



**PARENT/
STUDENT
HANDBOOK**

2019-2020

**San Elijo Elementary School Golden Eagles
1615 Schoolhouse Way
San Marcos, CA 92078**

GOLDEN EAGLE HANDBOOK

Dear Parents,

We encourage your participation and support in all aspects of your child's education. It is only through the school and families working together that we can provide the best possible experiences for each student's educational progress. Every student at San Elijo Elementary is special and unique. We value our diversity and we work hard to ensure that all children feel a sense of pride and accomplishment. We are also committed to teaching our students responsible citizenship and the value of being a productive member of society.

This handbook has been designed to acquaint you with our school programs and policies. We hope it will answer any questions you might have. If you need additional information, please call the school at (760) 290-2600 or check our website at www.sanelijoelementary.org.

Sincerely,

**San Elijo Elementary School
1615 Schoolhouse Way
San Marcos, CA 92078
Golden Eagle Handbook – Grades TK-5
(A reference to use throughout the year)**

School Office hours: 7:30a.m. – 4:00 p.m.

Principal: Emily Parra

Assistant Principal: Jimmy Miringoff

Nurse: Leslie Stephenson

Health-Aide: Tracy Karras, Kamara Chergosky

School Phone: (760) 290-2600

Attendance Phone: (760) 290-2605

Fax Number: (760) 290-2807

District Office Phone: (760) 752-1299

Transportation Phone: (760) 290-2670

School Colors: Black, Gold, & Pearl White

School Mascot: Golden Eagles

SAN ELIJO ELEMENTARY MISSION STATEMENT

VISION STATEMENT

At San Elijo Elementary School we are a child-centered family encouraging students to achieve their personal best while taking academic risks and demonstrating responsibility for themselves. Our enthusiastic community sets high expectations for life-long achievement through acceptance and support of all.

MISSION STATEMENT

ONGOING ACHIEVEMENT

- High academic standards
- Literacy for all
- Assessment guides instruction

POSITIVE SCHOOL CULTURE

- Strong leadership
- Teamwork
- Open communication
- School-wide recognition system
- Safe, orderly environment
- Health and fitness focus

INNOVATIVE TECHNOLOGY

- Access to and instruction in multi-media
- Research tool
- Communication resource

BUILDING CHARACTER

- Problem-solving curriculum
- Mutual respect
- Inviting atmosphere

FINE ARTS

- Music
- Visual arts
- Integrated throughout state content standards

THE SAN ELIJO SCHOOL PHILOSOPHY

The San Elijo School Family believes all students must be challenged through high expectations and rigorous academic standards. Working together as a learning community we provide every child with the tools necessary to meet the intellectual, social, emotional and physical challenges of the twenty-first century. We ensure equitable access to learning so that all children reach their true potential.

It is only through our daily demonstrations of respect that we truly celebrate our uniqueness as well as our diversity. In this way we become a community of learners, aware of each others' strengths and needs. We supply the support and structure required for every student to succeed. All members of the San Elijo School Community educate the whole child and provide a meaning centered curriculum that connects learning to the student's world. Working as a team, we cooperate to ensure optimum learning and growth for all students, and since each child learns in a different way and at a different rate, we are dedicated to celebrating every individual's successful journey to a lifelong love of learning. We provide a positive and safe school experience wherein all San Elijo students develop pride in who they are and confidence in all they do.

NON-DISCRIMINATION

The San Marcos Unified School District offers equal educational and employment opportunities regardless of sex, race, color, religion, ancestry, age, marital status, sexual orientation, national origin or disability. The Title IX Coordinator is Bill Singh, Director of Human Resources and Development, (760) 752-1242.

DRESS AND GROOMING AT SCHOOL

We are proud of the students at San Elijo Elementary School. Therefore, students are encouraged to show pride in themselves by coming to school well groomed. Clothes should be appropriate for school activities, meaning they may not be educationally distracting or unsafe. Students are expected to show proper attention to cleanliness, health, neatness, safety, and appropriateness of clothing and appearance for school activities. A well-groomed appearance is important in developing a positive self-image and complements the school's instructional program.

DRESS GUIDELINES FOR ALL

- a) Clothing should be of the appropriate size. Pants must fit well enough to stay up without support, and may not be worn more than two inches below the waist. The cuffs cannot drag on the ground.
Undergarments should not be visible. Swimwear/swim shorts are not allowed.
- b) Students are permitted to wear shorts to school, but shorts that are too short or too baggy are not permitted.
- c) Cut off shirts, tube tops, strapless tops, see-through tops, spaghetti straps and/or tops that expose the midriff are not permitted, even if worn under a jacket.
- d) Clothing that advertises, promotes, or glamorizes drugs, alcohol or tobacco products and clothing that displays foul or inappropriate language or symbols are not permitted.
- e) Footwear must adequately protect your feet and not interfere with required school activities, such as Physical Education. Backless shoes are not permitted.
- f) Students may not wear clothing that denotes possible gang affiliation that has individualized lettering or has been altered in any way. Bandanas and knit caps are not permitted.
- g) Notebooks covers and backpacks should be in good taste, have no writing or pictures that are obscene, are inappropriate, or that denotes tagger or gang affiliation.
- h) Hats are allowed for sun protection only and can be worn during recess, lunch, and P.E. only. Hats, visors and hoods may not be worn indoors or with the bills facing anyway but forward. The school administration is the final authority when a difference of opinion arises. When a violation of the dress guideline occurs, the student will be required to correct it.

SCHOOL HOURS

Office Hours 7:30 AM – 4:00 PM

Kindergarten A.M. 8:15 – 11:50 8:15 – 10:50 (Wednesdays)

P.M. 11:50 – 3:25 11:50 – 2:25 (Wednesdays)

Kinder Minimum Days (AM&PM) 8:15 – 11:50

Grades 1-5 Minimum Days (Grades 1-5) 8:45-12:55

Grades 1 - 5 8:45 – 3:10 8:45 – 2:10 (Wednesdays)

Uninterrupted learning time is important for student success. School administration and the front office limit the amount of classroom interruptions during instruction.

ARRIVAL AT SCHOOL

School begins at 8:45 for 1st - 5th. The line-up bell rings at 8:42. Children are allowed to arrive on the playground at 8:15 a.m. when supervision is provided. For your children's safety, they are not to arrive before 8:15 unless they are here for breakfast at 8:00AM. Please arrange off-campus care or KOC for them if you must leave for work at an earlier time. Crossing guards are at the entrance of our school and light at San Elijo Road from 8:15-8:45am

If you are dropping off or picking up your child, please do so in the drive up lane located in the front of the school. Please do not park at the curb and remember not to leave your vehicle unattended. At no time should cars be parked anywhere in the drop-off area. You may park in designated parking spaces in the parking lot only. Please drive slowly for the safety of all children.

DISMISSAL

TK, Kindergarten and 1st grade students dismiss at the front gates with their teachers present. Grades 2-5 walk to the front gates for dismissal to walk home, wait in the designated drive up area for car pick-up or to meet parents at the front of the school. Parents are not allowed to enter the school gates after school; all visitors must go through the main office and sign in properly. Crossing guards are at the entrance of our school and light at San Elijo Road from 3:10-3:25.

PARKING LOT PROCEDURES

During drop off and dismissal, Schoolhouse Way is very congested. To use the drop off/pick up lane you must be in the lane as you enter the parking lot. The only access is from the bottom of the hill by the middle school entering from Elfin Forest Rd. The drop off lane(s) is not a parking area and drivers must keep moving and may not leave their cars unattended. Make sure your children are ready to exit the car to the right. Give them their goodbye kiss at home and have their backpacks ready. Once you have dropped off or collected your child proceed out of the parking lot at the west end.

Drivers choosing to use the parking lot may only drop off or pick up their children if they are in a designated parking space. The crosswalks will be monitored to ensure no children are exiting or entering cars in the parking lot without an adult escort. Do not encourage them to cross the lanes of the drop off lane. Please remember, parking in a red zone is not only illegal and irresponsible, but compromises the safety of all students, parents, and staff.

The rolling gate near the drop off lane will not be open before school. All students must enter campus through the front gates near the office. These gates will be locked promptly at 8:45 each morning. Students arriving after 8:45 must proceed to the attendance clerk for a tardy slip. Please allow plenty of time each morning for traffic to ensure your children are not tardy.

At dismissal all students using the pick-up lane will be seated waiting for their drivers. No students will be allowed to access the parking lot unless accompanied by an adult. Siblings of PM kindergarteners must proceed to the front of the school and wait with the other students until the kindergarten students are dismissed at the front gate at 3:25

ATTENDANCE/EXTENDED ABSENCES

State law requires regular and punctual attendance. For each day your child is absent, please call the Attendance Number (760) 290- 2605 with the reason for the absence. State law requires regular and punctual attendance. Each day that your child is absent requires a phone call. Please state the reason for the absence on the recording. Should a situation arise which requires your child to be absent from school for 5 days or more, please notify the front office and your child's teacher at least 1 week in advance. An Independent Study Contract will be sent home with your child to complete during the absence. School administration enforces attendance policies and will monitor students who are chronically absent or tardy and take appropriate steps following state and district policies to improve their attendance.

TARDY PROCEDURES

Late students must first report to the Attendance Clerk in the front office for a tardy pass prior to going to their classroom. The start of the school day is one of the most important times of the day. Please ensure your child arrives to school on time. San Elijo Elementary School follows state and district policy for tardy students.

CHANGE OF DISMISSAL PLANS

Your child will be sent home directly after school. If a change in the normal routine is requested, a written note from the parents is necessary.

There is no provision for children to play on campus after class dismissal. **STUDENTS ARE EXPECTED TO GO DIRECTLY HOME AFTER CLASS DISMISSAL.**

LEAVING SCHOOL EARLY

Students may not leave school early unless they are signed out and picked up in the attendance office by a parent or legal guardian. The attendance office must have all names in writing, even relatives. A photo Identification will be necessary at the time your child is signed out early.

CHANGE OF ADDRESS/PHONE NUMBER

If you should have a change in your address, phone number, or emergency phone numbers please notify the attendance office immediately. In the event your child becomes ill or is injured, authorized persons must be able to be contacted.

DOGS

Dogs are never allowed on our campus including the front of the school before and after school. Only certified therapy dogs for health reasons are allowed on campus per California code.

BIKE/SCOOTER/SKATEBOARD RIDERS

Bicycles, skateboards, scooters, and skates are used by some students for transportation to and from school. All bikes, scooters and skateboards must be walked on or off campus. Students riding bikes/scooters/skateboards should lock their vehicle in the designated bike area. The school is not responsible for lost or stolen bikes/scooters/skateboards. All bike riders, skateboarders and scooter riders must wear a helmet to and from school. Consequences for not following riding rules could result in the school's hierarchy discipline plan including the confiscation of the riding vehicle. The parents will be notified to retrieve the item from the school ground and the student may lose the privilege of using their bike/scooter/skateboard for the remainder of the year.

ELECTRONIC DEVICES

Students are allowed to possess cell phones and other electronic devices such as iPads, Nooks, Kindles, and other tablets on campus. All electronic devices must be turned off during the school day unless specific permission is granted by a teacher or administration. Students may not record, video, or take a picture of another student or staff without prior written consent. All electronic devices may only be used for educational purposes under the direct supervision of a teacher or administration. Electronic devices can be used before and after school to call and text message only. Students may not use their personal devices to call or message home during the day. All students who need to call home must use school phones with permission from the teacher or staff during school hours. Consequences for not following our school policy: Items may be retained in the Assistant Principals' office for pickup at the end of the student's school day. At teacher or administrator request, a parent/guardian may be required to pick up the student's electronic device. The school will not be responsible for loss or theft of electronic devices. Please read the district's electronic responsible use policy on our school's website for further information.

VISITORS ON CAMPUS

Visitors are required to sign in at the school office before entering the school grounds or classrooms. All visitors must have made advance arrangements with the teachers before volunteering. Our school uses an online secure check in system (CCSS) to verify all volunteers. A driver license or other official ID is required the first time volunteers use the CCSS system.

CLOSED CAMPUS

Our school has a closed campus before, during and after school. Parents are not allowed to enter the campus through any of our gates. All visitors must enter through the office and sign in properly and wear a visitor badge.

VOLUNTEER GUIDELINES

(Based on SMUSD Board Policy, Communication 1240 and 1250)

On behalf of San Elijo Elementary School, the staff would like to thank you for volunteering and would like to address some of the general guidelines for parent volunteers. It is our sincere desire to make each parent a part of our school, feel welcome on campus and included in all aspects. Many of you have expressed a desire to help in your child's classroom to assist the teacher and the students. The following are some guidelines to ensure that all of our students are safe at school. Our district encourages parents, legal guardians and other community members to volunteer at our school. Volunteering must be scheduled and approved by the teacher or administration. Volunteers are limited to no more than twice a week for 1 hour at a time in the classroom. All volunteers are to check in using the CCSS system.

*Admin may make changes to these policies during the year, so please check with them for the most current policy.

Below are important policies to follow while volunteering:

- Follow and support the policies and rules of the school.
- Respect and maintain the confidentiality of matters that occur within the school.
- Please do not discuss a student with others.
- Confidentiality is of the utmost importance. If you have a concern about any issue, contact the teacher/principal to protect students' privacy rights.
- Expect children to treat you with respect. Students who are disrespectful or disobey a school rule should be reported to the person in charge (supervisor, teacher, administration).
- While in school, ask children to refer to you as Mr., Mrs., or Miss. This will help eliminate confusion for most children.
- Attend strictly to the duties for which you have volunteered and the area to which you are assigned. Please do not use this time to monitor your child's class or inquire about his/her progress.
- Only volunteers with a current background clearance are permitted to work with children outside the teacher's immediate supervision.
- If you are volunteering, your other school aged children should not accompany you.
- Dress and grooming should be suitable for the public school setting.
- If you are unable to attend a scheduled day, please contact the teacher or designated contact for your classroom as soon as possible so those involved won't worry about you. It will also allow time to make new arrangements
- Please switch cell phone to vibrate while working in the classrooms. If you need to make a call, please step out of the classroom.
- Children should not eat or drink, unless directed by the professional in charge.
- Children are not permitted in the staff work room at anytime.

Thank you in advance for giving our school the gift of your time!

PARENT INVOLVEMENT

It is the goal of San Elijo School to develop strong partnerships with the home. Having our parents and school working together as partners will increase student achievement and develop positive attitudes about self and school. San Elijo School values the contributions and commitments our parents have made to develop successful home-school partnerships.

The parents and families of students at San Elijo Elementary School are regarded as partners in ensuring the best education for their children. Please visit our school's website on a regular basis to stay informed on current information and upcoming events. Our phone system also allows us to notify families of events and opportunities to be involved. Teachers and the administration are available for conferences in person or by phone or email. Additionally, the PTO will send home a weekly email with updated information and upcoming events.

LUNCH

Students are required to sit at the lunch tables for at least 15 minutes before being dismissed to the playground. We use this policy to provide an opportunity for all students to eat lunch and not be influenced to skip eating to go and play on the playground.

PHYSICAL EDUCATION (P.E.)

P.E. activities are adjusted to limit physical exertion on days forecasted as warm, temperature of or exceeding 85 degrees. The relative heat index will be taken into consideration, when available, as suggested by the American Academy of Pediatrics. Students are provided time to rest between activities and more water breaks are offered during hot days. An additional water source is recommended as well as sunscreen application in the morning and hats worn while outside. At 90 degrees and above P.E. classes may possibly stay indoors utilizing large and small group activities, i.e. dance, games and /or educational videos.

HEALTH SERVICES

Please notify the school when you enroll your child if your child has a health condition or a physical condition that might pose a problem in any way or that might need special attention during the school day.

MEDICATION

Over-the-counter medications cannot be administered by the school or kept in the possession of students. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and authorization/information form must be left in the school Health Office.

NURSE AND HEALTH CLERK

The nurse and health clerk are on duty on a part-time basis. They are here to help in case of sickness or an accident. School nurses and health clerks do not diagnose illnesses.

ROUTINE HEALTH CHECKS

Health Services provides screening for vision and hearing to all students in Kindergarten, 2nd and 5th grades. Other students are screened upon request, as time permits. You will be notified if it is found that your child is in need of outside medical attention.

ACCIDENTS OR EMERGENCIES

If your child has an accident or becomes ill at school, you will be contacted by use of your child's emergency card. Your child should be picked up as soon as possible, for both his/her protection as well as that of other students.

SCHOOL INSURANCE

School insurance is available to all students. Packets are sent home at the beginning of the school year. Purchase of the insurance is optional.

RECOGNITION & REWARD PROGRAMS

The school offers a variety of meaningful, motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and extracurricular activities are recognized through:

- Flag Salute Assemblies
- Eagle Passes
- Student of the Month
- PE student and class of the month
- Honor Roll- Grade 4
- Student Council
- Principal awards
- Accelerated Reader
- Mathematician of the Month

SCHOOL DISCIPLINE POLICY

The staff has developed both school wide and classroom discipline plans to promote positive behavior and attitudes from all of our students. The plans include:

- Behaviors expected by the school/teacher
- A hierarchy of consequences for breaking a rule(s)
- A positive plan for individual students/classes that are well behaved.
 - School rules and discipline are in enforceable during all school hours. Additionally the school has the right to give disciplinary action to kids to and from school, which includes the walking trails off campus.

- **Parents/volunteers are not permitted to discipline other students, all behavior concerns should be communicated to the classroom teacher or administration.**

SCHOOL-WIDE RULES

SEXUAL HARASSMENT

It is the policy of the San Marcos Unified School District, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of our district are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Our school follows the SMUSD board policy that is located here starting on page 224:

https://ca01000805.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=3891&dataid=7369&FileName=5000_-_Students.pdf

BULLYING POLICY

Our school rules emphasize students taking responsibility for their own behavior as well as treating others with respect. Our school follows the SMUSD bullying policy. Please read the school board's policy starting on page 112:

https://ca01000805.schoolwires.net/site/handlers/filedownload.ashx?moduleinstanceid=3891&dataid=7369&FileName=5000_-_Students.pdf

Also, we have the district bully complaint form that is available on our website and in the front office (see last page of student handbook for the form). The Eagle Way character education program also teaches the students traits to live by including respect, responsibility, trustworthiness and empathy. Students unable to adhere to these positive behaviors by manipulating and/or dominating others through actions or words will be disciplined. Please have your student tell their teacher if they are having problems with another student. The teacher will then take appropriate actions following the school and district guidelines.

SAFE AND DRUG FREE

Our goal is to provide a safe and drug free environment for all our students. We actively enforce our school district's "Zero Tolerance" policy. Students who attempt to bring drugs, alcohol, or weapons to school may be arrested by the sheriff, suspended from school, or expelled for up to one full year.

TOBACCO FREE SCHOOL

The staff of San Elijo School recognizes the health hazards related to the use of tobacco, including the breathing of second-hand smoke. We are a "tobacco-free" school, which means we do not allow smoking in the classrooms or on the campus at any time. In addition, we provide educational information to our students through classroom instruction and activities. Our school has information available about programs that support adults who desire to stop smoking.

HOMEWORK POLICY

Homework is an important part of the educational program, and will be assigned on a regular basis. Homework is assigned using the following district guidelines:

- Grades 1-3 15-20 mins. 3-4 days a week
- Grades 4-5 30-45 mins. 3-4 days a week

The Child's Responsibility:

- Understand and know how to do the assignment
- Have necessary materials
- Follow study techniques outlined by the teacher
- Strive for the best quality of work of which s/he is capable
- Complete and return assignments on time

The Parent's Responsibility:

- Provide the child with a quiet place and adequate time to do homework
- Encourage the child to do his best work
- Encourage the use of good study habits and completion of assignments
- Remind the child to bring all materials back to school each day.

ACADEMIC PROGRESS

Annual Parent/Teacher conferences are conducted in the fall. Current progress and summative test results are reviewed and parents are told how they can support their children's academic growth at home. Report cards are distributed each trimester with progress reports given as needed after six weeks into each trimester.

REPORT CARDS AND HONOR ROLL

Report cards are sent home to parents at the end of each semester. Report cards are based on a 1-4 scale and the district expectation is for students to reach proficiency (3) by the end of the school year. Honor Roll is designed to recognize 4th grade students for academic excellence and will be awarded at the end of the last semester. 5th grade students will be awarded the Presidential Award for academic excellence at the end of the last semester.

PARENTAL QUESTIONS AND CONCERNS

From time to time you may have need for clarification regarding an activity or form you have received. Please come into or call the school office for more information (290-2600). Your child's teacher also has a direct line, which you can obtain from the teacher or the automated directory.

SCHOOL ORGANIZATIONS

Regular ongoing communication is provided via our school website and newsletters. The links on our homepage as well as the news items alert parents about upcoming events and deadlines. Our active Parent Teacher Organization meets monthly and communicates with an update each month on the Friday prior to the meetings. This way items can be placed on the agenda in time. The School Site Council meets four to six times each year to make decisions regarding curricular

and budgetary issues and is another way in which parents have the opportunity to participate in the decision-making process.

FRIDAY ASSEMBLIES

Friday flag salute ceremonies provide an opportunity for students, teachers, and families to assemble for student recognition, school news, and event updates. All parents are invited to attend as we recognize Students of the Month, Accelerated Reader accomplishments, etc.

BIRTHDAY BOOKS

Many students enjoy donating a book to our school library as part of their birthday celebration. For more information on this program, please see the link under our library webpage.

BIRTHDAYS

Parents are encouraged to donate a book to the library or the student's classroom in celebration of their child's birthday. Our San Marcos Unified School District Wellness Policy states food should not be given for birthdays. Please visit this website for food policies

<http://www.smusd.org/Page/56>

Please make arrangements with your child's teacher to send non food items if you wish to recognize your child's birthday at school.

KIDS ON CAMPUS

Kids on Campus is a quality school-age day care program for children (K-5th) offered by SMUSD. The program is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. This program is financially independent of the district and tuition is charged. For information visit the KOC program at San Elijo or call the district at 752-1281.

STUDENT COUNCIL

Each year, two student classroom representatives are chosen from each of the 3rd -5th grade classes. This group assists in many school activities.

SAFETY PATROL

Selected 5th grade students, who show good leadership qualities, are selected to be members of Safety Patrol. These students serve the school by assisting crossing guards guiding pedestrians safely across the streets.

SUPPORT SERVICES

COMPUTERS

Students in grades K-5 use computers to complement class instruction.

STUDENT STUDY TEAM (SST)

Students experiencing academic, language, behavioral, and/or emotional difficulties can be referred to the SST team. The team is comprised of the parent, classroom teacher, school psychologist, administrator and a special education teacher. The purpose of the SST team is to review the needs of the child and develop a plan for success. Prior to referral, the parent and teacher will have had a conference and will have discussed any concerns.

GIFTED AND TALENTED EDUCATION (G.A.T.E.)

San Elijo's GATE program is designed to assist in meeting the unique needs of students who are identified with gifted and talented skills. The program begins in fourth grade with a multiple criteria identification process. Students are referred by teachers and parents for GATE testing qualification. Parents are involved throughout the referral process. Whenever possible, GATE students are clustered in order to provide instruction that differentiates the core curriculum. Please visit the district's website for more GATE information:

<http://www.smusd.org/Page/15701>

CHILD NUTRITION SERVICES

San Elijo has a breakfast program before school, as well as the regular lunch program. Please refer to the specific food service information you receive each month for menu selections and prices. All SMUSD food policies can be found on this website

<http://www.smusd.org/wellnesspolicy>

Lunch tickets may be purchased before school in the cafeteria. Teachers keep student lunch tickets in an envelope for safe keeping. Lunch tickets may be used daily or as needed. Students are expected to either bring a lunch from home or purchase a lunch in the school cafeteria. It is suggested that students who eat in the cafeteria regularly purchase a lunch ticket. The purchase of this ticket not only reduces the number of children who lose lunch money, but will aid the cafeteria in determining the amount of food to prepare. Children who forget their lunches will be provided with a cheese sandwich and milk.

SPECIAL EDUCATION

PSYCHOLOGICAL SERVICES

Services in this area are limited. Contact the school administration for details.

SPECIALIZED ACADEMIC INSTRUCTIONS (SAI)

Children who have been formally identified as having a designated learning disability are provided services in the Learning Center at San Elijo Elementary School. Working together, parents, teachers, and other appropriate personnel develop, an Individualized Education Plan (IEP) to target each qualifying child's identified needs.

SPEECH THERAPY

Students may be referred for a speech screening by teachers or parents. Parents are welcome to contact the school's administration regarding assistance in this important area.

San Elijo School currently offers Special Education services on site for students qualifying for services in the following areas:

- Speech and Language
- Specialized Academic Instruction (SAI)
- Adaptive Physical Education and/or Occupational Therapy

Other Special Education services are available in the San Marcos Unified School District, but may be offered at one or more of the elementary sites. For further information, please contact the SMUSD Special Education Office (752-1223) or your school administrator.

OBSERVATION POLICY

SAN ELIJO ELEMENTARY CLASSROOM OBSERVATION POLICY

(Based on SMUSD Board Policy 1250)

Visitors will respect the confidentiality of all students and not discuss the details of the classroom observation with anyone outside of the school setting without prior written consent

- The observation shall be scheduled in advance with a site administrator.
- The site administrator (or administrator designee) must accompany the visitor to the classroom and remain with them during the visitation.
- To minimize classroom interruptions, the classroom observations shall not exceed 20 minutes. Only 2 adults may observe at one time and no more than one observation a week.
- Visitors shall not speak or make comments during the observation time so that classroom instruction is not disrupted.
- Visitors take notes on a clipboard or notepad so that his/her questions may be addressed later.
- Observations are only done when the classroom teacher is present.
- No Audio or video recording is allowed

Physical Education Classes are considered a classroom environment.

##Admin may make changes to these policies during the year, so please check with them for the most current policy.

FIELD TRIP POLICIES

Chaperones for field trips must be arranged with the classroom teacher at least 48 hours before the date of the field trip. Only legal guardians and immediate family members over 18 years old can attend field trips with teacher permission.

##Admin may make changes to these policies during the year, so please check with them for the most current policy.

**DISTRICT BULLY COMPLAINT FORM
ON NEXT PAGE
Bullying, Harassment, Intimidation, or Discrimination
(Education Code 234.1)**

NAME OF COMPLAINANT: _____ Date _____

Are you: The victim A witness I helped deal with the incident Other

Name(s) of victim(s): _____

Your relationship to victim(s): _____

Your phone number (if not a District student): _____

Location(s) of incident(s): _____

Date(s) of incident(s): _____

DESCRIBE THE INCIDENT(s): Please be as detailed and factual as you can. Use first and last names if possible, and identify dates and locations if you have that information. Use the back of this page or attach additional pages if needed.

WITNESSES TO THE INCIDENT(s):

Do you believe the conduct is/was based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or association with a person or group with one or more of these actual or perceived characteristics? _____ . If so,

explain:

I declare that the information on this form is accurate and true. I understand that the District will make every effort to keep my identity confidential as appropriate, but may need to use my name in connection with the investigation. I also understand that I have the right to file an anonymous complaint. I understand that I am protected against retaliation for submitting this complaint and should immediately report any retaliatory acts to the Principal or Assistant Principal.

Signed: _____ **Date:** _____

“Bullying” means severe or pervasive physical or verbal conduct (student-to-student), including communications in writing or by electronic act (texting, Internet, etc.), and including sexual harassment, hate violence, or harassment, threats or intimidation, that has, or can be reasonably predicted to have, the effect of one or more of the following: (A) placing a reasonable pupil in fear of harm to person or property; (B) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) causing a reasonable pupil to experience substantial detrimental interference with his/her academic performance; or (D) causing a reasonable pupil to experience a substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

-----**DISTRICT USE ONLY - Person receiving the complaint:** _____ **Date:** _____

Action taken by office (use additional pages if needed):

Administrator’s Signature: _____ **Date:** _____