. Following directions of all adults the first time in a respectful manner.
  - c. Following the official rules for all games (such as handball, soccer, basketball, etc.), including using agreed-upon problem-solving techniques when disagreements arise.
  - d. Using appropriate language and behavior.
  
3. ***Show pride in community*** by . . .
  - a. Using school property responsibly, as well as the property of others (only using with permission).
  - b. Eating snacks near the building, not on the playground. (No gum/candy.)
  - c. Eating lunch only at the lunch tables (or inside on rainy days), not on the playground.
  
4. ***Support the learning process*** of each student and class in our school community by . . .
  - a. Demonstrating a spirit of cooperation.
  - b. Modeling behavior that demonstrates classroom & school rules and procedures.
  - c. Walking quietly through the buildings at all times.

**Reward systems** are in place for making positive choices, and a system of **progressive consequences** for poor choices. A student may move through a series of interventions and/or consequences over time, depending on effectiveness of previous interventions. A school's goal is not to simply punish a child who misbehaves, it is our responsibility to focus on modifying behavior by working with the child and implementing the level of appropriate consequences that will effect a change in future behavior. Since every incident and circumstance is unique, a student may enter the steps below at *any* level and steps may be repeated, NOTE: Discipline is part of a student's *confidential record*.

### **Consequences:**

(A Classroom Behavior Plan is implemented in each class, reviewed by each teacher with parents and students.)

**Step 1:** Classroom consequences include: warning, time-out, phone call home, letter to parents, parent conference, lunch/after school detention, suspension from class.

**Step 2:** Student meets with Principal (habitual behavior concerns, severe disruptions, or harmful actions).

Consequences may include those from Step 1, in addition to: Conference with the principal, time-out in office, parent meeting with principal, in-school or formal school suspension.

### **Mandatory Suspension/Expulsions:**

Students violating the following regulations may be suspended for five days and could face possible expulsion from school: Possession of a dangerous object (e.g., gun or knife, real OR TOY); Unlawful possession or sale of a controlled substance (e.g. drugs, tobacco, or alcohol); Causing serious injury w/ intent; Robbery or extortion.

### **Sexual Harassment:**

Sexual harassment of *any* kind is NOT tolerated. Note: Whether there was intent is irrelevant; the definition of sexual harassment is based on how the victim is made to feel.

### Dress Code

Student attire must contribute to a safe and peaceful learning environment, as appropriate clothing helps sustain a positive attitude towards school & learning. To that end:

1. Shoes must be worn at all times. Sandals must have heel straps. (Flip-flops, backless shoes, or sandals are not safe for school.) Appropriate footwear must be worn during physical education activities.
2. Clothing, jewelry, and personal items shall be free of offensive or prejudicial content.
3. Hats, caps, sweatshirt hoods and other head coverings shall not be worn indoors (for sun protection only).
4. Clothing shall be sufficient to conceal undergarments at all times. Clothing that is not permitted (even if under jackets) includes tube tops, spaghetti straps, strapless or tops with one shoulder strap, see-through, low cut, backless, and tops that expose midriff.
5. "Short" shorts/skirts are not permitted (need to be as long as fingertips).
6. Makeup is not permitted.

### Drop-off and Pick-up Procedures, Messages for Students

**School gates open at 7:45 a.m.** Please do not drop-off students before 7:45 a.m., as there is no supervision. Please make sure you and/or your child cross the parking lot & street only in crosswalks, as safety is seriously jeopardized when crossing at any other place.

It is crucial that you inform your child *where he/she will be picked up* each day, and make arrangements for after-school plans **before** your child comes to school. Each phone call to the classroom can be a significant interruption to the learning process, so any messages will be placed in the teachers' box or an email sent to the teacher. *We cannot guarantee the child or teacher will receive the message before the end of the day.*

### Parking Lot Safety

During **MORNING DROP-OFF**, pull forward. Students must be completely ready to get out of the car when you stop, and need to exit on the right side of the vehicle. Parents and/or adults should not have to get out the car.

Please do not drop off your child in the "through lane".

During **AFTERNOON PICK-UP**, pull forward and wait for your child. As cars move forward, and you are still waiting for your child, you need to move forward slowly. If you are concerned with being blocked in, you may want to find a place to park and walk in, or come after the initial pick-up congestion passes.

Make sure to always pull forward along the parking lot curb. Stopping near the entrance to the parking lot causes traffic to back up and creates hazards for other cars and pedestrians. Ensuring student/adult safety requires the cooperation of all drivers. We ask that you be patient and courteous, and to also turn off your car while waiting. Our parking lot is an "idle-free" and a "honk-free" zone.

**DO NOT STOP IN A THROUGH LANE**

**ALWAYS STAY WITH YOUR CAR UNLESS IT IS PARKED IN A DESIGNATED PARKING SPACE OR ON THE STREET.**

**Please drive SLOWLY AND CAREFULLY and do not use your cell phone! The safety of our students is our number one priority.**

### Emergency Preparedness

Please make certain the office has a **current** phone number for you AND at least two other adults who can pick up your child in the event of an emergency. **No child can be released to an adult who is not identified on the child's Pupil Information Card. No exceptions.** In the event of a major crisis/disaster, students may be required to remain under the supervision of the school until a parent or adult listed on the Pupil Information Card can pick up a student. See [HERE](#) for what parents should do in the event of an actual emergency. Flora Vista's emergency plan is reviewed and modified yearly, with an opportunity for formal public input every spring – and informal input is accepted daily! Monthly disaster drills are held to familiarize our students with the different procedures, and to allow staff members to practice their roles on crisis teams. Each parent will be asked to send in one protein/granola bar labeled with his or her child's name, in the event of an extended crisis or lockdown.

### Field Trips

Students participating in field trips must have a permission slip on file. Parent drivers are required to provide proof of licensing, adequate insurance coverage, and safe vehicle verification prior to each field trip.

### Homework

Families should plan on setting aside time for homework each evening. Generally, homework will not be assigned over the weekend or holiday periods, though some students may need this time to make progress towards long-term or make-up assignments. Reading each night is crucial for students at EVERY grade to learn to strengthen reading skills. The following amount of homework time has been established by EUSD Board policy:

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

**No Homework Wednesdays:** Flora Vista is again implementing **No Homework Wednesdays** (reading is still expected). There are many different ways that students learn, and many strengths that students possess. We want to provide this TIME to encourage the pursuit of these strengths, gifts, and passions!

### Insurance Coverage

Injuries can and do occur throughout the year, even in supervised physical education settings. Therefore, we encourage parents to have insurance coverage for students, as the school does not and cannot provide coverage. A low-cost policy is made available through the school district. The school or District is not responsible for covering medical bills due to an injury at school.

### Library/Media Center

Students visit the Media Center once a week with their class, and our Library Media Aide helps students with check-out and book selection. We ask that you remind your child to take care of the books and to return them on time. If a child loses a book they will be charged the replacement cost.

### Lost and Found

Please check the Lost & Found located outside the MPR for items that may belong to your child. We encourage you to write your child's first and last name on everything he/she brings to school. All items not claimed at the end of each trimester are donated to charitable organizations.

### Lunch Program

Health & Wellness is a major focus for the Encinitas Union School District, and our school lunch program has been nationally recognized. Fresh fruits and vegetables grown at the EUSD Farm Lab are brought to our salad bars daily. Students may purchase a hot lunch (including milk) for \$4.00. Accounts may be easily managed at [SchoolCafe](#), or may be prepaid at the school office or by giving a check/cash to the food service cashier. The District also offers the free/reduced lunch program for qualifying families, who are encouraged to file an annual application. Eligibility is determined annually. Student lunch balances may be obtained from our Food Services Department (760-943-2042). Students should also bring a healthy snack from home to eat during recess.

### Medication at School

We recognize that at times it is necessary for students to take medication at school. **Only medication prescribed by a physician can be administered at school by office personnel.** All medication needs to be brought to the school office before school starts in the morning. Medication must be in the original container specifying the physician's name, name of the medication, pharmacy that dispensed the medication, and the amount of medication taken at specific times or situations. Additionally, a form must be completed by the physician, signed by the

parent, and kept on file in the office before any medication can be administered. Students are not to self-administer medication or carry any medication with them during the day. All medication requests must be renewed each school year if continuation of medication is necessary.

### **Parent Conferences**

Parent-Teacher conferences are scheduled in October and in March. The purpose of these conferences is to inform parents of their child's specific strengths and needs as well as to develop a plan for academic and/or behavioral success. *Students are dismissed at 12:45 pm every day during both conference weeks (see calendar).*

### **Parent Involvement**

Parent involvement is critical for students' success, and there are MANY opportunities to become involved at Flora Vista. Please see the PTA link [here](#) to view some ideas and to sign up! As a volunteer, please make sure you are ensuring privacy and confidentiality. Among many other possibilities, volunteer opportunities include:

- **Classroom**  
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.
- **Lunchtime Volunteers/Playground Players**  
Additionally, anyone interested in serving as a lunchtime volunteer to facilitate student games and activities, especially on rainy days, should contact the office.

### **Parent/Teacher Association (PTA)**

The [Flora Vista 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](#) or any of the PTA Board Members to inquire about ways to get involved. Our annual membership drive begins the first day of school.

### **Report Cards**

Report cards are issued two times each year, in January and on the last day of school in June. Report cards at all grade levels contain grades/scores determined by student proficiency on state content standards. Click [here](#) for information about the report cards and state standards.

### **Responsibility**

To protect instructional time and to encourage students to be responsible for their belongings (lunches, bottles, homework, etc.), we will not interrupt classes to deliver these items to the classroom when they are brought to school by parents. However, we will keep the items in the office for students to pick up at a recess or lunch break. Students should be reminded to check in the office at recess anytime they forget something from home.

### **Schedule**

	<u>Mon-Thurs</u>	<u>Friday</u>
Students allowed on playground	7:45 a.m.	7:45 a.m.
School day begins	8:00 a.m.	8:00 a.m.
School day ends	2:20 p.m.	12:45 p.m.

All students have a fifteen-minute recess (10:00 a.m.) and a forty-minute lunch break during the school day.

#### **Lunch Schedule:**

4th-6th grades: 11:50-12:30

K-3rd grades: 12:10-12:50

\* Kindergarten eats first and plays second (all others play first)

### **School Site Council (SSC)**

The [SSC](#) is an advisory council that helps to determine the annual school plan and categorical budgets. The SSC meets monthly in the Media Center, and consists of the principal, staff, and parents. Parent representatives are elected to fill vacancies each year, and meetings are open to community members.

### **Sixth Grade Camp**

The San Diego County Department of Education sponsors a camping experience for sixth grade students as part of its Outdoor Education Program. The camping experience is scheduled during school attendance days, and the classroom teacher accompanies the students. The cost of the camp is paid by the families and fundraising opportunities are provided to the students during their sixth grade year. Further information will be provided.

### **Skateboards/Skate Shoes/Rollerskates**

These may not be ridden on the school campus at anytime. This includes before and after school.

### **Student Support Programs**

\* **Response to Intervention (RtI):** The teacher and parent(s) should make sure to be in communication whenever there are any concerns about progress, so that the teacher and parent can communicate regarding concerns and discuss strategies. As part of the RtI process, a student's progress is closely monitored, with school staff consulting and collaborating as necessary to address the student's specific needs. When the team determines a child is not responding to both Tier 1 and Tier 2 interventions as expected (classroom- and school-based), a **Student Study Team (SST)** meeting may be scheduled to determine next steps.

\* **Student Study Team:** When interventions are not helping the child as expected, the next step in the RtI process may be to refer students experiencing learning difficulties to the Student Study Team (SST). The SST is a general education function. Team members can include the classroom teacher, parents, administrator, and support personnel such as the school psychologist, educational specialist and/or speech and language therapist. The team may determine there are additional interventions that may be appropriate. Or, if there is sufficient data documented about the child's response to prior interventions, the team may determine that a referral for special education services may be appropriate at that time.

\* **Learning Resource Center (LRC):** Students who have learning difficulties and meet special education criteria through formal academic and psychological testing may be eligible to receive additional support. If a student qualifies for special education services, an Individualized Education Plan (IEP) is developed to address the specific learning difficulties. Additional academic support is given in the LRC room and/or within the regular classroom. Parents are kept informed and involved in all aspects of this process.

\* **English Language Development (ELD):** All classroom teachers are qualified to support English Language Learners in acquiring English, and additional intervention support is provided in the area of English Language Development to newcomers and other students with high levels of need in order to ensure their academic success.

\* **School Psychologist/District Counselor:** The school psychologist may assess students for educational purposes if the Student Study Team determines that the student has not responded to interventions and the team suspects the student has a learning disability.

\* **Speech and Language Therapy:** Designed to identify and assist students with speech problems such as articulation and language development that impact his/her educational program. Students qualify based on formal evaluations and are served as prescribed in their Individualized Education Plan (IEP).

### **Standardized Testing**

Students in grades 3-6 are administered the [California Assessment of Student Performance and Progress \(CAASPP\)](#). Fifth grade students will also take the [The California Science Test \(CAST\)](#), based on the California Next Generation Science Standards (NGSS). Ed Code does allow parents/guardians to exempt a student from any or all testing through a written request, and parents will receive information about each test in early spring. CAASPP testing does provide valuable information about your child's achievement of standards, and Flora Vista's testing window is spread over two weeks to minimize the impact of testing on any given day

### **Supplies and Materials**

All necessary materials are provided for each student. Thanks to [your support of the PTA](#), school supply shopping is no longer needed! If there are any unique items of student personal preference (earbuds, binder, etc.), teachers will share that information with parents.

### **Toys**

Any articles that distract from the learning environment are not to be brought to school. These items include, but are not limited to, toys, trading cards, electronic games and/or devices, and sports equipment.

### **Visitors on Campus**

Our school welcomes parents and interested community members. Visitors and volunteers need to have pre-arranged a time with the teacher; the office will not interrupt the classroom. **All visitors, including parents and volunteers, must check in at the office** and put on a badge. Per School Board policy, parents/visitors requesting a formal 20-minute classroom observation for educational purposes must make an appointment to visit the classroom with the principal.

### **Walking to School: Student Safety**

We encourage you and your child to determine the safest route to and from school, to take the same route each day, and to walk with a friend. Remind your child never to accept rides from strangers and to only cross streets in designated crosswalks.

*Thank you for reviewing the information included in this handbook. We look forward to working together to ensure a successful school year!*