

Paul Ecke Central School

A Golden Bell Award Winner

Parent and Student Handbook 2016-17



**185 Union Street
Encinitas, CA 92024
(760) 944-4323**

A Community of Learners

Principal's Welcome

Dear Parents and Students:

Welcome to another exciting school year! Paul Ecke Central is a premier school where teachers and staff members take great pride in offering a purposeful and meaningful educational experience for every child. We strive 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.

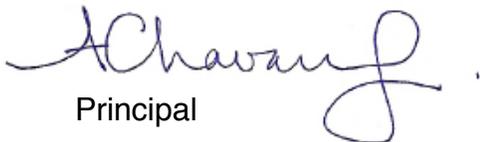
In order to reach our ultimate goal of ensuring that *all* students receive a high-quality education, we need the support of the parents and legal guardians. I encourage all parents and legal guardians to actively participate in their child's education by participating in school events, volunteering,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

I believe the years at Paul Ecke Central will prepare your child for the challenges that lie ahead in their middle and high school years and beyond. I hope the students take advantage of the opportunities offered 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. 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).**

The staff and I look forward to working with you for the benefit of your student. Our doors are always open to meet with you regarding your child's education. Thank you for allowing us to be part of your child's life.

Sincerely,


Principal

**At Paul Ecke Central we are S.R.R.F
(Safe, Respectful, Responsible and Flexible)**

PEC Affirmations About Learning:

We always have fun

We celebrate the positive

We are multilingual learners

We *value* each other's perspectives

We are readers, thinkers, dreamers and doers

We believe in the potential of all students to learn

We enthusiastically embrace technology every day

We are flexible and rise to conquer all challenges

Our programs improve student learning, critical thinking and creativity

Systematic Implementation of:

- Standards Base Curriculum
 - Essential Standards in ALL subjects
 - Instructional Timelines
 - Program Congruency
 - English Language Development
- Intervention
 - Consistent Small Group Instruction
 - Seminars (grade level reading regrouping)
- Acceleration
 - Differentiation of Instruction
 - Consistent Small Group Instruction
 - Seminars (grade level reading 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 will 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 **944-4323** 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 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: Students are expected to be picked up or begin their walk home after dismissal time. Any student picked up early from school must be signed out at the office by an adult listed by the parents on the Pupil Information Card.

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 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. If you wish 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. 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 Paul Ecke Central. The breakfast consists of the following choices: cereal, yogurt, fruit, and milk. The full price is \$2.00 or \$.40 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 the phone.

CLASSROOM DISRUPTIONS: One of our goals at Paul Ecke Central 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 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, halter tops, 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

<p>Hats are permitted during recess and Physical Education to provide protection from the sun.</p>

COMMUNICATION: Home-school communication is essential for a successful educational experience. In our efforts to conserve natural resources, all school information is posted on the school's website. If you would like to receive school information via e-mail, please go to the PTA website www.pauleckecentral.com and sign up to receive weekly eblasts. Please take the time to review weekly school information.

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 meet during a conference and/or after a conference with the teacher.

Paul Ecke Central Monthly Calendar

The Paul Ecke Central Monthly Calendar will be posted on our school website. In addition, it will be sent via-email and a hard copy will be provided to the parents not able to access school information via internet. It is an important tool the school uses to communicate with you. We encourage you to stay informed about your child's school by reading the monthly calendar and post it in a central place at home.

Blackboard Communication

This is a web-based telephone communication system that serves as another means of communication. It is imperative that you maintain a current 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 visit Paul Ecke Central's website at www.eusd.net/pe, the District's website at www.eusd.net or the PTA website at www.pauleckecentral.com to view school and/or District information.

Classroom Information

Teachers provide classroom information through various modes of communication (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.

CURRICULUM AND INSTRUCTION: All students receive a comprehensive 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.

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 grade level collaboration meetings. 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, 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 pick up area other than for 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: Paul Ecke Central has an emergency disaster plan which is reviewed and modified yearly. Monthly 3-in-1 drills are held to familiarize our students with the different disaster procedures. Once a year there is 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 is sent home before this annual drill.

DISCIPLINE POLICY: Paul Ecke Central 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 acronym SRRF (Be Safe, Be Respectful, Be Responsible and Be Safe) is designed to guide students toward positive choices in determining their own behavior.

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 meetings are conducted to reinforce positive behaviors in class and across school settings.

A student who chooses to disregard the school rules as outlined will receive the following consequences:

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

- Conference with student
- Time-out 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.
- Walk to line up when the bell rings and carry the play equipment.

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

- Verbal reminder
- Redirection
- Time-out
- Student stays with staff member for a time during recess
- Discipline Notice (*Pink Slip/Citizenship Report*) sent home to be signed by parent/guardian
- 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.

After a student receives three pink slips in one trimester, he/she will be issued a Citizenship Report thereafter for any violation of school rules and policies. 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 and/or principal 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. The student will be *suspended for one additional day*, and the student and their parent will meet with the principal before rejoining the class. Students are given the opportunity to start with a clean slate at the beginning of each trimester.

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

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.

- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco.
- (i) Committed an obscene act or engaged in habitual profanity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) 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.

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”.

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

DROP-OFF/PICK-UP PROCEDURES: Paul Ecke Central is serving approximately 600 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.

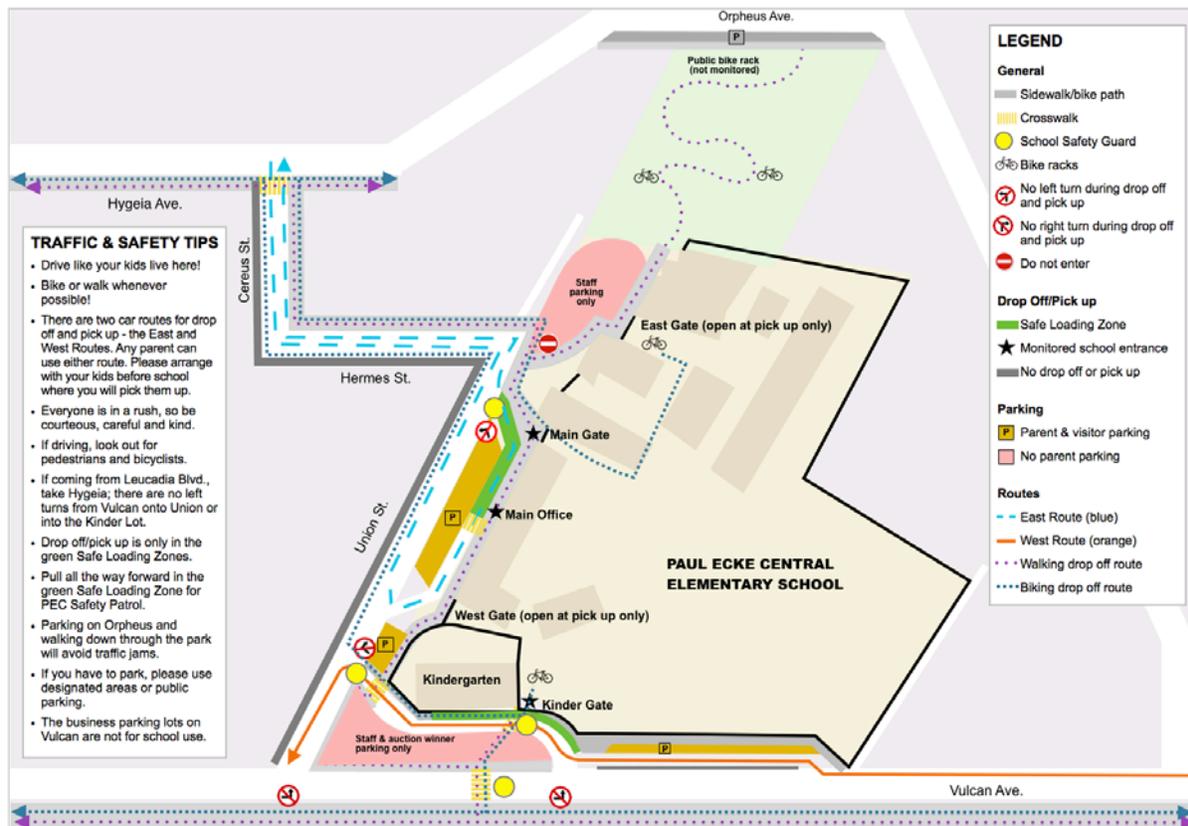
School gates open at 7:45 a.m. Please do not drop-off students before 7:45 a.m. since there is no supervision. At dismissal, the school gates will be open at 2:17 p.m. and at 12:42 p.m. on Fridays. Parents may come on campus to pick up their child.

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.

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 off Union Street. 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.

PEC Safe Drop Off/Pick Up 2016-2017



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 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 EUSD ASPIRE Program and the Magdalena Ecke YMCA. The programs are 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 specific information may be obtained by calling the ASPIRE office at (760) 944-4300, ext. 1143 or the Magdalena Ecke YMCA Program at 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 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 a Wellness Policy. The District 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. Celebrations are limited to once a month per classroom and we encourage non-food items for these celebrations. We have various students with food related allergies and want to make sure students do not feel excluded from classroom celebrations.

HOMEWORK: We believe that children should be involved in enrichment activities and engage in play after school. Every child/family should plan on setting aside time each evening for daily reading. We expect each child to read a maximum of 30 minutes

a day at home. Depending on your child's individual learning needs, your child may also be asked to practice certain skills as part of their homework assignment. Homework will not be assigned over the weekend or holiday periods. Please support your child in completing all homework in a timely manner.

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. 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 injuries incurred at school.

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' workroom. We encourage you to 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 breakfast for \$2.00, milk for \$.50, a hot lunch (including milk) for \$3.50. Breakfast and 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 annual application. Eligibility is determined annually. Student lunch balances may be obtained from our Food Services Department 760-943-2042. 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 and organize books, textbooks and teacher resources. 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 needs to be brought to the school office before school starts in the morning. Medication must be in the original container specifying the physician's name, name of the medication, pharmacy that dispensed the medication, and the amount of medication taken at specific times or

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

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.

OPEN HOUSE: In the spring Paul Ecke Central 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 March. The purpose of these conferences is to inform 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 Paul Ecke Central 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.

English Learners Advisory Council (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.

Parent/Teacher Association (PTA): The Paul Ecke Central PTA is an integral part of our school program. It is a very active and welcoming group. Interested parents are encouraged to contact our PTA President or any of 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 page.

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 at 3:30 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 as a Garden: Classrooms utilize the garden for extended science and social studies learning opportunities. If you enjoy gardening and teaching, we would appreciate your assistance and expertise. Please contact our school office if interested.

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). Many of the District Committees require parent representation. We encourage you to volunteer to represent Paul Ecke Central on such committees.

READING COUNTS PROGRAM: Paul Ecke Central's PTA sponsors Reading Counts as the schoolwide reading incentive program for grades K-6th. Students who reach the reading target are recognized at a special Reading Counts Gold Medal Ceremony, during the spring.

REPORT CARDS: Report cards are issued two times each year: January 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.

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 camping experience for sixth grade students as part of its Outdoor Education Program. The camping experience is scheduled during school attendance days, and their classroom teacher accompanies the students. The cost of the camp is paid by the student. Further information will be provided.

SKATEBOARDS: No skateboards may be ridden on the school campus at anytime. This includes before and after school. Skateboards will be taken away and parent will be asked to come to school to pick them up.

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 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 Success 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, an 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 are provided by an on-site therapist once a week to work with students and families requiring counseling services that are eligible for Medi-Cal. If interested in obtaining these services, please ask to speak to our school psychologist.

School Psychologist: A school psychologist is available to assess 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).

Data Based Consultative Intervention Program: Students experiencing learning or behavior difficulties may be referred to the DBCI Team by the parents and/or classroom teacher. The team works with the classroom teachers to identify the areas of concern and provide intervention strategies to address these needs. The student's progress is monitored by the DBCI team and the classroom teacher to determine if further intervention are needed. The DBCI team members are comprised of the reading intervention teacher, education specialists, school psychologist, speech and language pathologist and the principal. Parents are informed of their child's referral and progress through letters sent by the classroom teacher. DBCI 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 3rd -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. 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: Students are provided with basic materials (crayons, paper, pencils, etc.) and we gladly accept donations of additional classroom supplies. 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: Paul Ecke Central 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. The teacher and/or administrator have the right to take away any item that is causing a distraction and parents will be notified. It is NOT the responsibility of the school or District to replace any stolen items.

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. Do not park in the red curbs. 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 or 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 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. 21) 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 Paul Ecke Central 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 Paul Ecke Central parents to support the positive and healthy changes that are happening at our school. Please discuss with your child why nutrition is so important.

