

**JUAN CABRILLO
ELEMENTARY SCHOOL
BOOST, KINDERGARTEN, FIRST & SECOND GRADE**

**WISEBURN UNIFIED SCHOOL DISTRICT
HAWTHORNE, CALIFORNIA**



**PARENT-STUDENT
HANDBOOK:
Programs, Policies, and Procedures
for the 2015 – 2016 School Year**

“Where We Grow and Learn Together”

VERSION EN ESPANOL A PETICION

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JUAN CABRILLO ELEMENTARY SCHOOL
“Where We Grow and Learn Together.”
WISEBURN UNIFIED SCHOOL DISTRICT
HAWTHORNE, CALIFORNIA
310-725-5400

August, 2015

Dear Families,

Welcome to Juan Cabrillo Elementary School, a 2012 recertified California Distinguished School. Cabrillo is a primary school with Kindergarten, First and Second Grades and a Special Education Pre-School. The core curriculum at Cabrillo is built upon the basics of language, reading, writing and mathematics. In addition students receive extensive instruction in science, history-social science, visual and performing arts, physical education and health.

The Mission of the Wiseburn Unified School District is to provide a safe, orderly environment focused on the academic, social, and physical needs of the whole child while emphasizing community participation. To meet the challenges of the technological and complex world of the 21st Century, Wiseburn students will acquire the skills necessary to become lifelong learners and productive citizens. Through the combined efforts of Cabrillo staff and families we will together provide our children the best education possible.

This Parent-Student Handbook has been developed to provide you with a better understanding of our primary school program. It is a compilation of school policies, guidelines, regulations and procedures relevant to our school. In addition to this handbook, you will receive ongoing communication from your child’s teacher, weekly emails from the school office, and monthly messages from me including PTA news outlining current and future events and other important points of information. Please read these communications to keep yourself informed about school activities, schedules, changes, etc.

The Cabrillo School Discipline Plan covers the last few pages of this handbook. Please discuss the Schoolwide Discipline Plan and consequences for infractions with your child. Then fill out the Discipline Plan Form in the back of this handbook and return it to your child’s teacher by the end of the first week of school.

We are delighted to have you and your child at Cabrillo and look forward to an exciting, productive, and happy school year. If you have any questions after reading this information, please contact the school at (310) 725-5400.

We continue forward together,

Mrs. Margaret Lynch
Principal

CABRILLO STAFF DIRECTORY

STAFF

Principal	Mrs. Margaret Lynch	Food Service	Mrs. Maria Salazar
Secretary	Mrs. Estella Juarez	Day Custodian	
Office Clerk	Mrs. Lupe Montalvan	Night Custodian	Mr. Jared Crugnale
Health Clerk	Mrs. Jamie Ehring		
Title I/SI Clerk	Mrs. Eileen Malott		

KINDERGARTEN

Mrs. Kelly Schumacher
 Ms. Deidra Jeffery
 Mrs. Bonnie Olguin
 Mr. Michael Spiwak
 Mrs. DeeDee Zirbel
 Mrs. Kari Martinez
 Mrs. Maria Rodriguez
 Miss Shannon Kuhn

ROOM

1
 3
 4
 5
 6
 7
 8
 9

FIRST GRADE

Miss Jami Kae
 Ms. Sarah Anaya
 *Mrs. Lorrie Cariaga
 *Mrs. Ilona Grothe
 Mrs. Liza Hough-Skovron
 Ms. Emily Witkowski
 Mrs. Lissette Ochoa

ROOM

10
 11
 13
 13
 14
 15
 16

SECOND GRADE

Mrs. Melissa Craig
 *Mrs. Lori Rawlins
 *Mrs. Jeanne Smiley
 Mrs. Cara Nakama
 Mr. Greg Foxman
 Ms. Kathy Espana
 Mrs. Ilyse Klein

ROOM

19
 20
 20
 21
 22
 25
 26

SDC/RSP

Mrs. Debra Davis
 Mrs. Elizabeth Gonzalez

ROOM

23
 24

PRE-SCHOOL SDC/BOOST

Mrs. Pat Duncan
 Mr. Jeff Krabiel
 Ms. Crystal Clark

2
 28
 33

* = shared assignment

ELD

Mrs. Grace Houzvicka

ROOM

17
 18

SPEECH THERAPISTS

Mrs. Cathy Gintner

Conf. 6

PSYCHOLOGIST

Ms. Jessica Aguilar

Conf. 3

SCHOOL COUNSELOR

Ms. Elisa Lopez

Conf. 3

INSTRUCTIONAL AIDES

Mr. Anthony Dunaway
 Mrs. Christina Esprabens
 Ms. Christina Guzman
 Ms. Rocio Hernandez
 Mrs. Bonnie Ladendecker
 Mrs. Marge Lawson
 Mrs. Denise Major
 Mrs. Erica Marshall

Mrs. Nelly Niebla
 Mrs. Mary Penna
 Mr. Connor Raftery
 Mrs. Soledad Solis
 Mrs. Jacqueline Ventura
 Mrs. Karen Welker

SUPERINTENDENT: Dr. Tom Johnstone

DEPUTY SUPERINTENDENT: Dr. Chris Jones

BOARD OF TRUSTEES

Mr. Roger Banuelos
 Mr. Israel Mora
 Mr. Neil Goldman
 Mrs. JoAnne Kaneda
 Mr. Nelson Martinez

President
 Clerk
 Member
 Member
 Member

AUGUST 31 & SEPTEMBER 1 SCHEDULE

August 31, and September 1, 2015, students in Grades K, 1 & 2 at Cabrillo School will be on the following minimum day schedule:

	<u>Arrival</u>	<u>Dismissal</u>
BOOST	8:15 a.m.	11:15 a.m.
Kindergarten & TEDDE	8:20 a.m.	11:30 a.m.
Grade 1	8:45 a.m.	11:55 a.m.
Grade 2	8:45 a.m.	11:55 a.m.

AUGUST 31-SEPTEMBER 11 SCHEDULE

From September 2 through September 11, 2015, students in Grades K, 1 & 2 at Cabrillo School will be on the following shortened day schedule:

	<u>Arrival</u>	<u>Dismissal</u>
Kindergarten & TEDDE	8:20 a.m.	12:20 p.m.
Grade 1	8:45 a.m.	2:00 p.m.
Grade 2	8:45 a.m.	2:00 p.m. (at 134 th gate)

BOOST Pre- School

From September 8, 2015, through June 16, 2016, students will be on the following schedule:

	<u>Arrival</u>	<u>Dismissal</u>	
“Early Birds”	8:15 a.m.	11:15 a.m.	M-F
“Late Birds”	9:15 a.m.	12:15 p.m.	M-F

REGULAR SCHEDULE

Beginning on Monday, September 14, 2015, Cabrillo School will be on the following regular day schedule:

	<u>Arrival</u>	<u>Dismissal</u>
<u>TEDDE</u>		
“Early Birds”	8:20 a.m. (gate opens 8:10)	12:20 p.m.
“Late Birds”	9:50 a.m. (gate opens 9:40)	1:50 p.m.
<u>Kindergarten</u>		
“Early Birds”	8:20 a.m. (gate opens (8:10)	12:20 p.m.
“Late Birds”	10:15 a.m. (gate opens 10:05)	2:15 p.m.
<u>Grade 1 & Grade 2</u>		
“Early Birds”	8:45 a.m. (gate opens 8:35)	2:00 p.m.
“Late Birds”	9:45 a.m. (gate opens 9:35)	3:00 p.m.

WEDNESDAY SCHEDULE

	<u>Arrival</u>	<u>Dismissal</u>
Grade 1	8:45 a.m. (gate opens 8:35)	2:00 p.m.
Grade 2	8:45 a.m. (gate opens 8:35)	2:00 p.m. (at 134 th gate)

Kindergarten schedule is not affected on Wednesdays

Please pick up your children promptly! If not picked up ten minutes after dismissal, children will be taken to the office.

ARRIVALS AND DEPARTURE

Children must **NOT** arrive any sooner than **10 minutes** prior to their scheduled starting time. Likewise, they are expected to leave for home promptly upon dismissal at the end of the day. We seek your cooperation, as we cannot provide sufficient adult supervision beyond the above times. The office cannot supervise children who arrive early or stay late. If you arrive late picking up your child, you must come into the office to sign him/her out. **(Thank you for understanding that our office staff cannot provide child care services.)**

2ND GRADE MINIMUM DAY AND WEDNESDAY DISMISSAL LOCATION

Starting September 2 thru September 11, and then every Wednesday and any shortened or minimum day schedule throughout the school year, all Second Grade students will be dismissed at the 134th Street gate.

Since 134th Street is a narrow and residential street, please be aware of the traffic flow and parking and to be respectful of the residents' properties. Please observe the following procedures:

- Obey traffic rules: Do not double park, block driveways, make u-turns in the street or speed.
- The curb is a "loading-unloading" zone only. Pull up to pick-up your child; the child should be able to open the door, get into the seat and strap themselves in.
- Do not get out of your car in the "loading-unloading" zone.
- Do not park in the handicapped space at the corner of 134th and Delafield.
- Do not allow your children to run or walk on the residents' property.
- Pick up any trash that you or your children have generated.
- Keep the noise to a minimum.

ATTENDANCE

ATTENDANCE: THE LAW

All students between the ages of 6 and 18 must attend school daily. Parents or guardians are responsible for sending their children to school each day. (California Education Code 48200) A student who is absent three full days without a valid excuse, or is tardy or absent for more than thirty minutes on three occasions, or any combination thereof, is a truant. (Ed. Code 48260) Truancy can lead to severe consequences, including fines and criminal prosecution. Students who are truant from school will be referred to the District Attendance Chairperson and a referral to the District Attendance Review Team (DART) and School Attendance and Review Board (SARB) may occur.

Verified Excused Absences are:

- Illness
- Quarantine directed by county or city health officials
- Medical, dental or eye care services
- Attending funeral services for the immediate family
- Attending religious services

Excessive Absences

If a student is absent from school for 10 school days, parents will be notified by the school. If he/she is absent more than 10 school days, a referral to the District Attendance Chairperson will occur. See section on Attendance Review Teams.

ATTENDANCE RECORDS (ABSENCES)

If your child has been absent, please telephone the day of the absence at (310) 725-5436 (Attendance) or send in a note explaining his/her absence and date it. For attendance records, we must know if an absence is excused or not excused. Five or more absence days require a doctor's note. If your child has had a communicable disease, a serious injury, or for any reason might need to restrict his/her activity, please have him check into the nurse's office before going to the classroom. Family trips are considered unexcused absences.

TARDIES

It is the legal responsibility of the parent/guardian and student to see that the student arrives at school on time. However, if your child is tardy, he/she must report to the office before going to the classroom. Students are let into school 10 minutes prior to their start time (see arrivals and dismissals time schedule). At the appointed start time, the doors/gates close and students arriving after that point are marked as tardy. Tardies are also recorded on

attendance sheets. If a student has 5 tardies, the school will notify parents. More than 5 tardies: parents will be notified and student may serve a detention. 10 tardies: referral to District Attendance Chairperson and/or School Attendance Review Team. See section on Attendance Review Teams.

The only excused tardies are medical/dental or legal appointments. These tardies need to have an excuse note from the appointment.

ATTENDANCE REVIEW TEAMS

Students who are truant from school or have excessive absences and/or tardies will be referred to the District Attendance Chairperson and a referral to the District Attendance Review Team (DART) or School Attendance and Review Board (SARB) may occur. SARB is a community agency made up of educators, community representatives, parents, and members of law enforcement, probation and welfare agencies. SARB acts as a resource for families and offers support in seeking solutions to habitual attendance/behavior problems. When referrals are made, student and parents are invited to meet with representatives of the SARB and the school to discuss areas of concern, review records and recommend a specific plan of action for the students, the family and the school. This is a confidential process designed to solve problems before a student becomes part of the Juvenile Justice System.

PERFECT ATTENDANCE

Students, who attend school each day, have no tardies and **never leave school early**, are eligible for Perfect Attendance awards at the end the year.

INDEPENDENT STUDY

This special program is available as an alternative to regular classroom instruction if your child will be out of school a minimum of five school days. Full credit is given for successfully completed approved programs. **The teacher and the office must be given 5 school days notice so that necessary paperwork can be filled out and teachers can prepare lesson plans. Work must come back to the teacher the day the student returns to school.** Independent Study can be denied if the student is not leaving for reasons recognized in the California Education Code.

HOME INSTRUCTION FOR EXTENDED ILLNESS

Students in need of home instruction due to chronic and/or extended illness should contact the school health office with the physician referral to arrange for a home teaching program when appropriate.

DISMISSAL DURING SCHOOL DAY

We encourage you to schedule your child's doctor and dental appointments before or after school hours as dismissal during the school day can be highly disruptive to the school environment. If this is not possible and you need to have your child dismissed early, check with the office first. Students will be dismissed only through the office to the parent or to the emergency contacts listed on the registration form. This is for your child's protection. The office needs a note from doctor after the appointment or the next morning.

OUT OF DISTRICT MOVES

If you are moving, please let us know a day or two in advance. This will allow us to have your child's transfer slip and a copy of the immunization record ready on the day he/she is to leave. If you move and want to continue attending Cabrillo School, a permit must be obtained from the District Office.

PERMITS

All business pertaining to permits is handled through the District Office. Parents may apply for permits from other districts so that their child can attend Wiseburn Schools but there are specific reasons for granting a permit. If for any reason the permit is no longer valid, that is, your initial reason for obtaining the permit no longer exists or changes, then by law you must return to your home district. You may lose the privilege to attend Cabrillo School if the student expectations and parent requirements are not met. The District Office can answer any questions you might have about permits.

RESIDENCY CHECKS

The Wiseburn School District may conduct home visits to verify student residency and for attendance requirements at anytime and without notice.

McKINNEY-VENTO HOMELESS ASSISTANCE

Families who lack a fixed, regular and adequate nighttime residence may be eligible for programs and services to assure that children receive equal access to free and appropriate public education and appropriate services in order to be successful in school.

FOSTER YOUTH

Children living in foster care and group homes should meet with the school administrator to discuss unique educational needs.

SAFE SCHOOL/HEALTH POLICIES AND PROVISIONS

STUDENT SAFETY

Please discuss with your children the importance of not accepting rides or even talking to strangers. They should be walking to and from school with an adult. Be sure your child knows how to cross streets safely. Also teach your children your home and work telephone numbers where you can be reached in an emergency. If there is a change in a regular schedule, let the teacher and the school office know so your child knows what to do after school. Students must never leave the school during school hours without permission from the office. Students will be released only to those persons listed on the Emergency Information Card. Make sure your child knows where he/she lives (address) and phone number.

TRAFFIC SAFETY

Double parking or parking in a red zone is a traffic violation. It is extremely important that you and your child use the crosswalks when crossing 135th Street - rather than crossing in the middle of the street (jay-walking).

PARKING

In an effort to meet the needs of our students, we have staff that begins their day at various times. We have designating the north row of parking for staff parking only. There are signs posted at each end of this row. Handicapped parking on this row, located closest to office, is available for non-staff. If you need to use handicapped spaces, please note entrance to this row will be from the west side of the parking lot only. The south row of the parking lot remains available to everyone.

You may also park on surrounding streets. Please be aware that on Glasgow there is no parking on Monday on the east side of the street from 2:00–4:00 p.m. and on Thursday on the west side of street from 8:00–11:00 a.m.

Also be aware there are two lanes as you pull into the parking lot. The right lane (closest to curb) is for valet only, not a parking lane. The left lane is for driving through only. As you exit the parking lot, the right lane is to turn right; the left lane is to turn left onto 135th Street.

Please remember that the red curb area in the parking lot is only for valet student drop off and pick up. You may not park your car in this area. You will be asked to move your car if you arrive early and park.

VALET SERVICE

Each morning and afternoon, school staff “valets” will be in the parking lot to assist you as you drop off and pick up your children. Please use the valet line **only** for drop off and pick-up from your car. As always, staff members will be keeping the valet line moving to help facilitate a quicker drop off and pick-up for everyone. If your child is not available for pick-up, you will be told to make another loop in the line or find a legal place to park your car. Your cooperation and cheerfulness in the valet line is appreciated and will ensure your child’s safety. Please remember the red zone is for loading and unloading only, not for parking. It must remain clear for emergency vehicles.

General Procedures for everyone:

- Drivers should not get out of the car.
- Children should enter, exit car only from the passenger/curb side. If your child is unable to get out of the car by him/herself, please park in the lot.
- Have backpacks zipped up and ready to go. Do not place in trunk.
- Before you arrive in drop-off lane, your child should be finished with breakfast foods, have hair combed, coats buttoned and shoes tied, and good-byes and great day wishes exchanged.
- Remind your child to be watching for your car and ready to go at pick-up time.
- Please help us model safe and polite behavior for our children.

BOOST Valet

BOOST students must be walked to the entrance gate as they are too young to exit car and walk into the gate independently.

RAINY DAY

To keep our children dry during rainy days, we have the following before and after school plan.

Rainy Day Before School

Kindergarten

- No umbrellas through the gate.
- Children stand under the awning by their classroom until open.

1st and 2nd Grade Early Birds

- PAC room opens at 8:35 before school.
- 1st and 2nd grade enter PAC and stand by their room number posted on the wall (1st on one side, 2nd on the other side). Teachers will pick up their class at the PAC.

1st and 2nd Grade Late Birds

- 1st and 2nd grade go directly to their classroom.

Rainy Day Dismissal

Kindergarten

- K parents come in and pick-up their child, the two front gates will be open for 15 minutes for parents to enter K yard.

1st and 2nd Grade

- Parents will come in and pick-up from the classroom, the front gate and the gate on 134th Street will be open for 15 minutes at early bird and late bird dismissal if it is raining.
(Be sure you know your child's room number and class location – a poster of class lists and school map will be posted on the office door.)

EMERGENCY PROCEDURES

Our staff is trained in order to provide for the safety of students, staff, and visitors during times of emergency. Emergency preparedness includes fire, lockdown and earthquake drills that happen at regular times during the school year. All alarms are treated as real. In the event of an alarm, all staff, students, and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area. In the case of a major emergency (such as a significant earthquake or fire), parents and guardians and other family members should report to the blacktop in back of the school to pick up children. Children will be with their classroom and by grade level. Trained personnel will be at the gate to assist you and focus on ensuring all students are safe and accounted for. Children will be released only to those names appearing on the registration form. This is why we ask you to keep us informed of any changes that occur and to keep the registration form current. Please provide an emergency kit for your child!

Please notify us immediately of any change in address, phone numbers, employment, or emergency information. Should an emergency arise, we must be able to reach you.

THIS IS VITAL TO THE WELFARE OF YOUR CHILD.

CARE AND COMFORT PACKAGE

As part of our Disaster Preparedness Plan, Cabrillo asks parents to supply personal use and consumable items in the event that a disaster requires that students remain at school for an extended period of time. **Please send the items with your child by the end of the first week at school or purchase a package through PTA.** Please check the expiration dates for the longest shelf life. A separate note of suggested supplies will be sent home. These supplies will be returned at the end of the school year.

We have very limited storage space, so please limit the items to those that will fit in a gallon Ziploc plastic bag. The school will have a supply of water, snacks, flashlights, hygiene and first aid supplies on hand in case of disaster. The items in your bag will be your child's own personal "comfort bag" in the event of a disaster.

CUSTODY ISSUES

If by chance there are custody issues in relation to your child, please indicate that on the registration form and notify the office. The necessary paperwork will then have to be supplied to best protect the interest of your child.

PARENT VISITATIONS

Parents are welcome to visit, but telephone the school office or teacher at least 24 hours in advance to arrange a visitation time with your child's teacher. As a safety measure, parents must sign in at the office and obtain a visitors badge. District policy allows the visitation stay for up to 30 minutes to reduce disruption to the learning environment. Visitors are escorted by an administrator as the teacher is not able to confer with you at this time. Parents are not allowed to go directly to the child's classroom at any time without prior approval. In addition, schools are required to promptly remove from the school premises any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes property damage. (E.C. 32210) The use of any electronic listening or recording device in any classroom without the prior consent of the teacher and principal is prohibited. (E.C. 51512). **Those who volunteer on a regular basis must have a recent TB test on file with the office.**

CIVILITY/DISRUPTIONS

School staff are required to promptly remove from the school premises any individual who disrupts or threatens to disrupt normal school operations, threatens the health or safety of students or staff, or causes property damage. (E.C. 32210)

CIVILITY POLICY

Members of Wiseburn School District staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the Wiseburn School District encourages positive communication and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

DISRUPTIONS

- Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the school or District property promptly by the Superintendent, principal, or designee.
- If any member of the public uses obscenities or communicates in verbal or written language in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- When an individual is directed to leave under circumstances outlined in 1 or 2, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any District facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials (CF 5131.4 Campus disturbance) (CF. 9323 Meeting Conduct).

SAFETY AND SECURITY

- The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.
- When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.
- An employee whose person or property is injured or damaged by willful misconduct of a student may ask the District to pursue legal action against the student or the student's parent/guardian.

IMMUNIZATIONS

All children entering Kindergarten or entering school from out of state must have, at the time of enrollment, written evidence of required immunizations. These include a D.P.T., Polio, Hepatitis B, M.M.R and Varicella. The law requires that your child be excluded from school if he/she does not meet these test requirements.

SCHOOL ENTRY PHYSICAL

All California school children are required to have a copy of a school entry physical exam in their health record at school. The State form needs to be completed by your child's medical practitioner and returned to the Health Office before completion of Kindergarten. The form can be obtained from the Health Office. Wiseburn School District does not provide physical exams.

DENTAL CHECK-UP

To make sure your child is ready for school, California law, Education Code Section 49452.8, now requires that your child have an oral health assessment (dental check-up) by November 1 in either kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

HEALTH SERVICES

If your child is ill or has an accident, he/she should immediately report to the school staff on duty or to the office. Students must obtain permission to go to the nurse/health aide by asking their teacher or aide on duty. The nurse or health aide is not allowed to take care of wounds, breaks, cuts or other injuries suffered outside of regular school time. It is against State Law to administer or treat students except in case of first aid emergencies. Periodic check-ups by the school nurse include hearing and vision tests.

MEDICATION

California Education Code Section 49423 allows designated school personnel to assist the pupil when required to take medication (prescription or over the counter) during the school day.

In order for the school personnel to assist a pupil with medication, the following legal requirements must be met:

- Parent/Guardian must sign a statement requesting that school personnel assist the pupil in taking medication during school hours.
- The physician must sign a statement detailing the method, amount, and time schedules by which such medication will be taken.
- Whether it is prescription or over the counter medication, the medication bottle provided by the parent must have the prescription label, complete with the pupil's name and doctor's instruction.
- Parent request and physician's statement must be renewed at least annually; new signed physician and parent statements must be submitted if the medication regimen is changed.

All medications will be kept in the office to insure that no medications are shared amongst students. Parents/guardians may bring medication to the school office and give it to their child at the appropriate time. Cabrillo office staff has the proper form for both parent and physician to complete and return to the Health Office.

HEALTHY FAMILIES

Families in need of information relating to health care programs available in the community should contact the school health office.

WELLNESS POLICY

For the protection of your children and our staff, we must ask you to carefully read our Wellness Policy. Please keep your child home if he or she has:

- A fever. A child should stay home until he/she has a normal temperature for 24 hours without medication.
- An unusual rash that may be a symptom of a contagious disease.
- A contagious disease such as measles, mumps, roseola, or chicken pox.
- An eye infection with discharge or that is unusually red. After being examined by a physician and placed on medication, your child may return.
- An ear or throat infection. Once examined, on medication, and comfortable, your child may return.

- A cold. Your child should stay home until the symptoms of a cold such as coughing, sneezing, watery eyes and thick, green mucous secretions have subsided.
- Diarrhea and/or symptoms of flue. A child, who has been vomiting, has had diarrhea and/or complaining of a headache, often gets even worse at school.
- A persistent, hacking cough.
- Been breathing rapidly or noisily with effort.
- Had lice and/or nits (lice eggs) on the shafts of the hair. Your child may return to school once all head lice and nits are removed.

You will need to assess the comfort of your child before leaving for school. If you child has been listless, complains of a headache, or is pale, then this would be a good day to stay home.

COMMUNICATING ILLNESS

Please call the school if you keep your child home due to illness. If you have to leave a message, please leave the following information: Child’s Name; Teacher’s Name; and specific Illness, i.e., cold, flu, etc. The staff needs to be aware of the illnesses which may be present among children. Please remember to keep emergency information up-to-date. You will be contacted if your child becomes ill at school.

HEALTH SERVICES INFORMATION

FIRST AID

First Aide is given as needed for incidents that happen at school. If a student is ill or if an accident occurs at school, students are to notify a teacher or school employee. Should the student require further care, parent/guardian, or emergency contact will be contacted to pick up their child. Students must be signed out through the school office.

WHEN TO STAY HOME

If a student has been ill they must stay at home until they have not had a fever, diarrhea, or vomiting for 24 hours. **Students must be fever free for 24 hours without medication.**

A student with an unknown rash or reddened eye (a sign of “pink eye”) will be sent home. Student must be symptom free and/or have a physician’s note stating that they are non-contagious in order to return to school.

SERIOUS ILLNESS

A physician’s note with instructions for school is required for students who return:

- After serious illness for 3 or more days
- After surgery
- After hospitalizations
- With restriction for P. E. participation
- Requiring any assistance prescribed by a physician to help with student mobility (e.g., crutches, cast, wheelchair, splint, bandage, etc.)

MEDICATIONS

Medications (prescription medication or over-the-counter) needed during school day require a physician signed Medical Authorization Form (forms are available in the Health Office). Medications are kept in a locked cabinet in the Health Office.

VISION AND HEARING SCREENINGS

Vision and hearing screening are done in Kindergarten, 2nd grade, 5th grade and 8th grade. Color vision screenings are done for 1st grade boys. Scoliosis screenings are done for 7th grade girls and 8th grade boys. Information is sent home prior to the scoliosis screenings.

SCHOOL LUNCH/NUTRITION

LUNCH PERIOD

Cabrillo is a closed campus. A child who is to leave the grounds at lunch time must be signed out by a parent/guardian. Also, if your child brings a sack lunch, please have your child’s lunch box/sack labeled with name and room number to avoid mix-ups at lunchtime. It is the responsibility of the parent to make sure that the child is either bringing a lunch from home or buying a lunch at school.

SACK LUNCHES IN THE OFFICE

Please plan ahead and be sure your child has either a sack lunch or has paid for a hot lunch. Please avoid dropping off student lunches in the school office unless it is an emergency situation. This creates a burden on our staff and causes a disruption in the classroom.

NUTRITION

The Wiseburn School District believes in healthy choices and encourages families to consider nutritional guidelines when packing their child's lunch. Please avoid sending soda and unhealthful foods such as candy, gum or seeds. Please do not send drinks in glass bottles; they are not allowed. Applications for free and reduced lunch are available in the office and must be submitted each school year.

FOOD FOR EVENTS

In accordance with the Wiseburn School District Wellness Policy, students are not allowed to bring home-prepared or home-baked items to school for school functions and/or school sponsored events. Healthful pre-packaged store bought items are appropriate for these events.

FOOD ALLERGIES

Your child's teacher will notify you if children with allergies are in the classroom. These children's parents take the ultimate responsibility for their child's safety by providing their own treats and lunch for their children, but your help in this matter is greatly appreciated. Please be conscientious about the types of food you bring, taking careful precautions not to expose these students to known allergen risks. Merely touching or breathing these items may provoke a deadly reaction.

HOT LUNCH PROGRAM (NO EXPIRATION DATE ON THE TICKETS)

Current lunch prices are \$3.20 for regular price (\$16.00 per week), and \$0.40 for reduced price lunches (\$2.00 per week). Milk is included in the price. ALL money and/or checks are to be brought to school in a sealed envelope with the student's name and room number written on the envelope. **These prices are subject to change.**

Tuesday is lunch money day. Prepaid lunch tickets in blocks of 5 (5, 10, 15, etc.) may be purchased on **Tuesdays**. On the rare occasion that a child does not have a lunch ticket, a school lunch may be purchased from the front office before their class begins. If you are going to pay by check, please make the check payable to the **Wiseburn Unified School District**. All returned checks are subject to a \$5.00 service charge.

Collection days for the first week of school are Thursday and Friday, September 3 & 4.

ORDER LUNCH TICKETS ON-LINE

The Wiseburn Unified School District now offers "My School Bucks", a convenient and secure on-line payment and parent information website. With My School Bucks you can deposit money into one or more student meal accounts (\$2.00 fee per transaction), track purchase history, create low-balance reminders and even set-up an automatically recurring payment. For more information go to www.myschoolbucks.com or call Debra Chow at 310-643-3025, extension 19.

MILK MONEY

Milk money will be collected on **Tuesdays**. The cost of the milk will be \$2.50 per week. Milk will be received starting on the following Monday. Lowfat milk is available. Milk is included with the hot lunch program and, therefore, milk should be purchased separately only if lunches are not purchased. Teachers should not be expected to pay for the children when money is forgotten.

DRESS AND APPEARANCE GUIDELINES

DRESS AND GROOMING GUIDELINES

The Board of Trustees, acting on administrative recommendations adopted the following dress and appearance standards: Dress should be appropriate for normal school activities and should reflect pride and respect. Clothing and shoes should be washable and comfortable for work and play as our students get dirty, sometimes very dirty. Pupils are expected to arrive neat and clean and dressed in good taste at school and all school-related functions. Pupil appearance shall not be disruptive to the educational process, create a distraction in any form, or be unsafe for that pupil or others. The determination of good taste or safety rests with the building principal or designee at school and all school-related functions. Clothing with words or logos that promote alcohol, drugs, tobacco, or that contain

obscene or inappropriate language is not acceptable. Styles of clothing identified as being associated with gangs, such as oversized clothes, are not permitted. We believe that wearing this attire poses a safety threat to your child and are a safety hazard. Hair must be neat, clean and well groomed for sanitary reasons. If a child's clothing or shoes are inappropriate for school, parents will be called to bring a change of shoes or clothing. Students will not be allowed to return to class until they are appropriately clothed.

Shoes and socks must be worn at all times for health and safety reasons. On days that your child has physical education he/she should wear non-slip shoes such as tennis or athletic shoes and comfortable shorts or pants. Your child's teacher can tell you which days students will have P. E. Open toe sandals, strapless heels, platform shoes or high heels are not permitted. Heelies (tennis shoes with wheels) are never acceptable at school. These are dangerous when playing outside. Shoes must be in good repair.

Hats, caps or visors for sun-protection purposes may be worn OUTSIDE only. Baseball caps are to be worn frontwards only and are to be removed indoors.

Students must not wear anything on their bodies (such as tattoos) or any form of apparel, jewelry, or unusual hairstyles which would be a distraction to other students.

LABELING POSSESSIONS/LOST AND FOUND

All sweaters, jackets, lunch boxes, etc. should have your child's name on them so that they can easily be returned when found. Articles found are kept in the Health Office "Lost and Found." You or your children are welcome to check this anytime. If you value it - label it! At winter break and at the end of the school year, unclaimed clothing is donated to charity as we have no way of returning unmarked clothing.

PARENT INVOLVEMENT

THE PARENT-TEACHER ASSOCIATION (PTA)

Joining the PTA provides a good opportunity to get acquainted with teachers and other school personnel as well as to meet the parents of your child's classmates. PTA meetings are held the first Monday of the month in the Performing Arts Center. See the notices on the message boards outside the office for dates and time of PTA meetings. Your participation is needed and sincerely appreciated. If you would like to become involved in PTA, please call the school office or contact the PTA membership chairperson. Joining the PTA means you can, but do not have to, attend meetings. Supporting the PTA will benefit your child and all our children!

SCHOOL SITE COUNCIL (SSC)

This advisory council is composed of the principal, parents, teachers and school staff elected by their respective group. Its purpose is to review Federal and State-funded programs such as Title I and School Improvement. The council meets once per month at the school to monitor implementation of these programs as well as provide input regarding modifications or improvements. The SSC assists with the development of the Single Plan for Student Achievement.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

This advisory committee is composed of the principal, school staff and parents of children at Cabrillo School who have an interest in the English Learner Program. This committee advises the School Site Council, the principal and staff on the school's program for English Learners. The ELAC has the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC). This committee meets four times a year.

VOLUNTEERS

We need volunteers to enhance the quality of all our school programs. If you are interested in becoming a school volunteer or you have a friend or neighbor, perhaps a retiree who would be interested in assisting in the classroom, reading to the children, running off papers, translating or sharing a special vocation, please call Cabrillo School at (310) 725-5400 for information. All volunteers must submit proof of a TB (Mantoux – PPD) test.

BACK TO SCHOOL NIGHT/PTA OPEN ASSOCIATION MEETING

A Back-to-School Night will be held on Wednesday, September 16 starting with PTA Open Association Meeting and introduction of teachers at 6:30 p.m. Teachers will then open their classrooms at 7:00 p.m. to share what she/he

hopes to accomplish during the year. We ask that you do not bring your children to this meeting. Please remember that this is not a time to discuss your child's individual needs.

PARENT-TEACHER CONFERENCES

In December and in March, individual conferences between parents and teachers are held to discuss report cards and general progress of each child. If you would like a conference at any time during the year, please contact the teacher for an appointment. Report cards are distributed three times each year. If any money is owed to the school (library fines, lunch money debt, etc...) your child will not receive their report card until the balance is paid for.

OPEN HOUSE

All family members are invited to see the students' end-of-the-year projects and activities at this evening event. Cabrillo's Open House will be held on Wednesday, May 18.

SPECIAL SERVICES AND ACADEMIC PROGRAMS

English Learner Program: For students whose primary language is other than English, the school provides support in acquiring requisite language skills. A team of teachers and paraprofessionals are trained to work with these qualifying students in an extended day program.

Special Education: Designed to help children with special needs, our Learning Center is available for those qualifying students. Working in conjunction with regular education teachers, our Resource Specialist develops programs that help to meet the needs of the students.

Pre-School BOOST: This Special Education class is for 3 to 5 year old children who have special needs. Please contact the Wiseburn Child and Psychological Services Department for information about attendance. Their phone number is (310) 725-4759.

GATE: The Gifted and Academically Talented Program is available for those qualifying students in grades three - eight. Students identified are involved in a support program stressing higher-level thinking skills and curriculum expansion. Specially designed materials are used to enhance academic growth. Students at Cabrillo are screened for GATE eligibility at the end of second grade.

Language and Speech Therapy: In cooperation with the Los Angeles County Office, our District provides the services of a Speech and Language Specialist who works with those students in need of remedial therapy.

Split Reading: Our students in grades K-2 are involved in split reading. This plan divides a classroom into two sessions enabling the teacher to better meet the individual language arts needs of the students. Our teachers divide their classes carefully, so that each student may be most successful. We thank you for understanding that individual requests **cannot** be honored.

Student Success Team (SST): Whenever there is a serious concern about a child, an SST meeting may be called to brainstorm ideas about giving the child assistance. See your child's teacher or the Principal for information.

Remediation: Some students may experience academic struggles during the school year. These students may be recommended for participation in an additional academic program which may include an extended day or reading intervention. These programs are designed to help students achieve grade level proficiency of the California Common Core Standards.

ASSESSMENT AND ACCOUNTABILITY

(Common Core)

Academic Standards: The Wiseburn School District has adopted statewide Standards in the areas of Language Arts, Mathematics, Science and History/Social Science. All instruction in these core areas is based upon these standards.

Homework: Homework is an integral part of the overall educational plan of the Wiseburn School District. The types of assignments, their length and frequency, will depend on the age of the child and his particular needs and abilities. Homework includes activities which supplement classroom work and contribute to the continuing growth of the pupil. Parents must be responsible for providing the opportunity for their children to complete homework

assignments, and are encouraged to cooperate with the classroom teacher. **Cabrillo teachers have individual homework policies.**

Report Cards: Each trimester (approximately 12 week intervals) you will receive a developmental record of student growth in Kindergarten, Grades 1 & 2. Parent/teacher conferences will be made available in December and in March where parents will be able to personally communicate with the teacher about the child's progress. Students in the English Learner Program receive an additional report each trimester. A progress report will be sent home 6 weeks before the end of the trimester if you child is receiving failing grades in core subjects.

Promotion/Retention: The Wiseburn School District has established a standards-based promotion policy that requires students to be on grade level in core subjects (Reading & Math) before promotion to the next grade. It is our policy to inform parents as soon as it becomes apparent to the teacher that a child is at risk of being retained in the same grade during the following school year.

ADDITIONAL INFORMATION

LOST OR DAMAGED SCHOOL PROPERTY

If school property is lost or damaged by a student, the student and parents are responsible and will be asked for reimbursement. This includes lost library books as well as textbooks. (CA Education Code 48909)

TELEPHONE USE

School telephones are to be used for emergencies or for school business only. Please do not expect your child to use the school phone for other reasons. Children are not allowed to use the phone to call about playing at someone else's home, homework, missing books or hot lunch money.

CELL PHONES

Cell phone use is not permitted at school. Cell phones that are observed by staff members will be taken and returned only to a parent.

CABRILLO LIBRARY

The Library is available for use by all students. You can help by ensuring that your child returns his/her books on time and in good condition. If your child's library book is not turned in on time they may not check out another book until it is returned. If you move during the school year, please be sure to return any books checked out by your children. You may be asked for reimbursement for lost or damaged books.

Listed below are the two Public Libraries found in Hawthorne:

Wiseburn Library	5335 W. 135th St.	Phone: (310) 643-8880
Hawthorne Library	12700 Grevillea Ave.	Phone: (310) 679-8193

CLASS PARTIES/BIRTHDAY POLICY

Class parties are held twice during the year; one in December before Winter Break and one on the last day of school. Cakes, balloons and flowers for individual students' birthdays are not permitted.

In accordance with Wiseburn Unified School District Wellness Policies, students are not allowed to bring home-prepared or home-baked items to school for school functions and/or school sponsored events. Healthful pre-packaged store bought items are encouraged for these events.

As an elementary school, we are especially sensitive to children's feeling about celebrations and parties. We encourage celebrations of children's birthdays and will make sure your child feels celebrated and appreciated in the classroom. For out-of-school parties, when the entire class is not invited, please mail invitations to the invited children's homes rather than deliver them in school. We encourage you to be inclusive, as it strengthens our community.

PROTOCOL FOR BIRTHDAY TREATS

Individual store bought snacks that can be handed out quickly at snack recess or after lunch may be brought in for everyone in the class to be distributed at the teacher discretion to celebrate the birthday girl/boy. Suggested items would include: mini cupcakes, fruit rolls, granola bars. Non-food items such as pencils, erasers, stickers that are also identical would be especially appreciated.

Please contact the teacher prior to your child's birthday to confirm your plan, then you can bring the items to the front office the morning of your child's birthday.

PETS

Wiseburn Unified School District prohibits all animals on the campus. Parents must check with the teacher and principal ahead of time and secure permission if a pet is to be brought to school for a specific purpose.

TOYS

All toys should be left at home except for teacher-directed sharing experiences.

SCHOOL SUPPLIES

A list of supplies that each student should have for the 2015-16 school year was sent home. Optional Supplies which your child's teacher would appreciate: Playground balls, transparent or masking tape, post-it notes, copy paper, water-based markers and highlighters, facial tissues, hand sanitizer, anti-bacterial wipes. If you make your purchase at Office Depot or Staples, please use the Cabrillo I. D.

Office Depot #70008690

Staples #2718847326

FIELD TRIPS

Our PTA funds a field trip for every class as an extension of the classroom curriculum. A signed permission slip is required for field trips and will be sent home one to two weeks in advance. When preparing for a field trip, please notify the teacher or nurse if your child has a medical related issue the school should be aware of. Parent volunteers act as chaperones to guide small groups of students. If you're not an "official" chaperone, please don't be an "unofficial" one. When parents show up at field trip destination, it causes problems for the teacher and school. The best thing non-chaperone parents can do is be attentive listeners when their children return from the field trip.

UNIFORM COMPLAINT PROCEDURE

The Board of Trustees recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Please refer to the brochure in the first day packet for more information.

Any person wishing to file a complaint regarding a violation of federal or state law or regulation governing an educational program which is covered under this procedure may do so by contacting the Superintendent's Office at 13530 Aviation Bl., Hawthorne, CA 90250.

Any student or district employee who feels that he/she has been sexually harassed or who has knowledge of any instance of sexual harassment by another employee or a student, shall immediately contact his/her supervisor, principal, Superintendent or designee, or other district administrator, to obtain procedures for reporting a complaint.

TOBACCO-FREE SCHOOLS

The board prohibits the use of tobacco products at anytime in district owned or leased buildings, on district property, and in district vehicles. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and electronic nicotine delivery systems (ENDS) such as electronic cigarettes.

ENFORCEMENT PROCEDURES FOR VISITORS

A visitor who smokes or uses tobacco of any kind on district property shall be informed of the district's tobacco-free schools policy and asked to refrain from use. If the person fails to comply with this request, the following actions may ensue:

- The matter may be referred to the Superintendent or designee responsible for the area or the event.
- The Superintendent or designee may direct the person to leave school property.
- If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.
- If the person repeatedly violated the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.

STUDENT RECOGNITION

For the most part, our students are very well behaved. We honor pupils who follow the rules and demonstrate good citizenship.

A. Recognition for students who follow the rules

Awards Assemblies	Cabrillo Cub Cards
Recognition certificates	Special Jobs at School
Lunch with the Principal	Prizes
Lunch with the Teacher	

B. Celebrating Student Success

Some students are recognized at a monthly success assembly. Students may be honored in the areas of academic achievement, citizenship, responsibility, etc. Monthly recipients are chosen at the discretion of the teacher and are earned based on reaching established goals that are determined by the teacher. Student success awards are earned and not assumed. Honored students' families will be notified by letter or phone.

C. Cabrillo Cub Cards

Cabrillo Cub cards are given to students who demonstrate exceptional acts of courtesy, service to the school, excellent behavior and/or academic success. At monthly drawings, prizes are awarded to names drawn at random. Prizes are donated by PTA, staff and community members.

D. Perfect Attendance Awards

Students who achieve perfect attendance at the end of the year will be recognized with certificates. To achieve perfect attendance, a student must attend school each day, have no tardies, or have never left school early.

CABRILLO SCHOOLWIDE BEHAVIOR EXPECTATIONS

General Behavior Standards

- Follow directions of school personnel
- Respect the needs and feelings of others
- Use appropriate language
- Keep hands, feet, objects to yourself – no fighting, play fighting or rough play
- Treat school and personal property with respect – do not destroy school property
- Keep the school clean and litter-free

Before and After School Procedures

- Children should arrive no more than 10 minutes before school begins and be picked up no later than 10 minutes after school ends. There is no supervision past 10 minutes after school dismissal.
- Students and parents should not enter school grounds before the teacher or aide arrives on duty.
- Do not walk through the parking lot.
- Do not play on equipment, climb fences or play on the grass, or run around campus before or after school.
- Go directly home after school.

Playground Procedures

- Follow all directions of yard duty supervisors
- Follow game rules and use equipment properly
- Run only on the grass or racing tracks
- No games involving physical contact
- Use rest rooms and water fountain before the freeze bell
- When freeze bell rings, stop playing – carry equipment back to class
- No toys or equipment from home on playground
- Be responsible for equipment brought out to recess

Nutrition/Snack Procedures

- Bring only nutritious foods – no candy, gum, seeds
- Eat in designated areas only, then go out to playground
- Eat during snack recess only, not in class
- Clean up after yourself

Lunchtime Procedures

- Follow all directions of noon supervisors
- Walk to lunch area and sit in designated area
- Speak in a quiet tone of voice
- Do not throw food; do not share your lunch
- Clean up after eating and recycle when appropriate

Restroom Procedures

- Students are permitted to use the restrooms during recess and lunch.
- Class time use is restricted to emergency use.
- Use toilet facilities properly. Keep restrooms clean.
- No playing or waiting around in restroom areas.
- Use a quiet voice in the restrooms.

NOTE: Parents will be notified and held responsible for any restroom damage. The child may be required to clean up the restroom and a white slip will be given with appropriate consequences.

Restricted items

- Bicycles, skateboards, scooters, roller blades, roller skates, Heelies (tennis shoes with wheels)
- Radios, CD players, cell phones, toys, video games and other electronic devices unless brought for sharing with teacher's permission
- Permanent marking pens, rubber cement, correction fluid, aerosol cans

The goal at Cabrillo is to provide experiences for children that teach them compassion, commitment and concern for others. It is understood that children learn what they experience, and therefore all adults' model appropriate behavior for children. The focus of our discipline plan is to help students learn to make appropriate choices and to accept responsibility for inappropriate choices. Each teacher has developed/implemented his or her own classroom discipline plan which is in effect in the classroom.

Redirecting Behavior

It is our strong belief that while punishment may work in the short-term to stop unwanted behavior immediately, long-range results may include resentment, revenge, rebellion, and/or retreat. Therefore, we use strategies that are not humiliating to children. Our approach is based upon mutuality and incorporates clear and firm expectations with respect for children so that a foundation for teaching life skills, good decision-making and self-regulation is emphasized.

The main objective in assigning consequences for misbehavior is to assist children in making good choices, whether in the classroom, at lunch time, or during recess. When a child is **unsafe, interrupts learning, or clearly is not respecting others**, the following course of action occurs:

- Children are reminded of the expected behavior and previously agreed upon school standards.
- Should the behavior continue, the teacher will conference with the child to determine good decision making and the teacher may send home a disciplinary warning notice.
- When inappropriate behavior does not change a white slip will be issued after repeated or severe violations. These notices will be sent home with the child. Parents will be required to sign the white slip and return it to school the next day.
- Finally, a conference will be called with the parent in order to assist the child in meeting the school's expectations for behavior.

GENERAL PLAYGROUND RULES

- Students wait in line until a playground supervisor arrives.
- We walk to and from recess. We run on the playground only when we are playing a game.
- We follow directions given to us by the adults on the playground.
- We play safely, using playground equipment and blacktop markings as intended. Tag and dodge ball may only be played during teacher-supervised P.E. lessons.
- We play fairly and are good sports. We play at recess to exercise and have fun. There is no tackling, pushing, hitting or play-fighting.
- We use friendly words to solve problems and help our friends. Use your **Power Steps**.
- Freeze and sit down when the bell rings. If the grass is wet, please stand and freeze. Come off the equipment and sit down. Wait for the whistle to clean up and walk back to class.
- We do not play in the red fire lane or talk to people through the fence.
- No toys or equipment from home on the playground (*unless with teacher permission*).

BULLYING PREVENTION - OVERVIEW OF BULLYING

Surprisingly many children in schools are involved in bullying. In a large-scale national survey (Nasel et al., 2001), 30% of children reported being involved in bullying: 13% as bullies, 11% as victims, and 6% as both. Nearly 10% said they were involved in bullying once a week or more; 70% experienced bullying at some point in their schooling. As many as 7% of eighth graders reported staying home at least once a month due to fear of being bullied, and 14% of students said that exposure to bullying has had a negative impact on their lives.

Defining Bullying

Bullying occurs when a person is exposed repeatedly and over time to negative actions on the part of one or more persons. In the most accepted definition, bullying has four elements: (a) there is an imbalance of power (physical, intellectual, or emotional), (b) the action is repeated over time, (c) the action is intentional—that is, the bully is trying to hurt or intimidate the targeted victim, and (d) there is an unequal display of emotion—that is, the bully experiences a positive emotion while the victim experiences emotional distress (Olweus, 1993).

*For the purposes of our elementary schools, the definition is shortened to be: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself (imbalance of power).

Why Do Students Bully?

Students engage in bullying for a number of reasons. These include (a) gaining power over others, (b) experiencing excitement, (c) getting attention and popularity, (d) acting out problems coming from the home, (e) obtaining material possessions, (f) joining with the "in" crowd, or (g) copying someone who is perceived as cool. Engaging in bullying demonstrates contempt for others. Because bullying is emotionally rewarding and most often occurs away from the eyes and ears of adults, it is hard to stop.

An interview with Barbara Coloroso, author of *The Bully, the Bullied, and the Bystander*

One of the positive outgrowths of recent school violence is a greater recognition of the problem of bullying in schools. As a result, many schools have begun to draft anti-bullying policies. The question on many educators' minds is exactly what steps to take to begin to address the problem.

Educational consultant and best-selling author Barbara Coloroso spends most of her time on the road addressing parents' and educators' concerns about discipline and the school environment. Her newest book, *The Bully, the Bullied, and the Bystander*, was published by HarperCollins in 2003.

When asked for advice on how to deal with bullying, Coloroso often quotes an anonymous Holocaust survivor who said, "Pay attention, get involved, and never, ever look away." The lessons we must take from school tragedies over the past several years are the same. Pay attention—bullying occurs in all schools. Get involved—with the bully, the bullied, and the bystander; each has a role. And never look away—grown-ups tend to dismiss bullying, which according to Coloroso is a grave mistake.

To build a positive school climate, Coloroso recommends schools take the following seven steps.

1) Intervene with Discipline

Communicate clear discipline policies. Every student should know that unkind acts will result in immediate discipline. Create policies that give children who bully ownership of the problem and ways to solve it via restitution, resolution, and reconciliation. When dealing with children who bully, it is important to leave their dignity intact.

2) Create Opportunities for Students to "Do Good"

Promote activities that encourage students to extend themselves to others. Get children who bully involved in serving as crossing guards or reading to a group of younger students. To foster "do good" habits, leave sponges at the ends of lunch tables to encourage children to clean up their area for the next person.

3) Nurture Empathy

Help children see the perspectives of others. Study historical events where people have stood up for values and against injustices. Read "Jack and the Beanstalk" and ask students to take an unconventional point of view—the Giant's. Lead them in some role-playing with questions like "How would you feel if somebody kept taking your belongings?"

4) Teach Friendship Skills

There are three antidotes to bullying: a strong sense of self, being a good friend, and having friends. Many who bully or are bullied lack friendship skills. Educators, parents, and other leaders can help break the bullying cycle by both teaching and modeling skills about how to be a friend and make friends.

5) Monitor Children's Exposure to Media

Schools can help raise parents' awareness of the importance of monitoring their children's exposure to violence through television, music, video games, and so on. Schools can also teach children to be media-wise and to discern between fact and fiction.

6) Teach Ways to "Will Good"

In the book *Integrity*, Stephen Carter defines "willing good" as "speaking and doing what is right even when the burden is heavy." Sticking up for a peer means taking a risk, and children must be inspired to do so. Reading stories such as *Number the Stars* by Lois Lowry can help children understand what it means to "will good."

7) Teach Empathy and Perspective Taking

Since those who bully tend to have poor perspective-taking skills, developing their sense of empathy is critical to turning bullying around. "Empathy is the core virtue. [In some children] it may be covered by a lot of garbage, but it's there" Coloroso says.

Empathy and perspective taking help children do what Coloroso refers to as "meeting another human being as a human," a skill that prevention programs can help foster. Taking the time to research programs and their various components is important. There is no such thing as a one-size-fits-all quick fix.

Coloroso favors programs that, like Committee for Children's *Steps to Respect: A Bullying Prevention Program*, work on four levels: the individual, relationships, schoolwide implementation, and integration into the curriculum.

See School as a Safe Harbor

Teachers often shrink back from the idea of adding one more curriculum to their list of initiatives, but according to Coloroso, the *Steps to Respect* program helps support some of the critical needs that schools already face: "We have to relate to one another--let's do it consciously. We have to read books--let's get kids reading conscience-raising books [that deal with] getting along with others and problem solving."

Today more than ever, educators, parents, and community members alike recognize the necessity of making school a safe harbor. Coloroso maintains that by teaching children the skills they need to navigate social interactions successfully, educators can help bring children up to "do good" and to make positive contributions to the school culture. "[It's] good if they get this from elsewhere," Coloroso says, "but it must happen in school."

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Anti-Bullying Statement

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

CIVIL RIGHTS

"In accordance with federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202) 720-5964 (voice and TDD). Wiseburn School District is an equal opportunity provider and employer."

STUDENT RIGHTS

Students shall be given the opportunity to review and discuss this discipline plan. When infractions occur, students shall have the right to explain circumstances of the infraction and present their version.

PARENT RESPONSIBILITIES

The support and cooperation of parents is an essential element of a successful school plan. Students should be helped to become responsible citizens and accountable for their own behavior. Students should not interfere with another's learning or safety. Students should be made aware that we live and work in groups and groups need rules.

1. It is the parents' responsibility to make arrangements for home supervision when school rules are broken and it becomes necessary to suspend or expel students.
2. Please discuss this Discipline Plan with your child.

PLEASE SIGN THE DISCIPLINE PLAN FORM IN THE BACK OF THIS PACKET AND SEND IT TO SCHOOL BEFORE THE END OF THE FIRST WEEK.

DISCIPLINE WARNING NOTICE - HOME REFERRAL

If your child breaks a school rule, this form will be sent home to notify you that a potential problem exists. A parent's signature is required, then it is to be returned to the classroom teacher.

THIS IS A SAMPLE COPY

WISEBURN UNIFIED SCHOOL DISTRICT
JUAN CABRILLO SCHOOL
5309 W. 135th ST.
HAWTHORNE, CA 90250
(310) 725-5400

DISCIPLINARY WARNING NOTICE

Date: _____ Student: _____ Room: _____

Dear Parent: This is to inform you of conduct problems your child is having at school.

A. Classroom Conduct:

- _____ 1) Student interrupts and talks out of turn.
- _____ 2) Student does not follow directions.
- _____ 3) Student's choices cause his/her work to be consistently incomplete
- _____ 4) Student is uncooperative & disrespectful to others.
- _____ 5) Student uses inappropriate language in the classroom.
- _____ 6) Other/Comment: _____

B. Restroom and Hallway Conduct:

- _____ 1) Student misbehaves and makes loud noises in restroom.
- _____ 2) Student frequently creates deliberate messes in the restroom.
- _____ 3) Student defaced restroom or hallway walls and/or furniture.
- _____ 4) Student frequently litters in hallway and/or restroom.
- _____ 5) Other/Comment: _____

C. School Grounds:

- _____ 1) Student frequently breaks school playground rules.
- _____ 2) Student is frequently argumentative and has disagreements with other students..
- _____ 3) Student made discriminatory remark(s) against others.
- _____ 4) Student frequently defaces or loses P. E. equipment.
- _____ 5) Student caused physical harm to others (fighting, rough play).
- _____ 6) Student is frequently disrespectful and defiant to duty personnel.
- _____ 7) Other/Comment: _____

Consequence your child received at school as a result of his/her behavior. _____

Please take serious notice of this information and follow through at home with appropriate consequences. Thank you for your support. It is only through the home and school working closely together that your child will have the opportunity to benefit the most from the education that is provided.

White: Student/Parent
Yellow: Teacher
Pink: Principal

Parent Signature

Student Signature

Teacher Signature

DISCIPLINARY NOTICE (WHITE SLIPS)

Students who are unable to follow school rules will be given a Cabrillo White Slip. This is given as a result of inappropriate or dangerous behavior.

A parent’s signature is required on the White Slip, then it is to be returned to the classroom teacher.

THIS IS A SAMPLE COPY

JUAN CABRILLO ELEMENTARY SCHOOL
5309 W. 135th St.
Hawthorne, CA 90250
(310) 72-5400

DISCIPLINARY NOTICE (WHITE SLIP)

Student Name _____ Room _____ Date _____

Referred by _____ Time _____

VIOLATIONS

- | | | |
|--|--|---|
| <input type="checkbox"/> Aggressive behavior | <input type="checkbox"/> Bullying/intimidating behavior | <input type="checkbox"/> Disrespectful or defiant |
| <input type="checkbox"/> Hitting or kicking | <input type="checkbox"/> Harassing others/teasing/threats | <input type="checkbox"/> Profanity/inappropriate language/vulgarity |
| <input type="checkbox"/> Pushing or shoving | <input type="checkbox"/> Spitting | <input type="checkbox"/> Destroying school property |
| <input type="checkbox"/> Dangerous or unsafe games | <input type="checkbox"/> Not following directions | <input type="checkbox"/> Discriminatory remarks |
| <input type="checkbox"/> Shouting or horseplay | <input type="checkbox"/> Running in restricted or unsafe areas | <input type="checkbox"/> Throwing food |
| <input type="checkbox"/> Fighting or Play fighting | <input type="checkbox"/> Littering | <input type="checkbox"/> Chewing gum or eating candy |
| <input type="checkbox"/> Other _____ | | |

Comments: _____

VIOLATION LOCATION

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Courtyard |
| <input type="checkbox"/> Playground | <input type="checkbox"/> Front of school |
| <input type="checkbox"/> Lunch area | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Office |
| <input type="checkbox"/> Other: _____ | |

STUDENT’S ATTITUDE

- | |
|--|
| <input type="checkbox"/> Accepted responsibility for actions |
| <input type="checkbox"/> Uncooperative/Argumentative |
| <input type="checkbox"/> Defiant |
| <input type="checkbox"/> Verbally abusive |

Comments: _____

-
- Action Taken:

- | | | |
|---|--|--|
| <input type="checkbox"/> Teacher, principal, and parents notified | <input type="checkbox"/> Lunch time detention | <input type="checkbox"/> Parent conference |
| <input type="checkbox"/> Student counseled by teacher/principal | <input type="checkbox"/> Recess detention | <input type="checkbox"/> Behavior contract |
| <input type="checkbox"/> Letter of apology/standards | <input type="checkbox"/> Campus or lunch area clean up | <input type="checkbox"/> Suspension (in school/home) |
| <input type="checkbox"/> Other _____ | | |

Comments: _____

Student Signature _____

Supervisor/Teacher/Administrator _____

Parent Signature _____

White - Teacher (to be signed by parent & returned); Green - Parent/Student; Blue - Principal

CONSEQUENCES FOR RULE VIOLATIONS

CONSEQUENCES OF REPEATED WHITE SLIPS IN ONE SCHOOL YEAR

3rd white slip - Lunch time or after school detention

4th white slip - Two consecutive days of detention or in-school suspension

5th white slip - Out-of-school suspension

SEVERE DISCIPLINARY PROBLEMS

SUSPENSION FROM CLASS

A child may be suspended from his/her classroom by the teacher for inappropriate behavior. The child will be sent to the school office to talk with the Principal. The teacher or Principal will notify and confer with the parents as to why the child was suspended from class. The teacher will also discuss ways in which the home and school can work together to prevent further classroom suspensions.

GROUNDS FOR SUSPENSION AND EXPULSION CA Educational Code 48900

According to law, students may be suspended from school for up to five consecutive school days for the following reasons. In some circumstances, the Principal may recommend expulsion.

- Caused, attempted to cause, or threatened to cause physical injury to another person **or willfully used force or violence upon the person of another, except in self-defense.**
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal or the Principal's designee.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, **"imitation firearm"** means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.

- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- A pupil *shall* not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - a. While on school grounds
 - b. While going to or coming from school
 - c. During the lunch period whether on or off the campus
 - d. During, or while going to or coming from, a school sponsored activity
- A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may be subject to suspension, but to expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious injury shall be subject to discipline pursuant to subdivision (a).
- As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- It is the intent of the Legislature to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

ADDITIONAL GROUNDS FOR SUSPENSION OR EXPULSION CA Ed. Code 48900.2

- **Sexual Harassment**
- **Hate Violence**
- **Harassment, Threats or Intimidation**
- **Terroristic Threats**
- **Engaged in The Act of Bullying**

Pupil may be suspended or expelled for any of the acts listed on the previous page

- a. While on school grounds
- b. While going to or coming from school
- c. During lunch, whether on or off campus
- d. During or going to or coming from a school-sponsored activity

Suspension may also be used

- When other means of correction fail to bring about proper conduct.
- Upon a first offense if the principal determines that the pupil’s presence causes a danger to persons or is a threat to disrupting the instructional process.

**WISEBURN UNIFIED SCHOOL DISTRICT
CABRILLO SCHOOL
DISCIPLINE PLAN FORM**

TO: Cabrillo School

I have read and reviewed the School Handbook and Discipline Plan with my child. I have emphasized the importance of following school rules for the safety of my child and the other children in the school and I support this Plan.

Print Parent Name _____ Date _____

Parent Signature _____

Student's Name _____ Grade _____ Room _____
(Print)

Student's Signature _____

PLEASE RETURN THIS FORM TO SCHOOL BY THE END OF THE FIRST WEEK OF SCHOOL.