

C·H·E

Family Handbook

2023 - 2024

We Are Calavera!

Calavera Hills Elementary School

4100 Tamarack Avenue, Carlsbad, CA 92010
760.331.6300
https://ches.carlsbadusd.net/

Ms. Kimberly Fuentes, *Principal*
Ms. Vangie Zaryac, *Administrative Assistant*

Carlsbad Unified School District

6225 El Camino Real, Carlsbad, CA 92009
760.331.5000
https://carlsbadusd.net/

Dr. Benjamin Churchill, *Superintendent*

District Mission

We provide every student an extraordinary education in an inspiring environment.

The CHE community is here to ignite a love of learning and help to develop empathy, passion, and joy in each student. Through engaging activities, a community of kindness, and a "can do" attitude, all Calavera students will grow in their abilities and hopefully come to realize their capabilities.

CALAVERA HILLS
ELEMENTARY SCHOOL

Table of Contents

- School Culture & Monthly Events
  - Courses of Study
- Title I School Level
  - Year At-a-Glance*
  - Birthday & Party Policy
  - Lost & Found
- Campus Maps
- Bell Schedule
  - Kindergarten
  - Grades 1-5
  - Recess (20 min snack + play time)
  - Lunch (20 min to eat + 20 min to play)
- Health Protocols & Procedures
  - Student Illness: When to Keep Student Home
  - Chronic Health Conditions
  - Physical Injuries & Physician Notes
  - Other Health Office Information
- School Safety
- Schoolwide Expectations
  - CHE Pack Mentality At a Glance
  - Rules & Expectations
    - Belief Statement
    - Cell Phones & Other Electronic Devices from Home
    - Items NOT Permitted at School
    - Bikes & Scooters
      - New Permit Process for Bikes & eBikes
    - Bullying/Intimidation
    - Dress Code
    - Honor Code & Academic Dishonesty
    - Digital Citizenship & Internet Use
  - Discipline Plan & Consequences
    - Consequences
    - Serious Violations
- Attendance
  - Attendance Hotline
  - Excused Absences
  - Unexcused Absences
  - Truancy
  - Tardies
  - Leaving During School Hours
- Library Media Center

Food Services
- Menus
- Nutrition Assistance Program (CalFresh)
- Reduce, Reuse, Recycling at Carlsbad Schools

Drop-off & Pick-up Procedures
- Morning Drop off
- Afternoon Pick up
- Entering the CHE/MS Parking Lot
- CHE Parking Lot Map

Home/School Connection
- Role of Parents in Helping to Create a Safe & Caring Elementary School
- Communication

Community Resources

Volunteers & Visitors
- Volunteers
- Visitors
- Field Trip Drivers
- Classroom Deliveries
- Other Parent Resources

School Culture & Monthly Events

School Mascot: CHE is the Home of the Coyotes!

Spirit Days– On Fridays, wear your Calavera spirit wear t-shirt or red, our school color! Also, watch for fun Spirit Days throughout the year!

First Friday Assemblies begin right at the start of school where our student leadership team introduces our character theme for the month.

Dine Out Nights take place on the 3rd Wednesday of each month

Kona Ice joins us after school on the 1st Friday of each month

Student Recognition Assemblies take place on the last Friday of the month. Your child's teacher will contact you if your child is receiving an award.

Student Leadership Opportunities include Coyote Leadership Team (CLT), Safety Patrol, and Student Advisory Committee. Students may have classroom jobs or be asked to participate in assemblies.

Parent Involvement Opportunities include joining PTA, volunteering on campus, and attending parent meetings such as Coffee with the Principal, School Site Council, and ELAC (for parents of English Learners). Such meetings review

and discuss school goals and priorities. The district also offers Parent University seminars on various relevant topics.

Courses of Study

Students follow standards-based grade level curriculum for the following subject areas:

- English Language Art
- Math
- Science
- Social Studies

Additionally, students participate in an Enrichment Wheel rotation weekly consisting of: Project Lead the Way/STEM, PE, and music.

CHE's PTA funds and implements an art program called Art in Action. Parents coordinate art lessons directly with their teachers.

Teachers also implement a social-emotional learning program called Sanford Harmony. The units of study serve as our character focus of the month. Lessons include Diversity & Inclusion, Empathy & Critical Thinking, Communication, Problem Solving, and Peer Relationships. Our school counselor also implements both whole-group and small-group lessons to support social-emotional development, individual goal-setting, and positive social interactions.

Title I School Level

Calavera Hills Elementary School has developed a written Title I Parental Involvement Policy based on the philosophy that families, students, and school staff should work as partners to help each child reach his/her potential. Administration meets regularly with parents through PTA meetings, ELAC meetings, and School Site Council meetings as well as an annual Title I Informational meeting to inform parents and provide parents with information and supports to be active participants in their child(s) education. Each year, a Title I Student/Teacher/Parent/Principal Compact will be shared, signed, and discussed with all stakeholders. In addition, the Title I School policy will be shared with parents and posted on the school website. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)(f) inclusive].

- Title 1, Part A Student-Parent Compact 2023-2024
- Title 1 School-Level Parent and Family Engagement Policy

Year At-a-Glance*

August 2023
- 8/14-CHE Office Opens
- 8/23- First Day of School
- 8/31- Back to School Night

September 2023
- 9/1- First Friday Assembly
- **9/4- Labor Day- No School**
- 9/9- Pancake Breakfast
- 9/13- Picture Day
- 9/28- General PTA Meeting

October 2023
- 10/6- First Friday Assembly
- 10/17-27- Fall Conferences
- 10/20- Lancer Day (Early Release)
- 10/ 23-27- Red Ribbon Week
- 10/25- Make up Pictures
- 10/27- SRA
- 10/30-11/3- Fall Book Fair
- 10/31- Halloween Parade

November 2023
- 11/3- First Friday Assembly
- **11/11- Veterans Day- No School**
- 11/17- SRA
- **11/ 20-24- Thanksgiving Break**

December 2023
- 12/1- First Friday Assembly
- **12/25-1/5- Winter Break**

January 2024
- 1/8- School Resumes
- 1/12- First Friday Assembly
- **1/15- MLK Jr. Day- No School**
- 1/19- SRA
- **1/26- Semester Break Day**
- 1/22-25- Kindness Week

February 2024
- 2/2- First Friday Assembly
- 2/15- APEX Fun Run
- **2/16-19- President's Day Weekend- No School**
- 2/22 Kindergarten Round-up
- 2/23- SRA

March 2024
- 3/1- First Friday Assembly
- 3/19-29- Spring Conferences
- 3/20- General Association PTA Meeting
- 3/21-24: Coyote Cavern Productions
- 3/38 Mini March Madness
- 3/29- SRA

April 2024
- **4/1-5- Spring Break**
- 4/12- First Friday Assembly
- 4/24- 5th Grade Panoramic Picture
- 4/25- Science Day
- 4/26- SRA

May 2024
- 4/29-5/10 State Testing
- 5/3- First Friday Assembly
- 5/22- General Association PTA Meeting
- 5/22- Open House & Art Show
- 5/24 SRA
- **5/27: Memorial Day- No School**
- 5/29- Talent Show

June 2024
- 6/5- 5th Grade Promotion
- 6/6 Last Day Assembly
- 6/6- Last Day of School

*Check out the school calendar on our website for additional special events and opportunities!

Birthday & Party Policy

Birthdays are very special and exciting days for many of us. We enjoy honoring students on their birthday. We also respect families that do not celebrate birthdays or holidays. As a school community, we want to continue recognizing our students' special day while being cognizant and compliant with our District Wellness Policy, student allergies, and financial hardships.

In compliance with the Carlsbad Unified School District Wellness Policy, edible treats for birthdays are not allowed on campus. Students, teachers, and parents may collaborate on an appropriate celebration option if desired. Some examples may include: having a guest reader come in or donating a book or game to the class in their honor. **Any edible birthday treats including, but not limited to cupcakes, candy, cakes, donuts, popsicles, etc. will be sent home.**

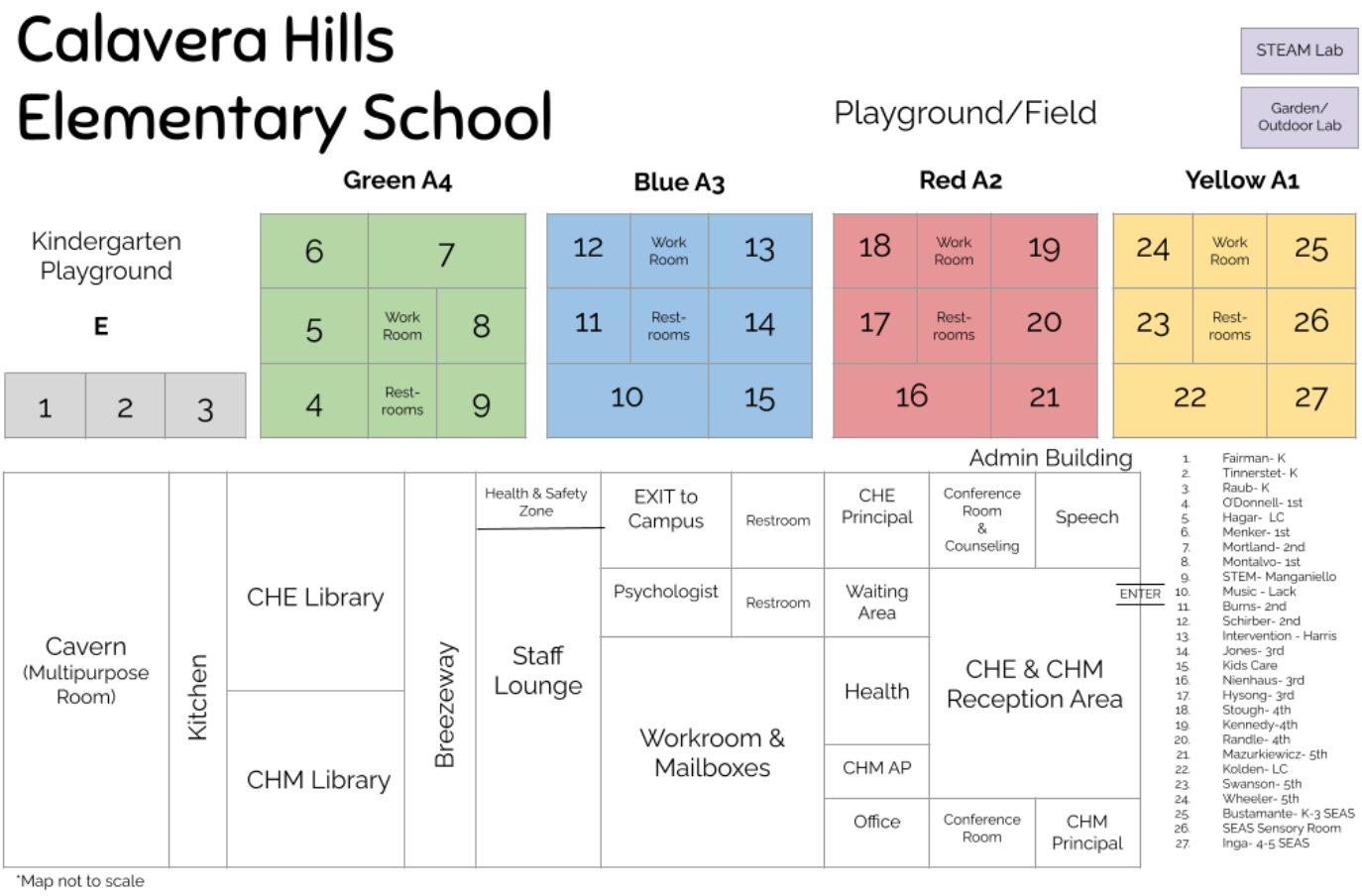
Other holiday and curriculum-based food experiences will continue to be managed by the classroom teachers. Teachers will communicate these events with families to assure allergies are not overlooked.

Together we can continue to celebrate our students in a healthy and positive way!

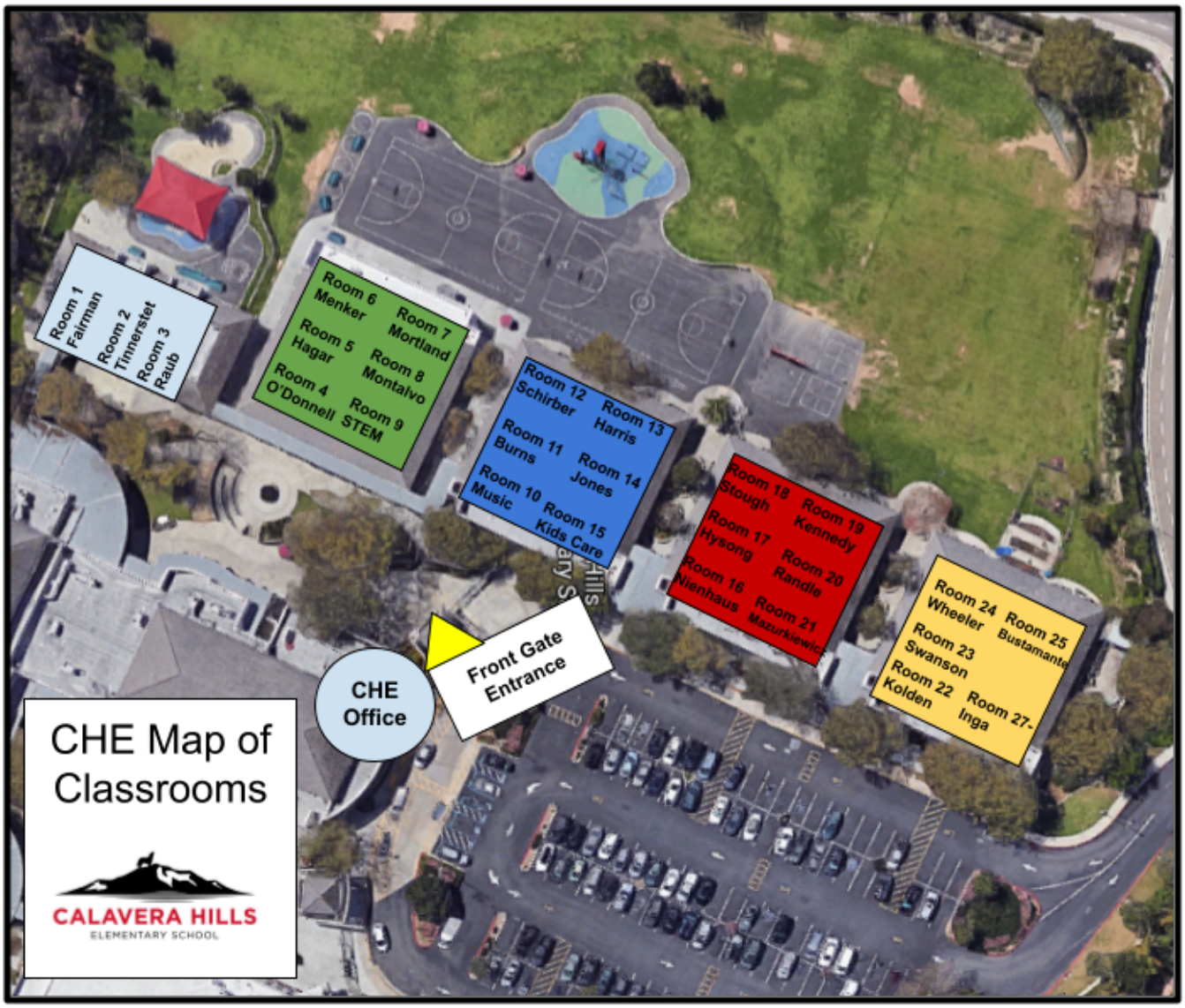
Lost & Found

- Please write your child's name on everything-- jackets, backpacks, lunch boxes, and water bottles.
- Items left at the lunch tables or on the playground will be placed in the Lost & Found bin located between the library and cafeteria.
- Items not claimed in the bin will be donated 4 times throughout the year.

Campus Maps



*Map not to scale


Room 1 Fairman
Room 2 Tinnerstet
Room 3 Raub
Room 6 Menker
Room 7 Mortland
Room 5 Hagar
Room 8 Montalvo
Room 4 O'Donnell
Room 9 STEM
Room 12 Schirber
Room 13 Harris
Room 11 Burns
Room 14 Jones
Room 10 Music
Room 15 Kids Care
Room 18 Stough
Room 19 Kennedy
Room 17 Hysong
Room 20 Randle
Room 16 Nienhaus
Room 21 Mazurkiewicz
Room 24 Wheeler
Room 25 Bustamante
Room 23 Swanson
Room 22 Kolden
Room 27- Inga
CHE Office
Front Gate Entrance
CHE Map of Classrooms
CALAVERA HILLS
ELEMENTARY SCHOOL

Bell Schedule

Front Gate to the playground opens at 7:50 AM
Bell rings to begin school at 8:00 AM
Student arrivals after 8:00 AM must enter campus through the office.

Kindergarten

- Early Birds 8:00 AM - 11:20 AM
- Late Owls 9:30 AM - 12:50 PM

Grades 1-5

- M, T, W, F 8:00 AM - 2:20 PM
- Every Thursday is an EARLY RELEASE DAY 8:00 AM - 1:20 PM

Recess (20 min snack + play time)

Kindergarten	9:45 - 10:05 AM
Grade 1	9:50 - 10:10 AM
Grades 2-3	9:30 - 9:50 AM
Grades 4-5	10:10 - 10:30 AM

Lunch (20 min to eat + 20 min to play)

Grade 1	12:00 PM - 12:40 PM
Grades 2-3	11:20 AM - 12:00 PM
Grades 4-5	11:40 AM - 12:20 PM

Health Protocols & Procedures

Theresa Green, Health Technician

760-331-6390
tgreen@carlsbadusd.net

Establish a plan if your student must be picked up from school. In the event your child needs to be picked up due to illness, injury, or for any other reason, please ensure that the emergency contacts listed in Aeries Parent Portal for your student are updated with the appropriate individuals permitted to pick up your child. Students will **only** be sent home from school with the designated parents or guardians listed.

Student Illness: When to Keep Student Home

- Children too ill to participate in normal school activities should not be at school. Not only are they unable to benefit from education when ill, but they also may infect other children and staff.
- A child with a temperature greater than 99.0 degrees Fahrenheit (37.2 Celsius) should stay home until the temperature has been normal for 24 hours
- A child who has vomited at least twice in 24-hours or is unable to tolerate normal food and drink should stay home until the vomiting has stopped (drinking fluids has resumed) for at least 24 hours. If a child vomits during school the student needs to stay home 24 hours to ensure no longer vomiting and can tolerate fluids and food.
- A child with diarrhea (2 or more watery stools in 24 hours) should stay home until the diarrhea has stopped for at least 24 hours. A child with persistent diarrhea should be seen by a doctor

Chronic Health Conditions

Symptomatic students with an underlying chronic condition may return to campus as long as:

- The school has documentation from the student's healthcare provider indicating the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma).
- Students may also return to schools if a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus)
- Symptoms are improving
- The student has been fever free for 24 hours.

Physical Injuries & Physician Notes

Crutches:
In order for a student to use crutches at school, it is required that the student present a physician's note indicating the use of crutches and the dates for their usage. This note must be on file in the Health Office before the student arrives at school with crutches.

Other Health Office Information

- It is very important that emergency information remains current throughout the year in the event an injury or illness of a serious nature should occur. If a student comes to school with communicable illness such as strep, Covid-19, lice, etc., and potentially exposes students and staff on campus, a notification of potential exposure will be sent home or emailed through Parent Portal.
- If a student needs to take medication at school, written physician and parent authorization, along with medication in a pharmacy-labeled container is required. Authorization must be renewed each school year. The medication will be kept in the health office.
    - **No child should be sent to school with over-the-counter medication to be kept in their backpack.**
- A student diagnosed with severe allergy requiring emergency medication should provide the school with a doctor's authorization and an epinephrine auto-injector (Epi-pen is preferred.)

School Safety

It is the utmost priority to keep students safe at school so that they can learn and thrive. CHE has a comprehensive Safety Plan with procedures in place to provide maximum practical protection for students, staff, and property in the event of any kind of emergency situation.

Stay Informed

- ➔ In the case of an emergency, site administration will be in constant communication with the District Office and local first responders.
- ➔ Notification to families will be made via Parent Square calls, emails, and texts. The CUSD Webmaster will post updates on school and district websites.

Follow Procedures

- ➔ Make sure the Emergency Card is up to date via Aeries Parent Portal
- ➔ Stay informed of evacuation location as the situation changes
- ➔ Have identification ready for student checkout
- ➔ Follow the directions of first responders and school personnel.

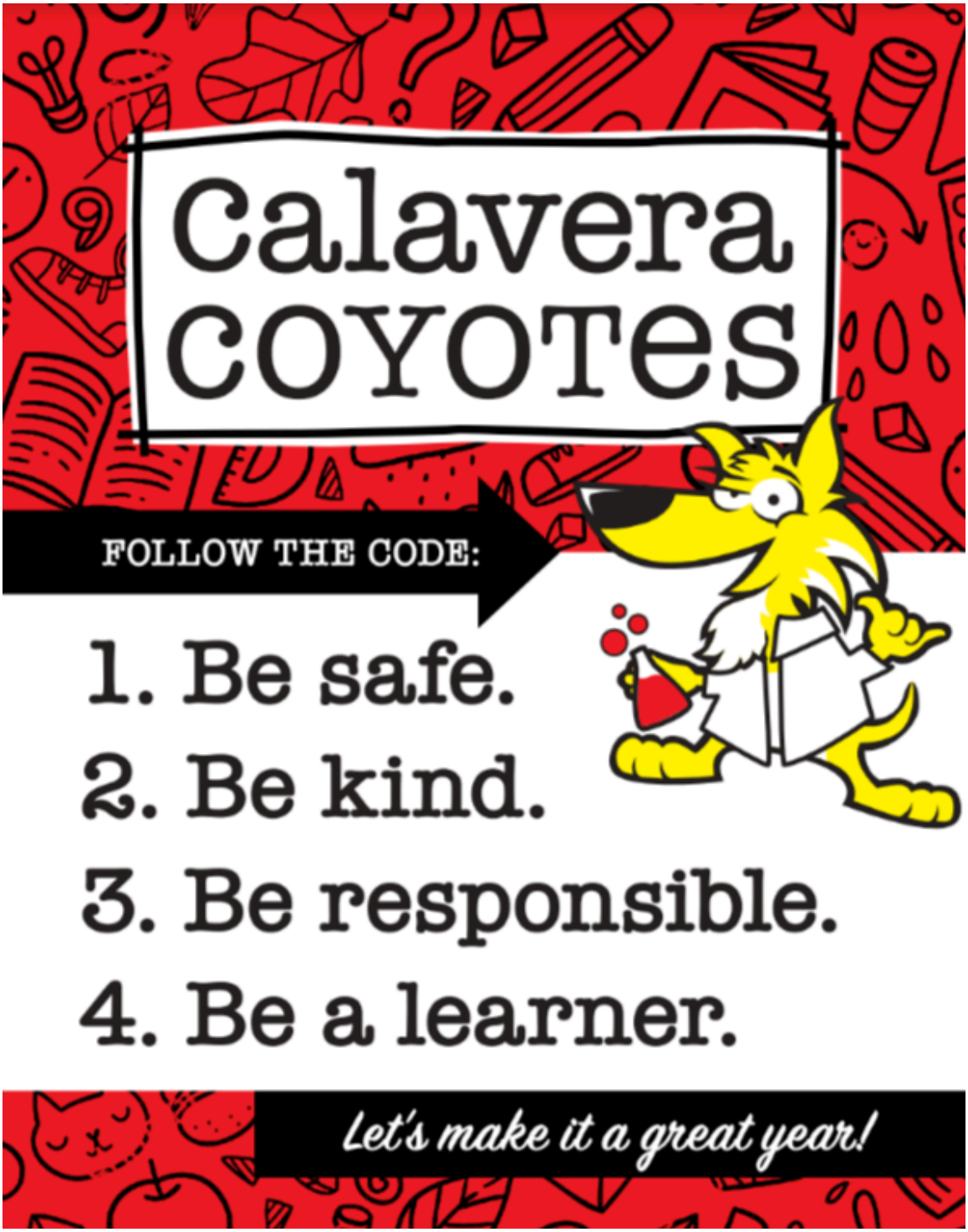
Have Patience

- ➔ The safety of students and staff is our top priority! Patience and flexibility are key!
- ➔ Please refrain from driving to campus until notified by the administration, allowing time for staff members to first assure each child is safe and accounted for and in a safe location for reunification.
- ➔ Please adhere to the regular traffic rules when entering and exiting campus for checkout.

See Something, Say Something

- ➔ Contact the principal with issues concerning safety.
- ➔ Use the P3 Tips link to report suspicious activity.
- ➔ For more detailed information regarding districtwide safety protocols, refer to the CUSD Safety & Security web page.

Schoolwide Expectations



CHE Pack Mentality At a Glance

	Be Safe	Be Kind	Be Responsible	Be a Learner
Classroom	-Keep hands & feet to self -Be careful when using materials and tools -Follow directions -Only enter a classroom if the teacher is present	-Use appropriate voice level & kind words -Listen politely -Ask permission appropriately -Take turns & share -Encourage each other include others -Assist your neighbor -Refrain from complaining and talking back	-Follow directions -Accept consequences -Be on time -Have the proper supplies out -Complete work on time -Keep a clean desk	-Always try your best -Don't give up -Ask questions -Follow directions -Listen actively and respectfully -Participate -Use materials, tools and technology appropriately -Take off hat when indoors
Assemblies	-Keep hands & feet to self -Keep aisles clear -Walk and sit in orderly fashion -Stay with your group -Walk in single file Line-- be careful	-Respect personal space -Say excuse me -Remain seated so all can see	-Walk in quietly -Sit in orderly fashion -Listen politely -Follow directions -Accept consequences when necessary	-Practice active listening -Participate when asked -Stay focused on the speaker/event -Take off hat when indoors
Recess/ Lunch	-Keep hands & feet to self -Eat your own food -Wait in line patiently -Use equipment properly -Stay in assigned area -Keep off the hill	-Take turns -Include everyone -Show good sportsmanship -Use table manners	-Use appropriate voice level & kind words - -Follow directions -Keep your area clean -Put away equipment -Do not bring toys or games from home -Accept consequences when necessary	-Fuel your body and brain with healthy snacks and lunch - Use restroom to ensure you are ready to learn.
Hallways	-Keep hands & feet to self -Stay on right -Face forward -Walk slowly	-Respect others' space -Smile when passing someone -Wait for adults to pass	-Walk silently to avoid disturbing other classes -Go directly to your destination -Keep hallways clean of trash, food and drinks -Keep hands off walls	-Quickly return to class so you do not miss out on your learning
Bathroom	-Walk -Keep hands & feet to self -Wash & dry your hands -Keep water in the sink	-Use appropriate voice level & kind words -Respect privacy -Quietly do your business -Leave others alone	-Follow directions -Wash your hands -Stay in your correct bathroom zone -Flush the toilet -Clean up after yourself- trash in garbage -Use paper appropriately	-Quickly return to class so you do not miss out on learning
Before/ After School	-Keep hands & feet to self -Walk with someone -Be where you need to be -Communicate changes in your schedule -Be aware of surroundings - If waiting for pick-up, move toward pyramid -Keep off middle school side until their bell has rung -Use crosswalk and look both ways	-Use your manners -Say, "good morning" and "good bye" -Smile	-Wait patiently -Assist people who need help -Follow directions -Follow pedestrian rules -Be in the right spot at the right time	-Make sure you have all your materials -Make sure your area is tidy and prepared -Turn in papers or notes as needed -Share with your family what you are doing in school

Rules & Expectations

Belief Statement

We believe that all students can and will learn in a safe and orderly environment. We feel that all students have a responsibility to behave in a manner that will not prevent teachers from teaching and students from learning. No one has the right to violate the best interest of any individual in the school community. Behavior guidelines will be consistently and fairly enforced inside and outside the school classroom. Our school discipline plan applies to all school activities on and off campus including field trips, assemblies, and performances.

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. *California Education Code §48908.*

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to classmates; and refrain from the use of profane and vulgar language. *California Code of Regulations, Title 5, Section 300*

Cell Phones & Other Electronic Devices from Home

Expectation: Phone/device must be in students' backpacks or turned into teacher turned off. It is not used during school hours. Smartwatches can be worn on wrists but must be off and not used for calls or texts during school hours.
Why is this a rule? Inappropriate use of social media/app use during school hours; we have devices for school activities and home communication with specific safety filters; we do not want these devices to be lost or broken.

- **1st violation:** Verbal reminder to the student of expected appropriate behaviors
- **2nd violation:** Device is confiscated and will be given back after school
- **3rd violation:** Device is confiscated and given to the office for a parent/guardian to pick up
- **Ongoing violations:** Referral to principal and parent conference

A student phone is provided in the main office for use before school, during the day, and/or after school until 3:15 p.m. (2:15 p.m. on Thursdays). *Regulated by California Education Code §48901.5.*

Items NOT Permitted at School

The following items **are not permitted at school**: sharpie/permanent markers, rubberbands, whiteout pens, audio and visual recording devices, golf balls, tennis balls, baseballs, toys, trading cards, and noisemakers (including whistles), etc.

Expectation: Toys or items from home must not be brought to school or, with permission from their teacher, be kept in their backpack if for a specific classroom activity/project. In that case, they are not to be brought onto the playground.
Why is this a rule? Toys/personal belongings are special and students are responsible for their belongings. At school, toys may unfortunately get lost, broken, or potentially taken, which we do not want to happen.

- **1st violation:** Verbal reminder to the student of expected appropriate behaviors and asking the student to put the item in their backpack
- **2nd violation:** Item is confiscated and will be given back after school; student completes a written reflection
- **3rd violation:** Item is confiscated; parent phone call

- **Ongoing violations:** Referral to principal and parent conference

Bikes & Scooters

Students may ride a bike, e-bike, skateboard, or scooter to and from school. Students may park their bikes at the bike rack located next to the library.

- California law requires that students wear helmets when riding a bicycle, skateboard, or scooter.
- Students are required to get off their bike, skateboard, or scooter and walk it when they enter campus at the parking lot gate. They must also walk it until they fully exit campus.
- The City of Carlsbad updated local laws and rules regarding e-bikes/scooters effective May 5, 2022. Review the Rules of the Road to avoid a citation.

Students may ride a bike, e-bike, skateboard, or scooter to and from school. Students may park their bike at the bike rack.

New Permit Process for Bikes & eBikes

Beginning in the 23-24 school year, all students will be required to apply for a permit if they plan to ride a Bike or ebike to school and park it on campus. Students riding a Bike or Ebike must complete an application and attend a Carlsbad Unified School District (CUSD) approved Bike & Ebike Safety Presentation. After completion of this application process, students will then receive a district-issued parking permit sticker (sticker) to be affixed to their Bike or Ebike. Stickers will be issued through each school office. Students who do not have a sticker visibly affixed to their Bike or Ebike will not be permitted to bring their Bike or Ebike onto any CUSD campus.

Bike and Ebike Parking Permits will be renewed annually, meaning students must complete an online application and attend a CUSD-approved Bike & Ebike Safety Presentation prior to the start of each school year. There will be no charge to students for any portion of this application process. The online application link will be available throughout the year for students who are new to CUSD after the start of the school year, as well as for students who decide after the start of the school year that they now wish to ride their Bike or Ebike to school. CUSD-approved Bike & Ebike Safety Presentations will also be made available at different times throughout the school year on select CUSD campuses.

A two-week grace period will also be given for all students at the start of each school year, and for all new CUSD students beginning on their first day of enrollment - regardless of their month of enrollment. If there are more than two weeks between their first day of enrollment and the next CUSD-approved Bike & Ebike Safety Presentation, parents/students send an email to bikepermit@carlsbadusd.net requesting information about obtaining a Temporary Bike & Ebike Permit.

Bullying/Intimidation

The Carlsbad Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviors include direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Bullying is defined as exposing a person to negative, abusive actions repeatedly over time. Bullying can be direct or indirect and includes specific types of physical, verbal, and/or psychological aggression and intimidation that occur repeatedly creating an ongoing pattern of harassment and abuse (this includes “cyberbullying” or “text-messaging”).

Report any incidents of bullying to your child’s teacher or school principal for investigation.

Dress Code

Students should dress comfortably and appropriately for all school activities including class time, recess, and PE. Appropriate dress and grooming contribute to a productive learning environment. Students have the right to make individual choices from a range of clothing and grooming styles. However, such choices must not present a health or safety hazard or a distraction that would interfere with the educational process.

- Students must wear closed-toed shoes with a closed back or back strap to keep the shoe securely on the foot.
- No rollerblades or shoes with wheels allowed (Heelys)
- Gang clothing is not permitted
- Clothing and accessories cannot advertise, promote or glamorize any of the following: drugs, alcohol, tobacco products, violence, weapons, or display inappropriate or sexually suggestive language or symbols. Additionally, they may not advocate racial, ethnic or religious prejudice.
- Hats/hoods may be worn. If a teacher requests that a student remove their hat indoors, the student must do so.

Honor Code & Academic Dishonesty

We value academic integrity and do not permit any forms of dishonesty or deception including cheating, plagiarism, forging signatures, or using someone's homework as your own. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it! If you need help understanding or completing an assignment, ask for help.

Digital Citizenship & Internet Use

Calavera Hills Elementary School in conjunction with CUSD implements a curriculum to teach students about the appropriate use of computers and online platforms. Our goal is to teach and reinforce responsible behaviors online and to help students understand their digital footprint and impact. They will be taught to respect the work of others, demonstrate online courtesies, and follow the guidelines for responsible use. Misuse of any computer may result in the loss of computer privileges and further disciplinary action deemed appropriate by school administration.

Discipline Plan & Consequences

Consequences

Consequences result when rules are broken. Documentation will be made to determine follow-up and monitor a pattern of behavior if developed. A progressive discipline system is followed for ongoing behavior issues. Ultimately, we want students to learn to make appropriate choices, which will result in better behavior. The consequence will match the severity of the offense. Consequences include the following, but not necessarily in this order:

- Warnings
- Parent Contact
- Community Service
- Written reflection
- Restitution
- Loss of a school privilege/time in the office
- In School Suspension

- SST/Behavior Contract
- Counseling
- Suspension
- Expulsion

Consistent and fair discipline procedures are crucial to a successful behavior replacement/consequence system in all schools. We strive to be respectful of students in our disciplinary responses and understand what precipitated the behavior. Consequences focus on teaching replacement behaviors, reflection, remediation, or logical consequences as much as possible (i.e. if a student breaks a window they work it off in restitution, etc.). We are mindful of the instructional time students are missing due to behavior/consequences. Our goal is to minimize the amount of instructional time missed.

In order to maximize student instructional time, the staff is encouraged to deal with problem behavior in their classroom as much as possible. Teachers develop expectations and routines, incentives for positive behavior, and clear classroom responses to problem behavior within their classroom aligned with our schoolwide expectations. If teachers are experiencing pervasive problem behavior in their classroom, they will seek assistance or additional consultation with the principal.

Serious Violations

Suspension or expulsion may result from any of the following acts:

EDUCATION CODE §48900

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;

or

(a) (2) willfully used force or violence upon the person of another, except in self-defense. [Battery]

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind, including the prescription drug Soma.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, including Soma, 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.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property, including electronic files or databases.

(g) Stole or attempted to steal school property or private property, including electronic files or databases.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) 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.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or 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 a witness, or both.

(p) Aided or abetted the infliction, or attempted infliction, of physical injury to another person; may be suspended but not expelled.

(q) Engaged in, or attempted to engage in hazing as defined in §32050.

(r) Engaged in an act of bullying. For purposes of this subdivision refer to Education Code Section 48900-48927

EDUCATION CODE §48900.2

Committed sexual harassment as defined in §212.5.

EDUCATION CODE §48900.3

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of §233.

EDUCATION CODE §48900.4

Engaged in harassment, threats, or intimidation.

EDUCATION CODE §48900.7

Made terrorist threats against school officials or school property, or both.

EDUCATION CODE §48915(a) (5)

Committed assault or battery (as defined in PC 240 & 242) upon any school employee.

Attendance

Ana Palomo-Zerfas, Bilingual Office Assistant & Attendance Clerk 760-331-6394

CHE Attendance Hotline: 760-331-6370

Attendance Matters. Daily attendance is required. Good attendance is a leading indicator of educational success through high school graduation. Developing good habits now will ensure your child's success in the future.



Attendance Hotline

If your child is absent from school, please call our **24-hour Attendance Hotline** and leave a message with the following information:

1. Child's Full Name
2. Teacher's Name
3. Reason for Absence
4. Date of Absence
5. Your name and relationship to the child

Excused Absences

Students may be deemed excused only for the following reasons:

- personal illness
- quarantine under the direction of a health officer
- personal medical appointment
- funeral services of parent, sibling, grandparent, or any relative living in the child's immediate household
- personal court appearance
- observance of a religious holiday or ceremony

Absences must be supported by appropriate documentation or verification as specified in District Board Policy and Administrative Regulation concerning excused absences. For example, a physician's note will be required when the absence is medically related. Other forms of documentation may be required depending upon the nature of the absence. Upon returning to school from a medical appointment, students should submit to the office a note from the doctor or dentist. However, we do encourage the scheduling of such appointments after school hours whenever possible.

Unexcused Absences

Absences that are not excused are classified as unexcused absences or truancies. The following are examples of 'unexcused' absences:

- going to work with a parent or other family member
- personal reasons which are not specified as a basis for an excused absence
- babysitting, taking care of other family members
- family vacations
- attending a sporting event

If you are not sure if an absence constitutes an excused or unexcused classification, please contact the school office to discuss the circumstances.

Truancy

When a student has been absent from school without a valid excuse for three (3) full days in one school year, or tardy for more than any thirty (30) minute period during the school day without a valid excuse on three (3) occasions, or any combination thereof, the student is considered to be truant.

Letters regarding attendance are sent throughout the year to communicate truancy and remind families that school attendance is mandatory. If a student becomes chronically truant, the school team will hold an Attendance Review meeting (SART) to develop an attendance contract.

Tardies

Students are expected to be on time to school daily. The school gates open at 7:50 AM for students to go to the blacktop and play until the bell rings at 8:00 AM to line up for class. If your child is late to school, they must go through the school office to check-in.
Prevent tardiness by:

- Leaving the house earlier
- Plan and pack the night before to make it easier to get out of the house in the morning

Leaving During School Hours

Please try to plan appointments outside of school hours.

Should it be necessary to take your child home during school hours, only persons listed on a student's emergency contact page will be allowed to check out a student from school. Parents have access to add people to the contact card via Aeries Parent Portal.

1. Go to Parent Portal
2. Click the Student Info tab
3. Click "Contacts"
4. Click "add," "change" or "delete"

When picking up your child early from school, be sure to bring your photo ID. We will call your child from the classroom when you arrive in the office.

Library Media Center

Amie Villanueva, Library Media Tech

760-331-6388
@carlsbadusd.net
Instagram @checoyoteslibrary

CHE's library is located between the office building and the cafeteria. It is open daily before school from 7:50-8:00 AM and at lunch. Students attend the library once a week with their class and are able to check out books. Kindergarteners check out one book at a time. 1st through 5th graders may check out two books at a time. We encourage students to check out one book at their reading level and one book of high interest to them. Students are responsible for the proper care and return of books.

Food Services

Chris Mazurkiewicz, CHE Food Services Lead

Kitchen: 760.331.6385

CHE's Kitchen is open for a breakfast snack at recess time and for a lunch meal. Students use their 5-digit student ID to get a meal from the cafeteria. Meals are free for all students.

Menus

Menus are posted in classrooms and inside the office. Monthly menus will also be shared in the Friday Coyote Communication Newsletter or can be found online on the district website.

Nutrition Assistance Program (CalFresh)

CalFresh, known federally as the Supplemental Nutrition Assistance Program or SNAP, provides monthly food benefits to individuals and families with low income and provides economic benefits to communities. CalFresh benefits can help buy nutritious foods for a better diet. The amount of benefits a household receives is dependent on household size, countable income, and monthly expenses, such as housing and utilities. The program issues monthly benefits on an Electronic Benefits Transfer (EBT) card. Food may be purchased at any grocery store or farmers market that accepts EBT cards.

- Anyone can apply online at http//getcalfresh.org
- If you would like to apply for free/reduced status, you may do so online at https://www.schoolcafe.com/CARLSBADUSD and select "Apply for Benefits" or create a new account. This anonymous status will also allow you to request benefits from other community partners.

Reduce, Reuse, Recycling at Carlsbad Schools

In coordination and compliance with the City of Carlsbad, we empower our students and staff to take part in sustaining our environment through recycling and reducing our waste. We have bins for liquids, recycling, landfill, and food waste at our lunch tables. For more information on this citywide initiative, check out the City of Carlsbad website.



Drop-off & Pick-up Procedures

We all care about the safety of students, parents, and staff. Please be patient and follow the safety rules during drop off and pick up. While the parking lot may feel hectic, it only lasts for approximately 15 minutes. Please drive slowly, be alert, and be courteous to each other and staff members.

Morning Drop off

1. Please hang up cell phones while you drive through so you are fully alert to children and their location.
2. Vehicles entering the school must follow the guidance of the teachers on duty. See the map below for expectations for entering the school campus.
3. Pull as far forward as possible before letting children out of the car.
4. Children should get out of the car on the curbside.
5. Under no circumstances should you leave your car along the curb unattended. If you are going to require more time with your child or need to drop something off, park in the parking lot.
6. Use the crosswalks from the lot to the school for safe crossing.
7. If you are exiting campus after the bell has rung, do not hold the gate open for students to enter. Students arriving late to school must enter through the office as a safety measure.

IMPORTANT:

- There is no campus supervision until 7:50 AM
- When students arrive, they should get in an orderly line along the front gate fence line and buildings to wait for the gate to open when the bell rings.

Afternoon Pick up

1. Follow the drop-off procedures above.
2. Do not cut into the pick-up lane.
3. Do not call for your child to cut through traffic to get to your car.
4. Continue to pull all the way forward when possible.
5. Pedestrians should use the crosswalks when crossing to get to and from their car in the parking lot.

Entering the CHE/MS Parking Lot

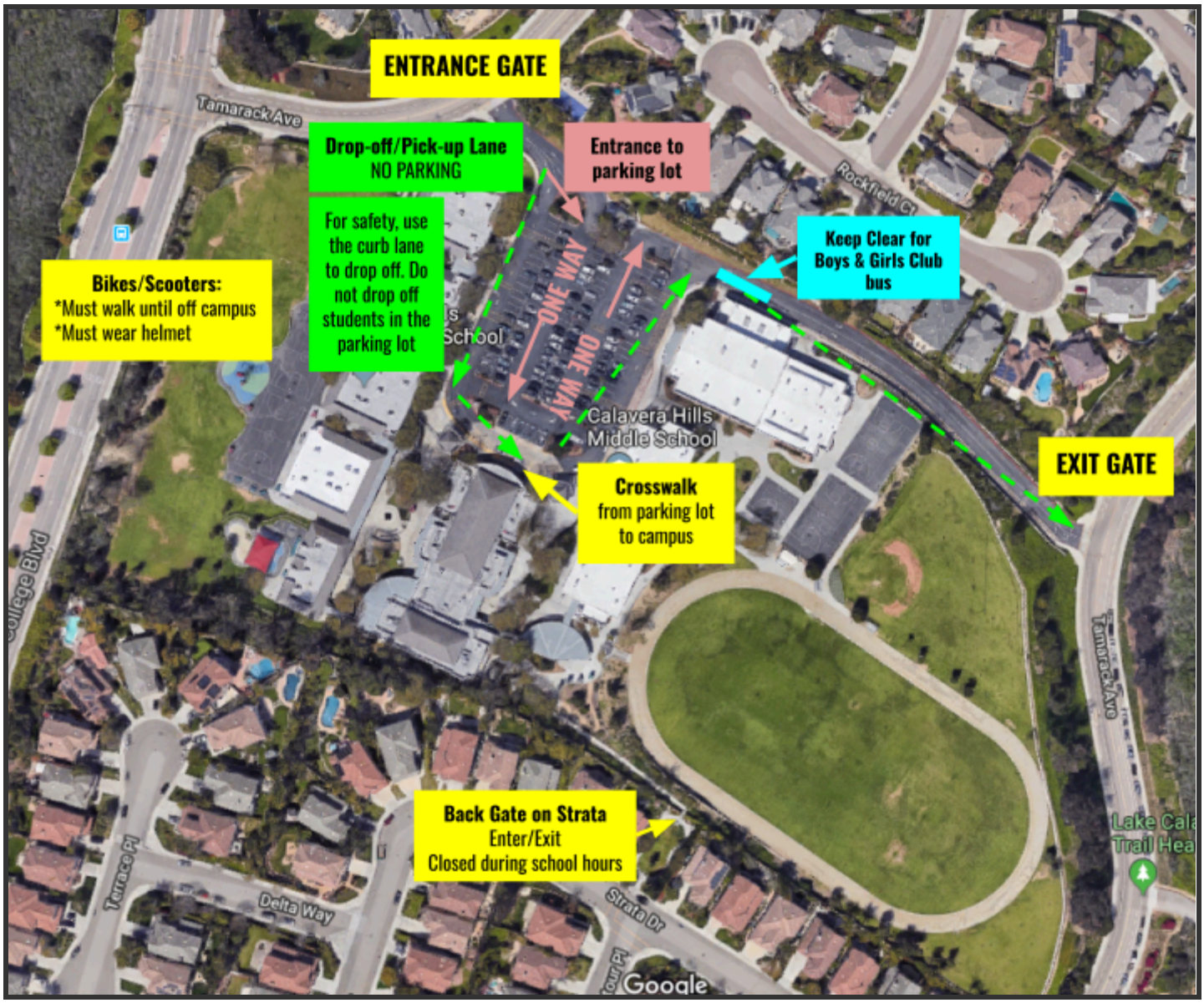


From 7:45-8:15 AM and 2:15-2:30 PM (1:15-1:30 PM on Thursdays), there will be a staff crossing guard on duty directing cars and safely crossing students. Follow their directions without argument, and be courteous, understanding, and kind.

Please Note

- ➔ Students should not be picked up outside the school parking lot gate as it disrupts the flow of traffic, with the exception of students picked-up from the Back Gate. When dismissed, students should move directly toward the pyramid to wait and watch for their ride.
- ➔ For students waiting for a middle school sibling, they should wait at the lunch tables until the CHMS bell rings.
- ➔ Students are not allowed to wait on the middle school campus for their siblings.
- ➔ Remember, EVERY Thursday is an early release day.
- ➔ Kids' Care is a service through CEF that provides before and after-school care. For more information or to sign up, go to https://www.carlsbaded.org.
- ➔ Kona Ice Fridays can serve to create additional traffic in and around the parking lot. If your child is buying Kona Ice, it is recommended you park in the lot and wait for your child because if you are in the pick-up lane along the curb, you will be asked to continue to pull forward and may have to loop around again. Please coordinate this with your child ahead of time.

CHE Parking Lot Map



Home/School Connection

Role of Parents in Helping to Create a Safe & Caring Elementary School

When parents and families are involved in their child's school, children do better and have positive feelings about going to school. Parents can help create a school where all students can pursue high academic standards in a safe, caring, and challenging learning environment. There are many ways families can support their child's learning at home and throughout the school year. Develop a partnership with your child's teacher and school staff to support and foster the best for your student.

- Meet your child's teacher and sign-up for regular communications.
- Attend parent-teacher conferences and ask to meet with your child's teacher at any point throughout the year if you have a concern.
- Make sure your child gets their homework done, help them prepare for tests, and read with your child regularly.
- Be involved-- Volunteer for events and join the PTA
- Demonstrate a positive attitude about school to your children.
- Talk with your child-- get to know what they do at school and who they play with.
- Listen to your son or daughter if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as the school principal, psychologist, or teacher.
- Discuss school rules with your child, show your support for the school policies, and help your child understand the reasons for them.
- Teach your child how to solve problems. Give praise when he or she follows through.
- Help your son or daughter find ways to express anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child, and talk about it.
- Help your child understand the value of accepting differences and treating everyone with kindness and respect-- model it for them.
- Monitor your child's use of technology and social media.
- Work with your child's school to make it more responsive to *all* students and to *all* families. Share your ideas about how the school can encourage family involvement, welcome *all* families, and include them in meaningful ways in their children's education.
- Encourage your student to report any incidents at school "See something / Say something"

(The preceding selection was adapted from Early Warning, Timely Response: A Guide to Safe Schools. Washington, D.C.: U S. Department of Education, Special Education and Rehabilitative Services, 1998.)

Communication

COYOTE COMMUNICATION NEWSLETTER	Weekly informational message from the principal Friday evenings via email and the Parent Square App. **This message is sent to the email listed in Aeries Parent Portal*
PARENT SQUARE	ParentSquare is a communication tool designed to allow seamless communication between parents and school staff. This tool is personalized to the user allowing them to choose a preferred language as well as the means of communication they would like to use. Be informed of upcoming events, activities, alerts, and important school messages. Download the app for your smartphone. Click here for assistance and help pages.
SOCIAL MEDIA	Instagram: @checoyotes Facebook: CHEcoyotes
SCHOOL WEBSITE	https://ches.carlsbadusd.net/
PEACHJAR	Digital Flyers announcing activities, upcoming events, after-school activities, etc. The link to access is posted on the CHE website.
TEACHER	Check with your child's teacher regarding their regular mode of communication.
EVENTS	Back to School Night (August) Parent/Teacher Conferences (October & March) Parent Nights (TBD) ELAC Meetings (4x per year) Open House (May)

Community Resources

Janette Torres, Bilingual Community Liaison for CHE & CHM 760-331-6392

CHE has a number of community partners who support the health, well-being, and educational journey of our students and families. Such partners include the Assistance League of North County, Got Your Back San Diego, TruHealth, Carlsbad Educational Foundation, and more! Additionally, we have a food pantry in the front office that will be restocked regularly throughout the year. Please take what you need– no questions asked!

If you are in need of community support and resources, please contact our community liaisons. Also, in submitting an application for free & reduced lunch, you may be eligible for other subsidized resources through the state. To see if you qualify, [submit your application here](#).



Volunteers & Visitors

Safety is the priority in our Visitor & Volunteer Procedures. CHE is considered a closed campus. All adults and students MUST enter/exit school grounds through the main office – no exceptions. The back gate is open for students to access school only. **All adults are required to sign in/out of the main office.**

- ➔ **Every adult** on campus should have an identifiable badge. If you see someone without a badge, please send them to the office.
- ➔ During school hours, **enter and exit from the school office only**. The side gates between classroom buildings are to remain locked and closed. Only CUSD personnel may enter/exit from these gates until they are open for dismissal. Students and faculty are not allowed to open the gates for non-CUSD personnel.

Volunteers

CHE encourages parent volunteers to assist during the regular school day. Some volunteers act as tutors for individuals or small groups and others prefer clerical prep work or to support a specific event. Please contact your child's teacher if you are interested in supporting in this way.

ALL volunteers need to:

- Submit the volunteer clearance form through the CUSD District Office.
  - Volunteers are cleared through the district office, NOT the school site, so applications must be submitted and approved well in advance of the event for which you are volunteering. You will receive an email when your application has been approved.
  - Volunteer clearance rolls over to the next school year.
- Coordinate a time with the teacher prior to showing up on campus.
- Sign in with the main office prior to volunteering to indicate your location of service using our Visitor Management System.
  - You will need to bring and scan your ID.
- Wear a badge that identifies you as a volunteer.
- Exit through and sign out in the school office by scanning the barcode on your badge.

Visitors

Parents and guests are welcome on campus for assemblies and special events. Visitors differ from volunteers because they are present for a brief and specific time to observe an event, whereas volunteers are working with or interacting with students.

- If you are on campus for a special event such as an assembly, SRA, Science Day, a class performance, etc., you must sign in at the office using our Visitor Management System, which requires a picture ID, and get a badge to display while on campus.
  - Office staff will be cognizant of the number of guests arriving at one time and may provide an alternative check-in system to expedite the process.
  - All guests must keep their visitor badge visible at all times while on campus per our safety protocols.
  - Guests must exit through the office, not any of the exterior gates as those must remain securely closed for safety purposes.

- All guests to campus must adhere to the expectations of civility, respect, and safe conduct as outlined in Board Policy 1313. Any individual who exhibits abusive or disorderly behavior will be reminded of campus expectations and asked to leave if they do not cooperate. We are committed to maintaining an orderly educational environment free of disruptions and grounded in mutual respect.

Field Trip Drivers

At times, teachers may request parent drivers for field trips. If you plan to drive students for a field trip, the necessary paperwork must be submitted to the Office Assistant at least 1 week prior to the field trip. Paperwork includes:

- Cleared CUSD Volunteer Application Form on file
- CUSD Field Trip by Private Driver Form
- Current Driver's License
- Current Insurance with minimum requirement (provide a copy of the Declaration Statement page)

Classroom Deliveries

If you need to deliver something to your child during school hours, please drop it off in the front office and we will either call your child down or deliver the item at an appropriate time so as to not interrupt instructional time.

Other Parent Resources

For additional information and resources, please check out the Parent Resources page on the CUSD website. This page includes the K-12 student handbook, annual notification, and district forms.