

John Cabrillo Elementary School 2023-2024



Parent/Guardian & Student Handbook

John Cabrillo Elementary School
1141 Seamas Avenue
Sacramento, CA 95822

Phone: 916-395-4615

Fax: 916-264-4005

Website: johncabrillo.scusd.edu

Sacramento City Unified School District

Board of Education

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Robert Lyons, Chief Information Officer
Vacant, In-House Council

Instructional Assistant Superintendent

Enrique Flores

SCUSD Core Value

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to learn, grow, and reach their greatness.

SCUSD Equity, Access, and Social Justice Guiding Principle

All students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

Theory of Change

The integration of the LCAP, SPSA, and Budget is critical to implement the Equity, Access and Social Justice Guiding principle.

2023-2024 SCHOOL YEAR

Please see any updates on our school website –
johncabrillo.scusd.edu

This Parent/Guardian & Student Handbook has been prepared to provide essential information to the students who attend John Cabrillo Elementary School and their parents/guardians. Please take a few minutes to review the contents with your child, sign & return the signature page included in your student's Parent/Guardian Packet.

Vision and Mission Statement

The Vision of John Cabrillo Elementary School is to provide a safe, nurturing environment through a partnership with family and community where students develop academic excellence and social skills. Our students will become respectful, kind, responsible, lifelong learners who understand and meet the challenges of a diverse and ever-changing society of the 21st century.

Mission: To develop higher level thinking skills using technology and rigorous standards-based instruction, nurture character traits of a successful/productive citizen, promote family and community engagement.

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The John Cabrillo School Mascot is the Cougar



Our School Colors are Royal Blue and White

2023-2024
John Cabrillo Staff
As of 8/31/23

Samantha Holmes - - - - - Principal – Email: Samantha-Holmes@scusd.edu
 Lori Camarena - - - - - Office Manager – Email: Lorica@scusd.edu
 Miranda Bredeson - - - - - Office Clerk – Email: Miranda-Bredeson@scusd.edu

Teaching Staff	Grade	Room	Email Address	Telephone Ext.
Ramona Sehler-Downey	Pre-Kindergarten	6	Ramona-Sehler-Downey@scusd.edu	226106
Bobbi Jo Bowland	Transitional Kinder.	5	Bobbi-Jo-Bowland@scusd.edu	226105
Susana Marquez	Kindergarten	1	Susana-Marquez@scusd.edu	226101
Deborah Power	Kindergarten	2	Deborah-Power@scusd.edu	226102
Erin Macy	Multi-Age Primary	3	Erin-Macy@scusd.edu	226103
Shi Anton	1 st Grade	9	Shi-Anton@scusd.edu	226109
Jenny Moua	1 st Grade	4	Jenny-Moua@scusd.edu	226104
Melissa Cavitt	2 nd Grade	8	Melissa-Cavitt@scusd.edu	226108
Amy Montez	2 nd /3 rd Grade	10	Amy-Montez@scusd.edu	226110
Marie Kurtzman	3 rd Grade	11	Marie-Kurtzman@scusd.edu	226111
Kelly Vargas	Multi-Age Primary	14	Kelly-Vargas@scusd.edu	226114
Melina Hernandez	4 th Grade	12	Melina-Diaz@scusd.edu	226112
Patrick Asberry	5 th Grade	13	Patrick-Asberry@scusd.edu	226113
Vacant	Intermediate Grade	17		226117
Allegra Smooth	6 th Grade	16	Allegra-Smooth@scusd.edu	226116
Chris Mayberg	Multi-Age Intermediate	15	Chris-Mayberg@scusd.edu	226115
Zachary Kinter	Physical Education	21	Zachary-Kinter@scusd.edu	226121
Regina Lynch	Resource	7	Regina-Lynch@scusd.edu	226107
Laura Pearson	Resource	7	Laura-Pearson@scusd.edu	226107

Support Staff

Russell Brill - - - - - Plant Manager
 Edward King - - - - - Evening Custodian
 Sharon Agraan - - - - - Instructional Aide – Multi-Age Intermediate
 Christine Brady - - - - - Instructional Aide – Multi-Age Primary
 Vanessa Grozav - - - - - Instructional Aide – Pre-Kindergarten
 Jennifer Jennett - - - - - Instructional Aide – Resource
 Yamilet Jorlen - - - - - Bilingual Teacher Assistant/Computer Lab
 Kathy Kimura - - - - - Instructional Aide – Pre-Kindergarten
 Jennifer Young - - - - - Instructional Aide – Multi-Age Primary
 Anna Zeh - - - - - Instructional Aide
 Rachelle Aldama - - - - - Cafeteria Lead
 Dominique Harris - - - - - Lunch Playground Supervisor
 Norman Miller - - - - - Breakfast/Playground Supervisor
 Margie Moreno - - - - - Lunch Cafeteria/Playground Supervisor

Additional Staff

Christine Anjo - - - - - Occupational Therapist – Ext. 226122
 Tracy Johnson - - - - - School Psychologist – Ext. 226124
 Ginger Spurlock & Terry Ference - - - - - Speech Therapists – Ext. 226124

CLASS SCHEDULES & DATES TO REMEMBER

Students should not arrive on campus before 7:30 A.M. Students are to eat breakfast or wait on their classroom dots before school starts. Breakfast will be served outside or in the cafeteria depending on the weather. Kindergarteners should not arrive before 7:50 if they are not eating breakfast.

Students must be “in their seat”, in their classroom by 8:00 A.M.

REGULAR DAY SCHEDULE

Ms. Sehler-Downey's Pre-Kinders - A.M. – 8:00-10:35 A.M. P.M. – 11:20 A.M.-2:07 P.M.
Thursdays – 11:20 A.M.-1:07 P.M.

Ms. Macy's Kindergarteners - - - - - 8:00 A.M.-12:00 NOON

Transitional Kindergarten & Kindergarten - - - - - 8:00 A.M.-11:20 A.M.

1st, 2nd & 3rd – Mon. Tues. Wed. & Fri. – 8:00 A.M.-2:07 P.M. **Thurs. – 8:00 A.M.-1:07 P.M.**

4th, 5th & 6th – Mon. Tues. Wed. & Fri. – 8:00 A.M.-2:12 P.M. **Thurs. – 8:00 A.M.-1:12 P.M.**

SHORTENED DAY SCHEDULE

Pre-Kinder, Transitional Kindergarten & Kindergarten - - - NO CHANGE

1st, 2nd & 3rd Grade - - - - - 8:00 A.M.-12:20 P.M.

4th, 5th & 6th Grade - - - - - 8:00 A.M.-12:24 P.M.

DATES TO REMEMBER

First day of School/1st Trimester ----- Thursday, August 31, 2023
Labor Day – Holiday ----- Monday, September 4, 2023
Back to School Night ----- Wednesday, September 20, 2023
Fall Picture Day ----- Wednesday, October 18, 2023
Veterans' Day – Holiday ----- Friday, November 10, 2023
Thanksgiving Holidays ----- Monday, Nov. 20-Friday, Nov. 24, 2023
Fall Picture Retake Day ----- Wednesday, November 29, 2023
1st Trimester Shortened Days ----- Friday, Dec. 1 **&** Friday, Dec. 8-Friday Dec. 15, 2023

2nd Trimester Begins ----- Monday, December 4, 2023
Winter Holidays ----- Monday, December 25-Friday, January 5, 2024
Martin Luther King Jr. Day – Holiday ---- Monday, January 15, 2024
Lincoln's Day – Holiday ----- Monday, February 12, 2024
Presidents Day (Washington's Day) – Holiday -- Monday, February 19, 2024
Spring Picture Day ----- Thursday, March 7, 2024
2nd Trimester Shortened Days ----- Friday, March 15-Friday, March, 22, 2024

3rd Trimester Begins ----- Monday, March 18, 2024
Spring Holidays ----- Monday, March 25-Friday, March 29, 2024
CAASSP Testing – 3rd-6th Grades ----- May 2024
Memorial Day – Holiday ----- Monday, May 27, 2024
Open House ----- TBD
Last Day of School ----- Thursday, June 13, 2024

Parent-Teacher Conferences & Shortened Days

1st Trimester – Friday, Dec. 1 **&** Friday, Dec. 8-Friday, Dec. 15, 2023

2nd Trimester – Friday, March 15-Friday March 22, 2024

Last Day of School – Thursday, June 13, 2024

GENERAL INFORMATION

Respect yourself by making good choices,
Respect others by treating them kindly, and
Take responsibility for all of your actions.

SOCIAL-EMOTIONAL LEARNING

John Cabrillo Elementary School is dedicated to developing well rounded students whom are both academically proficient and exhibit strong character. Every Monday morning we use the Leader in Me program to explicitly teach self-management, self-awareness, relationship skills, social awareness, responsible decision-making, and growth mindset. These lessons are then reviewed and practiced throughout the week and infused into the academic curriculum. We hope parents will engage with us in this process and continue to develop and model these skills with students at home.

STUDENT ATTENDANCE

Staying in school is the first step to a good education. It is critical to encourage children to develop habits that promote being at school **on time every day**. When students are absent, they miss the classroom instruction that makes them successful in school. When they are tardy, not only did they miss important instruction; their entry also disrupts the instruction for the other students. Frequent tardiness or absences will require appropriate interventions.

ABSENCES

All children are expected to be in attendance each day. The State of California considers a student truant with **3 days or more of unexcused absences/more than 10 days of excused absences (Dr.'s note required after 10 days of excused absences).** **Also, being more than 30 minutes late for school is a Truant Tardy.** If your child's absences become excessive, we are required to begin the process of submitting your child's attendance record to the District's School Attendance Review Board. These absences or tardies will affect the child's educational performance. **Please keep your child home if he/she is running a fever, throwing up or is truly sick.**

When a student is absent, the following steps should be taken:

1. Have a parent/guardian phone the office (916-395-4615) and inform the office of the student's absence or use the link on our website: johncabrillo.scusd.edu
2. If a parent/guardian has NOT called the school, parents/guardians are requested to send a written excuse with the student **on the date of return to school**. Include your child's first and last name, teacher's name, date of absence, and state the reason for absence, name and relationship of the person reporting the absence.

Excused Absences: Excused absences are given only for illness, medical/dental appointments, or death in the family. All other absences are unexcused. A doctor's note is required after 3 consecutive days of absence. After a student reaches ten days of absences due to illness, a doctor's note is required for any additional absence or the absences will be unexcused. Parents/guardians are expected to schedule medical and dental appointments outside school hours.

Unexcused Absences: Any reason for an absence other than those given above will be considered an unexcused (Truant) absence even though the parent/guardian may have given permission for the student to miss school.

ABSENCES (continued)

P rearranged Absences: For all absences over 5 school days, the student(s) **must** be put on Independent Study. Vacations during the school year are **strongly discouraged** and are considered **unexcused absences**, unless the student(s) is on Independent Study. Extended absences are very detrimental to the educational process of the student.

Student Make-Up Work: Parents/Guardians may call the office and request the students' work. Please call before 12:00 Noon and allow one day to receive missed assignments or the student may ask the teacher for it promptly after he/she returns to school. Make-up work is the students' responsibility.

TARDIES

Like absences, tardies can be disruptive to your child's education. Tardies cause students to miss important class instruction and cause interruption to the entire class. Please make sure your child arrives at school at their scheduled class time. If students are late, they **must** come to the school office for a pass to enter class. If your child is late due to a medical, dental or court (for the student) appointment, please get a note from the doctor or court and the tardy will not be reflected on their attendance. When no note is presented for being late, the tardy is considered unexcused.

TRUANCY INTERVENTION

The Sacramento City Unified School District has developed a Truancy Intervention Program in cooperation with the offices of the Sacramento District Attorney, Sacramento City Police Department, Juvenile Probation Department, and the City of Sacramento. Steps will be taken when students have three or more unexcused absences, three or more tardies for reasons other than doctor/dentist appointments, or excessive excused absences. They include letters home, conferences with parents/guardians, home visits, and Student Attendance Review Board (SARB) hearings. Our goal is to see to it that every child has the fullest opportunity to receive a quality education. The Truancy Intervention Program was developed to educate parents and students of the importance of school attendance and provide assistance to parents to ensure their children's attendance at school each and every day.

ATTENDANCE PERMITS

An Intra-District or Inter-District Attendance Permit may be revoked for excessive tardies, absences, behavior or academic problems. Students who do not comply with the above will be placed on probation. If the areas in question do not improve, the permit may be revoked.

ARRIVAL AND DEPARTURE TIMES

Students in grades K through 6 are not to arrive on the school grounds before 7:30 AM. Students will eat breakfast outside weather permitting, or in the cafeteria. Students not eating breakfast will be directed to wait on their classroom dots until the warning bell.

Students are to leave campus promptly after school. Teachers will walk students to the front of the school to participate in our after school program or to be picked up. The gate that leads to Sam Brannan Middle School behind our campus will be closed until further notice. Any student not picked up 15 minutes after dismissal, including kindergarten, will wait outside the front office. Parents are required to come in and sign for the late pick up. In the event that a student is repeatedly picked up late, school officials may be obligated to contact Child Protective Services.

PARKING LOT

When delivering or picking up your children, the following procedures have been set up for the safety of all students.

- Parents/Guardians are **never** to leave their cars unattended in areas that have not been designated as parking spaces in the parking lot.
- Students may be dropped off and picked up in the main parking lot. The turn-out is for after school pick up only and will be closed in the morning (*Please pull all the way forward.*). The turn-out is **NOT FOR PARKING**. Please be ready to leave the turn-out quickly to keep the flow of traffic moving. The area in front of the kindergarten playground is for buses only.
- Parents/Guardians may choose to park in the designated parking spaces and walk their child to the screening area in front of the fire gate in the morning. For after school pickup, please stay in your car and wait patiently in the line of cars or park in a designated parking spot or on the neighboring surface streets to leave your car. Teachers walk their students to the front of the school after dismissal. Students are not allowed to walk through the busy parking lot without an adult.
- The side gate entrance is a Fire Zone and **should never be blocked**.
- There is only one entrance and one exit out of our parking lot. Please be courteous to other drivers and keep our children's safety in mind. Remember to follow the simple traffic rules.
- **Please be patient and polite while picking up/dropping off your student. Please model courteous behavior and remember the children's safety is our first priority.**

SCHOOL COMMUNICATION

Letters or notices from school are often sent home through the students. Procedures for classroom communication will vary in each classroom. Teachers will let you know the procedure for his/her classroom. Some notices are mailed directly to parents when appropriate. These notices will include important information about school policies and procedures. School-wide notices will be sent home on Wednesdays. **Backpacks should be checked every Wednesday. Please check the school website weekly for important communication. Website Address: johncabrillo.scusd.edu**

BACK TO SCHOOL NIGHT AND OPEN HOUSE

Parents are invited and encouraged to attend John Cabrillo's Back to School Night held within the first few weeks of school. This is a wonderful opportunity for parents to meet their child's teacher and learn about the curriculum, class rules and procedures, and expectations for the school year. This is an evening reserved for parents and guardians only.

Open House is held during the Third Trimester. Parents, friends, and family are invited to accompany their students to visit the school and the classrooms to see student displays of their work.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report cards are issued each Trimester and comprehensive parent conferences are scheduled at the end of the first and second trimesters for all grades K-6. Conferences are important times for parents and teachers as they provide opportunities for you to discuss your child's progress. Parents are encouraged to raise questions and make suggestions, as teachers are most interested in knowing as much as possible about each child. Each teacher will make every effort to provide you with information about your child's academic and social progress. In addition to the conferences scheduled at the end of the trimester, teachers are willing and available to hold conferences by appointment before or after school at the parents' request.

PARENT/TEACHER HOME VISITS

John Cabrillo Elementary is a participant in the Parent/Teacher Home Visit Grant. This is an opportunity for teachers and families to strengthen the bond between home and school for better communication and student support.

SCHOOL VISITORS

Parents and guardians are welcome and encouraged to visit the school. Classroom observations may be made at the convenience of parents and guardians as long as it does not interfere with student learning. Please make every attempt to pre-arrange classroom visitations to minimize classroom interruptions. In the event that a conference is required with the teacher, the parent should schedule an appointment. **For the safety and welfare of all students; all parents, guardians, visitors and volunteers are required to check-in and receive a Visitor/Volunteer Pass from the Office before going onto the campus.**

SCHOOL VOLUNTEERS

Parents, adult family members, and community members are encouraged and invited to participate in school activities and in the classrooms. John Cabrillo Elementary School recognizes that parents play an important role in motivating their children to success.

The school staff and the School Site Council, a committee composed of parents and staff, have implemented a policy that strongly encourages all parents to volunteer at school.

There are many opportunities for adults to volunteer at school, such as: serving on parent advisory committees; attending School Site Council and PTA meetings; serving as classroom tutors and/or readers; assisting on field trips; volunteering in the library. There are also opportunities to do volunteer work at home or during evening events.

All volunteers who work on campus or chaperone on field trips are required to register and complete a fingerprinting/background check and have a current TB test on file. All volunteers must check-in at the school office. Parent and community members who serve as volunteers are required to have a volunteer badge when working on campus. Staff members always supervise volunteers. Field trip chaperones must be fingerprinted through the SCUSD.

VOLUNTEER OPPORTUNITIES

- ✓ CLASSROOM HELPER
- ✓ LIBRARY ASSISTANCE
- ✓ FIELD TRIP CHAPERONE (DAY TRIPS)
- ✓ ASSIST WITH FUNDRAISERS AND GRANT-PROPOSAL WRITING
- ✓ CROSSING GUARD
- ✓ WORK AT HOME FOR CLASSROOMS
- ✓ TUTOR STUDENTS
- ✓ TRANSLATION/INTERPRETER
- ✓ YARD/CAFETERIA SUPERVISION
- ✓ SERVE ON THE PTA
- ✓ READ TO CHILDREN; LISTEN TO THEM READ TO YOU
- ✓ SERVE ON ADDITIONAL SCHOOL COMMITTEES

ADULT CONDUCT

All adults are expected to model appropriate behavior while on school grounds and while attending school events. Please set a positive example for our young people and refrain from cursing, yelling, intimidating, or threatening any district employee, student, or other parent. Please work to resolve any complaints or issues in a peaceful and respectful manner. Please be aware of phone conversations and maintain appropriate conduct.

Parents and guardians are never to approach another child and question them about an incident at school or disciplinary action involving students. If you have an issue or concern, please see the principal for assistance in resolving the matter.

WITHDRAWING YOUR STUDENT FROM JOHN CABRILLO

Parents/guardians must notify the office and fill out a disenrollment form **IMMEDIATELY** when a student is to be withdrawn from John Cabrillo Elementary School. Textbooks, Chromebooks and library books need to be returned to school prior to withdrawal. Your notification to the office that your child will be withdrawing will enable us to complete his/her school records and provide you with necessary documentation for entry into his/her next school.

SHORTENED DAYS

During shortened days students are not allowed to remain at school after dismissal. Parents must make arrangements for pick up on these days. The dates & times are listed in this handbook. Lunch is served **after** dismissal. There is no tutoring or homework club during shortened days. The ASES, program will begin after dismissal.

EARLY DISMISSAL

Students are not permitted to leave the school grounds before their regular dismissal time. We require parents/guardians to **COME TO THE SCHOOL OFFICE TO SIGN YOUR CHILD OUT.** Students will not be dismissed directly from their classroom.

If you wish another adult to pick up your child for an early dismissal, **THEIR NAME MUST BE ON THE STUDENT EMERGENCY CARD.** During the sign-out process, staff will request that proper identification be presented to ensure the individual checking-out the student(s) has permission. These are important procedures developed to ensure the safety and welfare of our students.

TELEPHONE MESSAGES TO STUDENTS

If it is absolutely necessary to you to contact your child, messages will be taken and delivered before 1:30 P.M. Any telephone messages after 1:30 P.M. must be for extreme emergencies only. It is the parent's/guardian's responsibility to inform the child of after-school arrangements before children arrives at school.

CELL PHONES

Cell phone use is not allowed during school hours. Students are responsible for keeping them turned off and out of site. **Cell phones that are seen, used, or heard during school hours will be confiscated. Calls, texting, instant messaging, photography, and email are not allowed during school hours.** Students may use their cell phones after school, by the flag pole in front of campus and only for transportation questions. A parent/guardian will be required to pick-up the confiscated cell phone from the office. If the cell phone is confiscated for a 2nd time, the cell phone will remain in the office safe until the last day of classes in June. Parents/guardians are expected to monitor social media accounts and cell phone use daily. **The school is not responsible and will not reimburse for lost, stolen or damaged cell phones or other electronic devices.**

EMERGENCY CARDS

At the beginning of each school year, or any during new student registration, **the parent or guardian is required by law to complete an Emergency Information Card.** This information will be filed in the office in case the school must contact either the parent or someone designated by the parent for sudden illness, accident or other emergencies. **Please be sure that you complete both sides of an emergency card for each child in your family and that it is complete with accurate information. Please notify the school if any changes occur during the year so that the school can update the Student Emergency Card information.**

ACCIDENT OR ILLNESS

If your child becomes ill or injured at school, he/she will receive aid and assistance from the school staff. If it is determined that your child should go home and/or receive additional professional attention, you will be contacted. Sick or injured children are never sent home without parental knowledge and permission. **Parents/Guardians should make sure that all information on the Student Emergency Card is accurate and current. Students with chronic health conditions must provide current medical protocols for the diagnosed condition.** These protocols will be reviewed by school personnel.

FIRE DRILLS AND EMERGENCY PRODECURES

Fire, earthquake and emergency practice drills are necessary for the safety of students and staff. Fire drills are held monthly. Earthquake drills are held four times a year and lockdown drills twice a year. The school will notify parents through the Infinite Campus phone system of scheduled emergency drills.

REPORTING CHILD ABUSE

By law, if a school employee suspects any type of child abuse, the employee **must** contact Child Protection Services and file a report. Child Protection Services will visit the school to talk with your child. **The school will not notify the parents/guardians.** Child Protection Services will take appropriate steps necessary to keep the child safe.

MEDICATIONS AT SCHOOL

Students **may not** bring any type of medication to school (including over-the-counter medications) unless the parent/guardian has submitted a Sacramento City Unified School District Physician/Parent Authorization Instruction Form (available in the school office) for **each school year.** All medications must be in their original container. Prescribed medications must have a current pharmacy label and over-the-counter medications must be

MEDICATIONS AT SCHOOL (continued)

labeled with the student's name and the date. No medication is to be kept with the student with the exception of inhalers for asthma. (If the parent and physician feel the student is capable of administering the inhaler his/her self.) Any unused medication must be taken home at the end of the school year or it will be disposed of.

BREAKFAST AND LUNCH

Breakfast is served every morning from 7:30 A.M.-7:55 A.M. Students are expected to leave the cafeteria at 7:55 to line up for class. Students may bring lunch or receive a FREE lunch from the cafeteria. Students may, with written permission from their parents, choose to skip their lunch meal; however, they must stay seated with their classmates and will be dismissed for recess by staff. Health regulations state that students may not share food with classmates. Lunch is not part of the Kindergarten day.

Breakfast: Free for all students.

Lunch: Free for all students.

HOMEWORK POLICY - DISTRICT

The Board of Education recognizes that the ability to work independently is a valued and necessary skill that is an integral part of the elementary instructional program and the assignment of homework to elementary pupils is one important means by which this skill may be developed. Homework will be assigned on a regular basis to all students (except those Special Education students with individual educational plans that prohibit homework). Homework gives needed additional time for the individual child to pursue a particular Interest; to give needed additional time to the individual child who is not working to expectancy; as a result of extended absence; and as an extension of a classroom assignment. Homework may not be assigned as a punitive measure.

TEXTBOOKS, MATERIALS AND SUPPLIES

The school provides students with all textbooks and most supplies. Students are expected to treat all school property with respect. Textbooks will be checked out to each student.

Each student's family is responsible for and will be expected to pay for any damage or loss of school property.

EXTENDED LEARNING OPPORTUNITIES

- | | |
|-------------------------|--------------------------|
| ✓ FIELD TRIPS | ✓ ELD HOMEWORK CLUB |
| ✓ ASSEMBLIES | ✓ ENRICHMENT CLASSES |
| ✓ THE CENTER | ✓ FAMILY ACTIVITY NIGHTS |
| ✓ STUDENT COUNCIL | ✓ COMPUTER LAB |
| ✓ ACADEMIC INTERVENTION | |

PERSONAL PROPERTY

Students may not bring personal property to school, as this may constitute a nuisance. This refers specifically to toys (electronic and others), but covers anything that distracts students from the core curriculum. Personal magazines are not allowed without prior written permission of the teacher. Any such items brought to school will be confiscated and returned only to the parent or guardian provided the parent/guardian asks the principal for the items within one calendar week. If the item is confiscated for a 2nd time, it will remain in

PERSONAL PROPERTY (continued)

the school safe until the last day of classes in June. A child who repeatedly violates this expectation will require additional disciplinary measures. The school will not be responsible and will not reimburse for lost or stolen items.

LOST AND FOUND

All items of clothing such as jackets, coats, sweaters, etc., should be marked so that they may be identified when lost. The school has a "Lost and Found" area where items may be claimed by students or parents. The Lost and Found is located on the hooks below the display case near the cafeteria and in the large wooden box located near the back of the cafeteria. **Any items not claimed at the end of each month will be donated to the SCUSD Clothes Closet.** Small items such as jewelry or money may be claimed in the office. Please take time to check the lost and found regularly.

DRESS AND GROOMING CODE

John Cabrillo provides a well-structured environment where children are taught to practice respect and responsibility and take ownership for their success. This begins with employing a Dress and Grooming Code.

- No bare feet, open-toed, open-heeled, strapless shoes or slides. No shoes with rollers or attachments. Heels should be no higher than 1 ". Socks must be worn with shoes.
- Students should dress to allow for participation in ALL activities, including physical education and recess.
- Leggings may **only** be worn under shorts, dresses, or a long shirt.
- Clothing advertising violence, drugs, alcohol, tobacco, racial remarks, profanity, gangs (gang colors) will **NOT** be allowed.
- Shorts must be hemmed and below the child's fingertips with hands extended at the sides (the same is true for skirts and/or dresses; students wearing relatively short skirts and dresses should wear shorts as well)
- No excessively baggy, sagging, excessively torn, or tattered pants or shorts are allowed at school. School personnel will determine what is considered inappropriately sized clothing.
- Tops/shirts must cover the upper body including the belly button and back. Spaghetti straps, mesh shirts, half-shirts, open-back dresses/shirts will not be allowed. T-shirts must be worn under sport tanks, such as basketball jerseys. No undershirts are to be worn as outer wear. Underwear and bras must be covered at all times.
- No oversized or excessively baggy clothes are to be worn. This includes t-shirts, sweatshirts, jackets, and any other items deemed unacceptable by school staff.
- Hats are to be worn with the brim or bill facing toward the front. Hats are to be removed while indoors. Hoods must also be off the head when indoors.
- Students should not excessively dye their hair, wear makeup, face paint, or extreme tattoos. Anything that is distracting and takes away from the educational learning experience is not acceptable.
- No nose/eyebrow rings.
- No pajamas
- **The principal will retain final word on acceptable clothing and/or jewelry at school for cases not identified in this code.**

DRESS AND GROOMING CODE (continued)

**THE DRESS AND GROOMING CODE WILL BE ENFORCED WITHOUT EXCEPTION.
“LOANER” CLOTHES WILL BE SUPPLIED WHEN AVAILABLE OR
PARENTS/GUARDIANS WILL BE CONTACTED TO BRING APPROPRIATE CLOTHES
OR TAKE THE STUDENT HOME TO CHANGE.**

DISCIPLINE

Discipline at John Cabrillo Elementary School is built on safety and respect for all members of our learning community. It is our goal to resolve issues at the local level, in the classroom or on the yard. Every effort will be made to bring to the child's awareness how his/her behavior may be disruptive and otherwise destructive; opportunities for the children to create and implement solutions will be explored wherever possible. Serious issues are referred to the principal for resolution. Parents will always be informed of our formal disciplinary efforts and included whenever possible. Consequences for purposeful, unsuccessful student behavior may include the following:

- Recess or Lunch Detention
- Time in a Buddy Class to complete assignments or refocus.
- In-House Suspension (student completes work independently in another classroom under the supervision of the teacher)
- Community Service on school grounds.
- Behavior Contract
- Suspension from school.
- Expulsion
- Other as determined necessary.

FIGHTING

Zero Tolerance. Any student engaged in a physical altercation with another student will be suspended. Self-defense only applies to a student who is unable to walk or run away from a person who is threatening or causing physical harm.

BULLYING

John Cabrillo is a Bully Free Zone! Bullying is the most common behavior that creates a hostile and unsafe environment for students and staff members. This includes *Cyber Bullying*. Everyone has an ethical responsibility to address bullying. Bullying and bad behavior are not the same thing. **“A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.”**

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying is against California Educational Code and is a suspendable offense. There is **no excuse** for bullying and it will be immediately dealt with at Cabrillo. Students, staff, and parents are expected to report bullying to the site administrator, or may use the WeTIP

BULLYING (continued)

Hotline at 1-855-86-BULLY to make an anonymous report. The site administrator will complete a "Report of Suspected Bullying" form and complete an investigation. If bullying has occurred disciplinary action will be taken. Working together, we can ensure a safe, secure, and kind learning environment for everyone.

PROFANITY AND INAPPROPRIATE GESTURES

Children are exposed to profane language, gestures, and behavior on a daily basis. Television, video games, movies and music lyrics are filled with explicit and racially charged language. While that may be considered appropriate for mainstream pop culture it is totally unacceptable on the Cabrillo campus. Therefore; such language and gestures will be taken seriously and dealt with accordingly.

- The first offense will result in the student having to call their parent and repeat the exact words they were heard using, or describe the gesture they displayed.
- The second offense will result in an in-house suspension.
- The third offense will result in a 1-day formal suspension.
- Additional offenses will result in continued disciplinary action.

Please note that this policy includes the use of the "N" word by a student of any race towards any student, staff member, visitor, or parent of any race.

Cabrillo celebrates the rich diversity of our community and views this diversity as a strength of our community. It is therefore expected that all community members treat each other with the respect and dignity we all deserve.

6th GRADE ACADEMIC PERFORMANCE, CONDUCT AND ATTENDANCE REGULATIONS

Any 6th grade student who does not follow the requirements outlined **will not** participate in one or more of the following activities/events:

- 6th Grade Field Trip
- 6th Grade Swim Party
- 6th Grade Promotion Ceremony

Conduct

- Must demonstrate appropriate behavior.
- No Suspensions
- No excessive referrals (3 or more referrals) for the year.

Attendance

- Must attend 95% of all school days for the year.
- All absences, excused, unexcused, incomplete independent study contracts, and suspensions count toward calculation of this attendance rate.
- No attendance (Truancy) letters during the year.

SCHOOL RULES

It is our goal to provide a learning environment for our students that is respectful, safe and orderly. This undertaking requires that the entire school community (students, parents and staff) work together as a team. The safety of all students is everyone's responsibility. Students are expected to behave in a manner that preserves the rights and well-being of

SCHOOL RULES (continued)

others. We know that with everyone's efforts, a Caring School Community can be provided and maintained. **Please review the school rules with your child.** School expectations and procedures are also communicated to students through assemblies and newsletters. Teachers will also review procedures and expectations.

Bicycles, Skateboards, Scooters and Inline Skates

1. All riders are to walk bikes and scooters when arriving at school and when leaving. Walkers have the right-of-way.
2. It is the owner's responsibility for locking bikes on the bike racks.
3. Skateboards and inline skates are not allowed on campus. They must be carried on campus if used as transportation to or from school.
4. It is **required** that students on bikes, skates, scooters, or skateboards wear helmets while traveling to and from school.

School Office

1. Students must have a pass or emergency reason to be in the office. Any student who is in the office without a pass and does not have an emergency will be sent back to class.
2. Students must exhibit good manners when in the office. Remember to say "please" and "thank you".
3. Students may not go past the small gate to the back of the office without permission.
4. No phone calls for personal reasons are allowed in the office. All transportation, childcare arrangements and play dates must be arranged prior to your child arriving to school

Classroom

1. Come to school prepared to learn.
2. Respect your teacher, classmates and yourself.
3. Follow directions.
4. Help make your classroom a good place for learning.
5. Use polite language and manners.
6. Follow the classroom rules.

Bathroom

1. It is everyone's responsibility to keep it clean and usable.
2. Do not play in the bathrooms.
3. Use paper products properly and do not be wasteful.
4. Restroom breaks are scheduled throughout the day. Students should make every effort to use the restroom during recesses and lunchtime.

****** ADULTS ARE NOT TO USE STUDENT BATHROOMS ******

****** ADULT BATHROOMS ARE AVAILABLE ******

Cafeteria

1. Walk quietly. Wait in line keeping hands and feet to oneself.
2. Be polite and respect all playground supervisors, cafeteria workers and other students.
3. Exercise good eating manners.
4. Use a soft voice when talking. No talking in the serving line.
5. Clean your eating area; raise a quiet hand, wait for dismissal, dispose of garbage and trays properly before **walking** out of the cafeteria.

SCHOOL RULES (continued)

Playground

1. Follow all adult directions.
2. Games that involve body contact such as karate, play fighting, tackle football, etc., are **prohibited**. Hands, feet and other items are to be kept to oneself at **all** times.
3. Return balls and play equipment to the playground basket after the whistle blows.
4. Be visible to yard supervisors at all times.
5. Students may play on the blacktop, play structure, or field. Students may not go past the computer lab portable. Students may not play between our tree line and Brannan's parking lot.
6. Students are not to hang from hallway overhangs, or supports nor walk on benches.
7. Hallways and bathrooms are NOT play areas.
8. All students shall **freeze** when the bell rings.
9. All students shall **walk** directly to their designated dots after the whistle is blown.
10. The Kindergarten Playground is off limits to children in 1st-6th grade.
11. No food is allowed on the playground, except the "Snack Table".

General

1. All students and adults are expected to respect each other and be courteous.
2. Private property such as personal music devices, radios, various toys, etc., are to be kept at home. Items for school assignments and sharing may be brought only with the permission of the teacher.
3. Gum is **not allowed** at school.
4. Energy Drinks such as "Red Bull", "Full Throttle", "Rock Star", "Go Girl", etc., are **strictly prohibited**.
5. **Soft drinks are not allowed at school.**
6. "Slime" is **not allowed** at school.
7. Students are **not allowed** to sell any items at school.
8. Students may bring only healthy snacks to school. All food is eaten in the cafeteria during the scheduled lunch period or at the "Snack Table". **No "Takis" or "Hot Cheetos" will be allowed as snacks.**
9. Weapons are **strictly prohibited** on the campus.
10. Tobacco, lighters, alcohol and/or drugs are **strictly prohibited**.
11. Conduct, which may constitute sexual harassment, is **strictly prohibited**. This may include, but is not limited to:
 - a. Sexual advances, verbal or physical.
 - b. Sexual slurs, derogatory comments, jokes and rumors.

SCUSD Wellness Policy

"A Wellness Policy is an important tool for parents, educational agencies and school districts in promoting student wellness, preventing and reducing childhood obesity, and assuring that school meal nutrition guidelines meet the minimum federal school meals standards. It contains goals specifically for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness." – USDA.

Frequently Asked Questions:

What may be served and sold on campus?

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans-fat. For an easy-to-use list, visit www.scusd.edu/wellnesspolicy.

SCUSD Wellness Policy (continued)

When are these regulations in effect?

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

How can you tell which foods are compliant?

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: www.californiaprojectlean.org

To whom do these regulations apply?

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

Can I bring snacks for the class on my child's birthday or general classroom celebration?

Yes, as long as the snack meets state and federal regulations for food served during the school day, such as fresh fruit, 100% fruit juice and whole grain snacks. Most cupcakes/cakes do not meet these requirements. Other non-food related options are possible, including but not limited to pencils, erasers, or other small items.

Please Note:

This handbook may be revised during the school year.

The principal will make final decisions
on items not mentioned in this handbook.

Thank you for reviewing our handbook.

**Please sign and return the Goldenrod Verification Form
(Located in your student's 1st day packet.) to your
student's teacher.**