

Welcome to
Eureka City Schools

The educational leader on the North Coast

Par — I andbook

Welcoming Students to Eureka City Schools

*Bienvenidos Estudiantes a las Escuelas
de la Ciudad de Eureka*

Guía de Padres

**3200 Walford Avenue
Eureka, CA 95503
(707) 441-2400**



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Middle Schools (6th-8th Grade)

Winship Middle School
2500 Cypress Avenue
(707) 441-2487

Zane Middle School
2155 S Street
(707) 441-2470

High Schools (9th-12th Grade)

Eureka High School
1915 J Street
(707) 441-2508

Humboldt Bay High School
2100 J Street
(707) 441-2549

Alternative/Community Schools

TOPS Middle School
674 Allard Avenue
(707) 441-2457

Zoe Barnum High School
674 Allard Avenue
(707) 441-2467

Eureka Adult School
674 Allard Avenue
(707) 441-2448

4. How do I enroll my child in school?

Once it is determined which school your child will attend, you can go to that school or to the Newcomer Center and pick up application forms, which need to be filled out. The school session usually begins in August and goes through June of the next year. Make sure to check with the school for accurate dates. If your child is beginning mid-year, you can pick up forms anytime from the school.

5. What records/documents do I need to provide to enroll my child in school?

The following documents are required to enroll your child if they have never attended school:

- **Birth Certificate.** If you do not have one, your child will not be denied admission. You can also present a baptismal certificate, or give the school a signed sworn statement. The only reason for this request is to determine your child's age.
- **Immunization record.** The law requires that before each child can be admitted to school, the child must be immunized against certain diseases. You will need to get proof of immunizations from a doctor's office or clinic.
- **A Physical Exam.** This must be completed within the six-month period before entering kindergarten.

If your family is homeless you can enroll your child in school without providing any records. Eureka City Schools has two liaisons that assist homeless families in gathering necessary documents and services. Your child's school will put you in touch with them when you come to register.

6. Is transportation provided for my child?

The district provides bus transportation as a free service to its students. Each school has bus stops where students gather to meet the bus and get dropped off at the end of the school day. For place and time of bus route, contact the school your child will attend. Students should be at their stops at least five minutes before the scheduled time. Students must take their assigned buses to school and home. Guests and switching of buses must be arranged ahead of time. If a child's transportation plans will be different from usual ones, parents are asked to notify the classroom teacher in writing. If students are going home with another child, both children's parents must write a note to confirm the arrangements.

To ensure the safety of your child, please review the following safe travel requirements:

Bus Rules:

1. Ride the assigned bus and leave the bus at the assigned stop, unless given written permission to do otherwise.
2. Talk quietly with the closest seat neighbor and stay seated until exiting the bus.
3. Obey the bus driver in a courteous manner.
4. Avoid loud behavior, teasing, eating, name-calling, and throwing objects on/off the bus.
5. Do not open the bus windows or put arms or head out of the window.
6. After exiting the bus, look both ways after the driver puts out the STOP sign, and if you must cross the street, cross in front of the bus

If a child's transportation plans will be different from usual ones, parents are asked to notify the classroom teacher in writing. If students are going home with another child, both children's parents must write a note to confirm the arrangements.

BICYCLE SAFETY

Riding a bicycle to school is a privilege. If you choose to ride your bicycle to school these are your responsibilities:

Arriving at School:

1. Students must wear a bicycle helmet – IT IS THE LAW!
2. Ride on the right side of the street with traffic.
3. Children on the sidewalk have the right of way over bikes.
4. Do not ride out from behind or in front of parked cars or in the parking lot.
5. Walk your bicycle across the crosswalk closest to the school and all the way onto the school grounds.
6. Park your bicycle in the bicycle racks. Do not be by the bicycle racks except to Park and get your bike.
7. Must lock up bike during the school day.

Leaving School:

1. Children walking on the sidewalk have the right of way over bikes.
2. **Always** walk your bike on and off of the school grounds.

PLEASE NOTE:

1. Students riding scooters or roller blades must also wear a helmet and obey all traffic laws. All bicycles and scooters must be locked up at the bike rack.
2. Skateboards and roller blades must be left in the school office.

7. What does my child need for the first day of school?

Although the school provides most materials and supplies, it is important that on the first day of school your child comes prepared. Depending on their grade level, your child may want to bring:

- A backpack
- Notebook paper and folder
- Pens and pencils (for older students).
- A lunch (if they will not be participating in the lunch program).

The teacher will send home a list of any additional things that you may have to provide for your child.

8. What kind of extracurricular activities are available for my child to participate in?

The activities vary from school to school. To check if your child's school has a particular club or sport that they may be interested in, contact the school's secretary.

9. Will my child receive breakfast and lunch at school?

Breakfast and hot lunches are served daily. Menus are published on a monthly basis and sent home with your child. Free or reduced price breakfasts or lunches are available for those who qualify. A letter and application outlining the free meal program is distributed to all students each year as required by the federal government. Contact school secretary for more information and forms regarding this program.

10. Are there after-school programs available?

After-school programs are available for our students. There are eligibility requirements. To find out more information and to determine if your family is eligible, contact your school.

11. What kind of clothing is appropriate for school?

We encourage parents to send their children with appropriate clothing, which will not interfere with students taking part in the normal learning activities of the school day. Check with your school about dress code. Uniforms are not worn at Eureka City Schools. We have resources for families who may be in need of extra clothing. For information about clothing vouchers, talk with your school's secretary.

School is an active place! Students are encouraged to wear clothing that is comfortable, appropriate for a learning environment and allows for safety during classroom and playground activities. Please note the following guidelines:

1. Shoes that cover the foot and allow for good traction on the playground should be worn.
2. No clothing with inappropriate slogans or advertising will be allowed.
3. Bare midribs and short shorts are inappropriate attire for school.
4. We have open corridors! Students should come to school dressed appropriately for chilly outdoor weather.

12. What do I do if my child will be absent from school?

Unplanned absences:

If your child is ill, it is important to call the school secretary and state the reason, and the child's name. If your child will be absent for a long period of time, talk with the teacher. Get the work they will miss while not in school.

Planned absences:

Our school districts funding depends on your child's attendance. Please help us by planning your vacations, appointments, etc. during non-school days and hours. If you must schedule an appointment during school hours, try to have your child attend school either before or after the appointment so they will miss as little as possible.

Absences and tardies

In order for students to benefit as much as possible from their school experience, it is necessary for students' attendance to be regular. Should your child be absent:

1. A parent/guardian should call the office the morning of the absence.
2. If a telephone call cannot be made, send a note with your child upon his/her return to school. The note needs to be signed by the parent/guardian stating the reason for the student's absence.
3. If your child is absent or tardy, please escort him/her to the office immediately upon his/her return to school, or send a signed note along with your child and have them report to the office directly.

13. What kinds of programs are available for my child to learn English?

There are different types of classrooms where your child can be placed. You must sign a paper each year stating that you want your child in a particular program. Keep in mind that all schools, teachers, and administrators run a school differently. Some program names might go by another name in a different school district or change over time. Ask your child's teacher if you have questions.

English Language Development

Our English Language Development program has been designed to provide extra instructional assistance to non-English speaking and limited-English speaking students. You can get more information from your school.

14. Are there translators available if my child's teacher/principal doesn't speak my language?

Yes, by appointment only. You will need to have a bilingual person call the school or the district office at 441-2400 and make an appointment for you and a translator. We encourage you to bring your own translator. Please do not have your child translate, especially if it is a personal matter.

15. Is there a school nurse on site?

School nurses rotate from school to school. Their job is to make sure immunizations (shots) and tuberculosis (TB) tests are kept current. They perform vision and hearing screenings and maintain medical histories on students being tested for special education services. They will also perform lice checks if needed. The school nurse may give health referrals for your family.

School nurses are responsible for all mandated screenings such as: annual vision, hearing, and dental health screening on all K, 1st, 2nd, and 5th grade students and a more thorough health assessment if there are specific problems or concerns. A nurse is on call for a seriously injured or ill student.

16. Is there special education for my child?

There are programs for students who need extra help in the classroom. If a teacher or parent feels that their child is not learning as quickly as the other children in the same grade, they may refer a student to for evaluation. Evaluations are done only with a parent's consent. Following an evaluation, an Individualized Education Plan will be developed. Meetings will be scheduled with the parents, classroom teacher, and other concerned staff.

Who are the other resource specialists are at my child's school?

The School Psychologist:

The school psychologist helps students sort out any problems that they may have whether it is academic, social or family issues. He/she may help the resource teacher test students to see if they should be in a special education program.

Our school psychologist/counselor provides academic testing and counseling services to students. For more information, contact the school office.

The Speech Therapist:

Speech therapists work with students who are having trouble speaking or understanding speech. A teacher or parent refers a student to the speech therapist. If they have a problem speaking, the speech therapist may pull the student out of class for a short time to work on their speech. This is done only after a parent's consent is given.

What does GATE mean?

GATE stands for Gifted and Talented Education. Children who test high on intelligence and creative talent are referred to this program. If you have questions, contact the GATE coordinator at your child's school.

17. Does my child have to take a standardized test?

Your student will receive tests to determine how well he/she is learning academic skills. A large portion of Eureka City Schools funding depends on our students taking standardized test. The school receives funding for each child that takes the test. We encourage all students to take standardized tests. Accommodations for Spanish speaking students are available for many of the standardized tests that they will take. You can get more information about accommodations from your child's school.

Spanish Standardized Tests:

In addition to taking an English standardized test, Spanish-speaking English learners (students not fluent in English) who have been enrolled in California public schools less than 12 months, must take a Spanish Standardized Test. The test is called Spanish Assessment of Basic Education II (S.A.B.E.) and may be given to a student who is not fluent in the English language. This test is optional for school districts if students have been enrolled in California public schools for 12 months or more.

18. How do I get involved in my child's school?

- **Back-To-School Night** is a night set aside at the beginning of the school year for parents to become familiar with the school and your child's teacher. Parents usually have time to look around the classroom. They sit and listen to the teacher explain what the students will be doing during the school year. It is also a good time to meet the other parents who are in your child's classroom.
- **Open House** is a night set aside for parents to walk through the classrooms at their own pace to look at what the students have been doing all year. Both teachers and students work really hard to make the classroom look nice for families. Attending Back-to-School night and Open House is an excellent way to support your child and your child's school.
- **Parent conferences** are a time for parents and teachers to meet and talk about their child's progress. Parent conferences are also a time for you to tell the teacher any concerns you have or any important things going on at home. They are usually held in the classroom and done twice a year.

- **Orientations** are offered at the beginning of the school year for middle and high school. Both the child and their parent attend to become more familiar with staff, school curriculum, and rules.
- **Joining a parent committee** such as a Parent Teacher Organization (PTO). Parent Teacher Organization is involved in helping in classrooms, providing much-needed resources, and providing leadership for special projects that help make our school an exciting place to learn. Your ideas, skills, energy and participation are welcomed.
- **Board Meetings.** School district board meetings are a wonderful way to stay informed of current happenings around the school district. (Put Board meetings above volunteering.)
- **Volunteering in the classroom.** The school can always use extra help with field trips, the book fair, assist with projects and help in the library or classrooms. Parents can help add diversity to our classrooms by sharing their culture and language to the students.

A few things to know before you volunteer...

To volunteer in the classroom on a regular basis, you must have had a TB test within the last four years. At the beginning of the school year, free tests are available by the school nurse.

- ◆ You must sign in and out at the office when you are on campus. (This assists our PTO in keeping track of volunteer hours). Please wear a volunteer badge while on campus. These are located in the office by the sign-in sheet.
- ◆ If you are not able to work during a scheduled time, please let the teacher know in advance.

19. What is Power School?

Power School is a computer program that includes parents in the educational process of their children. Parents can access their student's class assignments, grades, and attendance data using any computer that has Internet access. If you have Internet access at home or at work you can view the information on your student at any time. The Newcomer Center at Eureka Adult School, the Job Market, and the Public Library also have computers available for public use.

20. Contact Information:

You can also visit us on our website at: www.eurekacityschools.org

Eureka City Schools District Office
 3200 Walford Avenue
 Eureka, Ca 95503
 (707) 441-2400

Once again, welcome to the Eureka City Schools family. Please do not hesitate to call or visit any of our schools, our district office or the Newcomer Center.

Our **Newcomer Center** is located at Eureka Adult School in room 65. Just follow the signs when you arrive.

Jacobs Campus
674 Allard Avenue
Eureka, CA 95503
(707) 441-2462
newcomer@eurekacityschools.org