

# ELKHORN SCHOOL



# OCELOTS

**2021 - 2022**

**HANDBOOK FOR PARENTS AND STUDENTS  
LIBRETA DE PADRES Y ESTUDIANTES**

2235 Elkhorn Road  
Castroville, CA 95012  
(831) 633-2405  
[www.nmcusd.org](http://www.nmcusd.org)

## **A Message from the Principal**

Dear Parents and Students,

This handbook has been developed for your information. It should answer the many questions you may have regarding the new school year. Please pay close attention to the routines, procedures, and rules designed to maintain a safe and healthy learning environment for all students. You will want to keep this handbook accessible throughout the school year. You will find important information that you will want to refer to all year. When you (student and parent) have read and discussed the information contained in this handbook, please sign and return the last page to confirm that you have read and understood the information contained within the handbook.

You are welcome to call or visit the office if you have questions or concerns. The office hours are 7:00 a.m.-4:00 p.m. when school is in session. Watch for the monthly newsletter for current events and information. You can also look up school information on our webpage [www.nmcusd.org](http://www.nmcusd.org). We wish you a successful and safe year of learning at Elkhorn School.

*Sandra Cuevas*  
Principal

*Lorene Harvey*  
Assistant Principal

## **Mensaje de la Directora**

Estimados Padres y Estudiantes,

Esta libreta ha sido desarrollada para su beneficio. Debe contestar las preguntas distintas que tendrán en cuanto al nuevo año escolar. Por favor, presten atención cuidadosa a las rutinas, los procedimientos y las reglas diseñadas para mantener un ambiente seguro y saludable en el cual todos los niños pueden aprender con éxito. Va a querer guardar esta libreta para tener acceso a ella durante todo el año. Cuando ustedes (padre y estudiante) han leído y conversado en cuanto a la información que contiene esta libreta, por favor firmen y regresen la última hoja para confirmar que ustedes leyeron y entendieron la información incluida.

Ustedes son bienvenidos a llamar o visitar la oficina si tienen alguna pregunta o preocupación. Las horas de la oficina son de 7:00 a.m. a 4:00 p.m., cuando la escuela está en sesión. Manténganse en expectativa del boletín mensual. Este contiene los eventos y la información reciente. También pueden encontrar más información en nuestro sitio web de escuela Elkhorn en el [www.nmcusd.org](http://www.nmcusd.org) o página de Facebook. Les deseamos mucho éxito en este año de aprendizaje en la Escuela Elkhorn.

*Sandra Cuevas*  
Directora

*Lorene Harvey*  
Subdirectora

District Phone Numbers/Números de Teléfonos del Distrito

<b>Elkhorn Elementary</b>	(831) 633-2405 (831) 724-2922 (831) 633-0863 fax
<b>Half Day Preschool</b>	(831) 633-3135
<b>Full Day Preschool</b>	(831) 633-8227
<b>Kid Zone</b>	(831) 633-2213
<b>Cafeteria/Cafetería</b>	(831) 633-4526
<b>District Office/Oficina del Distrito</b>	(831) 633-3343 (831) 722-3561
<b>Migrant Program/Programa Migrante</b>	(831) 633-3343
<b>Maintenance/Mantenimiento</b>	(831) 663-4484
<b>Transportation/Transportación</b>	(831) 663-3035
<b>Food Service/Servicios de Comida</b>	(831) 632-0290
<b>Castroville Elementary</b>	(831) 633-0642
<b>Echo Valley Elementary</b>	(831) 663-2308 (831) 724-2922
<b>Prunedale Elementary</b>	(831) 663-3963
<b>North Monterey County Middle School</b>	(831) 633-3391
<b>North Monterey County High School</b>	(831) 633-5221 (831) 728-3654
<b>Central Bay High School</b>	(831) 663-2997 (831) 728-1033
<b>Special Services</b>	(831) 633-6168
<b>Student and Family Services</b>	(831) 633-5975

**Office/Oficina**

Sandra Cuevas-Principal/Directora  
Lorene Harvey-Asst. Principal/Subdirectora  
Alex Heras-Secretary/Secretaria  
Norma Ramirez-Bilingual Clerk/Oficinista Bilingüe  
Amy Arango-Clerk/Oficinista

**Kindergarten/Kinder**

Lisa Dolit-B2  
Maritza Escamilla-B3  
Megan Carmody-B4

**First/Primero**

Cindy Eliopoulos-A2  
Angelica Fernández-A6  
Pamela LaPier 1st/2nd Combo-A7

**Second/Segundo**

Ramona Guerrero -C1  
Cassandra Cuellar-C2

**Third/Tercero**

Mary Martinez-B7  
Monica Tarango-B9  
Birch Pennycook-B10

**Fourth/Cuarto**

Katherine Horton-D2  
Katy Valadez-D3  
Jennifer Figueroa-D4

**Fifth/Quinto**

Nicole Wall-D5  
Jordan Hubbell -D6  
Tonnette Jones-D7

**Sixth/Sexto**

Danna Friedman-E2  
Darcie Pool-E3  
Celeste Mendicuti-E4

**Visual Arts Teachers**

Christina Plank  
New Teacher

**Science Teachers**

Beth Roth  
Jose Tirado

**Support Staff/Personal de Apoyo**

Amy Mayfield- RSP Teacher  
Brenda Osteman-RSP Teacher  
Guadalupe Avila-RSP Aide  
Ashley Heck-RSP Aide  
Anne Scramstad-Psychologist  
Megan Sanchez-Speech Therapist  
Mirna Araos-Special Day Class Teacher  
Mary Trundle-Special Day Class Teacher  
Erika Carrillo-Special Day Class Teacher  
Makiko Gonzalez-Special Day Class Teacher  
Alicia Sanchez Hurtado-Special Day Class Teacher  
Haley Ferramola-Special Day Class Teacher  
Maria-Isabel LeBlanc-English Learner Specialist  
Amber Cordero-Library Clerk  
Kathy Hansen-Cafeteria Supervisor  
Noemi Flores-Student Intervention Assistant  
Marci Ernst-Support for Intervention and Enrichment  
Mary Reynolds-Support for Intervention and Enrichment

**Custodians/Personal de Mantenimiento**

Ramon Arteaga  
Luis Hernandez  
Corino Flores

**Yard Duty Super./Super. del Recreo**

Christine Smith  
Annabel Stormes  
Rosa Ramirez  
Grace Quackenbush  
Deanna Perez  
Maria Valadez  
Samantha Rivera  
Vicky Almaraz  
New Staff

**Preschool/Pre-escolar**

Jeanette Jimenez  
Carrie Triano

**Zid Zone/Cuidado Después de Escuela**

Jeremy Perez

**PE/Educacion**

James Lovato  
Thomas Lynch  
Maria Campos  
Jonathan Foreman

# Elkhorn Elementary 21-22 Bell Schedule

School Hours/Horario de Escuela

7:55 am Class Begins/Clase Comienza

2:32 pm K-6th Class Dismissed/Clase Termina

Wednesday/Miércoles -Minimum Day/Día Minimo Dismissal/Clase Termina 12:45 pm

<p><b>Kinder</b> M, T, Th &amp; F</p> <table style="width: 100%;"> <tr><td>7:55- 9:00</td><td>Instruction</td></tr> <tr><td>9:00-9:15</td><td>Recess</td></tr> <tr><td>9:15-10:55</td><td>Instruction</td></tr> <tr><td>10:55-11:45</td><td>Lunch</td></tr> <tr><td>11:45-2:32</td><td>Instruction</td></tr> </table> <p><b>Kinder</b> W</p> <table style="width: 100%;"> <tr><td>7:55- 9:00</td><td>Instruction</td></tr> <tr><td>9:00-9:15</td><td>Recess</td></tr> <tr><td>9:15-10:40</td><td>Instruction</td></tr> <tr><td>10:40-11:30</td><td>Lunch</td></tr> <tr><td>11:30-12:45</td><td>Instruction</td></tr> </table>	7:55- 9:00	Instruction	9:00-9:15	Recess	9:15-10:55	Instruction	10:55-11:45	Lunch	11:45-2:32	Instruction	7:55- 9:00	Instruction	9:00-9:15	Recess	9:15-10:40	Instruction	10:40-11:30	Lunch	11:30-12:45	Instruction	<p><b>Grade 1</b> M, T, Th &amp; F</p> <table style="width: 100%;"> <tr><td>7:55 - 9:20</td><td>Instruction</td></tr> <tr><td>9:20-9:35</td><td>Recess</td></tr> <tr><td>9:35-11:15</td><td>Instruction</td></tr> <tr><td>11:15-12:05</td><td>Lunch</td></tr> <tr><td>12:05 - 2:32</td><td>Instruction</td></tr> </table> <p><b>Grade 1</b> W</p> <table style="width: 100%;"> <tr><td>7:55 - 9:20</td><td>Instruction</td></tr> <tr><td>9:20-9:35</td><td>Recess</td></tr> <tr><td>9:35-11:00</td><td>Instruction</td></tr> <tr><td>10:50=11:40</td><td>Lunch</td></tr> <tr><td>11:40 - 12:45</td><td>Instruction</td></tr> </table>	7:55 - 9:20	Instruction	9:20-9:35	Recess	9:35-11:15	Instruction	11:15-12:05	Lunch	12:05 - 2:32	Instruction	7:55 - 9:20	Instruction	9:20-9:35	Recess	9:35-11:00	Instruction	10:50=11:40	Lunch	11:40 - 12:45	Instruction	<p><b>Grade 2</b> M, T, Th &amp; F</p> <table style="width: 100%;"> <tr><td>7:55- 9:35</td><td>Instruction</td></tr> <tr><td>9:35 -9:50</td><td>Recess</td></tr> <tr><td>9:50 - 11:25</td><td>Instruction</td></tr> <tr><td>11:25 - 12:15</td><td>Lunch</td></tr> <tr><td>12:15 - 2:32</td><td>Instruction</td></tr> </table> <p><b>Grade 2</b> W</p> <table style="width: 100%;"> <tr><td>7:55- 9:35</td><td>Instruction</td></tr> <tr><td>9:35 -9:50</td><td>Recess</td></tr> <tr><td>9:50-11:05</td><td>Instruction</td></tr> <tr><td>11:05 - 11:55</td><td>Lunch</td></tr> <tr><td>11:55-12:45</td><td>Instruction</td></tr> </table>	7:55- 9:35	Instruction	9:35 -9:50	Recess	9:50 - 11:25	Instruction	11:25 - 12:15	Lunch	12:15 - 2:32	Instruction	7:55- 9:35	Instruction	9:35 -9:50	Recess	9:50-11:05	Instruction	11:05 - 11:55	Lunch	11:55-12:45	Instruction
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## **GENERAL INFORMATION**

In an effort to increase student safety at Elkhorn, we follow procedures for visitors, parking lot, student drop-off in the morning and pick-up in the afternoon.

### **Visitors' Policy**

Throughout the day, **ALL** visitors/volunteers to campus must sign in at the office, including those picking up and dropping off preschool students. This is a safety precaution for the entire campus. A visitor's badge is given to each person who signs in and must be worn in a visible location on their person.

The side doors outside of the Kindergarten classroom (A-1) are closed at 7:55 a.m. and are not used as an entrance/exit to the school, except in an emergency. We ask that all parents/guardians and other visitors enter the school campus through the main doors in front of the office after 7:55 a.m.

### **Parking Lot Procedures- Staff Reserved and Visitor Parking**

Reserved spots for staff are all the parking spaces along the fence and all the parking spaces in the first row as you drive into our school. The spots are marked by a solid thick yellow line on the pavement and also with posted "Reserved" signs in those designated areas. Please do not park, even temporarily, in those reserved parking spaces since they are designated for staff parking.

The parking spaces in the inner part of the parking lot will be available for parents and visitors. Also, the parking spaces that are part of the parent drop off area are available for parking after 8:15 a.m.

Safety is a big concern, so as a reminder to everyone, please make sure that you are using crosswalks when walking through the parking lot. Also, students should always be with an adult when walking through the parking lot. I encourage you to drive slowly and carefully when approaching and entering the parking lot and make every effort to drop off your student as early as 7:25 a.m.

### **Arrivals**

Students are not to arrive at school **before 7:00 a.m.** Students shall report to assigned areas before classes begin: TK and Kindergarten in the cafeteria. 1<sup>st</sup>-3<sup>rd</sup> grade primary playground cafeteria, grade 4 upper playground, grades 5 and 6 upper field. Students must report to their classrooms at 7:55 a.m. Breakfast is served for **all students** at the beginning of the school day. **NO supervision is provided prior to 7:00.** If you have a need for childcare, there is an extended care program, Kid Zone, located on campus (633-2213).

### **Unloading Buses**

Students exiting school buses must stay behind the white lines and proceed to their designated play area prior to the start of school. Students arriving on late buses should go directly to get breakfast or class.

## **Parent Transportation**

Parents choosing to **drop off** students must use the designated **CAR LANE** for **drop-off**. Students are to be dropped off in the drop off zone which is in front of the brick wall and flagpole in front of the school. Children being dropped off will enter the school through the main entrance and report to their assigned areas until the bell rings. Please make sure to use the crosswalks that are in the parking lot to cross through the parking lot. **Students under no circumstance should walk across the parking lot by themselves.**

## **Dismissals**

### **End of Day**

If you are picking up your child, it is advisable to come early to find a space in the parking lot. Please follow these procedures to ensure that all Elkhorn students are picked up in a safe and orderly manner after school:

- Please **wait for your child in the cafeteria until dismissal time and sign him/her out. Do not** pick up students from the classroom or wait for them in the hallways or playgrounds. This creates traffic jams!
- Use the door marked "Entrance", in front of the girls' bathroom, to enter the cafeteria.
- After signing your child out, sit at the table designated for your child's grade level.
- With your child, exit through the door marked "Exit", in front of the boys bathroom.
- When you re-enter the parking lot, **use the crosswalk. DO NOT** walk between buses.
- The cafeteria door to the bus lane is **ONLY** for **Pre-School** access to buses for student drop-off.

Students who have already boarded a bus must be signed out in the office if an authorized adult takes him/her from the bus.

### **Early Pickups**

Please attempt to schedule your child's appointments after the school day. If it is necessary to pick up your child early please go to the office and sign him/her out. Teachers will not release students from classrooms. Students leaving school more than 30 minutes before the end of the day, will be issued a tardy. Parents of students who regularly leave school before the completion of the school day will be contacted by the vice principal/attendance clerk to resolve the issue.

### **Attendance/Tardy**

Regular and prompt attendance is expected of all students. Students who are late miss opening activities and may have difficulty managing the daily routine. **The school only receives funds for students who are present.** Absences require a note or phone call. The office would appreciate a phone call the morning of the day your child is absent or a note to the office the following day. Student absences **MUST** be cleared within 3 days or they will turn into unexcused absences.

Students who arrive **after 7:55 a.m.** are late and must report to the school office, where their tardiness will be recorded and a pink slip will be issued to them.

Excessive absences or chronic tardiness will be reported to parents/guardians and the District Attorney's Office, as required by law. **It is your legal responsibility as a parent/guardian to have your child at school on time daily.**

## **Bus Use**

North Monterey County Unified School District provides busing for students who live a certain distance from school. Please call Transportation at 831-663-3035 for information. Bus routes may be posted on the District Website.

Transportation provided by the North Monterey County Unified School District is a privilege, and cooperation and respect are expected by all drivers to ensure safety for all students. If a student is warned by the driver and continues to abuse this privilege, the bus driver will write out a bus ticket that is sent home with the student. Suspension of bus use is a consequence of chronic misbehavior. School bus conduct rules and the bus ticket policy are included in the back of this handbook.

## **Student Pick Up From School and Bus Stop Pick Up**

Please be advised that your child will not be able to be picked up from school or bus stops by anyone who is not on your emergency contacts. You can add as many people as you would like to your emergency contacts. **Notes or phone calls from parents asking for children to ride home to a different bus stop or go home with another child will not be accepted if the adult where the student is going is not on the emergency contact list.**

## **Field Trips**

Parents will be asked to sign a district field trip permission form prior to each field trip during the school year. Students without a signed permission form will not be allowed to attend the field trip. Parents driving private cars need to make arrangements with the office prior to the day of the trip.

## **Use of Telephones**

Students' use of phones is limited to emergency situations only. Forgetting homework, projects, books, or wanting to go to a friend's house are not emergencies. The staff would appreciate parents reinforcing this at home, because school phones are usually busy and lines are limited.

We are unable to send messages to students during class time, except when there is an emergency. All students should leave home with an understanding of what they are to do during or after school. We do our best not to interrupt instruction. Students can call home only in an emergency. Students cannot call home for homework, etc., unless a teacher has requested that he/she do so.

## **School Emergency Plans**

All staff will remain with students until all children are released to a parent or guardian. Emergency services (ambulance, fire, and police) will be called immediately in an emergency.

No students will be released to anyone other than his/her own parent or guardian, unless consent is received in writing or by phone, except in circumstances where the best interest of the student would be served by doing otherwise in the judgment of school officials.

Please discuss emergency procedures with your child. **Make sure that the office has your current home and work phone number, address, and an emergency phone number or contact person.**

Monthly drills to practice procedures for fire, earthquake, and unsafe conditions are held.



## **Instructional Program**

Elkhorn School provides a rigorous academic program for all students. In English language arts Elkhorn staff uses the Benchmark **Advance** series for all grades. For Spanish reading we also use the Benchmark **Avance** series. Both of these programs, **Advance and Avance** are used for English Language Development. For math instruction Kinder-5<sup>th</sup> grade teachers use the Houghton Mifflin **Expressions Common Core Mathematics** series and for 6<sup>th</sup> grade teachers use **Go Math**. For social studies the Harcourt Brace **Reflections** series is used for Kinder-5<sup>th</sup> grade and TCI- **History Alive! The Ancient work and TCI History Alive: The Medieval World and Beyond** for 6<sup>th</sup> grade. McGraw Hill **Science** series is used for science for Kinder-5<sup>th</sup> grade and **Amplify Science** for 6<sup>th</sup> grade.

## **Textbooks and Supplies**

The North Monterey County Unified School District provides supplies and textbooks for the educational program. Textbooks are lent to students for the school year. Any textbook or library book that is lost or damaged beyond a normal year's wear must be paid for by the student assigned to and responsible for that book.

We emphasize organization and study skills in all grades. Each student will need certain materials for learning that are grade level specific, but all Kinder through 6<sup>th</sup> grade students will need a backpack.

## **Dress Code**

Students at Elkhorn School are expected to come to school dressed in clothing that is clean, comfortable, and appropriate. Clothing should reflect their role as responsible students. **Inappropriate school attire is clothing which interferes with normal school activities (including P.E.), presents a safety problem, or is a distraction to student learning.** Students must follow the following guidelines:

1. Students must wear shoes - slippers, high-heeled, strapless or open-toed sandals are not appropriate. No shoes with wheels allowed.
2. Students may not wear clothing that is revealing. No excessively short skirts or shorts. Shirts or blouses must be buttoned /zipped and the length must be beyond the belt level. No tank tops.
3. Pants should be the correct size and worn with a belt if loose fitting. **NO SAGGING OR BAGGY PANTS ALLOWED. The cuff of the pants should not drag on the ground.**
4. Clothing may not reflect blatant gang colors (blue and red) or gang-related markings or styles.
5. Any clothing which is controversial /obscene or displays references to illegal substances, alcohol, tobacco, or gang-related symbols or slogans are not allowed.
6. Hats and baseball caps may not be worn inside buildings. Hats and baseball caps must be worn with the bill facing forward.
7. Please reserve make-up, excessive jewelry, and artificial nails for home use.
8. Spray-on temporary hair colors are not allowed.

*If students violate the dress code:*

- \* parents will be notified and may be asked to bring a change of clothing; or
- \* for repeated violations – the principal will hold a conference with the parent and student.

## **Cellular Phones**

The use of cell phones during school hours is strictly prohibited. The availability of classroom telephones to provide outside access in case of emergencies eliminates the need for student-operated cell phones during school hours.

For family communication purposes, students may possess cell phones, but they may not be used during school hours. Neither the district nor its employees are responsible in any manner for their loss or damage. If disruptions occur during school hours because of student possession of a cell phone, it will be kept in the office or classroom until the end of the day or a parent picks it up.

## **Toys, Games, and Electronic Devices**

Experience tells us that toys and other devices brought to school are frequently subject to damage or theft. Do not send these items to school. They cause a distraction in the classroom. IPODS, hand-held video games, cell phones, etc., will be kept in the office or classroom until the end of the day or until a parent picks them up. We greatly appreciate your support of this policy.

## **Lost and Found**

The Lost and Found rack is located in the hallway outside of the cafeteria. Small items (pens, wallets, watches, etc.) are kept in the office. Please label your child's belongings such as lunch bag, sweater, jacket or other personal belongings with his/her name.

## **Tobacco Free Policy**

The Governing Board recognizes the health hazards associated with smoking and use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. For the purpose of this policy, smoking means all uses of tobacco, including cigar, cigarette, pipe, and chewing.

The Board prohibits the use of tobacco at any time in district-owned or leased buildings, on district property, and district vehicles, or within 100 feet of those.

This prohibition applies to all employees, students, visitors, and other people at any school or school-sponsored activity or athletic event. It applies to meetings on any property owned by the North Monterey County Unified School District.

# **HEALTH AND SCHOOL PRACTICES**

## **Immunizations**

Immunizations are required for all students attending public schools in the State of California. A copy of your child's immunization record will be required upon registration. No student will be admitted to a class without the proper documentation.

## **Head Lice**

From time to time, a student will be discovered with head lice. The following procedures will be followed:

1. The affected student will be sent home with a parent.
2. Siblings of the affected child will be checked.
3. All students in the affected child's room may be checked.
4. Affected children will be permitted to return to school as soon as parents have taken all recommended steps to eliminate lice. It is not necessary to keep a child out of school for more than one or two days to eliminate live adult lice; therefore, any absence beyond two days will be considered unexcused.

## **Medication at School**

For the safety of all of our students, California Education Code Section 94923 states that written authorization from California licensed physicians and written parent permission must be on file at the school for medications to be administered by staff. Students may not carry medication with them at school unless we have a Doctor's order to do so. **Students may not carry medication with them at school unless we have a Doctor's order to do so.**

If your child takes regular medication, or. If at any time during the school year, your child is given a prescription for short term medication, please contact the school office. We will need the Doctor and parent to sign a form giving us permission to assist in dispensing medication. Only medication prescribed by a Doctor may be at school.

The form for permission to carry medication at school can be obtained at the school health office. **This includes over the counter medication such as Tylenol, cold medicine, including cough drops. No medicine may be carried at school without written permission to do so on file with the school office.**

## **Illness at School**

Should your child become ill at school, we will notify you or the person designated on the emergency card. Thus, it is important that you keep your emergency card up to date.

## **Insurance**

Despite all precautions, playground and classroom accidents do happen. The school does not provide medical insurance for students who may be injured while at school. A student insurance plan is available for a reasonable fee. Forms are available in the office.

## **CHILD NUTRITION SERVICES**

### **Breakfast and Lunch**

**The National School Lunch Program:** Breakfast and lunch are served daily. *Breakfast and Lunch is free to ALL students.* Enrollment forms are available in the office. Please make sure that you return the completed forms ASAP.

Breakfast will be served in the cafeteria or grade level designated area to your child between the hours of 7:00-7:55 am. Lunch is served daily for all students. A menu is available online under the Child Nutrition Services webpage at [www.nmcusd.org](http://www.nmcusd.org).

### **Food Guidelines and Smart Snacks in Schools**

The North Monterey County Unified School District recognizes the link between student health and learning. The District promotes the health and wellness of students and staff through the Local Wellness Committee, and supports the implementation of the District Wellness Policy and food guidelines, by including Smart Snacks in school standards.

#### ***What are Smart Snacks?***

Smart Snacks in School supports efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students. The USDA has finalized the Smart Snacks in School nutrition standards rule, by passing a federal law on July 1, 2014. Smart Snacks puts all foods and beverages sold to students across campus on a level playing field. The standards encourage healthier foods and beverages and limit junk food.

- Smart Snacks applies to all foods and beverages sold and offered to students outside of the school meals programs- including in-school fundraising.
- Smart Snacks are in effect all day (midnight before to 30 minutes after the end of the school day) across the whole school campus.
- Foods and beverages sold to students **as fundraisers during the school day** have to meet Smart Snacks guidelines. Our state does not allow fundraisers to be exempt.
- Non-food fundraisers are encouraged and or fundraisers that include only foods and beverages that meet the standards are allowed!

**We ask all parents/teachers to follow these same guidelines when bringing food to the classroom.**

**Because of possible food allergies or dietary restrictions parents need to check with the school before bringing food.**

### **Snacks**

Students who bring snacks may eat them during recess while sitting on the bench. This is a safe practice and helps keep our campus clean. Healthy snacks such as fruit, crackers, and veggies are encouraged. **Candy, gum, sodas, and hot Cheetos or any other kind of spicy snacks are not allowed.** Please do not send beverages in glass containers.

### **Nutrition Standards for Foods:**

For more information on the Wellness Policy, updated in June of 2017, and nutrition guidelines, please visit the Wellness Policy section of the Child Nutrition Services webpage at [www.nmcusd.org](http://www.nmcusd.org)

**Join the School Wellness Committee!** To learn more about how you can get involved and support healthy food, physical & nutrition education, please contact Sarah Doherty at 831-632-0290 or [sarah\\_doherty@nmcusd.org](mailto:sarah_doherty@nmcusd.org)

## **STUDENT SERVICES**

**Student Study Team (SST):** SST is an educational process designed to share concerns, discuss interventions, and/or make recommendations concerning a student's personal, social and/or academic functioning only after several interventions and modifications have been tried with little or no student improvement. The SST team may include the parent/guardian of the student, the referring teacher, the school principal or designee and other staff specialists deemed appropriate. Those wishing more information about the SST process may consult with their child's teacher.

**School Psychologist:** The psychologist is assigned to North Monterey County Middle School during various days per week. She/he assists parents and staff in evaluating students with learning or adjustment needs. They are also available for special situations such as grief counseling.

**Resource Specialist:** The resource specialist will provide services to qualifying students for specific assistance related to learning needs.

**Speech Therapist:** The speech therapist screens referred students with possible speech and/or language concerns. Services are provided for qualifying students.

**Occupational/Physical Therapist:** This professional works with students who have qualified for services to help them with fine and gross motor skills.

**After School Program:** The After School Education and Safety (ASES) Program and the 21st Century Community Learning Centers offers academic and enrichment courses to students in grades TK-6. Space is limited with 1st priority given to Homeless and Foster Youths and 2nd Priority to students identified as needing additional support. The program operates from school dismissal to 6:00 PM daily during the school year. All students in the ASES and 21st Century programs will receive a nutritional Supper/Snack daily. Contact the main office for more information.

**Homeless Education Services:** The Castro Plaza Family Resource offers support to students experiencing homelessness under the McKinney Vento Homeless Assistance Act.

### **What is McKinney – Vento?**

McKinney – Vento is a federal law that offers rights and protection to families experiencing homelessness or transitional living situations. Common living situations that fall under the law are:

- Doubled-up: sharing housing with families or friends due to financial constraints
- Renting a room in another person's or family's apartment or house
- Staying in hotels or motels
- Living in cars, parks, or other places not designed for regular sleeping
- Staying in shelters or transitional housing programs
- Moving from place to place due to lack of stable housing
- Youth living with someone other than their parent or legal guardian with lack of housing

### **What rights does my child get under McKinney – Vento?**

- Immediate enrollment in school, even if missing records and documents normally required for enrolment, such as a birth certificate, proof of residence, previous school records, or immunizations/medical records
- The right to remain at their school of origin, or attend the local school in the area of residence as long as it is in the best interest of the student (the school of origin is the school the child attended when they were permanently housed or the school in which the child was last enrolled)
- Receive transportation to and the from school if getting to school is a hardship
- Receive free lunch program
- Receive free school supplies
- Support to fully participate in school events and extracurricular activities

Our district McKinney Vento Liaison can provide support to you and your student to ensure your students rights are being met, offer resources and information outside of education, assistance with student clothing, food and housing resources. Please contact Diana Castellanos, Child Welfare, Homeless, Foster Youth Coordinator at (831) 633-5975 or [diana\\_castellanos@nmcusd.org](mailto:diana_castellanos@nmcusd.org).

### **Library Books**

Students may check out library books during their regularly scheduled library time. Students must pay for lost or damaged books. Library privileges will be taken away until lost or damaged books are paid for or returned. At the end of the school year, report cards will be held until all books are returned or paid for.

### **School-Wide Positive Behavior Support**

We are a School-Wide Positive Behavior Support School. It is our goal, through this program, to promote positive social skills and attitudes throughout the school.

### **Preschool**

A preschool program is available for children 3 years 9 months through 4 years. For information please call: full day preschool - 633-8227, half-day preschool - 633-3135.

# **STUDENT RECOGNITION**

## **Student of the Month**

During the school year, teachers select one or more students to be honored each month for excellence in academics, citizenship, and/or effort in the classroom. Students are acknowledged at the Spirit Assembly and in the monthly parent newsletter and students receive a certificate.

## **Awards Assembly**

Students in grades 4, 5 and 6 are recognized at the end of each grading period for academic achievement, improvement, citizenship, and consistent attendance. An assembly is held in the cafeteria and families are invited to help celebrate their student's excellence. Watch the monthly calendar for dates and times.

## **Perfect Attendance**

Every trimester, students in grades TK-6 with perfect attendance (which includes no lates or tardies) will receive an invitation to a special event. Students may be recognized with a certificate. Events will be announced on the monthly calendar.

## **Student Council**

Fourth, fifth, and sixth grade students serve as representatives and officers in an organized student council. This group holds elections and manages various school-wide activities.

## **PARENT PARTICIPATION**

**Parent Teacher Organization (PTG):** The Parent Teacher Group welcomes all parents to become involved in our school. Check with the office staff for the current registration information and activities.

**School Site Council (SSC):** School Site Council is a monthly advisory group that monitors and reviews the School Level Plan. The SSC is composed of the school principal, school staff, and parents. At the secondary level, student membership is optional.

**English Learner Advisory Committee (ELAC):** This is a monthly advisory group that informs parents of our English Learners (ELs) about available programs. In addition, the committee reviews curriculum and data and gives input regarding the needs of our EL students.

### **Parent Volunteers/Visitors**

If you would like to volunteer in your child's class please stop by the office to pick up a volunteer clearance form. No one will be allowed to volunteer if they have not been cleared through the district office.

All volunteers/visitors must sign in at the office before entering any room. This is a safety precaution for the entire campus. A visitor's badge is given to each person who signs in. All parent volunteers are asked to sign in daily. Parents are invited to visit classrooms. However, as a courtesy to the teacher, it is required that you arrange a time for your visit. In order to maintain an appropriate learning environment for all students, younger siblings are not allowed in classrooms during school hours.

### **School Safety Committee**

Elkhorn has a safety committee that is made up of staff and parents or guardians. This committee meets to discuss school safety issues. Please look at school calendars for meeting dates.



# **STUDENT BEHAVIOR EXPECTATIONS AND OUTCOME PLAN**

At Elkhorn School, every student shall be held to a high standard of behavior. The way one dresses, talks, and acts reflects upon oneself and the community. All staff members are responsible for monitoring the behavior of all students on our campus. We expect all students to accept personal responsibility for their actions. Elkhorn School practices the values of Trust, Respect, Responsibility, Family, and Caring. We implement the Positive Discipline approach and believe discipline provides an opportunity for learning. We teach problem solving skills to help our students take positive actions. We support students in developing pride in them and in their school.

## **School-Wide Expectations**

1. Be Respectful
2. Be Responsible
3. Be a Problem Solver
4. Make Strong Choices
5. Have a Calm Body, Focused Mind and Balanced Emotions

## **Student Acknowledgements**

1. Student of the Month/Spirit Assembly
2. Certificates for Good Citizenship
3. Certificates for Perfect Attendance
4. Classroom recognition
5. Pride Book recognition

## **Classroom Expectations and Procedures**

All classrooms adhere to the expectations stated above. Each teacher posts the expectations and develops specific procedures relating to their classroom. Students are aware of the outcomes when they choose not to follow these expectations and procedures. Classroom procedures are also shared with the Principal and Assistant Principal.

In addition to the five schoolwide expectations, there are an additional expectations for certain areas of the school:

## **Cafeteria Expectations**

1. Walk calmly through the lunch line.
2. Use good table manners.
3. Talk softly to those near you.
4. Clean up your eating area before being excused.
5. Have a calm body inside the cafeteria.

## **Playground Expectations**

1. Be respectful of Yard Duty Supervisors.
2. Show consideration for others.
3. Play safely in designated areas.
4. Use playground equipment appropriately.
5. Eat snacks on the benches and dispose of trash correctly.

## **Restroom Expectations**

1. Use restrooms appropriately.
2. Respect the personal privacy of others.
3. Clean up after yourself.

**The restrooms are not a play area.** Use them only to take care of your personal toileting needs. Leave the restrooms clean.

## **Outcomes for not following schoolwide and classroom expectations:**

1. Review of schoolwide/classroom expectations
2. Private student conference/conflict resolution
3. Student Reflection Sheet
4. Parent contact: face to face or by phone
5. Buddy room/Administrator

### **\*Severe Clause**

In a severe behavior situations the student is sent directly to the office

## **Unacceptable Behavior (Major)**

Outcomes of the following actions may include: community service, writing letters of apology, removal of student from school activities, and/or in-school suspension.

1. Inappropriate attire;
2. Habitual misbehavior;
3. Gang-related behaviors; or
4. Disrupting school activities.

Repeated or more serious behaviors (as listed below) will result in the immediate referral to Administration and/or possible out-of-school suspension, police report or citation, expulsion from the school district.

1. Assault/battery or Fighting;
2. Possession of weapons (imitation or real);
3. Chronic or blatant profanity/obscenity;
4. Harassment, sexual or otherwise;
5. Bullying;
6. Irreparable property damage;
7. Chronic theft;
8. Possession or being under the influence of drugs or alcohol; or
9. Extreme defiance of authority.

# **NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT**

## **Bus Ticket Policy for Elementary Schools**

### **First Ticket**

- A. Ticket is sent home to parents.
- B. The bus driver may give the student an assigned seat.
- C. Parent conference may be required.

### **Second Ticket**

- A. Ticket is sent home to parents.
- B. The bus driver will give the student an assigned seat.
- C. Parent conference may be required.

### **Third Ticket**

- A. Ticket is sent home to parents.
- B. Bus riding privileges suspended for 3 days.
- C. Parent conference may be required.

### **Fourth Ticket**

- A. Ticket is sent home to parents.
- B. Bus riding privileges suspended for 5 days.
- C. Parent conference with school site administrator must take place prior to bus riding privileges being reinstated.
- D. Contract may be required.

### **Fifth Ticket**

- A. Ticket is sent home to parents.
- B. Bus riding privileges suspended for 5 days.
- C. Parent conference with school site administrator must take place prior to bus riding privileges being reinstated.
- D. Contract required.

**Note:** The Transportation Supervisor reserves the right to suspend a student's bus riding privileges *at any time* if the administration feels the student's behavior is compromising the safe operation of the vehicle.

When a student's bus riding privilege is suspended, all district bussing is included in the suspension:

1. Home to School
2. Athletics
3. Field trips