

El Camino Creek Elementary



Parent and Student Handbook

2025-26

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

Encinitas Union School District

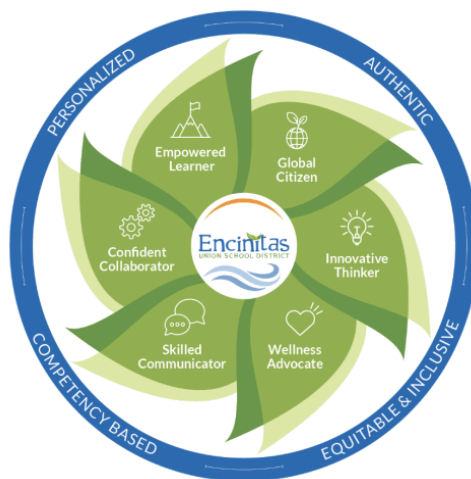


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School Hours

Monday - Thursday
8:00 AM - 2:20 PM

Friday
8:00 AM - 12:45 PM

Absences

Please call the school office to report student absences by 8:30 AM or leave a message.

Website

esud.net

Social Media

Instagram:

@encinitas_usd

Facebook:

EncinitasUSD

District Address

101 S. Rancho
Sanita Fe Road
Encinitas, CA 92024

Phone

760.944.4300

FAX

760.942.7094

Encinitas

UNION SCHOOL DISTRICT
School Calendar 2025-2026

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

OCTOBER						
M	T	W	Th	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		
13-17 Conference Week - 12:45 Dismissal 28-31 Fall Break						

JANUARY						
M	T	W	Th	F		
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		
1-5 Winter Break 16-18 Semester Report Cards Sent Home 19 Martin Luther King Jr. Day Holiday						

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

School In Session =

Calendar Approved by the EUSD Board of Trustees February 11, 2025

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

NOVEMBER						
M	T	W	Th	F		
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
11 Veterans Day Holiday 24-26 Thanksgiving Break						

FEBRUARY						
M	T	W	Th	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
14-17 President's Day Observance						

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

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

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

MARCH						
M	T	W	Th	F		
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					
14-20 Conference Week - 12:45 Dismissal 3/28-4/3 Spring Break						

JUNE						
M	T	W	Th	F		
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					
10 Last Day of School - 12:45 Dismissal 10 Promotions, 2nd Semester Report Cards Sent Home						

Our vision is
to ignite the
limitless
potential of
all learners.

Joy.
Belonging.
Innovation.
Service.
Integrity.



Encinitas Union School District Vision Statement

We ignite the limitless potential of all learners.

El Camino Creek Elementary Vision Statement

We will make daily investments to empower all children to become life-long learners and future leaders.

Principal's Welcome

Welcome to El Camino Creek Elementary School! We are recognized as a 2023 California Distinguished School and 2018 California Civics School of Excellence. ECC has a long-standing reputation for excellence in the community. This reputation is founded on our primary emphasis, which is the academic growth and social well-being of your child. Together we can and we will make a difference to help prepare your child for his/her future. Parental support and active participation in your child's education is key to student success. The staff and I look forward to providing a positive and productive educational experience for all of your children. Our doors are always open to meet with you regarding your child's education and it is our goal for all students to be engaged in their learning and to begin and end their day on our campus with a smile.

Principal's Vision

To create a positive, professional learning community where all students, parents, and staff have many opportunities to maximize their potential for personalized student learning, engagement, and growth.

ECC Educational Partnership

All programs at ECC are designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

School Pledge

We understand the importance of the school experience to every student and our roles as educators and models. Therefore, we agree to carry out the following responsibilities:

- Teach grade-level standards
- Strive to address the individual needs of each student
- Communicate with parent/guardian regarding student progress
- Provide a safe, positive, and healthy learning environment for students
- Correct and return appropriate work in a timely manner
- Communicate homework and classroom expectations

Student Pledge

I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to be responsible by:

- Getting to class every day and on time
- Returning completed homework and assignments on time
- Talking to my parents about my school day
- Being accountable for my own behavior
- Being a cooperative learner
- Asking for help when needed
- Producing quality work

Parent Pledge

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities:

- Encourage my child to complete his/her homework and assignments
- Review all school communications
- Attend Fall and Spring parent conferences, Back-to-School Night, Open House, and other school events
- Encourage my child to engage in daily reading activities
- Provide a quiet place and time for my child to complete homework
- Make sure my child gets adequate sleep and has a healthy diet
- Support the school homework, discipline, and attendance policies

El Camino Creek Tenets

- We believe our school should be a safe and secure environment.
- We believe that children should be valued and respected for their individual gifts and diversity.
- We believe that learning should be enjoyable, and that life- long learning should be a goal for every person.
- We are committed to providing an environment for all children that promotes self-esteem and self-worth.
- We believe that everyone deserves to be recognized for his or her efforts, as well as his or her accomplishments and achievements.
- We are committed to an environment that promotes mutual respect, honesty, integrity, and good citizenship.
- We value collaborative and integrated relationships between our school and the greater community.
- We believe in providing an instructional program that cultivates an understanding and practice of civic responsibility.
- We value a teaching environment that respects everyone's learning styles and developmental needs.
- We are committed to collaboration and teamwork.
- We value a rich, experiential curriculum, which stimulates interests and intellectual curiosity.
- We believe it is our responsibility to prepare our students to become creative problem solvers who can be flexible and adapt to an ever-changing world.

ECC Student Expectations

Welcome Explorers

Make it a GREAT Day at ECC!

G	"Golden Rule"	I will act and speak only with kindness and be helpful to others.	I will keep my hands and feet to myself.	I will walk to/from my car carefully, with a calm body.
R	Responsible	I walk up and down the stairs or ramp, using the handrail only to help me walk.	I will have a calm voice and body and wait patiently for the gate to open.	I only walk near the driveway and on crosswalk. I will only get into my car if it is in the "Green Curb Zone."
E	Empowered	If I see something that isn't right, I will say something to an adult.	I choose to have safe, positive behavior.	I help others and ask adults for help if needed.
A	Adaptable	If rules change, I accept changes and listen to adults.	I choose to have positive, calm behavior even if something unexpected happens.	I wait my turn to walk in/out of school, use the stairs, and to safely walk on the crosswalk.
T	Together	We help others stay safe in the crowd, near stairs and cars, follow rules, and listen to adults and safety patrol.	We include others in kindness and positivity and remind friends of kind words and actions.	We care for the school by cleaning up after ourselves and picking up any trash that we see.

"Make it a great day...the choice is always yours!"

– Principal, Jodi Greenberger



Academics

Bell Schedule

Monday-Thursday: 8:00 am-2:20 pm

Friday: 8:00 am-12:45 pm

Daily Schedule:

All students have a fifteen-minute recess in the morning and a forty-minute lunch break. Supervision on the playground in the morning begins at 7:45 am; no students are allowed on the playground before this time. Similarly, there is no supervision after school. For their safety, students are expected to be off campus soon after dismissal unless they are involved in after-school daycare or are enrolled in an Enrichment Program.

Monday through Thursday

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

Friday Modified Day Schedule

7:45am . Students Allowed on Campus
7:58am Warning Bell for Students to Begin Lining-up
8:00am School Begins
9:30am Primary Recess Begins
9:45am Primary Recess Ends
9:50am Intermediate Recess Begins
10:05am Intermediate Recess Ends
11:10-11:50am **1st, 2nd, 3rd Grade Lunch**
11:55 – 12:35pm **Kinder, 4th, 5th, 6th Grade Lunch**
12:45pm Dismissal

Report Cards

Every child will receive a report card each semester (January and June).

Homework

Every child/family should plan on setting aside a portion of each evening for this phase of the school program. Generally, homework will not be assigned over the weekend or holiday periods. However, it may be necessary for students to have homework on these occasions if the assignment is long-term or make-up work needs to be completed. Please support your child in completing all homework in a timely manner. Students are expected to read a minimum of 15 minutes each night.

Classroom Programs

Curriculum and Instruction

All students receive a comprehensive balanced educational program that includes instruction in the areas of language arts (reading, writing, listening, speaking), mathematics, science, social studies, physical education, and fine arts. In addition, all K-6th students will access core standards using digital curriculum on student iPads.

Everyone a Reader (EAR)

This program supports student reading. Community and parent volunteers read with students individually for 15-20 minutes each week (a total of about an hour and a half each week per volunteer). The program has proven to be very successful in increasing reading skills. It's fun, too! Information on training sessions will be sent home.

Enrichment Activities

Many clubs and special interest groups and activities exist on campus that benefit from the support of parent volunteers. Information regarding these activities will be sent home in our Thursday E-News throughout the school year. Please see the ECC PTA website. www.eccpta.com for specifics.

Special Recognition

Special recognition is awarded to students in a variety of ways. Teachers provide classroom incentives to recognize student achievement, behavior, and improvement. In addition, students may be recognized at school spirit assemblies or announced in the morning through the PA system.

Standardized Testing

Students in grades 3-6 are tested at the end of each school year to gather information regarding student progress and school program and instruction. Students are assessed on common core state standards in Reading, Mathematics, and Science/PE (5th grade only). Notices will be sent home informing families of dates and times for testing. We ask that absences and tardies be kept to a minimum during this time to ensure all students the best opportunities to perform well.

Field Trips

Field trips are scheduled in classrooms to support the instructional program. Students participating in these field trips must have a permission slip on file with the teacher. Parent drivers for classroom field trips are required to provide proof of adequate insurance coverage and safe vehicle verification. The classroom teacher or his/her designee will explain the requirements and collect this information prior to each field trip. The office staff does not have information for individual field trips. You must obtain all field trip documents from your teacher or his/her designee.

Supplies and Materials

At ECC, we supply student materials. We have a wish list for special supplies, which is determined by the grade level and based on their unique lesson plans. It is never our intent to cause financial stress on any family and all donations of special supplies are optional. Please see the ECC website for a posting of "Wish List" items by grade level.

Cell Phones, Electronics, and Toys

Telephone Use

Students will be allowed to use the office telephone for emergency calls and school-related business only. Students should not be using phones in the classroom or pod. Social plans should be made at home before or after school. The office will not permit playdate phone calls.

Cell Phones/Apple Watches/Toys

Any articles that distract from the learning environment or create questions of ownership are not to be brought to school. These items include, but are not limited to, toys, candy, skateboards, electronic games, footballs, and sports equipment (this equipment is provided by the school). Cell phones and Apple Watches are to be used before or after school only. Cell phones and Apple Watches are not to be used during the school day and must be turned off when they enter the front and back gates and can be turned on after they leave the front and back gates. Any student using a cell phone or Apple Watch in class, the office or on campus, will have the phone/watch taken away and parents will need to come to school to retrieve the phone/watch.

Dress Code

We believe that appropriate clothing for school contributes to the child's total attitude. The appearance of the student is a direct reflection of pride in themselves and in their school. Student dress and appearance cannot be hazardous to the health and safety of anyone in the school, nor can it have a negative effect on or be disruptive to the learning process. Such apparel includes clothing that advertises or displays alcoholic beverages, tobacco products, drugs, inappropriate language, or designs, etc.

Appearance and clothes worn to school should be appropriate for school activities and not disruptive to the educational process or offensive to others. Appropriate shoes must always be worn. Flip-flops and backless shoes are not appropriate for participation in school activities. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions, and likeness, or which advocate racial, ethnic, or religious prejudice.

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

Classroom Incentives/Activities

Classroom incentives and activities are determined by the students and teachers in each class to acknowledge students' academic achievement and social successes. A student who chooses to disregard the Guiding Principles, as outlined will receive the following consequences:

Step 1: Classroom behavior plan is implemented. Classroom consequences may include written explanation, discussion, time-out, phone call home; time out slip sent home to be signed by parent and returned to the teacher, and/or parent/teacher conference.

Step 2: Student meets with principal. Consequences with the principal may include discussion, student calls parent, principal calls parent, parent/teacher/principal meeting, parent takes student home for remainder of day, in-school suspension for a portion or all of the day, home suspension, and/or expulsion. Step 2 will occur after habitual behavior problems or for a severe disruption such as defying authority or actions with intent to hurt someone.

The Encinitas Union School District has a clear discipline policy related to serious offenses to ensure a safe environment on all campuses. Students violating the following regulations will be suspended and could face expulsion: possession of any dangerous object of no reasonable use to the student at school (i.e. gun or knives), unlawful sale of a controlled substance (i.e. drugs, tobacco, or alcohol), causing serious injury to another person, robbery or extortion. Sexual harassment of any kind is not tolerated. Separate notices of these policies are sent home and require parent and student signatures. Please be sure that you discuss these policies with your child and return the signed notice to school.

Discipline Policy

ECC believes that for students to develop and maintain a positive self-image and behave in a productive manner, it is necessary to have a discipline policy which emphasizes the positive, recognizes and rewards responsible actions, and stresses student decision-making. We believe that good behavior will, in turn, lead to improved learning and academic success for all students. The following principles are designed to guide students toward positive choices in determining their own behavior.

Playground Conduct

The following playground rules are designed to ensure that all students have a fun and safe recess. These rules were developed as a part of our Peaceful Playground Program. All students will:

- Play by El Camino Creek Rules only.
- Play fair (if you are out, go to the end of the line.)
- Be ready to play when you enter a game.
- Never give cuts to anyone.
- Stand behind the line while waiting for your turn.
- Everybody plays or nobody plays.
- No gymnastics (cartwheels, flips etc.)
- Play the same on everybody (no playing easy on your friends.)
- Solve disputes using Rock, Paper, and Scissors.
- Lines are out in all games.
- Put away equipment before playing something new.
- A count of 30 is used when waiting for bars or swings.
- No tag games.
- Hands are the last thing to leave the bars.
- Walk on White – you can run on the blacktop.

Consequences for a student who chooses to disregard playground rules may include the following: verbal reminder, discussion, time-out, student stays with staff member for a time during recess, behavior notice given to teacher, and/or arranging for the student to meet with the principal.

Breakfast and Lunch

Commencing in SY 2022–23 continued in 2024-25, *Education Code (EC) 49501.5* requires public school districts, county offices of education, and charter schools serving students in grades transitional kindergarten through grade 12 (TK–12) to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility. The front gate opens at 7:30 am for breakfast and is served until 8:00 am.

Lost and Found

ECC Lost and Found is located near the front office. Lunch boxes and clothing items are often found there. Please put your child's complete name and room number on everything he/she brings to school. We try our best to return items back with student names.

Disaster/Safety Preparedness:

ECC has an emergency disaster and safety plan that is reviewed and modified yearly. Monthly fire drills and playground drills are held to get our students familiar with the process of what is expected of them in an emergency. Throughout the year, we have emergency drills that allow staff members to practice their roles on teams responsible for search and rescue, first aid, student release, and other tasks.

Parent Information

Parking Lot Rules

1. Absolutely no cell phone use during drop off and pick up.
2. Do NOT drop off and or pick up at the back gate in the red zone.
3. No dogs on campus unless a certified therapy dog or service dog.
4. Treat school staff and other parents with respect. Model the behavior you want for our children. Pledge to make a difference.

Traffic Safety

Please discuss with your child the importance of traffic and bicycle safety. Students are to use sidewalks and crosswalks and to cross streets at corners only. You and your child should never jaywalk. Drop off time is between 7:45am and 8:00am. Pick up time is between 2:20pm and 2:30pm. The curbing along the front of the school is painted green and allows for student drop-off and pick-up only. Never park your car in the driveway. Drivers are encouraged to pull their cars all the way forward down the curb to allow as many cars to enter the drop off/pick up lane as possible. Do not pull into the driveway and stop, as this blocks the parking lot entrance.

Please be respectful to our staff and ECC Safety Patrol as you travel through the driveway. If you need to leave your car unattended for any reason, please park in a designated space in our parking lot. **THERE IS NO STOPPING OR PARKING IN A RED ZONE. PLEASE DO NOT DROP OFF OR PICK UP YOUR CHILDREN IN THE STREET ON PASEO ALISO BY THE BACK GATE.**

Park along the street and escort your child to the back gate, USING THE CROSSWALK, or continue through the driveway at the front of the school. Please review the Traffic Map provided in your First Day Packet.

For Drop Off – Please have your children ready to exit the car before you enter the driveway, i.e., backpacks, supplies and after school arrangements are planned. Students are to exit the car on the curbside only along the GREEN curb.

For Pick Up – Please do not stop until you have pulled forward as far as you can. Once your children are safely in the car and buckled up, you may pull away from the curb into the exit lane. **You can turn left from the FAR LEFT-HAND LANE only. The middle lane is to continue straight ahead or to turn right. The right lane is for right turns only.**

Please be courteous to our neighbors and do not park illegally in front of driveways. Your car could be ticketed and/or towed. By working together, we will keep students safe and our traffic running smoothly. We appreciate your assistance in this matter.

Before & After School Care

Right At School (RAS) provides before and after school childcare. The program is available from 6:30am to the start of school and after school to 6:00pm. Information regarding fees and other specifics of this program are found on: www.eusd.net

To reach our on-site cell phone:

Cell: 760-574-2220

To report your students' absence or for program questions:

Email: elcaminocreek@rightatschool.com

For registration help or billing questions:

Reach our customer service team at <https://rightatschool.com/contact/> and 855.287.2466

For program questions or concerns:

Silvia Rivera, Area Manager

Cell: 928-294-9596

Email: silvia.rivera@rightatschool.com

Bicycles

Students may ride their bikes to school. Students can ride bikes to school for transportation only and not on school grounds. Students using bicycle transportation are required to walk them while entering and exiting campus. Bicycles are to be locked in the bike area during school hours. Because safety is of primary concern to all of us, rules of the road are to be followed by bike riders and helmets are required. Additionally, all students will need to participate in a bike safety training class, complete a form and receive a bike tag to be placed on the handlebars to park their bike on campus.

Communication

We believe that parent-school communication is essential for a successful educational experience. You will receive a weekly teacher email and Sunday principal email. Also, flyers and notices are available each Thursday with the principal's message in our weekly E-News. **This E-News is emailed every Thursday and available on the PTA website.** <http://www.eccpta.com/> Registration is necessary to receive the E-News and can be found on the PTA website.

We encourage parents to contact the school with questions or concerns regarding their student's progress. The classroom teacher is the best initial contact. Parents are encouraged to email their child's teacher with their concerns. The teacher will either respond to your email or call you directly.

Classroom Volunteers

Teachers are always in need of parents to assist them in classroom activities and programs. If you are interested in volunteering in your child's classroom, please let the teacher know. To protect the quality of the learning environment and for safety reasons, younger siblings are not allowed in the classroom or in the workroom.

Classroom Volunteer Rules

We strongly believe that parent involvement is critical and necessary for students to be successful. There are many opportunities for interested parents to become involved at ECC beyond helping their own child at home with homework.

Volunteers on Campus

A couple of important reminders if you are volunteering at ECC:

1. Volunteers must check in at the office, scan your driver's license and receive a name badge.
2. Volunteers must sign the ECC Volunteer Code of Conduct.
3. Younger siblings are not allowed on campus while you are volunteering. Please make arrangements for your little ones to be attended to during your important volunteer time at ECC. This is for safety reasons as well as disruptions that may be caused in the classroom, workroom, or art workroom.
4. Please refrain from using cell phones in the office area.
5. Please respect the important work done by our office staff and refrain from using this area to discuss plans or make personal arrangements. Please step outside to socialize.

Guests on Campus

The school staff welcomes visitors to the school from parents and interested citizens. All visitors must check in at the office, with a valid driver's license which will be scanned. Once the scan is complete, a badge will be issued and must be worn while on campus. This request is made to protect our students from unauthorized visitors and keep our campus safe for everyone.

Back to School Night

Back to School Night is an opportunity for you to meet your child's teacher, receive information regarding classroom curriculum and instruction, view classroom materials, and review student standards and expectations. Should you desire to speak with the teacher regarding your child specifically, a conference may be scheduled for another time. Back to School Night is for parents only; children are welcomed and encouraged to attend Open House in the spring.

Open House

In the spring, ECC holds an Open House to celebrate student achievements and share student work. Students are invited and encouraged to attend this event with their parents.

Opt Out Information

Based on the June 27 Supreme Court opinion on *Mahmoud v. Taylor*, parents will be provided notifications and given an opportunity to opt out of material specifically identified by parents as substantially interfering with the religious development, belief, and/ or practice of their child/children. For example, Mahmoud specifically dealt with LGBTQ+ content. Your child's teacher will provide advance notice of any materials with potential religious-based impact that will be used in class. Parents will have the opportunity to opt their child out of the specific content they identify as substantially interfering with their specific religious belief, custom and/or practice. Any child opted out will be provided an alternative assignment in a different location during the lesson without negative ramifications.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled during fall and spring. The purpose of these conferences is to review progress, identify each student's specific strengths and needs, and to develop a plan for academic and behavioral success. **Students are dismissed at 12:45 pm every day during both conference weeks.**

PTA

The ECC PTA is an integral part of our school's success. It is a very active and welcoming group. Parents are encouraged to become members and to contact our PTA President to inquire about leadership and/or support positions.

PTA Board Members

President	Allison Smith
Executive VP	Rachelle Crumrine & Kristin Baroky
Treasurer	Catherine Hampel
VP Communications	Shaunna Stavara
VP Communications	Judith Hagert
VP Health and Wellness	Casie Nitsch
VP Hospitality	Michelle Nelson

VP Hospitality	Megan Faulstich
VP Membership	Megan Ryan
VP Programs	Jenny Pierman
VP Programs	Sophia DeSantis
VP Volunteers	Andrea Allen
VP Ways and Means	Brooke Gresham
Financial Secretary	Cecilia Shelton
Corresponding Secretary	Brooke Gresham
Parliamentarian	Allison Banks
Recording Secretary	Shelby Johnson
Auditor	Courtney Jackson

School
Site
Council

The SSC is an advisory council that helps to determine the annual school plan. Meetings are generally on the first Thursday of each month at 5:00pm. All parents are invited to attend. The council consists of certificated staff, classified staff, the principal, and parents. Parent representatives are elected to fill vacancies each year.

Parent Chairperson	Melody Burcar
Parent	Allison Banks
Parent	Rachel Zatulovsky
Parent	Vacant
Parent	Vacant
Principal	Jodi Greenberger
Classified Staff	Kim Heinze
Teacher	Stephanie Helsing
Teacher	Vacant
Teacher	Michelle Christensen

Attendance

Accurate attendance records are necessary for our school. Students who miss school, lose valuable classroom instruction. We understand that there may be times when students must be absent due to illness or appointments. We ask that, whenever possible, these appointments be made before or after school to maintain the integrity of the instructional program.

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

Dismissal and Leaving Early

Students are expected to be picked up or begin their walk home promptly after dismissal time. Any student dismissed early from school must be signed out of the office by an adult listed by the parents on the Pupil Information Card before the student is allowed to leave. Please decide your after-school plans before your child comes to school. Please do not call the school office to have a message relayed to your child; since we cannot guarantee that your child will get the message before the end of the day (unless an emergency). For the welfare and protection of your child, your cooperation in the following procedure will be sincerely appreciated:

- If a child needs to leave school during the day, a designated adult should email the child's teacher, and paula.loedel@eusd.net.
- When picking up a child, an adult must come to the office in person with a valid ID and sign them out. You will need to allow time for us to locate your child.
- Please do not sign out your child during the last 20 minutes of school, when possible. This is a critical time for final instruction, homework, and reminders.

Absences

Verification of absences may be made in the following manner; telephone call or email. The school has an obligation to determine the causes of habitual truancy including medical verification for excessive absences. When a student has had 7 absences in the school year for illness, a physician must verify any further absences. Each absence of every child must be verified daily, please use the attendance email, attendance.ec@eusd.net, or call our office staff at 760-943-2051 whenever your child is absent. You can leave a message at this number after normal office hours. Please speak clearly and slowly, leaving the following information: your child's name, teacher's name, date of absence, and reason for absence. This information should be communicated to the office by 8:15am the day of your child's absence. If your child is absent, arrangements for picking up homework can be made by notifying the school office or classroom teacher by 8:30am on the day of the absence. Teachers will contact you when the work is ready.

Excused Absences

Excused Absences include the following:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family (one day in-state, three days out-of-state) "Immediate family" shall be defined as mother, father, grandmother, grandfather, brother, sister, or any relative living in the student's immediate household
5. Observation of a holiday or ceremony of his/her religion

Unexcused Absences

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

Tardies

Continued tardiness on the part of any student will be viewed as a very serious matter. Promptness to class is extremely important. Students are expected to be in their seats, ready to work, at the designated time of 8:00am. Students arriving late to class create a disadvantage for themselves and for other students whose instruction is interrupted. Habitual tardiness will result in parent contact so that we may work together to resolve the problem. Students who are tardy must come to the office for a pass before going to class.

Health Office

Students in need of medical assistance during the school day are referred to the school health office. Our health office is staffed with an LVN/RN. The school office staff helps in this area when needed. All of these employees are trained in CPR and first aid. In addition to this support, our two district nurses are always available for consultation regarding students' medical needs. Should a medical emergency arise which cannot be supported by the school nurse, or district nurse, 911 will be called.

Please note that no medications, prescription or otherwise, can be administered at school without the written direction of a physician. This includes medications such as aspirin, Tylenol, cough syrup, cough drops and Neosporin. Should your child require the administration of a prescription medicine during the school day, you will need to provide a written statement from the physician and complete a form, which you can request in the office. The medications will be housed in the school health office, and the student will be administered the medication by authorized school personnel which include the Health Tech, School Services Secretary or the Office Manager. A student cannot carry his/her medication onto campus or self-administer any type of medication, prescription or otherwise without written consent of their physician and approval of the principal.

Insurance Coverage

Though we would like to predict that no injuries will occur during the year, we know that injuries do occur - even in supervised physical education. Therefore, we encourage parents to provide insurance coverage for students, as the school does not and cannot provide coverage. A low-cost policy is made available through the school district. Information is included in the first day packet.

Emergency Information

There are emergency situations in which it becomes necessary for us to reach you by phone. It is critical that we have accurate and current emergency information on file for your child in the school office. California Education Code requires you maintain a phone listing and two (2) additional local phone listings should we be unable to reach you. These additional listings should be people who would be able to come to school should the need arise. Pupil Information Cards are sent home at the beginning of each school year, for the information to be current. Please note that any changes throughout the year must be made by the parent/guardian onto the card. No child will be released to an adult who is not identified on the child's Pupil Information Card.

Teacher Planning Days

We believe that teacher training and professional growth are an important part of improving and enhancing instruction for our students. Every Friday, students are dismissed at 12:45pm so that teachers may work together to plan curriculum and share instructional strategies. This planning time also provides teachers the opportunity to learn new programs and confer with each other and support personnel regarding the special needs of our students. There is no reduction in yearly instructional minutes as Friday's reduction is applied to the other four days of the week.

Encinitas Union School District

EUSD Leadership

The Encinitas Union School District Board of Trustees meets the first Tuesday of each month. Meetings begin at 6:00pm and are held at the school district office located at 101 South Rancho Santa Fe Road, Encinitas. These are public meetings, and all members of the community are welcome to attend. School Board members are citizens elected to serve four-year terms. The EUSD Board is legally charged with the governance and operation of the school district.

EUSD Cabinet

Superintendent	Dr. Andree Grey Andree.grey@eusd.net
Assistant Superintendent, Admin. Services and HR	Dr. Angelica Lopez Angelica.lopez@eusd.net
Assistant Superintendent, Educational Services	Dr. Amy Illingworth Amy.illingworth@eusd.net
Assistant Superintendent/ Business Services	Mr. Joseph Dougherty Ioseph.dougherty@eusd.net
Executive Director, Student Services	Mrs. Maria Waskin Maria.waskin@eusd.net