

# WELCOME

Welcome to our school community! Quality education is the word at Huntington Seacliff Elementary School. Our school program is designed to meet the academic, social, and emotional needs of individual students. This handbook/calendar has been prepared to provide parents and students information about procedures at Huntington Seacliff School to help ensure communication and continuity. We hope this booklet/calendar helps to answer your questions. Please review this handbook with your child and keep it as a handy reference. If, at any time, you have questions or need further information, please feel free to contact the school. We also welcome any suggestions regarding additional information you feel might be helpful to include in this handbook.



Shining With Excellence!

## HUNTINGTON SEACLIFF ELEMENTARY SCHOOL

6701 Garfield Avenue

Huntington Beach, California 92648

(714) 841-7081

(714) 841-2531 Voice Mail

(714) 841-4593 Fax



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## DAILY SCHEDULE

Class	Hours	Recess	Lunch	Planning Day
Kindergarten	8:05 – 1:25	9:30 – 9:50	11:01 – 11:46	8:05 – 1:03
Grade 1	8:05 – 2:03	9:30 – 9:50	11:01 – 11:46	8:05 – 1:03
Grade 2	8:05 – 2:03	9:30 – 9:50	11:31 – 12:16	8:05 – 1:03
Grade 3	8:05 – 2:03	10:00 – 10:20	11:31 – 12:16	8:05 – 1:03
Grade 4	8:05 – 2:26	10:00 – 10:20	12:01 – 12:46	8:05 – 1:11
Grade 5	8:05 – 2:26	10:00 – 10:20	12:01 – 12:46	8:05 – 1:11

**Please do not have children arrive on campus before 7:50 A.M.** The school cannot provide supervision before that time.

### PLANNING DAYS (Thursdays)

Planning days are used by the staff for curriculum development, instructional planning, coordination between teachers, parent conferences, and professional inservices. **Please note that EVERY Thursday is a planning day with the exception of the first week school.**

Front cover designed by Britney Chandra (Grade 4) 2009

# ATTENDANCE

## ABSENCES

Your child's regular attendance at school is necessary to achieve the greatest academic growth. When your child misses school, he/she misses valuable learning time. Students with perfect attendance are awarded a special certificate at the end of the year. Perfect attendance is being present at school every school day with zero tardies.

For attendance accounting purposes, the only legally excused absence is illness, visit to the doctor or dentist, and bereavement. All other absences are unexcused.

If your child must be absent, please phone the school's answering machine - 841-2531. Please be prepared to leave the name of your child and his/her teacher, reason for the absence, and the anticipated length of absence. If you do not call, please send a written, signed excuse with your child the day he/she returns to school. State the reason and the date of the absence.

## **Homework**

Beginning on the second day of an absence, you may request a homework packet of the work your child missed by phoning the office (not the voice mail) on the morning of the absence (before 11:00 a.m.). Packets may be picked up in the office between 3:00 - 4:00 p.m. Homework will not be sent home with friends or siblings. Students absent just one day should pick up their homework from their teacher when they return. (Sick students need time to recuperate.)

## **Independent Study**

Independent Study Programs are available for extended absences of five days or more for reasons other than illness. Call our office to arrange for an Independent Study Program if you have a trip planned during the school year. For teachers to have adequate time to prepare assignments, please notify your child's teacher at least two days in advance of your child's absence.

## TARDY POLICY

Please urge your child to be on time each day to school. Tardiness can instill poor habits in children, and students miss the beginning of daily instruction. Students who arrive after the 8:05 a.m. bell has rung must stop by the office and receive an admit slip before entering the classroom. Students are tardy if they are not in line when the bell rings. This tardy will be noted on their permanent attendance record. If a student has more than four tardies, the office will notify the principal who will conference with the child and notify the parent. If tardies continue, students may be required to serve detention.

## RELEASE FROM SCHOOL

Written permission from the parent is required if a child will be deviating from his/her regular route home. If your child will be going home with another student, we need a confirming note, signed and dated by you and the host parent. Parents wishing to check out students during the school day must come to the office to sign him/her out of school. **Children must be picked up promptly at their dismissal time. They are not to wait for older siblings. Students may not play on the playground after school; they are to immediately leave campus.** The school cannot provide supervision for them. **Students must exit at the front of the school (Garfield Avenue) unless they attend the YMCA after-school care program or they are meeting the after-school care mini-buses or school district buses (Saddleback Lane).**



# TRANSPORTATION

## MORNING ARRIVAL & AFTERNOON DISMISSAL

Huntington Seacliff has many students in attendance. Safety is our first concern and responsibility. When dropping off and picking up your children, we ask for your cooperation on the following:

**Entering:** When coming west on Garfield, turn right into the first entrance after Saddleback Lane.

- When coming east on Garfield, make a U-turn at Saddleback Lane and enter the school at the first entrance on the right.
- Refer to the map for directions on where to drop off and pick up your children.

**Exiting:** Exit by turning right onto Garfield.

### **To Help the Movement of Traffic:**

**Morning:** Please pull as far forward as possible.

- Keep only one lane of traffic moving, do not double park.
- Please say good-byes before you drop off your children and exit immediately - Do not unload students - **NO LINGERING.**
- Students are to exit car on the passenger/sidewalk side.
- Parents may park in designated parking spaces, but children must be escorted through the parking lot.
- **NO CHILDREN ARE ALLOWED IN THE PARKING LOT UNATTENDED.**

### **Drop Off On Garfield:**

Parents may drop off their children in the twelve minute zone west of the school on Garfield.

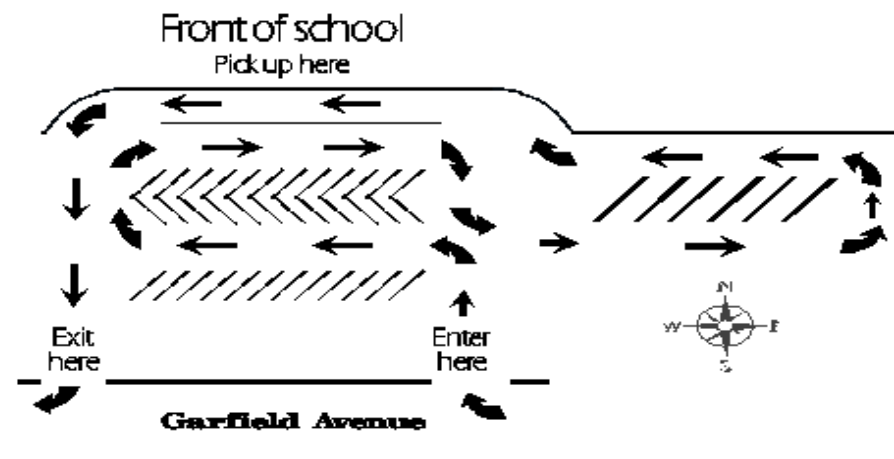
**Afternoon:** Kindergarten students' dismissal is at 1:25 p.m. When picking up students in grades 1-3 do not line up in the parking queue until 1:50 p.m., in order to give time for kindergarten parents to exit the parking lot. **Kindergarten families, please don't linger!**

- **Keep traffic moving** - if children are not waiting at the curb, exit the parking lot and circle again.

### **Other Considerations:**

- **NO CELL PHONE USE WHEN THE VEHICLE'S ENGINE IS ON.**
- Buses load and unload on Saddleback Lane - please keep this area clear for the safety of students and convenience of the bus drivers.
- **NO CARS ARE ALLOWED IN THE BUS DROP-OFF AREA.**
- Children may not be dropped off on Saddleback.
- Parents are strongly discouraged from parking on Livingston during arrival and dismissal times.
- Horses are not allowed on school property.

To prevent serious injury, please be aware of the children around you



**PLEASE DRIVE CAUTIOUSLY!**

## **BICYCLES**

Only students in grades 3-5 may ride their bikes to school. Students must wear a HELMET when riding their bikes. Bikes must be locked while parked in the Huntington Seacliff bike racks; two bikes are not to be locked together. Bicycles are to be WALKED on campus. The school is not responsible for lost or damaged bicycles. Skateboards, rollerblades, and skates are not permitted.



# **COMMUNICATION**

## **BACK-TO-SCHOOL NIGHT**

A group conference (Back-to-School Night) will be held on Thursday, September 24, 2009. During this evening, parents are provided the opportunity to meet our teachers and will be informed of the year's course of study, daily schedules and classroom procedures, materials, and instructional practices. Attendance at Back-to-School Night is very important to help monitor your child's progress throughout the year. This informative meeting is for adults only; we ask that children not attend this evening.

## **INDIVIDUAL PARENT CONFERENCES**

Individual parent-teacher conferences are scheduled for the first week in December. There will be no school during the school-wide conference day. In addition, two planning days are held during the conference week to provide sufficient time for conferences. (See school calendar.) Students in grades 4-5 are encouraged to attend with their parents.

## **INTERIM REPORTS/PROGRESS REPORTS**

In compliance with the Education Code, the parent or guardian shall be notified by the teacher, during each grading period, whenever it becomes evident to the teacher that the child may receive unsatisfactory grades issued as academic or citizenship marks. Parents will be notified a few weeks prior to the issuance of report cards in the event that special assistance is needed.

## **OPEN HOUSE**

On Thursday, February 18, 2010, parents, other family members, and guests are invited to visit school with their children to see samples of student work collected throughout the year. Open

House is from 7:00-8:30 p.m. This is a special opportunity to observe what your children have accomplished. A family dinner, prior to Open House, is scheduled for 5:30-8:00 p.m.

## **REPORT CARDS**

Report cards are issued on a trimester basis in kindergarten through fifth grade.

## **EDUCATION RECORDS**

A Cumulative Record is maintained for each student enrolled. All student information is confidential. Parents are welcome to review these records by making an appointment with the principal.



## CHILD CUSTODY

It is most important that we be made aware of, and have on file at school, any legal papers that deal with unique circumstances concerning your child. Simply noting on the emergency card a statement such as, "Do not release my child to...", is not enough. We must have a copy of legal documents concerning custody on file. Please be advised that the natural mother or father may sign out their child from school at any time unless a court order is on file indicating otherwise. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee.

## MESSAGES FOR STUDENTS

Please ask for a message to be communicated to your child only in an emergency. Confirm after school plans before your child comes to school. This will keep classroom interruptions to a minimum. Communicate clearly to your child before he/she arrives at school, or in writing to your child's teacher, your transportation arrangements for the day. We must have notes from both students' parents if a child is going home with another student.



# PROCEDURES

## DRESS

In order to provide students with a safe and positive learning environment, the Huntington Beach City School District has developed the following recommended standards of dress. It is our belief that coming to school ready to learn includes how a child dresses, as it affects his/her overall behavior and safety:

1. Safe shoes must be worn at all times. Sandals must have heel straps. Flip flops or backless shoes or backless sandals are not acceptable. "Wheelies"/"Heelys" are not acceptable shoes for school.
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, caps and other head coverings shall not be worn indoors. 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)
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall be clean and neatly groomed.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or activities.

## EMERGENCIES

In the event of a disaster, such as an earthquake during school hours, all students will be kept at school. They will not be released until a parent or parent-designee arrives at the school to pick them up. Parents are requested to list their designees on the "Emergency Release" form enclosed in the first day packet. Should you change jobs, baby-sitter, your home, or your business phone numbers, please notify the office.

Huntington Seacliff School will be creating and implementing a comprehensive disaster plan. Students and staff participate in regularly scheduled earthquake, fire, and "lock out" drills.

## FIELD TRIPS

Before any student is allowed to participate in a district or school sponsored trip, a permission slip must be completed and signed by the parent or guardian. Verbal permission cannot be accepted.



## HEALTH

### Medications at School

A signed permission form must be on file in the school office before school personnel may administer prescription or over the counter medication to a child. The medication must be stored in the school office only and must be brought in a container appropriately labeled by the pharmacy (student's name, medication, and dosage).

Forms are available in the school office and on the district's website and require both the signature of a parent and a doctor. Children may not bring any medication (including aspirin, cough drops, sore throat lozenges) to school. **ALL MEDICATION MUST BE ADMINISTERED IN THE OFFICE BY OFFICE PERSONNEL.**

### Accidents

Considerable care is taken to ensure that Huntington Seacliff School is a safe place for students and staff. When an accident occurs, it must be reported immediately to the adult in charge. School personnel may administer first aid. In case of serious injury, parents will be contacted and paramedics may be called. It is critical that the Data Card be kept current. Student accident insurance is available at a nominal cost. Insurance forms are available in the first-day packet.

### Physical Restrictions

Notes from parents requesting physical education exemption following an illness or an accident may be honored by the child's teacher for a short period of time. Requests for exemption from physical education for one week or longer require a physician's note.

### Communicable Diseases

If your child shows symptoms of illness before school, please keep him/her home from school. Students who remain home at the onset of an illness recuperate faster and miss fewer days of school.

Please notify the school immediately when a communicable disease is suspected or diagnosed. This is an important step in the control of a disease. Children recovering from communicable diseases such as measles, mumps, chicken pox, and pediculosis (head lice) must be readmitted to school through the office.

## LUNCH

Students may purchase a school lunch for \$2.50 per day or bring a sack lunch. For students who will be purchasing lunch at school, parents are encouraged to pay for lunches by depositing funds into your child's account. Students may bring a check to school and the lunch staff will credit their account the same day. Online deposits will be available in the near future. If your child will be arriving late on a day that he/she will be purchasing lunch, please call the school office (not the voice mail), at 841-7081, by 8:45 a.m. to order the lunch.

**Lunch Drop Off:** A lost and/or forgotten lunch is often a problem. If students do not have a lunch or lunch money, they may call from the classroom to remind you; otherwise, they are to assume that you dropped it off for them in the office. All students have been instructed that if they don't have a lunch, they need to check with the office so that they don't go without lunch. Classes will not be called or lunches delivered. Classroom time is GOLDEN and can not be disrupted. Lunch money may be borrowed from the office **NO MORE THAN (2) TIMES PER SCHOOL YEAR.** Please return the money on the following day.

Parents wishing to periodically eat lunch with their child are welcome; please be sure that you check in with the office to obtain a visitor tag prior to entering the lunch area. We request that siblings not enrolled at Seacliff not participate during lunch. Parents may order an adult lunch by calling the office before 8:00 a.m. Parents may also choose to take their child "out" to lunch, but must follow the standard sign-out/sign-in procedure at the office. Students are expected to be returned to class on time.

Cafeteria menus will be sent home monthly. On the back of the lunch menu will be an informative message from our District Superintendent, Kathy Kessler.

## PARTIES

### Birthdays

Teachers have individual traditions for recognizing children's birthdays, including singing "Happy Birthday", etc. Please do not send food items to your child's class to celebrate his/her birthday. In lieu of treats/goodies, families are encouraged to donate a book to Huntington Seacliff's library. The class is able to hear the book read aloud in celebration of the student's birthday. This gift will be a lasting birthday tribute.

### Invitations

If your child will be passing out party invitations at school, please be sure each child in the class receives an invitation. This will avoid the "hurt feelings" that can occur when children "see" that they are not invited.

## PERSONAL PROPERTY

Personal property should only be brought to school if it is directly related to the instructional program, with approval from the classroom teacher. Please leave all toys at home; e.g. Beanie Babies, yo-yos, rollerblades, skateboards, shoes with wheels, footballs, baseballs, radios, electronic games, iPods and laser pointers. The school assumes no responsibility for personal items lost or damaged at school.



## **Forgotten Homework or Personal Items**

The Seacliff office staff will put forgotten homework or personal items in the teacher's mailbox. Teachers check their box either at recess or lunch time. The office will not interrupt the classroom to deliver these items. Items such as homework, glasses, and books left in the classroom after school, may not be picked up **AFTER** 4:00 P.M. A parent or student may not enter a classroom without a staff member present.

## **Lost and Found**

Lost and found articles are displayed outside the cafeteria. Clothing and lunch boxes should be marked with your child's name. Items not claimed by the end of the year will be donated to a charitable organization.

## **PETS & ANIMALS**

No animals, fowl, or reptiles are allowed in the classroom unless prior approval is given by the teacher and/or principal. Due to safety concerns, and the unpredictability of dogs and horses, **dogs and horses are not allowed on campus.** Signs stating this law are posted on both ends of the campus.

## **PTA**

The PTA (Parent Teacher Organization) is actively involved within our school; its members contribute thousands of hours in their efforts to assist our school, our students, and the school community. The primary goal of the PTA is to further child welfare at home and at school. Each year this outstanding organization provides many services for school, such as financial support, awards, assemblies, and providing parent volunteers for the classroom and library. We encourage parents to become active members of this organization. The membership drive is held in September. Add your name to this year's list of active parent members. Parental support and participation is welcomed throughout the school year.

## **Parent Volunteers**

We welcome and encourage parent volunteers in our classrooms. All volunteers must have proof of a negative Mantoux TB test on file with our office before volunteering in our classrooms. In the interest of safety and to preserve the instructional environment, only children regularly enrolled may be in the classroom, lunch area and on the playground during school hours.

## **VISITORS ON CAMPUS**

To protect the welfare and the security of students and staff, visitors and parent volunteers are required to check in and sign a *Volunteer/Visitor Sheet* at the school office upon entering the school grounds. (Penal Code 627.2)



## **CODE OF CONDUCT**

We are committed to assist students in the development of the other three "R's" RESPONSIBILITY, RESPECT AND personal REGARD. This policy is proactive in nature and designed in order to spend the majority of our time recognizing positive behavior from our students. School wide and classroom rules are based on sound and logical reasons and therefore must be followed. The reasons include... health, safety, protection of the rights of others, and facilitation of effective learning.

## **Appropriate School Behavior**

Appropriate school behavior is encouraged by all of the Huntington Seacliff staff. We have both classroom and school level recognition programs that promote good behavior.

- \* Monthly assemblies are held at which *Students of the Month* are recognized and awarded.
- \* The earning of "Super You's" is an ongoing program. After accumulating ten of these, the principal visits the classroom and presents a Principal's Award to such students.
- \* In June, a student with zero absences or tardies for the year receives a Perfect Attendance Award.
- \* Qualifying fifth grade students receive the Presidential Academic year-end award for academic excellence.
- \* Certificates of recognition in various areas are also awarded by the classroom teacher. Teachers implement additional classroom reward systems, i.e. popcorn parties, "lottery " tickets, special prizes, etc.

## **Classroom Standards**

Each teacher has established an individual classroom discipline plan consistent with the school policy. Each plan includes:

1. Class rules
2. Positive Consequences
3. Negative Consequences

Each student and parent will receive a copy of each assigned teacher's discipline plan.

## **Disruptive School Behavior**

Minor infractions will be handled by the classroom teacher with major infractions being referred to the principal. Parents will be

informed whenever a pupil is developing any adverse behavior patterns. The teacher and/or principal will work with parents to reach a solution to the adverse behaviors.

## **GENERAL SCHOOL RULES**

1. Follow directions the first time they are given. Obey all persons in authority, including bus drivers, noon duty supervisors, parent volunteers, guest teachers, etc.
2. Keep hands, feet, and objects to yourself.
3. No rude or hurtful statements to others; use only kind words.
4. Be in the place where you belong. No student may be in a classroom without adult supervision.
5. Running is NOT permitted on hard surfaces, except under the supervision of the classroom or PE teacher during play activity.
6. When the bell rings, students should stop playing right away and stand still until the teacher blows his/her whistle releasing students to their lines. Students should not get drinks, go to the restrooms, or continue play after the bell indicating the end of recess has rung.
7. Only school equipment may be used on school grounds, with the exception of baseball mitts (which may be used only at PE). Toys and personal items from home are not permitted.
8. All playground equipment is to be used only for the purposes for which it is intended.
9. Balls may be kicked only in GRASS areas.



10. Gum is not allowed at school at anytime.
11. Snacks are allowed during the first recess. They must be eaten near a trash container.
12. Students are not to wear hats inside the building at any time. Hats may be worn at recess.
13. Use the restroom and drinking fountain BEFORE the bell, signifying the end of recess, rings.

### **CAFETORIUM/LUNCH CONDUCT**

1. WALK to and from the lunch area in an orderly manner.
2. Remain in the lunch line; no "cuts" allowed.
3. Obey and respect lunch supervisors at all times.
4. Once seated, raise hand for help.
5. Use good table manners.
6. Food and other items are not to be thrown.
7. Use "inside" voices when in the cafetorium and at lunch tables.
8. Finish eating before going out to play.
9. Clean up the table area before leaving.
10. Remain seated until dismissed by a supervisor.
11. Walk from the eating area when dismissed and deposit trash in appropriate receptacles.

### **RESTROOMS**

1. Use quiet voices
2. Flush toilet & wash hands.
- 3.. No playing or congregating in the restrooms.

### **ASSEMBLY BEHAVIOR**

- 1.No talking during assemblies.
- 2.Use polite applause only.

### **CONFLICT MANAGEMENT**

These strategies encourage student responsibility in problem solving:

1. Talk it over (Negotiating)
2. Walk away (Abandoning)
3. Say, "I'm sorry" (Apologizing)
4. Do something else (Postponing)
5. Take turns (Cooperating)

6. Share (Compromising)
7. Ignore (Discretion)
8. Ask for help (First from a peer, then an adult, after using 3 or more of the above tools).

### **SUSPENSION**

A. There are certain serious offenses which are, according to the Education Code of the State of California, grounds for a student's suspension from school. Suspension shall be imposed only when other means of correction fail to bring about the proper conduct. Parents and students will have the opportunity to confer with a school official. Suspension could be imposed without affording the pupil an opportunity for a prior conference in "emergency" situations constituting a danger to the lives or health of other pupils or school personnel. In such a case, an effort will be made to notify the parents that such an action has taken place.

1. Caused, attempted to cause, or threatened to cause physical injury to another person; OR Willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, or an imitation firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, as defined in Section 11053-11058 of Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined the Health and Safety Code 11053-11058 , an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Committed or attempted to commit damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any type of products containing tobacco or nicotine products.

9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school or private property.
13. Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
17. Made terrorist threats against school officials and/or school property. A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she has made terroristic threats against school officials and/or school property.
18. Committed sexual harassment (grades 4-12 only) Ed. Code 212.5.
19. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12 only) Ed. Code 233.
20. Intentionally engaged in harassment, threats or intimidation against school district personnel or students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment (grades 4-12 only) Ed. Code 48900.4.
21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. Ed. Code 48900.

## **DANGEROUS OBJECTS**

It is against the law to bring dangerous objects to school. Any student who has a firearm such as a pistol, gun or rifle, or any look-alike firearm, at school will be recommended for expulsion from the District and arrest by the Huntington Beach Police Department.

Any student who has a knife at school will be suspended from school, and may be recommended for expulsion from the District and arrest by the Huntington Beach Police Department. Any student who uses an object in a manner that poses a danger to students and/or school staff will be suspended from school, and may be recommended for expulsion from the District and arrest by the Huntington Beach Police Department.

If there is reasonable suspicion that a student possesses a dangerous object, that student may be searched. If there is reasonable suspicion that a student has an illegal or dangerous object in his/her desk, locker or book bag, a search will be made of that student's desk, locker or book bag.

Approved by the HBCSD Board of Trustees, June, 1994



# ACTIVITIES and EVENTS

**Accelerated Reader** - This program is designed to increase reading comprehension. Students read books from the *Accelerated Reader* section of the library. They take computerized tests the following week. Passing scores are tracked and awards are presented at monthly assemblies. **Volunteers are needed, about an hour per week, in the media center to help students access the test program and to keep track of scores.**

**Art Reflections** - Art reflections is a PTA sponsored contest designed to encourage students to explore their creative side. This event is an "at home" project scheduled for the month of October. Students can submit entries in the following categories: visual arts, literature, photography, and music. Selected entries could advance to the National PTA level.

**Authors' Day** - This program is coordinated by volunteers at the Huntington Beach Central Library. An assembly is held in January to introduce students to selected authors of children's stories. The authors read their books and explain how books are written and illustrated. Authors share how they get ideas for their books and how they are published. Autographed copies are usually available for purchase. **Volunteers are needed to escort authors around campus throughout the day.**

**Book Fair** - *Food for the mind...* This is an exciting event held in the fall during Conference Week. Books for all grade levels, posters, gift items and computer software are available for sale. Teacher "Wish Boxes" are available should you choose to donate a book or software to your child's classroom or the library. Suggested reading lists are supplied by teachers should you care to buy a home copy of a book to be read in class. Proceeds go toward award books for *No TV Week* and the *Accelerated Reader Program*. **Volunteers can help with set up or take a shift on the sales floor.**

**Classroom Volunteers** - Work in the classroom one morning a week, or every other week, assisting the teacher with lessons, centers, paper grading, celebrations etc. or prepare materials requested by the teacher at the District Office Curriculum Lab (cut, paste, laminate and assemble). Sign up in the classroom on Back-to-School Night or call the teacher to volunteer.

**Family Science/Math or Art Nights** - This program includes the entire family. The faculty at Huntington Seacliff plans and coordinates an educational evening centered around a specific theme that provides hands-on activities for the whole family to learn and enjoy together. Two evenings are scheduled to accommodate 50 families per night; early sign up is suggested.

**Fund-raisers** - Huntington Seacliff PTA has chosen to hold three major fund-raisers a year, with proceeds benefiting many of the programs and activities listed in this guide, such as: assemblies, Authors' Day, field trips, *Meet the Masters* visual arts pro-

gram, vocal music program, computers and software, and library books.

**Fall Fund-raiser** - The fall fund-raiser (end of September) is a gift wrap sale. This is a great way to do your holiday shopping and to support PTA programs. **Volunteers are needed to help collect, organize, count, and deliver orders for 1-4 hours on one or two days, during school hours.**

**Spring Fund-raiser (Spring Gala)** - A sparkling social gathering that may include gaming, silent auction items including fabulous class theme baskets, live auction items, hors d'oeuvres and dinner. Truly a highlight of the year. **Many volunteers are needed to organize this event. Donations for auction items are always welcome.**

**Hospitality** - A chairperson will contact you whenever prepared foods are needed for school/PTA functions, such as, Authors' Day, Kindergarten Kick Off, Teachers' Appreciation Luncheon, etc. This is a great way for those who would like to help, but can't be at school during the day. Food items and paper goods are simply sent in when needed.

**Identification Cards (Ident-a-Kid)** - Child safety identification cards are available for a nominal fee from an outside provider. Cards display the child's photo, thumb print and personal information. Huntington Seacliff PTA offers this optional program as a community service during *Red Ribbon Week*. **Volunteers are needed to ask teachers to send participating students to the cafeteria for I.D. processing.**



**Meet the Masters Visual Arts Program** - Who are Lautrec, Cezanne, Monet, Homer, Van Gogh, and Picasso? These are the "Masters" your children will "meet" this year at Huntington Seaclyff. Students will create works of art in the style of the masters. They will also gain a new understanding of art, enhance their vocabulary and creativity. Because of your generosity and financial support, Huntington Seaclyff PTA funds this program annually. **Each classroom will need a volunteer, once a month for two hours, or help the program chairman prepare supplies for each lesson. (No artistic skills are needed.)**

**Media Center and Instructional Technology** - The media center houses the school library, instructional materials, and a seventeen-station Pentium PC computer lab. The Huntington Seaclyff Media Center features a computerized card catalog and book circulation system, Accelerated Reading Program (see above), electronic encyclopedias for student research, as well as a variety of interactive CD-ROM software to extend classroom learning. The media center is staffed with a media technician. **Volunteers are crucial.**

In addition, there is a 30 station, wireless laptop lab in building D for 4th and 5th grade students and a 30 station PC lab in Building C for 2nd and 3rd grade students. These centers function as an extension of the classroom, where students experience a variety of integrated activities and lessons. The Seaclyff computer labs are on-line through the Orange County Department of Education.

**Newsletter** - The *Huntington Seaclyff PTA News* is published five times a year to help you stay informed of school and PTA events. We welcome your articles about Huntington Seaclyff or PTA activities. **Volunteers are needed for 1-2 hours a month to help collate and distribute our school newsletter.**

**No TV Week** - This activity, held in the springtime, is a fun way to break the TV habit. Students are encouraged to find alternatives to TV and computer/video games. You can help - take a walk, take a family bike ride, read a book, bake cookies, but most of all enjoy this time together. Awards are distributed to students who participate.

**Outdoor Science Education** - Under the guidance of Huntington Seaclyff teachers and outdoor education staff, fifth grade students explore the outdoors through various science activities, in a mountain camp setting for four days. The cost of this experience is approximately \$250 per student. As a way to assist parents with this expense, PTA may allocate a portion of the proceeds the students earn from selected fund-raisers.

**Red Ribbon Week** - In late October, awareness concerning the problems related to the use of tobacco, alcohol, and other drugs are emphasized through assemblies, classroom discussion, personal safety pledges, safety identification cards, and red ribbon reminders.

**Room Parent (Room Mom or Dad)** - Under the teacher's direction, the room parent assists and arranges for classroom volunteers for classroom projects, (i.e. Meet the Master program, items to be made in the curriculum lab) and parties.

**Skating Parties** - Huntington Seaclyff PTA provides a skating party once a month on a Tuesday, Wednesday, or Thursday from 4:00 p.m. to 6:00 p.m. at a local skating rink. All students, parents and staff are invited to attend. **Volunteers are needed for each party to collect and check permission slips.**

**School Site Council** - The advisory committee for our school is the School Site Council. This group of parents, staff and principal meets five to six times a year to discuss the school program. Members bring important issues to the group related to our school plan and budget which are discussed and acted upon. Parent nominees are voted on by parents, as this is a legally binding group. However, all meetings are open to interested parents, staff members, and community members.

**Student Council** - In addition to student body officers, 4th and 5th grade classes elect representatives to the student council, which provides children the opportunity to organize spirit activities, special events and service projects for Huntington Seaclyff students. This program is designed to develop student leadership skills.

**Summer Reading Program** - Children who read regularly over the summer actually gain reading skills, rather than lose them. Each family is asked to pledge to read 15 minutes a day for five weeks. Students who participate receive recognition and prizes in the fall of the following school year.

**Time Capsule Overnight Program** - Fourth grade students participate in a range of hands-on activities centered around five historical periods of California history. Students tour Mission San Juan Capistrano and spend the night at that Lazy W Ranch in the Cleveland National Forest. The cost of this experience is approximately \$90 per student. As a way to assist parents with this expense, PTA may allocate a portion of the proceeds the students earn from selected fund-raisers.

**Vocal Music Program** - The generous donations from Huntington Seaclyff PTA help to support the cost of a vocal music teacher. Weekly lessons are provided for all Huntington Seaclyff students culminating in various musical presentations for families.

