

Soquel Elementary SCHOOL HANDBOOK

Soquel Elementary School

2700 Porter Street

Soquel, CA 95073

(831) 464-5655

(831) 475-4678 – Attendance Hotline

www.soquel.suesd.org

From the Principal's Desk....

Dear Parents/Guardians,

Welcome to the new school year at Soquel Elementary School! For those of you new to Soquel, welcome! For those of you returning, welcome back to another fantastic year ahead! This is my first year as the principal at Soquel, though I have many years of experience as an educator and an administrator. I'm very proud to now be a part of this community, where students are truly at the center! We are very excited to get back to a more normal school year, though there will still be safety measures in place for COVID-19. Please see the [letter sent from our Superintendent on July 30th, 2021](#). Safety measures described in the letter include wearing masks while indoors, daily screening, spacing while eating, cleaning protocols, and leveled quarantining processes. Please don't hesitate to reach out to me if you have any questions, concerns, input, etc.

I believe in the importance of a strong home-school connection! At Soquel we encourage parents and guardians to take an active role in their child's education. The Soquel staff and I invite you to be involved in the formal education of your children. As there are numerous opportunities to participate, we encourage each of you to contact your child's teacher to volunteer, join the Home & School Club, attend School Site Council meetings, participate with the English Learners' Advisory Council, etc.

This handbook will help you understand the operations of Soquel a little better. It serves as a guide for some of our procedures and gives you a glimpse as to how our community of learners works.

Please take some time to review the information with your child, as appropriate to his or her age. I welcome your cooperation and support along with your questions, concerns and suggestions. On behalf of the entire school staff, I extend a warm welcome and ask you to be part of an exciting and productive school year.

Sincerely,

Eric Witter

Principal

Phone: (831) 464-5655

School Policies and Procedures

Enrollment and Residency Policy



To be eligible to register as a student at Soquel Elementary, you must reside within our school's attendance boundaries. All Parents registering a child for kindergarten through 5th grade will be required to provide:

- **2 Proofs of residence:** Two current documents showing parent/guardian/caregiver name and address. PO Box numbers are not accepted as residences addresses. (Partial List of examples: one utility bill, escrow papers, lease agreement/rental contract and current rent receipts)
- **Proof of age:** Verification of Age (birth record, birth certificate, baptism certificate, passport or affidavit of the parent, guardian or custodian of the minor)
- **Proof of Immunizations:** An immunization card (or equivalent) from your physician.

Those students who reside outside of Soquel Elementary attendance area, but wish to attend Soquel Elementary must first register with the school that serves the attendance area where they live. They may then request a transfer from their current school and/or district to Soquel. Both schools and/or districts must accept the transfer before the child may begin attending Soquel. Questions about this process may be directed to the School District Office: Linda Jacobs, 464-5639.

Kindergarten Registration

Any child who will be five years old on or before September 1st of the current school year, and is physically residing within the Soquel Elementary attendance boundaries, is eligible to attend kindergarten in the fall. Parents may register their child at our school in the spring, prior to the start of kindergarten by contacting the office to get started with the online registration.

Our district also offers a **Transitional Kindergarten** program for children turning five years old from September 2-December 2 and for those kindergarten-eligible children who might benefit from a 2 year kindergarten program. Please call Linda Jacobs at 464-5639 if you are interested.

Transfers

If you are moving outside the attendance boundaries for Soquel Elementary, please notify the school office as soon as possible. If you wish to remain enrolled at Soquel, you must register at your new school and request a transfer to continue here.

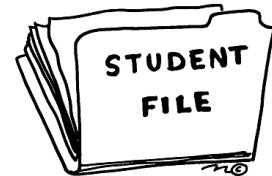
Classroom Assignments and Reorganization

Tentative teacher assignments for all grades will be available on Infinite Campus prior to the start of school. During the first weeks of school, as the enrollment stabilizes, it is

sometimes necessary to reorganize classes. Every effort is made to reorganize the classes as early as possible to cause the least amount of disruption. Parents of students involved in any changes will be notified prior to the changes being made. We ask that parents are supportive throughout any reorganization and that they keep in mind that it is not done arbitrarily, but out of necessity. These are the only changes in classroom assignments allowed for the first two weeks of class as per district policy.

Student Information Form/Emergency Information

The student Information Form is an important source of information for the school office. It provides the child's address, phone number and emergency contact numbers. Teachers, the principal, and other office and health personnel in daily contacts use it with families. It is imperative that a new form is completed for each child at the beginning of each school year. This process now happens by completing the forms pushed out to your parent portal in August. Please look in your parent portal and complete this form ASAP.



****Please inform the office of any changes in student information throughout the year, most importantly work and emergency phone numbers.*

Attendance

Regular attendance is vital to your child's academic progress. Missed hands-on experiences and group discussions cannot be made up, making regular attendance imperative to a successful school experience for your child. It is also important because school funding is mainly based on average daily attendance (ADA). We strongly encourage you to schedule medical and dental appointments during school vacations or after school hours. School-wide incentive programs reward students with Perfect Attendance on both a monthly and yearly basis. Perfect attendance is when a student is in class, on time, every day, with an exception for students having *full credit* independent study contracts.

Absences

If your child is going to be absent from school, please call the office before 9:00 AM. The law requires us to document the reason for every student's absence and phone calls will be made to the homes of those students whose parents/guardians have not called regarding their child's absence. A child is legally truant if he/she is absent 3 or more times during the school year for unexcused absences, as defined by the State and the principal will address truancy.

Attendance Line: 475-4678



Please call or email us at lnolazco@suesd.org when your child misses school. Tell us the child's name, your name and relationship to the child, the date(s) that will be missed and the reason for the absence.

Planned Absences (Independent Study Contracts)

Parents are asked to request an independent study contract from the school office for their students for anticipated absences of five or more consecutive days. All requests need to be made with the office at least 2 weeks prior to absence. Parents will be required to meet with the principal to ensure that all parties understand the requirements of independent study contracts. Independent study contracts require that the assigned work be completed and sent in upon the child's return to school. Upon receiving the required work on time and teacher determination of credited amount of work, absence codes are changed from "incomplete" to "complete" status. Days with "complete" status are considered eligible for Perfect Attendance awards.

Tardiness

Teachers plan for the instructional day to begin on time. While we all experience occasional times when we run late, **being tardy is very disruptive to your child's morning routine as well as those of his/her classmates.** Teachers cannot be expected to make special accommodations for those who are not on time. Please assist us in meeting your child's educational needs by making sure your child is at school on time. The tardy bell rings 5 minutes after your child's starting time. If arriving after the tardy bell, the student **must** come to the office to sign in. Habitual tardiness constitutes truancy under state education code and will be addressed by the principal.



Arrival

Supervision of our students begins daily at 8:00 AM in the main playground area. **If your child arrives at school prior to 8:00 AM parents should remain with them until 8:00AM when Recess Coaches begin duty.** Kindergarten students begin at 8:15 and 9:30 and may play only on the kindergarten yard. Your cooperation will help us maintain the safest possible environment for your child. A before school/after school childcare program is available to parents for a fee if such care is needed (see next page). During inclement weather, children should report directly to their classrooms or the MU Room. Breakfast is available for purchase in the MU Room-beginning at 7:45 AM. **PARENTS NEED TO REMAIN WITH STUDENTS UNTIL 8:00 AM WHEN SUPERVISION IS AVAILABLE.**

Dismissal

Your child should be picked up from school at dismissal time, as **no supervision is available after classes end.** No student is to be unsupervised after school. For safety reasons we ask that no students play on the playgrounds after school is out, without parent supervision. We have had several families on the kindergarten yard with little to no supervision. Due to the kindergarten schedule, we will not be allowing families to play during school hours. We hope you understand. (See Bell Schedule in first day packet.) A before school/after school childcare program is available if after school care is needed.

Leaving Campus During School Hours

No student may leave school grounds during school hours without permission from the office. If you wish to take your child out of school before dismissal time, you must first

sign them out at the office. Please do not try to find your child prior to going to the office, as teachers and staff will not allow students to leave without having been notified by the office. Be prepared to show identification so that we may prevent unauthorized persons from attempting to make contact with your children. The office must be notified in advance if someone whose name does not appear on the emergency card is to pick up your child. We appreciate your cooperation with these safety measures.

Bicycle/Skateboard/Scooter/Roller Skates Policy



Students who follow the safety rules may ride bicycles, roller skates, skateboards, scooters, and the like to school. We suggest that only students in 3rd –5th grades be allowed by their parents to use this mode of transportation. Helmets are strongly encouraged by the school and are required by state law for juvenile bicyclists. Bicycles may not be ridden on campus and must be walked to the bike racks. Bikes and scooters should be locked, as school personnel do not monitor the bike rack. All removable parts, such as pads, should not be left on the bikes or scooters. Roller skates and skateboards should be turned in to either the office or the student's teacher before school starts and picked up after school.

Drop-off, Pick-Up, and Parking

Parents and students may access the school campus using two entrances: the **MAIN** entrance on Porter Street or the **FOOTBRIDGE** entrance at Walnut and Main Streets. There are Crossing Guards at each entrance both before and after school.

Parents may park on local streets and the main parking lot on Porter. There are designated drop off and pick up areas in the main parking lot. We also ask that parents have a sign with their student's name/s in the front window. This will help the parking lot supervisors get students to cars faster and safer. Please note: No parking is permitted in the drive-through lanes, fire lanes or in unmarked spaces. We must keep areas clear for safety officials. The blue handicapped spaces are for drivers who are legally permitted to this access only. They are located near the far fence. The school site has two reserved spaces for the Home and School Club auction winners. Please do not park in these spaces, unless you are the lucky winner.

The speed limit in the parking lot is 5 mph. **Please drive slowly** because there are many children moving about rapidly and it is difficult to react quickly to unpredictable conditions. Pedestrians should use the designated sidewalks and crosswalks.

Please note and follow the arrows and parking lot supervisors that direct the flow of traffic. It is easy to mistake the entrance and exit when first looking for the driveway. While time is of the essence when we are in a hurry, safety is more important and driving safely will actually save time in the long run. So please be patient and considerate.

Street Crossing



We have Crossing Guards at two (2) locations: the crosswalk on Porter Street in front of the school and at the crosswalk near the footbridge on Walnut Street. Students are expected to use the crosswalks.



Before and After School Childcare Program

Campus Kids Connection is a separate non-profit agency providing services to our community on our campus for childcare. The day care center is open weekdays from 7:00 a.m. until 6:00 p.m. It is independent of the Soquel Elementary and SUESD. Space is limited and pre-enrollment is required. At the end of a school day, registered students may go directly to Campus Kids Connection. For an application and fee schedule, please contact Campus Kid Connection's main office at (831) 462-9822.

Positive Learning Environment for All

Soquel Elementary has a commitment to a positive learning environment that supports all students. Our entire staff works closely together to ensure that all children feel safe and welcome. Students are taught the school's behavioral expectations, which are reinforced regularly, and take an active role in promoting positive behavior throughout the school. We encourage open communication with parents and students regarding any behavior issues and support students in learning to solve conflicts with good communication. When a student is struggling with behavior, staff and principal work with both student and family to remediate the situation.

Student Bullying, Cyberbullying, Harassment, or Intimidation

Bullying is defined as a pattern of behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students.

Harassment includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.

Intimidation is subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority.

Bullying, cyberbullying, harassment, and intimidation are strictly prohibited by federal law and will not be tolerated in Soquel Union Elementary Schools (Board of Education Policy 5131.1).

Students who engage in behaviors that constitute bullying, cyberbullying, harassment, or intimidation will be disciplined according to the procedures set forth in this Student Handbook and Soquel Union Elementary School District regulations. Students, parents and close relatives, and/ or staff are encouraged to report any acts of the above to the school administration or designee.

There is a district bullying form you may fill out if you want to report any instances of bullying: <https://www.suesd.org/anti-bullying-plan>

Student Dress Code- *Administrative Regulation 5132*

Dress and Grooming

In cooperation with administrators, teachers, staff, students and parents/guardians, the superintendent or designee shall establish district rules governing student dress and grooming which are consistent with law and Governing Board policy. This Administrative Regulation will serve as the de facto district dress code. The district dress code shall be regularly reviewed. School Site Council Meetings represent the ideal forum to review the district dress code. SUESD holds the highest aspirations for our students. To this end, we distinguish the academic environment from other social arenas. We encourage parents to take an active role in determining what clothing is considered appropriate at school. Fashions and fads that constitute a health or safety hazard to one's self or others are not allowed. A student's personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state or local health or obscenity laws, or affect the health, safety and/or welfare of student and his/her classmates or the school staff.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Flip-flops or backless shoes are not acceptable at elementary sites due to integrated recess & physical education activities.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice.

3. Hats and caps shall not be worn indoors (excluding a doctor-verified medical reason to do so).
4. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts). Shirts and dresses must have fabric in the front, back, sides, and over the shoulders. Separate upper body apparel must be long enough to meet the top of the lower body apparel. Clothing must cover undergarments (straps excluded).
5. Any emerging trend not addressed in this dress code will be evaluated by the administration and that decision will be final.
6. Heavily scented products are not permitted.
7. Wearable technology (i.e. smart watches) is permitted but is to be governed under each school's policy on digital devices and/or smart phones.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. (cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

It is the responsibility of the District to provide safe campuses. Therefore, any clothing, signs, attire, or paraphernalia which are identified by site administration as being "gang related" or which cause rival gangs to be openly hostile to each other or create an atmosphere of intimidation on campus will be forbidden. Administrators, staff and parents/guardians participating in the development of the District safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Soquel Elementary Rules Matrix

	Hallway & Courtyard	Eating Areas	Bathroom	Playground
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Be Kind	<ul style="list-style-type: none"> • Be quiet so others can learn. 	<ul style="list-style-type: none"> • Friendly conversation with table voices. • Eat politely. • Raise your hand if there is a problem. 	<ul style="list-style-type: none"> • Keep it clean. • Honor privacy. • Use quiet voices. 	<ul style="list-style-type: none"> • Everyone is welcome in a game. • Listen politely and follow directions from yard teachers. • Wait patiently in line for your teacher.
Be Engaged	<ul style="list-style-type: none"> • Go where you need to go. • Do what you are supposed to do. • Be aware of yellow lines. 	<ul style="list-style-type: none"> • Stay seated on your bottom. 	<ul style="list-style-type: none"> • Use bathroom appropriately. • Use only when necessary. 	<ul style="list-style-type: none"> • Remember, others are learning. • Clean up playground equipment.
Be Safe	<ul style="list-style-type: none"> • Walk. • Keep your hands to yourself. • Stay off poles, railings and benches. 	<ul style="list-style-type: none"> • Clean hands before eating. • Eat your own food. 	<ul style="list-style-type: none"> • Wash hands. • Keep floor dry. 	<ul style="list-style-type: none"> • Tag/chase games on grass or map only. • Eat in eating area only. • Play safely on structures.
Be Responsible	<ul style="list-style-type: none"> • Keep area clean and uncluttered. • Hold onto playground equipment. 	<ul style="list-style-type: none"> • Sort waste to appropriate bin. • Stack trays carefully. 	<ul style="list-style-type: none"> • Conserve water. • Conserve paper. 	<ul style="list-style-type: none"> • Be where you are supposed to be. • Play within boundaries. • Be a role model for others.

ELECTRONIC DEVICES

Cell Phones and Wearable Electronic Devices Such as Gizmos, Apple watch, etc.

Communication technology, specifically cell phones, have become an integral part of the daily lives of students, parents, and teachers alike. However, at the elementary school level they can be more distracting than necessary. They have the potential to interrupt the

entire class and cause problems on the playground. Please read the following policy carefully.

1. Students may have a cell phone or wearable electronic device with them at school, but both items must be turned **off** during instructional time. **They must remain in student backpacks at all time.**
2. Cell phones and wearable electronic devices may not be visible at any time during the day (stored in backpack) and must be turned off completely, except for instructional purposes approved by their teacher.
3. Teachers and office staff have the right to allow use of cellphones during instructional time for instructional purposes.
4. Any phone communication during the instructional day will take place on school telephones with permission from the teacher or office personnel. Parents should call the school if they need to get a message to their child.
5. **Possession of a cell phone and wearable electronic device by a student is a privilege, which may be forfeited for any student not abiding by the terms of this policy.** If a student has not stored their cell phone or wearable electronic device correctly, or is identified using a cell phone wearable electronic device on campus, or if his/her phone rings during school hours, the cellphone will be taken to the office and may be picked up by the student at the end of school. The second offense will result in the cell phone being held in the office to be picked up by a parent/guardian. The third offense will result in having the student check his/her phone into the office every day. The student will also receive lunch detentions as a consequence for not following the rules.

Students shall be personally and solely responsible for the security of their cell phones and wearable electronic devices. Soquel Elementary School does not assume any responsibility for theft, loss, or damage of a cell phone (or other electronic devices), or unauthorized calls made on a cellphone.

Pets

Due to the unpredictability of animals and potential allergic reactions, we do not allow family pets on campus, even when picking up or dropping off. We appreciate your cooperation in this.

Toys, Equipment, and Miscellaneous Items from Home

In order to maximize learning, it is imperative that the teacher be able to focus on teaching and the students on learning. When toys or other personal items are brought to school, the teacher usually ends up spending valuable time settling disputes, comforting

kids distraught over broken toys, or finding lost treasures. To minimize these distractions, toys, fidgets, sports equipment, personal belongings and extra cash should be left at home except with prior permission from the teacher. That said, sharing and special activities will sometimes mean that items are brought to school. Older students are often allowed to bring special school supplies. Please check with your child's teacher prior to sending special items.

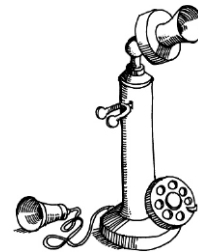
Labeling Supplies/Lost and Found



Please label all clothing items, book bags, lunch boxes, and supplies with your child's name. By doing so, most "lost" items can be returned to their owners promptly. If an item has been misplaced, students and/or parents are encouraged to check the Lost and Found clothing rack or the office for small items. Unclaimed items are donated to charities periodically throughout the year.

Telephones

Students may use the office telephone only to call home (or their care-provider) in cases of illness, emergency, or to stay after school. We will also, on occasion, permit calls about lunch money, library books, and similar situations when warranted and if the office staff isn't too busy. An adult will supervise the calls. Students may not use the phone for social reasons, such as to receive permission to go to a friend's house after school. Such arrangements should be made prior to coming to school.



Homework

Homework may be independent practice on skills already taught in the classroom, work on special projects, or assignments designed to involve the family in the learning process.

Parents can help by providing adequate time and a quiet place for homework to be completed away from baby siblings who want to play and dogs that eat homework!

Supplies

The school purchases general supplies and textbooks for the educational program. Textbooks are lent to the students for the duration of the school year. The student responsible for the book must pay for any text or library book that is lost or damaged beyond a normal year's wear.



Textbooks that are taken home regularly should be protected. Students may cover the books with paper bags or purchase commercial covers.

Health Concerns



A child should not be sent to school with the following symptoms: sore throat, runny nose, cough, stomachache, fever, diarrhea or rash. If any of these conditions arise at school, a child may be sent home. Basic first aid is provided for minor injuries. If a serious injury occurs, parents will be contacted and appropriate emergency procedures will be followed. Infectious diseases such as chicken pox, measles, mumps, and lice will be handled according to District policy. Please note that students are to remain at home for a min of 24 hours after having a fever of 100+ or throwing up or having diarrhea. Please make sure that your child's emergency card is up-to-date with current contact information. Also, please be sure to inform the office staff of any special medical considerations (such as allergies & medications) that would help us better care for your child(ren).

Medications

In order to protect your child and other students, no medicines (*including seemingly benign over-the-counter medicines and remedies*) may be brought to school unless your child's doctor has filled out a form provided by the school and you have returned it to the office. All approved medications must be brought to school in their original containers and must be properly labeled with the student's name, the medication's name, the dosage and times given, and the doctor's and pharmacy's contact information. The medication is to be kept in the office and administered by the office staff. Parents may bring and administer medications themselves without forms being on file. A child may not keep his/her own medicine, nor administer it him/herself without prior approval.



Snack Policy



At recess each day, students are given the opportunity to eat a nutritious snack they've brought from home before playing. This provides them with an energy boost for the remainder of their morning. **Students should not eat candy or drink soda at school with their snack or lunch. They will be asked to bring these items home with them if they are brought to school.**

Breakfast & Lunch

The Child Nutrition Department has implemented a streamlined meal program. Several aspects of the school food services have recently been improved: increased food portions and choices, increased use of local food sources, faster processing of the federal free & reduced price meal applications, and expedited lunch lines! Breakfast and lunch are being provided for students this school year (no cost). A modest breakfast is available in the mornings starting at 7:45 a.m., or at recess. Late start kindergartners can receive breakfast when they arrive at 9:30 in the kindergarten yard. Breakfast does not need to be ordered in advance. Students may bring a lunch from home or get a hot lunch at school.

Educational and School Support Programs

Soquel Elementary has an expert and talented teaching staff. Our recent distinction as a Cotsen Foundation ART of TEACHING school recognizes the expertise and professional accomplishment of our staff. As part of the Soquel Union Elementary School District, we have educational standards and objectives at each grade in all curriculum areas, provided by the State of California. Our students are consistently exposed to extensions of this curriculum and enrichment experiences on a daily basis. Our goal at Soquel is for each student to experience at least one year of academic growth every year they are at Soquel.

Here is a brief description of some of the unique experiences offered at Soquel Elementary School.

Physical Education Program

Every classroom, grades K - 5, participates in an outstanding physical education program where students are not only taught new physical skills but work on sportsmanship and attitude skills as well. In grades K - 5, they receive direct P.E. instruction for approximately one hundred minutes each week.



Music Program

The weekly music program at Soquel Elementary reflects our commitment to arts education for all our students. Our Orff-trained and fully credentialed music teacher works with all students. Our music program is guided by state music standards to provide a consistent, systematic curriculum. Music classes at Soquel Elementary not only emphasize singing and playing instruments, but also develop music skills in many areas. Students study music theory and ear training, listen, compose, improvise and perform.

Choral Music Instruction

Choral music lessons and choir are available for students in grades 3, 4, and 5 starting at 7:30 on Thursday mornings. Students have several performance opportunities throughout the year both at school and around the community.



Art Program

We are proud that every student on our campus experiences art during the instructional day, 40 minutes a week. The students work with a credential teacher that will be in collaboration with both the classroom teacher and music program to have an integrated program that meets standards and site needs. We thank the Home and School Club for helping fund this fantastic program!

Soquel Library

Soquel Elementary is proud to have a school library containing an extensive collection of over 10,700 books- including fiction, nonfiction and reference materials.



Technology and Internet

Students experience many learning activities that integrate various technologies. All students will have access to internet connected laptops or tablets, including online assessment systems.

Intervention

Soquel Elementary has an outstanding intervention program open to all qualifying Kindergarten through 5th grade students who struggle in reading and/or mathematics. The program is funded by a combination of federal and state grants, as well as donations from the Home & School Club, community organizations, and individuals. Because early intervention is important for success – especially in the core subjects of language arts and math -- resources focus on providing small group and individual tutoring during the school day. English Learners receive extra opportunities to learn English as well. Credentialed teachers are released to conduct short term, small group or one-on-one tutoring sessions for both language arts and mathematics throughout the school year. A student may receive services in math and/or reading at different times throughout the year, depending on their grade level and their individual needs. Funds are also used to provide training for teachers on effective strategies and to purchase special materials to support the program. The academic success of the program has ensured its popularity and continued existence. Our successful Response to Intervention program provides a daily time for each student to work with others at the same language arts instructional level.

Green School

The goals of the Green School program are to establish environmental stewardship education and solid-waste reduction in Santa Cruz County schools. Soquel Elementary School has been involved in the Green School program since 2004. In one year, our school alone diverted 23 tons of solid waste from the County landfill. This program is actively supported by the administration, faculty, custodians, Child Nutrition staff, and Recess Coaches. Students are actively involved in the sorting of paper, plastic and food scraps. Students do the collection and sorting of recycling from their classrooms and help monitor and educate other students in the school when they see ways to recycle or re-use. In 2006, Soquel Elementary joined the County's food scrap collection program. We continue to refine these programs in order to improve them. Due to the

current CNS packaging requirements, we may not be able to continue with this program this year, but we will definitely work to get back to it soon!



Buddy Rooms

All intermediate and primary classrooms are matched as buddy rooms. They engage in a variety of activities to encourage both academic and social growth. We believe this strengthens our school family by allowing older students to be mentors and younger students to have positive role models. Buddy classes usually meet

once a week and often go on field trips together.



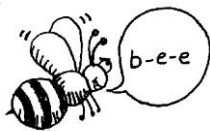
Cafeteria Helpers

First through fifth grade students assist in the cafeteria during the lunch period. Cafeteria helpers help fellow students through the cafeteria line and encourage students to select healthy choices.

Authors' Fair

Several classes at Soquel Elementary participate in the Student Authors' Fair, a joint venture of the Santa Cruz County Reading Association and the County Office of Education. The purpose is to encourage students to write and illustrate their own books and to recognize these students by sharing their books with the community. The fair is usually held at Capitola Mall in spring.

Spelling Bee



Soquel Elementary participates in an annual spelling bee each winter. First, the top two spellers in each 4th and 5th grade class compete against each other to determine which students are the top two spellers in the school. Our school-wide winners then compete against the winners from other participating schools in the county. Four winners at the county competition then compete at the state level. The winners of the state competition have the opportunity to vie for the national title.

Science Fair

Soquel's Science Fair is always an exciting event. All Soquel fifth-graders are required to think like young scientists and design an experiment using the scientific method. The project also develops skills in writing, oral presentation, creative thinking, and problem solving.

Halloween Parade

Since the 1950's, Soquel's Halloween Parade has been one of our school's highlights. All of the students are able to show off their costumes in the school. This is usually followed by fun activities and Halloween treats in the classroom.

Field Day



Field Day has been a longstanding tradition at Soquel Elementary that is usually held on the day before our school year ends. This school wide event begins with each class participating in a folk dance, square dance, or contemporary dance. This is followed by students participating in several field events, by grade level, in four teams. These include obstacle course, balloon throw, tug-of-war, potato and spoon relay, sack races, and running the track. Our parent volunteers make the Field Day events possible.

School Spirit Days

We encourage all members of the Soquel Elementary community to show school support by wearing school apparel or school colors on Spirit Day or on school outings- like field trips. We have a wonderful student council that also puts on spirit days throughout the year. Please be on the lookout for those notices. Are you proud to be a student, teacher, or volunteer of our great school? Show your school spirit by wearing your Soquel Spirit Wear every Friday for spirit day!! Spirit Wear may be purchased from the HSC.

Education is too important to be left solely to the educators.

Francis Keppel

Education is helping the child realize his potentialities.

Erich Fromm

A school should not be a preparation for life. A school should be life.

Elbert Green Hubbard

Special Education and Supportive Services

Response to Intervention Program

A specially trained teacher, Instructional Aides, Special Education personnel and our teaching staff collaborate to provide a period during the day in which each student works with others at his/her academic level in language arts. Struggling students receive targeted assistance while others focus on advancing at a faster pace. In addition, K-3 teachers provide tutoring and extra assistance to struggling students in their class during weekly sessions. The program has proven to be highly successful over the years.

English Learner Support

Students who are learning English as a second language are supported in a number of ways, according to individual and group needs. English Learners receive English as a Second Language instruction and Specially Designed Academic Instruction in English (SDAIE). Our intervention staff (consisting of a credentialed teacher and our bilingual intervention teacher), helps many students as they learn English. Our individualized Imagine Learning English computer-learning program accelerates second language acquisition and boosts skills in English. Sometimes special software is used to boost skills in English. This program is available before school and for home use. Please see your teacher for more information.

Resource Specialist Program

The Resource Specialist is a teacher who is trained in assessing and instructing students with learning disabilities. He/she serves as both a consultant to the teaching staff and a member of the Student Study Team (SST), which assesses the academic needs of students. If they qualify for services, a program is designed to meet the needs of students who have learning difficulties. The Resource Specialist and her Instructional Aide provide these programs to students in the Learning Center on site.



School Psychologist

The school Psychologist also serves as consultant to the teaching staff, supporting the academic and emotional/behavioral needs of students. He/she supports students in a number of ways, both directly and indirectly: administers assessments in order to determine the existence, extent and/or nature of learning disabilities, creates behavior plans, and advises staff and parents on how best to meet the needs of individual students.

Counseling

A School Counselor/School Social Worker's primary role on campus is to provide social-emotional support to students and provide assistance meeting student needs across the school setting, and beyond. Depending on the circumstances at hand, School Counselors/Social Workers may meet with kids one-to-one, in small groups, or as a whole class. Our services are intended to be brief interventions (typically 6-8 sessions), with the overall goal of helping the student cope with and become resilient to potential

impediments to their academic progress. A longer duration, higher frequency, or more intensive intervention may be provided if it is determined necessary and appropriate to enable a child's progress. Addressing children's needs at school often requires counselors/social workers to reach out to the community or local agencies to put appropriate supports in place. SUESD's Counselors & Social Workers operate under the guidance and supervision of our credentialed student services personnel.

Speech and Language Therapist

The Speech and Language Therapist helps to identify and assess children who require additional support in developing communication skills appropriate to their ability/age level. If the student qualifies, the speech and language therapist creates an individualized program for the student and provides the needed support so that they may reach their academic potential.

Special Education

Parents may request that a district psychologist and resource specialist evaluate their child for learning disabilities. Requests are to be made to the principal. After teachers consult with Student Study Team (SST) members, implement and document the student's response to recommended strategies, then a full SST will meet with the parent(s)/guardian to determine the appropriate response to the request for evaluation for learning disabilities.

Local Assessments/Multiple Measures

All students are assessed on a regular basis, in several curricular areas, using a variety of measurement tools. This year we continue to implement a district-wide state-of-the-art computer-based assessment program, which allows teachers to easily monitor your child's progress. Depending on the grade level of the students, reading assessments that may be used include the Fountas and Pinnel (F&P), BPST, and iReady assessment. For writing our school is focused on Writers Workshop provided and supported by the Teachers College at Columbia University. K-5 students will be given the iReady assessment at least 3 times per year and fifth graders take a Physical Education test. Many other tests are given as a regular part of the curricular cycle of instruction and assessment (e.g. spelling, social studies, Excel Math, science etc.).

Our teachers meet regularly to discuss and review student progress on common assessments in math and language arts, including English as a Second Language and academic vocabulary development.

Staying Informed

There are a number of ways to stay informed about what is happening at school. Here are a few:

News, Notes, and Flyers

Pawprints is a Home and School Club and School site produced newsletter that will be published once a month, via email and printed for those whom request it. Pawprints is published in English and Spanish to keep everyone informed of all events and encourage involvement and participation of parents in our school. In addition to news and information, an up-to-date calendar of events appears in it. All staff, parents, students and groups are welcome to submit articles for this newsletter.



On occasion, school flyers and other notices will also be sent home. We will try to send paperwork home to families on **WEDNESDAYS**. **Please try to make a habit of checking your child's folder or backpack on Wednesdays for notes and forms**, however, timing may necessitate sending papers home on other days. Hopefully, this system will prevent "the washing machine ate my homework" from becoming a cliché.

Website



The Soquel Elementary website, located at www.soquel.suesd.com is regularly updated and contains a wide variety of information for students, parents and staff including: this handbook in its entirety (in both PDF and HTML formats), the Principal's message, teacher contact information, current curriculum, pictures, information from the district office, information about parent involvement and upcoming events (weekly calendar), staff contact information, and our school newsletter, "Pawprints". We ask that this be your main source of information. It is updated weekly.

Back to School Night

The Back to School Night is a time to meet the Principal, your child's teacher, hear about the curricular objectives for the year at your child's grade level and to learn about how you can assist your child to make it a successful learning year. **Please, no children at this event, if possible.**

Parent Conference Days

Each of these days will have early dismissal. This is an excellent time for you to meet with the teacher and review your child's progress. There are conference days scheduled in October and March. Please schedule additional conferences with your child's teacher any time you feel they are needed.



Open House

The Open House is held near the end of the school year to show parents and families the classroom activities and student work that has occurred over the school year. Parents and students are welcome to attend this informal event, choir performance, dinner and the opportunity to visit different classrooms.

Parent/Community Involvement with Soquel Elementary

The following committees and organizations represent several important groups that make up the decision-making, fund-raising, and community support bodies at Soquel Elementary.

School Site Council (SSC)

SSC makes budgetary decisions on specific funding areas within the school budget. SSC consists of parents, teachers, and other school staff. It serves as an advisory and decision-making body for the school. Meetings are open to the public (meetings are normally scheduled monthly on Wednesday at 5:15, please check the school website for updated meeting dates); parents and members of the community are always welcome. However, only elected officers may vote on decisions.

English Learner Advisory Council (ELAC)

ELAC's purpose is to focus on the needs of students who are learning English as second language. One of the representatives of this site group attends the District English Learner Advisory Council (DELAC) each month. Meetings will be held monthly on the same night as Home and School Club and School Site Council.

Home and School Club (H&SC)

Soquel Elementary is very fortunate to have an active Home and School Club. Please plan on joining fellow parents in their activities that help support our students! Several of the special aspects of our school are a direct result of their valuable fund-raising efforts.



Please support Soquel Elementary by getting involved in the classroom or with one of our Parent Clubs or Committees.

**Every hour counts-
whether it's 1 or 100!**

Soquel Elementary Home and School Club (H&SC)



The Home & School Club is Soquel Elementary's parent / teacher organization. The purpose of the H&SC is to improve the education and well being of all the children who attend Soquel Elementary by fostering community and raising funds for unmet needs. The H&SC works hard to keep parents "in the know" about school activities with the monthly Pawprints Newsletter, an email information list, and the H&SC website (www.soquelpaws.org).

What the H&S Club Provides

Throughout the year the H&SC supports numerous community building events including the Back-to-School Night, Spring Carnival, Book Fairs, Family Fun Nights, and Field Day, just to name a few. Participating in H&SC events allows you to make new acquaintances, visit with friends, and gather information about programs and classes, as well as build a larger school community outside the classroom.

Funds are raised by the H&SC to help support school programs such as music, art, conflict managers and chess; to help replace old equipment such as picnic tables and play structures; and to augment classroom funds for supplies and field trips.

How does the H&S Club Fundraise?

Fundraising is necessary to ensure that the H&S Club can continue to provide activities and school support. Fundraisers often include book fairs, the Drive for Schools raffle, bake sales, e-scrip, box tops, silent auctions, and enrichment fund drives.

Who can be a part of the H&S Club? When are meetings?

All parents of Soquel Elementary School students are members of the Soquel Home and School Club! We strongly encourage parents of all grades to become involved in H&SC activities and fundraisers to represent the needs of ALL our classrooms. Decisions regarding how funds are spent are made at the monthly H&SC meetings. Committees meet more frequently. The H&SC is a non-profit organization.

Remember – All our children benefit from our involvement at Soquel Elementary School!



SUESD Anti-Bullying Plan



Soquel Elementary School

Soquel Union Elementary School District (SUESD) takes the issue of bullying very seriously. Our students deserve a safe school environment. The district will establish an overall framework for ensuring a safe school environment while each site will have a specific plan to combat bullying.

1. What is bullying and what happens to students who engage in it?

SUESD defines bullying as a pattern of behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students. Harassment includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability. Intimidation is subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority. Bullying, cyberbullying, harassment, and intimidation are strictly prohibited by federal law and will not be tolerated in Soquel Union Elementary Schools (Board of Education Policy 5131.2). Students who engage in behaviors that constitute bullying, cyberbullying, harassment, or intimidation will be disciplined according to the procedures set forth in this Student Handbook and Soquel Union Elementary School Districts regulations. Students, parents and close relatives, and/ or staff are encouraged to report any acts of the above to the school administration or designee.

2. Our school has the following programs in place to help teach positive behavior and combat bullying:

- | | |
|--------------------------------|-----------------------|
| ✓ Second Step | ✓ Growth Mindset |
| ✓ Mind Up | ✓ 21 Days of Kindness |
| ✓ Positive Behavior Incentives | ✓ Friendship Bench |
| ✓ Conflict Managers | ✓ Campus Monitor |
| ✓ Bucket Filling | |
| ✓ Counseling Program | |

3. If a student at our school is being bullied they should:

- ✓ Try to laugh it off (this works best if joking is easy for you)
- ✓ Calmly, but clearly, tell them to stop
- ✓ Ignore it and walk away
- ✓ If none of the above works, report it to any adult on campus
- ✓ Remember that you're not alone and it's not your fault

4. If a student sees another child being bullied they should:

- ✓ Don't participate in the bullying
- ✓ Don't become an audience for the bully
- ✓ Don't encourage the bully in any way
- ✓ Be kind to the child being bullied
- ✓ Include the child being bullied in your activity

**STAND UP FOR
THE UNDERDOG (OR CAT)!**



STOP BULLYING.

stopbullying.org



- ✓ If the bullying continues, report it to any adult on campus

5. Resources

- ✓ Stop Bullying: www.stopbullying.gov
- ✓ Stomp Out Bullying: www.stompoutbullying.org