

OLIVENHAIN PIONEER
“PIONEERS OF TODAY, LEADERS OF TOMORROW”

A CALIFORNIA DISTINGUISHED SCHOOL | AN APPLE DISTINGUISHED SCHOOL



PARENT HANDBOOK
2021-2022

8000 Calle Acervo
Carlsbad, CA 92009
Office: (760) 943-2000
Fax: (760) 943-2028

Encinitas



UNION SCHOOL DISTRICT

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OPE MISSION

At OPE, and in the Encinitas Union School District, we put *Children First*. Our Mission is to provide a positive, nurturing, and collaborative educational environment where we ensure the intellectual, social, emotional and physical development of every student. We offer students educational, technological, and interactive experiences to make them:

- o Life-long Learners
- o Kind, Empathetic and Responsible Citizens & Leaders
- o Collaborative Individuals
- o Critical Thinkers & Problem Solvers
- o Effective Communicators

OPE'S VISION STATEMENT

At Olivenhain Pioneer Elementary School, our children will be well-adjusted, self-confident, knowledgeable 21st Century problem solvers. The competent and enthusiastic staff is committed to working collaboratively in order to sustain a school of high performance learning within a nurturing environment. At OPE we integrate technology, science and the arts throughout our academically rigorous and engaging programming. As a school community, we foster each child's potential to become an ethical and compassionate member of society. Our motto is "Pioneers of Today, Leaders of Tomorrow".

SCHOOL INFORMATION

OPE SCHOOL SCHEDULE

Office hours are 7:30 a.m. to 3:30 p.m. Instructional hours are 8:00 a.m. to 2:20 p.m. Monday – Thursday and 8:00 a.m. to 12:45 Fridays. There is no supervision of students prior to 7:45 a.m. They should not be on school grounds before that time. **School starts at 8:00 a.m. Students are expected to be lined up at their classroom door prior to 8:00 a.m.** There is no supervision for students after school. Please make arrangements for your child at dismissal time.

Before and after school care is available at Olivenhain Pioneer Elementary through the Right at School program, which replaces ASPIRE. For questions or additional information:

Contact: Silvia Rivera, Area Manager, Right At School

(c) 928.294.9596

(o) 855.AT.SCHOOL

(e) silvia.rivera@rightatschool.com

www.rightatschool.com

DAILY SCHEDULE

7:45 a.m.	-	Gates Open. Students allowed on playground
8:00 a.m. –		School Starts
9:30 a.m. – 9:45 a.m.	-	Recess 1 st , 2 nd , & 3 rd
10:00 a.m. – 10:15 a.m.	-	Recess K, 4 th , 5 th , & 6 th
11:00 a.m. – 11:40 p.m.	-	Lunch 1 st & 2 nd
11:35 a.m. – 12:15 p.m.	-	Lunch K, 3 rd & 4 th
12:10 p.m. – 12:50 p.m.		Lunch 5 th & 6 th
2:15 p.m.	-	Kindergarten dismissal
2:20 p.m.	-	Dismissal

DRESS CODE & SCHOOL RULES

In the interest of health and safety, all students are expected to be clean, neatly groomed, and dressed appropriately at all times. Students must wear appropriate shoes (no flip-flops) and clothing at all times at school. Clothing or items that display vulgarity, profanity, sexual innuendoes; promote violence or prejudice; or advocate/advertise drugs, tobacco, or alcohol, are not allowed. Students may not wear make-up at school, except on designated days. Clothing must cover & conceal midriff and underwear. Heel height of shoes may not exceed two inches. Shoes with wheels are not allowed. For School Rules, please see the OPE Discipline Plan 2021-2022. (It is a separate document.)

TRANSPORTATION TO AND FROM SCHOOL

The area in front of school is quite busy during morning drop-off and afternoon pick-up with both students and vehicles. To reduce the congestion and make this area safe for our students, those who are able are encouraged to walk to and from school. If it is necessary to drive your child to school, parents should seek to arrange carpools. Please do not stop in a red zone, as you will be subject to ticketing by the police. If you wish to drop off or pick up your child, please see traffic flow procedures in this handbook.

WALKERS: Examine a local map to determine the safest route to OPE from your home. Accompany your child to school a few times. Encourage your child to take the same route each day and to walk with a companion. *Remind your child never to accept rides from strangers and to cross streets only in designated crosswalks.*

BICYCLISTS: Third graders and above may ride bicycles to school. Students are required to wear bicycle helmets. Students riding e-bikes must follow all traffic rules. Students need to walk their bicycles while on school property and to follow basic traffic regulations. Children must walk their bikes up and down Calle Acervo and across the crosswalk at Rancho Santa Fe Road. Failure to follow traffic rules will result in loss of biking on campus. Please be sure your child has an appropriate bicycle lock.

SKATEBOARDS: Skateboards may **NOT** be ridden to, from, or at school, for safety reasons.

TRAFFIC FLOW PROCEDURES (Read only if you intend to drive your child to school.)

- Use the east “driveway” entrance to enter our drop off lanes and parking lot.
- If entering the school from the west (from Rancho Santa Fe) please remember that the curb (right) lane is **the only lane to turn into the driveway. Please do not turn into the driveway from the far left lane.** Once in the driveway, you may choose the right or left drop-off/pick-up lane to enter the drop off area.
- **Please take turns coming into our driveway.**
- Do not drop-off or pick-up children on Calle Acervo. It affects the flow through the driveway.
- **Once in the drop off lane, move as far as you can go before stopping.** Drop off your child in the drop-off zones after the line of cars pauses.
- In order to keep the line moving safely and smoothly, **make sure your child is ready to exit the car efficiently: backpack ready, lunch money already stored away and arrangements for after school already made.** Check with them on the way to school to make sure they are ready to exit the car.
- Drop-off/Pick-up children from the curbside only. Never let your children out of the car on the traffic side.
- For morning drop-off, pedestrians crossing from the parking lot will be asked to wait for the drive-through curb to fill up above the crosswalk before they are allowed to cross.
- **Please - Never leave your car unattended in our drive through lanes.** Doing so will back cars up until your car is moved.
- **Please do not park your car on the curb directly in front of our school on Calle Acervo during morning drop off or afternoon pickup. This slows down our traffic flow and you could get a ticket.**
- If your child is taking too long to get come out of the school, you may be asked to circle our parking lot to come back in to allow other drivers to leave the pickup area.

- **Never drop-off or pick up your child from an un-parked car in the parking lot. Students will not be allowed to cross into the parking lot unattended. Please park your car and meet them at the crosswalk. Parking on the red curbs is illegal.**
- Please remember that the crossing guards and the traffic volunteers are all OPE parents and staff that are working to make our drop-off, pick-up and parking lot safe for our children and their families. Please be considerate and set a good example for our children.

VISITORS TO SCHOOL

Currently, due to COVID restrictions, no visitors are allowed on campus.

All visitors to OPE, including parents and volunteers, are required to sign in at the office and wear a badge while on campus. This procedure has been developed for the benefit and safety of all students and visitors. Non-enrolled elementary, middle, and high school aged children are not allowed on the school grounds or in the parking area during school hours without prior approval from the principal.

Parents are welcome to observe a classroom in the company of the principal or when volunteering. District policy states that an appointment should be scheduled through the principal's office so that the visitor can be accompanied by someone who can answer any questions that might arise. When visiting a classroom, it is requested that visitors not talk to the students or use classroom time for discussions with the teacher. A conference may be scheduled with the teacher if you wish to discuss aspects of the classroom program. Most classroom visitations last approximately 20 minutes.

SCHOOL ATTENDANCE: Please Call 943-2000 or email at Linda.Kelly@eusd.net to Report an Absence.

It is essential that students be prompt and regular in attendance. Every absence, even for part of the day, interferes with your child's progress in school. *Absence from school is the greatest single cause of school failure.*

LATE ARRIVALS: Classes begin promptly at 8:00 a.m. If your child arrives late to school, he or she must report to the school office and check in with the school secretary and obtain a late pass to class.

ABSENCES: When your child is going to be absent, please call the school at **943-2000**. When a child is absent, the school secretary calls the student's home to verify the absence. When you know in advance that your child is going to be out of school for 5 days for a reason other than illness, please contact the teacher **and** the school office in advance so that we can prepare an Independent Study Contract for your child so the absences will not be considered unexcused.

EARLY DISMISSALS: A note from home is necessary when a student is to be dismissed early from school. If you wish to pick up your child during the school day, please make arrangements to have him or her signed out in the school office. Students may only be released to adults listed on the Emergency Card. We have established this procedure for the protection of all students. Please make every effort to schedule appointments after 2:30 p.m. **Dismissals within the last 15 minutes of the school day are very DISRUPTIVE to the classes and the children who are leaving often miss afternoon homework discussions.**

ILLNESS

The following communicable diseases must be reported to school office: COVID-19, chicken pox, strep throat, measles, and lice. If your child has a fever, which is considered 100 degrees or above, they must remain home for 24 hours. This is also true of diarrhea or vomiting.

Once at school, if a child is determined to be too ill to remain at school, the nurse will notify the parents or designated emergency contact to pick up the child at school and to transport him/her home.

MEDICATION AT SCHOOL

Occasionally it is necessary for students to take medication at school. All medication (including non-prescription drugs such as aspirin) must be brought to the school office in the morning along with all of the following: (1) A written statement from the student's physician detailing the method, amount and time schedules by which the medication is to be taken, (2) A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician, and (3) the container marked with the same information. Please obtain the required form in the office. By law the office cannot dispense medication without the proper forms. Please let us know any pertinent health issues of your child on your emergency card.

SNACKS AND LUNCHES

Snacks and lunches that students bring to school are kept in the classrooms or on coat racks and can become warm before eaten. Please keep this in mind when selecting items to send with your children. Encourage your children to bring home any food they do not eat so that you will know what they are eating. Please mark their lunches with their first and last names.

- ❖ **Snacks:** All children have a morning nutrition break. Children are encouraged to bring healthy snacks to eat at this time, i.e. fruit, crackers and cheese, etc.
- ❖ **Lunch:** The District provides a lunch program for all students. **Meals are FREE for the entire 2021-2022 School Year!**

HEALTH AND WELLNESS SCHOOL BOARD POLICY FOR SCHOOL BASED ACTIVITIES

- ❖ **Fundraisers** - School fundraising activities that take place during the school day, defined as midnight to a half hour after school, will either not involve food or will use only foods that meet the USDA Smarts Snacks guidelines. The school principal may authorize a maximum of 2 school-wide events involving rewards including food or beverage per year (ex: Jog-a-thon incentives). The school district Child Nutrition Services department will serve as a resource to determine if foods and beverages at fundraisers comply with food and beverage restrictions. School fundraising activities that take place outside of the school day will not be subject to these restrictions.
- ❖ Student organization sales must meet all of the following USDA Smart Snack guidelines:
- ❖ 1. Only one food or beverage item per sale.
- ❖ 2. The food or beverage item must be pre-approved by the governing board of the school district (For a list of compliant foods and beverages, please refer to pages 4 and 5 of this policy).
- ❖ 3. The sale must occur after the lunch period has ended.
- ❖ 4. The food or beverage item cannot be prepared on campus.
- ❖ 5. The food or beverage item cannot be the same item sold in the food service program at that school during the same school day.

- ❖ **Snacks** - Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.
- ❖ If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.
- ❖ **Rewards** - Schools will not use foods or beverages as classroom rewards for academic performance or good behavior, (unless this practice is allowed by a student's individual education plan) and will not withhold food or beverages (including food served through school meals) as a punishment. Schools are encouraged to provide non food rewards as an alternative (ex: themed dance parties, glow stick parties).
- ❖ **Birthday Celebrations** -Individual classrooms may have up to one birthday celebration each month. School sites are encouraged to use alternatives to food and beverages for classroom celebrations and it is recommended that parents and teachers consider non-food focused events (ex. races, games). If food is preferred, it is strongly encouraged to select a healthy food or beverage alternative (ex. healthy popsicles, fresh fruit, smoothies).
- ❖ School sites and individual teachers are encouraged to acknowledge an individual child's birthday through alternative means (ex: a song, announcement on the loud speaker, homework pass, choosing a P.E. game, or other special activities), allowing for the student to be acknowledged on their actual birthday as well as during the monthly celebration. Classrooms may also coordinate and elicit feedback from parents/room parents to individualize classroom birthday celebrations
- ❖ **Classroom Celebrations** - Schools must limit celebrations* that involve food or beverage during the school day to no more than 4 per year per classroom (ex: Fall, Winter or Spring celebrations), as specified by the USDA Smart Snacks guidelines. The following guidelines are to be followed when classroom celebrations do occur:
 - ❖ * Classroom celebrations must occur after the lunch hour.
 - ❖ * Parents must be notified of the date and time of these celebrations at least 5 days in advance and can choose to provide alternative foods or beverages for their child(ren).
 - ❖ * Store bought foods must contain an ingredients label, or if prepared at home, foods must be accompanied by a list of ingredients.
 - ❖ * Parents are asked to be mindful of the students with nut allergies and to notify the classroom if their food contains this ingredient.
 - ❖ * Parents, teachers and staff who bring in food for classroom celebrations are encouraged to provide items that meet the USDA Smart Snack guidelines for healthy snacks and entrees.
 - ❖ Curriculum based activities involving food or beverage are not considered classroom celebrations (ex: Gold Rush Day, Teaching Kitchens, Garden Science, etc.). The Child Nutrition Department can provide a list of healthy snack ideas for sites requesting assistance. At the principals' discretion, there may be reasonable exceptions to this policy (ex. lunch with the principal).
- ❖ **School-Sponsored Events** (such as, but not limited to, athletic events, dances, or performances) - Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above). A school-sponsored event where students will be involved and consuming food will follow the nutrition standards outlined above.

SCHOOL SUPPLIES

California guarantees all students a free public education. Parents are not required to supply school materials. **The PTA at OPE will provide teachers and students with school supplies.**

Parents may receive a limited list of classroom specific school supplies to provide (headphones, binders, scissors), if possible. Each teacher will let parents know how they can assist their child.

FIELD TRIPS

Teachers may schedule field trips during the year to enhance and support the instructional program. Buses may be used or teachers may ask for volunteer drivers. The teacher will provide insurance requirements and authorization forms for you to fill out prior to the field trip. Drivers will be notified concerning the destination, day, and approximate time of departure and return.

EMERGENCY SITUATIONS

State regulations require us to have valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and at least two emergency numbers in the event that you cannot be reached. Should any change occur, please notify the school office immediately of new telephone numbers.

In the event of an earthquake, teachers will direct students to “duck, cover, and hold.” They will remain under cover until the shaking ceases and they are notified that it is safe to evacuate the classrooms. Students will be evacuated (as in a fire drill) and remain outside until buildings are judged safe by qualified inspectors. In case of severe structural damage, children will not be allowed to re-enter the buildings under any circumstances.

In the event of a major earthquake, students will NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES until a parent (or adult listed on emergency card) arrives to pick them up. The pick up table will be located behind the gate next to the auditorium.

Throughout the year, we will be conducting periodic fire drills, earthquake drills, and other disaster drills in an effort to keep our students and staff safe.

LOST AND FOUND

The lost-and-found is in the school office. Lunch boxes and clothing items may also be found in the lost and found box adjacent to the office. All items not claimed at the end of each track segment are given to charitable organizations.

Please put your child’s complete name on everything he/she brings to school. There may be several children with identical book bags, lunch boxes, or jackets. There may also be several children with the same first or last name. Having our child’s name on everything makes it easier for him/her and the staff to identify belongings. OPE is not responsible for lost or stolen items.

PARENT COMMUNICATION

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- ❖ **AUTOMATED EMAIL, PHONE or TEXT MESSAGES:** You will receive a weekly email from the principal and occasionally, you will receive an automated voice message or a text from the school through Blackboard Parentlink. These messages will be used to inform you of upcoming events or to keep you informed of any unusual occurrences at school.

- ❖ **E-Info:** We are inviting all parents to sign up for correspondence through e-mail. This will eliminate the excessive paper we have been sending home. **To receive the weekly eBlast email** admin@ptaatope.org
- ❖ **Peach Jar/ E packet:** Each week the school sends home packets containing your child's papers, district correspondence, flyers and any PTA, EEF, and/or School Site Council flyers. These packets will be obtained electronically, via e-mail, instead of paper.
- ❖ **PARENT/TEACHER CONFERENCES:** Parent/Teacher Conferences are scheduled for October 11th – 15th and March 21st – March 25th. Report cards will be distributed in January & June. Your child's teacher will schedule a specific date and time for your conference. If you feel a conference is needed at another time, please contact the teacher through the school office.
- ❖ **WEBSITE:** You can view the OPE school website at: <https://olivenhainpioneer.eusd.net> or the OPE PTA and EEF website at www.opeschool.org
- ❖ **Follow us on FaceBook:** @OlivenhainPioneer / Olivenhain Pioneer Elementary PTA and EEF
- ❖ **Sync your Calendar:** bit.ly/OPECALENDAR
- ❖ **PARENT INFO CENTER:** Our Parent Information Center in the school office houses all important information and forms for parents. It also contains a computer for parents to use to access online school information.

MESSAGES & AVOIDING CLASSROOM INTERRUPTIONS

One of our goals at OPE is to enable “teachers to teach, and students to learn.” In order to accomplish that goal we are always looking for ways we can protect the valuable instructional time in the classroom from unnecessary interruptions. *Interruptions during the instructional day can have a significant impact on the teacher's ability to keep a class focused on instruction.* Therefore, we request that you help eliminate any unnecessary classroom interruptions. Please help support the academic excellence of all of the students in your child's class.

- ❖ ***Please do not call the office to relay messages to your child unless it is an absolute emergency.***
- ❖ Inform your children, before they leave for school in the morning, of any plans for after school that they may need to know such as:
 - ❖ Who is picking them up after school?
 - ❖ Are they walking home?
 - ❖ Whom are they to go home with?
 - ❖ Do they need to go to daycare today?
 - ❖ What are they to do if it rains?
 - ❖ Do they have their homework?

HOMEWORK/MAKEUP WORK

Homework is part of the school curriculum. It provides students with practice in applying those skills that they have been taught in school and/or it allows them to extend their learning. Students who do not finish classroom work may be asked to complete it at home as well, which could increase homework time. The daily amount of homework will vary based upon maturity, ability, and needs of students and the individual competencies of each pupil. The following represents a suggested guide. If the amount of time your child is spending on homework significantly exceeds the recommended amount, please contact your child's teacher for possible modifications.

<u>Guide</u>	<u>Suggested Time Schedule for HW</u>	<u>Recreational Reading</u>
K	10-15 minutes	10-15 minutes
1	10-20 minutes	10-20 minutes
2	15-25 minutes	15-25 minutes
3	20-30 minutes	20-30 minutes
4	40-60 minutes	20-30 minutes
5	45-60 minutes	30 minutes
6	45-60 minutes	30 minutes

SPECIAL PROGRAMS AT OLIVENHAIN PIONEER

State and Federal laws and guidelines require that programs be developed to meet the many special educational needs of children. Only those programs currently operating at Olivenhain Pioneer Elementary are described in this section. Please contact the principal or district superintendent for information regarding the wide range of curriculum offerings of the EUSD.

LIBRARY/MEDIA CENTER: Students will attend weekly sessions in the Media Center for Informational Literacy lessons and book check out during the Enrichment Wheel.

COMPUTER ASSISTANCE: Students have access to computers and IPADS in their classroom and the computer lab on a regular basis for a variety of assignments and purposes.

PARENT VOLUNTEERS: Volunteers are welcomed by the staff to offer assistance in the classroom and Media Center, or as resource people. Interested persons should contact the school office, the PTA, or their child's teacher. OPE has wonderful, dedicated, and talented volunteers.

SIXTH GRADE CAMP: Each year the San Diego County Department of Education sponsors a camping experience for all sixth grade students as part of its Outdoor Education Program. The voluntary camping experience is scheduled during five school attendance days, and the students are accompanied by their classroom teacher. The cost of insurance, transportation, and meals is paid by each student. Further information will be provided to you and your child before the camp session.

STUDENT SUCCESS TEAM: The Student Success Team is a school site team formed to assist students with academic, social/emotional and/or behavioral issues. The team may include the principal, resource specialist, speech therapist, psychologist, teachers, and parents. The team uses a systematic problem solving approach to assist students. Strategies are developed and resources organized that address the student's specific needs. If it is determined that formal assessment is necessary, a subsequent meeting is scheduled with the parent to develop the assessment plan.

LEARNING RESOURCE CENTER SPECIALIST PROGRAM (LRC): Students who require extra help in their studies as a result of an identified disability are serviced by LRC. Such students are generally referred by the regular classroom teacher to the Student Study Team for assistance. Students generally go through a process of classroom strategies geared towards

assisting them in their academic process. If a student qualifies for Special Education Services, an Individual Education Plan (IEP) is developed and support is provided on a pull-out basis or within the regular classroom.

SPEECH THERAPY: The speech therapy program is designed to identify and assist students with speech problems such as articulation and language development. Students qualify based on formal evaluation and are served as prescribed in their Individual Education Plan (IEP).

MUSIC ENRICHMENT TEACHER: A music teacher is employed utilizing district funds and parent donations. Students receive specialized music instruction that may include: music theory, vocals, school performances, dance, rhythm and instruments.

SCIENCE ENRICHMENT TEACHERS: Two science teachers are employed utilizing district funds and parent donations to support the Next Generation Science Standards (NGSS) instruction for all K – 6th grade classes.

HEALTH AND WELLNESS ENRICHMENT TEACHERS: A Yoga/PE teacher is employed utilizing district funds to support Physical Education standards which include gardening, nutrition, cooperative gaming, ball skills and physical fitness for all K-6 students.

GENERAL ED INTERVENTION TEACHERS: Four intervention teachers supervised by a Teacher on Special Assignment are employed utilizing district funds and parent donations to support K -6th grade teachers in literacy and numeracy.

ART ENRICHMENT TEACHER: A part time art teacher is employed utilizing district funds and parent donations to provide each Kindergarten through 6th class with monthly art and design lessons.

TRAC TEACHER: TRAC(TEAMBUILDING, REGULATION, AWARENESS, COMMUNITY) focuses on self awareness, self management, social awareness, relationship skills and responsible decision making. Students will receive bi-monthly lessons and teacher will provide additional support as needed.

To view our staff directory, please visit our website at <https://olivenhainpioneer.eusd.net/>

COMMUNITY RESOURCES

EMERGENCY	911
Carlsbad Fire Department	760-931-2141
Carlsbad Police Department	760-931-2197
Carlsbad Neighborhood Watch	760-931-2100
Crime Prevention Information	760-931-2105
Encinitas Fire Department	760-633-2820
Encinitas Sheriff's Department	760-966-3500
Encinitas Library	760-751-7376
Extended Day ASPIRE	760-944-4300 ext. 1143
Carlsbad Library	760-602-2049
Stage Coach Park	760-434-2895
Boy Scouts	760-729-5105
Girl Scouts	760-757-7373
Boys & Girls Club	760-944-9211
Y.M.C.A.	760-942-9622
San Diego Regional Poison Center	760-543-6000
Child Abuse Hotline	1-800-344-6000
CRISIS Team (Drug Abuse)	1-800-351-0757