

Juan Cabrillo Elementary School

Parent Handbook

2018-2019

Juan Cabrillo Parent Information Handbook

TABLE OF CONTENTS

PAGE

3	Principal's Welcome Letter
4	Parent Communication
5-6	Attendance Procedures and Policies
6	Independent Study
7	Emergency Information
7	Release of Students
8	Medications
8-9	Lice Policies and Procedures
9	Injuries at School
10	Early Pickup
10	Safety and Disaster Preparedness
11	Arrival and Dismissal
11-12	Traffic and Parking-Drop-off and Pick-up
12-13	Field Trips
13	Bicycle, Skateboards and Scooters
13	Lost and Found
14	Lunch Information
14-15	Classroom Observation Procedures
15-16	Volunteer Opportunities/Requirements
16	Visitors/Volunteers on Campus
16-17	Room Parents
17-18	Wellness Policy

TABLE of CONTENTS continued...

18	Birthday Celebrations
18	Cell phone and Electronic Devices
19	ABCs of Cabrillo Pride
20	Playground/Campus Code of Conduct
21	Student Dress
22-23	Campus Wide Behavior Support and Management Plan
24	Positive Recognition and Student Participation
25	Bucket-filling
26	Character Education: A Bucket-Filling-Key to a Better Me!
27-28	Progressive Discipline System
28-29	BE COOL-Conflict Resolution Strategies/Consequences for Behavior
29-30	Suspension
30	Olweus Bully Prevention Program
31-32	Physical Education Program
32-34	Playground Equipment and Game Guidelines
34-36	Homework Policy
37-38	Progressive Discipline System for Students
39	Cell Phone Permission Form



**From Your Principal,
Dr. Pam Herkner**

Welcome to Juan Cabrillo Elementary School. It takes three ingredients to make a successful school. Cabrillo has skilled, talented and dedicated staff as the first ingredient. The staff is committed to providing ALL students with a positive learning environment. The parents and community members are next. They contribute to the formal education of the student by supporting the teachers and the total school program. The third and best ingredient is the child. His or her conduct at the school helps create an environment where learning can best take place. The Three-way pledge demonstrates that by bringing these three groups together into a circular hand-in-hand team relationship, success will be achieved!

We are pleased to have you share with us the excitement of teaching and the joy of learning. You are invited and strongly encouraged to become involved and active in the educational program of your child and community. The Cabrillo Code of Conduct is designed to communicate school standards and expectations. Following these standards and working together will grant all success. Parent and community member's support, expertise, and commitment are KEY to our strong academic program at Juan Cabrillo Elementary School. We look forward to working with all of you!

Hand-in-Hand, TOGETHER We Can!

Filling Buckets and Developing the Future Together!

Sincerely,
Dr. Pam Herkner

Juan Cabrillo Elementary School
30237 Morning View Drive
Malibu, California 90265

(310) 457-0360 Office
(310) 457-0367 Fax

Parent Information

OFFICE STAFF: Diane Sullivan, Office Manager-ext. 60130,
Senior Office Specialist-ext. 60131

CABRILLO COMMUNICATION: A variety of systems and processes are implemented to provide parent information. Our websites are used to post: www.cabrillo.smmusd.org, PTA –<http://www.juancabrillopta.com/>

Blackboard Connect is both an email and voicemail system implemented by the school administration and District to provide important messages. It is also used if there is an emergency, so please keep all contact information up-to-date.

Parents are invited to participate in a **PTA Directory** each year to allow for family and class communication. Teachers create email groups and newsletters for weekly information.

The **Electronic Sign** is used to provide simple messages and Birthday wishes. Students' backpacks and classroom folders are used for paper flyers, which is something we do as little as possible in an effort to be environmentally aware and save funds.

ATTENDANCE

Attendance

We want all students to be successful at school. Common sense and research tell us that the most successful students are those with good attendance who are able to concentrate at school.

State Law requires parents to send students ages 6-18 to school regularly and on time, to compel the student to attend regularly, and to provide an explanation satisfactory to school personnel for all absences/tardies. Parents/Guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution (E.C. 48070).

The only valid reasons for absence from school are (Ed. Code, Section 4610)

1. An illness or injury to the child
 2. A quarantine of the home by a county or city health official.
 3. A medical, dental, optometric, or chiropractic appointment that can only be scheduled during school hours.
 4. Attendance at funeral services for a member of the immediate family.
- Student absences for religious holidays will be granted upon written request of the parent or guardian.

Because of new state law, schools only receive funding for the actual time students are at school, regardless of the reason for an absence.

Other California laws and codes relating to child welfare and attendance in school provide:

1. Any student subject to compulsory full-time education who is absent from school without valid excuse more than three days or is tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor or to the Superintendent of the school district.
2. Any pupil who has once been reported as a truant and who is again absent from school without written valid excuse one or more days, shall again be reported as truant to the attendance supervisor or the Superintendent of the School District. (E.C. 48261)
3. Any pupil deemed a habitual truant who has been reported as a truant three or more times may be reported to the School Attendance Review Board (E.C. 48262)

Reporting Absences

It is extremely important for your child to attend school daily and be on time in order to take full advantage of the educational program. We request that vacations be arranged on days when school is not in session so that students do not miss valuable instructional time. Together, between home and school, we can ensure and verify each child's safe arrival at school plus accurately record his/her daily attendance. Therefore we ask that parents/guardians call the Attendance Office at (310) **457-0360 each** morning (or night before-voicemail is

available 24 hours) that their child is going to be absent from school. Please be ready to provide the following information:

Name of caller and relationship to the child

Student's Name

Teacher's Name

Reason for absence

Nature of illness

The responsibility for reporting absences remains with the parents. If we are unable to reach you and you have not called us, the absence will remain "truant". If a child is truant (absent without permission), he/she may not receive credit for make-up work. Students with ongoing attendance problems are referred to the School Attendance Review Board (SARB). This is a community agency that helps parents and students solve attendance issues

Tardies

Students are expected to be in class by 8:15 am. We ask your cooperation in helping us teach the responsibility and importance of punctuality. (Remember Campus Supervision is available starting at 7:50 a.m.)

Doesn't your day start better when you have a few moments to get organized, say hello to colleagues and/or grab a cup of coffee?

The warning bell rings at 8:10 a.m. Students not in class at 8:15 a.m. will be considered tardy.

Please plan ahead and leave ample time for morning drop-off (including traffic). Tardies are disruptive for the student, the rest of the class and the teacher. Students arriving late, not parents, must come to the office before going to their classroom for an entry slip. The principal will be advised of students with excessive tardies and parents will be contacted in order to resolve any problems. We appreciate your help in getting your child to school on time.

Make-Up Policy

When a child is absent, any missed work will be provided for the student upon his/her return to school and the teacher will give the number of days of the absence as an extension for the work to be due. Please contact the office/teacher to request work.

Independent Study

Students needing to miss 5 or more days of school for non-medical reasons such as family business, vacations, etc. will be excused only by **Independent Study**. Parents may pick up and complete a form in the office a week or more in advance (min. of 48 hrs. please.) Homework will be assigned and needs to be completed and returned on the day back to school. Unexcused absences are not paid by the state and our school loses money. Please plan ahead.

Emergency Cards

These very important cards are in the online packet and need to be returned

during the first week of the new school year. We need local Malibu contacts (at least two), doctors and medical information, daytime work phones, cell phones and pagers. Any person authorized to pick up your child **MUST** be on your emergency card including nannies, grandparents, etc. These are our main sources of information regarding you and your child, and the office relies on them for any emergencies, etc. Any changes (phones, addresses, employment, medical, etc.) should be given to the office as soon as it is known.

IT IS VERY IMPORTANT TO KEEP THE CARDS UPDATED.

Emergency Information

These cards allow us to contact you in the event your child becomes ill during the school day or if there were a disaster. This card contains the names you authorize us to release your child to from the office. Please include names and phone numbers of adults who can be contacted if we are unable to reach you. Once again, please complete and return as soon as possible. We want to ensure student safety and comfort in the event of an emergency/disaster. Visit our website for more information.

Release of Students During School Hours

There may be situations / emergencies during the year when it is necessary for parents to take their children from school for part of the day. When such an emergency arises, follow these procedures:

1. The parent or authorized adult must go to the Cabrillo office and indicate the name of the child, the room or teacher, and the reason for the student being released from school. An authorized adult must sign out each child so there is a record of his/her leaving school.
2. The Office Manager /staff will arrange for releasing a pupil from his/her instructional area. Children cannot be picked up directly from the classroom, nor can the child wait outside the class area for the parent to pick up a child at a pre-arranged time, nor can a child walk home to meet the parent.

UNDER NO CIRCUMSTANCES WILL CHILDREN BE RELEASED TO INDIVIDUALS NOT LISTED ON THE EMERGENCY CARD.

If your child(ren) remains in school while you are on vacation, business trip, etc., please inform the office in writing about individuals responsible for care. Keeping emergency cards current/updated will avoid unnecessary stress and/or embarrassment for all involved.

Medications

NO medication (over-the-counter or prescription) may be dispensed at school without orders from a physician. This includes aspirin, Benadryl, antihistamines, cough drops, herbal or homeopathic remedies, etc. All medications with instructions and doctor's orders must be brought to the office first thing in the morning. The child then reports to the office when it is necessary to take the medication.

NO CHILD IS PERMITTED TO CARRY OR TAKE OVER-THE-COUNTER OR PRESCRIPTION MEDICATION IN CLASSROOMS.

Head Lice Procedures at Juan Cabrillo Elementary

1) Health office advised of case of head lice – usually by parent/teacher which is recorded into Medical Tracking Log book.

2) Parent advised by Health Office that child should be treated with a high quality lice-killing shampoo (No prescription is needed). Remove all nits using fingernails or a lice comb. Examine all family members. If infested, treat promptly. Notify your child's playmates, which might be infested. Wash all towels, combs, hair brushes, sheets, pillowcases and clothing in **HOT** water. (Read materials/resources sent home to help identify what needs to be treated and "how to" at home.)

3) Head Lice letter will be given to the classroom teacher to be sent home that day. Health Office staff to personally hand it to teacher with copy to office and principal.(-not place it in the mailbox) or send letter by email with a copy to office staff, teacher and principal.

4) Health Office will ask teacher to discreetly send in students who sit in the same desk area as infected student. Health office will do a head lice check. Checking of the entire classroom will be done at the discretion of the Health Office staff depending on the number of children found with lice or with chronic recurring cases being reported.

5) Custodian(s) will be advised of classroom affected. Day/night custodian will be asked to vacuum room thoroughly, changing the vacuum bag. Custodian will give teacher plastic bags to bag up pillows, toys, and stuffed animals in classroom. Teacher is to treat classroom just as parent is to treat the home. If added assistance needed, teacher is to request help from custodians or office/health staff, so it can be completed immediately.

6) Students may return to school after being treated and nits/lice removed. Hair should not hang loose. Best advice to tie back in ponytail or braids.

7) Upon returning to school the student must check-in at the Front Office/Health Office to be inspected for re-admittance.

*If lice are still present, parent will be advised, asked to return home and treat again.

**Parents are advised by Health Office, Newsletters by School and Teacher to continue checking ALL students for 2-4 weeks.

***It takes ALL of us working TOGETHER to help eliminate a situation effectively and efficiently. The best way to not allow LICE to spread and become a problem is through education and communication. Parents need to understand that they are not bad and dirty people and the importance of notifying the school if their child has LICE, the better able we are to combat it immediately and thus eliminate it!

BP 5141.33 – Head Lice.

Injuries at School

If a student **becomes ill or an accident** occurs at school, the student should report to the teacher or campus supervisor who will refer him/her to the health office. The temperature is taken and an assessment of the nature of the illness is completed when a student reports not feeling well. If the injury is of a serious nature, the parent will be notified immediately. If the parent cannot be contacted, the school will make the decision as to the treatment. Please understand that the school is only allowed to apply first aid. Whenever a student visits the Health Office due to an injury or illness the Health Clerk will contact the parent either via phone or note to notify of the nature of the injury or illness for follow-up at home, even if the child returns to class.

In the event **your child sustains an injury that requires** the use of crutches, a wheelchair, or any other orthopedic device e.g. cast, splint, etc., the student must have a signed doctor's note in order to return to school. The note is to state the diagnosis, explanation of specific restrictions, and the duration of which these restrictions will be necessary. As a general rule, students with casts or other orthopedic devices may not actively participate in outdoor recess or P.E. Students will be able to sit at a designated table (lunch/snack tables) with a friend to play a board game or read a book or help in the library in such cases to avoid re-injury.

Pickup

All children need to be picked up at the front of the school at dismissal. If your child is not being picked up immediately after school, because of an emergency, please call the office to inform us of the delay. Students wait in the office until they are picked up by you or a designated person. We require that you use the drop off/pick up lane in front of the school and not attempt to park. All students are brought to the front of the school by teachers in order to facilitate pick up. Although we share parent time concerns, our goal is safety not necessarily convenience and time-saving for parents. We request your patience and understanding and best modeling while waiting for your student.

Early Pickup for Doctor's appointments, etc. require a parent to advise the teacher by note, so the class will not be disturbed and any work can be prepared. The parent (or designated adult) is required to come into the office and sign out the student. **DO NOT ASK YOUR CHILD TO COME UP AND WAIT FOR YOU.** The staff will call the classroom when you arrive.

Students Returning to School

Students returning from an appointment or lunch with a parent must be signed-in by the parent/guardian on the "STUDENT SIGN-IN/SIGN-OUT SHEET" located in the office. It is extremely important that the parent/guardian put the time returned next to the time the student was originally signed-out.

Safety and Disaster Preparedness

Schools are very safe places for students to be in an emergency. We do monthly drills to prepare students to evacuate buildings safely or prepare for Lockdowns. Thanks to PTA purchasing emergency supplies, each classroom is equipped for lockdowns and supplies are available for both first aid and search/rescue needs, and multiple people are trained in emergency operations. Parents are urged to take care of their home needs carefully before rushing to school in an emergency situation. We will first protect, then account for, then begin releasing students to parents or authorized emergency contacts after proper authorities are consulted. Parents who panic or disrupt emergency procedures jeopardize the safety and well being of students. In the event of an all-school emergency, we have the ability to immediately contact you using all your emergency phone numbers, within minutes, to give you an update and instructions. (Once again we remind you why it is extremely important that the emergency card is kept up-to-date at all times!)

Arrival and Dismissal

For your child's safety, do not drop children off before there is adult supervision on campus or leave them on campus after playground supervision ends. If your child is enrolled in supervised before school child care, he or she may arrive beginning at 7:00 a.m., please note: PARENTS MUST SIGN STUDENTS INTO CHILDCARE.

Beginning at 7:50 a.m. there is supervision on the playground

- Children arriving after 8:15 a.m. are arriving late. Please time your morning commute so that your child is at his or her lineup area or classroom door by 8:10 a.m.

Children should be picked up promptly, at the end of the school day. If you have an emergency, please call the office, so your child can wait there for you. All children staying on campus after dismissal, must be participating in one of our two childcare programs or an afterschool class. No children should be on the unsupervised playground. All children need to be in a supervised setting, if they are on campus past their dismissal time.

At times, there may be Juan Cabrillo staff or parent volunteers helping to enforce traffic safety during drop off or pick up times. Please model respect in the presence of your children and understand we are all working towards maintaining safety for all. The crossing guards are trained to stop traffic and to cross our children at busy intersections. Please do not coax your child, with a horn honk or a yell, to cross the street at any illegal point.

Traffic and Parking

PARKING - Parking is very limited at Cabrillo. Please plan to arrive early so you can find a space and get your child safely to school on time. The lot north of the Administrative Building is for staff only. For the safety of all our students, there is no parking, drop off, or turning around in this lot. Its' size and configuration make this a risky situation. This includes the driveway to this lot. We require that you use the drop off/pick up lane in front of the school and not attempt to park in order to walk students to class. If you do need to park, the front lot by the grass area is our only available parking and very limited street parking. Some street parking is restricted or illegal and can be costly, particularly by the bus stop and fire hydrant across the street. It is also very unsafe for students to be dropped off across the street whether they walk across themselves or are walked across by an adult. Do not park in the handicapped parking zones without a handicapped-parking sticker.

Drop-off and Pick-up

When using the drop-off/pick up loop please remember all safety rules and drive slowly. Never double park or leave your car blocking another car. Always stay in your car when in the drop-off zone. Pull forward and keep it moving. Students wait in the grassy area behind the fence until your car arrives in front of the open gates. Remind your child that you will be picking him or her up after school and to be waiting with a watchful eye for you (not playing). Together, students, parents and staff can ensure this pick-up after school moves swiftly, if everyone does their part.

Finally and most importantly, remember that staff and parent volunteers are assisting in the drop-off/pick-up lane to ensure student safety. Please treat them all with **respect**. If asked to follow a rule or procedure, please remember it is not about you personally but for the safety of all kids. Be happy they are there to greet or release kids.

Field Trips

All field trips at Juan Cabrillo are voluntary. No child is required to participate in an off campus field trip. If the parent does not sign the consent form for the field trip, the child will be assigned to another class for the period of the trip. Keeping your child home results in an unexcused absence. If a bus trip is arranged, parents do not have the automatic option to drive and follow the bus to bring their own children. All children must leave and return with their class unless there are medical or special conditions requiring different arrangements, in which case this **MUST** be planned with the teacher in advance of the field trip. Please note the following guidelines about field trips:

- Parents who **chaperone** should plan to supervise children the entire time.
- Parents who chaperone **may not** bring siblings along with them as their primary responsibility is to supervise students on the field trip.
- Often a donation is requested to pay for a field trip or a deposit is requested to hold a space. There are no refunds once these payments have been made.
- Parents are reminded to **refrain from using cell phones** on field trips.
- The number of chaperones needed for each trip will be determined by the grade level team and no additional adults may attend, as each destination has strict guidelines on how many people may attend.

One the very rare occasion, when a **parent drives** their own child on a field trip, they are required to fill out the proper forms in advance and demonstrate **proof of insurance**, etc. The parent's insurance will provide primary coverage and the district insurance will provide secondary coverage. Parents also must have **proof of adequate and proper liability limits**, if they plan to drive on field trips (see back of Personal Vehicle Use Form). If driving, the **parent's car** must be in excellent **mechanical condition** and a seat belt, or if state required, car seat must be available for their child. Students are not permitted to sit in the front seat

even if the car is not equipped with front passenger airbags. Children are safest in the back seat. The car must have enough gasoline to complete the trip without making a stop for gas. Parent drivers are responsible to ensure that children are safely belted or in car seats and behaving appropriately in the car at all times. When driving on a field trip, all cars must go directly to the destination and return directly to school on the way back. **IT IS NOT PERMITTED TO STOP FOR FOOD, DRINKS, ETC.** or to vary from the prescribed route.

Thank you for your cooperation in the above guidelines to ensure that field trips are educational, fun and safe for ALL students.

Bicycle, Skateboard & Scooter Policy

If children ride their bikes, skateboards or scooters to school, helmets are mandatory! We have bike racks located next to the MPR. Locks are required and students must lock their own bikes, skateboards or scooters to the rack. Always walk bicycles, skateboards or scooters onto school ground. Only bicycles, skateboards or scooters that can be locked on the bike rack may stay at school. They cannot be left in the classrooms, hallways or school office.

Shoes with retractable wheels and motorized items are not allowed on school grounds at any time. Do not allow your children to bring these items to school or to evening events. California Motor Vehicle Code § 21212 (a) states: A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

Lost and Found

All lost items are placed in the plastic cabinet near the school office. Small items such as jewelry, wallets, etc. will be held in the office. We suggest that you label all items especially sweatshirts, jackets and sweaters. **PLEASE FOLLOW THE ABCs of CABRILLO PRIDE and DO NOT ALLOW YOUR CHILD TO BRING LARGE AMOUNTS OF MONEY, TOYS, ELECTRONICS or VALUABLE ITEMS TO SCHOOL.**

Transportation

The office has information regarding school bus service or call: 310-264-1856.

Lunch Information

Hot lunch and salad bar are served daily in the cafeteria.
Individual lunches are \$3.50 and include milk. Milk alone is 35 cents.

Lunch cards: Advance-Pay lunch cards may be purchased in the office before 11:00 am by check only (no cash taken in office) payable to SMMUSD. \$50.00 covers 20 lunches. Buying a lunch card eliminates lost lunch money and would be a savings over purchasing individual lunches. The card is kept in the cafeteria. It can be used as needed. You may purchase several cards at one time, but only one child per lunch card. Please keep a record at home of card usage. (Monthly menus sent home work well for this.)

Reduced lunches are \$8.00 per card. Applications for free/reduced lunch are available in the office. You must reapply each new school year (or any time your financial status changes). Only one application per family is required (including middle and high school). (Students approved from the prior school year may use the cafeteria for free/reduced lunches pending approval of the new application for a short grace period).

Classroom Observation Procedures

We value all you do to ensure a quality education for your child, however, to ensure minimum interruption of the instructional program, we would like to inform you that the following procedures, pursuant to District Board Policy #1250 (revised 5/2011), have been established to facilitate your observations to your child's classroom during regular school hours.

1. A written request must be submitted to your child's teacher with detailed information regarding date and time of your requested observation.
2. The above request must be given to your teacher at least 48 hours prior to your requested observation. The teacher will respond within 24 hours to schedule the observation once the following has been determined:
 - a. The time/day which will ensure minimum interruption of the instructional program (determined by teacher)
 - b. A scheduled time when an administrator can be present during the observation. We have put this protocol in place so that a staff member is available to answer any questions you have.
3. Classroom observations are limited to a maximum of 20 minutes.
4. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
5. To ensure the safety of students and staff and avoid potential disruption to the instructional program, all visitors must register immediately upon entering any school building or grounds when school is in session.
6. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission.

Your child's teacher will discuss parent volunteer procedures and expectations with you at Back to School Night. We appreciate your cooperation in advance and hope that this procedure will assist you in building a collaborative relationship with your child's classroom teacher. (Please refer to the volunteer opportunities section of this handbook.)

Volunteer Opportunities

Volunteers are the backbone of our educational system!

Parent help is greatly needed and appreciated. Research shows, which we have seen, when parents are involved in their child's education, students are more successful. Make it a goal to give at least 20 volunteer hours to the school each year. Parents can assist in classrooms, with fundraisers and festivals, or with the many other tasks that it takes to sustain a high quality school. Whatever your schedule and skills, there's something you can do.

Volunteering supports your child and our school and helps you get to know other families. The PTA prepares a menu of volunteer opportunities and sends it home with a volunteer sign up form early in each school year. Everyone has something important to contribute and we need your help. If you are interested in volunteering in your child's classroom; first speak with your child's teacher to arrange a time. Teachers provide our office with a list of approved volunteers. Please see Volunteer Requirements.

Volunteer Requirements

Before you can begin volunteering, we need you to complete a Volunteer Application. Please see our Office Manager, for the volunteer application which must be completed and signed by the principal. Or go to our website to Download the form.

****As of January 2009, all volunteers working with students must submit an application and be cleared from Megan's Law website in order to serve as a volunteer. All volunteers working directly with students must have a clearance for tuberculosis. The California Health and Safety Code, Section 3454, and the Board of Education require volunteers to document tuberculosis clearance within 60 days before starting and every 4 years thereafter.**

In addition to completing the application and the TB test, parents assisting teachers on overnight trips must be fingerprinted. Fingerprinting is done at the district office.

Before you begin a volunteer shift during the school day, you must always sign in at the front office in our volunteer book and wear a volunteer badge. All students have been instructed to help with this by giving reminders to our parent volunteers. When your volunteer shift ends, make sure that you sign out in the office as well. Documentation allows us to track volunteer hours and maintains a safe environment where all visitors check in and out at the office (per Santa

Monica Malibu School District policy). There is a training session for all classroom volunteers each fall.

Younger siblings are NOT allowed during volunteer time, field trips or class parties due to liability issues.

Visitors and Volunteers on Campus

Cabrillo welcomes and encourages parents and members of the community to visit our school. For the protection of our students, Cabrillo maintains a closed campus during the school day. After morning arrival time gates are closed, all visitors **must** enter through the Cabrillo office. All visitors and volunteers must **sign in** at the main desk as soon as they enter school premises and **sign out** upon exit. "Visitor" badges are next to the sign-in book and must be worn and be visible at all times. On the Sign-in sheet identify where you are volunteering and the time entered and exited. This information is used for your safety, and if needed communications.

Room Parents

It is critical that cellular phones, pagers and other electronic devices are turned off when you are volunteering in the classroom. We devote this time to our students, and we need to maintain a constructive learning environment at all times. Remember that you are a classroom volunteer; this is not a parent teacher conference appointment. Once your volunteer shift is complete, please know that the teacher still needs to continue teaching. If you have the need to conference about your child, please schedule an appointment so that the teacher can give you the appropriate attention.

Parents from each classroom volunteer to serve as room parents under the direction of the classroom teacher and the PTA Room Parent Coordinator. Room parents periodically email, phone or send home updates to inform parents of the activities, curriculum and school events. Room parents serve as a special link between the teachers and the families. For more information, please contact the Room Parent Coordinator, noted on the PTA list.

Having parents, grandparents and approved family/community friends volunteer definitely enriches and enhances the educational program. Children and teachers benefit from the added individualized attention that volunteers bring to the school. Your expertise, talents, areas of interests and love of children makes Juan Cabrillo not just a good place to send kids to grow and learn but an excellent educational learning environment. But please remember, volunteering is an important job. It does require your full attention. Once again, we ask that you leave **cellphones off and younger siblings with child care**. This is another reason why signing in at the front office is extremely important. If someone needs to get ahold of you, they can call Juan Cabrillo School. The office staff uses the sign-in sheet to identify who and where people are when volunteering.

Lunch time visits with your child are a nice way to reward and/or recognize your child for progress, success and achievements. If you would like to have lunch with your child, please sign in with the office and get a visitor badge before going to the cafeteria. Also please notify the office that you will be coming for lunch at which time you can also order a lunch (before 9:00 a.m.) Lunch time visits are only in the cafeteria/lunch shelter area for “lunch with your child”. District volunteer/visitor policy does not allow for children not enrolled at Cabrillo to be on campus.

Student Wellness Policy – Classroom

The Board of Education recognizes that sound nutrition, optimal physical fitness, emotional well-being and the adoption of life-long healthy habits correlate with learning readiness, academic achievement and decreased discipline problems. Lifelong healthy habits include the daily consumption of fruits and vegetables and daily physical fitness activities. Such habits can prevent Type 2 Diabetes, some Cancers, Cardiovascular Disease, Obesity and Osteoporosis.

As part of this policy and consistent with California state law, the Santa Monica-Malibu Unified School District has established policies regarding the types of foods which can be sold or served to elementary school students during the day and 30-minutes before and after school. This policy has implications for our school breakfast and lunch programs, for food sales after school, and for birthday parties, classroom parties, and/or potlucks that are held during the school day and governs what we can and cannot provide to students during the school day and for one-half hour before or one-half hour after school.

Examples of Approved Food Items:

Water, 100% Juice, Fruit Leathers, Juice Bars, Fruits and Vegetables
Low fat or Nonfat Milk, Yogurt, Cheese
Nuts, Seeds, Trail Mix, Baked Potato Chips

*Okay if less than: 175 calories per serving, 35% calories from fat, 10% calories from saturated fat, 35% sugar by weight.

Total Calories x 35% = Maximum number of calories from total fat

Total Calories x 10% = Maximum number of calories from saturated fat

Weight of Item in grams x 35% = Maximum number of grams of sugar

(1 ounce = 31.1 grams)

SMMUSD Student Wellness Policy No. 5030 available at <http://www.smmusd.org>

For general questions/suggestions or comments, please contact us at:

fns@smmusd.org

Birthday Celebrations

Birthdays are important and teachers like celebrating kids too. The problem is if every child in the class brings cupcakes or other sugary treats that equals 24-30 cupcakes a year. Not the healthy way to celebrate.

Sugary or fatty snacks (cupcakes, cake and ice cream, chips, etc.) are not allowed during the school day, and only 100% juice, milk and water may be served to students. Rather than bringing in food, consider bringing a ball for the classroom, art supplies, or a book for the class library. If you wish to bring food in for birthday celebrations, please bring fruits or vegetables or other foods that meet the nutrition guidelines. See SMMUSD Wellness Policy – Class Party/Snack Ideas.

Invitation Policy (Birthdays/Non-school related events)

Please take care of invitations for birthday parties, play dates, etc., outside of school (even if the whole class is invited).

We are unable to send them home in the Work Folders or student cubbies. A class roster is available in the School Directory of those that have given consent. Thanks for working with us to follow the policy.

Cell Phones & Electronic Devices

Student cell phones are NOT permitted on campus. There are phones in all classrooms. In the case of an emergency, the teacher will work with the office to make sure that a phone is available or contact is made.

We do recognize that children often go from school to other activities that might require the need for communication. Therefore, if you want your child to carry the cellphone after school one day, we have a “Bring a Cellphone to School” form for parents to complete. This form allows the child to bring the cellphone, leave it in the office and pick it up after school to take with him/her to their after school hours activities. If your child accidentally brings the cellphone to school, remind him/her to bring it to the office for safe keeping. Children need to make playdates and after school arrangements the night before school. Using cellphones after school to call parents to change plans, text friends and take pictures to send to others is not appropriate.

Electronic devices such as MP3 players, iPods, cell phones, large sums of money, any other valuables are NOT the responsibility of the school should your child brings these items on campus. Our school rules state that toys and electronics should be left at home. Thank you advance for working with us to avoid having your child bring these items to campus.



THE ABCs OF JUAN CABRILLO PRIDE!

A-ACADEMICS

Every student is entitled to an instructional program that is challenging, pertinent and motivating. Every student has the right to achieve to their potential, be challenged and reach beyond the core curriculum. To ensure all students have the opportunity to receive a quality education, that meets their individual needs, each student will be expected to:

- Come to school regularly, on time and ready to learn.
- Listen and follow directions of all staff.
- Participate in projects and activities that extend and enrich the learning process, are approved by the teacher and supervised with the safety and respect for ALL students a priority.
- Be the best you can be and give your best effort.
- Complete and return homework and parent communications.

B-BEHAVIOR

Every student has the right to attend a school where the attitude towards learning is positive and the environment is safe. Each student will be expected to:

- Show respect for feelings and property of others. Remember words do hurt and refrain from racial slurs, teasing and bullying/harassing ongoing behaviors.
- Keep hands, feet and all body parts to themselves at all times, esp. when resolving conflicts. Refrain from sexual comments, display or touching.
- Leave gum, toys and electronics at home. Follow school policies for use of computers, any technology, internet and cellphones while on campus or for school related assignments and/or field trips.

C-CLOTHING

Every student has the right to attend a school which is free from behavior which infringes on the rights of others or distracts from the educational process. Juan Cabrillo Elementary has a high standard of dress. Everyone is expected to dress for success. Every student is expected to:

- Dress in a manner that demonstrates Juan Cabrillo Pride and self-respect!
- Refrain from wearing clothing that:
 - *Has inappropriate slogans, ads and/or rude or provocative statements
 - *Exposes midriff or chest, tube tops or gang attire
 - *Does not fit appropriately (too tight, too baggy, too long or too short)
 - *Wear closed toed shoes (tennis shoes & socks recommended) with back-strap.

PLAYGROUND/CAMPUS CODE OF CONDUCT

Students are to follow *the ABC's of Cabrillo Pride* and *demonstrate the Bucket-filling Character KEYS (Respect, Kindness, Responsibility, Perseverance & Integrity)* at all times. Whenever a conflict occurs they are to use the "**BE COOL**" strategies, always remember to think before acting and understand "two wrong actions" do NOT create a right one.

Students are expected to:

1. ***Follow the ABC's of Cabrillo Pride.***
2. Store cell phones in the school office during the school day.
3. Wait to be dismissed from lunch area, put trash in appropriate containers and walk to the playground.
4. Not climb on backstops, fences, railings or anything other than appropriate playground equipment.
5. When playing at recess, lunch or before school, not use body contact, tackle or fight.
6. Walk in halls or between buildings at all times.
7. ***Play in appropriate playground areas***, not around or in restrooms.
8. Utilize PE equipment such as basketballs or Frisbees, **DO NOT** throw rocks or dirt.
9. ***Treat Campus Supervisors (All ADULTS) with respect and patience.***
10. Go down slide one child at a time for *safety* reasons.
11. Swing with only one child on the swing. When others are waiting to swing, students need to get off after count of 50.
12. Use monkey bars one at a time, do not stand or sit on top of bars, and/or jump off them.
13. Students may not play tag around slide or bars or in the sandbox.
14. ***Show respect and Cabrillo Pride by always waiting their turn on all equipment.***
15. ***Stop playing, bouncing balls or creating in the sandbox when bell rings and line up in their designated area and await the arrival of their teacher.***
16. Food is permitted in the cafeteria, patio lunch shelter and blacktop picnic table. (Definitely NOT when running around).
17. Stay out of classrooms during recess and lunch unless the teacher has specifically invited you and only with an adult present.
18. ***Respect the rights and needs of others.***

RE: STUDENT DRESS CODE

Safety is the first and foremost consideration for any school. Juan Cabrillo believes in dressing for success. Students should dress in a manner that demonstrates pride in oneself, and that is not distracting to the educational process.

In the child's K-5 years, we need to take an active role assisting our children in making smart choices. These standards were set up to insure safety, a positive self-image, and a quality education. Thank you for your support.

To support students' ability to concentrate on learning instead of being distracted by others' attire or appearance clothing must be appropriate. General guidelines to follow include:

- a. Underwear should not be visible.
- b. Skirts, dresses, and shorts should be mid-thigh in length or longer.
- c. Tube tops, midriffs, halter-tops or low necklines back or front are not allowed. Shirt straps should be about one inch wide.
- d. Baggy, oversized clothing or too tight/provocative clothing is not appropriate for school.
- e. Pants must be able to stay up at the waist without a belt, must be hemmed, may not be oversized, and may not drag on the ground.
- f. Clothing that depicts violence, graffiti activity, drugs, alcohol, tobacco, provocative statements or any activity that breaks the law may not be worn. Gang related attire is not permitted.
- g. Caps, hats or hoods are allowed when students are outside the building. Caps, hats or hoods should be taken off indoors. We reserve the right to take a cap/hat away from any student if it disrupts the educational process.
- h. Students are allowed and encouraged to wear sunscreen and any types of sun-protective clothing during school hours.
- i. For reasons of safety, students will not be permitted to attend school in bare feet and must wear shoes with a back strap and closed toes at all times. Shoes must be appropriate for students to participate in normal P.E. activities and recess.
- j. For reasons of health and cleanliness, students' hair shall be neat, clean, and well groomed while at school.

Campus-Wide Behavior Support and Management

Juan Cabrillo Code of Conduct

Cabrillo Code of Conduct: So that *all* students are safe and free to learn, students will:

1. Choose your own Character, Own your learning, Demonstrate Respect, Envision Success-CODE.
2. Follow the ABCs of Juan Cabrillo Pride-CONDUCT.
3. Be a Bucket-Filler not a Bucket Dipper.
4. Stand-Up to Bullies and Put Your Lid on Your Bucket.

On the playground:

1. Respect the rights and needs of others;
2. Enjoy all equipment in a safe, respectful way, and for its intended purpose;
3. Play in designated areas only; and
4. Line up immediately and directly following recess and lunch.

CABRILLO PHILOSOPHY ON BEHAVIOR SUPPORT AND MANAGEMENT

The Juan Cabrillo staff believes, and research supports that when students feel both safe and connected to the adults at school, behavior problems decrease and positive student engagement rises. The phrase, “*connection before correction*” is used as a reminder to ourselves that the way to maintain a well-mannered, well-managed campus, is to always stay connected to our students. As part of an active, student-centered approach to behavioral instruction and management, classroom and playground agreements are made collaboratively with staff and students at the beginning of each year. These agreements are alive and well on campus – visually, referred to specifically, and often discussed in classrooms, Friday Messages and school-wide assemblies, and whenever else appropriate. It is our goal that, child behavior problems are addressed from the standpoint of the individual child(ren), special factors of the situation at hand, and the developmental level (age) of the child(ren). Additionally, Cabrillo staff has a collective understanding of the ideas behind Compassionate Communication and continues to develop our approach in working with children. Accordingly, student behavior is viewed in terms of an expression of *needs* and *intention*. Lastly, our staff is committed to creating a circle of support for every child whereby communication and shared knowledge between parents/guardians and school faculty is essential.

Furthermore, at Juan Cabrillo we believe the small, often overlooked and under-expected behaviors, matter the most in promoting a positive school climate. As such, the children, parents, and staff use “**Cabrillo Bucket-filling Manners**” on campus (and hopefully off campus too!). Cabrillo Manners refer to the way we communicate with each other (gesture, tone of voice, volume of voice, facial expression), the language we choose to use, how we care for each other and how we care for our campus. Cabrillo Manners may be a simple “*please*”, “*thank you*”, or “*excuse me*”. It may be offering help to someone or returning a found item to the Lost and Found without being asked to do so. Ultimately, simple kindnesses will have profound repercussions for all of us.

Finally, four key terms with regard to the Juan Cabrillo approach in working with a child's behavior are important to become familiar with in instructing and managing student behavior. These terms are:

Individual – Includes such considerations as the child's history of conduct, personal situation or circumstances (if outstanding), temperament tendencies, (defined in Waldorf Education as Choleric, Phlegmatic, Sanguine, and Melancholic), and other knowledge of the child as an individual.

Developmental – The age of the child which guides general understanding of that child's capacity for controlling his/her behavior, how the child is capable of learning from the consequences of their behavior, and how a supervising staff member may work with the child in resolving a problem.

Needs-Based and Intent – What personal need the child was seeking to meet or what need was not met – the need to be heard, included? What was that child's intent in engaging in that behavior (i.e., to hurt another child, to get something away from another child, to stand-up for another child, etc.)

Student-Centered – Students are always a part of the problem solving process in some way. Students take an active role in talking through a problem, coming up with agreeable and worthwhile solutions, and in making amends for personal behavior.

PROMOTING POSITIVE BEHAVIOR THROUGH MODELING

As a *first* and *primary* method of behavior instruction, it is our strong belief that we are all role models for the behavior we wish to see in our children. Adult modeling, especially for the elementary-age child, is one of the strongest methods of "teaching" behavior to children. As is addressed within our parent-volunteer workshop at the beginning of each year, parent volunteers are equally important role models for our children and should be conscientious of this at all times. The way we speak to each other, speak to the children, actively listen, use body language, and gestures all send messages to our children about behavior that will undoubtedly be imitated and interpreted by them at some point in time.

Positive Recognition and Student Participation

Each teacher recognizes students who follow school and classroom rules/standards, fills buckets and demonstrates positive character keys. Some send conduct and effort reports home, some hold class meetings; others have charts, lists, or graphs recognizing effort and persistence. Many develop class and table group incentive systems.

- Throughout the year, teachers recognize students with excellent work habits, or showing great Cabrillo P.R.I.D.E. meriting recognition for Pride, Respect, Intelligence, Diversity and Enthusiasm.
- Outside their classrooms, students also receive recognition for helping others and solving problems appropriately by receiving a FLIPPER Slip. This is another way we can support our Cabrillo P.R.I.D.E. and Bucket-filling positive character keys. A weekly drawing is held with winners from each class announced over the PA by the Student Council. Pictures are placed on a board in the MPR and certificates go home. Students also pick a small prize from the Principal's prize box.
- Primary classes are paired with upper grade classes who become their "big buddies" during the school year. The classes meet together periodically to foster relationships between the children where students read and do art projects together.
- 4th and 5th grade students have the option of joining our Student Council Board or participating in other activities to be determined by the teachers, which help students develop leadership skills and contribute to various important areas of the school.

How Many Buckets Will You Fill Today?



Last year at Cabrillo you may have heard a lot about "buckets" and "bucket filling." During the first days of school all of the classes read "**Have You Filled a Bucket Today?**" by Carol McCloud. This book explains to children that we all carry an invisible

bucket in which we keep our feelings about ourselves. When our buckets are full we feel happy and good. When our buckets are empty we feel sad or lonely. All day long, we are either filling up or dipping into each other's buckets by what we say and what we do. Filling another person's bucket fills our bucket as well. Every interaction in a day either fills or empties our buckets.

"Bucket Fillers" are those who help without being asked, give hugs and compliments, and generally spread their love and good feelings to others. This can be done through a smile or asking someone to play with you. Other ways to fill your bucket is to spend time with friends and family, help out at home and school, and/or using kind words to one another.

On the other hand, a **"Bucket Dipper"** says or does mean things that make others feel bad. "Bucket dipping" robs us of happy feelings by refusing to help with a task, not sharing, or by saying or doing cruel things. The challenging problem of *bullying or teasing can also be seen as "bucket dipping."*

The simple metaphor of a bucket helps students understand the importance of consideration and love for those around us.

Throughout the year and through various classroom lessons and activities we will be learning to be "bucket fillers" and not "dippers."

You can reinforce this lesson at home by talking about how your family can fill other people's buckets. Each day, you can ask your child to tell you how he/she filled a bucket today. Perhaps you can become a "Bucket Filling Family." You can decorate your own individual buckets and work on filling each other's bucket each day.

Home-School Bucket-filling Connection Opportunity

***We invite families to get involved and connect to the school by filling out a BUCKET-FILLING sheet for our multipurpose room (MPR) bulletin board. Share an example of Bucket dipping and an example of bucket filling. Once a month at the MONDAY Morning Message a student's Bucket-filling Card will be drawn and those examples used as the captions for the bulletin board!

CHARACTER EDUCATION A BUCKET-FILLING-KEY TO A BETTER ME!

The staff at Juan Cabrillo is committed to providing a quality instructional program in a nurturing and caring learning environment. We at Juan Cabrillo Elementary School believe we have a role in building character in our students. Again this year, we will be implementing Character Education but this time through a program called **"BUCKET-FILLING-A KEY TO A BETTER ME!"** Every month, the students will be presented with a new bucket-filling character education trait. Using the key and the ABCs of Character Education, all staff (and we hope parents will join us) will focus on helping students be **(A)-aware** of what this character trait means, **(B)-believe** in this character trait, and **(C)-**

conduct themselves with this character trait in mind. If we work together, the students of Juan Cabrillo Elementary School will not only be smart but will also demonstrate positive character traits.

We believe that children need to learn they are responsible for their behavior and their obligations such as chores, homework and taking care of themselves. We also believe that citizenship and respect for others correlates with academic excellence. It is our goal to become partners with parents and focus on character development so that we can maintain a school environment where children feel safe, comfortable and valued. We want to surround them in an enriched and positive learning environment where academics and positive behavior go hand-in-hand resulting in positive self-worth and self-efficacy.

Example: During August we are focusing on RESPECT. Please join with us in creating a common language by focusing on RESPECT at home and throughout the community. RESPECT means to demonstrate appreciation and consideration for self and others (i.e. follow rules, listen to authority, care for property and environment, display sportsmanship and value for other cultures). It means to treat others the way you want to be treated.

JUAN CABRILLO ELEMENTARY SCHOOL'S GUIDING PRINCIPLES

"A Key to a Better Me"

Respect
Citizenship
Kindness
Gratitude
Responsibility
Compassion
Diversity
Flexibility
Honesty
Perseverance

Progressive Discipline System

Because the first responsibility of all staff is the safety of children, any staff person will immediately interrupt any unsafe behavior he or she sees. Our second responsibility is to use this incident as a teachable moment to help children learn to use safe, respectful behavior, and learn how to settle problems appropriately. To stop unsafe behavior and teach appropriate behavior, we often use the phrase: "Stop, that's not OK at Juan Cabrillo" and then tell children how something should be done. Progressive discipline begins with clear expectations. We discuss these in class and ask parents to make sure that children are familiar with school rules and our behavior expectations.

Should a negative behavior or violation of school rules occur, in general we follow these steps:

- 1) Interrupt the behavior, redirect the student, and teach the appropriate behavior or skill.
- 2) If the behavior continues, restate the expected behavior and give a warning.
- 3) If the behavior continues, check to see if something else is going on that we're not seeing and that might be causing the negative behavior and address that problem.
- 4) If needed, we assign a logical consequence for the inappropriate behavior (put ups to repair damage, time to sit and think, time to write what they did and could have/should have done instead, working in a buddy teacher's room until they can work productively in class, etc.).

5) If these steps fail to redirect the behavior, we make a call home to the parents or send a note that requests parent discussion/action and requires a signature and return of note to school. We know that parents want to know about challenges children may be having and wish to help teach appropriate behavior.

6) If the inappropriate behavior continues, or if the behavior is a suspendable offense, children are sent to the principal's office with a discipline referral for a conference with the principal or administrative designee. An Office Referral Form generally will come home after a conference with the principal so that parents are informed and can follow up with children at home. A consequence is often assigned.

7) Additional parent contact, parent conferences and/or referral to a counselor may be requested as needed to help children learn and use appropriate behavior at school.

BE COOL **Conflict Resolution Strategies** _____

1. TALK- Tell the person to STOP in a confident way, use humor, say “so” or “whatever,” laugh it off, or change the subject. Be sure to tell the person exactly what you want him/her to STOP doing.

2. WALK – Walk away. Do something else. Go somewhere safe near friends or adults.

3. IGNORE- Ignore unkind words and actions. Don't give the person any attention for their words or actions.

4. ASK – Ask an adult (the principal, counselor, yard duty, teacher or parent). Ask for help in solving the problem.

Education Code violations (violence, weapons, destruction of property, theft, etc.) go directly to the principal or administrative designee for disciplinary action.

Consequences, depending on the severity of the offense, may include sitting on the bench for a time-out at recess, picking up trash at lunch time, writing a reflection sheet, a meeting with the parents, loss of class or yard privileges, development of a contract, in-school suspension, or suspension from school. These progressive steps may vary depending on the severity of the behavior and based on prior incidents of discipline for the same offense. Logical consequences are always the goal.

Suspendable Offenses

Our progressive discipline system helps students resolve most problems before they get to the point of meriting suspension from the classroom or from school. However, there are some behaviors that the State Education Code 48900 deems to be grounds for suspension from the school (by the administrator) or from the classroom (by the teacher). When students are suspended from the classroom, they are sent to another supervised setting and are expected to continue their class work and make up any assignments they miss.

Students who are suspended from school must leave with a parent or guardian, meet with the administrator and may not return to campus during the day or after school until the suspension is over.

Assignments are sent home so that children can continue their class work.

Students may be suspended if they:

- a. Caused, attempted, or threatened to cause physical injury to another person;
- b. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object, unless possession was with written permission from a certified employee concurred in by the principal;
- c. Unlawfully possessed, used, sold or furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant;
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant, and then either sold, delivered or furnished to any person another liquid, substance, or materials and represented it as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion;
- f. Caused or attempted to cause damage to school or private property;
- g. Stole or attempted to steal school or private property;
- h. Possessed or used tobacco;
- i. Committed an obscene act or engaged in habitual profanity or vulgarity;
- j. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
- k. Disrupted school activities or willfully defied valid authority;
- l. Knowingly received stolen school or private property; or private property.
- m. Possession of an imitation firearm.
- n. Committed or attempted to commit a sexual assault, or committed a sexual battery as defined by penal code.
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

- p. Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- q. Engaged in or attempted to engage in hazing.
- r. Engaged in the act of bullying, including but not limited to bullying by means of an electronic act.
- s. Aiding and abetting in the infliction of physical injury to others.

Olweus Bullying Prevention Program

The Olweus Bullying Prevention Program created by Dan Olweus is designed to improve peer relations and make schools safer and more positive for students to learn and develop. The program reduces existing bullying problems among students, prevents new bullying problems, and achieves better peer relations at school. All staff at Cabrillo will be participating in the training and implementation of this program. For more information see; <http://www.olweus.org>

What is Bullying?

Bullying is repeated, intentional and power-imbalanced behavior that makes other people feel uncomfortable or threatened whether this effect is intended or not. Bullying is about power. Victims feel powerless to stop the behavior. Others, such as parents, may feel powerless to know how to help.

Bullying can take many forms but may be:

1. Physical: e.g., hitting, kicking, taking or hiding belongings.
2. Verbal: e.g., name calling, teasing, insulting, using racist remarks, behaving in a racist manner, writing unkind notes, using the word "gay" or "lesbian" in an inappropriate or negative way, highlighting or calling attention to learning differences in an inappropriate or negative way.
3. Emotional: e.g., spreading rumors, excluding from groups, tormenting, staring.
4. Cyberbullying: e.g, negative texts, Facebook messages, and/or emails including other internet and media sources.
5. A combination of the above: e.g., extortion (forcing someone to give up money or belongings) or intimidation (making someone frightened with threats).

We at Juan Cabrillo have 4 specific anti-bullying rules:

- Rule 1: We will not bully others.
- Rule 2: We will try to help students who are bullied.
- Rule 3: We will try to include students who are left out.
- Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home. Bystanders are expected to report bullying incidents.

Physical Education

Curriculum: Our P.E. curriculum reflects the California State Physical Education Standards for each grade level.

Below please find a brief list of the games, sports and skills that your child will be experiencing at his or her grade level this year:

1st and 2nd grade: Cooperative and aerobic games, muscle strengthening and stretches, dribbling and kicking, dribbling and passing, hula hoop, jump rope, parachute, handball, Frisbee, flag games, striking and volleying, and throwing and catching.

3rd-5th grade: Aerobic and cardio games, muscle strengthening and endurance, flexibility, eating smart, personal hygiene, fitness and sports challenges, basketball, hockey, lacrosse, cricket, football, parachute, soccer, softball/baseball, volleyball, handball, dodgeball games, and flag games.

At all grade levels, we emphasize sportsmanship, team spirit, accepting personal responsibility, setting and meeting personal goals for fitness, honoring differences, collaboration and cooperation.

For more information about the California Physical Education Standards, please visit the CA Department of Education website at:
<http://www.cde.gov/be/st/SS/documents/pestandards.pdf>

Proper Dress Attire

All students must wear comfortable athletic shoes that provide foot and/or ankle support. If your child is wearing any other type of non-athletic shoes please pack your child a pair of athletic shoes to change into for P.E. and recess (for additional information about dress code, please see Dress Code policy in the Parent Handbook).

Wearing proper footwear helps ensure that students have a safe and successful P.E. experience. In the event that a student does not wear or bring athletic shoes, we will ask the student to refrain from the active physical education exercises, and instead participate in an alternate activity. Should this occur, we will also be sending a letter home to remind students of proper dress attire. In addition, please make sure your child wears or brings comfortable clothes for P.E. class. T-shirts, loose-fitting pants, jeans, and sweatshirts are examples of clothes that are acceptable to wear during P.E. Shorts or leggings can be worn under skirts or dresses. Thank you for helping support your child in dressing appropriately for P.E.

Sick Notes

It is important that all sick or injury notes be brought to the nurse first to be documented before given to the coach. *Please include the following information in the note that is submitted to the nurse:*

Describe the reason for missing P.E. What is the nature of the sickness or injury?
How many days will your child miss P.E.? More than 3 days require a note from your doctor.

What is the best way to contact you should we have follow-up questions?
Without a note from you, the doctor or the nurse your child will not be excused from P.E.

Basic Playground Equipment and Game Guidelines

Swings

1. Children must wait their turn counting to 50 in front of the swing. Count begins when the feet are high in the air every full swing
2. Children are to be seated facing the track
3. Children may not twist, jump off, roll up, run through, climb or hang on the swings supports or frame
4. Only one child is permitted on the swing at a time
5. When a child is finished swinging, they must count all over again to begin swinging

All bars

1. One child at a time, all children must go the same way
2. No flipping off the bars
3. No sitting or standing on the bars
4. Pull up bars are to be used for pull ups only

Play Structures and Apparatus

1. Only one child up the stairs, chain ladder and rock wall
2. No climbing on top of the slide tube or tunnels
3. No tag allowed on or around
4. No jumping off or jumping from bar to bar
5. No pushing or running on structure
6. All slide rules apply

Slides

1. One child slides down at a time (feet first)
2. No jumping off, climbing on or running down the slide
3. Child must wait until the last slider gets off slide to begin sliding down
4. Children must not rest, sit or socialize at the bottom of the slide

Soccer

1. Soccer should be played on the grass area only
2. No more than 12 players on a team (including the goalie)
3. No hands, tripping, striking, kicking, holding, pushing, slide tackling. These are all fouls and will result in a free kick for the other team

Basketball

1. Half court should be used at all times during recess when courts are full and others want to start a game
2. Basketballs should only be used for basketball

Tetherball

1. Whoever gets to the court plays first
2. Line to play begins next to the court
3. Winner serves first and chooses direction, opponent chooses side
4. Ball must be wound completely around the pole to win
5. Players must remain on their side during play
6. Play stops if:
 - the ball is hit with any part of the body other than hands
 - ball is held or caught
 - rope is touched
 - either player steps on opponent's side
7. Winning player keeps playing. The other player returns to line.

Hand Ball

1. Children that gets the ball chooses the rules for their court
2. Line begins next to the white line but not on the court
3. You are out if the ball is hit twice in succession, hit out of bounds or if the ball bounces twice
4. If the ball hits children in line, it's interference and counts as a redo

Four-Square

1. Object of the game is to advance to A square
2. The rotation of players goes from D to C to B to A
3. Game starts when A square bounce serves the ball to D square(bounce serve is ball dropped in front of the server and hit with one or two hands underhanded on the bounce)
4. If the serve is unplayable, the serve must be redone. If the 2nd serve is unplayable the server is out
5. Players must return the play from their square into one of the 3 opponents squares
6. Play continues until:
 - The ball lands on the line or outside the court
 - The ball hits a player in a square(player hit is out)
 - The ball is caught
7. When play stops because of a violation, the player committing the violation is out and other players rotate. The player that is out goes to the end of the line and the first player in line goes in to D square
8. The player in the front of the line should be the Umpire or judge for disputes
9. No rule changes are acceptable

Bikes and Wagons on the Kindergarten Yard

1. Students must ride on the painted path and follow arrows.
2. While riding wagons, no more than 2 children ride inside a wagon while another child pulls and walks -no running with or pushing wagon.
3. Students are expected to take turns on the bikes/wagons. If a student is waiting for a turn, the rider will give another student his or her seat after completing three times around designated path.
4. Bikes and wagons are only to be used during recess and not before school.

Homework Policies

The purpose of this homework plan is to guide teachers, parents and students at Juan Cabrillo School in ensuring that homework is meaningful and supports the learning experience for all students.

Definition: Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, motivational reading, studying for tests, projects based learning, or completion of assignments agreed upon between parent and teacher.

Rules for Homework

- Activities or assignments that students can complete independently.
- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging, purposeful and relevant.
- Consideration shall be given to quality over quantity.
- Carefully constructed as to be completed within a reasonable time allotment.
- Teachers and students should reasonably believe that every student has equal opportunity to complete homework successfully.

Teacher Guidelines

- Review and discuss homework in a timely manner.
- Explain homework assignments to the students prior to the assignment.

Teachers shall communicate homework assignments in at least one of the following ways: send a packet home, write assignment on the board after reviewing it with the students, instruct students on how to record it, and/or make available through emails, websites or hotlines.

The use of a variety of strategies is encouraged:

- Teach techniques that can help students allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Identify the access that students will have to materials for projects and other homework assignments – taking into account affordability, resource materials from the library media center, assistance and tutoring opportunities, and technology resources.
- Communicate with parents to inform them about homework expectations, policies, and procedures.
- Communicate ways in which parents can best assist their children in doing homework independently.
- Communicate with parents at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework.

Parent Guidelines

- Provide a quiet space and basic materials for homework completion.
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Monitor time management and productivity.
- Communicate with teachers at the earliest possible opportunity once the child has demonstrated consistent inability to complete homework. If necessary, parents shall attempt to reach accommodation with their child's teachers regarding homework.

Student Guidelines

- Complete homework as assigned.
- Record homework when assigned in class by the teacher.
- Seek clarification from teachers when unclear about homework.
- Use class time provided for completing class work and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework.

Scheduling and Time Parameters

Elementary school homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown.

- Kindergarten – 10 minutes daily or 40 minutes per week
- First – 20 minutes daily or 80 minutes per week
- Second – 30 minutes daily or 120 minutes per week
- Third – 40 minutes daily or 160 minutes per week
- Fourth – 50 minutes daily or 200 minutes per week
- Fifth – 60 minutes daily or 240 minutes per week

In addition to the prescribed homework minutes at each grade level, students are expected to read independently or with an adult:

- Grades Kindergarten – Second: for a minimum 20 minutes
- Grades Third – Fifth: for a minimum 30 minutes

Assistance for Homework

It is recommended that a student seeking assistance with homework speak and work directly with his / her teacher to receive support and strategies for improving success on homework.

Sharing of Concerns

Teachers and parents shall communicate with each other at the earliest possible opportunity once the student has demonstrated consistent inability to complete homework. Children who demonstrate quality effort and spend sufficient time attempting to complete homework should be stopped when a parent observes that continuing is detrimental to the child's well-being. In such cases, parents should note the amount of time spent on the assignment and sign the paper.

If a child is consistently unable to complete assigned work, the parent should contact the teacher for support and accommodations as necessary. Teachers should also contact parents if a child consistently is unable to complete the assigned work.

*Homework is not meant to cause family frustrations and hardships. It can be modified and accommodated. The BEST interests and learning value is always our goal!

Review

The Santa Monica Malibu Unified School District will conduct an annual online survey as a means of monitoring and evaluating homework. The results will be posted on the SMMUSD website.

Level 1 Infractions - Personal Misconduct



Examples:

- Chatting
- Calling out
- Playing around
- Gum
- Hands on/hanging on others
- Etc.

Consequences:

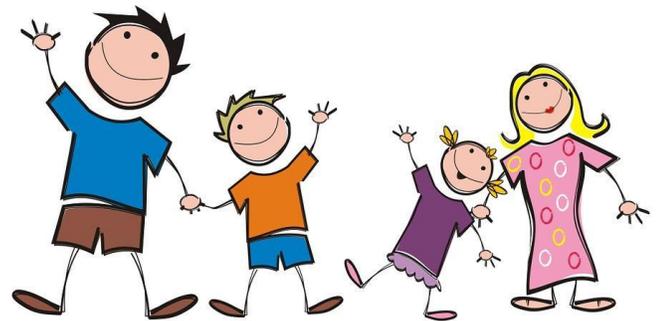
- A. Warning (post-it note)
- B. Move seat
- C. Fill out a Level 1 Referral - could be sent home to parents

(Three Level 1 Referrals = Parent Phone Call)

Level 2 Infractions - Outward Behavior that Affects Others

Examples:

- Name calling/teasing
- Being unkind or disrespectful
- Misuse of materials
- Tantrums
- Throwing things



Consequences:

- A. Talk to teacher
- B. Talk to teacher and Fill Out Level 2 Form
- C. Talk to teacher and send home Level 2 Form and parent phone call

(Three Level 2 Referrals = Meeting with Parent; Make plan for moving forward and brainstorm other possible consequences)

Level 3 Infractions - Dangerous acts to Self or Others

- Hit, punch others
- Extreme language

Consequence-to be discussed with principal



At Juan Cabrillo, students are not allowed to have or use cell phones throughout the school day; however, on rare occasions some parents may need to allow their child to have access to a cell phone after school hours. During these rare instances, parents need to fill out the *Cell Phone Permission Form*. The form will be stored with the child's cell phone during the school day in the main office.

Cell Phone Permission Form

Student Name: _____

Grade: _____ Teacher: _____

My child needs to have access to a cell phone after school for the following reason(s):

Parent name: _____ Parent cell phone number: _____

Parent
Signature: _____

Cell Phone and Cell Phone Permission Form MUST be delivered to the main office before 8:15 AM.