

San Onofre School

A school for our Camp Pendleton Community,
We are educating future leaders of the 21st Century

Welcome to San Onofre School, a 2018 California Distinguished school and Leader in Me in School with Academic Distinction. We are fortunate to serve the community of Camp Pendleton and look forward to working with all the families and students at San Onofre. We thank you in advance for your support and we continue the construction of our new school. Please plan on attending the Meet and Greet the teacher the week before school starts and the Back to School night the first week of school.

We also encourage you to be involved as a parent and join PTA. You, as the parent are an important part of our team. We encourage you to be involved in the school, attend meetings, parent conferences, PTA events, School Site Council, and volunteer here at our school.

We are proud of many exciting activities and challenging educational programs offered at San Onofre. We have implemented a discipline program called "Caught Being a Leader" developed by Stephen Covey. We are also a STEM school and implement Science, Technology, Engineering, and Math, along with our California Common standards to meet the needs of all learners. We are committed to providing experiences for your child to make their elementary school years the best they can be. We look forward to this exciting school year and providing your child with a rigorous and supportive school environment.

STUDENT/PARENT HANDBOOK

This **STUDENT/PARENT HANDBOOK** contains information and procedures for San Onofre School. **ADDITIONAL GUIDELINES** are found in the FUESD Notifications 2018-2019, packets given to each student during the first week of school.

School Hours

School hours are 8:00 A.M. to 2:30 P.M. which varies by grade level. **Students should not arrive at school before 7:30 A.M.** The office is open from 7:30 A.M. to 4:00 P.M. to answer your questions and help you in any way possible. Parents may come in or call (760) 731-4360 between those hours. Students who have business to conduct in the office should come to the office before or after school and wait for assistance. **Students may not be on campus after 2:40 PM unless under the direct supervision of an adult.**

Attendance 24-hour Hotline (760) 731-4362 Student attendance is taken each day. All students must bring a written excuse from a parent or guardian when returning from an absence if the attendance line is *not* called. The note should be turned in to the Attendance Clerk. Excused absences include: illness, medical/dental appointments and a funeral of an immediate family member.

Any other reason, even when accompanied by a note from parents, is an unexcused absence. A pattern of unexcused absences, excessive excused absences or excessive tardies will be referred to the Student Attendance Review Board

(SARB). If you have any questions regarding absences or attendance policies, please contact the attendance clerk or a school administrator.

Students who are absent are required to make up missed work. It is the student's responsibility to get the missed assignments. Students should check with their teachers the day they return to school. When a student returns from an excused absence he/she is allowed two days to make up missed work. If additional time is needed for make-up work, families will need to make arrangements with the teacher.

Independent Study Contract

If a student is to be absent **five days or more** a request for an Independent Study Contract should be made **five business days prior to their absence**.

If a student knows he/she will be absent for five or more days, the student may request an Independent Study Contract. **This contract request must be made at least five business days in advance of the absence leave date.** This allows teachers to coordinate their assignments for parent pick up. By completing an Independent Study Contract in this situation, the student is given the opportunity to complete valuable schoolwork. The student also receives credit for being present at school as long as the work is 100% completed and promptly returned on the date stated in the Independent Study Contract.

Tardies

Please work cooperatively with San Onofre school to make certain students arrive at school on time. Students are expected to be in their classes, ready for work at the bell (or specified time). Continued tardiness on the part of any student will be viewed as a very serious matter and may result in an office referral. Three tardies will result in a lunch detention. Tardies will only accumulate within each Trimester.

- 3rd tardy = Phone call home from Teacher.
- 6th tardy = Phone call home from Administration
- 8+ tardies= Family participates in a Student Attendance Review Team (SART) with Admin
- Excessive tardies may result in a SARB hearing, if necessary.

Release of Pupils During the School Day

There may be emergencies during the year when it will be necessary for parents to take their children from school for part of the day. However, we strongly discourage student early release for non-emergency purposes. When a situation arises that requires you to check your student out early, always report to the school office first, as no child will be released to anyone except a parent or the parent's designee as indicated on the emergency information form. Please try to schedule all appointments after school hours. You must show identification when picking up your student early. Please arrive with plenty of time to allow for determining the student's location on the campus, to write down any work they will be missing, gather their belongings, and report to the office. **Students who have a school-issued Chromebook, must return the Chromebook to their Homeroom teacher or the office staff prior to departing from the campus.**

Closed Campus

San Onofre School is a closed campus. Students are not to leave during the school day without being signed out by a parent or guardian through the office. All volunteers/visitors must check into the office, present i.d., if not visually known by staff, and receive a visitor's badge. Please also remember to sign out when you exit the campus. All volunteers must have a TB test clearance prior to volunteering on the school campus.

Communication

Helping all students become self-directed, responsible leaders requires a partnership between home and school. The Student Planner is an important tool for daily communication between parents, students and teachers. Students in K-3 will receive daily/weekly communication notes by their teacher. Students in 4th - 6th grades are provided a school issued Student Planner. Please check your student's planner everyday.

Administrators and teachers can be contacted via e-mail or phone. E-mail addresses are posted on the school website: www.fuesd.org. Students in the primary grades will receive daily communication on behavior from their teachers. Also, K-6th grades will send home a month newsletter to help communicate academics in their specified grade level, as well as notice of future events.

Grade Reporting

Our reporting system consists of three types of reports or communication methods with parents:

1. Progress Reports - sent to parents of students at the midpoint of 1st trimester
2. Progress Reports- sent only to students with academic or behavioral concerns midpoint of 2nd and 3rd trimesters.
3. Report Card - sent at the end of each trimester.

Health Services

San Onofre School has a full-time Health Care Technician who is available for immediate first aid. If a student is too ill to remain at school, a parent or emergency contact person will be notified. Medication that needs to be taken while at school must be administered through the Health Office. Before medication can be brought to school, a special form must be completed. These forms are available in the Health Office. If a student does not have access to necessary medication, the parent or emergency contact will be notified. Please notify the school office immediately of any changes in emergency information.

Homework Policy

Homework is a valuable extension of class instruction and allows students to practice skills and reinforce new learning. It also teaches students to budget their time and develop the good study habits necessary for a successful education. Assignments vary in length and in level of difficulty in order to achieve these goals. Parental support is necessary to encourage organization and time management skills. Communication between teacher and parent is crucial in helping students who are having difficulty in completing homework. Parents are encouraged to contact teachers if there is a question/concern about homework.

Parent Conferences

Parent conferences are held prior to the end of the first trimester. Students attend a minimum day schedule and conferences are held in the afternoon. Specific details of the conferences will be sent home once the date nears. All parents will have a scheduled conference in the first trimester of school. Parents may request a conference at any time, if needed.

Student Recognition

Students are recognized at the monthly flag ceremonies for being exemplary leaders in their classroom, practicing the 7 habits, and demonstrating leadership skills. It is important to recognize our students for their hard work, ongoing improvement, and also academic excellence. We look forward to our monthly and trimester awards ceremonies and parents will receive notification when their child will receive an award.

Retention Policy

At the end of the first trimester, students may be identified as in Danger of Retention due to low performance on standardized test, poor grades, or a lack of proficiency in core subject areas.. Interventions will be offered throughout the school year to assist with academic and behavioral progress. Our goal is to ensure your child's success in school. Parents will be notified of possible danger of retention in a systematic approach via parent/teacher conferences, Student Success Team (SST) and a follow up SST to document the interventions provided before retention is recommended.

Insurance

The Fallbrook Union Elementary School District takes appropriate steps to protect students from injury. Even so, accidents can and do happen while participating in activities that take place on campus, on school trips and during extracurricular activities. Since the district does not provide accident medical insurance for school related injuries, it makes available a variety of affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. Information on school insurance plans are available in the school office.

Library

Our library provides an excellent service. Classes TK-6th grades have a weekly library time where students may check out books. Students are responsible for loss/damage that may occur while books are checked out. If this occurs, you are responsible for the cost of the book. Failure to follow the rules may result in loss of library privileges. The library is open during lunches for grades 4th-6th grade as an alternative to the playground. Students that choose this as an option for their lunch times, must stay in the library for the entire lunch period. Students will not be permitted in-and-out access.

Technology

Meaningful integration of technology into the learning process is a goal of San Onofre school. San Onofre school has a computer lab as well as technology available to students in their classrooms. All of our students have access to iPads, desktop computers, and other devices under the supervision of their teacher. If students are not using devices or programs appropriately they will lose access. An alternative assignment will be provided.

Students in grades 4th - 6th have a school issued Chromebook. These Chromebooks are issued as a textbook. They are expected to stay on campus and should never be removed from campus. Students are expected to participate in a Digital Citizenship training outlining the appropriate and expected usage of the Chromebook including email, Google Classroom, and district adopted web-based curriculum. Student usage will be constantly monitored by teacher, administrators, and district technology departments.

Textbooks

Fallbrook Union Elementary School District furnishes textbooks to all students. Textbooks are provided on a loan basis. Students are responsible for the textbooks assigned to them and must pay for lost textbooks before replacement textbooks will be given whether the books are lost, or simply misplaced. Any item missing for seven (7) days is considered lost. Refunds for items that are found and returned at a later date are made through the school library. Textbook covers are encouraged with the hope that the major investment made in textbooks will be properly safeguarded. ***Damage to textbooks will result in fines.***

Lost and Found Items

Clothing items found at school should be turned into the lost and found area. Money or other valuables will be kept in the office. The finder may claim money or other valuables that are not claimed after a two-week period. Please label all school items (backpacks, jackets, water bottles, lunch boxes, etc.) with you child's First and Last name. If staff can locate a name on the item, we will do our best to get it back into the hands of the owners. **ALL UNCLAIMED Lost and Found items will be donated to a local charity at the end of each trimester.**

Lunch

Free and reduced lunch programs are available to qualified families. All students have a 40 minute lunch period. Students will have a 20 minute designated time for eating lunch and 20 minutes designated for play. Students must remain on campus during lunchtime. Students are expected to remain seated at the table until dismissed by the Playground Supervisors.

During lunchtime, students are under the supervision of Playground Supervisors. Supervisors maintain a safe and orderly environment, help control lines, and monitor rules. When rules are broken, a warning will be issued. If the warning is not enough, than it will be followed by a consequence of a time out. If the issue continues, the student will be referred to their teacher for discipline to be taken in the classroom. If the problem is severe in nature it will

be handled by administration. Our Playground Supervisors have been trained to mediate conflict on the playground to ensure that all students get the most out of their necessary play time. It is our intention to allow the students every opportunity to play and remain active during their designated recess time.

Birthday Celebrations

There will be no birthday parties allowed on campus. Students celebrating a birthday will be recognized in other ways if a teacher chooses to do so (i.e. singing happy birthday, a certificate, a crown, etc.) Parents are allowed to bring something educational to pass out if they so choose and it will be handed out by the teacher at the end of the day. However, **no food or drink** will be allowed. Please make arrangements with the teacher 3 days prior so the teacher can plan accordingly. Balloons or flowers delivered to the school will be monitored in the office until the release at the end of their school day, where the student can then pick up their belongings to take home.

Personal Items

Personal electronic devices such as recorders, video games, iPods, iPhone watches, smartphones, headphones, earbuds, etc. should not be brought to school. These are expensive personal devices and the school assumes no liability for these items if they are lost, broken, or stolen. **Cellular phones must be turned off during the school day.** Toys, toy guns, water pistols, laser pointers or other non-school related items are not permitted on school grounds and will be confiscated. Sharpies, thick markers, or other items that can be used for graffiti will be confiscated. Parents may be requested to pick these items up after school. Skateboards should not be brought to school because they cannot be locked up.

- **1st Offense** – Possible Parent Contact, cell phone confiscated until end of the school day.
- **2nd Offense** – Parent contact, cell phone confiscated until end of the school day.
- **3rd Offense** – Cell Phone will be confiscated until parent is able to pick up the phone.
- **4th Offense** – Parent, Teacher, Student, Administrator conference to design behavior contract.

PTA (Parent/Teacher Association)

San Onofre School has an active parent/teacher program. All parents/guardians, teachers and staff are encouraged to join the San Onofre School chapter of the PTA.

Bicycles

STATE LAW REQUIRES ALL MINORS TO WEAR A PROPERLY FITTED AND FASTENED BICYCLE HELMET WHEN RIDING A BICYCLE ON STREETS OR PUBLIC BICYCLE PATHS. Students who ride bicycles to and from school are expected to comply with state laws requiring all minors to wear a properly fitted and fastened bicycle helmet when riding a bicycle on streets or public bicycle paths. If a student rides a bicycle to school it must be “walked” on to and off campus and should be locked during school hours. **Bicycles may not be ridden on campus at any time including after school hours.** Scooters follow the same expectations outlined above for bicycles.

Skateboards

Skateboards are not allowed on campus at any time.

Communication with Parents about Student Concerns

Helping adolescent students become self-directed, responsible leaders requires a partnership between the school and home. Parent contact, when a student has violated the Code of Conduct, is done with the intent to inform parents of concerns and enlist support in correcting the behavior. When students do misbehave, it is important that students are allowed to accept individual responsibility for their actions. Opportunities to correct the misbehavior may be handled without immediate parental notification. In such cases, students will be given an opportunity to demonstrate improvement before notification. If the issue is minor in nature and the student is able to resolve it quickly, the parent may not need to be contacted. However, subsequent failure to correct the problem behaviors in will result in a consequence and a parent contact. All communication is to begin and will be handled with the classroom teacher. If there is a repeat offense, the student may be referred to the administration for further investigation.

Tobacco/Alcohol/Controlled Substance

Possessing or using illegal drugs, controlled substances, alcohol or tobacco on school premises constitutes cause for suspension and possible expulsion. The San Onofre school staff feels a “drug-free” campus is of highest priority. Students failing to adhere to this code may be subject to expulsion. In the case of active use of alcohol or drugs, Provost Marshal’s Office (P.M.O.), will be contacted. The F.U.E.S.D. is a tobacco-free workplace. *Tobacco use is not permitted anywhere on campus.*

Plagiarism/Cheating

Plagiarism is the attempt to pass off the ideas, research, theories or words of others as one’s own. It is a growing problem that has become easier since the onset of the Internet. Because plagiarism is illegal, teachers and administration at San Onofre school consider this a form of cheating to be very serious and it will not be tolerated in any form. Consequences for plagiarism/cheating are as follows:

- ❖ 1st offense: Parent contact; possibility for no credit of the assignment.
- ❖ 2nd offense: Parent contact; possibility for no credit of the assignment.
- ❖ 3rd offense: Parent, Teacher, Student, Administrator conference to create a contract outlining a schedule of consequences.

Referrals

Students are expected to cooperate with all school personnel. Each teacher handles his/her classroom discipline; however, continued problems could result in an office referral where disciplinary action to correct unacceptable behavior will be taken. A student who is disruptive or disrespectful on campus may be referred to the office at any time. Students who have been referred to the office are expected to be seated in an assigned area and wait to be seen by the school administrator. Continued misbehavior or disruption while waiting in the office may result in further disciplinary actions.

Student Dress and Grooming Standards

We believe that appropriate dress and grooming contributes to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with educational process. Our dress code will be enforced.

1. Shoes must be worn at all times. Appropriate shoes are required for Physical Education classes. A teacher may choose to have a student not participate if appropriate footwear is not worn on a given day. Sandals are not recommended for students due to physical education classes and student injuries on the playground (ie. wood chips). Flip flops or backless shoes are not acceptable.
2. Hats and hoods shall be removed in the classroom or inside buildings. Bandanas and/or headband/sweatbands worn on the head for the purpose of group/gang identification will not be permitted. Hairnets will not be allowed. Any item of apparel that designates affiliation with gangs will not be permitted.
3. Clothing, jewelry and accessories, such as backpacks or notebooks, shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, provocative, or sexually suggestive; neither may be advocate racial, ethnic or religious prejudice or the use of drugs, or alcohol.
4. Clothes must be sufficient to conceal undergarments at all times. Straps on the shoulders shall meet a minimum standard of one inch wide or two fingers wide. No spaghetti straps, tubes or halter tops, strapless tops, backless tops, backless with tie tops, off-the-shoulder or low cut tops, or tops of see-through or fishnet fabric shall be allowed. Skirts or shorts must cover the mid-thigh/no shorter than the end of their fingertips. All tops must cover the top of the pant or skirt, with midriff covered at all times during normal activities.
5. Tattoos with inappropriate subject matter must be covered.
6. Distracting hair color, styling or body piercings will not be permitted.
7. Accessories or jewelry posing a safety hazard to the wearer or others, such as large hoop or dangling earrings, wallet chains, etc., will not be permitted.
8. **In matters of opinion, the judgment of the principal/designee shall prevail.**

Consequences:

- 1st Offense - Change of clothes, warning, parent contact.
- 2nd Offense - Change of clothes, parent contact.
- 3rd Offense - Change of clothes, parent meeting to review policy and sign student contract.
- 4th Offense - Change of clothes, parent meeting and behavior contract to outline further consequences.

Should a student continue to violate the dress code after four offenses, administration will determine the next course of action.

San Onofre School Caught Being a Leader

San Onofre school was recognized as a Lighthouse School which means we met the requirements needed to be an official leadership school. All students in grades TK-6th learn the 7 Habits of Leadership and this is part of our character building program. Students can earn “Caught Being a Leader” tickets for demonstrating any of the leadership qualities. Students are recognized at our Monthly Flag Ceremonies which are held the 1st Friday of each month. All families are welcome to attend our school unity ceremonies. To learn more about the 7 Habits of Leadership, go to www.leaderinme.org

Our staff also believes in Positive Behavior Intervention System (PBIS) which means that our school rules are tied to our Leadership habits and we review Behavioral Expectations with our students daily. Below is a summary of the San Onofre Positive Leader Traits and each grade level has aligned their classroom management system to our PBIS.

San Onofre Positive Leader Traits:

CLASSROOM/ MEDIA CENTER	PLAYGROUND	CAFETERIA	HALLWAYS /LINES	BATHROOM	DISMISSAL AREA
<ul style="list-style-type: none"> - Be on time for school - Use walking feet - Return homework and classroom work on time. - Use active listening skills - Be clean and organized - Use time wisely when working and transitioning - Work at a level 0 or 1 Voice Level - Use kind words & actions 	<ul style="list-style-type: none"> - Eyes forward in line - Stay on playground - Take turns & share equipment during games - Follow game rules - Play safely - Think of others by using kind words & actions - Play at a level 1 or 2 Voice Level - Return equipment correctly at the whistle/bell 	<ul style="list-style-type: none"> - Stay at your table - Use walking feet - Stay focused in lunch line - Hold lunch tray with both hands - Be clean, organized & clean up after yourself - Stay seated - Use kind words & actions - Use a level 1 Voice Level 	<ul style="list-style-type: none"> - Must have pass or adult with you - Stay behind person in front of you - Eyes forward and walking feet in line - Walk with a 0 Voice Level - Keep hands to self 	<ul style="list-style-type: none"> - Must have pass or adult with you - Stay focused (go and return to class quickly) - Use walking feet - 1 person per stall - Keep feet on the floor - Flush toilet - Wash hands with soap and water - Keep water in the sink 	<ul style="list-style-type: none"> - Stay in dismissal area - Listen for directions - When waiting for pickup, sit & watch - Keep backpacks with you - Use walking feet - Be ready to leave when parent arrives

	- Walk to your line at the whistle/bell			- Place paper towels in trash	
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Student Drop-off and Pick-up

Students should not be dropped off before 7:30 a.m. when supervision begins. Students are expected to walk safely onto campus immediately upon their arrival. When loading and unloading in the Car Drop off area, please stay in your vehicle. If it is necessary for you to exit your vehicle to load/unload your child, please park in a designated parking spot. In an effort to expedite the pickup and drop-off lines, please remain in line and continue to pull forward. Only load your child once you are in the designated loading spots indicated on the ground. Please continue to pull forward if the spot ahead of you is empty or pulling away prior to loading your child. When available our staff will support with loading and unloading curbside only. We do not encourage loading/unloading on the traffic side of the road due to safety concerns for all parties.

Disaster Emergency Procedures

In the event of a major earthquake or other disaster, we are prepared to care for your child(ren). The staff is available to stay with them as long as necessary. We have a number of people with First Aid Certificates, and we will be in contact with all available local emergency services.

The following information may help to answer some of your questions regarding what you can expect during a disaster and ways in which you can cooperate if such an event should occur during school hours.

School Actions:

1. Procedures are in place for securing (locking) the school based on type of disaster or emergency.
2. Please refrain from calling the school. The telephone lines (if working) must be open for emergency information.
3. Students and staff will meet as practiced. Everyone on campus will be accounted for and then all staff members will form teams to begin carrying out their responsibilities. Each staff is trained and assigned to carry out a specific responsibility.
4. Depending on the nature of the disaster, local authorities will assist as needed.
5. All Students will remain with their classroom and will be supervised at all times. Each class has an emergency backpack with supplies and will be used as necessary.

Parents Responsibility:

1. It is important for you to remain calm at all times. This is best for your child and for those helping to reunite you with your child.
2. All parents or guardians who come for students must follow this procedure:
 - ❖ If you walk or drive to SOS, please be aware that the entrance must be available to emergency vehicles.
 - ❖ Please form a single line as directed by school personnel.
 - ❖ Have your ID ready at all times.
 - ❖ For security and safety reasons, please do not attempt to enter the school grounds unless requested and accompanied by designated personnel.

SAN ONOFRE SCHOOL MASTER BELL SCHEDULE 2018-2019

<u>Regular Day:</u>	<u>School Starts:</u>	<u>Recess:</u>	<u>Lunch:</u>	<u>School Ends:</u>
TK	8:00 AM	9:25 - 9:40	11:30 - 12:10	1:45 PM
K	8:00 AM	9:45 - 10:00	11:30 - 12:10	1:45 PM
1st	8:00 AM	9:45 - 10:00	11:55 - 12:35	2:20 PM
2nd - 3rd	8:00 AM	10:10 - 10:25	12:15 - 12:55	2:20 PM
4th - 6th	8:00 AM	10:30 - 10:45	12:40 - 1:20	2:30 PM
<u>Shortened Wed.:</u>	<u>School Starts:</u>	<u>Recess:</u>	<u>Lunch:</u>	<u>School Ends:</u>
TK	8:00 AM	9:25 - 9:40	11:30 - 12:10	12:50 PM
K	8:00 AM	9:45 - 10:00	11:30 - 12:10	12:50 PM
1st	8:00 AM	9:45 - 10:00	11:55 - 12:35	1:15 PM
2nd - 3rd	8:00 AM	10:10 - 10:25	12:15 - 12:55	1:15 PM
4th - 6th	8:00 AM	10:30 - 10:45	12:35 - 1:15	1:25 PM
<u>Minimum Day:</u>	<u>School Starts:</u>	<u>Recess:</u>	<u>Lunch:</u>	<u>School Ends:</u>
TK	8:00 AM	8:25 - 8:40	10:35 - 11:15	12:00 PM
K	8:00 AM	8:50 - 9:05	10:35 - 11:15	12:00 PM
1st	8:00 AM	8:50 - 9:05	10:55 - 11:35	12:15 PM
2nd - 3rd	8:00 AM	9:10 - 9:25	11:15 - 11:55	12:15 PM
4th - 6th	8:00 AM	9:30 - 9:45	11:35 - 12:15	12:25 PM

