



A California Distinguished School

Family Handbook

2010- 2011

601 Crespi Drive, Pacifica, CA 94044

www.pacificasd.org/school/cabrillo/home.htm

Phone 650.738.6660 FAX 650.738.2870

TABLE OF CONTENTS

	Page Number(s)
Table of Contents	2 - 3
Message from the Principal	4
Board of Trustees	5
Pacifica School District Administration	5
Pacifica School District Mission Statement	5
Cabrillo School Mission and Goals	6
Staff Roster	7
Bell Schedule & Minimum Days	8
General Information (in alphabetical order)	9 – 16
• Absences	9
• Cafeteria	9
• Cell Phones, Electronic Equipment, & Toys	9
• Disaster Preparedness	9
• District Policies On-line	10
• Dress & Appearance Standards	10
• Emergency Forms	10
• Environmental Education	10
• Field Trips	11
• Fire/Disaster Drills	11
• First Aid, Illnesses, & Emergency Medical Services	11
• Graduation Requirements	11 -- 12
• Health Inventory & Immunizations	
• Healthy Snacks Policy	12
• Helmet Laws & Bicycles, Scooters, Skateboards	12
• Homework Policy	12
• Independent Study	12
• Leaving School Grounds	12
• Lost & Found	13
• Medication at School	13
• Parental Rights Notification	13
• Parent Envelopes	13
• Parent Teacher Organization (PTO)	13

TABLE OF CONTENTS (CONTINUED)

• Promotion/Retention Statement	14
• Pupil Hours	14
• Reporting to Parents	14
• School Hours and Supervision	14
• School Improvement Program (SIP)	14
• Sexual Harassment, Uniform Complaint Procedures, & Board Policies	15
• Special Education Services	15
• Standardized Testing	15
• Student Behavior & School Rules	15 & 21
• Tardiness	16
• Telephone Conferences/Messages	16
• Textbooks	16
• Visitors	16
• Volunteers	16
Upper Grade Discipline Program	17 - 19
Cabrillo School Restructured Program	20
Cabrillo School Safety Rules	21
Important Cabrillo Dates	22



Cabrillo School

601 Crespi Drive • Pacifica, California 94044
(650) 738-6660 • (650) 738-2870 (fax)

Pacifica School District • www.pacificasd.org



To All Cabrillo Families:

Welcome to the beginning of a new school year. This handbook is updated each year and posted on the school website to keep you informed. If you would like a hard copy, please ask for one from the school office.

Our primary focus this year is improving school climate. We've changed the basic school rules to reflect this focus: Be Smart, Be Safe, & Be Nice. While we have always maintained high standards for student behavior, there is always room for improvement. Most schools' discipline policies emphasize negative consequences for negative behavior; if you do something wrong, there will be a consequence for your action. Naturally, Cabrillo is not abandoning that policy and will continue to administer discipline in a fair and consistent manner. However, we believe that practically all of our students do the right thing almost every time. Students need to know that the adults at school recognize and support them in their efforts to lead moral and upright lives. Therefore we are creating more opportunities for students to take leadership roles at the school and recognizing student achievement more consistently in areas outside of the core academics.

The partnership between school and home, guided by mutual support, respect and trust, makes the difference in each child's life. We strive to provide a safe and orderly school environment, one that is conducive to learning and growing – both intellectually and socially. Thank you in advance for your cooperation and support.

Sincerely,

Scott Carson
Principal

PACIFICA SCHOOL DISTRICT

BOARD OF TRUSTEES

Karen Ervin
Cynthia Kaufman
Eileen Manning-Villar
Michael O'Neill
Joan Weideman

ADMINISTRATION

Wendy Tukloff, Ed.D	Superintendent
Davide Celoria, Ed.D	Associate Superintendent
Josephine Peterson	Chief Business Official

MISSION STATEMENT

The Pacifica School District,
The community it serves,
And the children they cherish,
Together prepare each child to meet the
challenges of the future by providing
an equitable, rigorous academic program
which nurtures curiosity and inspires joy,
confidence, and achievement in learning.

We believe that:

Everyone has responsibility for his/her own actions.

Trust and integrity are essential for successful relationships.

Every person has inherent value.

One person's actions can have an effect in the life of another.

Learning is essential for personal growth.

Working together we can build a strong community.

CABRILLO SCHOOL

MISSION AND GOALS

Mission

We believe that an enriched education with an arts focus enables all of our students to achieve high academic standards. We provide a caring environment that emphasizes the development of responsibility, citizenship and self-esteem. We are a partnership of teachers, parents, and community dedicated to the success of our students.

Goals

Cabrillo School attains its mission through its ongoing goals to:

- 1) Support and encourage each child to achieve standards of academic excellence.
- 2) Provide thematic, project-based, and standards-based curriculum and varied instruction, stressing active learning, independent thinking, and problem solving, both inside and outside the classroom.
- 3) Enrich every student's education through concentrated experiences in music, art, and drama.
- 4) Strengthen youth development through cooperative learning, conflict resolution, and service.
- 5) Engage parents and community members to participate in the classroom and school to enable active learning, small group instruction, and individual attention – and to foster a community spirit.
- 6) Provide quality professional development for staff and continuing education for parents.
- 7) Assess progress on attaining mission and goals.

**CABRILLO SCHOOL
601 CRESPI DR.
STAFF ROSTER & ROOM ASSIGNMENTS 2010-2011**

	Name	Rm. #	V-mail
Principal's office	Scott Carson	Office	204
Secretary	Sandy Franco	Office	201
School Assts.	Mary Griggs, Cathy Herold, Barbara Miller	Office	Mary-200
K	Sandy Sutter	A10	110
K	Naomi Izumizaki	A11	111
K/1	Barbara Petersen/Diane Harrold	A8	108
1	Elisa Repetto	A9	109
1	Chris Donnelly	A4	104
2	Charlotte Jacobs	A5	105
2	Carol Stoddard	A7	107
2/3	Barbara Boland DeVolder	A6	106
3	Diane Stillman	B18	118
3	Kiyomi Arai	B16	116
4	Dwan Padilla	B19	119
4	Tiffany Lin	B17	117
5	Lisa Anchick	C26	126
5	Michele Sullivan	C28	128
6	Debbie Skiles	C27	127
6	Jared Katz	C29	129
7	Meghann Elsbernd	D33	133
7	Kendra Crame	D34	134
8	Ila Payne-Dwyer	D36	136
8	Don Potter	D35	135
SDC	Megan Richards	A3	
SDC	TBA	B15	
RSP Teacher	Janet Nelles	A1	101
RSP room-aide	Joyce Narlock	A1	101
Band Room	Ben Latham		
Speech Rm.	Evelyn Lin	237	237
Art Room		C25	125
Science Room		C24	124
Psychologist	Erika Gardiner	AD40A	206
Computer aide	Susan Casas	LMC	209
Instr. Aide	Nila Northrup		
Instr. Aide	Susan Beckmeyer		
Instr. Aide			
Kitchen	Lisa Kern, Darcy Fields & Ronda Hamilton, Monique Graziani	Kitchen	139
Custodian	Art King-Day & Eric Jones - Night		
Library-Media	TBA	LMC	208

CABRILLO SCHOOL SCHEDULE 2010-2011

KINDERGARTEN

8:30 School begins
 10:00-10:10 AM Recess
 11:30-12:10 Lunch
 1:00 Dismissal

FIRST GRADE

8:30 School begins
 10:00-10:10 AM Recess
 11:30-12:10 Lunch (11:30-12:00 Min.)
 1:20-1:30 PM Recess
 2:30 School dismissal (M,T,Th,F)
 1:30 Wednesday dismissal

SECOND/THIRD/FOURTH GRADES

8:30 School begins
 10:15-10:30 AM Recess
 11:50-12:30 Lunch (11:50-12:20 Min. Days)
 2:30 2nd/3rd Grade dismissal (M,T,Th,F)
 2:45 4th Grade dismissal (M,T, Th, F)
 1:30 2nd/ 3rd Grade Wednesday dismissal
 1:55 4th Grade Wednesday dismissal

FIFTH/SIXTH GRADES

8:30 School begins
 10:30-10:45 AM Recess
 12:10-12:50 Lunch (12:10-12:40 Min. Days)
 2:45 5th Grade dismissal (M,T,Th,F)
 2:55 6th Grade Dismissal (M,T,Th,F)
 1:55 5th & 6th Wednesday Dismissal

SEVENTH-EIGHTH GRADES

8:30 School Begins
 10:45-11:00 Break
 12:40-1:20 Lunch (12:35-1:05 minimum days)
 2:55 Dismissal (M, T, Th, F)
 1:55 Wednesday Dismissal

MINIMUM DAYS DISMISSAL SCHEDULE
--

Minimum days: August 30 October 18, 19, 21, 22 Dec 17
 March 21, 22, 24, 25 April 15 June 13-17

GENERAL INFORMATION

ABSENCES

Regular school attendance is important to your child's academic progress. Please try to arrange appointments and vacations outside of school hours. When your child is absent from school, please phone the school office any time before 9:00 a.m. that day. If your child will be absent for five days or more, please inquire about an Independent Study Contract.

CAFETERIA

Students may bring or purchase their lunch. School lunches may be purchased daily or in 5-day, 10-day, or 20-day tickets. Families are encouraged to purchase multi-day lunch tickets. Tickets may be purchased in the cafeteria at lunchtime or on line at ezschoolpay.com. To purchase lunches on line, student ID numbers are needed (which are available at the school office.) Free and/or reduced lunches are available to those who meet the criteria. Lunch menus are distributed monthly. Lunch ticket prices are listed on the monthly lunch menu and are subject to change.

CELL PHONE/CAMERA/IPOD/CD/OTHER ELECTRONIC DEVICES & TOYS

Electronic devices are costly and are not to be seen or used at school. This prohibition includes using the cell phone as a camera, to check the time, and instant messaging. Please do not contact your child by cell phone at school. If you must reach your child in an emergency, contact the school office. If a student's device is confiscated, the following policies will apply:

Confiscation #1 – Device is held at the office. Student may reclaim their device at the end of the school day.

Confiscation #2 – Device is held at the office. Parent must reclaim the device.

Confiscation #3 – Device is held at the office. Device is held at the office for one week. Parent must reclaim the device.

Confiscation #4 and above – Student will be subject to school discipline policy for disrupting school activities.

A log of confiscations is kept at the office. The school is not responsible for loss or damage of the above mentioned items.

CAMERA USE POLICY

Cameras may be used at school for instructional purposes approved by classroom teachers. Students may use cameras during special events approved by classroom teachers. Cameras may be used under the direction of the yearbook editor.

DISASTER PREPAREDNESS

In the event of a severe earthquake or other disaster during the school day, students will be kept on the school site with the faculty until such time as it is declared safe by the principal, or their designee, to dismiss the students. Disaster drills are held periodically throughout the year to allow students and staff to prepare for real emergencies.

Emergency supply kits have been purchased by the PTO.

DISTRICT POLICIES ON-LINE

The public can view the Pacifica School District's Board Policies and Administrative Regulations on the District website: www.pacificasd.org. Choose 'District Information', then 'Board Policies and Administrative Regulations.' Follow the on-line directions.

DRESS AND APPEARANCE STANDARDS

Students shall dress appropriately for school. Clothing and footwear should allow students to safely participate in a variety of school activities. Examples of inappropriate clothing/jewelry include:

- Clothing that exposes the torso, is low cut, or has 'spaghetti' straps
- Clothing or jewelry with obscene or inappropriate words/pictures
- Clothing with slogans that are inappropriate for a K-8 setting
- Clothing associated with gang-related activities or excessively sagging or torn clothing
- Shorts that are not longer than the student's fingertips when hands are placed at their sides
- Footwear that does not allow students to run safely

We appreciate your assistance in helping children come to school safely and appropriately dressed for all school activities.

EARLY OUT WEDNESDAYS

Students are dismissed early on Wednesdays to allow time for teacher staff development training and meetings. Kindergarten dismisses at 1:00. 1st-3rd grades dismiss at 1:30. Grades 4-8 dismiss at 1:55.

EMERGENCY FORMS

Each student attending school must have a new emergency form on file in the school office each school year. During the year, parents are requested to keep data current by notifying the secretary of any changes in home and/or work telephone numbers as soon as they are made. Students will not be released to anyone whose name is not on their emergency form.

ENVIRONMENTAL EDUCATION – 5th, 6th, 7th, 8th grades

Fifth grade students attend Outdoor Education Science Camp at Jones Gulch in La Honda. Sixth Grade students go to Camp Arroyo for their study trip. Seventh grade students have a science study trip to Yosemite Institute. Eighth graders travel to Catalina Island for their science/history study trip.

FIELD TRIPS

As part of the educational program, students will go on several field trips. Parents are informed in advance and written permission is required in order for a student to leave campus. The school and PTO requests donations to help offset the cost of these trips.

Field Trip Requirements:

Behavior

Any student who receives a suspension during the current school year may not participate in any over night field trips and is placed on restricted status for day field trips – for example, his or her

parent may have to accompany the student on the field trip. Students with more than two referrals to the office in a trimester participation in field trips will be decided in the following manner. For the K-5 program, the teacher and the principal will meet to decide on the student's participation. For the upper grade program, the field trip committee will make a recommendation to the principal on whether or not the student should be eligible to participate in the field trip. Final approval for field trips for all students with behavior problems must come from the principal.

GPA (Grade Point Average) Requirements for Field Trips for the Upper Grades

For students who are endanger of failing in more than one subject, the field trip committee will decide whether the student would benefit more from staying behind or participating. They will make their recommendation to the principal. Final approval for all students with two or more failing grades must come from the principal.

FIRE/DISASTER DRILLS

Regular fire and/or disaster drill are held. These drills are practiced to promote the safety of our students in the case of an actual emergency. All staff members, including parent volunteers on campus, must participate in the drills.

FIRST AID, ILLNESSES, AND EMERGENCY MEDICAL SERVICES

Yard supervisors and the office staff administer first aid. Parents will be notified if an injury is of a serious nature or follow-up care is indicated.

A student who becomes ill at school will be sent to the office for care. If necessary, families will be contacted and arrangements made for transportation home. Please be sure to list persons on your emergency card who can be easily contacted during school hours.

In case of an emergency involving a child, school personnel may make the determination to call 911. If you cannot be contacted, the child will be taken to the nearest hospital emergency facility. You will be contacted as soon as possible.

GRADUATION REQUIREMENTS

Last Day for Turning in Assignments/ GPA Calculation:

The last day to turn in assignments for 8th graders is 6 school days before the day of graduation. For example this year's graduation is Friday, June 17th; the last day to turn in assignments is Friday, June 10th. GPA calculations will be done four school days before graduation day – this year that will be on Monday morning, June 13th. The principal will use the GPA's calculated on that day alone to determine who will participate during the graduation.

GPA/ Behavior Requirements

Students in 8th Grade need to have a 1.5 GPA, which is a D + average, in order to participate in graduation. All students in danger of not meeting the requirement will be notified each trimester that they may not participate in graduation if they do not improve their grades. Their teachers will help them to create a program in order to fulfill the minimum requirement. However, the student is responsible for completing the work necessary to earn his or her grade.

We expect students to be well behaved at all times because they represent Cabrillo. Students who are suspended during the period of graduation cannot participate in the ceremony and are barred from attending any of the events.

HEALTH INVENTORY AND IMMUNIZATIONS

Completed at registration, this health assessment form helps the school assist in adapting programs to the students' needs. Verification of required immunizations must be presented at registration.

HEALTHY SNACKS POLICY

A snack recess is scheduled in the morning for all students. Only nutritious snacks should be sent to school, such as: fruit, raisins, cheese and whole grain crackers, trail mix, carrot sticks, and celery sticks. Cabrillo School defines four class parties during the school year and supports a policy in which healthy snacks are strongly encouraged.

HELMET LAWS & BICYCLES, SCOOTERS, SKATEBOARDS

In compliance with the California Vehicle Code (CA Code 21212), all students must wear safety helmets when they ride bicycles, skateboards, or scooters to school. If a student is not wearing their helmet with the strap secured, their bike, skateboard, or scooter will be taken away and they will contact their family to arrange for transportation home after school. To reclaim their 'wheels', they must bring their helmet (with their name in it) to the school office.

During school hours, students' bicycles need to be locked in the bike cage. Bikes, scooters, and skateboards may not be ridden on campus between 8:00 a.m. and 3:15 p.m. If ridden during these hours, they will be confiscated, or the student may lose the privilege of riding to school. Any time students are riding on campus, they must be ride safely or they will lose the privilege.

HOMEWORK POLICY

Homework is assigned routinely for students to practice skills and concepts. We need families to support their children by: checking for assignments, assisting students with challenging work, and monitoring to ensure that assignments are completed. Nightly reading is a part of homework. Contact your child's teacher for individual classroom policies.

INDEPENDENT STUDY

If a student must be absent from school for **five** or more days, contact the office and his or her teacher to arrange for an Independent Study Contract. If the work is completed within two weeks of the absence, the child will be counted as present and we will receive full revenue from the state.

LEAVING SCHOOL GROUNDS

We have a "closed campus," which means that students may not leave campus during school hours without prior permission. Once students have come on campus, they may not leave the school grounds to go to the parking lot or nearby stores. **A student who is leaving during the school day must be signed out in the office by an adult listed on the child's emergency card.** Students returning to campus from appointments must check in at the office.

LOST AND FOUND

The 'Lost and Found' items are housed in a large cabinet in B Wing. **PLEASE** put your child's name on clothing labels to assist us in returning lost clothing to the owners. When you are at school, check the 'Lost & Found' for lost items.

MEDICATION AT SCHOOL

An 'Administration of Medicine' form must be completed and signed by your child's physician in order to have medication on hand at school. This form must be on file in the office for medication to be dispensed at school. All medicines must be brought to the office in a properly labeled, sealed container, and given to the secretary. Please call the office if you have questions about these procedures (738-6660).

PARENTAL RIGHTS NOTIFICATION

At the beginning of each school year, the District provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt on side 2 of the Student Registration/Emergency card.

PARENT ENVELOPES

Every Wednesday an envelope will be sent home with important information for you. Please return the envelope the following school day. We will send one envelope, per family, with your youngest child attending Cabrillo School. Thank you in advance for returning the envelope each week to keep the lines of communication open between school and home. Please do not return items to school in the envelope. Families may choose to receive an e-mail version of the information sent home each Wednesday.

PARENT TEACHER ORGANIZATION (PTO)

All parents in Cabrillo School are members of the PTO; there are no membership dues. The PTO has something for everyone, from guest speakers at meetings to fundraisers. Your participation is both welcome and encouraged. You will be kept apprised of the meeting dates and activities throughout the year through the PTO newsletter as well as the weekly parent envelope. Members of the PTO Board welcome your input. Feel free to contact the school office for names and phone numbers of who to contact for information/concerns/questions.

POLICE INVOLVEMENT ON SCHOOL CAMPUSES

School staff will work with law enforcement officers as needed to maintain a safe and orderly environment. School officials shall cooperate with police investigations in a manner that provides as much support, dignity, and privacy for the student as possible, causes the least possible disruption to the school and to the student, and models cooperation with law enforcement.

By law, parents/guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1 However, with the permission of the law enforcement officer, the school official will notify the student's parents of the interview.

'POSITIVE POWER' COUPONS

'Positive Power' coupons are given to students to reinforce positive, respectful behavior and attitude, kind acts, personal responsibility, good citizenship, and school pride/spirit. Students turn their coupons in for weekly lunchtime drawings for rewards, such as erasers, bookmarks, pencils, popcorn or frozen juice bars.

PROMOTION/RETENTION STATEMENT

The Pacifica School District has adopted a policy (BP 5123) for student promotion/ acceleration and retention that states that students must demonstrate growth in learning and meet grade level standards of expected student achievement. These standards go hand in hand with high school graduation requirements and the exit exam established by the state. The text of Board Policy 5123 can be viewed online through the district web site. A copy is also available at the District Office at 375 Reina Del Mar.

PUPIL HOURS

Playground supervision begins 15 minutes before school starts and there is no playground supervision after school. **DO NOT** leave students unattended on school grounds before or after school. Your cooperation is appreciated since teachers must have time to plan and prepare for their classes. Please be sure that your child knows where you expect them to go after school. The **office phones** are very busy and are available for student use **only in an emergency**. Calling to make arrangements to go to a friend's house is not an emergency.

REPORTING TO PARENTS

Scheduled Parent Conferences are held twice during the school year – at the end of the first and third quarters (November and March). Parents who wish to speak with teachers at other times may do so, however, please do not try to hold a conference before school begins unless it has been prearranged. Report Cards are issued three times a year (November, March, June). Mid-trimester Progress Reports are issued for grades 6-8.

SCHOOL HOURS AND SUPERVISION

School hours for students are from 8:30 AM to 3:00 PM. Supervision is provided in the morning from 8:15 to 8:30. If you drop your child off at school before 8:15, there is no adult supervision provided. School ends for all students by 3:00 PM and all students, unless enrolled in an afterschool program, or meeting with a teacher, are to leave the campus by 3:15. There is no staff supervision on the yard after school. No students are allowed on the upper deck after school because there is no adult supervision.

SCHOOL IMPROVEMENT PROGRAM (SIP)

Most years, the state allocates a specified amount of funding each year to improve instruction, and this is designated as SIP money. This money is spent at the discretion of the School Site Council which is made up of Cabrillo parents, community members, and school personnel. Contact the principal if you are interested in participating. Due to state budget cuts, schools in our district have no SIP funds for this school year at the time of printing our handbooks.

SEXUAL HARASSMENT, UNIFORM COMPLAINT PROCEDURES, AND BOARD POLICIES

Sexual Harassment (BP5145.7) and Uniform Complaint Procedures (AR1312.3) are included in the District Handbook/Annual Parent Notification as well as on-line or at the District Office. Pacifica School District's Board Policies and Administrative Regulations may be viewed on the district website: www.pacificasd.org. Choose 'District Information' then 'Board Policies and Administrative Regulations.'

SPECIAL EDUCATION SERVICES

Children eligible for special education services are served by the special education staff. Services may include the Resource Specialist Program, Speech and Language, inclusion support, and/or the services of our school psychologist. More intensive special education services are available at other school sites.

STANDARDIZED TESTING

The California Standards Test (CST) and SAT-9 (Stanford Achievement Test) are administered to students in grades 2-12 in California. The tests are administered each spring and the results are sent to families.

STUDENT BEHAVIOR AND SCHOOL RULES

Behavior guidelines at Cabrillo School are based on one or more of the following guiding principles:

- Maintain a safe environment for everyone
- Respect yourself
- Respect each other and adults
- Respect school and private property

Teachers discuss school rules frequently in class to help students learn good judgment, to improve problem-solving skills, and to educate students on the necessity for rules and laws in our society. Good behavior is learned. We know there are occasions when students err in their choices. Our goal is to clearly communicate school rules to students and to apply consequences appropriate to the situation.

More severe consequences, which may include suspension, police involvement or expulsion, are enforced if students exhibit the following behaviors:

- Deliberately damaging property
- Bringing a weapon to school (including pocket knives)
- Seriously injuring another student
- Leaving school during school hours
- Use of any illegal substances
- Harassment - Some students begin to dislike school because of their treatment by other students. At Cabrillo or any school within the district, it is not acceptable for students to make fun of each other for their appearance, ethnic or religious background, and perceived or actual sexual orientation. Sexual harassment is strongly prohibited.

School Safety Rules are included on page 20 of this handbook. Please review them with your child. When you have safety concerns, please contact a staff member for help.

TARDINESS

Students are expected to be in class on time. Please allow time for delays and traffic. Late students must report to the office to check in and get a tardy slip before going to class. Excessive tardies may result in 'make-up' time during recesses or after school. On field trip days, late students may miss their fieldtrip if their class has already departed. Excessive tardies and absences will result in a referral to the School Attendance Review Board (SARB).

TELEPHONE CONFERENCES/MESSAGES

To contact your child's teacher, you may leave them a message through our voice-mail system. Except in an emergency, calls will not be put through to classrooms during class time. Students are only allowed to use the school telephone in case of an emergency. The office will deliver telephone messages to students in case of an emergency. If you call the office during school hours and receive the voice-mail, please hang up and try again.

TEXTBOOKS

Students are responsible for the textbooks assigned to them. There will be a charge made for lost or damaged books. Students should cover the books that are issued to them. Report cards will be held for students with outstanding bills.

VISITORS

According to state law, all visitors are required to check in with the principal, or their designee, at the school office. Please contact classroom teachers in advance when you would like to visit class. This will help avoid classroom interruptions.

VOLUNTEERS

Cabrillo School is proud to have extensive parent involvement. All parent and/or community volunteers please sign in at the office and log your volunteer hours. Volunteers are expected to check in with their child's teacher to inquire of how they can be of assistance. They are also expected to be excellent role models while volunteering at school. In addition, field trip drivers will be required to show proof of insurance, a valid California driver's license, and a completed Field Trip Driver form.

Upper Grade Discipline Program

Cabrillo School provides a caring environment that emphasizes the development of responsibility, citizenship and self-esteem.

Cabrillo is an educational community dedicated to student success. Because student behavior and a quality learning-environment are strongly related, our school believes in setting high expectations for academics and behavior. As role models to the younger students, we must expect our upper grade students to set a positive example.

This discipline program has been used and augmented in multiple middle school programs throughout the country. It is a system that recognizes and reinforces students who comply with the standards of expected behaviors and provides consistent and progressive consequences for students who do not comply.

Everyone has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

Please read the point system described below with the consequences for the students if they accumulate points. Parents can track their child's point record online using SNAP Grades. If a parent has any questions about their child's behavior, feel free to contact your child's teacher either via voicemail or email.

The principal sends out a notice after a student accumulates 10 points with an explanation of where and when the points were given. After 15 points, another letter will be sent to further document the subsequent demerits with an invitation to meet the principal and the homeroom teacher to implement a daily behavior log for the duration of the semester.

Each expectation is assigned a point value. Students accumulate points when they fail to meet a behavioral expectation.

1-point demerit

A student is given an infraction point for:

- late arrival to class
- not being prepared for each class (book, pen, pencil, planner, etc.)
- chewing gum, eating or drinking at inappropriate times and places
- wearing hats when in a classroom
- not lining up with class in the morning
- loitering on deck or in hallways before, during or after school

3-point demerits

A student is given three infraction points for:

- failing to follow the posted classrooms' expectations

- sight of or usage of cell phones, iPods, digital cameras, or other electronic devices without explicit permission (1st confiscation item returned at end of day, 2nd confiscation parent pick up at office)
- destruction of classroom supplies
- roughhousing
- clothing not compliant with dress code
- not displaying appropriate classroom behavior

5-point demerits

A student is given five infraction points for:

- not respecting school property or property of others
- inappropriate language/foul language
- settling conflicts inappropriately
- treating peers with disrespect
- treating teachers, volunteers, school staff with disrespect
- lunchroom misbehavior
- recess misbehavior
- computer abuse

Immediate Office Referral for Teacher/Administrator Action

- Insubordination (refusing to follow directions)
- Disrespect
- Severe disruption to class
- Fight (Verbal or Physical)
- Bullying
- Harassment
- Other

Progressive Discipline for infractions are as follows:

1st Infraction	5 points	1 morning recess detentions with assignment
2nd Infraction	10 points	2 morning recess detentions with assignment
3rd Infraction	15 points	3 morning recess detentions with assignment and phone call home OR In House Suspension
4th Infraction	20 points	At Home Suspension

Points are accumulated over the course of each trimester. At the beginning of EACH trimester, students will begin with zero demerit points.

Students will be reminded of infractions and are responsible for reporting to detention each recess.

Failure to report to teacher on detention duty is automatic step to next infraction in the progressive model above.

Students who receive any suspensions, in house or at home, will not be able to participate in dances or field trips in the current trimester. Other school privileges may also be withheld.

In addition, any student who receives ONE at home suspension, during any point of the school year, will not participate in week long overnight trips.

Students meeting expectations per trimester have the opportunity to:

- attend each dance each trimester
- attend each field trip
- attend week long study trip

Students exceeding expectations and receiving five or fewer demerit points per trimester will be recognized school wide through the weekly letter and participate in a pizza lunch and afternoon celebration.

Students with IEPs and 504 Plans will be held responsible for their actions. Their consequences will be the same as a mainstream student except where otherwise indicated by their Individual Educational Plan (IEP) or 504 Plan.

Administrator and Teachers have discretion to change the sequence of consequences depending on the severity and frequency of behaviors.

Classroom teachers may also enforce other classroom management systems applying to their classroom program.

CABRILLO SCHOOL RESTRUCTURED PROGRAM

On May 20, 1993, the Board of Trustees of the Laguna Salada School District approved a pilot kindergarten program at Cabrillo School. The pilot year was very successful, and on March 17, 1994, the Trustees voted to allow the program to expand one grade level at a time through grade 5. On May 13, 1998, the Board of Trustees approved the eventual expansion through grade 8. The original basis for our restructured program was “It’s Elementary,” “Caught in the Middle,” the state frameworks and district standards, and our vision of what school should be.

The Cabrillo Restructured Program consists of a basic curriculum with two additional components: Visual and Performing Arts and Parent Participation. Within the V&P Arts component, there are four areas of emphasis: Art, Drama, Music, and Psychomotor (Physical Education), which focus on parent volunteers in grades K-5 and professional resources in grades 6-8.

The parent participation component provides for expected, but not mandatory, parent involvement. Each family is expected to volunteer a minimum of 40 hours per child in the family during the school year. Without your support, we cannot maintain a quality program.

The vehicle for the collaborative process is the PTO (Parent Teacher Organization), which is governed by a board, which meets monthly to plan and evaluate the program, the Upper Grade Coordinating Council, Arts Program Committee, and School Site Council. In addition, each K-5 class has a Parent Liaison and a Scheduler who are responsible for coordinating the parent volunteers for jobs as needed by the teacher. The 6th, 7th, and 8th grades have Parent Liaisons for each grade level to support the 6-8 teachers and their programs.

Listed below are some of the ways in which parents may volunteer:

Visual & Performing Arts assistants (Art, Drama, Music, and Psychomotor)

Classroom assistants (Classroom aides, Library aides, Computer aides, Field Trip drivers, Animal Care, etc.)

Home/Weekends/Evenings (Fundraising, Carpentry, Typist, Handy-crafter, Cutter, Recycler, etc.)

The principal and the K-8 teachers are committed to the goals of the program, which include creating a sense of community, providing real life exposure through regular field trips, reducing the adult to pupil ratio in the classroom, and project based instruction. Through weekly newsletters, teachers keep parents informed as well as involved in the program. Research supports our premise that “it takes a whole village to raise a child.”

Cabrillo School Safety Rules

Be Smart-Be Safe-Be Nice

Respect school property and help keep your school clean.

Play Structure:

Play structure is **not** used before school when wet or there's no adult supervision
Slides are down only, on seat with feet first
No sitting or standing on top of monkey bars, other bars, or ledges at top of slides
Keep hands off students who are using monkey bars and climbing bars
Running games and ball play on asphalt only, not in play structure mat area
No 'chicken fights' on play structure
Take turns, 1 person at a time, on barrel roller and standing swing platforms (count to 30)
Upper grades may use the play structure after lower grades return to class

Playground Boundaries:

Stay on asphalt or blacktop area and out of tree & dirt areas
Stay inside fences. If a ball goes over fence, tell an adult who will help get it
No playing on daycare ramps or loitering between or behind B, C, and D wings
Restrooms and hallways are **not** for playing or visiting.
6th – 8th Graders use 'B' Corridor bathrooms during recesses and lunch

Snack/lunch area:

All food is to be eaten in the snack/lunch area, including lunch popcorn & ice cream
No food on the playground
No gum chewing on campus
Walk in the snack/lunch area
Students remain at tables until dismissed by yard duty staff
No playing with balls in lunch areas
Keep the lunch area clean

Hallways & Outside School:

Walk in hallways
Stay clear of doors that may open
Enter & exit school using sidewalks & pathways, not through landscaped areas.
No "heelies", skateboards, scooters or bikes on campus between 8:00am & 3:15pm
Use the crosswalk to cross Crespi Drive

Electronic Devices & Toys:

Cell phones are not to be used during school hours, or they will be confiscated.
No toys at school (including Pokemon & Yu gi oh cards), except for items brought in a bag for sharing in primary classrooms.
Leave all CD, MP3, Cassette players, and electronic games at home.

**Please review these rules with your children.
We thank you for your support of Cabrillo's Safety Rules.**

Cabrillo School Important Dates

All Dates and Time are TENTATIVE – Please consult the school newsletter for updates

Monday, August 30	School Begins at 8:30 AM - minimum day
Monday, September 6	Labor Day - No School
Thursday, September 8 @ 6:30	Back to School Night K-5
Wednesday, September 22 @ 6:15	Back to School Night 6 th -8 th / UG Orientation
Thursday, September 30	School Picture Day
Monday, October 11	Staff Development Day - No School for Students
October 18– 22	Parent – Teacher Conferences – minimum days
Friday, October 29 @ 8:45	Halloween Parade
Friday, November 7 (very tentative)	Picture Re-Takes
Wednesday November 11	Veteran's Day - No School
Monday & Tuesday Nov 22 & 23	Furlough / No Pay Days – No school
November 25-27	Thanksgiving Holidays - No School
Friday, December 17	District Minimum Day
December 20-December 31	Winter Break
Monday, January 3	School Resumes
Monday, January 17	Martin Luther King Birthday - No School
Thursday, January 27	Math Fair K-1
Thursday & Friday, February 3 & 4	8 th Grade Play
February 21 – February 25	Presidents' Week Holidays - No School
Tuesday, March 2	Spring School Pictures
March 7 – March 11	Outdoor Ed 5 th Grade
March 21 - 25	Parent-Teacher Conferences - minimum days
Friday, April 15	District Minimum Day
April 18-22	Spring Break - No School
Monday, April 25	No School
Thursday, April 22	Kindergarten Orientation
Monday, April 26-May 14	Star Testing
Friday, May 7	1st Grade Grandparent Tea
Week of May 23 – May 27	8 th Grade Catalina Study Trip
Wednesday, May 25 @ 6:00 PM	Open House
Thursday, May 27	Staff Development Day - No School for Students
Friday, May 28	Furlough / No Pay Day - No School
Monday, May 30	Memorial Day - No School
Friday, June 10	3rd Grade Pioneer Day
June 13-17	Staff Planning Min. Days Last Week of School
Tuesday, June 14	Field Day
Thursday, June 16	8th Grade Graduation
Friday, June 17	Last day of school – A Special Lunch