

# **Ocean Knoll Elementary School**

*An International Baccalaureate World School*

## ***Parent and Student Handbook 2018-2019***

**910 Melba Road  
Encinitas, CA 92024  
(760) 944-4351  
Fax: (760) 943-2025**

## **Principal's Message**

Dear Parents and Students:

Welcome to another exciting school year! Ocean Knoll's International Baccalaureate Primary Years Program, authorized in 2013, provides all of our students a broad, deep, and engaging education in which students master 21st Century knowledge and skills through a rich, inter-disciplinary curriculum. It is an academically challenging curriculum, requiring students to take initiative, research, organize and complete projects, and speak in front of their classmates. The IB prepares our children for critical thinking, community service, and college-level coursework.

Our program serves as a springboard for children's love of learning, creativity, and readiness for the future where children reach their full social and academic potential. As an IB community, we value our nurturing environment that fosters inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The road to success in school begins early. As a parent, you are the most important person in your child's life. Throughout the early learning years, your partnership with our school staff will ensure that your child will achieve academically and socially. If you are new to Ocean Knoll, I welcome you to a dynamic school of progress and high expectations for every child. If you are a returning parent, I look forward to your continued commitment and ask for your ideas about how we can continue to improve our program.

This handbook was prepared to inform parents about our school programs as well as to serve as a guide to the school and district policies and procedures. You will find an electronic copy of the handbook on the OK Website at <http://www.eusd.net/ocean-knoll/>. Please take time to familiarize yourself with all of the important information it contains. Kindergarten and new families to OK will receive a hard copy of the handbook. I ask that you read and discuss the information with your child. ***Please sign and return the Acknowledgement Page included in the First Day Packet.***

The staff and I look forward to working with you for the benefit of your student. Thank you for allowing us to be part of your child's life.

Sincerely,

*Jennifer Bond*  
Principal

# Guiding Principles

## **International Baccalaureate (IB) Student Profile**

Ocean Knoll strives towards assisting students in becoming internationally minded students with the following **attributes**:

- |                |               |                |
|----------------|---------------|----------------|
| -Caring        | -Communicator | -Reflective    |
| -Knowledgeable | -Principled   | -Thinker       |
| -Open-Minded   | -Inquirer     | -Well Balanced |
| -Risk Taker    |               |                |

## **IB/PYP Attitudes**

Ocean Knoll's International Baccalaureate Primary Years Program (IBPYP) focuses on students displaying the following **attitudes** towards people, towards the environment, and towards learning:

- |               |               |
|---------------|---------------|
| -Appreciation | -Empathy      |
| -Commitment   | -Enthusiasm   |
| -Confidence   | -Independence |
| -Cooperation  | -Integrity    |
| -Creativity   | -Respect      |
| -Curiosity    | -Tolerance    |

## **Culture of Universal Achievement**

- Core Belief Among All Staff
  - It is our responsibility to help all children reach their highest potential
- School Goal
  - All students will meet or exceed grade level standards in ELA, Math, Science and Social Studies
- Develop Global Competencies
- College Bound Culture
- High Expectations for Staff and Students
- School Climate Conducive to Learning
- Safe and Orderly Environment
- Parent Involvement

## **Systematic Implementation of:**

- California Common Core State Standards
  - Essential Standards in ALL subjects
  - Instructional Timelines
  - Program Congruency and Alignment of Curriculum
  - English Language Development
- IB Units of Inquiry
- Enrichment & Intervention
  - Differentiation of Instruction
  - Consistent Small Group Instruction
  - Team Time (grade level regrouping)
  - Rigorous Learning Opportunities
  - Response to Intervention (RtI)
- Assessment & Data Analysis
  - On-going, Formative, and Summative
  - Progress Monitoring
- Collaboration
  - Team Level Planning (TLP)
- Professional Development

## **Programs, Procedures, and Guidelines**

The information in this handbook provides you information regarding our school's programs, policies, procedures, and guidelines. It is intended to be a useful resource for you throughout the school year. The listings are in alphabetical order for your convenience.

### **ARRIVAL: *Start Time is 8:00 a.m.!***

Students are expected to be in their classrooms and ready to work at the 8:00 a.m. bell. Those students who come in late are missing valuable academic instruction and interrupting learning for their classmates.

**There is no playground supervision until 7:30 a.m. A parent or guardian must accompany students arriving earlier than 7:30 a.m.** At 7:55 a.m. students are to line up with their class on the playground. Kindergarten classes line up in the kindergarten yard and must remain with a parent or guardian until the teacher arrives. The teacher will then come to the playground and escort the class to the classroom.

If you need to drop your child off prior to 7:30 a.m., you can register and pay for the Boys and Girls Club before school program. The before school program begins at 6:30 a.m. until 7:45 a.m. If your child is in the before school program, the Boys and Girls Club staff will escort your child to the classroom line up on the playground when the bell rings at 7:55 a.m. Information regarding fees and other specifics of this program are available by calling the Branch Director, Chris Ann Rosillo at (760) 753-6351.

The YMCA is also provides Before and After School Care. A bus from the YMCA brings students to school and picks up students at the end of the school day and takes them to the Magdalena Ecke YMCA on Saxony Road. The YMCA number is (760) 942-9622.

### **Kindergarten**

Kindergarten is hand-to-hand arrival/dismissal. All Kindergarten students are to be dropped off and picked up directly to and from their classrooms by a parent or other designated individual. Designated individuals may be grandparents, siblings, carpool parents, etc. However, please inform the teacher if the designated individual is not a parent. For Kindergarten drop-offs and pick-ups, park in a legal parking place and walk the student to and from their classrooms. Parking is allowed in the back lot and in areas marked on the maps in grey. Park and walk is available at Bethlehem Lutheran community center located at Balour and Melba Road and at St. Andrew's Church located at Balour and Guadalajara Drive. This is a very doable distance (1/4 mile) for most kindergarteners and very fun to do with their parents.

**See Traffic and Safety section for more information on arrival/dismissal procedures.**

**ATTENDANCE:** Students who miss school time lose valuable classroom instruction. It is essential for students to attend school daily and on time. We understand that there may be times when students must be absent due to illness. We ask that you make every effort to schedule appointments after school to prevent students from missing essential components of the instructional program. In addition, we ask that you please schedule appointments and family vacations when school is not in session.

The school monitors daily attendance to ensure students maximize their learning time throughout the school year. Attendance letters are sent home to parents/guardians of students whose attendance is of concern. If the attendance concern of a student does not improve, the parents will be required to attend a Student Attendance Review Board (SARB) hearing at the district office.

**Absences:** Accurate attendance records are necessary for our school. Because each absence of every child must be verified on a daily basis, please call our **attendance line answering machine at 760-944-4351 or email our school services secretary at Paula.Loedel@eusd.net** whenever your child is absent. Please leave the following information: *your child's name, teacher's name, date of absence, and reason for absence*. For your convenience, the attendance line answering machine is available 24 hours a day seven days a week. If your child is absent, arrangements for picking up schoolwork can be made by notifying the school office.

**Late Arrivals:** School starts at 8:00 a.m. Please make every effort to get your child to school on time. Making sure that your child is on time every day teaches him/her to be responsible. When your child arrives after 8:00 a.m., he/she must report to the office to get a late pass before going to class. Tardies will be recorded on your child's attendance record. Habitual tardies will result in a parent contact to work together to resolve the problem. The process may include a meeting at the district office with the Student Attendance Review Board.

**Early Dismissal:** It is important for children to be in school all day every day. Parents are expected to schedule routine doctor or dental appointments when classes are not in session. If you need to pick your child up early from school for an appointment, please send a note to the classroom teacher with the following information:

- Your child's complete name, room number, approximate time you will come in, full name of the adult picking up child.
  - **You must come to the office and sign your child out when you arrive at school.**
  - If you are having someone other than yourself pick up your child, you must make sure that person is listed on your child's Pupil information Card. Students will only be released to the adults listed on their Pupil Information Card.

\*Please note early dismissals are recorded on your child's attendance record.

**Independent Study Contracts:** If your child is going to be absent for five 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 days prior to the absence for the teacher to plan accordingly. Work must be completed during the absence and returned to the teacher the first day of the student's arrival back to school. Completed Independent Study Contracts are documented as excused absences for the student.

**BACK-TO-SCHOOL NIGHT:** Back-to-School Night is an opportunity for you meet your child's teacher. Parents will receive information regarding grade-level standards, curriculum, and instruction. You will be able to view classroom materials, and be informed of classroom and school wide 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 adults only. Children are welcome at Open House in the spring.

**BELL SCHEDULE:**

	<u>M-Th Schedule</u>	<u>Friday Schedule</u>
Family Wellness Program	7:30a.m.	7:30a.m.
Playground Supervision Begins	7:30 a.m.	7:30 a.m.
School day begins	8:00 a.m.	8:00 a.m.
School day ends	2:20 p.m.	12:45 p.m.

**BREAKFAST PROGRAM:** The District provides a breakfast program at Ocean Knoll. The full price of breakfast is \$4.00 or \$.40 for students qualifying for reduced meals. Students who receive free lunch are eligible for free breakfast as well. Breakfast is served from 7:30-7:50am.

**CELL PHONES:** Students may have cell phones at school. However, the **phones may not be turned on during school hours, including recess and lunch times.** If a cell phone is causing disruptions, teachers have the right to take it away. The teacher will keep the cell phone in a safe place until the student's parent comes to pick it up. **If a cell phone is lost or stolen, it is NOT the responsibility of the school or district to replace it.**

**CLASSROOM DISRUPTIONS:** One of our goals at Ocean Knoll is to minimize interruptions during the school day. In order to accomplish this goal we are always looking for ways to protect valuable learning time from unnecessary disruptions. Parents' requests to get messages to their child or to the teacher during the instructional day can have a significant interruption on the teacher's ability to keep a concentrated focus on instruction. Therefore, **we ask you help eliminate unnecessary classroom disruptions by not asking the office staff to relay messages to your child unless it is an absolute emergency.** We encourage you inform your child before school of any plans for after school. Thank you for your cooperation in helping to preserve valuable instructional time.

**CLOTHING:** We believe appropriate clothing for school contributes to the child's positive attitude and well-being. The appearance of the student is a direct reflection of pride in himself/herself 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. The following are considered inappropriate:

1. Clothing advertising alcohol or containing inappropriate signs or symbols
2. Clothing associated with gang attire
3. Midriff tops or any attire which exposes the midriff area
4. Spaghetti straps, transparent, or off-the-shoulder garments
5. Tops with armholes that do not fit snugly
6. Dangling earrings
7. Facial cosmetics
8. Unbelted baggy pants hanging below the waist and pant legs touching the ground
9. Chains attached to clothing
10. Hats with inappropriate logos, words, or designs. **Hats may not be worn indoors.**
11. Shorts and skirts of an inappropriate length - (shorts/skirts should be at least as long as the tip of a student's fingertip when arms are at the side)
12. Extreme hairstyles that cause distraction in class
13. Open toe shoes, such as flip-flops and sandals without straps

<p><b>Hats and sunscreen are permitted during recess and Physical Education to provide protection from the sun.</b></p>
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**COMMUNICATION:** We encourage parents to contact the school with questions regarding their child's progress. The classroom teacher is the best initial contact. Parents are encouraged to call the office and leave a message for the teacher or e-mail their child's teacher. The teacher will promptly call the parent or reply to the e-mail to discuss questions/concerns and/or to set up an appointment. The principal is available to be part of the parent and teacher conference, if necessary.

### **Peach Jar & Weekly Email Blast**

Home-school communication is essential for a successful educational experience. All school information will be emailed weekly from our PTA and using PeachJar.com. If you are not receiving the weekly e-flyers and PTA information or you are a new family to our school, please provide your email information to your child's teacher. All parents with their email address on file with the district will automatically begin receiving e-flyers in their inbox. Additionally, all e-flyers can be viewed by clicking the Peachjar button located on our school's website. Please check the school and teacher websites weekly to review the information posted. Included is Ocean Knoll's website <http://www.eusd.net/ocean-knoll/> and the District's website [www.eusd.net/](http://www.eusd.net/) for your convenience.

### **Friday Folder**

Each Friday, we send home important letters and flyers with information pertaining to our school. Be sure to check your child's backpack on Fridays. All paperwork will be in the Ocean Knoll Folder. You are also encouraged to write a note to the teacher or other staff members. Just include the note in the folder when your child returns it. The emptied folder should be returned to school on Monday.

### **Ocean Knoll Parent Calendar**

At the beginning of each month you will receive a calendar listing the school events for that month. We encourage you to keep informed of school events by reading the monthly calendar and posting it in a central place at home.

### **Parent Link**

Parent Link is a web-based telephone communication system that serves as another means of communication. It is imperative that you maintain a current phone number and email address on file with the office in order to be able to receive these automated messages. In case of an emergency, such as fires, this will be the only way we can communicate with our families. If you are not receiving these automated messages, please see Paula in the front office.

### **Classroom Information**

Teachers provide classroom information via weekly newsletters, blogs, and/or grade level websites. The purpose is to provide information about grade-level curriculum, homework, grade-level projects, important dates, and classroom and school events.

### **Facebook**

Be sure to "like" Ocean Knoll's Facebook page to receive notification of upcoming events. Principal Bond uses Facebook regularly to communicate school news to the families and the community. Go to ***facebook.com/oceanknoll*** .

**CURRICULUM AND INSTRUCTION:** All students receive a comprehensive, balanced, and standards-based educational program, which includes instruction in the areas of language arts (reading, writing, listening, speaking), mathematics, science, social studies, physical education, visual/performing arts, and Spanish. In addition, teachers at Ocean Knoll create units of study based on the six interdisciplinary IB themes of inquiry to provide students the framework for exploration and study of themes of global significance. Furthermore, the district's digital curriculum allows for students to practice essential grade-level language arts, math, and science skills.

**DAILY SCHEDULE:** School hours are **8:00 a.m. to 2:20 p.m. Monday through Thursday**. Every **Friday** students are **dismissed at 12:45 pm** for teacher grade-level collaboration meetings and staff development. The morning bell rings at 7:55 a.m. Students are expected to be in their seats and ready to begin class at 8:00 a.m. Children are not permitted on campus prior to 7:30 a.m. without a parent/guardian as supervision is not available until that time. At dismissal time, supervision is provided

until 2:35 p.m. and until 1:00 p.m. on Fridays. All students have a fifteen-minute recess and a forty-minute lunch break.

**DISASTER PREPAREDNESS:** Ocean Knoll has a Comprehensive School Safety Plan, which is reviewed and modified yearly. Disaster drills are held to familiarize our students with the different disaster procedures. Once a year we have a district wide 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.

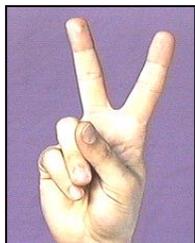
All parents and volunteers need to know how to respond if on campus during a crisis. Please pick up an informational flyer in the office when you sign in. Also, be sure to attend Principal Bond's parent presentations for further information.

**DISCIPLINE POLICY:** Ocean Knoll School 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 that emphasizes the positives, recognizes and rewards responsible actions, and stresses student decision-making. We believe that good behavior will lead to improved learning and academic success for all students.

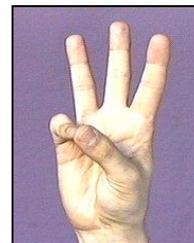
In conjunction with the IB attitudes (see page 3), Ocean Knoll has adopted these **Three Personal Standards** to guide students toward positive choices in determining their own behavior. The goal is to instill in our students the importance of these standards as they develop positive attitudes towards people, the environment, and their learning.



**Be Respectful**

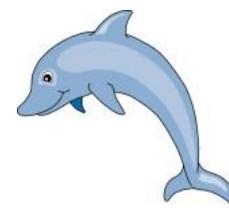


**Make Good Decisions**



**Solve Problems**

**Ocean Knoll Elementary School**  
**Be Respectful**  
**Make Good Decisions**  
**Solve Problems**



	<b>Make Good Decisions</b>	<b>Be Respectful</b>	<b>Solve Problems</b>
<b>Arrival &amp; Dismissal</b>	Use crosswalk & sidewalk Enter & exit car quickly using passenger side door Walk to line up at designated area	Obey Teachers & Safety Monitors Use quiet voices Keep hands and feet to yourself	Be on time Be prepared Wait at designated area Line up quickly when bell rings in morning Exit campus quickly when bell rings in afternoon
<b>Playground</b>	Use equipment for what it is meant for Stay in assigned area Don't run through others' games	Keep hands and feet to yourself Take turns Share equipment Use kind words	When bell rings, stop playing, return equipment & walk to line up promptly and quietly
<b>Corridors</b>	Keep hands and feet to yourself Walk at all times	Walk quietly in the corridors Keep hands and feet to yourself	Stay in a single file line
<b>Restroom</b>	Wash hands with soap and water Keep water in sink Walk at all times	Keep hands and feet to yourself Give privacy to others Use quiet voices Flush toilet	Use toilet, sink, soap and dryer appropriately Be quick Dispose of your garbage in proper bins
<b>Lunch Tables</b>	Keep your area clean Stay in your seat Ask permission to get up Walk at all times Use quiet voices	Eat only your food Listen to the noon duty supervisors Keep hands and feet to yourself Use your manners	Use good table manners Dispose of your recyclables & garbage in proper bins at scrap cart

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

**Classroom Incentives/Activities** are set up by the teachers in each class to acknowledge students' academic achievement and social successes. In each classroom there are positive rewards to individual students, groups, and the whole class for good behavior and good work habits.

**Gold Slips** are awarded each month to students who are especially helpful to the teacher and other students in the classroom, made academic progress and/or put forth great effort. Gold Slip recipients are recognized at the Distinguished Dolphin assemblies.

**Dolphin Dollars** are awarded to students in recognition of good behavior based on our Three Personal Standards and IB attitudes. Office staff, teachers, and other support staff give out Dolphin Dollars to students who "get caught being good." Students can use their Dolphin Dollars at the school store to buy a variety of items and/or save them to buy a ticket to the monthly Principal Prize.

**Distinguished Dolphin Assemblies** are to recognize students who have demonstrated the IB Attitudes and Ocean Knoll's Three Personal Standards. Teachers will inform the parents when their child has been selected to be recognized.

Students who choose to disregard the **IB attitudes** and **Three Personal Standards** as outlined will receive the following consequences:

STEP I: Classroom behavior plan is implemented. Classroom consequences may include:

- Conference with student
- Time-out
- Written explanation
- Phone call home
- Discipline Notice (*Pink Slip/Citizenship Report*) sent home to be signed by parent and returned to the teacher
- Parent/teacher conference

STEP II: Student meets with the Principal. Consequences with the Principal may include:

- Conference with student
- Student calls parent
- Principal calls parent
- Parent/teacher/principal meeting
- Lunch/recess detention
- Parent takes student home for remainder of day
- In-school suspension for a portion or all of the day
- Home suspension for one or more days
- Expulsion

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

All students will:

- Be friendly and kind to others
- Follow directions.
- Respect each other's personal space and belongings
- Leave electronic devices, balls, toys and gum at home.
- Use school equipment for its designed purpose.
- Eat only at the lunch tables.
- Run only on the grass or track.
- No playing in the restrooms.
- Play by the rules.
- Play only in marked areas on the playground and field.
- You can't say you can't play.
- Use Rock-Paper-Scissors to solve problems.
- Freeze on the bell. Walk on the whistle.
- Return equipment to the cart before lining up.

Consequences for a student who chooses to disregard playground rules may include the following:

- Verbal reminder
- Redirection
- Student stays with staff member for a time during recess
- Discipline Notice (*Pink Slip/Citizenship Report*) sent home to be signed by the parent and returned to the teacher
- Arrange for the student to meet with the Principal\*

\*Students meet with the Principal after habitual behavior problems or for a severe disruption such as defying authority, bullying, or actions with intent to cause physical injury.

- There could be additional steps taken based on the circumstances of the incident at the Principal's discretion.

**Skates, scooters, or toys of any kind, including trading cards, are not allowed at school or to be sold on school campus.**

Per Education Code 48900, students will be suspended from school for the following reasons:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury.
- (a) (2) Willfully used force or violence on another, except in self-defense.

- (b) Possessed, sold, or otherwise furnished a weapon (firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds).
  - (c) Possessed, used, sold, furnished or been under the influence of alcohol, intoxicant, or controlled substance, as defined in the Health and Safety Code.
  - (d) Offered, arranged, or negotiated to sell a substance represented to be alcohol, intoxicant, or a controlled substance as defined in the Health and Safety Code.
  - (e) Attempted/Committed robbery or extortion.
  - (f) Attempted to cause/caused damage to school/private property including electronic records.
  - (g) Attempted to steal/stole school/private property including electronic records.
  - (h) Use of tobacco or possession of tobacco on school property.
  - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - (j) Possessed, offered, arranged, or negotiated to sell drug paraphernalia, as defined in the Health and Safety Code.
  - (k) Disrupted school activities or defied authority of school personnel.
  - (l) Knowingly received stolen school or private property.
  - (m) Possessed an imitation firearm.
  - (n) Attempted/Committed sexual assault and/or battery.
  - (o) Harassed, threatened, or intimidated a pupil witness.
  - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - (q) Engaged in, or attempted to engage in, hazing.
  - (r) Engaged in an act of bullying, including but not limited to an electronic act.
  - (s) Aiding and abetting the infliction or attempted infliction of physical injury to another person.
  - (.2) Engaged in sexual harassment (Grades 4-8).
  - (.3) Engaged in hate violence (Grades 4-8).
  - (.4) Engaged in intimidation against students or staff. (Gr. 4-8)
  - (.7) Made terroristic threats against school officials/school property.
- Education Code 48901
- (.5) Use/Possession of electronic signaling device not essential for student's health.
- California Penal Code 417.27
- (b) Possession of laser pointer.

**Bullying:** California AB 86 amended the Education Code 48900. It provides a school administrator authority to suspend or recommend for expulsion those students who bully others by means including, but not limited to, "electronic act".

### **DISMISSAL PROCEDURES:**

At dismissal, the school gates will be open at approximately 2:17 p.m. and at approximately 12:42 p.m. on Fridays. Parents may come on campus to pick their child.

**The 2:35 p.m. and 1:00 p.m. (Fridays) bells indicate all students must be off campus, unless participating in a school sponsored afterschool activity.**

**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.**

Determining a rainy-day pick up spot for your child in advance will simplify the situation and reassure your child on rainy days.

Student safety is seriously jeopardized when students are asked to cross a street at any place other than the crosswalk intersection. Please do not ask your child to cross a street in the middle of the block. Law enforcement will issue tickets for jaywalking.

Please respect the private easement on the west side of Bonita Drive. Also, note that the cul-du-sac off Bonita Drive across from the school driveway is a private drive. Parking is not allowed there. The neighbors are advised to call the police if people park in these areas. In addition, please obey the parallel parking and painted zones regulations.

### **Kindergarten**

Kindergarten is hand-to-hand arrival/dismissal. All Kindergarten students are to be dropped off and picked up directly to and from their classrooms by a parent or other designated individual. Designated individuals may be grandparents, siblings, carpool parents, etc. However, please inform the teacher if the designated individual is not a parent. For Kindergarten drop-offs and pick-ups, park in a legal parking place and walk the student to and from their classrooms. Parking is allowed in the back lot and in areas marked on the maps in grey. Park and walk is available at Bethlehem Lutheran community center located at Balour and Melba Road and at St. Andrew's Church located at Balour and Guadalajara Drive. This is a very doable distance (1/4 mile) for most kindergarteners and very fun to do with their parents.

**See Traffic and Safety section for more information on arrival/dismissal procedures.**

**EMERGENCY SITUATIONS:** California Education Code requires us to have a valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and least two (2) additional emergency numbers in the event you cannot be reached. These additional listings should be people who are 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 notify the school office of new telephone numbers. *No child will be released to an adult who is not listed on the Pupil Information Card.*

In the event of a major disaster, **school will not be dismissed and students will remain under the supervision of school authorities** until a parent or an adult listed on the Pupil Information Card comes to pick up the student.

**EXTENDED DAY CARE:** Before and After School Care is available through the **Boys & Girls Club** on the Ocean Knoll 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 of this program are available by calling the Branch Director, Chris Ann Rosillo at (760) 753-6351.

The YMCA is also provides Before and After School Care. A bus from the YMCA brings students to school and picks up students at the end of the school day and takes them to the Magdalena Ecke YMCA on Saxony Road. The YMCA number is (760) 942-9622.

**FAMILY WELLNESS PROGRAM:** This program is designed to improve the overall health and wellness of the students and parents at Ocean Knoll. The main goal is to create a safe and fun environment for children and parents to exercise together before school. Studies show that incremental exercise, even as little as a 10-minute session, can improve health and quality of life. The exercise sessions are daily before school from 7:30am-7:55am. Students are rewarded for participating in the program based on the milestones outlined by the program and their achievements are recognized at the Distinguished Dolphin assemblies.

**FIELD TRIPS:** Field trips and other special events are earned privileges. The principal and/or teachers have the right to exclude any student from participating in any field trip or special event based on behavior and/or lack of fulfilling classroom work expectations. Field trips are scheduled to enhance the instructional programs and student learning.

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 insurance coverage, valid California driver's license, car registration and safe vehicle verification as set forth by the District. The classroom teacher or main office staff will explain the requirements and collect this information at least five days prior to each field trip.

**HEALTH and NUTRITION:** The Encinitas Union School District has a Wellness Policy that recognizes the critical role schools play in curbing the epidemic of childhood obesity and provides the opportunity to create an environment conducive to healthy lifestyles. This includes serving lunches and snacks which meet the criteria for local, state and federally nutritional guidelines.

We also discourage the use of food and beverages that do not meet those standards as rewards for academic performance or good behavior.

**Please notify your child's teacher and the main office staff of any allergies that your child has.**

If you would like to bring something for the class to celebrate your child's birthday, we prefer you bring nonfood items like pencils, stickers, books, etc.

**HOMEWORK:** Homework is a part of your child's educational program. Every child/family should plan on setting aside time 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. The following table serves as a guide.

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	10-15 minutes	20 minutes
2	15-20 minutes	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

**ILL CHILDREN AT SCHOOL:** If a child is determined to be too ill to remain at school, the office staff will notify the parents or designated emergency contact to pick up the child at school.

**INSURANCE COVERAGE:** Though we would like to predict that no injuries will occur during the school year, we know that injuries do occur. 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. The school or district is not responsible for covering medical bills due to an injury at school.

**INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAM (IB/PYP):** The International Baccalaureate Organization (IBO) was established in 1968 in Geneva, Switzerland. The IBO works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment. The IB program encourage students across the world to become active, compassionate, internationally minded, and lifelong learners. Currently there are six IB elementary schools in San Diego County.

Ocean Knoll Elementary began the rigorous process to become an authorized International Baccalaureate World School eight years ago and was officially authorized as an IB World School in December of 2013. The IB Primary Years Programme (IB/PYP) is designed for students ages 5 to 12. It focuses on developing the whole child by encompassing social, physical, emotional and cultural needs in addition to academic development. Our goal is to provide our students with structured, purposeful inquiry learning while developing their character. Each grade level has created 6 units of inquiry-based on the transdisciplinary themes of global significance.

**iPADS:** Thanks to the passage of the Prop P in the city of Encinitas, EUSD is able to provide a 1 to 1 iPad initiative to students for students in grades Kinder-6<sup>th</sup>. This allows the school to provide students with an individualized learning program in the core areas while at the same time giving student the means to experience 21<sup>st</sup> century learning.

**LOST AND FOUND:** Each year a large number of clothing items are donated to local relief organizations. Please check the Lost-and-Found for items that may belong to your

child. The Lost-and-Found is located outside the teachers' lounge. **We encourage you write your child's first and last name on everything he/she brings to school.** There may be several students with the same backpack, lunch box and/or jacket. Having your child's name on the various items makes it easier for the student and staff to identify belongings. The day before each break all items not claimed are donated to charitable organizations.

**LUNCH PROGRAM:** Students may participate in the District's lunch program or bring lunch from home. Students may purchase milk or juice for \$.50, a hot lunch (including milk) for \$4.00 and \$.40 for students qualifying for reduced meals. Lunches may be prepaid at the school office or by giving check or cash to the food service cashier at lunchtime. Student lunch balances may be obtained from our Food Services Department (760-944 4300 x 2570). Online payments can be made using School Café at [www.schoolcafe.com](http://www.schoolcafe.com) or in the App Store, Google Play or Microsoft: SchoolCafe.

**Families need to complete a lunch application annually to determine eligibility for the federal lunch program. Lunch applications may be found on the district website, at [www.schoolmealapp.com](http://www.schoolmealapp.com) and in the school office.**

All students are encouraged to bring a healthy snack from home to eat during recess.

**MEDIA CENTER:** A media center aide is employed by the school to help checkout books, maintain books, textbooks and teacher resources organized. Students visit the media center once a week with their class. We ask that you remind your child to take care of the books and to return them on time.

**MEDICATION AT SCHOOL:** We recognize that at times it is necessary for students to take medication at school. **Office personnel and school health techs can only administer medication prescribed by a physician to be taken at school.** All medication needs to be brought to the school office. 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.

**MESSAGES TO STUDENTS:** Phone messages from parents to students during the school day are strongly discouraged. We understand, however, that there may be a rare situation that requires a parent to contact their child during the day. When this occurs, the office staff will put the message in the teacher's mailbox, but will not interrupt instruction to deliver a message to the student. Teachers retrieve messages at morning recess and at lunchtime.

**MORNING ANNOUNCEMENTS:** The school day begins with morning announcements over the PA system. The principal and student announcers read an inspirational passage from the Words of Wisdom program. In addition, the school recites the Pledge of Allegiance and the Peace Builders Pledge. The announcements conclude by recognizing students who are celebrating a birthday and going over any reminders. It is at this time, we ask parents to please leave campus so we may begin our instructional day.

**NO TRASH LUNCHES+ /RECYCLING:** Seven years ago, we started “*No Trash Tuesdays*” to help reduce lunchtime trash at least one day per week. As our students became more consciously aware of reducing lunch trash, we have increased our goal to have students and staff members who bring a lunch and/or a snack to use reusable containers and utensils all 5 days. They should also bring a reusable water bottle. We have two hydration stations on campus for students to refill their bottles with filtered drinking water.

For the **Recycling** part of the program, we collect water bottles and aluminum cans. All bottles and cans must have the CA CRV logo on them. Please **NO** glass. Please make sure the bottles and cans are empty and put them in separate bags. Please put them in a **clear** tall kitchen size or a larger bag. You do not have to rinse them, but please make sure they are clean. Also, caps **DO NOT** have to be removed and you do not need to crush them. Please bring them to the main office or custodian’s office next to room 8.

**OPEN HOUSE:** In the spring Ocean Knoll 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 in October and in March. The purpose of these conferences is to inform the parents of their child’s specific strengths and needs and to develop a plan for academic and/or 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 Ocean Knoll beyond helping their own child at home with schoolwork. All volunteers **MUST** complete the Volunteer Code of Conduct Form and return to the office. These opportunities include:

**Arts Ed:** A DVD-based program that trains parents to teach art lessons in the classroom. Art supplies are purchased and maintained by the PTA.

**Classroom and Lunchtime 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. Additionally, anyone interested in serving as a lunchtime volunteer to facilitate student games and activities, especially on rainy days, should contact the principal.

**English Learners Advisory Committee (ELAC):** The ELAC is a state mandated committee when there are 21 or more English learners at a school site. The main role of the ELAC is to advise the principal and the staff on the school's programs for English learners based on the requirements outlined by the state and to help motivate parents to participate in school events.

**Parent/Teacher Association (PTA):** The Ocean Knoll 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, Rimga Viskanta or any of our PTA leaders to inquire about ways to get involved. Our annual membership drive begins soon after school starts. Additional information will be posted on the PTA website.

**School Site Council (SSC):** The SSC is an advisory council that helps to determine the annual school plan and categorical budgets. SSC meets six times annually 3:00 pm. The council consists of staff members (including the principal) and parents. Parent representatives are elected to fill vacancies each year. Meetings are open to community members.

**School Board Meetings and District Committees:** The School Board provides leadership to the district by establishing policies and making decisions regarding school matters. The School Board meets monthly. Meeting dates and agendas are available on the District's website ([www.eusd.net](http://www.eusd.net)). Many of the District Committees require parent representation. We encourage you to volunteer to represent Ocean Knoll on such committees.

**READING COUNTS PROGRAM:** Reading Counts is a reading incentive program produced by Scholastic, Inc. Students accumulate points based on the number of comprehension quizzes passed. The PTA Reading Counts representative keeps track of the points and prepares the rewards for the students to receive at the Distinguished Dolphin assemblies. In addition, we have the *Dolphin Pride Reading Program* for students in Kinder.

**REPORT CARDS:** Report cards are issued two times each year – January and on the last day of school in June.

**RESPONSIBILITY:** To encourage students to be responsible for their own belongings, lunches, homework, projects, etc. we will not interrupt classes to deliver these items to the classroom when they are brought to school by parents. We will, however, 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.

**SIXTH GRADE CAMP:** The San Diego County Department of Education sponsors a camp experience for sixth grade students as part of its Outdoor Education Program. Sixth grade camp is scheduled during school attendance days, and the classroom teacher accompanies the students. Parents are responsible for the cost of camp. Further information will be provided at Back to School Night.

**SKATEBOARDS, SCOOTERS and BIKES:** No skateboards, bikes or scooters may be ridden on the school campus at anytime. This includes before and after school.

**SPANISH PROGRAM:** The offering of world languages is part of the IB program. Ocean Knoll offers Spanish classes to all K-6<sup>th</sup> students.

**STUDENT CLUBS:** Ocean Knoll strives to maximize the learning opportunities made available to our students. OK students in grades 3<sup>rd</sup>-6<sup>th</sup> are able to participate in various student clubs. Students need to complete the required application to be considered.

### **STUDENT SUPPORT PROGRAMS:**

**English Language Development:** The District is committed to complying with Federal and State laws governing programs for English language learners. In order to ensure the academic success of our English language learners, a standards-based and research-based English language development program is offered to our students.

**Learning Resource Center (LRC):** Students experiencing academic and/or behavior difficulties receive targeted interventions through our Data Based Consultative Intervention Program (DBCI). If the interventions put in place by the regular education teacher do not remedy the student's specific learning concerns, a formal academic and psychological evaluation can be completed to determine if the student meets special education criteria. If a student qualifies for special education services, an Individualized Education Plan (IEP) is developed for the qualifying student 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.

**School Based Mental Health Services:** On-site counseling services by a certify therapist are available to families eligible for Medi-Cal.

**School Psychologist:** The role of the school psychologist is to test students for educational purposes only.

**Speech and Language Therapy:** The speech and language therapy program is designed to identify and assist students with speech and language problems such as articulation and language development. Students qualify based on formal evaluations and are served as prescribed in their Individualized Education Plan (IEP).

**Title I Schoolwide Program:** Schools receive Federal monies based on the number of students qualifying for free and reduced lunch and/or the level of parent education. At OK, these additional funds are utilized to provide all students with differentiation of instruction and to provide additional support to students via school intervention programs as approved by the School Site Council.

**Team Time:** Offers all students differentiated reading instruction by general education teachers, education specialists and the Team Time teachers. The Team Time program allows all students to receive instruction at their instructional level. Research-based curriculum specific to each proficiency level is used. Continuous progress monitoring allows students to be aware of and take ownership of their learning by recognizing their efforts and growth on a continuous basis.

**TLP (Terrific Learning Provided):** All students participate in enrichment classes that may include nutrition lab, garden, music, yoga, Spanish, and PE. While the students participate in these enrichment classes, grade level teacher teams meet to plan and collaborate regarding student goals, assessments, IB units, etc. TLP is made possible by the support from the PTA and the Sage Garden Grant and the District who fund the TLP staff.

**STANDARDIZED STATE TESTING:** The state of California is fully implementing the California Common Core State Standards. For the 2018-19 school year students in grades 3<sup>rd</sup>-6<sup>th</sup> are administered the State's Smarter Balanced Assessment in the areas of language arts and mathematics. This assessment will take place in the spring. Fifth grade students are also assessed in Science and Physical Fitness. Notices will be sent home informing families of dates and times for testing. We ask that absences and tardies be avoided during this time to ensure all students the best opportunities to perform well.

**SUPPLIES AND MATERIALS:** All necessary school supplies are provided by the school to all of our students.

**TEACHER PLANNING DAYS:** We believe 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 for teachers to work together to plan curriculum, share instructional strategies, and attend staff development trainings. There is no reduction in yearly instructional minutes as Friday's reduction is applied to the other four days of the week.

**TOBACCO FREE CAMPUS:** Ocean Knoll is a tobacco-free campus. Visitors and guests are prohibited from smoking while on school grounds, or in the school parking lots.

**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, trading cards, skateboards, electronic games and/or devices, and sports equipment. **If a student brings personal items to school and they get lost or stolen, the school is not responsible for replacing them.**

**TRAFFIC AND SAFETY:** Ocean Knoll has two parking lots for student drop-off and pick-up. The front parking lot is the one directly in front of the flagpole and front office. The back parking lot is adjacent to the Ocean Knoll Farm off Bonita Drive. A link to Ocean Knoll parking and traffic flow maps available on the Ocean Knoll website.

- If you drive **East on Melba** to get to Ocean Knoll, turn left on Bonita and **use the back parking lot**. Left turns from Melba into the front parking lot are not permitted between 7:40 until 8:00 AM and 2:00 until 2:45 PM.
- If you drive **West on Melba** to get to Ocean Knoll, please use the **front parking lot** for drop-off and pick-up. You may also use the back parking lot if you choose.
- The front parking lot will close to parking from 7:40 until 8:00 AM and 2:00 until 2:45 PM. This is because during those times the front parking lot will be a loading and unloading zone only. Drivers should not exit their cars.
- Students should be ready to exit the car before you enter the drop-off zone. **Drivers remain in your car**. Safety personnel can help with unloading.
- Students should exit from the passenger side only of your vehicle and step directly down to the curb.
- Double parking and parking in red zones are prohibited.
- Do not drop off or pick up your children in the street. Obey all traffic laws.
- Carpooling is strongly encouraged.
- Use of cell phones is not allowed.
- Campus supervision ends at 2:35pm Monday through Thursday and at 1:00pm on Fridays.
- Remember: Staff on duty are not available for conferences or answering questions. They are responsible for student safety. Please refrain from having conversations with students and staff on duty.

#### **Additional Parking Options:**

- Due to generous permission from Bethlehem Lutheran Community Center at Melba and Balour and St. Andrew's Church at Balour and Guadalajara, you may park in their lot and then walk the remainder of the distance, which is about ¼ of a mile to campus.
- If you are coming from the West, you might also consider parking along Requeza and then walking the back trail and road to enter the campus through the pedestrian gate off the back parking lot.
- Leave early! When you drop of your child by 7:40 or 7:45, there is very little congestion.
- Look for information about our volunteer-run Walking School Bus.

#### **Walking/Biking**

- While on campus, stay on the sidewalk and walk your bike. Bikes are not permitted in the parking lot.
- COMING IN FALL 2018: Ocean Knoll will have three bike parking locations: 1. Near the back lot and farm; 2. Near the MPR when entering the gate from Melba; and 3. In front of the school (already existing).

- Follow all traffic laws for biking and pedestrians (i.e. wear bike helmets, use cross walks, etc.)
- If you do not walk with your child, groups of students should walk together.
- Use designated crosswalks. Do not walk through the parking lots.
- Teach your child safety rules: how to cross the street, not to talk to strangers, walking with friends, etc.

**Traffic Map – Front Parking Lot**



Traffic Map – Back Parking Lot



**PARKING MAP – Bethlehem Park & Walk**



**PARKING MAP – St. Andrew's Park & Walk**



**VISITORS ON CAMPUS:** The school staff welcomes parents and visitors. However, you may only volunteer or visit a child's classroom if you have pre-arranged time with the teacher. **All visitors, including parents and volunteers, 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. Non-enrolled elementary, junior, and high school aged children are not allowed on school grounds or in the parking area during school hours, nor during our After School Program.

Per district policy, parents/visitors wishing to do a formal classroom observation for educational purposes must call and make an appointment to visit the classroom with the principal. Visits are limited to 20-30 minutes to reduce student and teacher distraction.

**WALKERS:** We encourage our families to continue to walk/bike to school. You and your child can determine the safest route to school and home. We advise your child to take the same route home each day. 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 hope you keep this handbook readily available as a quick  
reference guide for school procedures and policies.***