**Welcome to**

**Knob Hill Elementary!**

Dear Parents,

Welcome to Knob Hill Elementary School! We are proud of our school, and we are excited that you will be a part of the Knob Hill Family! We encourage your participation and support in all aspects of your child’s education. It is only through the school and home working together that we can provide the best possible experiences for each of our students. Each student at Knob Hill is special and unique. We value our multicultural diversity, and we work hard to ensure that a sense of pride and accomplishment is felt by all children. We are also committed to teaching our students responsible citizenship and the value of being a productive member of society.

This handbook has been designed to acquaint you with our school programs and policies. If you need additional information, please call the school at 290-2080.

Sincerely,

Dan Trujillo Amy Sannella

Principal Assistant Principal

**KNOB HILL’S SCHOOL MISSION STATEMENT**

Our vision is for every student to receive a standards-based education in a learning environment that will help develop responsible and global citizens of the future. We envision Knob Hill as a place where staff members, parents, and students feel valued and respected and families are encouraged to be a partner in their child’s education.

**SCHEDULES AND PROCEDURES**

**The School Day**

Office Hours 7:00 am - 4:00 pm

Kindergarten Morning 8:15 am – 11:50 pm

 Afternoon 11:50 am – 3:25 pm

Grades 1-5 8:45 am – 3:10 pm\*\*

\*\*Early Release Wednesday Dismissal at 2:10 pm

Uninterrupted learning time is important for student success. To ensure students have this time, the period of time from 9:00 a.m. to 11:35 a.m. has been set aside as “uninterrupted time.” We will not call students from class at that time. Kindergarten classes should not be interrupted during the first two hours of instruction.

**Arrival at School**

School begins at 8:45am for 1st - 5th grades. Children are allowed to come on the playground at 8:15 am when supervision is provided. For your children’s safety, they are not to arrive before this time unless they eat breakfast. The cafeteria opens for breakfast at 8:00 am. Please make plans for them if you must leave for work at an earlier time.

**Drop Off / Pick Up**

For the safety of all children, please be careful when entering the main parking lot in front of the school before or after school when children are arriving and departing. We ask you to remember the following to ensure the safety of all our students as we dismiss them.

1. Never leave your vehicle to meet a student.
2. Always observe posted speed limits and come to a complete stop at posted signs.
3. Do not double park. If you are picking up or dropping off a student in the front driveway, you must pull over to the curb. The left hand lanes are for thru traffic only.
4. Avoid peak times. The 3:10 – 3:20 p.m. timeframe during dismissal is particularly crowded (2:10 – 2:20 p.m. on Wednesdays). We maintain supervision outside for approximately 20 minutes or until all students are picked up. Parents who arrive after the peak dismissal times encounter far less traffic.
5. Afternoon Kindergarten parents should not park along the curb until after the Kindergarten dismissal (3:25 p.m.). When you arrive earlier than that it takes space away from those parents picking up students in Grades 1-5.
6. If you live close enough and have a safe route to and from school, please consider walking. Fewer cars means less traffic.
7. There is only 1 way to enter and exit the school. Do not enter through the exit.This is to ensure a smooth and orderly flow of traffic.

**WAITING AREAS FOR STUDENTS**

Student waiting areas for dismissal are grouped alphabetically and can be identified by color. Signs will be posted so that students are easily able to identify where they will wait to be picked up. Color groups are as follows:

A - C Blue

D - H Yellow

I - M Green

N - R Orange

S - Z Red

ALL students must **SIT** and wait for their ride. No running or playing will be permitted during this time**.** This includes children who are with their parents waiting in front of the school.

**CAMPUS CROSS WALKS**

There is only one crosswalk on campus. Please do not cross in front of traffic or encourage students to cross in front of traffic.

Students and parents should cross the street at the appropriate crosswalk. If your child crosses Bennett, they should cross over at Knob Hill Road in front of the school. There is also a cross walk on Palomar.

**Early Release Day**

Each Wednesday the school day will end an hour earlier than the regular schedule. During this time teachers will be collaborating and planning.

**Attendance / Extended Absences**

State law requires regular and punctual attendance. On each day your child is absent, please call the **Attendance** **Number #290-2080 and dial #4** with the reason for the absence. Should a situation arise which requires your child to be absent from school for 5 days or more, please notify the teacher and the office in advance. An Independent Study Contract will be required to be completed. Please note, only illness, death of a family member, or religious holiday are considered excused absences.

**![C:\Users\amy.sannella\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SWM8D73Q\MC900437563[1].wmf]()Tardy Procedures**

Students are considered tardy after 8:45. Late students must first report to the office for a Tardy Pass prior to going to their classroom. The start of the school day is one of the most important times of the day for your child. Please work to always have your child to school on time!

**Leaving School Early**

Students may not leave school early unless they are signed out and picked up in the office by a parent or other person authorized on the emergency card. The office must have all names in writing, even relatives.

**Change of Address/Phone Number**

If you should have a change in your address, phone number, or emergency phone numbers, please notify the office immediately. In the event your child becomes ill or is injured, authorized persons must be able to be contacted.

**Bike Riders**

Students in 3rd-5th grade are permitted to ride bicycles to school. Children must obey all safety rules and wear helmets. Children should walk their bikes on the sidewalk and across the crosswalk. All bicycles should be locked-up for proper protection from theft. Students must have a bike contract on file in the office prior to riding their bike to school. Students who violate rules of safety can lose the privilege of riding their bikes.

**![C:\Users\amy.sannella\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9ZU7L19R\MC900383830[1].wmf]()Cell Phones:**

The world is a very different place than it used to be, and we recognize the need that some families have for sending a cell phone to school with their child. Please remember that cell phones are to remain off during the school day, and if the phones are causing a disruption in the classroom the phone will be held until the end of the day. Unless there is an emergency situation, or it is outside school hours, students should rely on the school phones to contact their parents.

**Visitors on Campus**

Visitors are required to sign in at the school office before entering the school grounds or classrooms. Classroom and teacher visitations are welcomed, but advance arrangements with the teacher are needed. Visitors must make arrangements for the care of small children so they do not distract the class from its work. Visitors will receive an identification badge at the office. Please remember to turn in your visitor’s badge when you sign out. Gates are locked at 8:45 each morning, ensuring a completely secured campus. Entrance is through the front office.

**The Hawk Envelope**

The Hawk Envelope containing important information from the school and your child’s weekly work is sent home on Wednesdays. Keep the material, then sign and return the envelope on Thursday.

**Pets/Dogs at School:**

Pets are not allowed on campus. This is a safety issue as we have some students who are highly allergic.



**HEALTH SERVICES**

**Illness and Injury at School**

At the time of enrollment, please notify the school if your child has a health condition or a physical condition that might pose a problem in any way or that might need special attention during the school day. Children are never diagnosed or treated for illness or injury, but are given first aide as permitted by law. If a child has a fever or displays other symptoms of illness, the parent or other person listed on the enrollment form as “emergency contact” will be notified. The child should then be picked up as soon as possible.

**Medication**

Over-the-counter medication cannot be administered by the school without a physician’s statement. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office.

**Health Clerk**

A Health Clerk is on duty on a part-time basis. The Health Clerk is here to help in case of sickness or an accident. Health clerks do not diagnose illnesses.

**Routine Health Checks**

Health Services provides screening for vision and hearing to all students in Kindergarten, 2nd and 5th grades. Other students are screened upon request by the teacher and/or parent as time permits. You will be notified if it is found that your child is in need of outside medical attention.

**School Insurance**

School insurance is available to all students. Packets are sent home at the beginning of the school year. Purchase of the insurance is optional.

**RECOGNITION & REWARD PROGRAMS**

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Outstanding effort, improvement, and achievement in academics and character development are expected at Knob Hill … and students are recognized for their accomplishments! At the beginning of the year, every student is given a Hawk Tag. From that point on, deserving students are awarded tags in several areas.

**SCHOOL DISCIPLINE POLICY**

The staff has developed both school wide and classroom plans to promote positive behavior and attitudes from all of our students. The plans include:

 •Behaviors expected by the school/teacher

 •A hierarchy of consequences for breaking a rule(s)

•A positive plan for individual students/classes who are well behaved

“Discipline” at Knob Hill is teaching students to make appropriate choices in a climate of respect and support. We concentrate on “catching kids being good!” Our school policy for managing student behavior is based on a school wide discipline program with the following school rules:

**School Rules:**

* Be Safe
* Be Responsible
* Be Respectful

**Dress and Grooming at School**

The following dress guidelines apply for all students. Students are required to show proper attention to cleanliness, health, neatness, safety, and appropriateness of clothing and appearance for school activities. A well groomed appearance is important in developing a positive self image and complements the school’s instructional program.

* Dress should be appropriate for the season and the occasion. Extreme styles that may disrupt the educational process or any other school activity are prohibited.
* Clothes must present a well groomed appearance. All clothing should be of the correct size - baggy pants and sagging waist lines are not appropriate.
* Revealing clothing is not permitted.
* Clothing that is offensive or may promote gangs, drugs, or alcohol is not permitted on campus.
* Caps are permitted, but must be worn with the bills forward. Hats/Caps may not be worn inside the buildings.
* Shoes should have closed toes and backs so student can play safely on the school playground during recess and P.E.

**Sexual Harassment**

It is the policy of the San Marcos Unified School District, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of our district are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

**Safe and Drug Free**

 Our goal is to provide a safe and drug free environment for all our students. We actively enforce our school district’s “Zero Tolerance” policy. Students who attempt to bring drugs, alcohol, or weapons to school are arrested by the sheriff, suspended from school, and may even be expelled for up to one full year.

**Bully Free Zone**

Bullying and harassment at school is not permitted. Formal complaints can be filed, and will be investigated and resolved in a timely manner, according to District policy and procedure. To report an incident or to file a complaint, please contact the office.

**Tobacco Free School**

Knob Hill recognizes the health hazards related to the use of tobacco, including the breathing of second-hand smoke. We are a “tobacco-free” school which means we do not allow smoking in the classrooms or on the campus at any time. In addition, we provide educational information to our students through classroom instruction and activities.

**Report Cards and Academic Awards**

Report cards are sent home at the end of each semester.

**Kids on Campus**

This is a quality school age day care program for children (K - 5th) offered by SMUSD. The program is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. This program is financially independent of the district. Tuition is charged. For information visit the KOC program at Knob Hill or call the district at #752-1281.

**PARENT INVOLVEMENT**

It is the goal of Knob Hill Elementary to develop strong partnerships with the home. Having our parents and school working together as partners will increase student achievement and develop positive attitudes about self and school. Knob Hill Elementary values the contributions and commitments our parents have made to develop successful home-school partnerships.

**Parent/Teacher Conferences**

Parent-teacher conferences are an important form of the school’s communication with parents. The teacher will explain the first report card and make comments regarding your child’s strengths and/or any areas the teacher feels needs attention. Specific suggestions may be made with regard to class and school programs.

Parent-Teacher conferences are scheduled in November. A conference schedule will be sent to you in advance. If students from the same household attend the same school, the teachers will make every attempt to schedule these conferences back to back.

**Parent Volunteers**

Parents are encouraged to participate in our school by volunteering time to work in the classrooms. Your assistance can also be used if you wish to take home projects to work on for the teacher. Contact your child’s teacher and be a part of our working school family.

**Friday Assemblies**

Every other Friday morning an all-school assembly is held on the playground at the start of school. The student body assembles as a family to honor our flag, witness the presentation of awards, hear special announcements, and meet visitors. All parents are invited to attend each Friday.

**Birthdays**

Parents are encouraged to donate a book to the library or the student’s classroom in celebration of their child’s birthday. In accordance with state and federal guidelines, food may not be used to celebrate birthdays and personal celebrations. Please refer to the board policy on student wellness.

**Parental Concerns and Questions**

From time to time you may have need for clarification regarding an activity or form you have received. Please come into or call the school office for more information. **(760-290-2080)**



**Child Nutrition Services**

Knob Hill has a breakfast program before school, as well as the regular lunch program. Please refer to the specific food service information you receive each month for menu selections and prices. Students are expected to either bring a lunch from home or purchase a lunch in the school cafeteria. Candy and carbonated drinks are discouraged at school. Gum is also not allowed.

**District Wellness Policy**

San Marcos Unified district has adopted a board policy in accordance with state and federal guidelines. This policy prohibits: food at school for personal (i.e. birthday) celebrations, food as reward (all of the time), and candy at school. Additionally, food used for occasional classroom celebrations must be on the district approved food list. Please refer to the district guidelines for appropriate food items.



Dear Parents/Guardians,

Our goal at Knob Hill Elementary School is to provide a safe and orderly environment in which our students can learn and develop responsible behavior. You will find our school wide discipline plan and our School Handbook on our school website. We know that you as parents want to help your child develop into a worthy and productive citizen. When our students know that those at home and school are supporting the same responsible behavior, they tend to learn faster.

Please read and discuss the school wide discipline plan and School Handbook with your child. We ask that you sign and return the bottom portion of this page. If you have any questions, please call the school at 760-290-2080.

Sincerely,

Dan Trujillo Amy Sannella

Principal Assistant Principal

Please sign and return to your child’s teacher

I have read the Knob Hill School-Wide Discipline Plan and School handbook with my child.

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Child’s Signature Date

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Parent Signature Date

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Teacher Signature