



El Camino Creek Elementary School

(exploring infinite possibilities for learning)

7885 Paseo Aliso
Carlsbad, CA 92009
(760) 943-2051

August 20, 2018

Dear El Camino Creek Families,

Welcome back! I am looking forward to our year together filled with student engagement, collaboration, kindness and smiles!

Please use this letter as a reminder to go online to our school website: www.eusd.net/elcaminocreek/ and find the link located under "Reminders" that says "First Day Packet Forms."

There are several pages to read and review with your child regarding our school policies and procedures. After reading about our school policies, you must initial and return the Policy Form along with the EUSD Mandatory Signature Sheet and the Pupil Emergency Information Card.

If you have any questions or concerns do not hesitate to contact me. I am always available and want to ensure that all members of our community, which includes students, parents and staff, begin and end everyday at ECC with a smile.

Sincerely,

A handwritten signature in black ink that reads "Jodi Greenberger". The signature is written in a cursive, flowing style.

Mrs. Jodi Greenberger
Principal
El Camino Creek Elementary

A 2018 Civics School of Excellence and 2014 California Distinguished School



EL CAMINO CREEK
ELEMENTARY SCHOOL
A 2018 Civics School of Excellence

2018-2019 BACK TO SCHOOL PACKET

Please **sign and return** the following items to your child's teacher by Friday, August 24, 2018.

Mandatory Items to Return:

- ... ECC Policy Form
- ... EUSD Mandatory Signature Sheet
- ... Pupil Emergency Information Card

Other Items in Packet:

- PTA Membership/Dues Form** (please make check payable to ECC-PTA)
- PTA Volunteer Opportunity Form**
- EEF Fall Fund Drive Form** (please make check payable to EEF-ECC)

Please read the enclosed information:

EUSD Information (<http://www.eusd.net/Parents/Pages/returnenglish.aspx>)

PTA Flyers (multi-paged)

EEF Flyers (multi-paged)

ECC Parent/Student Handbook (online)

ECC Drop off Procedures

Full Packet Information is on Our School Website

**EL CAMINO CREEK
POLICY FORM**

PLEASE SIGN AND RETURN TO THE TEACHER AFTER REVIEWING THE ONLINE MATERIALS WITH YOUR STUDENT AT
<http://www.eusd.net/SchoolSites/el-camino-creek-elementary-school/Pages/default.aspx>
PLEASE ALSO SIGN AND RETURN THE DISTRICT MANDATORY SIGNATURE SHEET.
By August 24, 2018

Student's Name _____ Grade _____

Parent's Name _____ Teacher _____

DROP OFF & PICK UP PROCEDURES: I have reviewed the drop off and pick up information posted on the school webpage at www.eusd.net/ec Parent Initials: _____ Student Initials: _____

SCHOOL WIDE RULES: I have reviewed the school rules posted on the school webpage at www.eusd.net/ec with my student/parent. Parent Initials: _____ Student Initials: _____

DISCIPLINE PLAN: I have reviewed the discipline plan posted on the school webpage with my student/parent. Parent Initials: _____ Student Initials: _____

ATTENDANCE POLICIES: I have reviewed the attendance policies on the school webpage with my student/parent. Parent Initials: _____ Student Initials: _____

VOLUNTEER CODE OF CONDUCT: I have read and agree to the volunteer code of conduct posted on the school webpage with my student/parent. Parent Initials: _____ Student Initials: _____

DRESS & GROOMING POLICIES: I have reviewed the dress & grooming policies posted on the school webpage with my student/parent. Parent Initials: _____ Student Initials: _____

GENTLE REMINDERS: I have reviewed the gentle reminders posted on the school webpage with my student/parent. Parent Initials: _____ Student Initials: _____

EUSD District Office Documents

- EUSD Pupil Emergency Information Card - (Return)
- EUSD Mandatory Signature Sheet - (Return)
- ECC Policy Form – (Return)
- EUSD School Safety and Expulsion Information (*available online*)
- Student Accident/Health Insurance Program (optional)
- Student Health Information and Students' Rights (*available online*)
- Internet Procedures and Agreement (*available online*)
- Pesticide Notification (*optional, available online to print and return*)
- After School Enrichment Program Descriptions (*available online*)

District website for documents: www.eusd.net

Encinitas Union School District VOLUNTEER CODE OF CONDUCT

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Upon arrival, I will sign in at the school office.
2. I will wear or show a volunteer identification whenever required by the school staff to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students.
6. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact, and I will contact the site administrator if I need help with conflict resolution.
12. As supervision is not available, I will not bring other children or non-students on campus while volunteering.

I agree to adhere to the "Volunteer Code of Conduct" at all times, or cease volunteering immediately.

Under Penal Code 290.95 any volunteer is a required to disclose to school officials if he/she is a registered sex offender and that he/she has not been convicted of a sex, drug related or violent crime offense, and that there are no such criminal charges pending against him/her. Failure to disclose this fact may result in arrest, prosecution, and likely fine and imprisonment. I have read and understand the above.

Volunteer Printed Name

Volunteer Signature

Teacher

Date



El Camino Creek School Rules

General Rules

1. Respect others
2. Take care of your school
3. Be polite and helpful
4. Be prepared to learn
5. Follow directions the first time

Specific Rules

- ❖ Students are lined-up and ready to go into class when the bell rings at 8:00AM.
- ❖ Students keep their hands, feet, and all other objects to themselves.
- ❖ Students do not behave in ways that are dangerous or threatening, such as fighting, teasing, name calling, pushing, tripping, or acting in any way that is hurtful to another student.
- ❖ Students do not use unkind or hurtful words.
- ❖ Cell phones must be off and kept in backpacks at all times once inside the school grounds and during the school. May only be turned on after school.
- ❖ Students **do not** bring toys, balls, electronic games, or trading cards to school. Items brought to school for "sharing time" should remain in the classroom and should not be brought onto the playground. Anything brought from home is brought at your own risk, realizing that items can be misplaced, lost, or stolen when brought on the school campus.
- ❖ Students do not bring dangerous items that can be used in a harmful manner to school.
- ❖ Students do not use profane, vulgar, or offensive language.
- ❖ Only those students having a disability or valid need use the elevator.
- ❖ Students wear appropriate shoes (no flip-flops) and clothing at all times at school. Hats are not worn indoors. Clothing that displays profanity, promotes violence, or advocates the use of drugs, tobacco, or alcohol is not worn at school. Students do not wear make-up. Students wear clothes that cover their midriff and underwear.
- ❖ Students have a pass when they leave their classroom, particularly if they are going to the office or restroom. They go directly to their destination and then return to class.
- ❖ Students are never in a classroom, pod area, or the media center unless under the supervision of a staff member. (This includes lunch and recess times.)
- ❖ Students who ride their bicycles or skateboards to school wear a helmet and park and lock their bikes in the designated fenced areas.
- ❖ Bikes, skateboards, and skates are not ridden on school grounds or on the sidewalks surrounding the school.

- ❖ Food is not eaten in the classrooms or media center except under approved circumstances.
- ❖ Students make arrangements for being picked-up from school or going home with a friend before coming to school.
- ❖ Students respect and care for all school property.

Playground and Recess Time

- ❖ Students follow the rules of the Peaceful Playground program when playing the designated games at recess and lunchtime.
- ❖ Students use playground equipment in the correct manner and for its intended use.
- ❖ Students walk at all times on the sidewalk, stairs, and in the lunch pavilion.
- ❖ Students never throw anything from the top floor balcony.
- ❖ Students are not upstairs, on the balcony, or in classroom areas during recess or lunchtime without a pass and under the direct supervision of an adult.
- ❖ Children play only in their designated areas at recess.
- ❖ Students sit at the lunch tables to eat snacks. They never run or play with food in their mouths.

Lunch Time

- ❖ Students remain seated for at least ten minutes while they eat their lunch.
- ❖ After the minimum of ten minutes, noon duty supervisors will begin to dismiss students. Students raise their hands and wait to be excused before leaving their seats
- ❖ Students will leave the lunch tables and floor area clean.
- ❖ Students will use the scrap cart for trash and recyclables.

MUST INITIAL POLICY FORM



El Camino Creek Elementary School

Attendance Policies

State attendance laws require regular school attendance and punctuality with both the school and the parents having a responsibility for enforcing these laws. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. The state law also requires that the school keep an accurate record of each student's attendance. A student should not be absent from school without the parent's knowledge and consent and it is assumed that students will be allowed to be absent from school only for health reasons or in the case of a family emergency. Verification of absence can be verbal or written (Education Code 46012). When you report an absence you may call 760-943-2051 or leave a detailed message or you may send an email to attendance.ec@eusd.net.

Excused Absences include the following:

- A. Personal Illness
- B. Quarantine under the direction of a county or city health officer
- C. Medical, dental, optometric, or chiropractic appointments
- D. Attendance at funeral services for a member of the immediate family (one day in-state, three days out-of-state) "Immediate family" shall be defined as mother, father, grandmother, grandfather, brother, sister, or any relative living in the student's immediate household.
- E. Upon advance written request and the approval of the principal
 - a. Observation of a holiday or ceremony of his/her religion
 - b. Attendance at religious retreats not to exceed four hours per semester

Verification of absences may be made in the following manner; telephone call, written note, or signed excuse from parents. The school has an obligation to determine the causes of habitual truancy including medical verification for excessive absences. When a student has had 14 absences in the school year for illness, a physician must verify any further absences. It is very important to keep all absences to a minimum. When a student must be absent for a period exceeding 5 days, you may request an Independent Study Contract. Upon the completion of make-up work for this contract the student will be credited for attendance on these days.

Unexcused Absences

These absences are those, which do not come under any of the definitions of excused absences. Any unexcused absences or unauthorized absence from school may be considered truancy. (Education Code Section 48260). Students with more than three unexcused absences are considered truant and may be referred to the School Attendance Review Board (SARB).

Tardiness

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their places, ready for work, at designated times.

Request for Early Dismissal

Children who need to leave school during the day for any reason should bring a note in advance to their teacher and the office or parents may email the teacher and the office at attendance.ec@eusd.net. When picking up a child, parents must come to the office in person and sign the child out. You will need to allow time for us to locate your student.



El Camino Creek Elementary

Dress & Grooming Policies

Clothes worn to school and grooming appearance should be appropriate for school activities and not disruptive to the educational process or offensive to others. The following is a list of dress and grooming guidelines that apply to all regular school activities:

1. Shoes must be worn at all times. Appropriate footwear must be worn during physical education (PE) activities. Flip-flops, backless shoes or sandals are not appropriate for participation in PE activities. Suitable athletic shoes need to be provided on the days that student will be participating in PE.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which are drug, alcohol or tobacco company advertising, promotions and likeness, or which advocate racial, ethnic, religious prejudice. English script type writing on hats or other articles of clothing are not allowed.
3. Hats, caps, sweatshirt hoods and other head coverings shall not be worn indoors.
4. Clothing shall be sufficient to conceal undergarments at all times. Clothing that is too revealing such as bathing suits, tube tops, tops with low cut underarms, tops with spaghetti straps, tops that are strapless, tops with one shoulder strap, tops that are see-through, low cut, or backless are not permitted. Tops that expose the midriff may not be worn, even under jackets. Pants and shorts must fit at the waist, not "sag" and pant cuffs should not scrape on the ground. "Short" shorts are not permitted.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet. Makeup and tattoos are not permitted.

When a student chooses to ignore the dress and grooming policy, the student will be sent to the office to call home for proper attire or to clean him/herself. If a student continues to ignore the dress and grooming policy, he/she will be subject to disciplinary action.

First Aid and Dispensing of Medication

Students in need of medical assistance during the school day are referred to the school health office. Our Health Tech and School Services Secretary staff this area. Both of these employees are trained in CPR and first aid. In addition to this support, our two district nurses are always available for consultation regarding students' medical needs. Should a medical emergency arise which cannot be supported by the School Services Secretary, Health Aide, or District Nurse, 911 will be called.

Please note that no medications, prescription or otherwise, can be administered at school without the written direction of a physician. This includes medications such as aspirin, Tylenol, cough syrup, and cough drops. Should your child require the administration of a prescription medicine during the school day, you will need to provide a written statement from the physician and complete a form, which you can request at the office. The medications will be housed in the school health office, and the student will be administered the medication by authorized school personnel which include the Health Aide, or School Services Secretary.

No child is to self-carry, in their backpack or self-administer any type of medication, prescription or otherwise without written consent of the child's physician and approval of the principal.



El Camino Creek Discipline Plan

“Research shows that the most effective schools are those with a well-ordered environment and high academic expectations.” (H. Wong, 1998)

The key to an effective discipline plan is that everyone knows and understands the plan and supports it with consistency. To that end, the staff of El Camino Creek is committed to an effective plan which will allow all teachers the ability to teach and all students the ability to learn.

School Rules

The function of a rule is to prevent or encourage behavior by clearly stating student expectations. There are two kinds of rules: general and specific. General rules are the more encompassing and may cover a plethora of behaviors. These should be easy to remember and therefore few in number. Specific rules are to the point and clearly cover one behavior. The specific rules for our school are outlined in the Student/Parent Handbook. However, **it is not practical to outline a rule for every possible infraction that can occur on a school environment.** Likewise, if such a list could be generated, it would be impossible for students to remember every rule. Therefore, good judgment and the school's general rules should be a guide as to what is and is not acceptable behavior.

El Camino Creek has adopted the following general rules:

1. Respect others
2. Take care of your school
3. Be polite and helpful
4. Be prepared to learn
5. Follow directions the first time

Consequences

If a student chooses to disregard the rules, staff and/or administration will investigate the situation and determine an appropriate consequence based upon their knowledge of the developmental level of the student, the student's past discipline history, the intent and severity of the infraction, and California Education Code. Possible consequences could include:

1. Warning
2. Loss of Recess
3. Time out
4. Call Home
5. Student will be sent to the Principal

Starting a fight, using profanity, severely disrupting the class, defiance or disrespect to an adult may result in omission of steps 1-4 and could lead to suspension from school.

Continued on Reverse
MUST INITIAL POLICY FORM

Students who violate the following regulations may be suspended for five days and could face possible expulsion from school:

- Possession of any dangerous object of no reasonable use to the student at school. **Students may not be in possession of a knife or gun of any size on school property!**
- Unlawful possession or sale of a controlled substance (e.g. drugs, tobacco, or alcohol)
- Causing serious injury to another person
- Robbery or extortion
- Threats against another to harm or inflict bodily injury either in person or in an online setting.

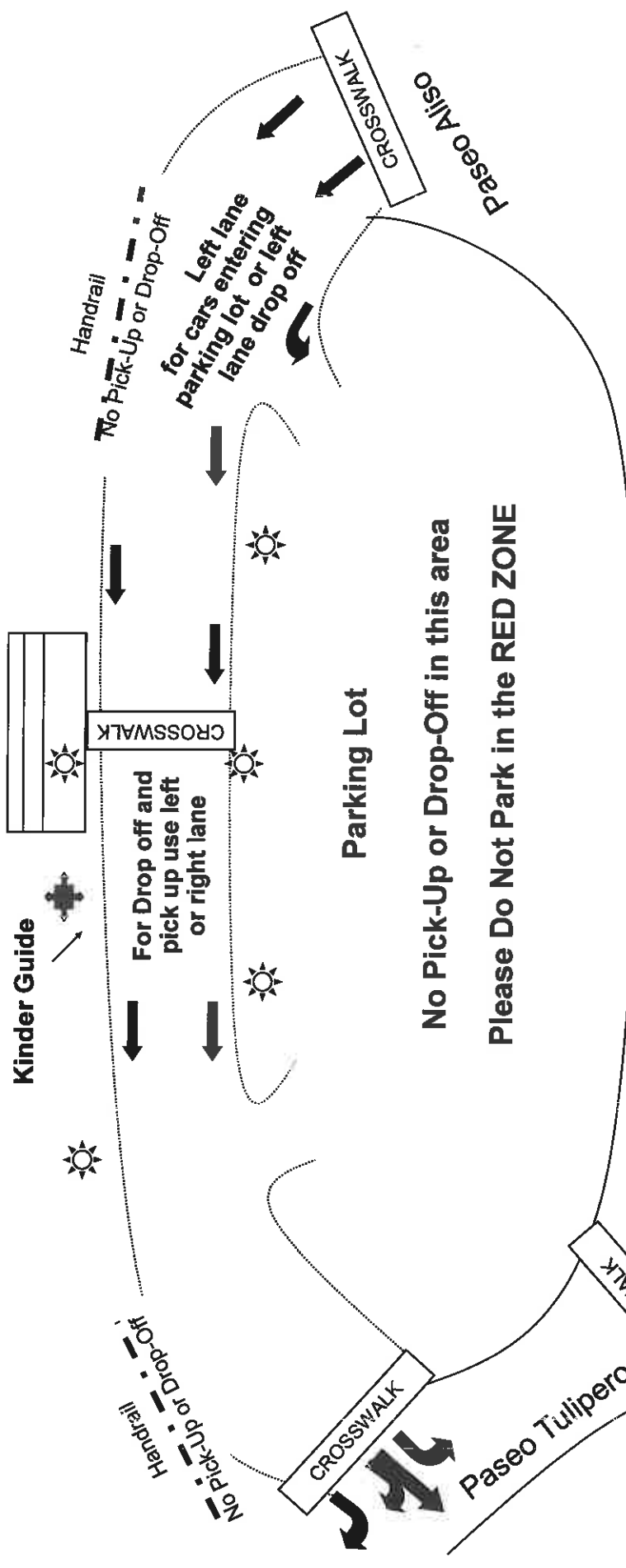
Rewards

We also believe in stressing the positive aspects of discipline. As stated in our school's tenets, we believe everyone deserves to be recognized for their efforts and accomplishments. Students will be recognized for following the rules and demonstrating good behavior. Teachers provide classroom incentives to recognize student achievement, behavior, and improvement.

As a staff, we will do everything possible to ensure your child's academic and behavioral achievement. You are the most important person in your child's life, so it is in the best interest of your child that we work together and support the discipline program. We appreciate your help and support in this area.

After reading this letter and discussing, the attached school rules with your child please initial the policy form enclosed in this packet.

MUST INITIAL POLICY FORM



No Pick-Up or Drop-Off in this area
Please Do Not Park in the RED ZONE

IMPORTANT INFORMATION ABOUT THE DRIVE-THROUGH

1. You may begin dropping your children off at 7:40 a.m.
2. The Drop-off and Pick-Up lanes are on the **RIGHT AND LEFT** along both the **GREEN** curbs. Students are to remain in your vehicle until you have PULLED all the way forward.
3. Trained 5th & 6th grade Safety Patrols will help your children exit the car safely and quickly. (See marks on ☀ the map)
4. Drivers must remain in their car. To expedite drop-off, children should be pre-kissed and backpacks ready at their feet.
5. For your convenience, we have trained volunteers to escort your Kindergartner from the Drop-Off area to their classroom. If you desire this service, please have your child go directly to the **Kinder Guide** meeting point near the stairs. (See mark on map) ↔

THE FOLLOWING ARE NOT PICK-UP, DROP-OFF LOCATIONS

1. **PARKING LOT**—You are welcome to PARK and WALK your child in, or walk in to pick them up.
2. **BACK GATE BY PLAYGROUND—Please park and walk in or wait for your child at the gate. NO DROP OFF AT OR IN DRIVE-WAY!**

GENTLE REMINDERS

- ◆ Crosswalks must be kept clear at all times. Please do not pull into an area unless you can completely clear the crosswalk.
- ◆ For the safety of your children, do not allow them to exit or enter the car at the handrails.
- ◆ The left lane entering the school campus is for cars needing to enter the parking or to use the Left Lane for drop off/pick up.
- ◆ Upon exiting the school drive please remember:
 - The right hand lane must make a right hand turn.
 - The middle lane must go straight or make a right hand turn.
 - The left lane must turn left.



NOT SENT OUT 2018-19

Gentle Reminders from the Creek . . .

- ❖ The ECC school day **begins at 8:00 AM** (warning bell rings at 7:58 AM).
- ❖ Dismissal Times: **Monday through Thursday 2:20 PM**
Friday – Early Dismissal 12:45 PM
- ❖ The front, and back gates will be unlocked daily at 7:45 AM when there is supervision for students and will be locked for the day at 8:00 AM when instruction begins. At the end of the day, the gates will be unlocked at dismissal.
- ❖ It is very important that our students **arrive on time**, ready to learn each and every day and that they are **picked up promptly at 2:20 PM**.
- ❖ **Parents & Students** – please remember to make all **after school pick-up and play date** arrangements prior to being dropped in the morning.
- ❖ **Students** – please check to make sure that you have your lunch, homework assignments, special projects, and parent notes prior to leaving the house in the morning. If you forgot an item, check the office during recess or lunch times.
- ❖ No cell phone usage permitted inside the school gates.
- ❖ Per city ordinance, **dogs other than** guide/therapy dogs are not allowed on campus.

MUST INITIAL POLICY FORM

Encinitas Union School District
School Calendar
2018 - 2019



Address
101 South Rancho
Santa Fe Road
Encinitas, CA 92024

Phone
760.944.4300

FAX
760.942.7094

Web
www.eusd.net



EUSD on facebook



@eusdtweets



CALIFORNIA



JULY				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

4 Independence Day Holiday

OCTOBER				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

15 - 19 Conference Week (12:45PM Dismissal)
22 - 31 Fall Break

JANUARY				
M	T	W	Th	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1 New Year's Day Holiday
7 Students Return to School
18 1st Semester Report Card Sent Home
21 Martin Luther King Jr. Day Holiday

APRIL				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 - 12 Spring Break
15 Students Return to School

AUGUST				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

20 First Day of School

NOVEMBER				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 - 2 Fall Break
5 Students Return to School
12 Veterans Day Holiday Observance
21 - 23 Thanksgiving Break

FEBRUARY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

15 Lincoln's Birthday Holiday
18 Washington's Birthday Holiday

MAY				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27 Memorial Day Holiday

SEPTEMBER				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3 Labor Day Holiday

DECEMBER				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

21 - 31, January 1 - 5 Winter Break

MARCH				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25 - 29 Conference Week (12:45PM Dismissal)

JUNE				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

21 Last Day of School
21 Promotions, Report Cards Sent Home
24 - 28 Summer Break
8/19/19 First Day of the 2019-20 School Year

School in Session =



**El Camino Creek Bell Schedule
2018-2019**

Monday through Thursday

7:45 A.M.	Students Allowed on Campus
7:58 A.M.	Warning Bell for Students to Begin Lining-up
8:00 A.M.	School Begins
10:00 A.M.	Primary Recess Begins
10:15 A.M.	Primary Recess Ends
10:20 A.M.	Intermediate Recess Begins
10:35 A.M.	Intermediate Recess Ends
11:50 P.M. - 12:30 P.M.	Kinder, 1st, 2nd & 3rd Grade Lunch
12:20 P.M. - 1:00 P.M.	4th, 5th, 6th Grade Lunch
2:20 P.M.	Dismissal

Friday Modified Day Schedule

7:45 A.M.	Students Allowed on Campus
7:58 A.M.	Warning Bell for Students to Begin Lining-up
8:00 A.M.	School Begins
9:45 A.M.	Primary Recess Begins
10:00 A.M.	Primary Recess Ends
10:05 A.M.	Intermediate Recess Begins
10:20 A.M.	Intermediate Recess Ends
11:20 A.M. – 12:00 P.M.	Kinder, 1st, 2nd & 3rd Grade Lunch
11:50 A.M. – 12:30 P.M.	4th, 5th, 6th Grade Lunch
12:45 P.M.	Dismissal