

# Capri Elementary School

*A California Distinguished School*



## Family & Student Handbook

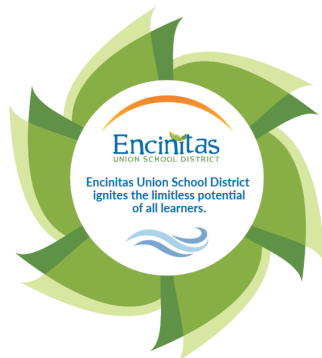
2024-2025

*Please discuss this handbook as a family.  
Thank you, and we look forward to a successful school year!*

941 Capri Rd Encinitas, CA 92024  
(760) 944-4360

<https://capri.eusd.net>

[www.capripta.org](http://www.capripta.org)



# *Capri Elementary School*

Dear Families and Students,

Welcome to the 2024-2025 school year! I am VERY excited and honored to be part of this wonderful community as your principal. I have been a Capri parent for the last 5 years, and after a long tenure as principal at two other schools, I'm looking forward to the same at Capri, working with you and our staff to create the BEST school experience possible for our students. At Capri, we are known for the Dual Language Immersion (DLI) program and the DLI goals of *academic excellence, fluency & literacy in both languages*, and *cross-cultural understanding*, but DLI is only *part* of Capri's story. *Community* is a big part of our story, and we know that when students feel connected to school, they are more successful in school! Our Capri staff strives to bring to life our EUSD values such as **Joy** and **Belonging** for *all* students (see our EUSD [Framework for the Future](#)). To help achieve that goal, our Capri team developed the **R.A.Y.S. Way**, which threads throughout students' school day to help all students achieve academic, social, and behavioral success. All of these efforts make me proud to be a Capri staff member, AND a parent of Capri kids!

A great deal of the success of our students is due to the partnership created between the home and the school, so I encourage you to stay in contact with your teacher, and to volunteer! Our school, PTA, EEF, and ELAC work together in order to make great things happen for our students, and it is only through your generosity that many of our programs and enrichment exists. With your support, EVERY child benefits every week, and we will help every child THRIVE!

As we begin the year, I know that safety is always an important topic for a school community. In EUSD, we engage in ongoing crisis response training, and I encourage you to come to the annual public forum for our safety plan in the fall for more details (date TBD). Our most important daily safety item is **Vehicle and pedestrian safety**, so please review drop-off and pick-up info [HERE](#), and help us keep everyone safe.

I am looking forward to an exciting year for our community. Thank you for being a part of it!

In Gratitude,

**Chris Juarez**

Principal

## Capri Elementary Staff

Principal	Chris Juarez
Office Manager	Laurie Underwood
School Services Secretary	Claudia Felix
School Nurse	Karen Shuff
Custodian	Sean Friedman
Night Custodian	Edgardo Martinez

(Teachers & Support Staff rosters posted to website after school begins)

To contact a staff member by e-mail, use the following formula:

first name.last name @eusd.net. For example, Claudia Felix, [Claudia.Felix@eusd.net](mailto:Claudia.Felix@eusd.net).

## Capri Schedules

### **School Schedule: 8:00am-2:20pm (8:00am-12:45pm Friday)**

Office hours are 7:00 a.m. to 3:30 p.m. There is no supervision prior to 7:45 a.m., so students should not be on school grounds before that time, unless enrolled in YMCA's morning day care. There is no supervision for students after school. Please make arrangements for your child at dismissal time.

7:45	Allowed on Campus
7:58	Line Up
8:00	School Begins
9:45	Recess 1st-2nd
10:00	Recess 3rd-4th
10:15	Recess 5th-6th (Tues 10:30 for 5th, Wed 10:30 for 6th)
11:20 - 12:00	Lunch & Recess 1st-4th (1st-2nd eat first)
12:00 - 12:40	Lunch & Recess Kinder, 5th-6th (K eats first)
2:20	Dismissal (Monday-Thursday); <b>12:45 Fridays</b>

Kinder Recess: English 9:50 – 10:10

DLI 10:10 – 10:30

Kinder lunch Monday - Friday: All Kinder 11:30 – 12:10

## Safety Information

**The Parking Lot Flow [HERE](#)** has been designed for **one-way eastbound flow**. All cars enter at the west driveway on Capri Road and exit at the east driveway on Rainbow Ridge Road.

***Please no drop off or pick up on Rainbow Ridge.***

Dropping off or picking up on Rainbow Ridge significantly impacts traffic flow & safety.

### **DROP-OFF Before School:**

Pull into the driveway at the west entrance and **pull as far forward as possible before stopping your car** to let your child out on the sidewalk. Please be certain your child exits the car along the curb - **DO NOT** have your child exit from the driver's side. **Children should be completely ready to get out of the car when you stop.** Their backpacks should be with them inside the car so that they may get out safely and quickly. After your child has exited the car, please continue to the east driveway at Rainbow Ridge and exit onto Capri Road. If you wish to get out of your car, please park in a designated space.

### **PICK-UP After School:**

Enter the driveway through the west entrance and **pull as far forward as possible before stopping your car**. Students will sit in lines on the cement near the front gates. As we see

your car pull forward, we will call to the teacher with the students to send your child to your car. Please do not stop until there is no empty space in front of you.

### **Emergency Preparedness**

Please make certain the office has a **current** phone number for you AND **at least two other adults** who can pick up your child in an emergency. **No child can be released to an adult who is not listed in the child's Emergency Contacts.** In the event of a major crisis/disaster, students may be required to remain under the supervision of the school until a parent or emergency contact adult can pick up a student. See [HERE](#) for what parents should do in the event of an emergency. Capri's emergency plan is frequently reviewed and updated, with public input every fall. Monthly disaster drills are held to familiarize our students with the different procedures, and to allow staff members to practice their roles on crisis teams.

### **Weapons & Other Prohibited Dangerous Items:**

(EUSD Board Policy 5131.7) No real OR toy knives, guns, martial arts-type items are allowed on campus (see policy for full text).

## **Home-School Communications**

### **Weekly "Breeze":**

Each Tuesday, parents are e-mailed information from Capri. This e-mail contains Capri's Calendar, upcoming events/dates, EUSD info, PTA and/or School Site Council flyers, and a note from the principal. Please read this e-mail each week.

### **Teacher-Family Conferences:**

In EUSD we hold two teacher-family conferences a year, in October and March. The October 14-18 conferences are considered a time for goal-setting and clarifying expectations and routines. In the March 17-21 conferences, we are sharing progress and growth throughout the year. ***Students are dismissed early at 12:45 P.M. every day during both conference weeks.*** Your child's teacher will send a sign-up for these conferences. If you feel a conference is needed at another time, please reach out to the teacher. If you desire to meet with the principal, please make sure you have communicated first with the teacher to allow them to address your concern. The principal is then available for meetings in the afternoon, and can be found at the school gates before and after school most days.

### **Messages to Teachers:**

One of our office's goals at Capri is to enable teachers to teach, and children to learn, so we strive to protect the valuable instructional time in the classroom from unnecessary interruptions. Parent requests to get messages to their child or the teacher during the instructional day have a significant impact on a teacher's ability to keep a concentrated focus on instruction. Therefore, we are asking you to help eliminate any unnecessary classroom interruptions:

- ❖ Please do not call the office to relay messages to your child unless it is an absolute emergency. Office staff will not call classrooms before recess.
  - ❖ Inform your children before they leave for school in the morning of any plans for after school that they may need to know such as: *Who is picking them up after school? Who are they to go home with? Do they need to go to daycare today?*
  - ❖ If your child forgets a lunch, homework, bottle, etc., please deliver it to the front office and we will deliver it to your child at lunchtime. Classes will not be interrupted to deliver items.
- These are a few suggestions that can help us eliminate classroom interruptions. Thank you for your cooperation in helping to preserve valuable instructional time!

## Other Important School Information

### Attendance

In order to do their best, it's essential that students come to school daily, on time. Each absence must be verified daily, so please email/call our office 24/7 at [attendance.Capri@eusd.net](mailto:attendance.Capri@eusd.net) or **760-944-4360**, with *your child's name, teacher's name, and reason for absence (please be specific regarding any illness symptoms)*. If you are not able to call, please send a note explaining the absence when your child returns to school. When a child is absent, the school secretary calls the student's home to verify the absence. **The following communicable diseases must be reported to school office: chicken pox, strep throat, measles, and lice.** We understand there are times when students will be absent due to illness or emergencies, but students who miss school do lose valuable classroom instruction, so please try to schedule appointments after school and vacations when school is out. (Future EUSD calendars [HERE](#).)

Other important info:

- Late Arrivals disrupt the class and can cause anxiety for a student, so please try your best to be on time. (Students must pick up a late pass in the office if late.)
- Early Pick-Up: Students picked up early must be signed out in the office, **by an adult listed as a child's emergency contact**. For students' safety, phone verification is not sufficient to release a child to any other adult.
- Excused Absences: *It is extremely important that your child stays home if they are ill.* A child's absence is excused if it is due to illness, a medical appointment, a family funeral, or a religious holiday. (CA Ed Code does require all other absences to be noted as unexcused, except in the event of contracts, below.)
- If a child is ill and must go home, the office staff will notify the parents or designated emergency contact to pick up the child at school and to transport him/her home.
- Independent Study Contracts: If your child is going to be absent for five days or longer for a reason other than illness, please contact Claudia Felix in the front office at least TEN days prior to the absence. (*Maximum of 14 days in a school year.*)

### After-School Care

Before- and after-school care is provided by the YMCA's "Y Club" from 6:30 a.m. to 7:45 a.m. and from school dismissal until 6:00 p.m. Y Club includes homework help, study buddies, and enrichment classes at no cost to the parents (application required). For more information, contact the YMCA at (760) 525-1839 or Capri at (760) 944-4360. Fee-based YMCA care is also available, at EUSD's Farm Lab. A YMCA bus picks the students up after school and takes them to the Farm Lab on Quail Gardens Rd. The YMCA's number is (760) 942-9622.

### Back-to-School Night: August 22, 5:00-6:30pm

Back-to-School Night is an opportunity for you to meet your child's teacher. You will receive information regarding grade level standards, expectations, curriculum, instruction, and highlights of grade-level events/activities. Should you wish to speak with the teacher regarding your child specifically, a separate conference may be scheduled.

### Bicycles/eBikes/Skateboards

***An annual EUSD bicycle permit is required for any bike on school grounds.*** (EUSD will provide the necessary safety information in a school assembly.) Please lock bicycles to the bike rack for protection against theft. Students who ride skateboards must bring it to the office. Students who do not walk their bikes/skateboards on campus, wear fastened helmets, or follow staff directions will lose the privilege of keeping a bike, eBike, or skateboard on campus.

### **Birthdays**

EUSD's Wellness Policy provides for one day a month for each classroom to celebrate all the month's birthdays (instead of treats being sent in on a regular basis), and encourages [healthy celebrations](#).

### **Cell Phones and Smart Watches**

EUSD policy allows students to use smart watches and cell phones before & after school ONLY. Smart watches and cell phones must be **turned off** during the school day. If a cell phone or smart watch is making noise or being used during the school day, it is a disruption and will be held in the office until the student's parent picks it up. EUSD is not responsible for lost/stolen personal devices.

### **Dogs**

Dogs must remain on the city sidewalks, as per Board policy and posted signage. Any dog on school grounds must be certified as a service animal and must be wearing their vest at all times. A non-service dog may be brought for a lesson/instructional purpose, and every student within the class will be notified in advance.

### **Dress Code**

The EUSD Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. Board Policy states the following:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive, or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times. (Flip-flops, backless shoes, or sandals are not safe for school.)
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops, bare abdomens are prohibited.

Makeup must not interfere with the learning process/environment. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size. It shall not discriminate against students based on hair texture and protective hairstyles, and students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

### **Field Trips**

Teachers may schedule field trips during the year to enhance and support the instructional program. Buses may be used, or teachers may ask for volunteer drivers. Parent drivers are required to provide proof of licensing, adequate insurance coverage, and safe vehicle verification prior to each field trip.

### **Home Reading & Homework**

Reading each night is crucial for ALL students, and families should plan on setting aside some time nightly. As per EUSD Board Policy, homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.



### **Insurance Coverage**

Injuries can occur anytime, even in supervised P.E. settings, so we encourage parents to have insurance coverage for students, as the school does not and cannot provide coverage. A low-cost policy is made available through the school district. The school/district is not responsible for medical bills due to an injury at school.

### **Library & Classroom Texts, Curriculum Resources:**

Students visit the library weekly, and our Library Media Aide helps students with check-out and book selection. We ask that you remind your child to take care of the books and to return them on time. If a child loses a book they will be charged the replacement cost. As part of our district efforts, we work to diversify instructional materials to best meet students' needs. Throughout the school year we will read books, view media, and use supplemental curriculum resources that ensure all students see themselves represented and have opportunities to learn about other perspectives. The state of California requires that our instructional materials accurately portray the cultural and racial diversity of our society.

### **Lost & Found:**

The lost-and-found is in front of room 401. Please check for lunch boxes and clothing items regularly, as all items not claimed at the end of each month are given to charitable organizations. Small valuables, such as found jewelry, cell phones, or cash, should be turned into and claimed in the office. *Please put your child's complete name on everything they bring to school.* There may be several children with identical book bags, lunch boxes, or jackets, and there may be several children with the same first or last name.

### **Lunch & Snack, Nutrition Information:**

Health & Wellness is a major focus for the Encinitas Union School District. Our school lunch program has been nationally recognized, and fresh fruits and vegetables grown at the EUSD Farm Lab are brought to our salad bars daily. Snacks and lunches which students bring to school can become warm before being eaten, so please keep this in mind when sending items. Encourage your child(ren) to bring home any food they don't eat so that you'll know what they are eating. Please mark their lunch with their first and last names.

- **Snacks:** All children have a morning nutrition/recess break. It is important to send a healthy snack for your child to eat at this time.
- **Breakfast and Lunch:** This year the state will again be providing free lunch and breakfast for all students. Students who may qualify for Free and Reduced lunch may qualify for other services, so still please fill out this form if applicable. Please see the office staff and visit the district website for further information.
- **Gum & Candy:** Not allowed on campus. Teachers/admin may communicate exceptions for special events.

### **Parent/Teacher Association (PTA), Encinitas Educational Foundation (EEF), and English Learner Advisory Committee (ELAC):**

The Capri [PTA](#), [EEF](#), and [ELAC](#) are active, welcoming, integral parts of our school programs. Parents are encouraged to get involved and feel a part of the community!

### **Report Cards, Curriculum & Instruction:**

Report cards are issued two times each year, in January and on the last day of school in June. Report cards at all grade levels contain grades/scores determined by student proficiency on state content standards. Click [HERE](#) for information about the report cards and [HERE](#) to learn

more about what students are learning! *Note: Report cards are being updated in EUSD, so please make sure to read the Capri/EUSD emails for updated info!*

### **School Site Council (SSC)**

The SSC is an advisory council that helps to determine the annual school plan and categorical budgets. The SSC meets 4-5 times yearly on campus and/or Zoom, and consists of the principal, staff, and parents. Parent representatives are elected to fill vacancies each year, and meetings are open to community members.

### **School Supply Lists:**

All necessary school supplies are freely provided by the school. Some parents have requested a list of supplies they can contribute voluntarily, and ideas are on the PTA website [HERE](#).

### **Sixth Grade Camp:**

The San Diego County Department of Education (SDCOE) hosts [Sixth Grade Camp](#) for all EUSD 6th grade students at the Cuyamaca Outdoor School, as part of its Outdoor Education Program. The camping experience is scheduled during five school attendance days and the students are accompanied by their classroom teachers. The cost of insurance, transportation, and meals is paid by each student. Further information will be provided before Camp.

### **Standardized Testing:**

Students in grades 3-6 are administered the [California Assessment of Student Performance and Progress \(CAASPP\)](#). Fifth grade students also take the [The California Science Test \(CAST\)](#), based on the California Next Generation Science Standards (NGSS). Ed Code does allow parents/guardians to exempt a student from any or all testing through a written request, and parents will receive information about each test in early spring. CAASPP testing does provide valuable information about your child's achievement of standards, and Capri's testing window is spread over two weeks to minimize the impact of testing on any given day.

### **Technology/iPads/Digital Curriculum:**

All EUSD students receive an iPad to support their learning and to access digital educational resources. To learn more about these resources and how to access them at home, please visit the EUSD website [HERE](#).

### **Toys**

Any articles that distract from the learning environment are not to be brought to school. These items include, but are not limited to, toys, trading cards, electronic games and/or devices, and sports equipment. (Teachers may communicate exceptions for special/rewards days.)

### **Volunteers & Visitors on Campus**

Capri welcomes parents/caregivers and interested community members! Your involvement is critical for students' success, and there are MANY opportunities to become involved, through your child's teacher, or the PTA, EEF, and ELAC. Volunteers must attend/view an orientation/training (dates TBD) and complete the Code of Conduct. *As a volunteer, please make sure you are ensuring privacy and confidentiality.* If you wish to discuss aspects of the classroom program, a conference may be scheduled with the teacher. EUSD policy provides for classroom visits scheduled through the principal's office with the principal or designee, typically 20-30 minutes.



## **Walking to School: Student Safety**

We encourage you and your child to determine the safest route to and from school, to take the same route each day, and to walk with a friend. Remind your child never to accept rides from strangers and to only cross streets in designated crosswalks.

## **Special Programs at Capri Elementary**

**Dual Language Immersion (DLI) Program** – Capri is pleased to offer the DLI program for English and Spanish speaking families who wish to have their children become bilingual, bi-cultural and bi-literate. (Note: There are also traditional K-6 classes (those taught in English) as part of our Capri school Community.) DLI classes are comprised of approximately half native English Speakers and half native Spanish speakers. All students are initially immersed in Spanish for 90% of their day in kindergarten and first grade. Each year the percentage of time that instruction occurs in English increases until 5<sup>th</sup> & 6<sup>th</sup> grade when 50% of their day is Spanish and 50% is English. The Dual Language Program is offered in kindergarten through 6<sup>th</sup> grade. By the end of the sixth grade, DLI students are eligible to receive the Pathway to Biliteracy Award.

**English Language Development (ELD)** – Capri School is dedicated to the concept of “equal educational opportunities for all”. In both the DLI and English-Only programs, daily E.L.D. is provided to all students who are acquiring English as their second language, until they are proficient.

**School Wide Enriched Leveled Learning (SWELL)** - For 45 minutes of the school day, all students receive differentiated instruction at their level to support and challenge their learning. Enriched learning opportunities may vary each year, and can include Novel Studies, writing through Visual and Performing Arts, Digital Media, English Language Development, Reading intervention, and other opportunities.

**Student Success Team: The MTSS Process (Multi-Tiered System of Support)** - Please see our helpful MTSS page [HERE](#) to learn how the MTSS supports all students at Capri, in the area of academic progress, behavior, and social-emotional needs. Please reach out to your classroom teacher if there is ever a question or concern about your child’s progress. They will consult with the Student Success Team, which may include the principal, educational specialist, speech & language therapist, psychologist, teachers, and parents. The team uses a systematic problem-solving approach to develop a plan to assist students who are experiencing academic, social/emotional, or behavioral difficulties. Strategies are developed and resources organized that address the student's specific needs.

**The “Wheel” and Grade Level Professional Development (GLPD)** - All grade levels participate in a weekly rotation of enrichment classes, providing a variety of enrichment opportunities for *every child every week*. Specialists in each content area engage students in standards, principles, techniques, critical thinking, and hands-on learning. Current enrichment opportunities are *in addition to that taught by the classroom teacher*, and include **Art, STEM,**

**P.E., Yoga, and Music.** This model also provides time for the classroom teachers to engage in weekly professional learning and collaboration time, which research has shown to have *one of the biggest positive impacts on student achievement*.

**Capri Gardens** - Our school has a variety of gardens on campus to serve as living laboratories for our students and families. Capri students have access to the Outdoor Learning Lab, an

outdoor garden “classroom”, an edible garden, and a habitat. We have also teamed with the Sage Foundation to have a full-time garden instructor and bring garden and nutrition lessons to each class.

**Reading Intervention Program** - Reading specialists are employed to work with students who need additional assistance in reading skills and to coordinate programs to assist underperforming students.

**Special Education/Learning Resource Center (LRC)** - Students who require extra help in their studies as a result of an identified disability may be eligible to receive services from special education teachers in the Learning Resource Center. Such students are generally referred by the regular classroom teacher to the Student Success Team for assistance, assessment, and special program placement when disabilities are confirmed. Parents are essential partners in this process. An Individual Education Plan (IEP) is developed for each student who qualifies for Special Education and specialized instruction is presented in the Learning Resource Center or within the regular classroom.

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

### ***School Addresses/Phone Numbers***

#### ***ENCINITAS UNION SCHOOL DISTRICT***

*Superintendent Andree Grey, Ed.D.*

*Board of Trustees*

*Marlon Taylor – President*

*Emily Andrade – Vice-President*

*Jodie Williams - Clerk*

*Marla Strich – Member*

*Tom Morton – Member*

*101 S. Rancho Santa Fe Rd.*

*Encinitas, CA 92024*

*(760) 944-4300*

#### ***SCHOOL ADDRESSES/PHONE NUMBERS***

*Diegueno Middle School*

*2150 Village Park Way*

*Encinitas, CA 92024*

*(760) 944-1892*

*Oak Crest Middle School*

*675 Balour Drive*

*Encinitas, CA 92024*

*(760) 753-6241*

*San Dieguito Academy*

*800 Santa Fe Dr.*

*Encinitas, CA 92024*

*(760) 753-1121*

*La Costa Canyon High School*

*3451 Camino de los Coches*

*Carlsbad, CA 92009*

*(760) 436-6136*