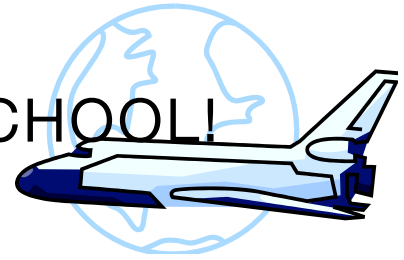


WELCOME TO DISCOVERY SCHOOL!



Dear Parents,

Welcome to Discovery Elementary School! We are proud of our school, and we are excited that you will be a part of the Discovery 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 Discovery 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. We hope it will answer any questions you might have. If you need additional information, please call the school at 290-2077.

Sincerely,

Dan Trujillo
Principal

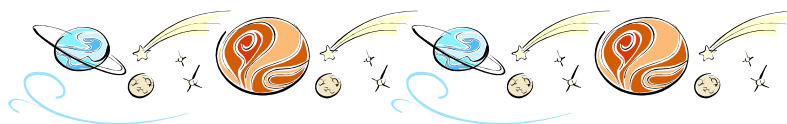
Kylie Lewis
Assistant Principal

DISCOVERY SCHOOL MISSION STATEMENT

The staff of Discovery Elementary School will establish a positive school environment where diversity is valued, academic excellence is fostered, and personal responsibility for actions is expected. Discovery Elementary will be a partnership of home, school, and community. In accomplishing this mission, all students will acquire knowledge, skills, and attitudes to be successful in school and in a global society.

NON DISCRIMINATION

The San Marcos Unified School District offers equal educational and employment opportunities regardless of sex, race, color, religion, ancestry, age, marital status, sexual orientation, national origin or disability. The Title IX Coordinator is Mr. Len Judd, Assistant Superintendent of Human Resources and Development, (760) 752-1240.



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 Uninterrupted Learning Time		8:45 am – 3:10 pm**
		8:45 am- 11:00 am
**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 9:10 am to 11:25 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

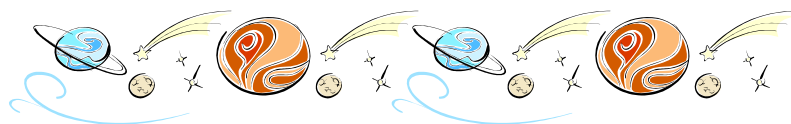
School begins at 8:45am for 1st - 5th grades. The line up bell rings at 8:43AM. Children are allowed to come on the playground at 8:15 am when supervision is provided. For your children’s safety, they are not to arrive before this time. Please make plans for them if you must leave for work at an earlier time.

Drop Off / Pick Up

If you are dropping off or picking up your child, please do so in the parking lot located on the north side of the front entrance or at the back of the school on McMahr Road. 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. At no time should cars be double parked.

We understand how hectic it can become after school. Even though most families are highly responsible, the beginning of the year is an excellent time for all of us to review the guidelines. We ask you to remember the following to ensure the safety of all our students as we dismiss them.

- Students should never cross an active traffic lane without an adult.
- At the back gate please either pull up to the curb closest to the school and then have your students enter the car, or park and go meet the students where they are waiting.
- In front of the school, pull up to the curb and have the students meet you at the curb.
- Please don’t make sudden movements with your vehicle while on school property (you never know when a little one will be in the way).



- If you are not staying in the line of cars to pick up at the curb, please park your car appropriately, and walk to find your student (rather than having them run to meet you through the parking lot.)
- The two front pick up zones are not for parking, please remain with your car at all times during pick up.
- Please remember to pick up your children either in front of the school or wait for them on the playground by the line up “dots”. We need to keep all hallways clear for easy access for students as they walk through with their teacher.

Here are a few simple rules/reminders about pickup on McMahr:

1. Double parking is unsafe and illegal.
2. Drop off or pick up needs to be done on the school’s side of the street if you are remaining in your car.
3. Driveways are private property and cannot be parked in or blocked (even briefly).
4. Students and parents should cross the street at the appropriate crosswalk.

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. This new schedule is consistent across the district from Kindergarten through Eighth grade.

Attendance / Extended Absences

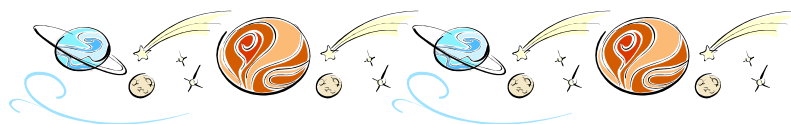
State law requires regular and punctual attendance. On each day your child is absent, please call the **Attendance Number #290-2077** and dial #4 with the reason for the absence. Should a situation arise which requires your child to be absent from school for 5 days or more, please notify the teacher 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.

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!

Change of Dismissal Plans

Your child will be sent home directly after school. If a change in the normal routine is requested, a written note from the parents is necessary. There is no provision for children to play on campus after class dismissal. **STUDENTS ARE EXPECTED TO GO DIRECTLY HOME AFTER CLASS DISMISSAL.**



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 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 licensed and locked-up for proper protection from theft. Students who violate rules of safety can lose the privilege of riding their bikes.

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

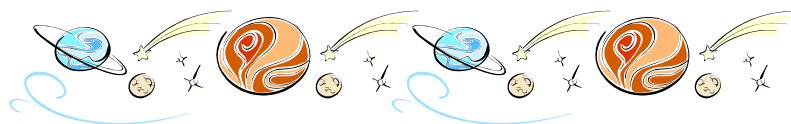
Visitors are required to sign in at the school office before entering the school grounds or classrooms. Classroom and teacher visitations are welcomed, but advance arrangements with the teacher are needed. Visitors must make arrangements for the care of small children so they do not distract the class 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 9:20 each morning, ensuring a completely secured campus. Entrance may be through the front office.

The Explorer Friday Envelope

The Explorer Envelope containing important information from the school and your child's weekly work is sent home on Fridays. Keep the material, then sign and return the envelope on Monday.

Pets/Dogs at School:

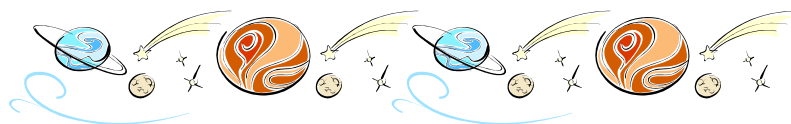
If you are bringing a pet to share or just walking on campus with an animal between 8:40 and 4:00 you must get **prior approval** from the office. Again, this is a safety issue



as we have some students who are highly allergic and the office can best direct you in such cases.

Paperwork/Forms Sent Home:

We do send quite a bit of information home in the Friday envelope. Some of the information is merely at your discretion, but a some of the forms need to be returned. Please check the Friday envelope carefully each weekend to make sure that all forms are returned in a timely manner.



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 aid 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

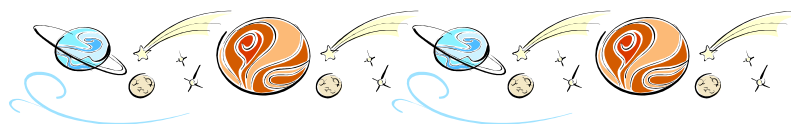
A Health Clerk is on duty on a part-time basis. The Health Clerk is here to help in case of sickness or an accident. Health clerks do not diagnose illnesses.

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

The school offers a variety of meaningful, motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and extracurricular activities are recognized through:



- Flag Salute Weekly Assemblies
- Students of the Month
- Honor Roll
- Student Council
- Space Shuttle Tickets
- Principal's Recognition
- Citizens of the week

SCHOOL DISCIPLINE POLICY

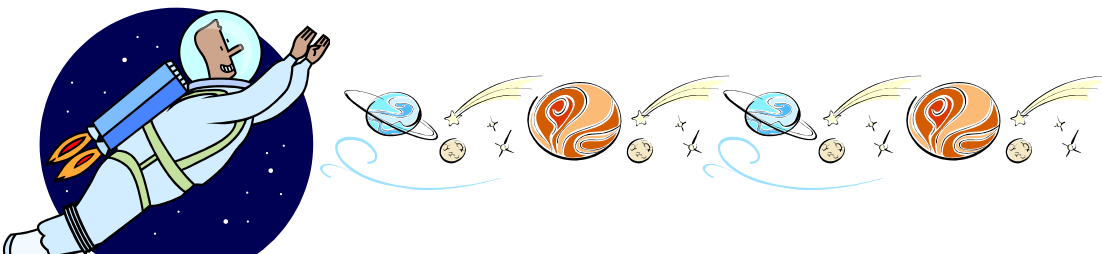
The staff has developed both school wide and classroom plans to promote positive behavior and attitudes from all of our students. The plans include:

- 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.

We have a full house at Discovery School, and because of this we have high expectations for student behavior. "Discipline" at Discovery 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 schoolwide discipline program with the following school rules:

School Rules:

- Follow directions given by all school adults.
- Respect the rights and property of others.
- Keep hands, feet, and objects to yourself.
- Always use appropriate language.



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

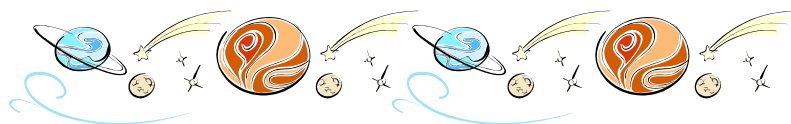
It is the policy of the San Marcos Unified School District, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of our district are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

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.

Tobacco Free School

Discovery Elementary School 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. Our school has information available about programs that support adults who desire to stop smoking.



ACADEMIC AND EXTRACURRICULAR PROGRAMS



District Curriculum

Discovery Elementary School, as part of the San Marcos Unified School District, follows a set curriculum outlined by the California State Content Standards for kindergarten through fifth grade. All content standards for each curricular area are outlined on the California Department of Education's website at cde@ca.gov. You may also obtain a copy of the content standards from your child's teacher.

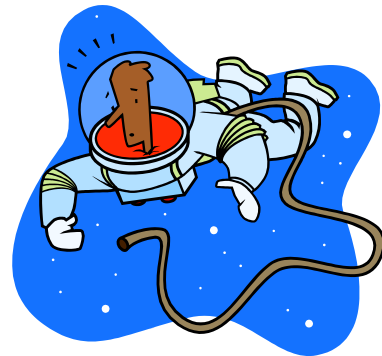
Homework Policy

Homework is an important part of the educational program, and will be assigned on a regular basis. Homework is assigned using the following school board policy:

Grades 1-3	15-20 mins.	3-4 days a week
Grades 4-5	30-45 mins.	3-4 days a week

The Child's responsibility:

- Understand and know how to do the assignment.
- Have the necessary materials.
- Follow study techniques outlined by the teacher.
- Strive for the best quality of work of which s/he is capable.
- Complete and return assignments on time.



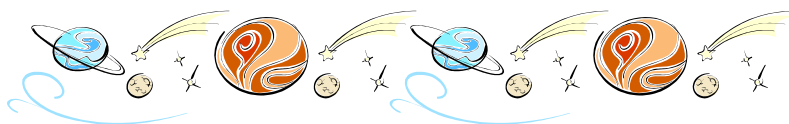
The Parent's responsibility:

- Provide the child with a quiet place and adequate time to do homework.
- Encourage the child to do his best work.
- Encourage the use of good study habits and completion of assignments.
- Remind the child to bring all materials back to school each day.

Report Cards and Academic Awards

Report cards are sent home at parent conferences in November, March and the end of the school year. Report cards in Grades K-5 are non-graded.

We recognize our students with Academic Excellence and Academic Achievement at the end of each trimester. (Students in grades 4 and 5 only)



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 Discovery or call the district at #752-1281.

Student Council

Each year two student classroom representatives are chosen from each of the 3rd -5th grade classes. This group assists in many school activities and is facilitated by Discovery teachers.



Safety Patrol

Fifth grade students who show good leadership qualities are selected to be members of Safety Patrol. These students serve the school by assisting crossing guards guiding pedestrians safely across the streets.

Enrichment Classes

A variety of enrichment classes are offered for a fee at Discovery throughout the year. Please watch for information about these fun and interesting extended-day learning opportunities for your child in the Friday Explorer Envelope.

SUPPORT SERVICES

Before-School Learning

Before-school remediation classes are offered for students who are having difficulty with grade level curriculum. During these remediation classes, teachers work with students on specific grade level reading and math skills. Enrollment in these classes is based on teacher referral. Your child's teacher will contact you about these support services if s/he believes they would be of benefit to your child.

Gifted and Talented Education (G.A.T.E.)

Discovery's GATE program is designed to assist in meeting the unique needs of students who demonstrate superior ability. The program begins in fourth grade with a multiple criteria identification process. All students in grade 3 are screened, unless the parent requests that their child not participate in this process. GATE students are clustered in specific classrooms in order to provide instruction that differentiates the core curriculum and provides them with advanced learning opportunities.

Computers



Students in grades K-5 use computers to complement class instruction. Computers are used as part of the regular classroom curriculum and compliment the teaching of the California Content Standards.



Student Study Team (SST)

Students experiencing academic, language, behavioral, or emotional difficulties can be referred by a teacher, parent, or administrator to the SST team, which is comprised of the parent, classroom teacher, psychologist, speech therapist, administrator and RSP teacher. The purpose of the SST team is to review the needs of the child and develop a plan for success. Prior to referral, the parent and teacher will have a conference and discussed any concerns.

Psychological Services

Services in this area are limited. Contact the principal or assistant principal for details.

Speech Therapy

Students are referred for screening and/or training by teachers or parents. Parents are welcome to contact the school regarding assistance in this important area. All Kindergarten students receive a speech and language screening.

Resource Specialist Program (RSP)

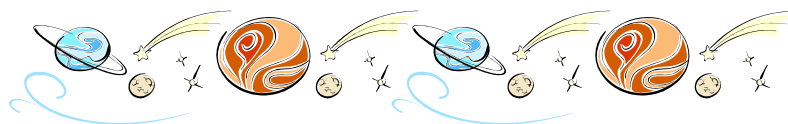
Children who have been identified as having a specific learning disability, are provided services in the Resource Specialist Program. Working together, parents, teachers, and other appropriate personnel develop, an Individualized Education Plan (IEP) to target each child's identified needs.

PARENT INVOLVEMENT

It is the goal of Discovery 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. Discovery 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-Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is the parent organization at Discovery School. The primary function of the PTO is to provide support and assistance to the quality of education our children experience at Discovery. The PTO board meetings are held the 2nd Tuesday of every month in the school office. Everyone is invited to attend PTO Board Meetings.

There are many opportunities for parents to become involved in the PTO. The PTO is always in need of support with fundraising and school activities. Any volunteer time you are willing and able to give is greatly appreciated! If you have any questions about Discovery's PTO, please call the PTO line at #290-2045.

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

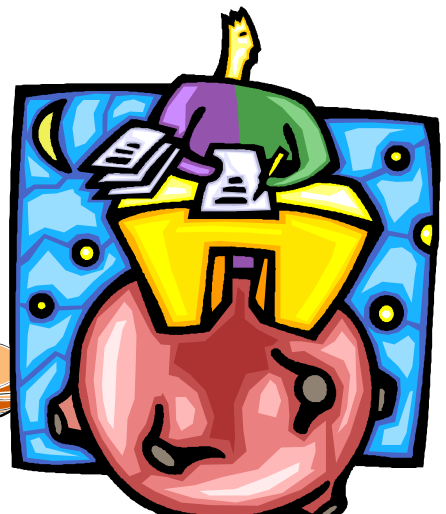
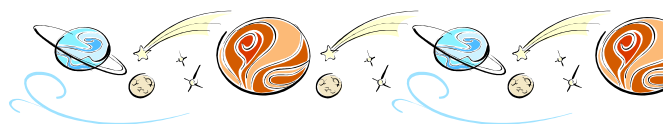
Every other Friday morning an all-school assembly is held on the playground at the start of school. The student body assembles as a family to honor our flag, witness the presentation of awards, hear special announcements, and meet visitors. All parents are invited to attend each Friday.

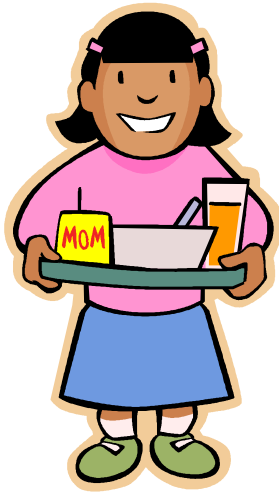
Birthdays

Parents are encouraged to donate a book to the library or the student's classroom in celebration of their child's birthday. This year, 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. (290-2077)





Child Nutrition Services

Discovery 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.

Lunch tickets may be purchased before school in the cafeteria. These tickets are kept in an envelope by the student's teacher. Students are expected to either bring a lunch from home or purchase a lunch in the school cafeteria. It is suggested that your child purchase a lunch ticket. The purchase of this ticket not only reduces the number of children who lose lunch money, but will aid the cafeteria in determining the amount of food to prepare.

Children who forget their lunches will be provided with a peanut butter sandwich and milk.

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.

