

Ocean Knoll Elementary School
A California Distinguished School

**Parent and Student
Handbook
2008-2009**



910 Melba Road
Encinitas, CA 92024
(760) 944-4351

No better place to learn!

Principal's Welcome

Dear Parents and Students:

Welcome to the start of another exciting school year! Ocean Knoll Elementary is a premier school where teachers and staff take great pride in providing a quality and caring education for every child. Our goal and focus is to continually improve our educational program and to attend to the diverse needs of our students ensuring their preparation for a successful future. Your child's success is our objective, and their enjoyment of school and appreciation for learning is our mission.

In order to reach our ultimate goal of ensuring that *all* students receive a high-quality, well-rounded education, we need the support of the parents. I encourage all parents to actively participate in their children's education by participating in school events, volunteering, and serving on school and/or district committees.

I believe the years at Ocean Knoll Elementary will help prepare the students for the challenges that will follow in their junior and high school years and beyond. It is my hope that the students will take advantage of every opportunity so they can have a productive and worthwhile learning experience.

This handbook was prepared to serve as a guide for parents and students of our school's policies and procedures. Please take time to familiarize yourself with all the important information it contains. Also, I ask that you read and discuss the information with your child. Please sign and return the Acknowledgement Page (the last page of the Handbook) along with the other required beginning of the year forms.

The staff and I look forward to working with you to assure that a quality education is a reality for every student. Our doors are always open to meet with you regarding your child's education. Thank you for sharing your children with us.

Sincerely,

Angélica López

Angélica López
Principal

Schoolwide Reform Strategies

Culture of Universal Achievement

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

Systematic Implementation of:

- Standards Base Curriculum
 - Essential Standards in ALL subjects
 - Instructional Timelines
 - Program Congruency
 - English Language Development
- Intervention
 - Consistent Small Group Instruction
 - Team Time(grade level regrouping)
 - Extended Day Learning
- Acceleration
 - Differentiation of Instruction
 - Consistent Small Group Instruction
 - Team Time(grade level regrouping)
 - Rigorous learning opportunities
- Assessment
 - On-going, Formative, and Summative
 - Progress Monitoring
- Data Analysis
 - Schoolwide, grade level, class, individual teacher and student
- Collaboration
 - Grade Level Planning
 - Purposeful and data-driven
- Professional Development

Rules, Procedures, and Guidelines

The information in this handbook provides you information regarding our school's policies, procedures, and guidelines. I hope it will be a useful resource for you throughout the school year. The listings are in alphabetical order for your convenience.

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 family vacations when school is not in session.

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 **944-4351** 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 twenty-four hours a day seven days a week. If your child is absent, arrangements for picking up homework can be made by notifying the school office.

Late Arrivals: Students arriving late to class create a disadvantage for themselves and for other students whose instruction is interrupted. Students who are tardy must come to the office to get a pass before going to class. Habitual tardies will result in parent contact so that we may work together to resolve the problem. The process may include a meeting at the district office with the Student Attendance Review Board.

Early Dismissal: Students are expected to be picked up or begin their walk home 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.

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. Independent Study Contracts which are completed and returned will be documented as excused absences for the student.

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, curriculum, and instruction. You will be able to view classroom materials, and be informed of classroom and schoolwide 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>
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.

BICYCLES: Students in 3rd - 6th grade may ride their bikes to school. Students in grades K-2nd may ride bikes to school if accompanied by an adult. A bike ride permit may be picked up in the front office. Bicycles are to be ridden to school for transportation only and not on school grounds. 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 traffic and bicycle safety rules will lose the privilege of riding a bike to school.

BREAKFAST PROGRAM: The District provides a breakfast program at Ocean Knoll. The breakfast consists of the following choices: cereal, yogurt, fruit and milk. The full price is \$1.50 or \$.30 for students qualifying for reduced meals. Students who receive free lunch are eligible for free breakfast as well.

CELL PHONES: Students may have cell phones at school. However, the phones may not be turned on during school hours, including Before and After School Day Care. 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 total attitude. The appearance of the student is a direct reflection of pride in them and in their school. Student dress and appearance can not 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. Sunglasses
12. Shorts and skirts of an inappropriate length- No short shorts
13. Extreme hairstyles that cause distraction in class
14. Open toe shoes, such as flip flops and sandals

**Hats are permitted during recess and Physical Education to provide protection from the sun.

COMMUNICATION: Home-school communication is essential for a successful educational experience. Please take the time to check your child's backpack to review the weekly information sent home.

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 for the teacher or e-mail the teacher. The teacher will return your call or reply to the e-mail to discuss your concern and/or set up an appointment. The principal is also available to you both during and after a conference with the teacher.

Ocean Knoll Weekly Calendar

The Ocean Knoll Weekly Calendar will be sent home on Thursdays with your child. It is an important tool the school uses to communicate with you. We encourage you to keep informed about your child's school by reading the weekly calendar and post it in a central place at home.

Connect Ed

This is a web-based telephone communication system that serves as another means of communication. It is imperative that you maintain a current home phone number 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.

Website

You may also visit Ocean Knoll's website at www.eusd.net.k12.us/ok/ or the District's website at www.eusd.net.k12.

Classroom Newsletter

Teachers provide classroom information via a weekly newsletter. The newsletter will provide information about grade level curriculum, important dates, and classroom and school events.

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, and visual/performing arts. Additionally, all students have access to classroom computers to support the instructional program.

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 teachers to plan and collaborate together. 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 7:45 a.m. 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.

Students will be allowed on campus after school only if accompanied by an adult. The kindergarten area is not a designated area to pick up students other than kindergartners. Older students may not use the playground equipment in the kindergarten area. These procedures are being put in place for the sole purpose of student safety.

DISASTER PREPAREDNESS: Ocean Knoll has an emergency disaster plan which is reviewed and modified yearly. Monthly 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.

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 which 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.

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

Punctuality

Students will:

- Arrive at school on time and be ready to start the day at 8:00 a.m.
- 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.
- Keep cell phones turned off if they are brought to school.
- Be cooperative with each other.
- Wear clothing sufficient to cover undergarments at all times and free from offensive writing or pictures.
- Wear hats outdoors only.
- Follow classroom rules so students can learn and teachers can teach.

Safety

Students will:

- Leave toys and personal items at home, including skateboards and shoes with wheels in them.
- Only wear those types of sandals that have heel straps.

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 result in the following positive consequences:

Classroom incentives/activities are determined by the students and teachers in each class to acknowledge students' academic achievement and social successes.

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. Additionally, in each classroom there are positive rewards to individual students, groups, and the whole class for good behavior and good work habits.

Dolphin Dollars are awarded to students in recognition of good behavior. 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 PTA store to buy a variety of items and/or save them to buy lunch with the Principal.

Distinguished Dolphin Assemblies are scheduled once a month to recognize students who have shown exceptional behavior and academic improvement. Parents are invited to attend. The PTA offers a small reception with drinks and goodies after the assembly for the parents and students being recognized.

Ocean Knoll Postcards will be completed by teachers for selected students and mailed home.

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:

- conference with student
- time-out on the “Red Circles” during recess and/or lunch
- written explanation
- missed recess
- 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
- 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:

- Follow adult directions the **FIRST** time they are given.
- Not use put-downs or rude/inappropriate language or actions.
- Not fight or have bodily contact of any kind.
- Be respectful in all conversations.
- Play games that are safe (as determined by the adults who are supervising).
- Use restrooms as needed, but not as play areas.
- Use equipment the way it is designed to be used, i.e. jump ropes for jumping.
- Bounce balls only on the ball walls, not against the buildings.
- Resolve conflicts in a non-violent manner.
- Eat snacks and lunches only while sitting at the lunch tables.

- Freeze when the bell rings, bring equipment in when the first whistle blows, and walk to line up when the second whistle blows.

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

- Verbal reminder
- Redirection
- Time-out on the “Red Circles”
- Student stays with staff member for a time during recess
- *Discipline Notice* given to 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 or actions with intent to hurt someone.

If a student receives three Citizenship Discipline Notices within a trimester, the student’s parents will be called to come to school, the student will go home for the remainder of the day, and the student and their parent will meet with the classroom teacher the next day before rejoining the class.

If there is a fourth Citizenship Discipline Notice during this period, the student will be sent home for the remainder of the day as before, the student will be *suspended for one additional day*, and the student and their parent will meet with the principal before rejoining the class.

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

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco.
- Committed an obscene act or engaged in habitual profanity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault.
- Harassed, threatened, or intimidated a pupil.

(p) Made terrorists threats against school officials and/or school property.

In addition, students are also subject to suspension if it is determined that a student:

(q) Committed sexual harassment.

(r) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Skates, skateboards, scooters, or toys of any kind, including trading cards, are not allowed at school.

DROP-OFF/PICK-UP PROCEDURES: Ocean Knoll is serving approximately 450 students this school year. This means many cars are expected to drive through our parking lot. We need the cooperation of all drivers to make the morning drop-off and afternoon pick-up go as smoothly as possible. We ask that you be patient and courteous. It does not help to honk or demonstrate disrespectful behavior towards other drivers or staff. It is going to be crucial that you inform your child where he/she will be picked up each day.

School gates open at 7:45 a.m. Please do not drop-off students before 7:45 a.m. since there is no supervision. At dismissal, the school gates will be open at 2:17 p.m. Parents may come on campus to pick their child. The 2:35 p.m. bell indicates all students must be off campus, unless accompanied by an adult.

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. Remember that many, many parents will be trying to get into the parking lot, so for older children, a pick up spot just outside of the parking may be an option.

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.

Please respect the private easement off Bonita Dr. The neighbors have been advised to call the police if people park in these areas.

Front School Parking Lot

For the safety of your children, please follow the procedures outlined below:
ALWAYS PULL FORWARD IN THE PARKING LOT along the curb. When you stop near the entrance to the parking lot, you cause the traffic to back up into the street.

DURING MORNING DROP-OFF, pull forward and stop next to the sidewalk. Students

need to exit on the right side of the vehicle. Please do not have your child exit from the driver's side of the vehicle. Students must be completely ready to get out of the car when you stop. Parents and/or adults should not have to get out the car.

DURING AFTERNOON PICK-UP IN THE FRONT, 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. Make sure a car can get around you if necessary.

DO NOT STOP IN A THROUGH LANE!

DO NOT LEAVE YOUR CAR UNATTENDED UNLESS IT IS PARKED IN A DESIGNATED PARKING SPACE OR ON THE STREET.

PLEASE, PLEASE, PLEASE DRIVE SLOWLY AND CAREFULLY! The safety of our students is our number one priority. It would be tragic if one of our students was hurt by an inattentive driver.

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. Be aware that no child will be released to an adult who is not identified on the child's 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 picks up their children.

EXTENDED DAY CARE: Before and After School Care is available through the **Boys and 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 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 and takes them to the Magdalena Ecke YMCA on Saxony Road. The YMCA number is (760) 942-9622.

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 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.

HEALTH and NUTRITION: The Encinitas Union School District has in place a Wellness policy (see p. 20-23) that recognizes the critical role schools play in curbing the epidemic of childhood obesity and provides us with 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 which do not meet those standards as rewards for academic performance or good behavior. Celebrations are limited to once a month per classroom and should include no more than one food or beverage which does not meet the nutritional standards established. See the pages following the Wellness Policy for ideas.

HOMEWORK: Homework is a vital 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 amount of homework time has been established by the Encinitas Union School District for each grade level:

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

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 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: Each year 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. All items not claimed at the end of each trimester 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 for \$.35, a hot lunch (including milk) for \$2.50. Lunches may be prepaid at the school office or by giving check or cash to the food service cashier at lunchtime. The District also offers free or reduced lunch program for those families who qualify under Federal requirements. Families who may qualify for free or lunch are encouraged to file an application. Eligibility is determined annually. Student lunch balances may be obtained from our Food Services Department (943-2042).

Students may also bring a healthy snack from home to eat during recess.

MEDIA CENTER: A Media Center aide is employed by the school to help students check-out books and to 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. **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 which 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 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 lunch time. Flowers or other special deliveries to students are not allowed.

MORNING ANNOUNCEMENTS: The school day begins with school wide morning announcements over the PA system. The principal reads an inspirational passage from the Words of Wisdom curriculum. 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 any reminders. It is at this time, we ask parents to please leave campus so we may begin our instructional day.

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 at the end of September and the beginning of March. The purpose of these conferences is to identify each child's specific strengths and needs, to develop a plan for academic and behavioral success, and to review report cards. 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 school work. These opportunities include:

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.

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 or a PTA leader.

English Learners Advisory Council (ELAC): 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.

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, Theresa Martinez or any of our PTA leaders to inquire about ways to get involved. Our annual membership drive begins soon after school starts. Additional information is sent home in our newsletter.

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

School Garden: Last year our school garden was completely renovated thanks to one of our parents, Chrissy Gerber. If you enjoy gardening, we would appreciate your assistance and expertise.

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.k12). Many of the District Committees require parent representation. We encourage you to volunteer to represent Ocean Knoll on such committees.

REPORT CARDS: Report cards are issued three times each year - in December, March, and on the last day of school in June. Report cards at all grade levels contain rubric scores (a 1-4 rating) which 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. Traditional letter grades are only reported on 4th through 6th grade report cards and indicate work quality, which is different from proficiency.

RESPONSIBILITY: To encourage students to be responsible for their own belongs – 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 have forgotten something from home.

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 five school attendance days, and the students are accompanied by their classroom teacher. The cost of the camp is paid by the student. Further information will provided.

SKATEBOARDS: No skateboards may be ridden on the school campus at anytime. This includes before and after school.

STUDENT SUPPORT PROGRAMS:

After School Intervention Program: Students in grade 2nd-6th needing additional support in language arts and math based on the STAR test results will be invited to attend our After School Intervention Program. Students need to commit to attend the four days of intervention to be able to participate. Students experiencing behavior problems may be exempt from attending. These intervention classes are taught by certificated teachers and are scheduled from 2:30 pm-3:30 pm.

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-base and research-base English language development program will be offered to our students.

Gifted and Talented Education (GATE): Beginning in third grade, students can be recommended for GATE testing by their parents and teachers. In the Encinitas Union School District, gifted students' needs are met through differentiating and accelerating the classroom instruction. This is accomplished by cluster grouping and/or re-grouping for instruction. For more information, please see the GATE webpage at the EUSD website (www.eusd.k12.ca.us).

Learning Resource Center (LRC): Students who have learning difficulties and meet special education criteria through formal academic and psychological testing can receive additional support. Such students are generally referred by the classroom teacher to the Student Study Team (SST). If the interventions put in place by the regular education teacher do not remedy the student's specific learning concern, a formal evaluation may be provided. If a student qualifies for special education services, and Individualized Education Plan (IEP) is developed for each student to address the specific learning difficulties. Additional academic support is given in the LCR room and/or within the regular classroom. Parents are kept informed and involved in all aspects of this process.

School Based Mental Health Services: These services provide an on-site therapist once a week to work with students and families requiring counseling services that are eligible for Medi-Cal.

School Psychologist: A school psychologist is available to test students for educational purposes.

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

Student Success Team (SST): Students experiencing learning difficulties may be referred to the Student Study Team by the parents and/or classroom teacher. The team uses a systematic problem solving approach to develop a plan to assist students. Interventions are developed and resources identified to address the student's specific needs. The team members are the classroom teacher, parents, administrator, and support personnel such as the school psychologist, educational specialist and/or speech and language therapist. The SST is a regular education function.

Title I Program: Schools receive Federal monies based on the number of students qualifying for free and reduce lunch. These additional funds are utilized to provide students with additional academic support as approved by the School Site Council.

STANDARDIZED TESTING: Students in grades 2nd-6th are administered the State's content standards exam in the areas of language arts and mathematics in May. Fifth grade students are also assessed in Science. In addition, Fourth grade students are administered the State's writing exam in March. 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 materials are provided for each student. However, there are times when students are asked to bring to school supplies for a special activity or to pay for field trips. 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.

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. We ask visitors and guests to refrain 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, Ipods, electronic games and/or devices, and sports equipment.

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. No child may walk into or through the parking lot without an adult during morning and after school traffic times.

The curbing along the front of the school is painted green to allow for student drop-off and pick-up. This must be maintained as a single lane of traffic and is delineated by orange cones. Drivers are to move cars all the way down the curb to allow as many cars to enter the parking lot as possible. During morning drop-off and afternoon dismissal, the green curb is not to be used as a parking lot. If you need to leave your car unattended for any reason, please park in a designated space in our parking lot or on the street. By working together, we will keep children safe and traffic running smoothly. We appreciate your assistance in this matter.

VISITORS ON CAMPUS: The school staff welcomes parents and interested citizens. 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 as well 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 for you and your child to determine the safest route to school and home. We advised for 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. Please sign the Acknowledgement Page (p. 24) and return it to your child's teacher.

Encinitas Union School District

Health and Wellness Guidelines

In 2004, a federal law was passed that requires all school districts to establish local wellness policies by the beginning of the 2006-2007 school year. This law recognizes the critical role that schools must play in helping to raise healthy kids. The local wellness policies require school districts to:

- Create nutrition guidelines for all foods and beverages available to students during the school day in efforts to promote good health and reduce childhood obesity. Create goals for nutrition education and physical activity that promote student wellness.
- Create a plan for ensuring the policies are implemented.

Why the wellness policies are important:

In the past thirty (30) years, childhood obesity has more than doubled for preschool children age 2-5 and youth 12-19. It has more than tripled for children age 6-11. Nearly 40 percent of California children are not physically fit. With the high incidence of childhood obesity, type II diabetes has sky rocketed in children. 80% of obese children will become obese adults. Obesity side effects include: poor health, other serious health risk factors, poor self esteem, peer ridicule, lack of productivity, inability to take full advantage of an active life style.

What changes you will see in all Ocean Knoll classrooms:

Teachers will not use candy for rewards.

Classroom parties will include only one sweet treat.

Parents are encouraged to bring a healthy snack to celebrate a student's birthday if any food is brought at all. (Donating a book to our Media Center or to the classroom is encouraged.)

What changes you will see in our food service program:

Snack food items now have no more than:

- 35% of calories from fat
- 10% of calories from saturated and trans fat combined
- 150 calories

Entrées now have no more than:

- 4 grams of fat per 100 calories
- 661 calories

Salads are available every day.

Whole wheat breads are served.

Our healthy low-fat pizza is delicious!

We encourage all Ocean Knoll parents to support the positive and healthy changes that are happening at our school. Please discuss with your child why nutrition is so important.

Ocean Knoll Elementary School

Acknowledgement

I read the Ocean Knoll School Parent and Student Handbook. I reviewed and discussed the contents of the Handbook with my child.

Student Name: _____

Teacher: _____

Parent Signature: _____

Student Signature: _____

Date: _____

After signing, detach this entire page and return it to your child's teacher.

Thank you!