



"Where Ocelots Learn A lot "

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

2024-2025

HANDBOOK

FOR PARENTS AND STUDENTS

LIBRETA DE PADRES Y ESTUDIANTES



ELKHORN ELEMENTARY SCHOOL
2235 Elkhorn Rd
Castroville CA, 95012
(831) 633-2405

www.nmcusd.org/elkhorn

Office/Oficina

Lorene Harvey-Principal/Directora
Oscar Valdes-Asst. Principal/Subdirector
Alex Heras-Secretary/Secretaria
Norma Ramirez-Bilingual Clerk/Oficinista Bilingüe
TBD-Clerk/Oficinista

TK & Kindergarten/TK & Kinder

Lisa Kaufman - A1
Lisa Dolit-B2
Amber Ritz-B3
Megan Carmody-B4

First/Primero

Angelica Fernández-A6
Pamela LaPier-A7
Fatima Lopez-A8
Crystal Rombaoa-A5

Second/Segundo

Ramona Guerrero -C1
Cassandra Cuellar-C2
Monika Kada-C3

Third/Tercero

Mary Martinez-B7

Casey Pemberton-B8
Monica Tarango-B9

Fourth/Cuarto

Jaime Connelly-D2
Katy Valadez-D3
Jennifer Figueroa-D4

Fifth/Quinto

Jordan Hubbell -D6
Tonnette Jones-D7

Sixth/Sexto

Robyn McWilliam-Hamilton-E3
Celeste Mendicuti-E4

SDC Teachers

Mirna Araos-Special Day Class Teacher
Tiffany Thompson-Special Day Class Teacher
Ricky Cabalza-Special Day Class Teacher
Natlia Lazo-Special Day Class Teacher
Haley Ferramola-Special Day Class Teacher
Makiko Gonzalez-Special Day Class Teacher
Karina Medina-Special Day Class Teacher

Community Schools

Cristal Santana-Community Schools Coordinator
Sujeit Zaragoza - Community Liasion

Support Staff/Personal de Apoyo

Hailey Herrera - RSP Teacher
Lauren Black - RSP Teacher
TBD - RSP Instructional Aide
Katherine Koussa - RSP Instructional Aide
Jacqueline Lemus - School Psychologist
Alyssa Bravo - School Psychologist
Lilia Lutz - School Psychologist Intern
Adrienne Cursio-Speech Language Pathologist
Andrea Santana-Speech Language Pathologist
Juana Zavala-Speech Language Pathologist
Maria Avalos -Speech Language Pathologist Assistant
Birch Pennycook - Intervention Specialist
Maritza Escamilla-English Learner Specialist
Amber Cordero-Library Clerk
Gabriela Flores - Cafeteria Supervisor
Ana Garcia - Cafeteria Assistant
Karen Ascencion - Student Intervention Program Assistant
Brenda Cabrera - Instructional Support Assistant
Maria Cabrera - Instructional Support Assistant
Monica Flores - Instructional Support Assistant
Vicky Almaraz - Instructional Support Assistant
Nicole Wiley - Occupational Therapist
Wendy Ainsworth - Occupational Therapist
Jeanine Valencia - Behavior Technician
Chris Mungia - Behavior Technician
Dina Sanchez - Mental Health Counselor

Custodians/Personal de Mantenimeinto

Ramon Arteaga
Luis Hernandez
Isidro Perez

Yard Duty Super./Super. del Recreo

Dane Gower
Annabel Stormes
Rosa Ramirez
Deanna Perez

NEST/Cuidado Después de Escuela

Cathy Machuca
Jacqueline Lopez-Ortiz
Amy Arango
Marisa Machuca
Jamie Tindall
Salvador Martinez
Leonardo Gutierrez
Marcos Munoz
Jose Pinedo

PE/Educacion

Rocco Costanza
Alexis Perez
Richard Mansfield
Julia Patereau

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 7:00-4:00 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/elkhorn. We wish you a successful and safe year of learning at Elkhorn School.

Lorene Harvey
Principal

Oscar Valdes
Vice 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 escolar. 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.

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 expectación del boletín mensual. Este contiene los eventos y la información reciente. También pueden encontrar más información en nuestra página web de la Escuela Elkhorn en el www.nmcusd.org/elkhorn. Les deseamos mucho éxito en este año de aprendizaje en la Escuela Elkhorn.

Lorene Harvey
Directora

Oscar Valdes
Subdirector

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 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.

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. The parking spaces that are part of the parent drop-off area are available for parking 8:30 a.m. - 1:30 p.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. Students should always be with an adult when walking through the parking lot. We encourage you to drive slowly and carefully when approaching and entering the parking lot and make every effort to drop off your student early, before 7:40 a.m.

Arrivals

Students are not to arrive at school **before 7:20 a.m.** Students shall report to assigned areas before classes begin: TK and Kindergarten in the cafeteria. 1st-3rd grade primary playground or 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 7:20.** If you have a need for childcare, there is an extended care program, NEST, located on campus (633-5975).

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 be greeted by a staff member and will enter the school through the side

gate or cafeteria door and report to their assigned areas until the bell rings. To keep the flow, parents are to remain in their vehicles during morning drop-off. 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.** If you are walking your student into school, you will drop them off at the flagpole where a staff member will greet you and take your child onto campus.

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.

Dismissals

End of Day

We will be continuing the procedures that have been in place for the last few years. 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 your vehicle, where you will be greeted by a staff member.**
- Staff member will gather the needed information from either the **provided student sign** or from the adult picking up
- Staff member will radio to have your student brought out to your vehicle.
- Students will be placed in your vehicle by a staff member.
- If you are **walking up**, you will meet an **assigned staff member** at the **flagpole** to gather the student's name. Same above procedures will be followed.
- **DO NOT** pick up students from the classroom or wait for them in the hallways or playgrounds. This creates traffic jams!

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

Attending school and arriving on time 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 for all students require a note (parent or medical), email, or phone call explaining the reason for the student absence. 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. Please know that it is okay to leave a voicemail with detailed information to report the reason why your child is absent. The office will listen to the message and call you back if they have any questions. Student absences **MUST** be cleared within 3

school 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 late arrival time 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 via the Truancy Abatement Process. **It is your legal responsibility as parents/guardians to have your child at school on time daily.** If your child accumulates 3 unexcused absences and/or tardies of 30 or more minutes you will receive a truancy letter that will require you to attend a meeting at the school. Any other reason for an absence is not allowed to be excused.

Per Education Code 48205, excused absences are as follows:

- Illness, verified by parent/guardian or doctor
- Medical appointments, verified by a written note from a doctor
- Quarantine of the home, verified by the Health Department
- Student appearance in court
- Funeral due to the death of a student's immediate family member

Public schools are also required to monitor closely the percentage of absences a student has over the course of the year. It is an NMCUSD policy that we support students to not be absent more than 10% of the school year (or 18 school days), therefore we monitor who is approaching this mark. Once a student has been absent for 10% of the school year, the parent/guardian will be required to provide a doctor's note for any absence or have their doctor complete the Chronic Illness Verification Form.

Bus Use

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 site administration and classroom teacher 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 **Adelante** series. Both of these programs, **Advance and Adelante** are used for English Language Development. For math instruction Kinder-5th grade teachers use the **Houghton Mifflin Expressions Common Core Mathematics** series and for 6th grade, teachers use **Go Math**. For social studies the Harcourt Brace **Reflections** series is used for Kinder-5th grade and TCi- **History Alive! The Ancient work and TCi History Alive: The Medieval World and Beyond** for 6th grade. **Amplify Science** is used for science for Kinder-6th 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 6th 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. Tank tops are not allowed.
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 is 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. Hoods will **NOT** be allowed to be put up unless the weather shows a need. Hoods may **NOT** be worn inside at any time.
8. Please reserve make-up, excessive jewelry, and artificial nails for home use.
9. 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. During school hours, cell phones must remain off and inside the students' backpack and shall not be permitted to be on their person. 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. Cell phones, hand-held video games, smart watches, 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** to aid in returning lost items to the appropriate student.

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, vape, 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 person 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 may be sent home with a parent.
2. Siblings of the affected child may 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. **This includes over the counter medication such as Tylenol, cold medicine, and cough drops.**

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.

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

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.

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

Join the School Wellness Committee!

To learn more about how you can get involved and support healthy food, physical & nutrition education, please contact Sanra Ritten at 831-632-0290 or sanra_ritten@nmcusd.org

Breakfast and Lunch

Breakfast and lunch is free of charge to all students. Breakfast will be served in the cafeteria or grade level designated area to your child. Lunch is served daily for all students. A menu is available online under the Child Nutrition Services webpage at www.nmcusd.org.

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, water, and veggies are encouraged. **Candy, gum, sodas, Gatorade/Prime and hot Cheetos, Takis or any other kind of spicy snacks are not allowed.** Please do not send beverages in glass containers.

STUDENT SERVICES

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.

Student Success Team

This team consists of:

Principal

Vice Principal

Classroom Teacher

Parents

*Other personnel can be included depending on student need(s)

Children who demonstrate special needs may be referred to the school's SST program. A parent or any school staff member may make the referral. The team then meets with the parents to consider all the information and determine methods of meeting the child's needs. Possible recommendations may include: modification of classroom instruction, extra help by one of the specialists, counseling, or a combination of these and other services. Throughout the process, we keep parents involved.

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. We have a school motto to encourage positive behavior on campus called **ROAR** (**R**espect, **O**wn our actions, **A**ccepting of all, and **R**esponsible). When students get caught using their ROAR, they are rewarded with ROAR Bucks that they can use to purchase experiences (movie day, pizza with friends, etc.) or items at our school store Roary's House. We encourage families to discuss their ROAR behavior and expectations with their students regularly and encourage them to earn ROAR Bucks to use throughout the school year.

Preschool

A preschool program is available for children 3 years 9 months through 4 years. For information please call: the NMC Family Resource Center (831)633-5975.

Nurture, Educate, Socialize, and Thrive (NEST) Program and 21st Century Community Learning Center After School Program

The NEST and 21st Century Community Learning Center after school programs run the entire school year and are available to students in TK through 6th grade. The program combines academic supported programs with enrichment activities in an after school setting. This program runs from 6:00am to 6:00 pm daily. For applications and further information, please inquire at the NMC Family Resource Center (831)633-5975.

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

Third, 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 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.

Parent / Teacher Group

Elkhorn School has a parent organization that has raised significant funds for students and staff. There are many ways you can participate with this outstanding group of parents. Monthly meetings are listed in the newsletter.

School Site Council

The School Site Council (SSC) is an elected committee composed of parents and school personnel whose chief function is advisory. Its primary duties are:

1. To assist in establishing and strengthening communication between the school and families in the school community.
2. Assisting in interpreting school needs and programs to the community.
3. Monitoring Categorical programs and funding that have been incorporated in the School Plan.

English Learners Advisory Council (ELAC)

Parents are invited to attend monthly meetings to contribute ideas and learn how to get involved with their child's education both at school and at home. The meetings are generally conducted in Spanish. Representatives to the District English Learners Advisory Council are elected each year.

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 themselves and in their school.

School-Wide Expectations

1. Be Respectful
2. Own Your Actions
3. Accept all students
4. Be Responsible

Student Acknowledgements

1. ROAR Bucks
2. Student of the Month/Spirit Assembly
3. Certificates for Good Citizenship
4. Certificates for Perfect Attendance
5. Classroom 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 Vice Principal.

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

Hallway Expectations

1. Use kind words to all
2. Keep hands, feet and objects to self
3. Be honest
4. Use the quiet signal
5. Model for others
6. Be kind
7. Walk quietly: Eyes face forward, stay in single file line
8. Give everyone their space

Cafeteria Expectations

1. Use kind words to all
2. Keep hands, feet and objects to self
3. Raise your hand if you need help
4. Be honest
5. Help others to clean when they forget
6. Welcome any seat partners
7. Be kind
8. Different foods are okay
9. Keep food to self without sharing
10. Wait until the end to throw away your trash
11. Keep your area clean

Line Expectations

1. Use kind words to all
2. Keep hands, feet and objects to self
3. Raise your hand if you need help
4. Be honest
5. Use restroom or water in emergencies only after asking a teacher
6. Help others by leaving enough space between you and them
7. Model for others
8. Be kind
9. Line up in order; eyes face forward, stay in single file line, keep belongings packed away

Playground Expectations

1. Use kind words to all
2. Keep hands, feet and objects to self
3. Take turns and share playground equipment
4. Be honest
5. Resolve conflicts peacefully
6. Seek help from an adult if needed
7. Clean up and dispose of all trash in the garbage cans
8. Include everyone and help out a friend in need
9. Be kind
10. Stand up and Speak up against bullying
11. Play safely in designated areas
12. Use playground equipment properly and for its intended use
13. Snacks at the tables and benches

Restroom Expectations

1. Use kind words to all
2. Keep hands, feet, and objects to self
3. Wait your turn to use the restroom
4. Let an adult know if something needs attention
5. Throw away trash in the garbage cans
6. Give everyone their privacy and space
7. Be kind
8. Flush, wash, and be on your way
9. Use the restroom for what it is intended to be used for
10. Return to class quickly

Water Stations Expectations

1. Use kind words to all
2. Keep hands, feet, and objects to self
3. Wait your turn
4. Be honest
5. Let an adult know if something needs attention
6. Throw away trash in the garbage cans
7. Be kind
8. Own your feelings
9. Conserve water
10. Bring your own water bottle
11. Return to class quickly

Office/Library Expectations

1. Use kind words to all
2. Keep hands, feet, and objects to self
3. Wait your turn
4. Be honest
5. Explain why you are there
6. Keep your area clean
7. Be kind
8. Own your feelings
9. Walk in quietly
10. Be nice to materials
11. Tell your own truth



Outcomes for not following schoolwide and classroom expectations:

1. 1st instance- Verbal warning & review of schoolwide/classroom expectations
 2. 2nd instance- The student takes a 5-10 minute break where they can reflect, complete a reflection sheet, and/or participate in a conflict resolution meeting.
 3. 3rd instance- Sent to buddy room with work (20-30 min.)
 4. 4th instance- loss of recess and sent to the classroom or main office
- *Parent contact (Face-to-face, email, message, or phone call) may be made by teacher or administration.

***Severe Clause**

In 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 an immediate referral to administration and/or possible out-of-school suspension, police report or citation, and 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 students 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

Signature Page

I have read and discussed the 2024-2025 Elkhorn School Handbook containing district policies, school policies, cafeteria, playground, and bus rules with my child.

Name of Child: _____

Teacher: _____ Date: _____

Signature of
Parent/Guardian: _____

Elkhorn School Textbook Policy

Elkhorn School provides textbooks for student use during the academic year. The cost of each textbook ranges from \$40.00 to \$73.00. It is the student's responsibility to care for all school materials. Parents are responsible for replacing lost textbooks or those that are damaged beyond normal wear.

I understand the terms of Elkhorn School's textbook policy.

Name of Child: _____

Teacher: _____ Date: _____

Signature of
Parent/Guardian: _____

**PLEASE RETURN ALL FORMS TO YOUR CHILD'S TEACHER.
THANK YOU!**