



CARMEL CREEK

Carmel Creek
Family Handbook

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[Principal's Message](#)

Carmel Creek Elementary School is committed to helping students reach their greatest potential. Working as partners, our dedicated staff, caring parents, and generous community build a bright future for all students.

We continually strive to create a positive and engaging educational experience. This handbook contains information that will acquaint you with procedures, routines, and schedules. Please visit the Carmel Creek Elementary School website to access calendars and other important information. In addition, reading the weekly Sunday Short sent via ParentSquare will be sure to keep you in the loop about any upcoming school information.

Additionally, please feel free to call or come into the office if you have any questions.

Thank you for being an integral part of the Cougar community. We look forward to working with you.

[John Galipault](#)

Principal

SBSD Vision and Mission Statements



VISION AND MISSION

Vivid Vision

Inspiring wonder and discovery in learning and life

Memorable Mission

Where learners find their voice, share their gifts, and advance the world



BACK TO SCHOOL NIGHT

Parents/guardians are encouraged to attend this special event at the beginning of the year. The purpose of the meeting is to give teachers an opportunity to share with parents the curriculum, class expectancies and learning opportunities being made available for each child. This night is for parent/teacher communication, so parents will need to make child care arrangements. Discussion is intended to be general. Conferences for individual concerns are scheduled for a later time.

Open House is an opportunity for students to share with their parents some of the learning/projects and other classroom activities they have worked on throughout the year.

Specific dates and times for these nights will be posted on the school calendar and the principal "Sunday Short" weekly communication sent each Sunday.

FRONT OFFICE

COMMUNICATION

If your child is going to be absent, please call into the school to report absences.

Student Messages: Parents are requested to call students only in emergencies. Items and messages brought to school for students during school hours are to be brought to the office.

Messages and materials will be left for the teacher to be picked up at recess or at the end of the school day.

CHANGE OF STUDENT'S ROUTINE

If a child is going to be doing something different from his/her normal routine after school, the teacher or office should have a note from the parent. If the parent has not notified the school or teacher, the child will be expected to follow his/her normal after school routine. Students may not use the phone to make arrangements for social activities.

KINDERGARTEN REGISTRATION

Each year, beginning in February, registration begins for all new kindergarten students entering the following school year. Only those children who will be five by September 1st may be enrolled. Registration is completed online through our website. You will upload all the supporting documents necessary for registration to the drop box provided while registering online. You can find the registration link for the appropriate year on the Carmel Creek website.

SCHOOL HOURS

The school campus is open to students from 8:10 am to 3:00 pm. The first bell rings at 8:24 and the tardy bell 8:25. School ends at 2:45 (1:45 Wednesdays). Please be on time to pick up students. Students not picked up by 2:55 pm are brought to the office to call home. Parents will need to come into the office to pick up students.

The school office is open from 7:30 am to 4:00 pm on all days when students are in attendance.

LOST AND FOUND

We make every effort to return lost items if names are on them. The lost and found articles are cleaned out once every three months with all items given to a charitable organization. Please ensure that your child's name is on coats, water bottles, lunch boxes, sweatshirts, and other personal items that may be misplaced.

¹STUDENT BEHAVIOR EXPECTATIONS

At Carmel Creek School, it is our priority to maintain a positive environment for all students, staff members, and families. All members of the school community are expected to demonstrate kindness, courtesy, and respect to themselves and others, to be responsible for their actions, words, and belongings, and to ensure safety at all times. These expectations are built on the following principles:

¹ Solana Beach School District, Carmel Creek Elementary

Last updated February 2022



I am a problem solver.
I always care.
I work hard.
I show bravery.
We are PAWS-itive
Carmel Creek Cougars,
at school,
at home,
and in our community.



P	Problem Solver
A	Always Care
W	Work Hard
S	Show Bravery



**Carmel Creek's PAWS-itive
Behavior Expectations**

PAWS PBIS Matrix

CARMEL CREEK ELEMENTARY SCHOOL

*"I am a problem solver. I always care. I work hard. I show bravery.
We are PAWS-itive Carmel Creek Cougars at school, at home and
in our community!"*

COUGAR	CLASSROOM, DISCOVERY LABS & ENRICHMENT	LUNCH TABLES	RESTROOM	PLAYGROUND	ALL SCHOOL SPACES <small>(hallway, stairs, front office, assemblies)</small>
P Problem Solver	<ul style="list-style-type: none"> Be prepared Be honest Respect others' things Ask for help if needed Admit and own mistakes Be in control of words and actions 	<ul style="list-style-type: none"> Get all things needed the first time Use respectful table manners Use please and thank you Stay seated while eating Focus on eating your food 	<ul style="list-style-type: none"> Wash hands with soap and water Use assigned restroom 	<ul style="list-style-type: none"> Learn new games and activities Agree on rules before a game Resolve your conflicts peacefully 	<ul style="list-style-type: none"> Be a good example Walking feet Be ready for your destination Keep your belongings in your book bag and tidy SQF Line: Straight, quiet, facing forward Be aware of surroundings
A Always Care	<ul style="list-style-type: none"> Respect differences Follow directions Have empathy and concern for others Use kind words and actions Treat others the way they want to be treated 	<ul style="list-style-type: none"> Use talking voice Clean up after yourself Appreciate each others' food choices Calm bodies Eat your food respectfully Discard trash away with care 	<ul style="list-style-type: none"> Allow for privacy of each person Use talking voice Clean up after yourself 	<ul style="list-style-type: none"> Invite others to join Use kind, positive and appropriate language. Use buddy bench when needed Check buddy bench to include everyone 	<ul style="list-style-type: none"> Be respectful of others' work Keep hallways clean Use kind language Respect school property
W Work Hard	<ul style="list-style-type: none"> Be a good listener Always give your best effort Persevere with difficult tasks and actions Work through difficult emotions Stay on task 	<ul style="list-style-type: none"> Eat first, talk later Stay seated while eating Place all trash in the trash can Listen and follow adults directions 	<ul style="list-style-type: none"> Return to class promptly 	<ul style="list-style-type: none"> Learn new games and activities Clean up playground equipment at first signal Quiet your body and line up promptly 	<ul style="list-style-type: none"> Walk quietly and carefully Take care of yourself
S Show Bravery	<ul style="list-style-type: none"> Maintain personal space Use materials appropriately Do the right thing Try new things Persevere with difficult tasks and actions Ask for what you need Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> Walk in line Stay seated until dismissed Ask for what you need 	<ul style="list-style-type: none"> Maintain personal space Use water and supplies wisely Make sure water is off when done Keep restrooms tidy 	<ul style="list-style-type: none"> Stay in appropriate areas only Use equipment appropriately Report problems and injuries to the nearest adult Safe body (hands, feet, etc.) Ask for what you need 	<ul style="list-style-type: none"> Walk in line with your class Respect personal space

Take a PAWS

When students choose to not follow Carmel Creek's behavioral expectations, conversations and/or logical consequences will result. We strive to help students to change unexpected behaviors and help them understand how to handle situations differently in the future. Positive behavioral interventions may be implemented and could include; taking a break, writing a reflection and/or letter of apology, campus community service, speaking with the school staff, loss of privileges, or a chat with the principal, including a call to the parent/guardian. These consequences will promote smooth student interactions, and enhance the harmonious environment that makes Carmel Creek such a special place in the Solana Beach community.

All staff members have a responsibility for assisting in explaining and implementing school expectations. Students may be redirected by any staff member on campus.

Restorative Practices questions may be used to support students with positive interactions.

- What happened?
- What were you thinking about at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

As a general rule, more serious consequences are used only when other positive behavioral interventions have failed to bring about a change in behavior. More serious incidents or persistent problems may result in parents being invited to a conference at school, creation of a behavior plan for the student, or in very serious cases, in-school or off-campus suspension.

SCHOOL-WIDE Positive Behavior Support and corrective consequences

"To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program." AR 5144

1. Effective Schoolwide Environment Plan ([ESEP](#))
2. Take a [PAWS sheet](#) - Conflict resolution session with all parties involved and adult (teacher, supervision staff, or administrator).
3. Alternative activity at recess/lunch option (i.e. soccer, wall ball, scooters, etc.)
4. Meeting individually with administrator (PAWs sheet) - corrective consequences
 - a. Letter of apology
 - b. Reflective writing
 - c. Reparations
 - d. Temporary or permanent loss of privileges

- e. Involvement in school improvement activity
- 5. Phone call/conference with parents
- 6. Suspension (in-school or off campus) as outlined in B.P. 5144.1

**Per Student Wellness 5030 AR no student shall be subjected to retribution that uses physical activity as a disciplinary measure or withholding recess, physical education, or physical activity breaks.*

ANTI-BULLYING POLICY

The Solana Beach School District Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. Bullying behavior happens when someone keeps hurting, harassing, intimidating, threatening, or causing substantial emotional distress to a person. Cyberbullying is the use of electronic communication media (cell phones, text messages, instant messaging, social networks, etc.) to bully another student in the ways described above. Bullying and cyberbullying interfere with a student's educational opportunities and can substantially disrupt the orderly operations of the school.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs (i.e., insulting or making fun of someone).
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other kids not to play with someone.
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student.

Students at Carmel Creek will do the following things to prevent bullying:

- Treat everyone with respect and kindness.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying behavior to an adult.

Teachers and staff at Carmel Creek will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying behavior and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response Process (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Assign immediate consequences for retaliation against students who report bullying.

Consequences for Violation of the Anti-Bullying Policy:

Bully behavior, including cyberbullying, will not be tolerated. If cyberbullying occurs outside of school hours, but the repercussions are brought to school and disrupt the school and/or interfere with a student's emotional/social well being, consequences will be given. Depending on the severity and nature of the incident, Carmel Creek will take one or more of the following steps when bullying occurs:

- Intervention, Warning, and Redirection: A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student who is doing the bullying, that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success should they find themselves in a similar situation in the future.
- Notification of Parents: School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school guidance counselor.
- Resolution with the Target of the Bullying: The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Referral to School Support Staff: The student who is bullying may meet with the school guidance counselor to help prevent future violations.
- Consequences: The student who is bullying may have to serve one or more days of after-school detention, or lose school privileges (e.g., serving on student council, school newspaper, yearbook, etc).
- Suspension: In cases of severe or repeated bullying, the student will be suspended

SUSPENSION

California Education Code §48900.

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
- Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol, or intoxicants.

- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco or product containing tobacco or nicotine.
- Committed obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities, willfully defied valid school personnel in the performance of their duties.
- Knowingly received stolen school property or private property.
- Engaged in an act of bullying, including, but not limited to, bullying committed by a means of an electronic act, directed specifically toward a pupil or school personnel.
- Committed sexual harassment (Ed. Code §48900.2)
- Participated in an act of hate violence (Ed. Code §48900.3)
- Harassed, threatened, or intimidated another student. (Ed. Code §48900.4)

Further Information:

Education Code Section 48900 - 48927

Further Information:

Education Code Section 48900 - 48927

DRESS CODE

The Governing Board of the Solana Beach School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for school activities in which they participate.

Per BP 5132 Dress & Grooming, students' clothing must not present a health or safety hazard or cause a substantial disruption to the educational program.

Per AR 5132, the following guidelines shall apply to all regular school activities:

1. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which promotes the use of drugs, alcohol or tobacco or other illegal activity.
2. Appropriate shoes must be worn at all times. *Sport or tennis shoes are most appropriate for running and playing during recess and PE. All shoes must have closed toes and back strap.*
3. Clothes shall be sufficient to conceal undergarments. See-through clothing and bare abdomens are prohibited.

Students may wear hats, caps, and other coverings at school. Students should be reminded that wearing these items is a privilege which may be lost if they become a distraction or a problem. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observances.

Thank you for your support and cooperation with our district dress code policy. The positive message that school is a place to work and learn is reinforced when our students come to school dressed appropriately.

EDUCATIONAL ACTIVITIES AND PROGRAMS

It is one of our goals at Carmel Creek to provide students with a variety of experiences that enhance student learning. Following are some of the activities students may participate in:

Assemblies: During the year, assemblies are scheduled which expose students to various cultural and educational experiences beyond those available in the classroom. In addition, local organizations provide community and environmental awareness programs.

Technology Use: Students and parents must sign an Responsible Use Policy Agreement before a student may use District-issued technology. Students attend the tech lab on a weekly basis and also use iPads in the classroom.

Study Trips: Classes take study trips to various educational and motivational places that supplement the classroom curriculum. At times there are entrance fees charged along with bus transportation costs. Parents/guardians may be asked to make a donation to help pay these costs. No student will be denied the opportunity to participate because of nonpayment of fees, if any, or lack of sufficient funds.

Library/Media Center: We are fortunate to have a library with an excellent collection of books that meet a wide range of interests and investigations. Students in each classroom visit the library once a week and are allowed to check out books, provided they return previously checked out material. The Media Center teacher, a credentialed teacher, will expose students to different types of genres.

Music Program: Music is offered to students on a weekly basis. The music teacher is a credentialed teacher who works closely with teachers to integrate daily curriculum and music.

ASSESSMENTS

Student assessment is a vital part of the educational process. Teachers and specialists use a variety of methods to regularly assess student progress on an ongoing basis. In addition, the following testing procedures are used district-wide.

The California Assessment System includes the following components administered in Solana Beach School District:

- [California Assessment of Student Performance and Progress \(CAASPP\)](#), including:

- Smarter Balanced Assessment (SBA) in English Language Arts (ELA) and Mathematics - all students in Grades 3-6
- California Science Test (CAST) - students in Grade 5
- California Alternate Assessment (CAA) - students in Grades 3-6 whose active Individualized Education Plan (IEP) designates the use of an alternate assessment
- California Alternate Assessment for Science (CAA Science) - students in Grade 5 whose active Individualized Education Plan (IEP) designates the use of an alternate assessment
- [English Language Proficiency Assessment for California \(ELPAC\)](#) - English learners, Grades K-6
- [Physical Fitness Testing](#) - only students in Grade 5

If your child has completed California State Standardized Assessments, you can find more information about accessing Electronic Student Score Reports here:
<https://www.sbsd.k12.ca.us/scores>.

Opt-Out Information - Education Code 60615: In accordance with California Education Code 60615, a parent request to opt-out of Smarter Balanced Testing, submitted to the school in writing prior to the start of testing, shall be granted.

i-READY Diagnostic Assessments and Personalized Instruction

To support continuous learning and instructional decision making, the Solana Beach School District will utilize the *i-Ready Mathematics and English Language Arts (ELA) diagnostic assessments* as *one of many measures* to monitor student progress and support instructional decision-making. This year we will not be administering the MAP (Measure of Academic Progress) test. i-Ready Assessments will be administered to all students districtwide 2-3 times a year, and additional classroom and district assessments will be ongoing as needed to monitor and support student progress. The California Department of Education (CDE) has identified i-Ready as an approved diagnostic assessment tool. The computer-based assessments include diagnostic and standards mastery assessments, dyslexia screening, and oral reading fluency assessments that can be used coherently to monitor and support student progress. The i-Ready Diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs. Each item that a student sees is individualized based on their answer to the previous question.

i-Ready Personalized Instruction provides students with lessons based on their individual skill level and needs so your student can learn at a pace that is just right for them. Please note this is only one of many resources to support targeted skill development for your child. This does not replace the instruction of the classroom teacher.

PROGRESS REPORTING

Report cards are issued once each trimester to inform parents of their child's performance. Progress reports represent only one facet of the communication process and may be used as a starting point for discussion during conferences. Near the end of the first two trimesters, your child's teacher will send home a notice to make arrangements for a conference (Fall and Spring). Each trimester, progress reports are distributed via ParentSquare.

HOMEWORK POLICY

The purpose of assigning homework at Carmel Creek is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

Definition: Homework may be an independent activity, or may require parental help, to be accomplished outside of the school day and without benefit of teacher assistance, to reinforce previously learned ideas.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

Homework will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

- Practice - This includes activities to reinforce skills such as studying spelling words and practicing math facts.
- Preparation - These are assignments designed to provide background information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/Creative - Activities such as book reports, science projects, and research for social studies reports are examples of such homework.
- Amount of Homework: The amount of homework assigned shall be related to the maturity and ability level of the students in a given class.

The following chart suggests these guides as homework schedules for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

- Kinder - 2nd grade - 10 - 30 minutes, up to 4 days per week.
3rd grade - 30 - 60 minutes, up to 4 days per week.

Be advised that students may spend more than one hour daily completing school work, as time at home may be spent doing assigned homework and completing unfinished classroom assignments.

Student's Responsibility: It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day.

Parent/Guardian's Responsibility: It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. If at any time a parent has a concern about the school's homework policy, they are to contact their child's teacher.

Teacher's Responsibility: Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to assure that the students can accomplish the work with reasonable success. The teacher will also monitor, assess, and acknowledge homework results for parents and students.

Specific classroom homework practice will be established by each teacher as well as this school policy and may differ from room to room depending upon the needs and abilities of the students. Teachers will share their homework policy with parents at Back-to-School Night.

PHYSICAL EDUCATION

California Education Code 51210(g) requires that students in grades 1 through 6 receive not less than 200 minutes of physical education every 10 school days, excluding lunch and recess.

WEEKLY COMMUNICATION

The Principal/Assistant Principal will send out weekly communication, plus information and reminders through ParentSquare. This weekly communication is called THE SUNDAY SHORT.

Thank you for helping us to use technology to enhance communication.

EMERGENCY INFORMATION

EMERGENCY CONTACT INFORMATION

Parent(s)/guardian(s) are required to update the Aeries parent portal each year before the first day of school. It is critical this information be kept current for each child's safety and health should an unforeseen medical or other emergency require your notification.

HEALTH/MEDICATIONS

If your child becomes ill or injured during the school day, parents will first be notified. If we are unable to reach the parent, we will call the people listed on the emergency contact list in the Aeries parent portal.

School personnel may not administer medication without a prescription from the doctor. This prescription must be issued to the student. The medication must be in the proper bottle displaying

the prescription information. This includes aspirin, decongestants, cough drops, or any over-the-counter medication. Please call the Health Clerk for more information.

SAFETY DRILLS/PRACTICE

Students participate in various mock emergency drills such as fire, earthquake, shelter in place and classroom evacuations. These are conducted periodically throughout the year to ensure students and staff are familiar with emergency procedures and can respond safely in an emergency situation.

Fire drills are held regularly to ensure an orderly exit from the buildings. Earthquake drills provide students with knowledge of safe behavior and procedures. Research shows that regular practice helps maintain a calm school environment during an actual emergency.

A short definition of "Shelter in Place" is:

Sheltering students and school staff in place may become necessary in the event of a fast moving wildfire or other local disaster that causes public safety officials to evacuate Carmel Creek neighborhood and/or close roads in the area. The school is well equipped to support the temporary sheltering needs of students and faculty.

EMERGENCY PROCEDURES

A top priority for Carmel Creek Elementary School and its parent community is to review and update its Emergency Preparedness Plan (EPP). Through the efforts of a site Safety Committee a plan has been reviewed, revised, and approved by the SSC (*January 2022*).

Emergency procedures are in place to ensure the safety of the students during various emergency situations: earthquake, evacuation, bomb threats or intruder on campus.

During an emergency, children will be dismissed by the Superintendent to go home only if there is time to return students safely to their homes, and parents/guardians can be notified. If a student's parents cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the student until the parent or authorized individual can pick up the student. At no time will a student be excused except to the care of a parent or other adult designated on the emergency card.

If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by radio announcements and/or information posted at the school site. Evacuation of the school will not be attempted unless there is no alternative.

In the event of an emergency, school personnel need to be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities.

SCHOOL PROCEDURES

ASSEMBLIES

Each month (weather permitting), all classes attend a short morning assembly at 8:30. The principal makes announcements, gives awards, recognizes students for leadership, etc. Classes recite the Pledge of Allegiance, focus on the Cougar Pledge and sing songs together.

PLAYGROUND SUPERVISION

Before school our playground is supervised from 8:10 AM - 8:25 AM. Students who arrive at school before 8:10 AM may not be left at school before this time without parent supervision.

CLASS PLACEMENT

The placement of students each year is a task that our staff takes very seriously. Because of the many variables and delicate balance of each class, teachers cannot guarantee a particular placement for any child. If a parent would like to write a letter regarding student placement, the letter should detail learning style preferences by sending an email to ccinfo@sbsd.net. Class placements are a team effort and a very time consuming task. Our District Board policy 6152 supports the class placement process. It is District practice to implement a two-week waiting period before any parent requests for class placement changes will be considered. Our goal is to create an optimum learning environment for all of the students at Carmel Creek. It is a lengthy, complicated process, but we believe that it is essential to create classes that create the most effective learning environment for all students.

CLASS PARTIES

The teachers and the room parents plan parties in classrooms. The room parent(s) will organize class parties and will provide opportunities for other parent volunteers to sign up and contribute. Please note that we have a health and wellness policy. Birthdays may be celebrated in class with non-food treats. There are many creative ways to celebrate a child's birthday that do not involve sugary snacks, like sharing a birthday book, etc. To avoid hurt feelings, invitations to home parties will not be distributed through school communication.

BIKES, SCOOTERS AND SKATEBOARD RIDING POLICY

We strongly encourage parents to determine whether their children are competent riders before they are permitted to ride to school unaccompanied, regardless of age.

Wear a helmet if you bike, skateboard, or scooter to school. Park and lock your equipment in the bicycle racks located by the car drop-off and pick-up area.

- o Bikes must be walked on school grounds and in crosswalks.
- o Bikes, Scooters, and Skateboards must be parked in the bike racks and should have a lock.

- o All cyclists under 18 are required by California law to wear protective helmets.
- o Skateboarders and Scooter riders must walk on school grounds and in crosswalks.

CDC - Before/After School Program

CDC (Child Development Center) is the before and after school program providing safe and supervised childcare to Solana Beach School District families. For more information go to the CDC page on the district website or call 858.794.4477.

CELL PHONES/HANDHELD DEVICES INCLUDING SMART WATCHES

Mobile communication devices shall be turned off during instructional time. Smartwatches may be worn and shall be turned off or placed in “school mode” during the instructional day.

A student shall not be prohibited from possessing or using a mobile communication device or smartwatch under any of the following circumstances: (Education Code 48901.5, 48901.7)

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use is necessary for the student’s health and well-being
- When the possession or use is required by the student’s individualized education program or Section 504 plan

Smartphones, smartwatches, and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When used in an unauthorized manner, the device may be confiscated and/or searched according to law and policy, and the student may be subject to discipline. A student may also be subject to discipline for use of a mobile communication device off school grounds if it poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

If students need to call a parent during school hours, they may ask to use a school phone. The school phone should not be used to schedule after-school play dates as these types of arrangements should be scheduled outside of the school day.

CLOSED CAMPUS

The Solana Beach Board of Trustees has established a "closed campus" at Carmel Creek in the interest of student safety and supervision. Once students arrive on the school grounds, they must remain on campus until the end of the school day. Students who need to leave school before the end of the day need to be checked out in the school office.

For the safety of the students at Carmel Creek, ALL parents sign in at the office using our Raptor system when on campus for volunteering purposes. Volunteering needs to be set up through the teacher or PTO coordinators prior to volunteering..

CONTACTING TEACHERS

During school hours all non-emergency calls for teachers are transferred to voicemail. All SBSB teachers have ParentSquare and District email, which is accessed by using firstnamelastname@sbsd.net.

DOGS

To support student safety, Carmel Creek will be enforcing a No Dogs on Campus policy unless they are leashed therapy dogs. Please do not walk dogs to and from school or bring dogs onto campus for the safety of all students and staff.

PICK UP AND DROP OFF

*****Start of the year construction may cause changes*****

TRAFFIC PROCEDURES

STUDENT DROP-OFF AND PICK-UP/PARKING

STUDENTS ONLY ALLOWED ON CAMPUS AFTER 8:10 AM

1. **Student Morning drop-off (8:10-8:24 am)** - There are three drop-off zones. If you want to walk your child to the gate and you come via car, you will need to park in the east parking lot or on the street in the neighborhood. Only students are allowed through the gates.
 - If you have more than one child and you would like to drop off at one gate we suggest you use the gate of the youngest child.
 - **JumpStart and Kindergarten** students enter the playground area by the front entrance (Gate A)
 - **1st, 2nd 3rd grade** students enter either east drop-off area (parking lot Gate P) or west Gate D
 - The gate will be locked at 8:25 when the second bell rings, at this point please bring your student through the front office to sign them in as tardy.
2. Please remember the front parking lot and drive through is NOT a drop off driveway/zone, this zone is used for those students with additional supports.
3. **JumpStart** only, Drop-off occurs at Gate A and Pick-up occurs at Gate B. Please refer to the second map imaged below for gate locations.
4. **Student Afternoon pick-up 2:45pm (Wednesdays 1:45pm)**
 - If you have more than one child we suggest, use the gate of the youngest child.

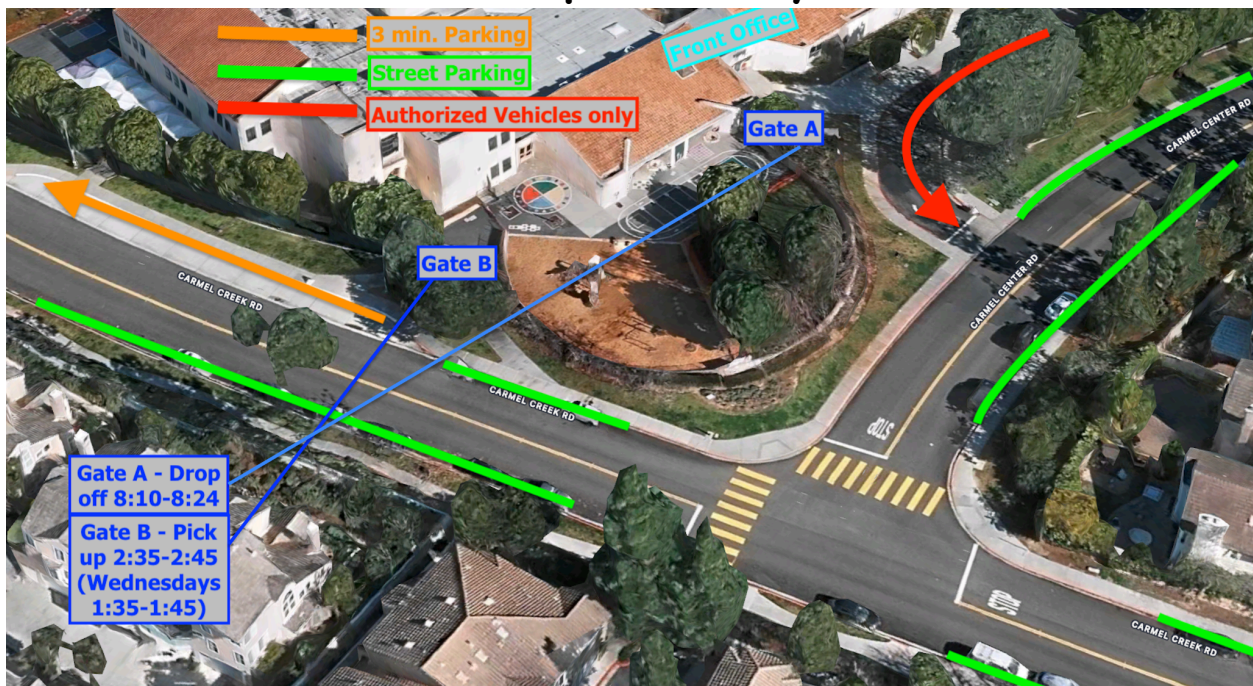
- **Kindergarten** students are excused from the kindergarten playground area by the front entrance Gate A.
 - **1st & 2nd grade** students are excused from the east pick-up area Gate N (1st) & Gate P (2nd)
 - **3rd grade** students are excused from the west pick-up area (on Carmel Creek Rd. Gate C & D, by class)
5. U-turns are NOT allowed around the school zone and will be ticketed by the local police and it is poor modeling for our students.
 6. **Crosswalk:** We ask all persons to use the crosswalks. Please do not jaywalk as we want to teach and model to our young students how to safely and properly cross any street. We do have staff stationed in two locations to monitor crossings and encourage crosswalk use, but they are not allowed to direct the traffic. Safety of everyone is always a priority.
 7. **Drop-off/pick-up plan:** Please develop and discuss a daily drop-off and pick-up plan with your child(ren) and ways to be safe, such as crosswalk use and being aware of their surroundings. Please contact the teacher or front office if your plan has changed on any given day.
 8. **Late Pick-up:** Gates are locked once all students are picked up and by ~2:55 at the latest. Any remaining students will be escorted to the front entrance to be picked up.
 9. **Safety and respect:** Our number one priority is to be safe. We have around 300 students to get to and from school safely, it is necessary that each parent/guardian accept their responsibility. ALWAYS SHOW RESPECT FOR STAFF, WE'RE ALL DOING OUR BEST. Thank you for your cooperation to ensure the safety of our students.

Resources:

- Learn how to get your child to school safely: [Safe routes to school](#)
- For helpful tips to keep your children safe as a pedestrian: [Safe Kids](#)
- Share the Road: Safety Tips for Pedestrians, Bicyclists and Drivers [California Highway Patrol](#)
- From California Office of Traffic and Safety [LINK](#)
- For safety tips on how to be a pedestrian; [Pedestrian and Bicycle Information Center](#)



JumpStart only



ALWAYS SHOW RESPECT FOR STAFF, WE'RE ALL DOING OUR BEST. Thank you for your cooperation to ensure the safety of our students. If we all take our time, be proactive, and follow the law, our Carmel Creek students will have a safe drop-off and pick-up routine.

TECHNOLOGY USE

Students have access to mobile devices in their classroom, the media center, and the computer lab. Before students use any electronic device, students and parents must sign the Responsible Use Policy.

VOLUNTEER INFORMATION

Carmel Creek values its Parent/Guardian Volunteers immensely. Volunteer assistance enriches the educational program, increases supervision of students, and contributes to school safety while strengthening the schools' relationships with the community. Parents/guardians and other members of the community are encouraged to share their time, knowledge, and abilities with students.

Partnering with our families is an integral part of the success of our students. SBSD utilizes a volunteer/visitor management system. As a friendly reminder, volunteers are required to apply annually. To begin the process for submitting your interest in volunteerism at our school site, [please select this link](#).

STUDENT SERVICES

ATTENDANCE PROCEDURES

School attendance is required by law ([CA Ed Code 48200](#)). Parents/guardians of children between the ages of six and eighteen years-of-age are responsible for sending their children to school every day and on time. When students attend class regularly, opportunities for successful learning increase; consequently, the importance of regular on-time attendance cannot be overemphasized. You can help your children build this habit so that they learn right away that going to school on time, every day is important by implementing the following routines at home:

- Set a regular bedtime and morning routine.
- Plan ahead the night before: such as identifying and pre-prepping breakfast, have your child choose their clothes and shoes the night before, and pack their backpacks with completed homework and snacks/water.
- Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.

- If your child does not want to go to school, find out why and work with your school and child to address concerns. Let your child know they must attend school.
- Develop back-up plans for getting to school if something comes up, including calling on a family member, a neighbor, or another parent.
- Try to schedule medical appointments before or after school hours.
- Plan family vacations during non-school days.

PARENTS: You are responsible for your child's school attendance. You must let the school know if your child is out of school and give a legitimate reason for the absence. You must be sure your child attends school regularly and on time every day.

STUDENTS: If you miss school, you miss out on opportunities to learn how to become a good citizen, build lasting friendships and develop the skills and attitudes needed to become a valued employee.

Solana Beach School District is committed to ensuring that our students get to school daily and on time. Students who attend school today will succeed tomorrow!

Excused Absences

Justification for absence is very limited. Absences will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulation 5113.

Parents/guardians are strongly encouraged to schedule medical appointments during non-school hours.

Unexcused Absences

Absences from school for any reason not outlined in Education Code 48205 will be considered unexcused and the student will be considered truant.

The principal or designee reserves the right to determine whether an absence is excused and/or if there is a pattern of non-attendance. Every teacher and staff member on campus will adhere to this policy. Absences will be logged as they accumulate during the school year.

Excessive excused absences

- 5 excused absences: 1st Letter to parent/guardian notifying of excessive absences
- 10 excused absences: 2nd Letter to parent/guardian; SART Conference/Contract
- 15 excused absences: 3rd Letter to parent/guardian; SART Conference at District Office

Unexcused absences

- 3 unexcused absences: 1st truancy Letter to parent/guardian
- 6 unexcused absences: 2nd truancy Letter to parent/guardian; SART Conference/Contract
- 9 unexcused absences: Letter to parent/guardian from Student Services; SARB Conference

CA Ed Code 60901: Chronic Absenteeism is any student missing ten percent or more of the academic year for any reason, including excused and unexcused absences and suspensions.

STUDENT SUCCESS TEAM

Students experiencing challenges (academic and/or non-academic) may be referred to a Student Study Team (SST) by their teacher. The SST reviews the student's strengths and needs and recommends interventions to assist in supporting and promoting the student's success. The team may include the student's teacher, support personnel, and the assistant principal or principal. Parents/guardians are invited and encouraged to attend. Parents/guardians may also initiate a request that their child be discussed at an SST meeting based on their own particular concerns. Such requests should be put in writing and directed to the principal.

Section 504: The Federal Rehabilitation Act of 1973 provides for the evaluation and determination of a plan to meet the assessed needs of students with disabilities. These students are assigned to general education classes and receive accommodations as outlined in their 504 Plan. As examples, a 504 Plan may specify a student's need for preferential seating, extra time on assignments, alternative settings for test-taking, and health-related protocols. Referrals for 504 eligibility testing can be made by an SST, or directly by parents/guardians. All parent/guardian requests for assessment should be made in writing and directed to the principal. Parents/guardians must provide their written consent for assessment and implementation of a 504 Plan.

Special Education: The Individuals with Disabilities Education Improvement Act of 2004 (referred to as IDEA) ensures the provision of special education services and supports for all students who meet federal eligibility criteria. These services may include specialized academic instruction, speech and language therapy, occupational therapy, physical therapy, counseling, and other specialized services as required. Referrals for special education testing can be made by an SST, or directly by parents/guardians. All parent/guardian requests for assessment should be made in writing and directed to the principal. Parents/guardians must provide their written consent for assessment and implementation of an IEP.

ELD (English Language Development): Students who have been identified as English Language Learners will receive support through a specially designed language acquisition program. California's ELs need instructional support in developing proficiency in English language and literacy as they engage in learning academic content based on the ELD rigorous standards. The

language survey, included in students' registration packet, is used to identify those students who may qualify.

HEAD LICE

Please look out for symptoms of excessive itching and white nit eggs on hair follicles. Students with head lice will be sent home for treatment.

Please teach your children to avoid sharing hats, combs and barrettes.

LUNCH PROGRAM

In the Solana Beach School District we offer free recess snack and lunch for all students at no cost.

School Lunch Menus

Weekly menus are posted on the CNS website, accessible through the SBSD website as well the Quick Links/Lunch Menu tabs on the CC website. The watermelon icon has been removed.

Please note: menus will be posted weekly, not a month at a time, as supply chain issues continue to affect menu planning. [Please click here to view.](#)

TOBACCO FREE SCHOOL SITE

Carmel Creek School and the Solana Beach School District is a tobacco-free site. Use of all tobacco products shall be prohibited within any district building, facility, or vehicle. In addition, the use of all tobacco products is prohibited on school grounds or premises. This prohibition shall also apply to all individuals attending or representing the school district at school-sponsored activities held off district property.

WELLNESS POLICY

When it is time to celebrate a birthday or a special occasion, many of us love to make special treats for our children. Birthdays may be celebrated in class with non-food treats. There are many creative ways to celebrate a child's birthday that do not involve sugary snacks, like sharing a birthday book, etc. To avoid hurt feelings, invitations to home parties will not be distributed through school communication. Please be mindful and respectful of our district's [wellness policy](#) which includes offering students the healthiest foods while at school.

Research documents that a student's health affects their attendance and ability to learn. Healthy children:

- Do better in school
- Miss fewer days of school
- Pay attention in class

- Have improved classroom behavior
- Are more likely to graduate from high school and go to college