
2025-2026
Student and Parent Handbook
Revised 8/4/2025

Dear Students and Parents,

This handbook aims to share all necessary information about San Elijo Elementary, including the school rules, procedures, and guidelines to create clarity and alignment with all aspects of our school. Please read the sections together at the beginning of the school year and use them as a resource throughout the year. We welcome you to our school community and know we can provide our students with the best possible educational experience through positive participation and home-to-school connection.

Sincerely,

Gary Pope and Mara McLeod, SEES Administrative Team

Our Vision

San Elijo Elementary is a dynamic and supportive school community grounded in the belief that all belong, feel safe, and work together. Individually and collectively, our students develop a passion and curiosity for learning and exploration. We meet our students where they are, capitalizing on strengths and supporting social, emotional, and academic needs so all students are poised to excel.

We Believe;

- Knowing students' by name, by needs, and by their strengths is essential to their achievement.
- Staff collaboration is key to our success." All students are our students" in our system of Professional Learning Community.
- Our enrichment opportunities spark passion, creativity, and curiosity in all students.
- Engaging students in opportunities for problem-solving and critical thinking.
- Persevering through challenges and celebrating success.
- In encouraging global and local citizenship and service.
- Student leadership opportunities create connections and real-world experiences.
- Demonstrating responsibility for oneself.
- Physical health and well-being through exercise and nutrition.
- The differences in our school community enhance intellectual inquiry and deepen empathy.
- Students of all neurological and physical abilities are included.

Office Information:

Office Hours

7:30 am- 3:45 pm

Bell Schedule

Grades K-5

8:45 am - 3:10 pm

8:45 am - 2:10 pm (Wednesdays)

AM Transitional Kindergarten

8:15 am - 11:51 am

8:15 am - 10:51 am (Wednesdays)

PM Transitional Kindergarten

11:51 am - 3:27 pm

11:51 am - 2:27 pm (Wednesdays)

K-5 Drop off between 8:15 am - 8:45 am

Breakfast served daily: 8:15 am- 8:45 am

Recess/Lunch

-TK students are scheduled for one 20-minute recess daily.

-Kindergarten through 5th grade students are scheduled for two 20-minute recesses and one 25-minute lunch (combined with one of the recesses) every day except minimum days.

Contact Information

School Phone: (760) 290-2600

Attendance: (760) 290-2605 or email sees.attendance@smusd.org

Principal: Gary Pope, (760) 290-2602, gary.pope@smusd.org

Assistant Principal: Mara McLeod, (760) 290-2604, mara.mcleod@smusd.org

Health Office: (760) 290-2608 sees.health@smusd.org

School Website: <https://sanelijoelementary.smusd.org/> (use to access the full staff directory)

Table of Contents

(Each item is a hyperlink for quick access)

Our Vision	1
Office Information:	2
Office Hours	2
Bell Schedule	2
Contact Information	2
Table of Contents	3
SEES Positive Behavior Intervention Support	5
SEES Behavior Expectations	5
Behavior Action Plan/School Discipline Policy	6
Restorative Practices	9
SEL/Second Step	10
Bullying Policy	10
Playground Rules and Games	11
Arrival At School	11
Child Nutrition Services (Cafeteria)	11
Back to School/Soar and Explore Night	11
Open House	11
Parent Conferences	11
Dismissal/Drop Off/Parking Lot Procedures and Traffic Safety	11
School Transportation (Home to School Bus Service)	12
Back Gate	12
Attendance	12
Tardy Procedures	12
Is your student ill?	13
Leaving School Early	13
Visitors/Volunteers on Campus	13
School Safety	14
Closed Campus	14
Bike Riders/Scooters/e-Bikes	14
Health Services	14
Food in Classrooms	15
Birthdays	15
Cell Phones, Smart Watches, and Messages to Students	15
Friday Flag Salute	15
Pets on Campus	15
Kids on Campus	15
Special Education	16

Chromebook Policy	16
Supplies and Materials	16
ParentVUE	16
Parent Involvement:	16

SEES Positive Behavior Intervention Support

At San Elijo Elementary School, we believe every student has a right to feel safe and connected to our school community. We expect everyone to conduct themselves with respect and acceptance for others. At SEES, we have established clear school-wide expectations, a comprehensive system for social-emotional learning and connection, regular use of [restorative practices](#) to build community and respond to harm, incentives for modeling positive behavior, and logical consequences for unexpected behavior. All students want to succeed and learn at their potential. We take a proactive approach to creating a positive learning environment and have a school-wide system of support for students to ensure expectations are followed.

SEES Behavior Expectations

Students are expected to meet the following Guiding Principles:

BE SAFE * BE RESPECTFUL * BE RESPONSIBLE * BE KIND

Be Safe:

- Keep hands, feet, and objects to yourself
- Move safely at all times to protect myself and others.
- Leave personal cell phones, watches, and other devices with call, text, or internet features turned off and out of sight during school hours.
- Only wear those types of sandals that have heel straps and closed toes (no flip-flops or open-toed shoes)

Be Respectful:

- Follow adult directions the first time they are given.
- Follow all rules of games and activities.
- Take care of and use all property and equipment appropriately.
- Be thoughtful and respectful of our school environment before, during, and after school.
- Be respectful of each other, physically and verbally.
- Ask before touching someone else's property.
- Be cooperative with each other.

Be Responsible:

- Arrive at school on time (Between 8:15 AM and 8:45 AM for Kinder-5th)
- Be ready to start class promptly at the beginning of the day (8:45 AM), after recess, and after lunch.
- Come prepared with Chromebooks charged and have supplies needed for the day.
- Toys remain at home.

Be Kind:

- Be a leader and helper to others
- Be an UPSTANDER
- Include everyone
- Share equipment appropriately

Reward systems are in place for making positive choices and a system of progressive consequences for unexpected choices. Students may move through several interventions and/or consequences over time depending on the response to previous interventions. Our goal is to work **with** the child to modify their unexpected behavior so that it does not impede their learning or that of others in the future. Every incident and circumstance is unique, and this is considered when student behaviors are addressed. NOTE: Discipline is part of a student's confidential record.

When supporting students who exhibit problem behavior, it is essential to prioritize their privacy and well-being. As such, it may be necessary to momentarily remove these students from their peers. This measure ensures that their privacy is protected and they can receive the necessary support without being subjected to undue scrutiny or judgment from their peers. Creating a safe and confidential environment allows these students to address their behavioral challenges and work toward positive change effectively. Ultimately, removing them from their peers aims to foster a supportive and respectful atmosphere conducive to their personal growth and development.

All students have the fundamental right to confidentiality. Respecting and upholding this right is imperative to create a safe and conducive learning environment. Confidentiality ensures that students can trust in the support and guidance provided by educators and professionals without fear of their personal information being disclosed without consent. Respecting the confidentiality of students not only protects their privacy but also encourages open communication, fostering an atmosphere of trust and respect. Recognizing and honoring the right to confidentiality is crucial in promoting our SEES students' overall well-being and academic success.

Behavior Action Plan/School Discipline Policy

Students are actively encouraged to learn and develop responsibility for their own behavior. The consequences are a direct reflection of the choices made.

Level/Tier I:

Unexpected Behaviors:

Minor behavior infractions such as;

- Classroom or school expectations are broken (running on white, distracting the learning of others, not being safe with your body, such as unintentionally bumping/tripping)
- Disrespectful language or not following instructions of teachers, aides, supervisors, other students, or staff
- Misbehaving in specials/not following expectations

Response/Consequences:

Teachers use a Classroom Management System. Corrections for **Level I** behaviors may include but are not limited to:

- Restorative Conference
- [Reflection Sheet](#)
- Teach replacement behaviors
- Verbal correction
- Warning

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- Cool-down/ Time out
 - May contact the parent by email or phone call

Level/Tier 2:

Unexpected Behaviors:

- Multiple offenses of Tier 1 behaviors
- Foul language or hurtful words to other students
- Harassment, belittling others
- Pushing, shoving, or physical behavior NOT resulting in injury
- Minor bathroom infractions (intentional spilling of soap, paper towels on ceiling, lock stall doors)

Response/Consequences:

Consequences for **Level 2** may include, but are not limited to:

- Verbal Correction
- Students will be asked to fill out a [Reflection Sheet](#)
- Written Discipline Notice
- Cool-down/ Time out
- Teaching replacement behaviors
- Email/Call to parent
- Separation from students.
- Loss of recess time if the student poses an immediate threat to themselves or others.
- Behavior contract
- Problem-solving/Conflict resolution
- Loss of privileges/activities
- Referral to school social worker or psychologist

Level/Tier 3:

Unexpected Behaviors:

- Multiple offenses of **Tier 1 or Tier 2** behaviors
- Physical behavior with the intention of/or resulting in injury to others
- Offensive/crude language
- Major destruction of school property or the property of others (flooding sinks/water fountains, graffiti, invading someone's privacy)
- Minor theft

Response/Consequences:

The administrator will determine the corrective action. School administrators will issue appropriate consequences and facilitate interventions/corrective actions designed to assist the student in improving his/her school behavior.

- Parent Conference with a school administrator
- Students will be asked to fill out a "Reflection Sheet."
- Verbal Correction

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- The student will be issued a written Discipline Notice.
 - Student incident recorded in Synergy/Student information system
 - Teaching replacement behaviors
 - Email/Call to parent
 - Separation from students-in-school suspension/academic learning center (half or full day)
 - Behavior contract
 - Loss of privileges/activities
 - Loss of recess time if the student poses an immediate threat to themselves or others.
 - Referral to school social worker or psychologist

Level/Tier 4:

Unexpected Behaviors:

- Multiple offenses of Tier 1, Tier 2, and Tier 3 behaviors
- Extreme physical behavior with the intent or resulting in harming another (punching, kicking, hair pulling, biting, etc.)
- Bullying - see below for the definition
- Racially charged statement
- Damage to school property
- Theft
- Vandalism

Response/Consequences:

- Teaching replacement behaviors
- Written Apology
- The student will be issued a written Discipline Notice
- Phone call to parents
- Loss of privileges
- Verbal correction
- Behavior contract
- In-School Suspension/Academic Learning Center
- Out of School Suspension
- Recommendation for expulsion
- Contact the School Resource Officer

Mandatory Suspension/Expulsions:

Students violating the following regulations may be suspended for five days and could face possible expulsion from school: Possession of a dangerous object (e.g., gun or knife, real OR toy); Unlawful possession or sale of a controlled substance (e.g., drugs, tobacco, or alcohol); Causing serious injury w/ intent; Robbery or extortion.

Sexual Harassment:

Sexual harassment of any kind is NOT tolerated. The definition is based on how the victim is made to feel.

Restorative Practices

San Elijo Elementary School is proud to implement Restorative Practices across its campus. All of its teachers and most supportive staff have attended Restorative Practice training from the San Diego County Office of Education. SEES is devoted to continuing to develop its understanding and implementation through ongoing staff development.

Restorative Practices are about building and sustaining relationships.

Restorative Practices promote strengthened relationships and community building while promoting meaningful opportunities for all members to share the responsibility for making our school a safe and nurturing environment.

Restorative Practices are based on principles and processes that emphasize the importance of positive relationships as central to building community and restoring relationships when harm has occurred.

"The underlying premise of Restorative Practices is that people are happier, more cooperative, more productive and more likely to make positive changes when those in positions of authority do things WITH them rather than TO them or FOR them." (The Restorative Practice Handbook, Costello and Wachtel)

Restorative Practices (RP) are a movement grounded in principles designed to create powerful relationships central to building thriving communities. RP represents a paradigm shift that focuses on the harm done rather than the rule broken in restoring relationships. It is a reflective practice that encourages personal responsibility, giving a voice to the person harmed and the person who caused the harm. Restorative Practices aid in accepting cultural differences by offering an equitable process where all community members feel valued and heard and, in turn, are more likely to bring their best selves to the community.

Through restorative practices, members of the school community will:

- have an opportunity to be heard
- understand the greater impact of one's actions
- learn to take responsibility
- repair the harm one's actions may have caused
- recognize one's role in maintaining a safe school environment
- build upon and expand on personal relationships in the school community
- recognize one's role as a positive contributing member of the school community

BENEFITS OF RESTORATIVE APPROACHES IN THE SCHOOL SETTING

- A safer, more caring environment.
- A more effective teaching and learning environment.
- Everyone is more committed to taking the time to listen to one another.
- A reduction in bullying and other interpersonal conflicts.
- There is a greater awareness of the importance of connectedness to young people. They need to belong and feel valued by peers and significant adults.

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- Greater emphasis should be placed on responses to inappropriate behavior that seek to reconnect young people and not further disconnect them.
 - Reductions in fixed term and permanent suspensions and expulsions.
 - Greater confidence in the staff team when dealing with challenging situations.

SEL/Second Step

At SEES, we strive to ensure all students have a sense of belonging and connectedness to school, assure students feel safe, and encourage them to work together. To meet our students' needs in all aspects of success in school, including their social-emotional well-being, SEES strives to focus on the whole child's development. While excelling in academic classes is essential, children also need skills to take on learning challenges, make good decisions, manage strong emotions, and get along with others.

Teachers will engage students in **Second Step® Elementary**, a research-based social-emotional learning program designed to improve children's social-emotional skills. Second Step skills and concepts are designed to help children both in and out of school. Our weekly "Principal Videos" and Flag Salute skits and awards reinforce these lessons. Four units will cover the following:

- 1) **Growth Mindset & Goal-Setting:** Children learn how to pay attention and manage distractions, develop a growth mindset, and apply goal-setting strategies to their social and academic lives. (August-October)
- 2) **Emotion Management:** Children learn how to identify and label emotions and use emotion management strategies—including stress management for older students—to calm strong feelings. (October-December)
- 3) **Empathy & Kindness:** Children learn how to recognize kindness and act kindly, have empathy for others and take others' perspectives, and recognize kind acts and empathy as important elements of building and maintaining relationships. (January-March)
- 4) **Problem-Solving:** Children learn how to identify and state a problem, recognize if a problem is an accident, and use the STEP problem-solving process: S: Say the problem T: Think of solutions E: Explore the outcomes P: Pick a solution (April- June)

Here is a link to the program for more information- <https://www.secondstep.org/>

Bullying Policy

[SMUSD Bullying Complaint Form](#)

Please fill out the above form and give it to the school's administration if you would like to file a bullying complaint.

"Bullying" means severe or pervasive physical or verbal conduct (student-to-student), including communications in writing or by electronic act (texting, Internet, etc.), and including sexual harassment, hate violence, or harassment, threats or intimidation, that has, or can be reasonably predicted to have, the effect of one or more of the following: (A) placing a reasonable pupil in fear of harm to person or property; (B) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) causing a reasonable pupil to experience substantial detrimental interference with his/her academic performance; or (D) causing a reasonable pupil to experience a

substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Playground Expectations and Games

One of the best times of the day is unstructured play time with fellow students on the playground. Please review the [Playground Rules](#) with your child frequently to ensure that all students remember the expectations and have a safe and fun time while they are playing. Administration will conduct expectation assemblies throughout the year to also remind students. Teachers have the playground rules in their classrooms as well.

Arrival At School

School begins at 8:45 am each morning for all students, and the gates open at 8:15 am. If driving to school, please read the SEES Traffic Plan (under Policies and Procedures).

All students must enter the campus through the front gates near the office or through the back gate by the playground. If students ride a bike, they will enter through the rolling gate on the east side of campus. Parents are not permitted to come on campus before school through the gates. Parents must sign in through the office and be expected by the classroom teacher. These gates will be locked promptly at 8:45 each morning. Students arriving after 8:45 must proceed to the attendance clerk with a parent for a tardy slip. Refer to our [Tardy Procedure](#) for more information.

Child Nutrition Services (Cafeteria)

Students are provided with breakfast and lunch at SEES free of charge. Students may eat breakfast before school, between 8:15 and 8:45. Students are also provided a 25-minute lunch where they can eat a hot lunch from the cafeteria. A [menu](#) is uploaded monthly of what the cafeteria will be serving.

Back to School/Soar and Explore Night

Families and students are welcomed onto campus before the school year starts to familiarize themselves with their teachers and the campus. Our Back-To-School/Soar and Explore Night is held on the Friday before school begins from 4:30 to 6 pm. Learn how to be involved in the school, meet new families, and enjoy food trucks as we celebrate the start of a new school year.

Open House

We love to showcase all the fantastic things the students have been working on throughout the year in their classrooms and special classes. We will be planning an open house in the spring where all families are welcome to share the learning experience on campus.

Parent Conferences

Parent/Teacher conferences are held in October. A non-student day will be held on a Monday, followed by a minimum day schedule for the remainder of the week to allow teachers to meet with parents to review goals for their students. Teachers will work with families to schedule conferences.

Dismissal/Drop Off/Parking Lot Procedures and Traffic Safety

Please use this link for our  SEES Parking Lot Procedures.

School Transportation (Home to School Bus Service)

San Marcos Unified will be providing home-to-school bus service at SEES for the 25-26 school year. More information and the application are on the link below.

The application is available at www.smusd.org/transportation or via this direct link: [General Education Transportation Application](#).

Back Gate

The back gate will open in the morning at 8:15 and close promptly at 8:45 a.m. Students who ride their bikes/scooters and enter the back gate must walk their bikes/scooters when they arrive on campus. Students who walk down the trail must always remain on the trail rather than climb the hills. At the end of the school day, the back gate is open to allow students to exit. A trusted adult will be at the gate, ensuring the safety of the students and campus during those times. Parents are not allowed to enter through the back gate at any time.

Attendance

To report an absence (all day or partial), please call or email the office by 9:00 a.m.

- SEES Attendance Line: 760-290-2600 xt. 4
- Attendance Email: sees.attendance@smusd.org

When reporting an absence, state the date, student's name, teacher's name, your name and phone number, and the reason for the absence with detailed symptoms. If your student will be absent multiple days, please notify attendance each day of their absence, unless a doctor's note is provided. Failure to notify attendance will result in a phone call and email from the attendance clerk in an attempt to verify the absence. Parents have 72 hours to excuse an unverified absence. Absences of 4 or more consecutive days require a doctor's note upon return.

Verified absences are not necessarily excused absences. Absences due to family vacations outside of designated school vacation days are not excused. Please refer to the district's [Attendance Policy](#) on our website.

Tardy Procedures

Students in Kindergarten through 5th grade must arrive at school before 8:45 a.m. each day. The beginning of the school day is essential for classroom community building and student preparation for a successful day of learning. All gates will be locked promptly at 8:45 each morning. Students arriving after 8:45 must proceed to the attendance clerk **with a parent** for a tardy slip. **Parents must park in a designated parking place to walk their children into the office.** Please allow plenty of time each morning for traffic to ensure your children are not tardy. Excessive tardiness may require a meeting with the administration.

Is your student ill?

Please read the [Parent Guidelines](#) when questioning whether your child should stay home from school or not.

Leaving School Early

If you need to pick up your student early, it must be done before 2:45 p.m. (1:45 Wednesdays). After 2:45 p.m. (1:45 p.m. Wednesdays), students will not be released until the bell rings. Please come to the front office with your photo ID to check them out. Please allow time for the checkout process, as students could be at lunch or in special classes, where it takes them time to gather their belongings and get to the front office. Please do NOT call your students out of class yourself. Students cannot have their cell phones or watches on during class. Therefore, allow us to contact your child's teacher from the front office. You must be physically present in order for the office to call for your student.

Short Term Independent Study Contracts

We believe that the best way for our students to learn is by attending class every day with their teachers and peers. However, we understand that there may be unavoidable circumstances that cause students to be absent. To help them stay on track with their learning and earn attendance credit for these absences, we offer Short-Term Independent Study as an option.

Short-Term Independent Study is available for students who miss between 3 to 15 days of school. Parents or guardians must request independent study at least five (5) business days in advance of the absence to give teachers time to assign work. Please be aware that some students may not qualify for independent study due to special circumstances.

If you are interested, Independent Study Contract Forms are available in the front office. To initiate an independent study contract, please come to office at least five (5) business days prior to the start of the absence. Note that independent study contracts are not initiated with your child's teacher. You can review the Independent Study Guidelines [here](#).

Visitors/Volunteers on Campus

All visitors and volunteers must enter through the front office and sign in with a photo ID. Visitors on campus must be pre-approved by teachers or administration. Visitors must remain in the pre-approved location for the purpose of their visit. For parent observations of the classroom (based on SMUSD Board Policy 1250), an observation must be scheduled in advance with a site administrator. To schedule an observation, review the [guidelines](#) on our website before contacting the principal.

SEES Volunteers, including Field Trip Chaperones

We greatly appreciate our SEES Parent Volunteers! San Elijo Elementary provides many volunteer opportunities, including our Parent Teacher Organization (PTO), Room Parent, Art Volunteers, and Garden Docents. To ensure the safety of staff and students, the San Marcos School District has created a uniform volunteer clearance policy that must be completed by all volunteers each year.

The policy is located on the district webpage 🙌 [SMUSD Volunteer Webpage](#). The process involves a thorough registration/application process, so please take the time to complete the forms before you plan to volunteer on campus. This website should be visited by new and returning volunteers because returning volunteers must complete a "Returning Volunteer Application," and complete the "2025-2026 Mandated Reporter Training." Please note that the level C volunteer category has been discontinued. All volunteers, including field trip chaperones, must complete at least the level B clearance.

School Safety

Our School Site Safety Plan Includes Diamond Safety Training, Regular Safety Committee Meetings, Regular Drills (fire, earthquake, intruder), School Resources Officer walk-throughs with admin/safety team, Emergency Response Teams and Dismissal Plans, and Active Shooter Response Training.

We do not publish the safety plan in detail on the website. However, it is available upon request. Please contact the front office. Parents are also welcome to attend our "Principal Chats," which are scheduled periodically during the school year.

Closed Campus & Front Door Procedure

Our school is a closed campus. Parents/guardians are not allowed to enter the campus through our gates. To ensure the safety of our students, staff, and families, our front office door remains locked during the main instructional hours, from 8:55 am-3:10. During the locked hours, please utilize our keyless buzz in system by pushing the button to the right of the door. That will dial our front office staff members who will ask for your name and purpose for your visit. You will also be asked to show your ID or volunteer badge. Once cleared, the staff will unlock the door for you remotely. Please note that you will still be required to sign in at the computers before heading to

your location. If someone else is at the door when you arrive, please wait by the sign a few feet from the door and do not follow them through.

Bike Riders/Scooters/e-Bikes

Students riding their bikes/scooters to school will enter/exit the rolling gate on the east side of campus. All e-bikes, bikes, scooters, and skateboards must be walked on or off campus. Students riding to school should lock their vehicles in the designated bike area. The school is not responsible for lost or stolen items. All riders must wear a helmet to and from school. Consequences for not following riding rules could result in the school's hierarchy discipline plan, including prohibiting the riding vehicle in the future. The parents will be notified to retrieve the item from the school, and the student may lose the privilege for the remainder of the year.

Health Services

Please notify the school if your child has a health or physical condition that may need assistance while on campus. We are here to help all our students feel comfortable, safe, and healthy during the school day. Over-the-counter medications can only be administered by the school Health Aide and parents, who are allowed to come to the Health Office to administer medication. No Medication of any kind is allowed to be kept in the possession of students unless written documentation is provided by a Physician. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent. [Health Forms](#) are available on our school website.

Food in Classrooms

All food served during class parties or other events must follow the Child Nutrition Services guidelines on the district website under [Smart Snacks Guide](#).

Birthdays

If you choose to recognize your child's birthday in class, please hand out non-food items only, or consider donating a book to the school library in your child's name. For more information regarding our Birthday Book Club, please visit our [website](#).

Cell Phones, Smart Watches, and Messages to Students

Students are not permitted to have smart watches or cell phones during school hours. Any devices brought to school must be kept in their backpack in the off mode. If you need to message your student, please call the front office at 760-290-2600, and we will relay the message to your student. Students with medical conditions that require a device are exempt from this policy.

For those who do not follow the policy, a tiered approach is followed:

- 1) First offense: Verbal Warning/Reminder about policy
- 2) Second offense: Phone/Smart Watch will be held with teacher/office until end of day.
- 3) Third offense: Phone/Smart Watch to Admin and phone call home. Student to pick up at end of day

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- 4) Fourth offense: Phone/Smart Watch to Admin and phone call home. Parent to pick up during school office hours.

Friday Flag Salute

Friday flag salutes are an exciting way to celebrate the success of our students at SEES. Along with awards, we also have student-led activities, share celebrations, and upcoming events! We hold Friday flag salutes on the last Friday of the month, beginning at 8:50 a.m. We ask that all families wait outside of campus until after the students are seated in the flag salute area before entering the campus. Adults entering campus will be asked to check in and receive a sticker at the front gate to ensure the safety of our students. We ask that all adults stay in the designated area at Flag Salute and keep their voices down during the assembly.

Pets on Campus

District policy states that no pets are allowed on campus. We have many families and students in front of the school during dismissal and arrival, and although the furry friends are adorable, we do have to consider all our students' safety. If you are picking up or dropping off your student in front of the school, [please leave your pets at home.](#)

Kids on Campus

Kids on Campus provides safe, supervised, and fun extended-day care facilities on nine elementary school campuses within the San Marcos School District. Our staff is dedicated to quality both in maintaining our centers and serving our families. Kids on Campus offers care from 6:30 a.m. to 6:00 p.m., Monday through Friday. We are closed on all school holidays but provide full-day care during school vacations. Children must be signed in when they arrive at KOC before school and signed out after school. Tuition is due on the first day of each month. For more information, contact [KOC](#).

Special Education

San Marcos Unified School District is committed to the identification and services of students with special needs within the least restrictive environment. Our Special Education Staff is committed to providing specialized academic, behavior support and services to students. If you have any questions regarding your student or special education, email SpecialEd@smusd.org.

Chromebook Policy

San Marcos School District provides 1:1 Chromebooks for all students. Chromebooks checked out to K-1st grade students will remain in the classroom. Students in grades 2-5 will have the option to carry their devices between home and school. Although students are provided with a chromebook, they are not their personal device. Parents will be charged for the repair or replacement if a student damages or loses their Chromebook, this includes personal stickers, key board damage, and plug damage to the chromebook. Parents can purchase device insurance at the beginning of each school year. Parents who choose not to let the device go home with their student must sign and return a [Take Home Opt-Out Form](#).

Supplies and Materials

SEES provides your students with necessary supplies such as pencils, crayons, paper, scissors, notebooks, clipboards, and glue sticks. Teachers may create a classroom wishlist to replenish supplies or for a specific classroom need. All wishlist donations are always optional.

ParentVUE

ParentVUE is used for enrollment, residency verification, report cards, truancy notices, state testing, etc. All parents should create their own account using the [Parent Vue](#) link. If you have questions or need assistance with ParentVue, please call the office at 760-290-2600.

Calendar

[SMUSD District Calendar](#)

Parent Involvement:

Parent Teacher Organization (PTO): SEES is extremely fortunate to have a dedicated and active Parent Teacher Organization. SEES PTO supplements students' core educational programs by holding a variety of fundraising opportunities. Funds raised allow our school to provide a more comprehensive education in Science, Technology, Art, and PE while supporting our dedicated teachers and staff. In addition, our PTO hosts many fun family events throughout the school year. All parents are welcome to attend our monthly board meetings on the first Monday of the Month. If you'd like to become more involved, we encourage you to email the board presidents at President@seespto.org.

School Site Council (SSC): The School Site Council is an elected group of parents and staff members who serve as an advisory group to the Principal. The meetings are held monthly at times/dates selected by the committee. The primary function of this group is to provide information and advice on the Single Plan for Student Achievement and the School Safety Plan and review budgetary information. The commitment for SSC representatives is two years. For questions, please contact gary.pope@smusd.org.

English Learner Advisory Council: Schools are required to establish an English Learner Advisory Committee (ELAC) when there are 21 or more English Learners. These groups meet a minimum of 4 times a year to perform the following objectives: advise the principal and staff on the school's program for ELs, advise the School Site Council on the development of the Single School Plan for Student Achievement, assist the principal and staff on the school's needs assessment, assist parents in their understanding of regular school attendance. Please contact Mrs. McLeod if you would like to become involved in ELAC at SEES mara.mcleod@smusd.org

Room Parent: Volunteering as a Room Parent is a unique opportunity to get to know and serve your child's teacher and peers in a way that will be greatly appreciated. As the primary liaison between the teacher and students' families, Room Parents initiate and promote the team effort between school and home that San Elijo Elementary strives to have. To find out how to become a room parent, please contact your child's teacher.

Garden Club: SEES was awarded a grant to create a hands-on garden education program. Each class has an opportunity to visit the garden one week during the school year. Students learn many aspects of gardening, including planting, harvesting, maintenance, and composting. Our garden thrives thanks to our Garden Club Volunteers. Please reach out to your child's teacher if you'd like to become a garden volunteer.