

Palo Alto Unified School District

Escondido Elementary

School Handbook



**“Friends Around the World,
Amigos alrededor del mundo”**

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www.escondido.pausd.org

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Welcome to Escondido!

Welcome to Escondido Elementary School! We're one of the largest elementary schools in Palo Alto, and we're so proud of our vibrant and diverse community.

Our Community

We're home to two special programs: our **Neighborhood program** and the **Spanish Immersion choice program**. We have about 450 amazing students and a dedicated staff of over 60 people.

Our students come from a wide range of neighborhoods, including Escondido Village, College Terrace, and Evergreen Park, as well as East Palo Alto. Students in our **Spanish Immersion program** join us from all over Palo Alto and East Palo Alto after securing a spot through the district's lottery as kindergarteners. For more information, please visit the PAUSD Registration Services page or give our front office a call.

Our Mission

Here at Escondido, we believe in a warm and welcoming environment where children can learn, play, and grow. Our school motto is "**Friends Around the World**" because we have over 15 different home languages spoken here! We host many community events and celebrations throughout the year, bringing everyone together.

Our incredible staff works hard to provide a rich and challenging curriculum for every child. We want our students to become confident, motivated, and creative thinkers who are ready to make a positive impact on the world. We're committed to fostering an environment of **cooperation and respect** where every student feels supported.

We can't wait to learn and grow together with all of our students and families!

Board of Education

Shana Segal, President
ssegal@pausd.org
Term expires 2026

Shounak Dharap, Vice President
sdharap@pausd.org
Term expires 2026

Rowena Chiu, Board Member
rchiu@pausd.org
Term expires 2028

Allison Kamhi, Board Member
akamhi@pausd.org
Term expires 2028

Josh Salcman, Board Member
jsalcman@pausd.org
Term expires 2028

Superintendent
Dr. Donald B. Austin
(650) 329-3737

School Board meetings are generally held on the second and fourth Tuesdays of the month at 7:00 p.m. in the Board Room at 25 Churchill Avenue.

Escondido Staff

Leslie Crane, Principal
 Brooke Tassa, Assistant Principal
 Martha Rivera, Secretary
 Jennifer Samayoa, Clerk

Irene Ayala Espinoza, Mirna Lopez and Edgardo Vazquez Hernandez, Custodians

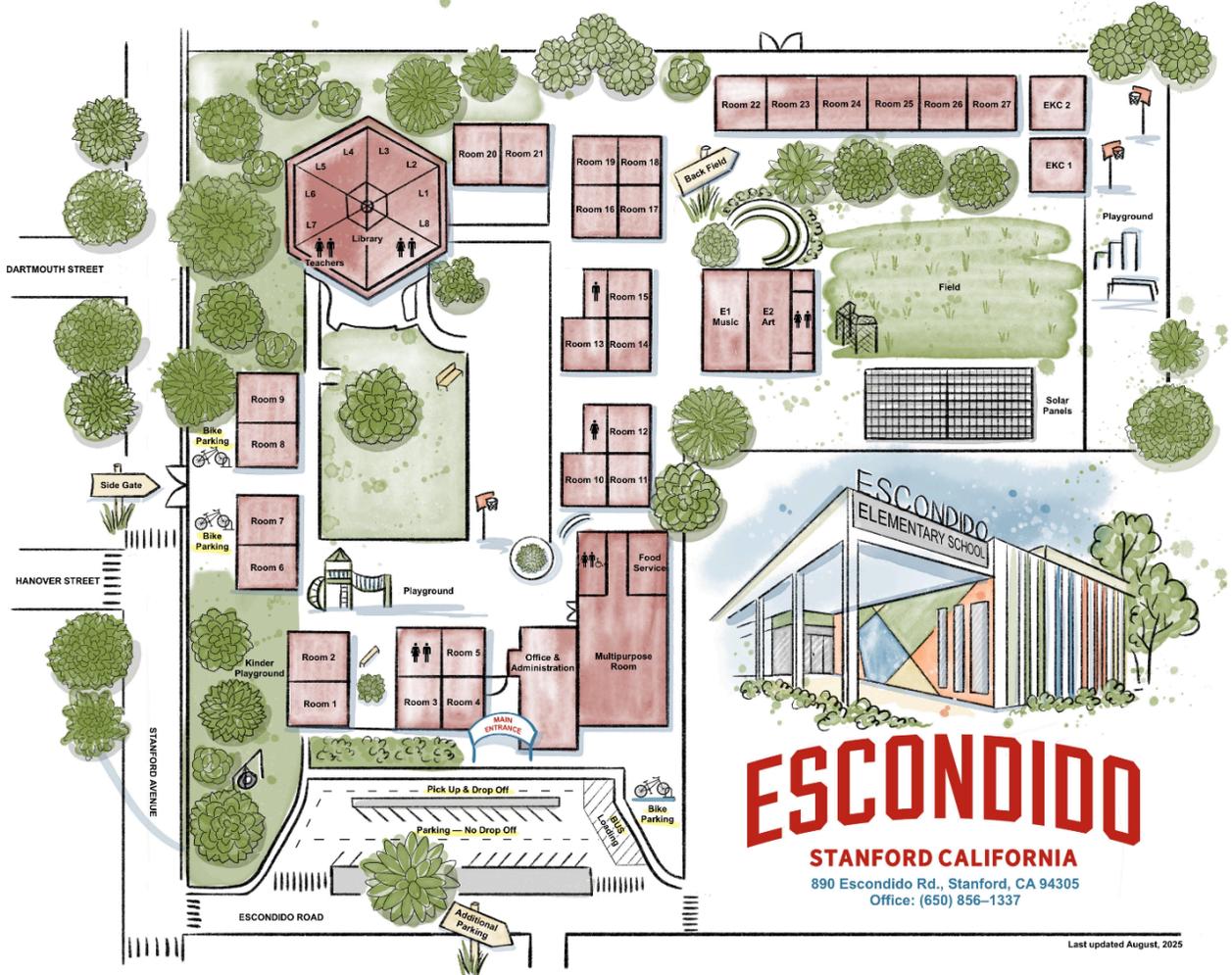
Classroom Teachers	
<p>Kindergarten Katherine Kuwada Emma Pulsipher Rachel Adams^{SI} Anai Ramos^{SI}</p> <p>First Grade Angeline Rodriguez^{SI} Kimberly Moore^{SI} Amanda Dungan Rachel Passinsky</p>	<p>Second Grade Debbie Bhalla Tara Feldmeier Amy Boyarsky^{SI} Cecilia Ortega^{SI}</p> <p>Third Grade Alejandro Gonzalez^{SI} Tiffany Martin Helena Holmes</p>
<p>Third/Fourth Combo Claudia Peñaloza^{SI}</p> <p>Fourth Grade Jessica Pineda John Brubaker Tara McCann^{SI}</p> <p>Fifth Grade Richard Garcia Christine Koehnke Agustina Lodoen^{SI}</p>	
Classroom Aides and Campus Supervisors	
Zilda Endo Mayra Gonzalez Rosio Guzman Anna Hernandez Jackie Ko	Mary Kapu Miki Kim Paola Ramirez Rojas Liliana Robertson Ariana Salas Martinez
Student Attendants	
Zahra Mallu Allison Marin	Lorena Murias Fernandez Raji Ramamurthi
Support Staff	
Nina Bailey Sheri Heise Sandra Acosta Christina Mclver Kaisey Hake, Esther Agustin Perez, Eloise DeFrancesco Meg Williams, Sharon Fekete Mariam Gates Silvia Valencia Nick DeFrancesco Lea Santini Alejandra Hermandinger, Ana Maria Garcia Walker Lu Tran Lily Sanchez, Stacey Davidson Haley Flores Mariam Farooq Maria Caballero Heather Kavanagh	<i> Librarian School Psychologist Mental Health Therapist Speech/Language Specialist Reading Specialists ELD Specialists Resource Specialist Behavior Intervention Coach PE Teacher Music Teacher (K-4) SPECTRA Art Teachers IT Tech Family Engagement Specialists ERMHS Therapist Occupational Therapist Food Service Lunch Server School Nurse </i>

District Calendar

Palo Alto Unified School District SCHOOL YEAR CALENDAR FOR 2025-2026

JULY 2025							Important Dates		JANUARY 2026 18 Days									
S	M	T	W	T	F	S	Aug 12	K-8 Teacher Work Day Staff Development Day	S	M	T	W	T	F	S			
			1	2	3	H	5	Aug 14	First Day of School					H	LH	3		
6	7	8	9	10	11	12	Oct 20	First Day of Full-Day Kindergarten	4	K-8 SD	9-12 W	6	7	8	9	10		
13	14	15	16	17	18	19	Jan 5	9-12 Teacher Work Day K-8 Staff Development	11	12	13	14	15	16	17			
20	21	22	23	24	25	26	Jan 6	Students Return to School	18	H	20	21	22	23	24			
27	28	29	30	31			Jan 4	Early Release/Last Day of School	25	26	27	28	29	30	31			
AUGUST 2025 12 days							No School Days		FEBRUARY 2026 18 days									
S	M	T	W	T	F	S	Sept 1	Labor Day	S	M	T	W	T	F	S			
					1	2	Oct 3	Staff Development Day	1	2	3	4	5	6	7			
3	4	5	6	7	8	9	Nov 11	Veterans' Day	8	9	10	11	12	LH	14			
10	DD	9-12 SD	K-8 WD	WD	14	15	16	Nov 24-28	Thanksgiving Break	15	H	17	18	19	20	21		
17	18	19	20	21	22	23	Dec 22 - Jan 5	Winter Break	22	23	24	25	26	27	28			
24/31	25	26	27	28	29	30	Jan 19	Martin Luther King Jr. Day										
SEPTEMBER 2025 21 days							Feb 13	Local Holiday	MARCH 2026 20 days									
S	M	T	W	T	F	S	Feb 16	Washington's Birthday observed	S	M	T	W	T	F	S			
	H	2	3	4	5	6	Mar 9	Local Holiday	1	2	3	4	5	6	7			
7	8	9	10	11	12	13	Mar 10	Staff Development Day	8	LH	SD	11	12	13	14			
14	15	16	17	18	19	20	Apr 6-10	Spring Break	15	16	17	18	19	20	21			
21	22	23	24	25	26	27	May 1	Local Holiday	22	23	24	25	26	27	28			
28	29	30					May 25	Memorial Day	29	30	31							
OCTOBER 2025 22 days							Early Release Days		APRIL 2026 17 days									
S	M	T	W	T	F	S	Aug 29, Oct 31, Nov 21, Dec 19, Apr 3, & Jun 2, 3, and 4	S	M	T	W	T	F	S				
			1	2	SD	4	Quarters/Semesters					1	2	3	4			
5	6	7	8	9	10	11	Oct 17	End of 1 st Quarter	5	LH	LH	LH	LH	LH	11			
12	13	14	15	16	17	18	Nov 7	End of 1 st Trimester	12	13	14	15	16	17	18			
19	K	21	22	23	24	25	Dec 19	End of 1 st Semester 84 days - secondary	19	20	21	22	23	24	25			
26	27	28	29	30	31		Feb 27	End of 2 nd Quarter	26	27	28	29	30					
NOVEMBER 2025 14 days							Mar 13	End of 2 nd Trimester	MAY 2026 19 days									
S	M	T	W	T	F	S	Jun 4	End of 3 rd Quarter	S	M	T	W	T	F	S			
						1	Jun 4	End of 2 nd Semester 96 days - secondary						LH	2			
2	3	4	5	6	7	8		End of 3 rd Trimester	3	4	5	6	7	8	9			
9	10	H	12	13	14	15		End of 4 th Quarter	10	11	12	13	14	15	16			
16	17	18	19	20	21	22			17	18	19	20	21	22	23			
23/30	LH	LH	LH	H	LH	29	Legend		24/31	H	26	27	28	29	30			
DECEMBER 2025 15 days							H	Federal/State Holiday	JUNE 2026 4 days									
S	M	T	W	T	F	S	LH	Local Holiday	S	M	T	W	T	F	S			
			1	2	3	4	5	6	DD	District Day			1	2	3	4	WD	6
7	8	9	10	11	12	13	WD	Teacher Work Day	7	8	9	10	11	12	13			
14	15	16	17	18	19	20	SD	Staff Professional Development Day	14	15	16	17	18	H	20			
21	LH	LH	LH	H	LH	27		All Schools Early Release Day	21	22	23	24	25	26	27			
28	LH	LH	LH					Last day of School & Early Release Day	28	29	30							
							K	First Day of Full-Day Kindergarten										

Escondido School Map



Escondido Daily Schedules

Daily Schedule

K-5 Start Time	Kinder Early Release until 10/20 End Time	M, T, Th, F K-3 End Time	M, T, Th, F 4/5 End Time	Weds. K-5 Early Dismissal End Time
8:10 AM	11:55 AM	2:15 PM	2:40 PM	1:20 PM

Early Release Day Schedule

Start Time	Snack/Recess 20 minutes	30 minute Lunch	Dismissal Time	Super Minimum Day Dates
8:10 AM	10:00-10:20 AM	11:05-11:35 AM	12:10 PM	8/31/25, 10/31/25, 11/21/25, 12/19/25, 4/3/26, 6/2-4/26

BEFORE SCHOOL:

Adult supervision of students on campus outside begins at 7:50 a.m. Do not leave your child unsupervised on or adjacent to campus prior to then. Parents who must leave for work at an early hour are encouraged to seek the help of other Escondido parents who would be willing and able to care for a child and escort them to school at the appropriate time.

FIRST BELL is at 8:05 a.m. and signals students to proceed to their classroom to hang up their things and get into their line.

SECOND BELL is at 8:10 a.m. and signals the start of class time. Students are expected to be lined up outside of their classroom door, ready to enter into their classroom to begin school. Students who enter campus after 8:10 a.m. will need to sign in at the front office for a Tardy Pass.

AFTER SCHOOL:

Whether your child's dismissal time is 11:55 a.m., 2:15 p.m., or 2:40 p.m., parents/guardians must be prompt in picking up their children.

Our campus is closed to the public until 2:15 p.m when grades K-3 are dismissed. Since 4th and 5th grade students are still in their classrooms until 2:40, it is important to preserve their quiet and focused learning environment. We ask families picking up children at multiple dismissal times to wait at the front gate area and away from all classroom areas until the 2:40 dismissal time. An adult is expected to be on campus to supervise children after their school dismissal time, as the school does not provide supervision then.

Getting To & From School Safely

Arrival and Dismissal

Students will enter campus through one of the three assigned entry points to the campus which will open at 7:50 a.m. each morning:

- Front Entry Gate next to the Escondido Office
- Stanford Avenue gate
- SCRA gate at the back of the school (walking or biking; dropoff not allowed)

****All gates will be closed and locked at 8:10. After 8:10am, students check in with the office before heading to their classroom.**
Students who come early should not be in the buildings or classrooms as teachers are preparing for the day.

Traffic congestion near Escondido can be minimized if students walk, bike, carpool or take the bus whenever possible. If driving, arrive before 8:00 am to beat most car traffic. No matter what your commute choice, please allow a few extra moments at peak periods for safety's sake. **As a driver, to help prevent accidents, slow down, avoid dangerous maneuvers including driving fast or pulling around stopped cars and always watch for children.** A parent's actions as a cyclist, pedestrian, or driver speak louder than any formal instruction in traffic safety!

Traffic Signals

Stanford Avenue traffic signals have a special "walk" cycle just before school starts and during afternoon dismissal times. Help keep kids safe by respecting the "No Right Turn on Red When Children are Present" signs.

Drop-Off & Pick-Up at Front of School

In the front lot, please:

- Pull forward as far as you can in the drop-off lane (the right lane) before you stop to drop off/pick up your child.
- If your child is not at the curb, you may need to circle around until they are present for pick-up.
- Do not block the bus parking area!
- Have your child exit and enter the vehicle on the right side, first making sure that it is safe to do so.
- The left lane is for drive-through and parking only. **Please do not drop off kids if you are in the left lane.**
- Exit with caution, moving into the drive-through lane.

Parking

Escondido has two parking lots. Regular volunteers need to obtain a parking permit from the office in order to park in the lots:

- You may park in the VISITOR spaces in the parking lot in front of the school and
- The parking lot across the street located at the corner of Escondido Road and Olmsted marked Escondido School. Be careful not to park on Olmsted or in a space not marked ES as this lot is primarily parking only for Escondido Village.

In addition, you can park on Stanford Avenue, or on nearby side streets (please note the time limit). Please have your child cross only at the pedestrian crosswalks. Do not jaywalk!

DO NOT use the staff parking lot at the back of the school for drop off, pick up or parking! Stanford Avenue is very busy and it is dangerous for pedestrians, cyclists and other cars when you attempt to back out.

If heading west, do not stop on Stanford Ave. to drop your children off. If you park on Stanford Ave. heading east, please make sure your child walks to the signal and the crosswalks to safely cross Stanford Ave.

Do not drop off by car in the SCRA parking lot (on Bowdoin). Please respect the "No Drop Off" signs. Please continue to use the drop-off zone at the front of Escondido if your family commutes to school by car.

Bicycles, Skates, Scooters & Skateboards

Children may be able to pedal a bicycle long before they have the skills, maturity and judgment to ride to school safely. Following traffic safety rules can prevent most bicycle accidents for young riders. All third grade children receive basic information on safe biking and participate in a simulated street practice during a special class. We strongly advise parents to determine that their children are competent riders who follow the rules of the road before permitting them to ride to school unaccompanied, regardless of age.

- Bicycles **must be walked** on the school grounds and crosswalks, for safety. They should be parked and locked at all times in the bike racks in two locations:
 - In front of the school along Escondido Road
 - Inside the Stanford Avenue Gate
- *Use of scooters and skateboards **is not allowed on school grounds**. They may be walked to the classroom and stored outside.*
- *It's the law: Cyclists under 18 are required to wear protective hats. Bike licenses are required for bikes ridden on Palo Alto streets. Licenses are available at the Stanford University Parking and Transportation office.*

Skates, scooters, skateboards and bicycles may not be ridden on the campus during school time. Children who ride in-line skates to school must change into street shoes before coming on campus.

Bus Safety

All children who ride the bus must be on the bus list. The District Transportation Department is responsible for scheduling buses, supervising drivers, and responding to problems. Bus schedules and bus rules are mailed to the parents of all children who ride the bus prior to the opening of school. If you have any questions or concerns, call the Transportation Department at (650) 329-3747.

Bus drivers have legal responsibility and authority for supervision of riders. Children not conforming to bus rules may be denied the privilege of riding. No pets, animals, insects, or large or dangerous articles (including glass) may be carried on buses.

If your child will be taking a bus to school, please review the following information with her/him:

- Student must arrive 5 minutes prior to their bus pick up time.
- Wait safely in the designated area at the bus stop.
- Be calm and orderly while getting on and off the bus.
- Stay in your seat, facing forward.
- Keep head, hands, and feet inside the bus.
- Follow the bus driver's directions.
- All students will be placed on the bus unless parents write a note.

Please note that the driver may not let anyone off at a stop different from his/her regular stop without a dated note signed by the parent.

Escondido Parent Groups

Palo Alto Partners in Education (PiE)

- Is a non-profit 501(c) foundation dedicated to supporting Palo Alto public schools
- Raises funds for enhancing educational excellence for every student in the district.
- Provides for additional staff including our Instructional Aides, Science Aide, Spectra Art Teachers, Primary Language Tutors.

Partners in Education relies on the generous support *of the extended community to* help our schools maintain excellence by meeting classroom needs unfunded by other means.

Parent Teacher Association (PTA)

The Escondido PTA has two primary areas of focus. We strive to:

- Support and expand learning and development opportunities for our children, working in partnership with teachers and the school administration
- Build a strong community that supports our children, encourages them to love learning and follow their curiosity, and fosters a school environment that feels a natural extension of their home

What does the Escondido PTA do?

The PTA provides vital volunteer and financial resources to the school. Our contributions directly support programs that offer expanded learning opportunities, build community, and ensure every student has the materials they need!

At Escondido, our PTA provides:

- Field trips for every classroom
- Hands-on science lessons with the Palo Alto Junior Museum
- Events to bring our community together (Multicultural Fair, Science Night, Talent Show, Black History Month, Dia de los Muertos, Lunar New Year Celebration, Book Fair, and more...)
- Classroom materials for all students (no need to go shopping - we buy it all!!)
- Grants to every teacher to enhance classrooms
- Expansion of the school's library collection
- Teacher Appreciation, Yearbooks, Recess Equipment, and More...

How can you get involved?

We all play a part in creating a strong Escondido, and we ask that each of you get involved with the PTA in ways small and large in the coming year. It really boils down to these things:

1. **Stay connected!** Make sure you are on Parent Square. This is the main communication channel with your child's teacher, the principal, the district and the PTA.
2. **Volunteer!** Make a meaningful contribution of your time this year to show your support, engage in an event, get involved in the classroom, attend a PTA meeting, or take on a PTA leadership position. Your child and all students will see and appreciate your efforts!
3. **Join the national PTA!** Your membership shows that you support efforts to enhance our children's public school education.
4. **Donate to the Ice Cream Challenge!** The Ice Cream Challenge is the PTA's one and only annual fundraising effort. Your contributions directly support the learning opportunities, community events, materials and resources noted above.
5. **Share your Ideas** The PTA is a collaboration between parents, teachers and the administration, and offers a forum for parents to advocate for what our children need to ensure Escondido is an outstanding learning environment for our children. Each of us has valuable perspectives. We welcome your voice and encourage you to reach out to the PTA Board (board@escondidopta.org) or attend a PTA meeting to share your thoughts.

Site Council

Escondido's School Site Council is composed of parents, teachers, and staff. The council collaborates on the development of the School Plan for Student Achievement and recommends it to the PAUSD School Board for approval. Site Council monitors the implementation of the school plan and evaluates the results. Throughout the school year, Site Council revises the school plan and advises on the use of School Improvement Plan funds.

Maintaining Safe and Welcoming Schools

To view all policies, please visit: <https://www.pausd.org/policies#/browse>

Policy Type	Number	Title
Board Policy	5131	Conduct
Board Policy	6154	Homework
Administrative Regulation	6154	Homework
Board Policy	5145.7	Sexual Harassment
Administrative Regulation	5145.71	Title IX Sexual Harassment Complaint Procedures
Board Policy	5145.3	Nondiscrimination/Harassment
Administrative Regulation	5145.3	Nondiscrimination/Harassment
Board Policy	5144	Discipline
Administrative Regulation	5144	Discipline
Board Policy	5131.2	Bullying Prevention
Administrative Regulation	5131.2	Bullying Complaint Procedures
Board Policy	5131.62	Tobacco
Administrative Regulation	5131.62	Tobacco
Board Policy	1312.3	Uniform Complaint Procedures
Administrative Regulation	1312.3	Uniform Complaint Procedures
Administrative Regulation	1312.4	Williams Complaint Procedures
Board Policy	1312.2	Complaints concerning Instructional Materials
Administrative Regulation	1312.2	Complaints concerning Instructional Materials

Academic Matters

PAUSD Promise: <https://www.pausd.org/promise>

Homework Policy: [Administrative Regulation 6154](#)

Communication: School to Home

The home to school connection is vital to your child's progress as a learner and as a developing person. Parents are powerful motivators; the support of a child's family is critical to success in school. Please become informed about our program and be involved in our school.

Escondido teachers communicate with you by:

- Inviting you to Back-to-School Night in the fall. During this evening meeting teachers will explain goals for the year, curriculum, and special events. Don't miss it!
- Encouraging parents to be classroom volunteers,
- Holding Fall (and optional Spring) parent/teacher conferences,
- Publishing regular classroom newsletters and posting on Parent Square.
- Sending student work in the red Friday folder. Please empty the folder, initial it, and return on Monday. [The Friday Folder is an essential link in the school home communication process!](#)
- Writing student-progress reports three times a year, and
- Assign appropriate home learning tasks to be completed at home.

Progress Reports

Assessing and reporting student progress is a priority in our school district. Progress reports are issued three times a year. Formal conferences with parents, the teacher, and possibly the student are held once or twice a year, the first in October/November and the second in February/March. However, parents will find teachers open to additional conferences as needs and situations dictate. Appointments arranged in advanced are best.

Music

Kinder - 4th Grade Music

In Kindergarten through 3rd grades, all students receive 30 minutes of music instruction each week taught by a credentialed music teacher. Students learn to keep a steady beat, sing in a variety of styles, match pitch, learn to play small percussion instruments, learn to play Orff instruments, and begin to sing and read solfege. In 4th grade, students receive music instruction twice each week for 40 minutes. Students extend their musical skills by singing, practicing solfege, and learning to play the recorder.

[Overview of PAUSD's Elementary Music Program](#)
[Elementary Music and Orff Schulwerk](#)

5th Grade Music

In the fifth grade, all students learn to play a Wind or String Instrument. Students start from the very beginning on their instruments. However, teachers differentiate their instruction to support students who are not beginners by allowing them to choose a different instrument, shift into a different position, play notes an octave higher, or serve as a mentor for beginners. To deliver this instruction, a team of music teachers travels to each elementary school at the same time. The "Music Team" consists of band and string teachers. If a student chooses a wind instrument: flute, clarinet, trumpet, trombone, euphonium, they will participate in band. If a student chooses a string instrument: violin, viola, cello, and double bass, students will participate in the string orchestra. Instruction occurs twice a week for a total of eighty minutes.

Unique advantages of this program are:

- Students are taught by credentialed music teachers
- Students do not miss any classroom instruction

- Students receive a strong foundation on their instrument, which prepares them to continue to participate in one of the district's outstanding performing ensembles in 6th - 12th grade.

More information for 5th grade families:

[2025-2026 School Year Info](#)

[5th Grade Instrument Options](#)

[Local Music Stores](#)

[Elementary Instrument Loan Program](#)

SPECTRA Art

Funds from Partners in Education (PiE) provide this program taught by a trained specialist. It provides staff development for teachers and hands-on art experiences for elementary children in their classrooms.

Physical Education

K-3rd students meet once a week for 30 minutes of Physical Education taught by a credentialed PE teacher. Students engage in activities that include movement exploration, cooperative games, stations, tag games, relays, isolated sport skills, and fitness learning. They learn to use equipment such as bean bags, foam balls, parachutes, hula-hoops, jump ropes, scoops, juggling scarves, and sport specific equipment. K-3 students focus on two main areas:

1. Skill development mastering - motor skills (locomotor movements, throwing, catching, dribbling, kicking, striking)
2. Social/emotional development - responsibility, honesty, cooperation, respect, tolerance, perseverance, effort, good sportsmanship, self-confidence, and self-improvement

4th-5th students meet twice a week for 70 minutes of PE. Older students engage in specialized skills and sport activities, play whole class games and small group cooperative activities and work on individual skills. 4-5 students focus on three main areas:

1. Skill development mastering - motor skills (locomotor movements, throwing, catching, dribbling, kicking, striking)
2. Health related physical fitness - healthy heart, muscular strength, flexibility, agility, balance, feeling energetic and alert
3. Social/emotional development - responsibility, honesty, cooperation, respect, tolerance, perseverance, effort, good sportsmanship, self-confidence, and self-improvement

Library

Our library has about 15,000 volumes. In addition to our excellent library selections, we have an extensive foreign language collection including Japanese, Chinese, Korean, Hebrew, Spanish, Portuguese, French, German, Icelandic, Norwegian, Finnish, Danish, Swedish and Russian. We welcome donations of suitable foreign language books to develop our collection.

Since the amount of independent reading children do is one of the most important factors in how fluently they read, we encourage children to check out books and use the school library freely. You are welcome to visit the library. Please understand you are responsible to pay for or to replace any library materials lost or damaged. Our librarian teaches children library use, technology and reference skills. At other times the library is open under the supervision of aides and volunteers.

Student Success Teams (SST)

When a student has a special need or there is a concern raised about the child, the Student Success Team is convened. Parents or staff may request the meeting. The team is usually comprised of the student's parents, the classroom teacher, the resource specialist, the psychologist, the principal, and other school specialists, as needed. The team does what its name implies - discusses ways to ensure student success. The team gathers as much information as it can on the student and brainstorms ways to support him/her. Occasionally, the parents may request or approve assessments by the psychologist, the resource specialist, and others to better identify a student's strengths or areas of concern.

Reading Support

Thanks to funding from PAUSD, PiE, and our Title One budget, Reading Specialists support students that are struggling with reading. Individual reading assessments administered by classroom teachers help identify students who need this service. Instruction is typically provided in small groups. If you have questions about your child's reading abilities, please discuss with your classroom teacher.

English Language Development

Some students come to Escondido speaking little or no English. The English Learner Specialist teaches English to these children in small groups, as well as in their classrooms. Primary language tutors are utilized, when available, to provide instruction in the student's native language in the classroom.

Special Education Services

PAUSD implements California's Master Plan for Special Education. Coordinated by a Resource Specialist, an Individual Education Plan (IEP) Team analyzes special education needs at Escondido. An IEP Team includes the principal, teacher(s), parent, psychologist, language/speech specialist and principal.

The Resource Specialist program and the Speech/Language program provide small-group instruction to special education students who are in the regular classroom the majority of the school day.

Spanish Immersion Program

In our Spanish-Immersion program, standard school curriculum is learned in English and Spanish with the goal being for students to develop fluency and literacy in both languages. Currently, there are classes from kindergarten through fifth grade at Escondido. More information on Escondido's Spanish Immersion program can be found on our website.

Field Trips

Field trips are an important part of our school program; they enhance the learning experience of our children. Children walk or travel in private cars or buses. Each child must have a signed permission slip from the parent for each trip. Parents will be notified in advance about each trip. Field trips may be cancelled due to lack of drivers, chaperones or funding.

Prior to any field trip, volunteer parent drivers must have a completed and up to date Volunteer Packet and Checklist on file with the school. Please check with the front office for more information.

If you are chaperoning on a field trip, **you may not bring siblings** (district policy).

School Supplies

Escondido School supplies books, paper, pencils, and other basic materials needed at school. We recommend that each child have a sturdy backpack labeled with his or her name. Please work with your child to develop responsibility for personal items, clothing and library books.

Student Code of Conduct

Escondido School Expected Social Behaviors

We aim to help children develop self-discipline so that they have respect for the rights of others, whether adults are present or not. In each classroom, students and teachers develop mutually agreed upon classroom norms and employ conflict resolution skills. Escondido uses the social-emotional, anti-bullying curriculum, *Second Step* in grades K-5 to help students learn vital social-emotional life skills, and to help recognize, refuse and report bullying behavior.

We introduce and review school norms with the children in the first days of school, in our morning assemblies and throughout the year.

<i>Escondido's Expected Social Behaviors</i>			
	Be Safe	Be Responsible	Be Respectful
Classroom	-Be safe with your body -Use all materials appropriately	-Be ready to learn -Take care of all materials -Follow the GROUP PLAN	-Use kind communication -Listen with your whole body -Stay in your personal space bubble
Recess	-Be safe with your body -Use equipment appropriately -Stay and play in assigned spaces/areas	-Follow the Escondido rules -Care for equipment -Clean up after yourself	-Demonstrate good sportsmanship -Include others -Follow adult directions
At lunch tables	-Sit in your seat at your assigned table -Eat your own food -Stay in your personal space bubble	-Eat your food -Clean up after yourself	-Be kind and polite -Follow adult directions -Stay in your personal space bubble
Restrooms	-Wash your hands with soap and water -Use the restroom for its intended purpose	-Clean up after yourself -Use the sink and toilet appropriately	-Respect the privacy of others

Inappropriate Objects/Personal Items

Objects that are not directly related to a classroom project or assignment and approved by a staff member are not permitted on campus. This may include but is not limited to: Pokemon cards, stuffed animals, balls, lighters, matches, sharp objects, laser pointers, noise makers, water balloons, squirt guns, paint balls, eggs, pocket knives, box cutters, pepper spray, poppers, firecrackers, spray cans of any type. The presence of inappropriate objects can create a disruption. A student who brings an object to the campus is responsible for the object brought onto the campus. The school cannot assume responsibility for lost/stolen personal items.

Drugs, Alcohol & Weapons-Free School

It is our policy that the use, possession, and/or distribution of drugs and/or alcohol is strictly forbidden. Unauthorized weapons, real or imitation, are NEVER to be brought to school. The presence of alcohol, drugs, or weapons is grounds for immediate suspension or expulsion. If you know of any such activity, please report it to us immediately.

Progressive Consequences for Unexpected Social Behaviors

- Child is reminded of the expected behavior.
- Adult talks with the child about the problem.
- Child is asked to think about his or her behavior during a time out/reflection period.
- Consequences are an opportunity to learn appropriate ways of being a member of our school community. Therefore, the consequence will reflect ways to give back to the community.
- Depending upon the behavior, the child might be asked to apologize, and or be assigned a special job.

- Behavior contracts are created when appropriate.
- Parent is notified (phone, email or note).
- Parent conference.
- Student may be sent home.
- Student may be suspended from school. (*California Education Code Section 48900 a-p, or .2, .3, .4, .7*)

Technology

Students have the right to bring cell phones and smartwatch devices to school (Ed Code 48901.5). However, phones must be turned off once a student is on campus during school hours or a staff member will take the phone to the office to have it picked up at the end of the day. Smartwatches must have “Schooltime” or “School Mode” turned on during school hours. Smartwatches being used to record, used as a walkie-talkie, text, or a phone may be confiscated and turned into the front office for parental pickup.

Escondido is committed to monitoring and protecting student exposure to unknown websites, inappropriate use of recording devices, and unapproved communications throughout the school day that could cause a distraction and disruption to the learning environment for all students. If a student needs to contact their parent for an emergency, they should request this at the front office.

While the above is the school policy regarding mobile communication devices, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Ed Code 48901.5, 48901.7)

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or an administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use is necessary for the student’s health and well-being. A signed note from the doctor must be presented verifying this need
- When the possession or use is required by the student’s Individualized Education Plan (IEP).

Please note that PAUSD, Escondido, or school staff do not assume responsibility for a student’s personal technology which is brought on campus or to a school activity and is lost, stolen, or damaged.

Attendance Policies

Attendance Expectations

Students who attend school consistently have a greater chance of excelling academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and teachers. Consistent attendance is also recognized as a protective factor that provides students with the foundation to grow into happy, healthy, and productive adults.

The Palo Alto Unified School District (PAUSD) recognizes that success in school is related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern (Board Policy, BP 5113).

The following are attendance expectations for all students:

- Attend school daily and on time to promote academic and social success.
- Be accounted for at all times throughout the school day, to promote safety.
- Remain after school when directed by a school official to complete disciplinary or other requirements.
- Abide by district policies related to school attendance.

Excused Absences

Excused Absences fall into one of two categories:

1. *Health* - Absences due to illness, medical appointments, or quarantine.

**See Health Related Absences for further information*

1. *Warranted* - These include, but are not limited to the following: (*Education Code, 48205*)
 - Funeral service for member of immediate family members
 - Religious Purposes
 - Court Appearances: Please see PAUSD AR 5113 for a detailed description of excused absences.

Health-Related Absences

The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate supports to students with situational or chronic health issues, the following procedures apply.

In health-related cases, in which the student is absent five (5) consecutive days, a physician's note is requested in order to excuse the absences. In cases where the student is absent over five (5) days (non-consecutive) or the equivalent of 10% of the semester (after state enrollment date) for health reasons, a physician's note is requested in order to excuse the absences. Health-related absences may not be excused without appropriate medical documentation provided by an authorized health care provider (AR 5113).

Health Appointments

Parents/guardians should make every effort to schedule appointments outside of school hours. However, if not possible, parents/guardians are urged to consider varying the times of the day during which health appointments are made in order to avoid missing the same class consistently. If a student must leave during the day for a doctor/dentist appointment, the parent/guardian should come to the school office to sign out the student from school. *Adults will need to show a form of identification in order to pick up a student during the school day.* If a student returns to school the same day, they are required to report to the school office before returning to class to provide verification of the health visit.

Unexcused Absences

Unexcused absences include absences not included above and/or not cleared with your child's school administration. Absences that do not qualify as excused as defined in Education Code have the potential to accrue toward truancy. Education Code §48260 provides that a student is truant if that student is:

- Absent from school without valid excuse three full days in one school year, or
- Tardy or absent for more than any 30-minute period during the school day
- Without a valid excuse on three occasions in one school year, or any combination thereof. (*Education Code, 48260, subd. (a)*).

Family Trips

We realize there are times families need to travel for various reasons during the school year. However, family trips are not considered excused absences by Education Code §48205. Given that classroom instruction and the interactive dynamic of the classroom experience are irreplaceable, consistent school attendance allows students to fully benefit from the educational experience. Students may be given the opportunity to make up missed work in extraordinary circumstances when a family leave is necessary, such as under emergency situations. Please contact your school principal to discuss your family's situation.

Reporting an Absence

When a child is **absent** because of illness or for a doctor or dental appointment, please be sure to call the school office and indicate the reason for the absence. If we do not hear from you by 10:10 and your child is absent, we will attempt to call you to verify your child's absence. The law requires that the exact nature of an illness be stated. This type of absence is an **excused absence**.

Leaving School Early

A child may be dismissed early from school only when a telephone call or note to the school office/teacher has indicated the specific reason. The school is not permitted to excuse children for music lessons, scouting, sports, or other extracurricular activities. A child leaving school at a time other than the usual dismissal time must report to the school office and await transportation there, NOT at the curb.

If a child leaves school early, they must be signed out in the school office and will only be released to a parent or designated person listed on the emergency card. *Adults will need to show a form of identification in order to pick up a student during the school day.*

Tardiness

Classes begin at 8:10 a.m. Children should be at school on time. Arriving after school has started is considered tardy. Teachers submit attendance online and if the teacher has already completed the daily attendance report while a child is not present, the student will need to go to the office upon arrival at school so the attendance report can be amended to "tardy" rather than "absent."

Persistent tardiness is a problem for students, teachers and the classroom routine. When children are late, it causes disruptions and requires teachers to repeat instruction or re- explain directions. This results in a loss of learning time for the entire class. Perhaps most important for children of elementary age, they are learning patterns for life. Being on time and ready to begin the day is an important habit for life. Since parents/guardians are largely responsible for getting children to school on time in elementary school, we ask you to plan a morning routine which ensures that your child arrives at school early.

Habitual Truancy & Chronic Absenteeism

Families of students who are repeatedly tardy or absent, as per Education Code definitions, will be sent a letter to raise awareness of the situation. If the pattern of tardiness or absenteeism persists, the family will receive a second notice and the school will ask to meet with the parents to see how the situation can be resolved. If attendance does not improve over a reasonable period of time and the repeated tardiness and absences persist, the situation may be referred to the PAUSD Student Attendance Review Board.

Actions to Address Poor Attendance

Given the importance of school attendance to academic success and the requirements put forth by Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school. The following actions may be taken to address poor school attendance:

- Parent contact/meetings to discuss school attendance
- Development of attendance contracts
- Providing in-class consequences
- Attendance at a District Attorney Mediation
- Referral to School Attendance Review Board (SARB)

Student Health and Safety

Health & Wellness Policy

Health services protect the health and safety of pupils and to identify health problems that inhibit a child's activities and ability to learn. An annual exemption card must be filed annually if a student is to be exempt from these services. School personnel are required by State Law to notify parents when pupils are suspected of having health problems.

Chicken Pox

A child may return to school following an episode of chicken pox after all lesions are completely dry or gone. The course of this illness is usually 7-10 days.

Colds

Since the period of infection from different cold viruses varies, the safest course of action is to wait until your child's active coughing, sneezing, and nasal drip are substantially gone and there has been **no fever (without fever reducing medication) for at least 24 hours**. This is typically on the order of 3 days after a new cold has begun.

Conjunctivitis (Pink Eye)

Once antibiotic treatment has started, bacterial conjunctivitis is not generally communicable. There is, however, a second type of conjunctivitis associated with a viral infection in epidemic form that is highly contagious for several days. Please seek the advice and consultation of your medical advisor before returning a child to school that is ill with Fever

Following any infection associated with fever over 100° (according to the Santa Clara County Office of Education) a child should remain at home until she/he has been without fever for at least 24 hours. During the early morning hours, a fever will often register as normal, whereas later in the afternoon the temperature may rise again. This is one reason why it is extremely important to give the child at least a 24- hour period when she/he is completely free from elevated temperature before returning the child to school.

Hand Washing

It is extremely important that parents teach their children the necessity of using good hand-washing techniques in order to prevent the spread of disease. Use soap and water not only after going to the toilet and before meals, but at times in between as well. Teach your child to keep their hands away from their face and nose as well. Hands should be washed after nose-blowing, coughing, and sneezing.

Head Lice

Head lice are a concern in all schools. As per the PAUSD Board Policy adopted in 2013 (BP5141.33) emphasis is placed on parent and staff education regarding prevention, early detection, prompt treatment and ongoing management of head lice. Parents are encouraged to check their child periodically at home for the presence of lice and to notify the child's school, if lice are detected. More information can be found on the PAUSD website under the Health & Wellness Program www.pausd.org/school-life/health-wellness/health-services/lice-control. In addition, the brochure, *A Parent's Guide to Head Lice* is available in the school office as well as on our website.

If a student is found to have head lice, copies of the Lice Exposure Notice and *A Parent's Guide to Head Lice* will be sent home with all students in the affected classroom. If live lice are found office staff will contact the parent to pick up their child. All students with lice will be asked to complete the Lice Treatment form. In addition, before returning to the classroom, the parent/guardian must bring their child to the office for a readmission check by office staff. The student will be re-admitted when no live lice are present. If nits are still present, the parent/guardian will be encouraged to continue daily nit removal and observation for the presence of live lice. Student may remain in school. Staff shall maintain the privacy of any student identified as having head lice.

Immunization

Immunization against poliomyelitis, diphtheria, tetanus, measles, rubella, mumps and whooping cough is mandatory for school enrollment in any grade unless contrary to the family's religious beliefs. New students transferring into Palo Alto Unified School District (PAUSD), and all first graders are also required to have a full physical examination and return a completed School Health Report.

conjunctivitis.

Call Santa Clara County Health Department for immunization information at (408) 732-3720. A California School Immunization Record becomes part of the student's permanent record.

Medication

No medications, prescriptions or non-prescription, can be dispensed **unless authorized in writing by a physician**. If authorized, only the office staff can dispense medication to a student. All medications are required to be kept only in the school office, not in backpacks, classrooms, desks, etc. [Please fill out a medication authorization form.](#)

Strep Throat

Twenty-four hours after antibiotic treatment has started, the disease is no longer considered communicable. However, it is important to note that even though the child may not be infectious, children often do not feel well enough to return to school after the 24-hour period. Also, the child's physical vigor should be taken into consideration.

Vomiting & Diarrhea

If a child vomits or has diarrhea at school, the student needs to go home immediately. Children who have been suffering from vomiting or diarrhea can return to school **after a 24- hour "symptom-free" period of time** to prevent recurrence, transmission to other children and to regain strength before returning to school.

Screening Tests

Hearing Tests

- Hearing tests are given at enrollment and every three years until grade 8.

Vision Tests

- Vision tests are given at the time of enrollment and every three years until grade 8. Boys are given a color vision test in grade 4, and in grade 5 through 8 for boys not yet tested.

Parents should understand that these testing programs are screening processes only and do not rule out the possible existence of problems best diagnosed by a physician.

Medication Authorization Forms

- Medication Authorization - General for School Hours, Field Trips, and Disasters - [English](#) | [Spanish](#) | [Mandarin](#).
- Medication Authorization - Anaphylaxis - [English](#) | [Spanish](#) | [Mandarin](#).
- Medication Authorization - Asthma - [English](#) | [Spanish](#) | [Mandarin](#).
- Medication Authorization - Emergency Anti-Seizure - [English](#) | [Spanish](#) | [Mandarin](#).

First Aid & Emergency Care

Escondido does not have a full time school nurse on duty. School personnel are not permitted to give anything except immediate first aid except in extreme emergencies. Parents are contacted before a physician is called. In the case of sudden illness at school, a child will be kept at the school office only until he or she can be released to the care of a parent or other adult listed on the student's emergency information form on Infinite Campus. **Be sure your child's emergency information is kept current on Infinite Campus!**

It is imperative that we have **up-to-date emergency information** for each child. When you complete the online annual data update (registration) on Infinite Campus, you will provide emergency information about your child, which is kept in the school office. It instructs school personnel about emergency action and identifies the health needs of your child. This information allows us to release your child to another adult in the event of a school closure, illness or sudden injury. The physical condition of your child has a direct effect upon his or her academic and social success. Early identification and treatment of health problems will enable him or her to function at the highest level of ability.

Nut-Free Tables

The elementary schools will have nut-free tables available, which are clearly marked. These tables are OPTIONAL for students with nut allergies. All students shall be reminded not to share food or accept food from other students, as students and staff may not be aware of ingredients in foods they bring to school. Additionally, to protect students with allergies and promote good hygiene, students should be encouraged to wash their hands before and after eating.

Disaster Preparedness

Each PAUSD school site has an emergency preparedness plan that is reviewed annually with staff and the School Site Council. Assignment of roles and responsibilities and a plan of response are discussed and practiced. A storage locker of disaster supplies is located on our playground in a shed between rooms 15-16. During or pursuant to an emergency or disaster, students will be closely supervised by staff and released only to adults listed on the emergency cards (generated through Infinite Campus in early September from emergency contacts). Parents must make sure that the contact information provided on Infinite Campus is accurate and inform the office if the information changes after Sept. 1. In the event of an emergency on campus and when parents/guardians are asked to come to school to pick up their child, please meet at the Stanford Gate on Stanford Avenue. Please be prepared to wait as students will be dismissed in a controlled manner to their guardian, as listed in Infinite Campus.

Smoke-Free Area

All school buildings and grounds are smoke-free areas. There is to be no smoking on any PAUSD property.

No Dogs Allowed

For the safety and comfort of all students, during school hours, no dogs or other pets are allowed on campus unless specific permission is granted (eg. for service animals).

Other Information

After School Child Care

Two independent after care programs are operated on the Escondido Campus. Please contact each program for more information:

- Escondido Kid's Club: ekc@paccc.org
- Right At School: escondido@rightatschool.com

Lost & Found

Small items are kept in the school office. Larger items and clothing are kept on a cart in front of the office during school hours. Please mark children's clothing and other possessions with their name. Periodically unclaimed clothing will be donated to the Goodwill.

Visitors to Campus

Visitors are welcome at school. All visitors to campus need to sign in at the school office and get a visitor's badge. For your child's protection, we need to know who is on the grounds.

Volunteers

Volunteers are an integral part of the program at Escondido Elementary School. The children and teachers benefit from the interests of parents, adults, and high school and college students who prepare materials for teachers, tutor children, assist teachers and students in classrooms and help staff our school library.

A wide range of volunteer activities/opportunities makes it easy for everyone to find a comfortable way of helping our school. In addition to working in your child's classroom, the PTA holds many community events as well as various fund- raisers that all require helping hands to succeed. Whatever your skills, interests and time, there is a way for you to get involved and make your contribution to Escondido. We welcome your help!

All volunteers **MUST** have a completed and updated Volunteer Packet and Checklist on file with the school. Please check with the front office for more information.

Escondido Food Services Menu:

<https://pausd.nutrislice.com/menu/escondido-es>

Healthy Foods at School

Celebration Guidelines

We love to celebrate our students and their special day! To keep celebrations fun inclusive and in line with PAUSD's Wellness Policies, we ask families to follow these guidelines

- Food: We no longer allow any food for in-class celebrations.
- Gifts & Favors: Please do not send gifts, party bags, or balloons. These can create distractions and inequities in the classroom.
- Recognition: Teachers may celebrate with things like
 - Singing "Happy Birthday"
 - A crown, a sticker, or a certificate
 - Classroom "helper" assignment
 - **celebrations should be short, simple, and not interrupt learning time.
- Other Ideas: Families may offer to donate a book to the classroom library or plan a small, non-food celebration with the teacher.

The goal is to keep the focus on celebrating each child in a way that is safe, inclusive and respectful of learning time. Thank you for your cooperation and for helping us make special days meaningful for all students!

Dietary Guidelines

Healthy, well-rested, well-fed and physically active students are better able to learn and succeed in school. At Palo Alto Unified, we want to make sure that nutrition at school supports healthy eating, student success and is backed by research.

Research shows that sugar is one of the major causes of today's epidemic in childhood and adult Type 2 diabetes, cardiovascular disease, obesity and chronic diseases [1,2,3,4,5,6,7]. The presence of sugar and artificial additives may have a negative effect on physical and mental health. [8,9]

We in PAUSD are taking a leadership role by providing an environment at each of our campuses that supports healthy eating through education and serving healthy foods.

In accordance with this vision, we encourage classrooms, school-sponsored and PTA-sponsored activities to follow these guidelines:

NO FOOD IN CLASSROOMS WITH THE FOLLOWING EXCEPTIONS:

- If snacks or foods are served during snack time or events, healthy foods are strongly encouraged such as natural real foods, unprocessed and without artificial food coloring, dyes, or flavors, like fruits and vegetables. We would like to strongly discourage foods with added sugar such as candy, cakes, cookies, soda and juice.
- Food is part of the curriculum.
- Celebrations will follow the celebration guidelines.
- Food as incentive is allowed if part of an IEP or 504 Plan or for approved medical reason(s). However, it is highly encouraged to consider options described in the alternatives to rewards guidelines section.

School Assembly Chant

We're Escondido Friends - Somos amigos de Escondido

Kind in all actions
Respectful to everyone
Honest in every word
Making good choices
Inclusive of everyone
Curious about the world!

¡Bondadosos en acciones
Respetuosos hacia todos
Honestos en cada palabra
Tomamos buenas decisiones
Incluimos a todos
Interesados en el mundo!

