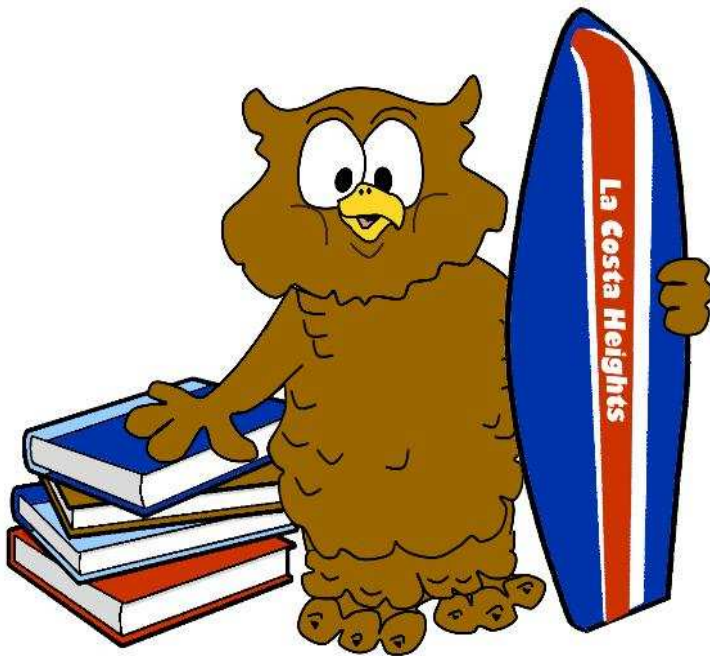


LA COSTA HEIGHTS ELEMENTARY SCHOOL

A National Blue Ribbon School of Excellence

A California Distinguished School

PARENT/STUDENT HANDBOOK



2008-2009

LA COSTA HEIGHTS ELEMENTARY SCHOOL

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.

Because each absence of every child must be verified on a daily basis, please call our **attendance line answering machine** at **944-4377** whenever your child is absent. Please leave the following information: your child's name, teacher's name, date of absence, and reason for absence. Although the attendance line answering machine is always available, **please call by 10:00 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. Please allow adequate time for teachers to provide these assignments.

If your child is going to be absent for five (5) days or longer for a reason other than illness, please obtain an Independent Study Contract from your child's teacher prior to the absence. This request should occur at least five (5) days prior to the absence so that the teacher can plan accordingly. Work must be completed during the absence and returned to the teacher the first day of the student's arrival back to campus. Independent Study Contracts that are completed and returned will be documented as excused absences for the student.

ATTIRE: 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. Clothing should fit properly, be worn as it was designed to be worn (straps buckled, waistbands on the waist, etc.), and cover students appropriately (no bare midriffs or backless tops). Appropriate footwear protects feet - toes must be covered (**no flip-flops**) and there must be a heel strap.

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. Though Back to School Night is for adults only, children are welcome at 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 Levante Street and west of 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. See parking lot safety map.

BUSSES: Though we will no longer have home-to-school bussing in the Encinitas Union School District, **the bus zone on Levante Street will continue to be used for our special education busses**. Student safety is seriously jeopardized when students are asked to cross Levante Street anywhere other than the crosswalk intersection. Please respect the safety of all students and those parents driving on Levante Street who will not be expecting children to cross.

COMMUNICATION: We believe that parent-school communication is essential for a successful educational experience. All flyers and notices will go home each Thursday with the Principal's Bulletin. The PTA newsletter is published monthly and provides information regarding school activities, important dates, and programs. Please discuss with your child the importance of bringing all letters and flyers home. Once a month LCH families will be the recipients of a community wide message from the principal via telephone.

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 call the office and leave a message. The teacher will return your call to discuss your concern and/or set up an appointment. The principal is also available to you as a part of that process, both during and after a conference with the teacher.



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, technology and fine arts. 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 except for students enrolled in the YMCA program. Similarly, there is no supervision after school. All students are expected to leave campus right after dismissal unless they are involved in an after-school club, enrolled in the YMCA program or enrolled in an Enrichment Program.

DISASTER PREPAREDNESS: La Costa Heights has an emergency disaster plan that is reviewed and modified yearly. Monthly fire drills are conducted so our students are 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: La Costa Heights 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.

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.

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.

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 meets 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, Member
Mr. William Parker, Member
Mrs. Carol Skiljan, Member
Mrs. Marla Strich, Member

EUSD Cabinet:

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

EXTENDED DAY CARE: The YMCA 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 the YMCA at 942-9622.

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.

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 providing these students with a differentiated curriculum offering the features of: Acceleration, Complexity, Depth, Challenge and Creativity. Identifying students as G.A.T.E. is a multiyear process that currently begins with looking at test results in third grade.

For more information, please see the G.A.T.E. webpage at the EUSD website or go directly to <http://www.eusd.net> and click on "for parents".

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. Per district policy, visitors who have not scheduled their visit through the classroom teacher must call and make an appointment to visit the classroom with the principal. Visits are limited to 20-30 minutes to limit student distraction. Please return your badges to the office when your visit is completed.

HEALTH OFFICE: 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 should 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 to be 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 medication with them during the day. All medication requests must be renewed each school year if continuation of medication is necessary. Parents will be called to take their child home if the child is sick at school.



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 in the school Media Center. Lunch boxes and clothing items are often found there. All LCH parents will be notified via the Principal's bulletin when items will be donated to a charitable organization. Please put your child's complete name and room number on everything he/she brings to school.

LUNCH: Students at La Costa Heights 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, cash to the food service cashier at lunchtime or online. 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).

If your child forgets their lunch, please deliver it to the front office. Please be sure to have your child's name and teacher's name marked clearly on the lunch.

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 ask that whenever possible do **not** call the office during these times unless it is an emergency. These times include: 7:45 am - 8:45 am, 11:30 am – 1:00 pm and 2:00 pm - 2:45 pm

OPEN HOUSE: In the spring La Costa Heights 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 16. 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 La Costa Heights beyond helping their own child at home with homework. These opportunities include:

PTA- The La Costa Heights' 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!

School Site Council- The SSC is an advisory council that helps to determine the annual school plan and categorical budgets. Meetings are generally on Wednesday of each month. All parents are invited to attend. The council consists of five staff members (including the principal) and five parents. Parent representatives are elected to fill vacancies each year.

English Learners Advisory Council- The ELAC meets several times a year in the evening and is open to all parents of students learning English. Topics include how to support students' learning and how to become more involved in our school programs. Notices are sent home before each meeting.

Everyone a Reader- This is a program that supports student reading. Community and parent volunteers read with four 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, groups and activities exist on campus that benefit from the support of parent volunteers. Information regarding these activities will be sent home throughout the school year.

Classroom and Lunchtime Volunteers- Teachers are always in need of parents to assist them in classroom/lunchtime activities and programs. If you are interested in volunteering in your child's classroom, please let the teacher know.

Curriculum Support Volunteers- Each area of the curriculum brings with it new materials and supplies, some of which are consumables to be inventoried and replaced each year. Anyone interested in helping to support our PE, technology, science, or art programs in this manner is invited to contact the principal.

PLAYGROUND: The following playground rules are designed to ensure that all students have a fun and safe recess.

All students will:

- Play games that are safe (as determined by the adults who are supervising).
- Play only on the grass and blacktop areas designated for their grade level.
- Use restrooms as needed, but not as play areas.
- Use the lunch table area for quiet, seated activities after eating.
- Use equipment the way it is designed to be used, i.e. jump ropes for jumping.
- Bounce balls only on the ballwalls, not against the buildings.
- Play games using only Peaceful Playground rules.
- Resolve conflicts by walking, talking, or paper/rocks/scissors so others do not have to wait.
- Follow adult directions the FIRST time they are given.
- Be respectful in all conversations.
- Not use put-downs or rude/inappropriate language or actions.
- Not fight or have bodily contact of any kind.
- Freeze when the bell rings, bring equipment in when the first whistle blows, and line up when the second whistle blows.

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: Students riding skateboards to school must wear helmets. Students are required to walk with their skateboards from Levante Street on to school grounds. Students are not allowed to ride skateboards on school grounds. Students who do not follow the rules regarding skateboard safety will lose the privilege of riding skateboards to school. See parking lot safety map.

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”. Four times a year we have our Character Counts Assembly where students are presented a certificate recognizing their achievements. In addition, students can earn WOWL slips, our local currency, and redeem their earnings at our WOWL 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 at 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.

TARDIES: 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. Social activities should be made at home before or after school. **Cell Phones** must be turned off during school hours. Misused cell phones will be confiscated and returned to the parents.

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, trading cards, skateboards, cassette players or radios, electronic games, and sports equipment (this is provided by the school).

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. Students are not to cross at the entrance to the parking lot. No child may walk into or through the parking lot without an adult during morning and after school traffic times. 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. Enter the parking lot from the west end and coming from a western direction. The curbing along the front of the school is painted white and allows for student drop-off and pick-up. Once in the lot, this must be maintained as a single lane of traffic with no parking. 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. If you need to leave your car unattended for any reason, please park in a designated space in our parking lot, or on Levante Street or other nearby streets. **Please do not** drop off or pick up your children in the street while you are waiting in line on Levante Street.

For Drop Off – please have your child (ren) ready to exit the car **before** you enter the lot, i.e., backpacks, lunch money, etc. Students are to exit the car on the curb side only. Make sure children are safely behind the red safety line on the sidewalk before you pull away from the curb in to the exit lane.

For Pick Up – your child(ren) will wait for you at the designated sidewalk area behind the red safety line. Please do not stop until you have pulled forward as far as you can go. Your child (ren) will follow you safely behind the red line until you can stop. Once your child (ren) are safely in the car and buckled up, you may pull away from the curb into the exit lane. Exit the lot only to the right (east) during drop off/pick up times.

Preferred Alternate Routes – while it may seem inconvenient at first, please keep in mind that these alternate routes are meant to reduce traffic at designated crossing areas and provide the safest possible arrival and departure for all children and drivers.

- If you are coming from LA COSTA AVENUE you can use CALLE MADERO and make a LEFT onto LEVANTE STREET to enter the school lot.
- After you exit the school lot to the right (east) you can either go LEFT on MORADA STREET continue down and go LEFT on GARBOSO STREET then go RIGHT on ROMERIA STREET to bring you to LA COSTA AVENUE.
- Go RIGHT on ESTANCIA STREET then go RIGHT on SEGOVIA WAY. This will bring you back to LEVANTE STREET.
- Continue RIGHT on LEVANTE STREET to LA COSTA AVENUE.
- Please do not attempt to make a U-turn on Morada Street. This particular U-turn is unsafe.

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.

PTA Executive Board Members 2008-2009

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Principal		

School Site Council 2008-2009

Principal		
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